

MENTORING POLICY



AMAR SHAHEED KANCHAN SINGH AUTONOMOUS P.G College

Shivpuri, Fatehpur - 212656
(U.P.) INDIA

<https://www.asksapgcollege.in/> | asksapgcollege.in@gmail.com

0		Issued for Implementation
Rev.	Date	Description
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1. Introduction

Amar Shaheed Kanchan Singh Autonomous P.G College is committed to fostering a supportive and enriching environment for all students. The college recognizes the importance of mentoring in enhancing academic performance, personal growth, and professional development. This Mentoring Policy outlines the principles, objectives, and procedures for implementing an effective mentoring program that aligns with the college's mission to provide holistic education.

2. Objectives

The primary objectives of the mentoring program are:

- To assist students in achieving their academic goals by providing guidance, resources, and encouragement.
- To support students in developing life skills, self-awareness, and emotional intelligence.
- To prepare students for their future careers by offering insights into professional practices, networking opportunities, and career advice.
- To create a supportive and inclusive environment where all students feel valued and supported.

3. Mentoring Structure

The mentoring program at Amar Shaheed Kanchan Singh Autonomous P.G College will be structured to provide comprehensive support through different mentoring models:

- **Faculty-Student Mentoring:** Faculty members will be assigned to students to provide academic and career guidance.
- **Peer Mentoring:** Senior students will mentor junior students, offering peer support and fostering a sense of community.
- **Professional Mentoring:** Industry professionals and alumni will be engaged to mentor students, providing real-world insights and career advice.

4. Roles and Responsibilities

Mentors

Mentors will play a crucial role in the success of the mentoring program. Their responsibilities include:

- **Building Relationships:** Establishing trust and rapport with mentees.
- **Providing Guidance:** Offering academic advice, career counselling, and personal development support.
- **Setting Goals:** Helping mentees set realistic and achievable goals.
- **Monitoring Progress:** Regularly reviewing mentees' progress and providing constructive feedback.
- **Resource Sharing:** Sharing relevant resources, opportunities, and networks.
- **Confidentiality:** Maintaining confidentiality and creating a safe space for open communication.

Mentees

Mentees are expected to actively participate in the mentoring program by:

- **Engagement:** Actively engaging in mentoring sessions and activities.
- **Goal Setting:** Setting personal and academic goals with the help of their mentor.
- **Seeking Feedback:** Being open to feedback and willing to work on areas of improvement.
- **Utilizing Resources:** Making use of the resources and opportunities provided by the mentor.
- **Respect and Professionalism:** Maintaining a respectful and professional relationship with their mentor.

5. Implementation Process

- Every student will be assigned a faculty mentor on day-one and the concerned Department shall take necessary steps for the same.
- The mentor will remain same throughout the course of the study of the mentee. The mentor shall be changed only with the approval of the HOD in appropriate circumstances.
- The College shall organize Orientation Programs / Sessions for the newly admitted students at the beginning of the academic year where they will be familiarized with the program, academic policies, practices, and resources.
- The mentees will be intimated names of the mentors to whom they will be assigned, and the mentor details shall also be shared with the parents / wards of the students.
- An orientation program will be conducted in the first semester and a refresher session will be conducted in the second semester.
- Mentor shall advise and approve of the courses (core, elective and open elective) that mentee seek to choose in each semester,
- It shall be the responsibility of the mentee to contact faculty mentor at the appointed hour. However, the mentor may also take steps to contact mentees through email / social media and other appropriate mediums. The mentors should let the mentees know the time and place for meeting. Mentors may give special attention to the needs of students who are challenged due to cultural and ethnic issues.
- The mentoring shall cover academic and non-academic issues faced by the mentees. Where required mentor shall recommend for professional help,
- The mentors must make best efforts to dissuade their mentees from harmful practices of smoking, drugs, alcohol etc. The mentor should encourage the mentee to take up challenging academic paths during his/her course of study.

Mentor Selection

- **Faculty Mentors:** All the faculty members including the HoD shall be mentors for students admitted to the program that the college offers. The HoD shall allot the students to the mentors from the date of registration. There shall be equitable distribution of students among faculty. In case a mentor is on leave for more than a month, HoD shall make re-

allotment among the available faculty. If a new faculty joins the department, HoD shall carry out re-allotment so that all the faculty members have almost equal number of mentees. The Mentors will have preferably not more than 20 mentees.

- **Peer Mentors:** Senior students who have demonstrated academic excellence and leadership skills will be selected as peer mentors. They will undergo a training program to prepare them for their role.
- **Professional Mentors:** Alumni and industry professionals will be invited to join the mentoring program. Their selection will be based on their experience, willingness to contribute, and ability to provide relevant guidance.

Training and Support

- **Mentor Training:** All mentors will undergo a training program covering mentoring techniques, communication skills, and the college's policies and procedures.
- **Ongoing Support:** The college will provide ongoing support to mentors through regular meetings, workshops, and resources.
- **Feedback Mechanism:** A feedback mechanism will be established to ensure continuous improvement of the mentoring program. Both mentors and mentees will be encouraged to provide feedback on their experiences.

Mentoring Activities

Mentoring activities will be designed to support the overall objectives of the program. These activities include:

- **One-on-One Meetings:** Regular meetings between mentors and mentees to discuss progress, challenges, and goals.
- **Group Sessions:** Group mentoring sessions to address common issues and foster peer learning.
- **Workshops and Seminars:** Workshops and seminars on various topics such as career planning, time management, and stress management.
- **Networking Events:** Events to connect mentees with industry professionals and alumni.
- **Academic Support Sessions:** Sessions focused on specific academic subjects or skills, such as writing workshops or study groups.

6. Evaluation and Improvement

The effectiveness of the mentoring program will be evaluated regularly to ensure it meets the needs of the students and the objectives of the college. The evaluation process will include:

- **Surveys and Feedback:** Regular surveys and feedback forms will be distributed to mentors and mentees to gather their insights and suggestions.
- **Performance Metrics:** Key performance metrics, such as academic performance, retention rates, and student satisfaction, will be tracked to assess the impact of the mentoring program.

- **Review Meetings:** Regular review meetings with the mentoring program committee to discuss feedback and make necessary adjustments.
- **Annual Report:** An annual report summarizing the achievements, challenges, and improvements of the mentoring program will be prepared and shared with the college administration.

7. Code of Conduct

All participants in the mentoring program are expected to adhere to a code of conduct that promotes respect, professionalism, and ethical behavior. Key elements of the code of conduct include:

- **Respect:** Treating all individuals with respect and consideration.
- **Confidentiality:** Maintaining confidentiality of all communications and personal information shared during mentoring sessions.
- **Integrity:** Acting with integrity and honesty in all interactions.
- **Professionalism:** Upholding professional standards and behavior.
- **Commitment:** Demonstrating commitment to the mentoring relationship and participating actively.

8. Resources and Support

The college will provide the necessary resources and support to ensure the success of the mentoring program. This includes:

- Comprehensive training materials and resources for mentors and mentees.
- Designated spaces for mentoring meetings and activities.
- Administrative support to manage the logistics of the mentoring program.
- Technology tools and platforms to facilitate communication and resource sharing.
- Access to counselling services for mentees who require additional support.

9. Conclusion

The Mentoring Policy for Amar Shaheed Kanchan Singh Autonomous P.G College is designed to create a supportive and enriching environment for students. By providing academic support, personal development, and professional growth opportunities, the mentoring program aims to help students achieve their full potential. The college is committed to continuously improving the program and ensuring it meets the evolving needs of its students. Through collaboration, dedication, and a shared commitment to excellence, the mentoring program will contribute to the holistic development of all students at Amar Shaheed Kanchan Singh Autonomous P.G College.

Approved By



Principal