



AMAR SEWA MANDAL'S (Regd No. : M/220/78 NGP) F-2299 (N)

KAMLA NEHRU MAHAVIDYALAYA

(ARTS, COMMERCE, SCIENCE & MANAGEMENT)

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KNM / _____

Date: ____/____/____

POLICY DOCUMENT FOR MENTOR MENTEE SCHEME

The Mentor-Mentee system is an institutional initiative aimed at providing continuous support and guidance to students through a structured interaction with faculty members. The policy is formulated in alignment with the NAAC guidelines to enhance student development, academic progress, and personal well-being.

Objectives

1. To provide individual attention and academic guidance to students.
2. To monitor and support the academic, emotional, and psychological well-being of students.
3. To foster a supportive relationship between teachers and students.
4. To identify and resolve issues affecting students' academic performance and general conduct.
5. To guide students in career planning, internships, and co-curricular activities.

Structure of the Mentor-Mentee System

1. Each faculty member (Mentor) is assigned a group of 30-40 students (Mentees).
2. The allocation is done at the beginning of the academic year.
3. The same mentor may continue with the mentee group throughout the course duration, where feasible.

Roles and Responsibilities

Mentor:

1. Maintain a record of mentees' academic progress, attendance, and overall performance.
2. Conduct periodic meetings (at least once per semester) with mentees.
3. Provide academic counseling and personal support.

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4. Identify students with special needs and refer them to the concerned department (counseling, medical, etc.).
5. Encourage participation in co-curricular and extra-curricular activities.
6. Guide students in setting academic and career goals.

Mentee:

1. Maintain regular contact with the mentor.
2. Attend scheduled mentoring sessions.
3. Share academic and personal concerns honestly.
4. Take feedback constructively and act upon suggestions.
5. Maintain a mentoring diary/logbook, if applicable.

Monitoring and Evaluation

1. A mentoring report will be prepared and submitted to the IQAC at the end of each semester.
2. Feedback from students will be collected to assess the effectiveness of the mentoring system.
3. Periodic review meetings will be conducted to evaluate outcomes and make improvements.

Confidentiality

All interactions between the mentor and mentee shall remain confidential unless disclosure is required for the safety and well-being of the student or others.

Conclusion

The Mentor-Mentee policy aims to establish a nurturing and inclusive academic environment, fostering student growth and institutional excellence.



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