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Birma Munda College Mentor-Mentee System Policy

1. Introduction

The Mentor-Mentee System at Birsa Munda College, an integral component of the CBCS framework, is designed to provide academic, personal, and career guidance to students, promoting their holistic development. Formally initiated on 28th June 2021 following directives from the IQAC, the system assigns mentors to students who assist them in navigating their academic journey, addressing challenges, and enhancing their overall college experience. This policy outlines the framework, responsibilities, and objectives of the Mentor-Mentee System, aligning with the institution's commitment to fostering a supportive and enriching learning environment.

2. Objectives

- To provide personalised academic guidance to students.
- To assist students in understanding the syllabus, and evaluation methods.
- To support students in selecting courses aligned with their academic and career goals.
- To offer assistance in resolving personal, financial, and emotional issues impacting academic performance.
- To monitor the overall well-being and progress of students, encouraging a balanced academic and personal life.

3. Mentor-Mentee Allocation

- **Mentor Assignment:** As per the directives from the IQAC, each department is responsible for assigning mentors to their respective students. The departments will divide the student group into smaller clusters, with one mentor allocated to each group. Each student will be assigned a mentor from the faculty at the beginning of the academic year, and the number of students per mentor will depend on the class strength. The list of assigned mentors will be shared with students as soon as it is finalised.

4. Roles and Responsibilities

Mentor's Responsibilities

- To provide guidance and support in course selection, academic performance, and personal development whenever required.
- To help mentees understand institutional regulations, including the CBCS framework and other academic policies.
- To assist mentees with any challenges they may face, such as anxiety, resource scarcity, or personal issues.
- To maintain regular communication with mentees, ensuring they receive the support they need.



BIRSA MUNDA COLLEGE

(Hindi General Degree)

ESTD : 2018

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Mentee's Responsibilities

- To reach out to their mentors whenever necessary for guidance on academic or personal issues and to provide updates on their progress.
- To be open to feedback from the mentor and work on areas that require improvement.
- To respect the mentor-mentee relationship and adhere to appropriate communication and interaction norms.

5. Mentor-Mentee Interaction and Support

- First Step: Mentees will be made aware of their assigned mentor at the beginning of the academic session and assured that they can reach out whenever necessary for support or guidance.
- Ongoing Support: Mentees are encouraged to reach out to their mentors whenever needed for guidance, support, or to discuss any concerns.

6. Mechanism for Feedback and Support

- Mentors should maintain confidentiality and a supportive environment, ensuring that mentees feel comfortable sharing academic and personal challenges.
- In case of unresolved issues, mentors can escalate the matter to the Head of the Department or the Principal.

7. Monitoring and Evaluation

- The IQAC will periodically review the functioning of the Mentor-Mentee System to ensure its effectiveness.

8. Mentoring Beyond Academics

- The Mentor-Mentee System will also focus on fostering career readiness, emotional well-being, and personal development. Mentors will provide advice on internships, research opportunities, and job prospects while guiding mentees through challenges related to mental health, stress management, and personal growth.

9. Confidentiality and Ethics

- The Mentor-Mentee System operates under a strict confidentiality policy. All personal discussions between mentors and mentees will remain confidential unless otherwise required by law.
- Both mentors and mentees are expected to maintain ethical conduct and respect each other's boundaries and privacy.