



NAGINDAS KHANDWALA COLLEGE
(Empowered Autonomous)

Policy on Mentor–Mentee Program

For MALAD KANDIVLI EDUCATION SOCIETY

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Policy on Mentor–Mentee Program

1. Preamble

Education is not limited to classroom instructions, it includes academic, personal, social and professional development of learners. After identifying the need for continuous guidance, support and monitoring of learners, the institution established a structured Mentor – Mentee System to ensure holistic development of learner. The policy aims to promote learner – centric education, inclusive practices and continuous student support mechanism.

2. Introduction

The Mentor–Mentee System is designed to provide academic, professional and psychological support to the learners throughout their academic journey. Through continuous monitoring, guidance, and counselling, the system facilitates improved learning outcomes, learner engagement, retention, and employability.

3. Scope

This policy is applicable to:

- All undergraduate and postgraduate programs offered by the institution.
- All regular teaching faculty serving as mentors.
- All enrolled learners, who shall be mentees under the system.

The policy covers academic mentoring, career guidance, emotional well-being, progression tracking, and support for diverse learner categories including slow and advanced learners, in accordance with inclusive education practices.

4. Mentor–Mentee Mechanism

- Each department shall assign faculty mentors to a specified number of students at the beginning of the academic year.
- The mentor–mentee ratio shall be maintained as per institutional norms and regulatory recommendations.
- Mentoring shall include: Scheduled mentoring sessions (minimum three per semester), need-based individual counselling.
- Mentors shall monitor academic performance, attendance.

- Mentor Meeting report shall be maintained in physical or digital format and reviewed periodically by the HoD / IQAC.
- Confidentiality and ethical standards shall be strictly upheld.

5. Responsibilities of the Mentor:

- Guide mentees in academic planning and course progression.
- Monitor continuous internal assessment performance and attendance.
- Identify students requiring academic or emotional support.
- Provide guidance on: Career options, Higher education, Competitive examinations, Skill development and internships.
- Refer students to professional counselling or support services, if required.
- Maintain mentoring records and submit reports to the department/IQAC.

6. Responsibilities of the Mentee:

- Actively participate in mentoring sessions.
- Maintain open communication with the mentor regarding academic or personal issues.
- Adhere to academic discipline and institutional code of conduct.
- Implement the academic and professional guidance provided by the mentor.
- Take responsibility for personal growth and learning outcomes.

7. Outcomes of the Mentor–Mentee Program

The Mentor–Mentee System is expected to achieve the following outcomes:

- Improved academic performance and learning outcomes.
- Reduced dropout rate and improved student retention.
- Early identification of at-risk students.
- Enhanced student satisfaction and engagement.

8. Faculty and Institutional Responsibility towards Slow Learners

In accordance with inclusive education practices, the institution shall:

- Identify slow learners through continuous assessment and mentoring feedback.
- Conduct remedial classes, bridge courses, and tutorial sessions.
- Implement learner-centric and participative teaching methodologies.

- Provide academic counseling and motivational support.
- Monitor progress through periodic evaluations.
- Involve parents/guardians where necessary.
- Provide access to additional learning resources and peer mentoring.

9. Faculty and Institutional Responsibility towards Advanced Learners:

To promote excellence and talent nurturing, the institution shall:

- Identify advanced learners based on academic performance and aptitude.
- Provide enrichment opportunities such as: research projects, Internships and industrial exposure.
- Encourage participation in MOOCs, Competitions, Conferences and workshops.
- Support preparation for higher studies, fellowships, and competitive examinations.
- Facilitate innovation, entrepreneurship, and research publications.
- Recognize and reward academic excellence through institutional incentives.

10. Monitoring, Review, and Quality Assurance:

- The implementation of the Mentor–Mentee System shall be monitored by the Departmental Committee and IQAC.
- Periodic review shall be conducted to assess effectiveness and outcomes.
- Feedback from students and mentors shall be incorporated for continuous improvement.