



Estd. : 1972

OFFICE OF THE PRINCIPAL

KAMARGAON COLLEGE

(Affiliated to Dibrugarh University, Accredited by NAAC B+)

P.O.- Kamargaon, Dist.- Golaghat

Assam : 785619

Ref. No.

Date...01.03.2024

MENTOR-MENTEE POLICY AND GUIDELINE FOR KAMARGAON COLLEGE, GOLAGHAT, ASSAM

Preamble:

Mentor-Mentee Programme is an essential component for a successful career as it bridges the gap between the faculties and students. Mentoring provides students emotional and instrumental support, guidance, encouragement and better environment in universities. A mentor plays a vital role in nurturing students and has a positive impact on students' persistence and academic achievement. A mentee can approach her mentor for both educational and personal guidance. It is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the faculties and students.

Objectives:

- To assist each learner enrolled in a particular program to achieve their desired learning outcomes.
- To identify weak and advanced learners and bridge the gap between the two.


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Kamargaon College, P.O. Kamargaon, Dist.- Golaghat, Assam, PIN- 785619

Contact No. (M) 9101174235, Land Line : 03776 267016

Email:- kamargaon785619college@gmail.com

Website : www.kamargaoncollege.com


3. The Mentor help students to explore career opportunities in the emerging professional world.
4. The Mentors serve as role models while demonstrating the ethical codes to be maintained in their field.
5. The mentors must help the learners understand the college's administrative processes, academic requirements, and understanding institutional policies, rules and regulations, scholarships and others.

Role of the Mentee:

1. The Mentee is expected to know and understand the Mentor Mentee Policy in the College.
2. The Mentee must meet the mentor on assigned day and time and whenever they feel required.
3. The Mentee must actively participate and share the challenges and obstacles in the learning system.
4. The Mentee must also maintain a record of the mentoring sessions.

Mentoring process strengthens the:

- Concentration and Focus
- Logical thinking
- Problem-solving skills
- Linguistic and other soft skills
- Practical skills
- Life skills



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- Decision-making abilities.
- Confidence building
- Holistic development

Mentoring process includes:

1. Personal and group counselling
2. Coordinating with course teachers regarding learning difficulties.
3. Encouraging participation in co-curricular and extra-curricular activities.
4. Career guidance through skill development
5. Providing information regarding opportunities for higher education.
6. Enrolling students in Career Counselling cum Placement Cell
7. Motivational interactions to reiterate Positive Thinking
8. Guidance for Stress Management
9. Awareness about refraining from vile habits (addictions, etc.)


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- b) To ensure instruction for every learner.
- d) To guarantee students' academic and psychological well-being
- h) To generate interest in the institution's recreational and academic programs among students.
- f) To enhance the learners' overall performances in the classroom.
- g) To help the learners in obtaining their skills and career objectives to the fullest

About the Mentoring System:

The Mentor-Mentee programme at Kamargaon College is a programme under which each faculty is assigned with the task of mentoring department students at the beginning of an academic year. All mentors are provided with a mentoring log book to keep a confidential and comprehensive record of the academic and co-curricular achievements of the assigned mentees. The assigned mentors document their observations and develop a shared action plan to guide the students to enhance their professional growth. In addition, at the end of each academic year, mentors once again assess their mentees and a final report is submitted to the Head of the Department who submits the finalised report to the IQAC. The IQAC analyses the overall mentoring system and takes necessary measures for the development of the learners.

Role of the Mentor:

1. The Mentor must provide necessary support to the new learners to adjust themselves into the different schools, programmes and courses on the college.
2. The Mentor should build confidence amongst the learners who lack confidence and hesitate to speak.