


**M. S. P. Mandal's
Shivchhatrapati College, Aurangabad
Internal Quality Assurance Cell**



MENTORING POLICY

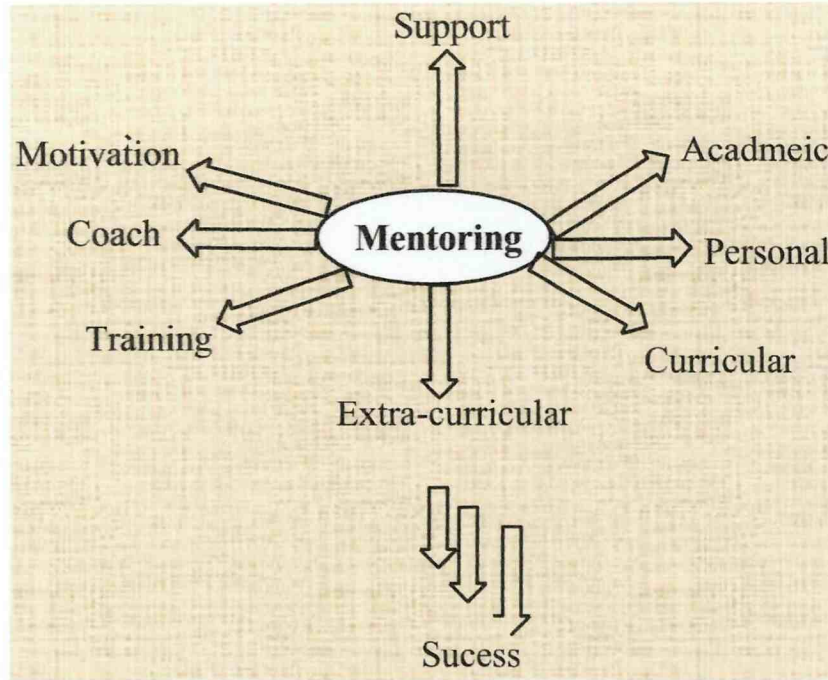



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- **General about the mentoring program:**

Mentoring constitutes an integral part in the academics that paves the path of student journal in the higher education towards success.

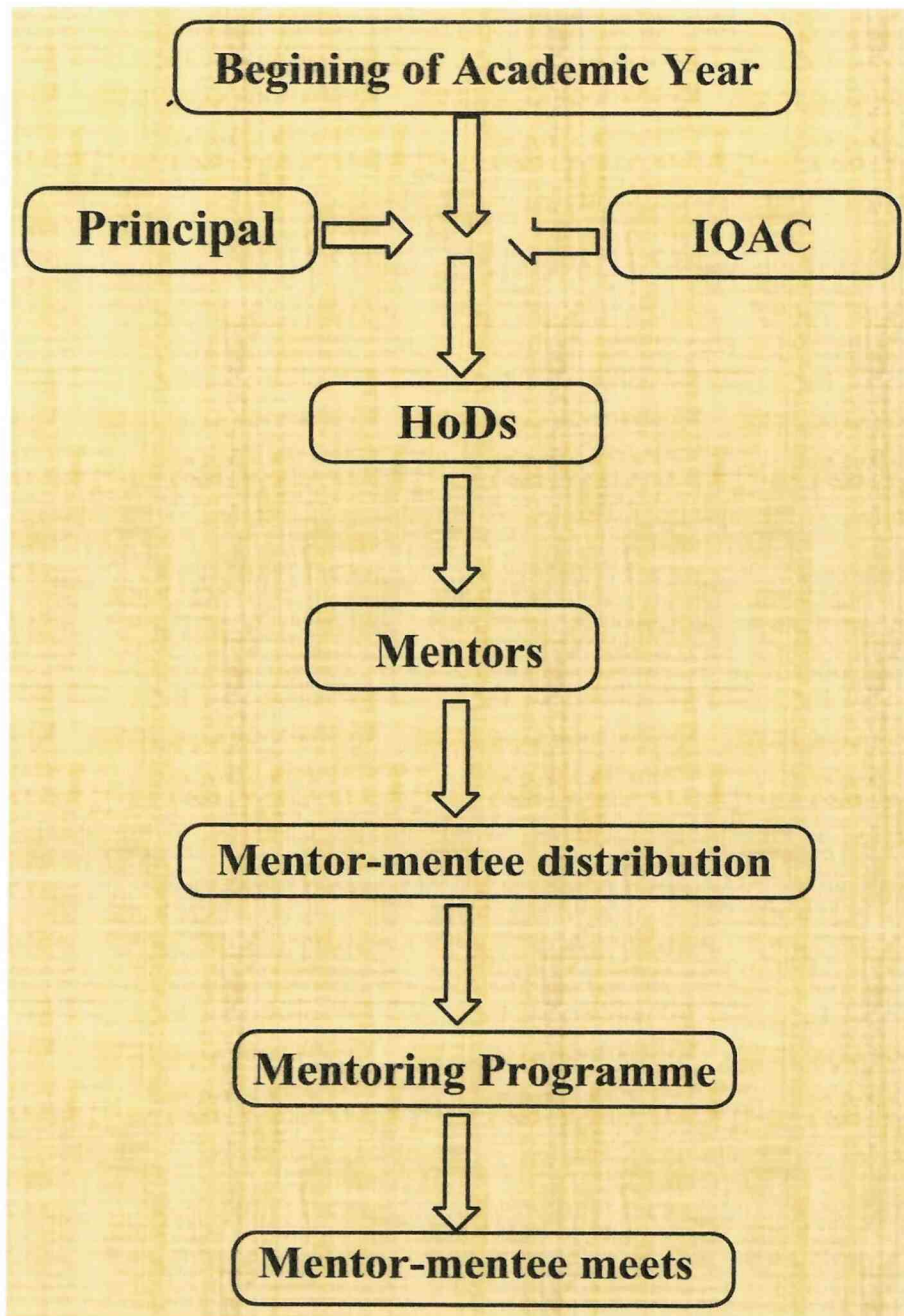


It is an important for student support and progression that assists learners of all types to achieve their goals in life. Mentors can address and solve the issues of their mentees through effective mentoring sessions. Mentoring is meant for supporting mentees on their academic, emotional, personal, evaluation etc. related issues. It helps the learner to improve his / her academic performance.




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• Institutional mentoring program:




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Shivchhatrapati College has **Student Mentoring Policy** at its center place. The Internal Quality Assurance Cell prepares mentor-mentee distribution circular at the beginning of academic year in consultation with the Heads of respective departments and Principal.

Effective mentoring programs are motivated through regular HoD meetings, meetings with staff, through Deeksharambh program, student interactions and so on. Mentors arrange periodic follow up of mentee issues periodically in order to understand their issues and try their level best overcome the mentee from their issues.

The IQAC cell has a functional role to monitor issues addressed and solved by the mentors through workshops / seminars/ meetings on effective mentoring mechanism and discussions in the meetings.

❖ **Objectives of mentoring:**

- Mentee counselling
- Achieving goals in life
- Improvement of academic performance
- Career guidance
- Solving of academic, personal, examination related issues.
- Nurturing the learning needs

❖ **Key factors in institutional mentoring:**

- Identification of learner
- Clear understanding of mentee issues
- Realizing severity of the mentee issues
- Socioeconomic background of the mentees




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❖ **Responsibilities of mentor:**

- To collect mentee details and personal information.
- To arrange mentor mentee meetings periodically.
- To provide learning opportunities for the mentees.
- To identify and understand the mentee needs.
- To provide study material & educational resources to mentees.
- To monitor academic progress on mentees.
- To understand strengths and weaknesses of mentees and guide them as much as possible.

❖ **Responsibilities of mentee:**

- To understand outcome of the mentoring programme.
- To attend mentor-mentee meets.
- To understand mistakes and learn new experience and competencies.
- To be open minded with the mentor.
- Effective communication with the mentor.

❖ **Frequency and schedule of the mentor-mentee meets:**

On an average each mentor arranges four to five mentor mentee meets. The first meet is conducted at the beginning of academic year - August or September to understand the learning needs and socio-economic background of the students. Second mentor-mentee meet is generally conducted at the end of first term to know the syllabus covered, study material, need for extra lecture sessions and other issues faced by the mentees. Third mentee meeting is conducted after the declaration of results of first term to monitor the student progress and the last meet is usually conducted in the at the term end of the second term of the academic year. In addition mentors can arrange mentee meetings as per the mentee demands.

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