



ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119

Accredited with 'B' Grade by NAAC, Recognized by UGC

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ISO-9001:2015

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MENTOR-MENTEE POLICY

St. Xavier's College, Mahuadanr, welcomes students from diverse social, cultural, and economic backgrounds. As such, there is an ongoing need for continuous mentoring to provide academic, social, personal, and career guidance to students. The institution's Mentor-Mentee Policy addresses these student needs. The college has established a Mentor-Mentee system where faculty members (Mentors) are assigned a group of students (Mentees) from the same department. The IQAC oversees the mentoring process across departments through HoD meetings and regular feedback collection on mentoring activities.

Mentor-Mentee Mechanism

- Each faculty member (Mentor) will be assigned a specific group of students for one semester.
- Students from all three years of each department will be divided among the three professors in their respective departments.
- Once assigned to a mentor, a mentee will remain under the same mentor's guidance until the completion of their study program.
- Every year, First-Year students will replace graduating students in the mentors' lists.

Role of HoDs in the Mentoring System

- At the beginning of each semester, HoDs will meet all mentors and provide necessary instructions during the first department meeting.
- HoDs will review mentors' activities and offer suggestions when needed.
- HoDs will maintain communication with mentees' parents or guardians.
- HoDs, along with mentors, will identify mentees in need of financial assistance.
- HoDs will ensure needy mentees receive textbooks and study materials.
- HoDs will keep the IQAC Mentoring Committee informed and updated.

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- After each session, HoDs will submit a confidential report to IQAC summarizing mentor-mentee interactions and discussions.

Responsibilities of the Mentors

- Conduct regular meetings with mentees.
- Identify mentees' learning abilities.
- Counsel, guide, and advise mentees in academic and career development.
- Communicate with parents/guardians regarding student issues and achievements, if necessary.
- Conduct individual mentoring sessions as needed.
- Monitor mentees' academic progress and provide personal counseling.
- Encourage mentees to utilize e-resources in the library.
- Motivate mentees to participate in co-curricular and extracurricular activities.
- Maintain brief records of mentor-mentee discussions.

Responsibilities of Mentees

- Attend meetings consistently.
- Share academic and extra-curricular performance details with mentors.
- Discuss problems, career plans, and specific needs with mentors.
- Follow the suggestions provided by mentors.

Outcomes of the Mentor-Mentee Program

- Identification of students' learning abilities and identification of special needs.
- Identification of both slow and advanced learners.
- Arrangement of special programs for advanced learners.
- Arrangement of remedial classes and motivational programs for slow learners.
- Regular academic and personal counseling sessions.
- Adaptation of teaching-learning pedagogies as needed.

In line with the belief that 'Every child needs attention,' St. Xavier's College, Mahuadanr has adopted an effective Mentor-Mentee Policy to cater to the well-being and growth of all students.


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