



NIRMALAGIRI COLLEGE

AFFILIATED TO KANNUR UNIVERSITY, RE-ACCREDITED BY NAAC WITH A GRADE

Nirmalagiri, Kuthuparamba, Kannur, Kerala, India 670701

MENTORING- POLICY & PROCEDURE

QUALITY POLICY

AREA: TEACHERS LEARNING & STUDENT SUPPORT

MENTORING- POLICY & PROCEDURE

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POLICY

Area: Teaching Learning & Student support

Policy No: 206, dated 18/01/2020

Title: Mentoring

Document Owner: Principal

POLICY STATEMENT

1. Nirmalagiri College makes out the role of a higher education institution in moulding citizens for a better tomorrow, by providing individual attention to their continuous growth.
2. The student care policy enables students to cope up with the novel surroundings as well as to achieve their ambitions, by receiving continuous support from teachers as Tutor (Class teachers) and mentors.
3. There are two levels in mentoring system; A) Tutorial system B) Individual mentoring.
4. HoD assigns a teacher as Tutor (Class teacher) in the beginning of the academic year with proper instructions and guidelines.
5. Each department of the college conducts Entry Level Test for fresh students to identify their skill levels and are classified as Advanced, Medium and Slow learners.
6. Tutors then classify students into several Peer Learning Groups\Buddy Groups (PLG\BG) by mixing an equal number of advanced, medium and slow learners.
7. HoD in consultation with Tutor assigns mentors.

PURPOSE

The Mentoring policy aims to establish a template and guidelines to provide individual care and support to students of Nirmalagiri College.

SCOPE

This policy encompasses the Principal, HoD, IQAC, Tutor (Class teachers), Mentors and students of Nirmalagiri College.

RESPONSIBILITIES

1. HoDs assign Tutor and Mentor to students.
2. Tutor is responsible to discharge his/her duties as per the guidelines.
3. Each department is responsible to conduct the entry level test and classify students as advanced, medium and slow learners.
4. Mentor is responsible for his duties as per the guidelines

GUIDELINES & PROCEDURES

GUIDELINES TO TUTORS (CLASS TEACHERS)

1. A Tutor (Class teacher) is in charge to assist a student, who wants to know about the procedures in the College. Tutors should be kind, impartial and supportive to students.
2. He / she should be helpful for the student to clear his/her doubts regarding exam registration and other daily activities.
3. Tutors should provide the syllabus of the program and important dates of internal & external exam at the beginning of each semester.
4. Tutor should maintain the tutors handbook/ Tutorial Handbook properly filled with student details including a) Marks of Plus two/ Degree b) Education of parents c) Extracurricular activity d) Marks of internal exams e) Financial background f) Contact details of parents/guardians g) Grade card of semester exams and h) PLG activities. All information should be kept confidential and should be revealed only under necessary situations.

5. Information regarding Exam registration, Fee payment, Dates of internal exams and external exams should be communicated to students within the stipulated time as advised by the Principal and Controller of Examinations.
6. Tutor should maintain close contact with other subject teachers. He / She should help in arranging substitution classes if any teacher is on leave.
7. In case of any misconduct from a student, Tutor should inform parent/guardian with the consent from HoD and Principal.
8. Tutors should give effective leadership to the class during intramural competitions.
9. Tutor should have close contact with the mentors of his class and should provide details from mentors diary if necessary.
10. Information regarding Certificate courses, Open courses, Placement & Higher education opportunities should be communicated to students and should motivate students to take part in such activities.
11. Tutor is responsible for the Parent - Teacher evaluation meeting every year and should inform the progress of students to the parent/guardian. Tutor is free to conduct more of such meetings with prior permission from HoD & Principal.
12. General discipline of the class should be maintained by Tutor. All serious matters should be handed over to the Discipline committee / Principal through HoD.

GUIDELINES TO MENTORS

1. Mentors should offer guidance and support to mentees which will enable them to tackle the daily hurdles in academics as well as social life.
2. Mentor should meet mentee at least three times in a semester
3. During the meeting the mentor should actively listen to the mentee's views and give constructive and positive suggestions to strengthen the mentee.

4. All matters discussed in the mentor-mentee meeting should be kept confidential. Meeting date and time may be recorded, but other matters should be recorded only if agreed by both parties.
5. Mentors should be aware of students' background and aspirations. A personal relationship may be created and mentors will know students' strengths and weaknesses. Mentors may advise mentees to attend programs like certificate courses, training programs for placement and competitive exams.
6. Mentor should be in close contact with Chief mentor and should handover the mentor-mentee meeting details to Class teacher, if mentor is relieved from duties.

DOCUMENT CONTROL

1. Tutor should be the custodian of the tutor's hand book.
2. Mentors should keep record of mentor-mentee meeting.

FEED BACK

The staff and students of Nirmalagiri College may provide feedback about this document by emailing iqac@nirmalagiricollege.ac.in.

APPROVAL AND REVIEW DETAILS

Approval authority	Governing Body
Administrator	Principal
Approved On	18 th January 2020
Next Review Date	18 th January 2024



Principal
Nirmalagiri College