

Marathwada Shikshan Prasarak Mandal's  
**DEOGIRI COLLEGE, AURANGABAD**  
**Internal Quality Assurance Cell**



**Institutional Student Mentoring  
Policy**

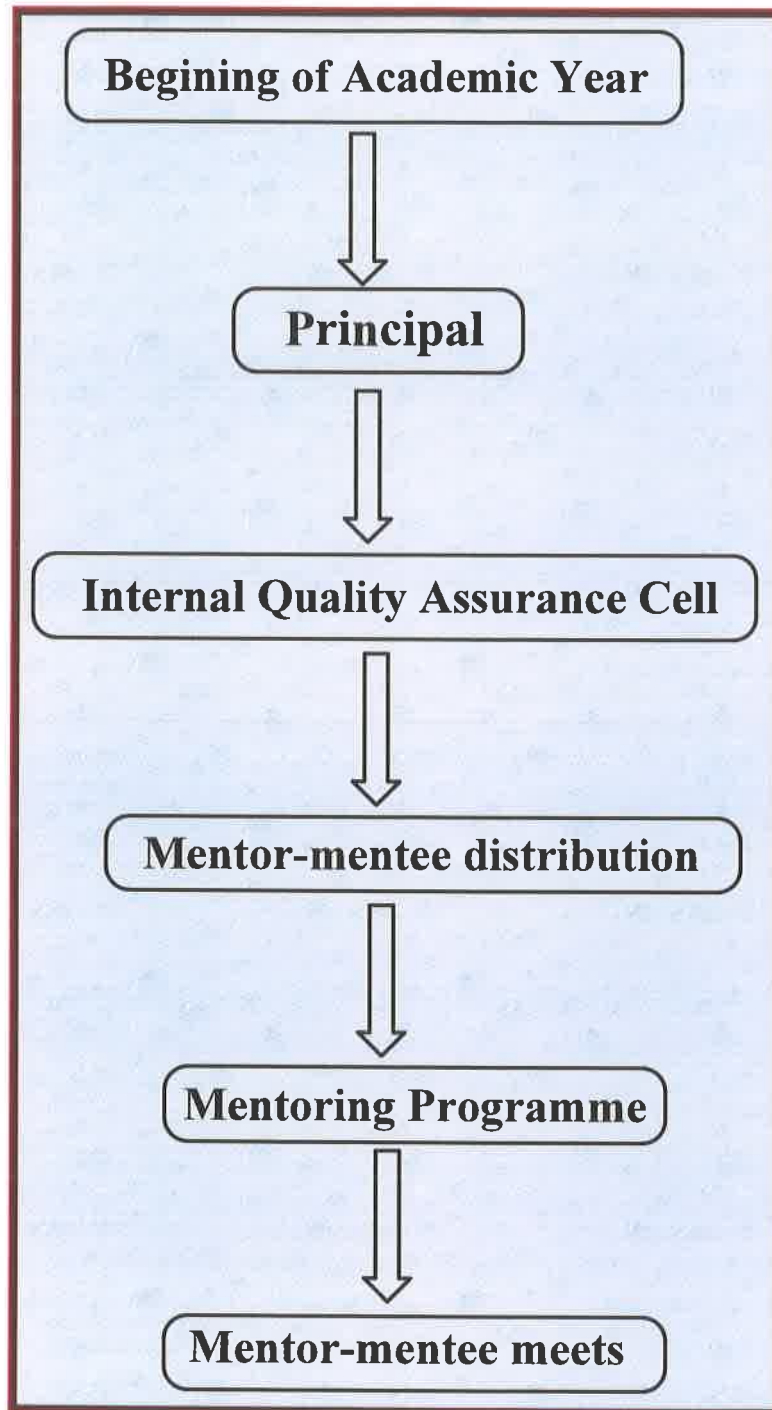


  
**Principal  
Deogiri College,  
Aurangabad.**

## “Mentoring for Holistic Empowerment of Mentees”

### ❖ Introduction:

Mentoring is an integral part of student progression and achieving the educational goals. It is meant to understand and solve the academic, emotional, psychometric, evaluation process related as well as personal issues. It is a strategy which helps to achieve the learning goals and overall development of mentees. It is aimed to understand and solve the intervening mechanisms in order to assist the learners and improve performance of slow / weak learners and to help the bright students to achieve their goals. The Internal Quality Assurance Cell, Deogiri College has a well-developed institutional mentoring programme for the overall academic growth of the students. At the beginning of academic year, the Internal Quality Assurance Cell allots class wise teachers and mentees. The teachers collect mentee's personal, socioeconomic and family background information about the mentees. Mentors take periodic follow up of mentee issues periodically in order to understand their issues and try their level best overcome them. The IQAC checks issues and arranges special workshops / meetings on effective mentoring mechanism.



# Mentoring Mechanism

Every Mentee with specific Formats

Both way selection of mentees  
and mentors

Yes! I know my mentee

Academically

Psychologically

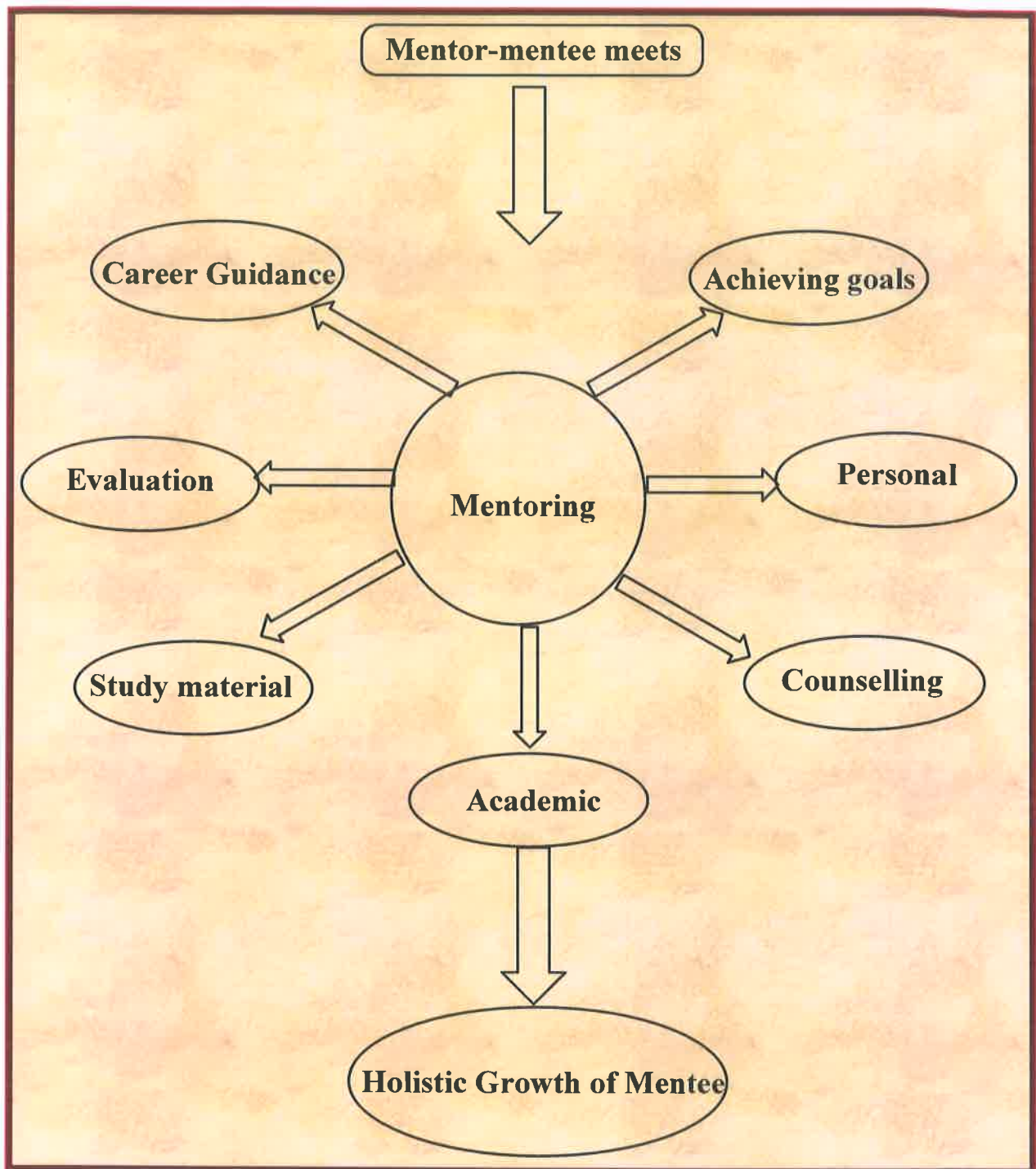
Socially

Culmination

Slow Learners motivated

Advanced Learners Upgraded

❖ **Outline of Institutional Mentoring Mechanism:**



### ❖ **Aims and objectives:**

- Assistance to achieve learning goals.
- To improve academic performances.
- To provide counselling / career guidance.
- To solve personal, academic, examination, study material, financial issues.
- To nurture mentees with their leaning needs.
- To create academic interest and curiosity among mentees in teaching-learning process.

### ❖ **Key factors in mentoring programme:**

- Learner identification.
- Understanding of the mentees needs.
- Socioeconomic background of mentees.
- Realizing severity of the mentee issues.

### ❖ **Role and responsibilities of mentor:**

- To collect mentee information.
- To organize mentor mentee meets.
- To provide multiple learning opportunities to the mentees.
- To identify and understand the mentee issues / needs.
- To provide educational resources to the mentees.
- To monitor academic progress on mentees.
- To promote mentees for curricular / extracurricular activities.
- To promote mentees for effective use of college educational resources.
- To understand strengths / weaknesses of mentees and guide them as per their needs.
- To realize desired outcome post mentoring.

### ❖ **Role and responsibilities of mentee:**

- To understand outcome of the mentoring programme.
- To attend mentor-mentee meets.
- To understand mistakes and learn new experience and competencies.
- To be open minded with the mentor.
- Effective communication with the mentor.

### ❖ **Mechanism of allotment of Mentees to Mentors**

- Allotment of mentees to mentors is done in the beginning of the year.
- College issues notice informing to all faculty members regarding the allotment of mentees to mentors.
- The HoDs of the concerned department allot the mentees to the teachers at the department.
- After communication with departments, the list of mentors and mentees is finalized.
- In case of Departments of Biotechnology, Computer Science, IT, Commerce, BCA, BBA, the mentors are allotted with single mentor as there is involvement of teaching of a single department only.
- In case of faculty of Science and Arts, there are multiple departments wherein students engage themselves for their programs and study at least three different subjects. Eventually they come in contact with different teachers. IQAC decided to allot mentees to mentors teaching the subject year wise. In this case, there is repetition of mentees to mentors. However it is experienced that allocation of multiple mentors have resulted in more effective mentoring program.

❖ **Frequency and schedule of the mentor-mentee meets:**

In general each mentor conducts averagely 4 to 5 mentor-mentee meets. The first meet is usually conducted at the beginning of academic year, usually in August / September in order to understand the basic understanding of the subject, admission, residential, need for remedial and related academic issues. Second mentor-mentee meet is generally conducted at the end of first term to know the syllabus covered, study material, need for extra lecture sessions and other issues faced by the mentees. Third mentee meeting is conducted after the declaration of results of first term to monitor the student progress and the last meet is usually conducted in the at the term end of the second term of the academic year. Besides, mentor-mentee meet may be arranged as per the student needs.



**IQAC Coordinator**  
**Co-ordinator,**  
**IQAC, Deogiri College**  
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