

**AL-AMEEN COLLEGE, EDATHALA**  
**INTERNAL QUALITY ASSURANCE CELL**

**MENTORING POLICY**

*“The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves”- Stephen Spielberg*

## PREFACE

Al- Ameen College, Edathala aims at imparting quality higher education to the youth of the community who approach us to pursue various UG and PG courses. The college understands the need for mentoring today’s youth who needs lot of support to fight themselves against many social evils of the day and concentrate their minds towards intellectual, spiritual, emotional and social well- being. Youth of 21<sup>st</sup> century have so many ways to develop their intellect, thanks to the growing technology. But whether all of them are making use of this technology in a positive manner is a debatable question. Youth today need a proper guidance, an inspiration that would drag them from negative pressures outside, that would lead them to think, explore and utilize their own hidden potentials that would help them gain self-confidence, gather momentum in all walks of their life and develop themselves as a resourceful, dynamic and responsible fellow being in their society and wherever they go. Al-Ameen College, Edathala envisions a society which will be full of radiance showered by such citizens who are groomed for the purpose. Through its mentoring policy, the college aims to nurture and develop the Emotional Quotient (EQ) of the upcoming graduates from the college along with their Intelligence Quotient (IQ). The college aims at developing an excellent mentor-mentee relationship that would enhance the mentee to go far ahead in the field of education, career and personal life.

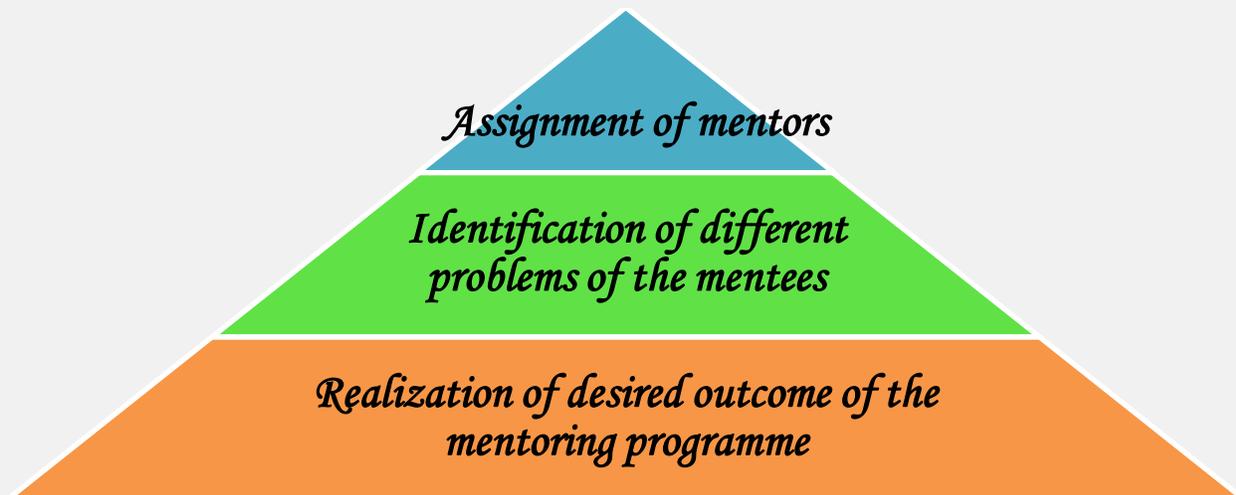
## **Objectives of the policy:**

The main intentions of college mentoring programme include:

- ✦ To identify the internal conflicts that students consciously or unconsciously battle with in their day to day life
- ✦ To foster the development of a healthy mind and body among the students by giving them the close attention of mentors
- ✦ To make the students aware of the importance of mental health and emotional wellbeing in their overall development
- ✦ To develop the mental strength in each mentee by providing him/her with adequate moral support that they need at their particular age
- ✦ To discuss with them about the major mental blocks that hinder their academic development
- ✦ To understand their personal issues or major distracting sources which prevent them from gaining self-confidence and which drag them away from their purpose of student life

## **The 3-D aspects in mentoring policy execution:**

The execution of the college's programme of Internal Mentoring is decided to be in a three dimensional manner. The three dimensions are:



**Dimension 1: Assignment of mentors:**

Mentors are assigned to the mentees by giving preference to mentees' and also after considering the number of mentees that a mentor can effectively deal with. It would be assured that all the students would get a mentor and that all would be covered under this mentoring policy. This assignment of mentors would be done in the beginning of an academic tenure of the student and it would continue until the student completes his or her course of study. The college aims at developing a strong mentor- mentee relationship that would continue even after the student turns an alumni for the college so that the student can call or approach his/ her mentor at any point in life when they need an emotional support or motivation. Mentors are given prior notice about their duties in mentoring a student and also about the importance of mentoring youth of today, before they are assigned with a group of mentees.

**Dimension 2: Identification of different problems of the mentees:**

This is actually the practical or execution phase in mentoring exercise. Mentors have to find time, sit with their mentees, talk with them and identify the different problems faced by their mentees that distract them from their studies and positive academic life. Mentees are also given the freedom to share their personal concerns, emotional tensions or stress, etc. if any, that they face during their student life.

The mentoring sessions comprise:

- ✚ Group mentoring sessions and
- ✚ Individual mentoring sessions

### **GROUP MENTORING SESSIONS:**

- ✓ Group mentoring sessions are conducted at least once every month to get an understanding about the common problems among the mentees.
- ✓ Group mentoring sessions also help the mentees to realize the similar problems they have among themselves like parental pressure, exam stress etc.
- ✓ These sessions also help in sharing motivational thoughts, stress releasing measures etc. among the mentees in common.

### **INDIVIDUAL MENTORING SESSIONS:**

- Individual mentoring sessions are conducted during regular intervals for each mentees.
- These mentoring sessions help mentors to identify the problems of mentees individually.
- It also helps to cement the gap between a mentor and his or her mentee thus helping to build a healthy relationship between the two.

### **Dimension 3: Realization of desired outcome of the mentoring programme:**

The intended results of mentoring programme are ensured in the following manner:

- ✚ Recognizing the difficulties and stress students have to deal with and then finding the appropriate solution for each mentees
- ✚ Advising mentees to take counseling sessions in critical situations
- ✚ Constantly monitoring the behavior of mentees with serious issues in classrooms and among their peers
- ✚ Identifying the corrective actions displayed by mentees and thereby assessing whether the programme is achieving its intended results

Qualitative assessments are done mainly rather than quantitative assessments. Parents are also approached to discuss about the changes that they could observe in their ward after the

mentoring sessions.

### **Mentoring Policy : Compulsory Code of Conduct**

The college has set the following mentoring mechanism or compulsory procedures that have to be followed by all mentors who have specifically assigned with mentoring duties. Individual plans of mentors are also encouraged for the execution of mentoring successfully:

- ✓ Mentoring programme has to be organized and executed in every academic year so that students of all batches are benefitted from it
- ✓ Class coordinators in consultation with mentoring coordinators have to assign mentees to each mentor accordingly
- ✓ A group consisting up to 20 students has to be assigned to each mentor to ensure effective mentoring
- ✓ Mentoring sessions are to be conducted at regular intervals
- ✓ Individual mentoring sessions or Group mentoring sessions are allowed to be conducted as per the convenience of each mentor
- ✓ Mentors should keep record of the individual mentoring sessions and analyze the progress of each mentee to keep a track of the mentees whenever needed
- ✓ Strict confidentiality has to be ensured in case of mentoring reports in specific cases
- ✓ Mentors have to hold discussions with parents/ guardians in emergency cases or as per the situational needs

College IQAC would revise and amend the above code of conduct related with mentoring policy according to changing requirements.

### **Highlights of College Mentoring Programme:**

- ✚ *Assignment of individual mentees to respective mentors in such a manner to ensure that all the students come within the purview of this policy.*
- ✚ *Documentation of all relevant details about each mentee by individual mentors.*
- ✚ *Conduct of group mentoring sessions at least once every month to make sure that all are benefitted from this mentoring program in a common manner.*
- ✚ *Conduct of Individual mentoring sessions for getting one-on-one communication in case of*

*mentees who have strictly confidential and personal problems/ tensions that they cannot disclose among their peer group.*

-  *Ensuring identification, scrutiny and solving of the problems faced by mentees during their course of study itself.*
-  *Developing the mentees in such a manner that they are able to find a solution for their problems.*
-  *Ensuring growth of an emotionally upright, intellectually capable, self-confident, socially responsible citizen as a result of the mentoring program*