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कु० मायावती राजकीय महिला स्नातकोत्तर महाविद्यालय, बादलपुर - गौतमबुद्ध नगर (उ० प्र०)

Km. Mayawati Government Girls P.G. College, Badalpur - Gautam Buddha Nagar (U.P.)

College recognized under section 2 (f) & 12 (b) of UGC



Km Mayawati Government PG College, Badalpur

Mentorship Policy

Preamble

To promote academic excellence, personal growth, and career preparedness among students, ***Km Mayawati Government PG College, Badalpur, G.B. Nagar***, hereby adopts this Mentorship Policy. The policy provides a structured framework for faculty–student interaction, ensuring that students receive adequate guidance, support, and encouragement throughout their academic journey.

1. Title of the Policy

This policy shall be called the ***“Mentorship Policy of Km Mayawati Government Post Graduate College, Badalpur.”***

Areas of Mentorship Support

- Academic guidance
- Career counselling
- Skill development (communication, leadership, digital literacy)
- Personal well-being
- Social responsibility

Special Provisions in the Mentorship Programme:

- **First-Year Students:** Additional mentorship support shall be provided to first-year students to help them transition smoothly into college life, understand academic requirements, and adapt to the campus environment.
- **Advanced Learners:** Mentors shall identify high-performing students and provide opportunities for research, innovation, publications, internships, and higher education guidance.
- **Slow Learners / At-Risk Students:** Students facing academic challenges or personal difficulties shall receive targeted guidance, remedial support, and regular monitoring to help them achieve academic success.

- **Disadvantaged or Vulnerable Students:** Extra attention and support shall be provided to students from marginalized or vulnerable groups to ensure inclusivity and equal opportunity.
- **Emotional or Personal Issues:** Programs and sessions on stress management, emotional well-being, and counselling shall be organized to support both mentors and mentees in handling personal challenges.
- **Parent Involvement:** In critical situations, parents or guardians may be involved in mentorship meetings to provide additional support and collaborative problem-solving.
- **Flexible Meetings:** The frequency of individual or group mentorship meetings may be increased beyond the standard schedule based on student needs or specific situations.
- **Recognition and Incentives:** Mentors demonstrating exemplary engagement and students showing significant progress may be recognized or rewarded as part of institutional encouragement.

2. Objectives

The mentorship program seeks to:

1. Provide academic, career, and personal guidance to students.
2. Facilitate smooth transition of students into college life.
3. Support students in identifying strengths, overcoming challenges, and setting career goals.
4. Build values of discipline, inclusivity, and social responsibility.
5. Promote overall personality development and employability skills.








3. Structure of the Mentorship Program



- ❖ **Mentor Assignment:** Each faculty member shall be assigned 25-35 students as mentees at the beginning of the academic year. Post graduate students will be assigned by the HOD of respective department.
- ❖ **Duration:** The mentor–mentee relationship shall continue throughout the student’s course of study.
- ❖ **Meetings:**
 - Each mentor shall conduct **at least one individual meeting per semester** with each mentee, with the flexibility to hold additional meetings based on the needs and requirements of the student.

- Mentors shall conduct **at least two group meetings per semester** with their assigned mentees to discuss common academic, career, and personal development topics, and to encourage peer interaction and learning.
- ❖ **Record Keeping:** Each mentor shall maintain a confidential Mentorship Record (digital or physical), documenting the student's progress, concerns, and actions taken.









4. Responsibilities of Stakeholders

Mentors


-  **Provide guidance in academics, career planning, skill development, and higher studies:** Mentors can achieve this by discussing course plans, suggesting additional learning resources, guiding students on career options, and providing advice on higher education opportunities.
-  **Identify academic or personal difficulties faced by students and direct them to appropriate support services:** Mentors should maintain regular communication, observe student performance, listen to concerns, and refer students to counselling, remedial classes, or other support services as needed.
-  **Encourage students to actively participate in extracurricular activities and community engagement initiatives:** Mentors can share information about clubs, events, and community projects, motivate students to join, and recognize their achievements to foster engagement.
-  **Conduct at least one individual meeting per semester with each mentee, with flexibility for additional meetings based on student needs:** Mentors can schedule meetings in advance, maintain a record of discussions, and follow up on action points to ensure personalized support.
-  **Conduct at least two group meetings per semester to discuss common academic, career, and personal development topics:** Mentors can organize group sessions, facilitate discussions, share relevant resources, and encourage peer learning.
-  **Maintain strict confidentiality of all interactions and discussions with mentees:** Mentors must ensure that sensitive information is not disclosed to others and create a safe, trusting environment for mentees.
-  **Monitor the progress of mentees and provide constructive feedback:** Mentors can review academic performance, participation in activities, and personal growth, offering actionable suggestions for improvement.





-  **Support mentees in setting realistic goals and developing action plans to achieve them:** Mentors can help mentees define short- and long-term goals, identify steps to achieve them, and track progress periodically.
-  **Promote a respectful, professional, and supportive mentor–mentee relationship:** Mentors should demonstrate empathy, active listening, patience, and ethical conduct while maintaining professional boundaries.

Mentees (Students)

-  **Participate actively in the mentorship process:** Mentees should attend all scheduled individual and group meetings, engage in discussions, and proactively seek guidance from their mentor.
-  **Share academic and personal concerns openly with the mentor:** Mentees should communicate honestly about challenges or difficulties, providing sufficient context so that the mentor can offer effective support.
-  **Respect the mentor–mentee relationship and maintain professional conduct:** Mentees should follow appropriate etiquette, maintain punctuality, and observe ethical and respectful behavior in all interactions with the mentor.
-  **Take responsibility for implementing guidance provided by the mentor:** Mentees should actively follow through on advice, complete suggested tasks, and report progress to the mentor in subsequent meetings.
-  **Establish and maintain appropriate boundaries in the mentor–mentee relationship:** Mentees should ensure that interactions remain professional and respectful, avoiding any behaviour that may compromise the integrity of the relationship.
-  **Ensure regular attendance in classes and participate in extracurricular activities and community outreach programs:** Mentees should manage their time effectively, maintain consistent class attendance, and engage in college events, clubs, and social initiatives as recommended by the mentor.
-  **Provide feedback on the mentorship program to help improve its effectiveness:** Mentees should complete formal feedback forms or participate in surveys and discussions, offering constructive suggestions to enhance the mentorship process.
-  **Parent involvement in difficult situation:** In cases of academic difficulties, emotional challenges, or other critical situations, mentees shall bring their parents or guardians to meet with the mentor whenever requested, to ensure appropriate guidance, support collaborative problem-solving.

College Administration

-  The college shall constitute a Mentorship Committee responsible for overseeing the implementation of the mentorship program, ensuring that all aspects of the policy are executed effectively.

-  The Mentorship Committee shall evaluate the effectiveness of the program and evenly distribution of mentees among the mentors at the time of admission.
-  The college/ mentorship committee shall organize programs and sessions focused on **identifying and handling emotional problems**, including professional **counselling workshops**, to equip mentors with the necessary skills and knowledge to effectively support their mentees and fulfil the objectives of the mentorship program.
-  The Mentorship Committee shall conduct periodic reviews and assessments of the mentorship program to monitor its effectiveness, identify areas for improvement, and ensure that student needs are being met.
-  The college shall recognize and reward best practices in mentorship, acknowledging mentors and students who demonstrate exceptional engagement and outcomes within the mentorship program.

5. Confidentiality Clause

All interactions between mentor and mentee shall remain confidential. However, mentors are obliged to report matters that pose risks to the student's well-being or safety, in accordance with institutional and legal requirements.

6. Monitoring and Evaluation

- Feedback shall be collected from both mentors and mentees annually.
- Recommendations for improvement shall be incorporated in subsequent academic years.
- A record of all mentees identified with academic, emotional, or personal difficulties, along with the details of all mentorship meetings and actions taken, shall be **maintained systematically**. These records shall be preserved for **documentation purposes and compliance with NAAC requirements**.
- All mentorship meeting records, including individual and group sessions, shall be maintained in a structured format for each semester.
- Records of students referred to support services, including counselling, remedial classes, or parent meetings, shall be maintained.
- Confidentiality of all records shall be ensured, with access granted only to authorized personnel such as the Mentorship Committee or IQAC.
- Annual summaries of the mentorship program, including overall student progress, challenges, and best practices, shall be compiled for internal review and NAAC documentation.

- Digital tools or portals may be used to maintain and track mentorship records for efficiency and secure storage.
 - Mentors shall periodically review records to monitor the effectiveness of guidance and identify trends or recurring issues.

7. Policy Review

This policy shall be reviewed every three (03) years, or earlier if necessary, to align with institutional goals and evolving student needs.

8. Effective Date

This policy shall come into effect from **Session 2025-26** and shall remain in force until amended or repealed by the competent authority.

Issued with the approval of the Principal/Head of Institution.

Prof (Dr) Anita Rani Rathore

Principal

(Signature & Seal)

Date:

Place: Km Mayawati Government PG College, Badaplur

Prepared by Mentorship committee:

- 1. Dr. Shilpi (Coordinator), Associate Professor- Home Science**
- 2. Dr. Kanak Lata (Convenor), Assistant Professor- Sanskrit**
- 3. Dr Shweta Singh (Member), Assistant Professor- English**
- 4. Ms Madhuri Pal (Member), Assistant Professor- Home Science**

ANNEXURE:

MENTOR-MENTEE ALLOTMENT LIST TEMPLATE

MENTOR DETAILS:

Name: _____

Department: _____

Contact/Email: _____

Total Mentees: _____

S.No	Student Name	Roll No	Course/Year/Section	Contact/Email
	Remarks			
1				
2				
3				

Certification: Allotment approved for Academic Year _____

(Signature: Mentor / Convener / Principal)

MENTORSHIP MEETING RECORD SHEET

Mentor Details: Name / Department / Contact / Total Students

Mentee Group Table: S.No | Name | Roll No | Course/Year | Contact| any other remark

MEETING RECORD TABLE:

Date/ Meeting Type (Individual/Group)/ Key Issues Discussed/ Guidance / Action Taken/ Follow-up Required

Mentor Signature

SEMESTER SUMMARY:

Meetings conducted: _____

General issues: _____

Steps taken: _____

Recommendations: _____

(Signatures: Mentor / Convener / Principal)

STUDENT FEEDBACK FORM

Student Details: Name / Roll No / Course-Year-Section / Mentor / Department

FEEDBACK TABLE: LIKERT SCALE (STRONGLY AGREE → STRONGLY DISAGREE)

S.No	Feedback Statement	SA	A	N	D	SD
1	Academic guidance adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Career guidance effective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Mentor approachable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Personal skill improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Emotional/personal support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Encouraged co-curricular Participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Meeting frequency adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Overall satisfaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OPEN-ENDED QUESTIONS:

Most helpful aspect of mentorship: _____

Suggestions for improvement: _____

Additional comments: _____

Signature of Student: _____ | Date: _____

