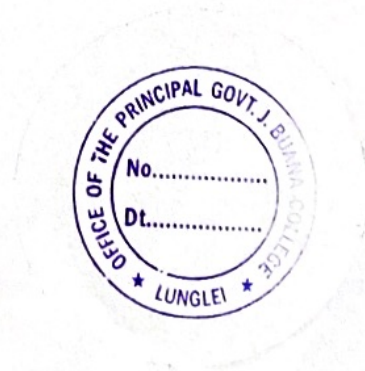




GOVERNMENT J. BUANA COLLEGE

# MENTORING: POLICY & PROCEDURE

  
Principal  
Govt. J. Buana College  
Lunglei



**Quality Policy**

**Area: Teaching Learning & Student Support**

Policy Number  
No. 001 of 2022

# MENTORING- POLICY & PROCEDURE

## PURPOSE

The Mentoring policy is to establish a framework and guidelines to provide individual care and support to students of Government J. Buana College (hereafter referred to as “Mentees”).

## SCOPE

This policy applies to the Principal, HODs/Programme Coordinators, IQAC, Faculties (hereafter referred to as “Mentors”) and students (“Mentees”) of Government J. Buana College.

## POLICY STATEMENT

1. Government J. Buana College understands the role of a Higher Education Institution (HEI) in moulding citizens of the future, by providing individual attention to their continuous growth.
2. The student care policy will enable students to adjust with their new surroundings as well as to achieve their ambitions by receiving continuous support from the teachers as their mentors.
3. The HODs / Programme Coordinator assigns a teacher as a “Mentor” at the beginning of an academic year with proper instructions and guidelines.
4. The Internal Quality Assurance Cell conducts a screening test for fresh students to identify their skill levels and to classify them as Fast, Medium and Slow learners.
5. The IQAC then groups students into Peer Learning Groups (PLGs) by mixing equal numbers of fast, medium and slow learners.
6. The IQAC will then make the necessary arrangements of giving special lectures to students according to their needs. This will be done in consultation with the Capacity Building and Skill Enhancement Committee.

## RESPONSIBILITIES

1. The HOD/Programme Coordinator will draft a assigns Mentors to the students. This will be submitted to the IQAC. Final approval will be made by the Principal who will then issue an official order.
2. The Internal Quality Assurance Cell is responsible for conducting the screening test and to classify students as fast, medium and slow learners.
3. A Mentor is responsible for his duties as per the guidelines laid out in this document.



### **1. GUIDELINES TO HODs (PROGRAMME COORDINATORS)**

1. The HOD (Programme Coordinator) is the primary point of contact for a student who wants to know about the procedures in the College. The HOD should be kind, impartial and supportive to students.
2. He/she should be helpful for the student to clear his/her doubts regarding exam registrations and other daily activities.
3. The HOD should provide the syllabus of the programme and important dates of internal & external examination dates at the beginning of each semester.
4. The HOD should maintain close contact with other subject teachers. He/she should help in arranging substitution classes if any teacher is on emergency leave.
5. In case of any misconduct from a student, the HOD should inform the parent/guardian with the consent from the Principal.
6. The HOD should give effective leadership to the class during intramural competitions.
7. It is the responsibility of the HOD to maintain a record of leave availed by a student of his/her class. This may be done using the ERP system.
8. Information regarding Certificate courses, Open courses, Placement & Higher Education opportunities should be communicated to students and the HOD should motivate students to take part in such activities.
9. The HOD is responsible for Parent-Teacher annual evaluation meetings and should inform the progress of students to their parents/guardians.

### **2. GUIDELINES TO MENTORS**

1. A Mentor should offer guidance and support to Mentees which will enable them to tackle the daily hurdles in academics as well as in social life.
2. A Mentor should meet his/her Mentee at least three times during a semester.
3. Information regarding Exam registration, Fee payment, Dates of internal exams and external exams should be communicated to students within the stipulated time as advised by the Principal and Examination Board.
4. During the meeting, A Mentor should actively listen to the Mentee's views and reflect back. He/she should also give constructive and positive suggestions to strengthen the Mentee.
5. All matters discussed in the Mentor-Mentee meeting should be kept confidential. The meeting date and time may be recorded, but other matters should be recorded only if agreed by both parties.


6. A Mentor should be aware of his/her Mentee's background and aspirations. A personal relationship may be created such that the Mentor will come to know the student's strengths and weaknesses. A Mentor may advise his/her Mentee to attend programmes like certificate courses, training programmes for placement and competitive exams.

### 3. GUIDELINES FOR IQAC ON SCREENING TEST

1. The IQAC should conduct a screening test for all First-Year students to assess their skill levels.
2. The screening test should comprise of questions that assess the students' knowledge on their core subjects and communicative English. The test should also contain questions on psychometrics.
3. Students are to be classified as fast, medium and slow learners and the results are to be sent to the respective Mentors.

### DOCUMENT CONTROL

1. Mentors should be custodians of their Mentees' records. They should continuously update the academic profiles of their mentees in the ERP system.
2. Mentors should keep a record of the minutes of mentor-mentee meetings.

  
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