

**BUNTS SANGHA MUMBAI  
ANNA LEELA COLLEGE OF COMMERCE AND ECONOMICS  
SHOBHA JAYARAM SHETTY COLLEGE FOR BMS**

**MENTORING POLICY  
(w.e.f 2018-19)**

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### **Introduction:**

Mentoring is a means to provide students support over and above the academic needs. It means to establish a bridge between the institute and the student and provide emotional, social support as and when required.

### **Objectives of Mentoring Policy:**

A policy document provides a broad framework for any activity and hence a need is there to establish a Mentoring Policy which can be used as a reference source for both mentors and mentees. The objectives of this policy are:

- 1) Provide a basic reference to both the faculty and students.
- 2) Create an evolving mechanism which can deal with growing needs for student support.

### **Benefits of a Student Mentoring Programme**

- Students benefit by receiving the support and guidance of a faculty member and also receiving assistance with their academic studies.
- Students will experience greater self-esteem and be motivated to succeed.
- They will also receive encouragement to stay in education and progress to further and/or higher education and receive assistance in choosing a career path.
- Student will also improve interpersonal relationships, such as with Institute, the teachers and the student's family



### **How Mentoring will work?**

The IQAC shall appoint a Committee known as "Mentor Mentee Committee" comprising of minimum 2 and maximum 5 faculties. Amongst them, one faculty shall be designated as Convenor and others shall be designated as Members.

The IQAC shall supervise the working of the Mentor Mentee Committee by establishing regular communication and meetings with the Committee.

The Mentor Mentee Committee will co-ordinate with the Department Co-ordinators and the Co-ordinator shall be handing over List of Mentors and Mentees both in Printed copy and on official Email of the Mentor Mentee Committee.

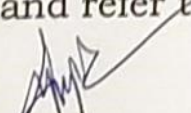
The Mentors shall have meetings at regular intervals with their Mentees wherein they will discuss about the overall progress of students and specific problems, if any.

The Meetings shall be properly documented by the Mentors and shall be kept in their custody. The Department shall send a consolidated report/ information about the meetings and their observations and suggestions.

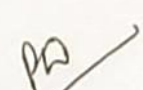
The Mentor Mentee Committee shall then analyse the concerned reports and prepare their report and disseminate amongst the Departments for further action/ records.

### ***Important Note:***

- This mentoring policy is for basic reference. It is subject to change as per the needs.
- All Mentors shall pro-actively contribute to the Mentoring of the students.
- In case the mentor is of the opinion that the mentee requires more help / support, he shall inform the Principal and refer the student to the Counsellor.

  
IQAC Co-ordinator

  
Chief Co-ordinator

  
Principal

