

### **13.1 PURPOSE OF THE POLICY**

To serve as a comprehensive guide for mentors in understanding the fundamental aspects of mentoring, including its regulations and limitations.

### **13.2 SCOPE**

This policy applies exclusively to mentors and mentees within the institution.

### **13.3 DEFINITIONS**

- **Mentor:** An experienced and trusted faculty member who provides guidance, support, and advice to a student.
- **Mentee:** A student who seeks guidance, support, and advice from a more experienced faculty member (the mentor).

### **13.4 OBJECTIVES**

The objective of the mentoring program is to create a conducive environment for the holistic development of students by establishing a triangular interaction platform involving students, teachers, and parents. The faculty mentor plays a vital role in facilitating this platform.

### **13.5 PROCEDURE: MENTORING SYSTEM**

1. The Head of the Department forms mentor groups with a student-to-faculty ratio of 20:1.
2. The mentor coordinator assigns 20 students to each faculty mentor, who is responsible for ensuring the individual growth of their mentees.
3. Mentoring activities and actions are documented in iGURU to maintain consistency and track the progress of students.
4. In the initial meeting, mentors collect personal and academic information from all mentees to understand their backgrounds and establish a good rapport.



5. Mentors continuously monitor, counsel, guide, and motivate students in academic areas (such as attendance, support for advanced and slow learners, co-curricular and extra-curricular activities), personal issues, and career concerns (including elective choices, projects, placements, training activities, and internships).

### **13.6 ROLES AND RESPONSIBILITIES**

#### **1. Mentors**

- 1.1. Contact parents periodically to update them on their wards' academic performance and attendance.
- 1.2. Maintain a mentoring form documenting all discussions with students.
- 1.3. Inform authorities if any administrative action is needed.
- 1.4. Conduct regular counseling sessions with students after each assessment to understand their needs and aspirations.

#### **2. Mentees**

- 2.1. Attend scheduled mentor-mentee meetings and feel free to contact the mentor whenever guidance is needed.

### **13.7 COMPLIANCE**

- Mentors must maintain the confidentiality of information shared by the mentee.

