



Anjuman Khairul Islam's

POONA COLLEGE OF ARTS, SCIENCE & COMMERCE

- Affiliated to Savitribai Phule Pune University: ID No PU/PN/ASC/023/1970
- Junior College Index No: J-11.15.004
- Government of Maharashtra and Savitribai Phule Pune University Recognized Minority Institute
- UGC - 2(f) & 12 (B) Status • NAAC Re-accredited College • DST - FIST Funded College



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Mentoring Policy

Preamble:

AKI's Poona College of Arts, Science and commerce is committed to create and maintain and environment of excellence in education through technological advancements, effective pedagogy and methods of evaluation and enabling students to access support system to meet their academic needs. Mentoring is a strategy to provide students with emotional and instrumental support they need to achieve learning goals' in the context of higher education in educational institute, mentoring can be understood at "**Teacher to Student**". It sets up a healthy relationship between the students and the faculty.

Mentoring provides a reliable and comprehensive support system, to motivate students to excel in both academic and non-academic fields and to make the most of their life at the college and ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful careers.

Objective:

- To provide opportunity to the students for sharing their problems related to academic and non-academic matters so as help to student can be arranged.
- To assist the students in the academic progress as well as healthy and positive life.
- To identify the slow learners, advanced learner and the average students and to provide suitable environment to grow and prosper.
- To provide guidance and assistance to the student to seize the opportunity for their growth and development.
- Develop communication, study and personal skills.

Procedure for Mentoring:

1. Orientation of the mentors:

Prior to the commencement of the academic semester, each faculty member are to be oriented and sensitized regarding the importance and objective of the mentoring process. The senior faculty member of the institute/ department may coordinate and act as resource person to understand the do's and don'ts of the mentoring process.

2. Assigning students to the Mentors

The Head of the institute will appoint a senior faculty member as Faculty coordinator for the mentoring process. The concerned Coordinators will assign a group of 30 to 35 students to an individual faculty member. Preferably, the same faculty member should remain as mentor for the same group during the groups entire tenure of programme at institute.

3. Round of mentoring

The main purpose of this mentoring session is to monitor academic performance of the students, to review the attendance, to review the progress in the subjects, etc. The mentor will also observe the improvements in the students from the first semester up to final semester. The mentor will maintain a separate file for all the students assigned to him/her. However, for the special cases, where continuous monitoring and follow-ups are required, series of mentoring sessions can be arranged.

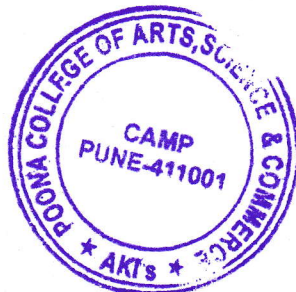
4. Analysis and assessment of mentees:

All the mentoring reports are submitted to the concerned HoD/faculty coordinators. The HoD/faculty coordinators will take necessary actions, wherever required and may inform the head of institute.

5. Review and revision of Policy:

The mentoring policy will be reviewed after a period of one year. The institute Coordinator of the mentoring policy will present the mentoring report in the IQAC meeting of the institute. Subsequently, the suggestions will be placed before the IQAC team and if require, the policy/process will be revised.

The above policy is of general nature and it can be modified according to the needs and requirements of the concerned Institute.



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