



## INTERNAL QUALITY ASSURANCE CELL

KUMBALATHU SANKUPILLAI MEMORIAL DEVASWOM BOARD COLLEGE  
SASTHAMCOTTA

### **MENTOR - MENTEE POLICY**

K. S. M. D. B. College has a well-planned Learner Mentoring Programme which enables learners to benefit from a holistic support system offered by mentors. This programme is not only confined to providing academic assistance but also seeks to be sensitive to all matters that interfere with the performance of learners.

Tutors are entrusted with the responsibility of identifying students on the basis of different criteria such as academic, economical, psychological and social aspects. The strategies adopted for various criteria are:

Remedial classes for students who fall behind and require focused attention to their individual learning difficulties.

Mentees who suffer on account of their socio-economic standing will be given financial support (other than endowments/ scholarships) via the Staff Club. Raising of funds for this purpose will be through contributions made by teachers, non-teaching staff, alumni and any other source(s) identified by the Staff Club.

The Grievance Redressal Cell and Counselling Cell together with the Women's Cell shall organise counselling sessions to help students who are in need of emotional/psychological support.

Students suffering from inhibitions may be encouraged to participate in motivational talks, soft skill development programs, communicative skill development programs arranged for them.

Each mentor is assigned a few students and is advised to maintain a close, empathetic relationship with them. This should help the mentor gain an understanding of the aspirations, strengths and weakness of each learner and provide necessary help when required. The Learner Mentoring Programme seeks to create a healthy academic environment through which difficulties of learners can be duly addressed and rectified.

### **Roles and Responsibilities**

- The role of mentor is to provide academic as well as personal support to the mentees.
- A proper record of the mentee details, mentor-mentee meetings, activities done is to be maintained.

#### Responsibilities of a Mentor:

- At the beginning of the programme, a group of students, selected by the tutor, are assigned to each mentor.
- The mentors are expected to help their mentees cope and flourish in their new learning environment.
- The mentor will act as a friend, coach and guide for the mentee.
- The mentor is expected to have frequent and structured interactions with mentees so as to maintain a close relationship with them.
- The mentor will play a significant role in the achievements of mentees by contributing to their welfare on both academic and personal fronts. She/he will also provide required assistance to enhance professional competence and employability of mentees.

19/06/2020



A handwritten signature in green ink, appearing to be "A. Smt.", written over a horizontal line.

Principal