



Pal Shikshan Sanstha's

St. Paul College

Behind VTC Ground, Ashelepada,

Near Ganpati Mandir, Ulhasnagar – 421004.

(Affiliated to University of Mumbai)

NAAC Accredited

Internal Quality Assurance Cell (IQAC)

MENTOR-MENTEE POLICY

ACADEMIC YEAR 2021-22

What is mentoring?



Mentoring is a guidance system where one person (the mentor) imparts their knowledge, skills, and experiences with another person (the mentee or student). The goal of mentorship is to help mentees learn skills and information that will help lead them to success in their careers. Mentors are available to offer and serve as a resource to the mentee whenever a need may arise.

Mentoring is more than just sharing knowledge. Mentors help mentees identify their own goals and offer empowerment and encouragement to guide them to achieve their goals, or solve any challenges along the way. Mentors aren't intended to dictate how to do something, but rather, they are there to offer insight and support as their mentees develop their own methods during their career path.

St Paul college offers a Mentoring system through which a group of students are assigned to a group of faculty members at the commencement of every Academic program. Mentoring system is put into practice in the Institution by assigning students to each Mentor. Mentors play a vital role of guide, advisor and Counselor to the Mentee. The institute follows the Standard process of mentoring by maintaining a Handbook. Mentoring in the institute covers following aspects:

- Bridging the gap between the teachers and students.
- Creation of a better environment in college, where students can approach teachers for Educational and Personal guidance.
- Arranging seminars and Career guidance sessions.
- Professional development by organizing mock interviews

- Career development program
- Personality development programs
- Promoting students in extracurricular activities.
- Remedial measures and assistance to Slow learners
- Providing sufficient resources and encouragement to Advanced learners
- Motivation for higher studies and entrepreneurship

MENTEE-MENTEE MECHANISM



- Faculty members (Mentors) will be assigned a group of 30 to 40 students(mentee) from the different Department.
- Each faculty member(mentor) has to conduct minimum 2 Meetings with the assigned group of mentees.
- Mentoring meetings are beneficial for the students in various aspects like Academic, behavioral, attitudinal and social. In the first meeting , the mentor collects data from the mentee group which will be helpful for the Problem solving and managing students' grievances.
- Mentors ask regularly to the students regarding difficulties faced regarding a particular course, subject or a teacher.
- Mentor-mentee report is to be filled up in the Handbook provided by the College.
- It indicates an appropriate action plan of improvement as well as special measures taken by the mentor.
- Advice students in their career development regarding self-employment opportunities, entrepreneurship development, honesty and integrity required for career growth.

- Advise students in their professional development regarding professional goals, selection of career and higher education.
- Counsel them on their course regarding low attendance and low performance.
- Maintain a mentoring form with a brief but clear record of all discussions with students.