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**MENTOR-MENTEE POLICY**

**w.e.f. 2022- 2023**



## **Preamble**

Mentor Mentee Scheme is an essential component for a successful career as it bridges the gap between the faculties and students. Mentoring provides students emotional and instrumental support, guidance, encouragement and better environment in college. Thus, the student mentorship programme will incorporate the support of faculty members as "Mentors" to all the students in the college. Each student shall be assigned a "Mentor" to overcome their hurdles to achieve the goals desired by them in their academic and non academic development.

## **Objectives of Student Mentoring Policy**

The target of this Mentoring Programme is to identify fundamental mechanisms that will

- Provide students with career and non-academic counseling.
- Provide students with information on preparatory courses for their academic prosperity.
- Focus and motivate students to achieve learning goals and thereby improve their academic performance.
- Guide, encourage, and advice the students about their upcoming student life, student health, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.
- Generate curiosity and interest in academics and other institutional activities amongst the students.
- Identify special talents, skills, slow learners & passing this information on, to the relevant committees.

## **Guidelines for the Mentor – Mentee Program**

- Students shall be assigned to Mentors (Teaching faculty)
- A mentor shall have a batch of 15-20 students (Mentees)
- The mentor shall meet the mentees once in the month and record the outcome of the meeting.
- The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institute / department for providing further motivation to advanced / gifted learners.
- The mentor shall also identify the students whose performance / attendance is below par.
- The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior.
- If required mentor shall refer the student to the Counselor.
- Mentors should provide holistic services and help students to become self-reliant and confident.

- Effectiveness of mentor-mentee relationship will be assessed periodically.

### **Areas of Review**

- Attendance: The mentor shall observe and monitor the attendance of the mentee.
- Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term end examination and help the mentee through counseling or by arranging remedial teaching, if necessary.
- Behavioral and discipline matters
- Physical and mental well being
- Achievements, talents and co-curricular activities

### **Responsibilities of Mentor**

- Introduce and discuss the concept of mentor-mentee system with the assigned mentees
- Call a meeting of all mentees and records their necessary details in the designated form, note any specific requirements of a student and discuss with them the complete schedule of future meetings.
- Keep a track of the attendance, academic performance and behavioral aspects of the student
- Support students academically and emotionally
- Contact parents to inform the progress of their ward, whenever required
- Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required
- Guide students and also arrange remedial teaching and advance learning, if required.

### **Responsibilities of Mentee**

- Attend meetings regularly
- Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to the mentor whenever asked for
- Repose confidence in the mentor and seek his / her advice whenever required

### **Responsibility towards Slow learners**

The following strategies of more may be adopted by the faculty to motivate and guide slow learners.

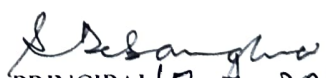
- Making provisions of easy lecture notes/study materials.



- Recording of lectures and providing the same to the students so that the students can listen to the class content at their pace.
- Arranging special classes in the form of remedial classes.
- Peer education strategies can be used by following buddy system or peer mentors.
- Provide academic and personal counseling.
- Encourage group learning activities.
- Encouraging the students to join or participate in Co-Curricular activities
- Teaching Learning through examples and case studies related to their social background.
- Encouraging students to be more inquisitive and to join the skill development courses on life communication skills.

### **Responsibility towards advanced learners**

- Providing extra facilities and academic input for better career growth.
- Encouragement to join research projects to inculcate research orientation.
- Encouragement to write and publish research/popular/review papers or book chapters under the guidance of faculty members.
- Encourage to read research papers and make presentations before the class.
- Encourage to participate in National/International Conferences, Seminar and workshop so that they can present their works as well as interact with renowned academician.
- Provide scholarships/Awards to acknowledge their efforts and to enhance their performance.
- Encourage to join Online Courses offered by Swayam or other platforms for enhancing the knowledge horizon.
- Offer a range of textbooks
- Offer deeper questions with moving from factual to conceptual thoughts.
- Honour and support innovative thinking. Help nurture their innovative ideas into products or models.
- Consider the general principles of teaching and learning of explore, create, envision, support, improve and exhibit.

  
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