



ALPHONSA COLLEGE, PALA

Reaccredited to A Grade by NAAC in the
4th Cycle of Accreditation (CGPA 3.24)

Affiliated to Mahatma Gandhi University, Kottayam



POLICY DOCUMENT

MENTORING POLICY

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The IQAC of Alphonsa College Pala, has established an institutionalised tutorial and Mentoring System in the college where a group of students (Mentees) are assigned to a faculty (Mentor). Principal, in consultation with department heads, issues annual circulars pertaining to the appointment of mentors. Each mentor is tasked with guiding a group of 20-25 students. The IQAC regularly reviews the effectiveness of the Mentoring procedures and makes revisions as and when required in response to feedback from the mentees.

Objectives

The Mentoring Policy aims to monitor the academic performance and activities of the learners, to identify their academic as well as personal issues and to offer support and guidance. A personal relationship is created between the mentor and mentees. Through mentoring sessions and collection of mentoring data format, mentors shall try to understand the student's aspirations, strengths and

weaknesses which will help them to achieve their full potential during their college life.

Procedure

- A structured data format has been prepared for each student.
- The tutor-cum-mentor provides Tutorial and mentoring sessions to the group of students entrusted to him/her.
- The mentor is available to students every evening and one hour a month is set aside for mentoring.
- Three Tutorial sessions are held per month specifically on Fridays focusing on academic endeavours and fostering English communication skills development.
- The tutor monitors the academic performance and activities of the students under his/her care.
- Mentors identify the academic as well as personal issues of their wards and provide necessary guidance.
- Students are also encouraged to seek the services of the professional counsellor available in the Counselling Centre.