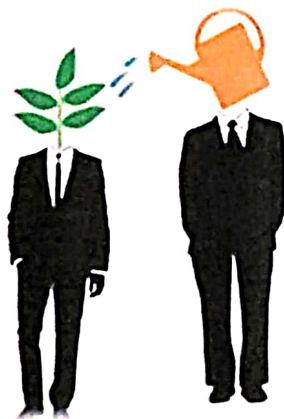




B.L.D.E.ASSOCIATION

S.B.ARTS & K.C.P. SCIENCE COLLEGE, VIJAYAPUR
Vijayapur-586103

**Policy Document
For
Mentoring Programme**



**Internal Quality Assurance Cell
(IQAC)**

Mentoring Program Guidelines For “Mentees and Mentors”

Student-Teacher Mentoring Policy for U.G. Programme (BA, BSc, BCA)

With Effect from Academic Year: 2022-23

Issued by: B. L. D. E. Association, S. B. Arts and K.C.P, Science College, Vijayapur,

PURPOSE:

The purpose of this mentoring policy is to establish a structured mentoring program for students enrolled in BA, BSc, and BCA programs. The program aims to foster academic excellence, personal growth, and career readiness by pairing students with faculty members who will provide guidance and support throughout their academic journey.

OBJECTIVES:

The mentoring program aims to:

- Enhance students' academic performance.
- Provide career guidance and counseling.
- Support students in personal and professional development.
- Encourage participation in extracurricular and co-curricular activities.
- Promote a positive and supportive learning environment.

SCOPE:

This policy applies to:

- All students enrolled in BA, BSc, and BCA programs.
- All full time faculty members who serve as mentors.

ROLES AND RESPONSIBILITIES:

Mentor Responsibilities:

- Establish a trusting and supportive relationship with mentees.
- Provide academic guidance and monitor mentees' progress.
- Offer advice on career opportunities, internships, and higher education.
- Help students develop soft skills, such as communication, time management, and problem-solving.
- Maintain confidentiality and professional boundaries.

Mentee Responsibilities:

- Be proactive in seeking guidance and advice.
- Attend scheduled mentoring sessions regularly.
- Set clear academic and personal goals.
- Respect the mentor's time and maintain a professional attitude.

SELECTION AND MATCHING PROCESS:

Mentors will be selected from the faculty members teaching BA, BSc, and BCA programs. Each mentor will be assigned a group of students (mentees) based on department and program. The mentoring coordinator will oversee the matching process to ensure compatibility and balance.

MENTORING ACTIVITIES:**Mentoring activities may include:**

- One-on-one and group mentoring sessions.
- Academic workshops and seminars.
- Guidance on research projects and career opportunities.
- Regular feedback and progress reviews.

FREQUENCY OF MEETINGS:

Mentors and mentees are expected to meet at least once a month. Additional meetings may be scheduled as needed, based on mentees' requirements.

CODE OF CONDUCT:

All participants in the mentoring program are expected to maintain professionalism and mutual respect. Any form of discrimination, harassment, or unethical behavior will not be tolerated. Breaches of conduct will be addressed according to the college's disciplinary policies.

CONFIDENTIALITY:

Mentors must maintain the confidentiality of any personal/ academic information shared by the mentee. Exceptions to confidentiality will be made in cases where the mentee's safety or well-being is at risk.

MONITORING AND EVALUATION:

The mentoring coordinator will monitor the effectiveness of the program through periodic feedback from both mentors and mentees. Annual reviews will be conducted to assess the program's impact and suggest improvements.

Mentor-Mentee Committee: 2022-23

1.	Dr. (Smt.) R. M. Mirdhe	Principal
2.	Dr. P. S. Patil	IQAC Coordinator
3.	Dr. K. Mahesh Kumar	NAAC Coordinator
4.	Dr. Girija Nimbal Dept. of P.G. Studies in Physics	Mentor Committee Coordinator
5.	Prof. Bilal Phaniband Dept. of P. G. Studies in English	Member
6.	Dr. Tarannum Jabeen Khan Dept. of Political Science	Member
7.	Prof. (Smt.) J. B. Biradar Dept. of Education	Member
8.	Dr. S. D. Lamani Dept. of Chemistry	Member



Girija

Mentor Committee Coordinator

Mentoring Committee Co-ordinator
S.B.Arts and K.C.P. Science College,
Vijayapur.

P. S. Patil

IQAC Coordinator

IQAC, Co-ordinator
S.B.Arts & K.C.P. Science College,
Vijayapur.

Tarannum

Principal

Principal,
S.B.Arts & KCP. Sc. College.
Vijayapur.