



Pune District Education Association's

Baburaoji Gholap College

Sangvi, Pune 411027 (NAAC Accredited B+)

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Mentor-Mentee Policy Document

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1. Preamble

Mentoring system is functional in the college and is referred to as the ‘Tutor-ward’ system. From the academic year 2019-20, it has been implemented for all the programs. It aims to ensure that students have the opportunity to work with a mentor who will offer support and guidance on not only academic issues but other personal problems too.

2. Aim and Objectives of Policy

- To exploit and enhance the hidden potential of the students and also ensure their well-being on the college campus.
- To provide additional support to the students in academic issues thereby reducing the risk of dropout.
- The focus of the program is on the rehabilitative needs of the students using a continuum of care, creating a growing and healthy relationship between.



3. Scope of Policy

This policy document is applicable to the stakeholders: students, teaching staff members, non-teaching staff members, college management and parent institute governing body that belong to direct functioning of the college educational system.

4. Policy statements

Responsibilities of a Mentor

- The mentors should try to understand their mentees and help them settle well in the institutional environment.
- The mentor should interact periodically with the mentee to review the overall performance and the participation of the mentee and guide for further progression.
- Mentors should give due importance to financial and exam related difficulties of mentees if any and direct them to concerned personnel for solving their related problems.
- The mentor should acquaint mentees with the facilities available in the college for their benefit.
- The mentor should play a role in the mentees' internships and placements by helping them prepare for the professional competence programme.
- Continuously monitor, counsel, guide and motivate the students in all academic matters.
- Advise students regarding choice of electives, project, summer training etc.
- Contact parents/guardians if the situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.
- Maintain contact with the students even after their completion of program.
- Maintain a detailed progressive record of the student.
- Maintain a brief but clear record of all discussions with students.

Responsibilities of Mentee:

- Mentees should be regular and punctual for meetings with the mentor.
- They must follow the directives given by the mentor.
- If students have any grievances in the college, they should report to their respective mentors first.
- They must adhere to the Mentoring Program procedures.
- Mentees are expected to give feedback about efficiency of the system.



Process of the system

- Each student is informed about their mentor.
- The mentors fill the mentorship form.
- All mentors keep a confidential data sheet about their students which records a report of mentoring done by the teachers.

5. Outcome

Examination and result related grievances have been reduced. Students have easy access to communicate their difficulties, problems and issues to the authority. By this, students experience a safe and conducive atmosphere in the college campus.

Document Control Information

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1.	Name of Document	IT Policy Document
2.	Version of Policy Document	1.0
3.	Revision of Policy Document	00

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