



**MES ASMABI COLLEGE
P.VEMBALLUR**

MENTORING POLICY AND PROCEDURE

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The most important personal and relationship building learning experiences comes from mentorship. College mentoring programs helps students to attain their professional growth, academic skills and lead to success in their future career development. We at MES Asmabi College follow a clear cut mentoring policy and procedure which enable learners to access support mechanisms to meet their academic needs. A warm and solid mentor mentee relationship is maintained in the campus and no students are outside the purview of this mentoring policy .The main objective of mentoring policy in our college is to ensure that learners have the opportunity to work with a mentor who will give them enough support, guidance, care and advice and helps to solve their academic and personal issues. Thus a personal relationship is created for the better understanding of each student. The college is also regularly reviewing the system in time to time and makes necessary suggestions and remedial measures for the smooth functioning of the same.

A three tier mentoring system works at the college as IQAC at the top level and head of the department and tutors or mentors at the department level. IQAC evaluates the mentoring policy in each department by monitoring it on the basis of feedback from mentors and head of departments. The role of the head of the department is also vital in the mentoring system. They assign faculties from their department to different classes and review their activities and inform parents about the problems and issues related to students. They also identify the students who need financial assistance with the help of mentors.

- A coordinator for mentoring shall be delegated by the Principal
- All teachers shall be given a proper training on Mentoring

- Each student shall be assigned a mentor from the faculty
- The HODs shall periodically monitor the mentoring system in the department

Responsibilities of a Mentor

- Each student is allocated under a faculty member at the time of admission.
- They organize class wise meetings from time to time.
- Individual mentoring sessions are conducted.
- They help in monitoring academic progress and gives personal counseling.
- They motivate students to use e- resources in library and to enroll in certificate courses and online courses offered by NPTEL and MOOC.
- They maintain bio data book of students and update it from time to time.
- They help the students to participate in curricular and co-curricular activities.
- All mentors keep a confidential data about their mentee.
- If any administrative or higher level action is required they intimate the head of the department.
- The mentor should act as a guide and role model before the mentee.
- Mentor shall render academic and personal support to the mentee to promote self-realization

Responsibilities of a Mentee

- Mentee should obey the rules and regulations of the institution.
- They must adhere to the mentoring programme procedures.
- The mentee should regularly meet the mentor and should be a rapow between meter and mentee.