

Government MCA College, Maninagar

Institute level Mentoring system Policy

Objective: ‘

Students admitted to the Government MCA college join the program after completing their graduation in a heterogeneous discipline. Many times, they lack guidance for their individual growth and development as a professional and often need advice from a faculty member based on their advanced knowledge and experience. So, a faculty member can work as a **mentor** to support their growth, serve as a source of knowledge, help to set goals, and provide guidance and motivation to the students.

With the above objective in mind, the Institute-level Mentoring System (ISMS) is constituted.

Scope of Institute Level Student Mentoring System (ISMS):

ISMS will provide mentoring and guidance in the following areas of students' requirements.

- Professional guidance
- Carrier Advancement guidance.
- Coursework-specific issues.
- Laboratory work specific issues.
- Personal issues.
- Gender specific issues.
- Identification of weak and bright students and relevant activities.

Structure and Process:

- The mentoring system will be explained to the new students during their orientation programs. It will also be published on the institute's website. New faculty members will be made familiar with the mentoring system by circulating this policy document to them.
- Mentoring sessions of one or two hours duration, depending on need, will be arranged at least once per semester for all the classes, for which students will be informed in advance by notice. Mentoring will also be done as and when required for individual students.
- During the mentoring session, issues related to the areas given above will be discussed and resolved to the satisfaction of the students.

Problem escalation procedure:

- When the faculty/ mentor is not able to resolve the students' issues at his/her level, he/she will represent it to the HOD and further to the principal if needed or any other committee (for specific issues).

Documentary Proof of its Implementation:

Each mentoring session will be documented with evidence of implementation.

Such as,

- Mentor mentee handbook
- List the no. of events/session.
- Student's attendance report.
- Photographs.
- Area in which mentoring is provided

Documentary Proof of its Effectiveness:

The effectiveness of ISMS will be analyzed based on students' issues by following the relevant documents.

- In the form of students' testimonials. (Means appreciation letters/notes received by mentor from students)
- Specific case study documents.
- Upliftment of socially/physically challenged students.
- Promotion of bright students to at par with excellent growth in their career, i.e. in employment, further study or entrepreneurship, etc.
- Any other proof.