



Mentoring Policy

P. K. M. College of Education, Madampam



TABLE OF CONTENTS

| | |
|-----------------------------|-------|
| POLICY | 3 |
| POLICY STATEMENT | 3 |
| OBJECTIVES | 3 - 4 |
| POLICIES ADOPTED | 4 |
| APPROVAL AND REVIEW DETAILS | 5 |



A handwritten signature in blue ink, appearing to be "J. M. S.", written over the printed name "PRINCIPAL".

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POLICY

Area: Mentoring.
Title: Mentoring Policy

Policy No: POL017/MNTR/PKM/2019
Policy Owner: Principal

POLICY STATEMENT

Mentoring policy aims to foster the professional development, Knowledge transfer, and a very supportive learning environment to students of the Institution. Mentoring is recognized as a valuable tool for professional development, knowledge transfer, and career advancement. Our mentoring program aims to facilitate meaningful connections between experienced mentors and mentees seeking guidance. Participants are expected to engage in open communication, maintain confidentiality, and actively contribute to the success of the mentoring relationship. This policy is designed to ensure a collaborative and enriching experience for all involved parties.

OBJECTIVES


- ❖ To ensure the proper functioning of mentoring committee.
- ❖ To offer mentees a support system during the decisive phases of their academic. Professional, intellectual development.
- ❖ To offer an emotional support for the students
- ❖ To assist students in building life skills through value-based education and service-oriented programs.
- ❖ To provide opportunities for the teaching staff to understand the perspectives and attitudes of students.
- ❖ To strengthen the sense of community within the college through mentoring relationships

ROLES AND RESPONSIBILITIES

ROLE OF MENTOR

- ❖ Mentors must meet their mentees regularly and should maintain a record of mentoring and do follow up.
- ❖ Mentors provide information and advice to the mentee and encourage the mentee to proactively make decisions and set objectives according to their development.




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- ❖ Mentors will help the students to grasp the challenges and opportunities present in college and society and develop a smooth transition in life.
- ❖ Mentors should take efforts to motivate mentees, build their self-assurance, stimulate their creativity, recognize their contributions, and navigate their path toward independence.
- ❖ Mentors will counsel academically backward students and play an important role in helping troubled students cope with academic, extra-academic and personal problems.
- ❖ These reports should be periodically evaluated by a team of teachers and their effectiveness should be monitored by a committee consisting of the Principal, Convenor and Members, and then therefore the IQAC.

ROLE OF MENTEE

- ❖ Each mentee should actively engage with the mentor to seek guidance and seek advice on academic and career related matters
- ❖ The mentee should establish clear objectives along with the mentor and work diligently to achieve targets.
- ❖ Mentees shall extend total cooperation to the Mentoring Program procedure anticipating self-growth and progression.
- ❖ Take ownership of your learning journey and proactively seek opportunities for skill development
- ❖ Actively participate in networking opportunities facilitated by the mentor.

POLICIES ADOPTED

- ❖ Jeevani, A comprehensive mental health project implemented by the Department of Collegiate Education, Government of Kerala, which focuses on the mental well-being of the students in the government colleges in Kerala was implemented in our college.





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APPROVAL AND REVIEW DETAILS

| | |
|--------------------|----------------|
| Approval Authority | Governing body |
| Administrator | Principal |
| Approved on | 10-05-2019 |
| Next review date | May, 2024 |



Principal



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Nb: Any updates or revisions required for the policy within the policy period, can be carried out by IQAC on approval by the Principal.