



## Mentoring Policy

### Preamble:

Mentoring system provides the individual attention to the students. The mentor looks after the academic and personal development of the students. The process of mentoring involves providing academic advice and support to the students across the programme of study and reviewing wider academic progress continually. Mentor addresses the problems faced by the students like poor academic performance, infrastructural facilities, attendance, tests, subject difficulties, communication problem, exam related difficulties, career choice and personal issues. This system provides an excellent opportunity to students for their all-round development.

### Objective:

- To provide the platform to the students for sharing their problems related to academic and non-academic matters.
- To monitor the academic progress of the students.
- To identify the slow learners, advanced learner and the average students and to provide suitable environment to grow and prosper.
- To provide guidance and assistance to the student to grab the opportunity for their growth and development.
- To cultivate higher degree of professional responsibilities and imbibe the values amongst the young students.
- To provide an opportunity for overall development to all the students.
- To gain practical advice, encouragement and support.
- To learn from the experiences of others.
- To increase social and academic confidence.
- To develop communication, study and personal skills.

### Procedure for Mentoring:

#### Step I: Orientation of the Mentors

Prior to the commencement of the academic semester, the faculty members are to be oriented and sensitized regarding the importance and objective of the mentoring process. They need to be realized mentoring of the students at the college is a part of their professional duty.

During the orientation session, the faculty member needs to be oriented with the dos and don'ts of the mentoring process. The HODs of the institute /department may co-ordinate and act as resource person for this orientation session.

## **Step II: Allocation of Students to the Mentors.**

The concerned HOD will assign a group of students to an individual faculty member. Preferably, the same faculty member should remain as the mentor for the same group during the group's entire tenure at the college.

## **Step III: Round of Mentoring.**

The main purpose of this mentoring session is to monitor the academic performance of the students, to review the overall development etc.

Thus in a semester, two mentoring sessions should be arranged. They will keep all the update details of the students under him/her, provide them monitoring time to time and report the outcome to HOD regularly.

## **Step V: Analysis**

All the mentoring reports are submitted to the concerned HOD. The HOD will take necessary actions, wherever required and may inform the concerned principal.

For all the cases where improvement is not seen /difficult to mentor, should be immediately reported to the concerned authority.

The above policy is of general nature and it can be modified according to needs and requirement of concerned authority.



**PRINCIPAL**

K.K. Wagh Arts, Com. Sci. & Comp.  
Science College, CHANDORI,  
Tal. Niphad, Dist. Nashik-422 201