



MENTORING POLICY

1. Purpose of Mentoring

The mentoring program at Jamia Nadwiyya Arts and Science College, Edavanna aims to support students in managing their academic journey, developing their skills, and achieving their personal and professional goals.

2. Structure of the Mentoring Program

Mentor Allocation

- Each student is assigned a faculty mentor at the beginning of their course.
- Mentors remain the same throughout the student's study period unless a change is necessary and approved by the Head of Department (HoD).

Mentoring Sessions

- Initial orientation session at the start of the academic year.
- At least two individual mentoring sessions per semester.
- Group meetings at the beginning of each semester.

3. Roles and Responsibilities

Mentors

- Organize initial group meetings.
- Conduct individual mentoring sessions twice a semester.
- Monitor academic progress and provide guidance on personal issues.



- Encourage the use of library e-resources.
- Motivate students to enrol in online/ certificate courses and participate in extracurricular activities.
- Keep brief records of discussions with mentees.
- Advise on project topics and inform HoD of any major issues.

Heads of Departments (HoDs)

- Meet with mentors at the beginning of each semester to give instructions.
- Review and provide feedback on mentoring activities.
- Inform parents about serious issues like absenteeism or behavioural changes.

4. Mentoring Guidelines

Mentor-Mentee Interactions

- Keep all discussions confidential.
- Record interactions and follow up on mentee progress.
- Provide constructive feedback and advice.
- Encourage participation in all college activities.

Academic and Personal Support

- Help students set and achieve academic and personal goals.
- Assist with course selection and academic planning.



- Address any personal issues affecting academic performance.

5. Evaluation and Feedback

Success Measures

- Regular feedback from mentees and mentors.
- Monitoring academic progress and attendance.
- Addressing any concerns raised during mentoring sessions.

6. Mentee Responsibilities

Engagement

- Attend all scheduled mentoring sessions.
- Act on feedback and advice provided by mentors.
- Seek help proactively for any academic or personal challenges.
- Participate actively in college activities.

By following this streamlined policy, Jamia Nadwiyya Arts and Science College, Edavanna aims to provide effective mentoring that supports the academic and personal development of all students.