

Mentoring Policy

Sr. No.	Particulars	Details
1	Brief Description	The policy will provide healthy and secured learning environment in the college where students can groom themselves to be suitable to their career and personal life.
2	Scope	All Teachers and Students of all academic departments
3	Approved by	Head of the Institution and IQAC.
4	Objective	<ul style="list-style-type: none">To bridge the gap between teachers and students.To give support to the students in their academic, career and personal issues and planning.
5	Policy Statement	Mentoring Policy ensures that the students are in a secured environment where they can get the support in their Academic, Intellectual, Professional and Psychological development.
6	Procedure	<ul style="list-style-type: none">Appointment of Mentors by Head of the Department.Each section of the class has separate mentor / Class Advisor.Students are informed about their mentor Teacher.List of the student is provided to respective mentor.Mentors / Class Advisors form groups of their students for regular communication. (WhatsApp, Google Groups)Class Advisors conduct meetings of their mentees in the group or for an individual (if required).In these meetings students are guided on the academic process, career planning and any academic or personal issue raised by them.Academic or personal issues of students are addressed by the Mentor-Teacher.If the problem of the student is out of the scope of the mentor-Teacher then it is put in front of Head of the Department or Vice Principal of the concerned steam.If any issue of the student/s needs the support of head of the institution then it is addressed by the Head of the Institution.Formal and informal Feedback is collected from the students and their suggestions are considered.

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Policy document provides guiding principles and may change from time to time.

