



# POCKER SAHIB MEMORIAL ORPHANAGE COLLEGE

(AFFILIATED TO UNIVERSITY OF CALICUT; RE ACCREDITED AT 'A' GRADE BY THE NAAC)

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## Mentor and Mentee Policy

The IQAC has formulated a mentoring strategy to cater to the emotional and intellectual requirements of the undergraduate students. The class advisors are required to prepare a comprehensive list of students for mentoring and it is forwarded to the Heads of the Departments. The Heads of the Departments assign faculty members as mentors and prepare a list of mentors which is forwarded to the principal for approval. The Head of the Institution publishes the approved list of mentors every year. The faculty members are entrusted to ensure productive and rewarding mentoring relationships. Mentors provide personal and professional advice to the learners throughout their course in the college. The following are the major functions of the mentors.

- i) Individual / collective mentoring sessions are to be arranged by the mentors at least twice in every semester.
- ii) Mentors have to offer constructive feedback on academic performance and guide them to greater career opportunities.
- iii) Direct learners to balance their personal and professional goals and appreciate them on their achievements.
- iv) Maintain regular communication with mentees and understand their social, economic and cultural background and offer highly customized learning resources that suit their requirements.
- v) Encourage mentees to pursue higher career goals and enroll in additional programmes such as online courses.
- vi) Maintain a record of mentor and mentee discussions and progression of individual mentees throughout the programme.
- vii) Update parents/guardian of the mentee if s/he requires special care from them and sensitize them on the learning requirements of the mentee.
- viii) Seek the advice and support of the Head of the Department/Institution if the mentees require structural and financial support to continue their education.

The IQAC will monitor the process and progression of mentor mentee discussions and constitute a body to analyse the feedback. Based on the feedback, IQAC will review the effectiveness of various modes of sessions offered and suggest modifications if required. The IQAC will also ensure that proper guidelines are provided to mentors from time to time and mentors are encouraged to offer guidance that is relevant to their mentees.

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