

OFFICE OF THE PRINCIPAL GOVERNMENT DEGREE COLLEGE BARAMULLA

(NAAC Re-Accredited Grade 'A'
College with Potential for Excellence)

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ORDER

No. GCB/Mentor/24/ 488

Dated: 05-03-2024

Sanction is hereby accorded for the nomination of the following faculty members as the Mentors under the Mentor-Mentee Programme 2024 with immediate effect. The detailed guidelines as are hereby enclosed for the information and necessary action of all the designated Mentors for immediate compliance.

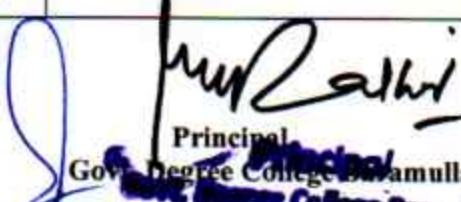
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Copy to the:

1. Convener Mentor/Mentee of the college for information.
2. All concerned faculty members of the college for information.
3. Concerned file.



INTERNAL QUALITY ASSURANCE CELL (IQAC)

GDC (AUTONOMOUS) BARAMULLA

Khawaja Bagh, NH-1, Baramulla, 193101, J&K



MENTOR-MENTEE PROGRAMME GUIDELINES - 2024

In response to the evolving landscape of Higher Education and the multifaceted challenges faced by students, Government Degree College (Autonomous), Baramulla remains steadfast in its commitment to the Mentor-Mentee system, a cornerstone of student support. As the institution moves forward, it endeavors to refine and fortify the existing mentorship framework to better address the evolving needs of its diverse student body.

The following policy articulates the ongoing implementation and enhancements to the Mentorship Program. This initiative aims to provide comprehensive academic, social, personal, and career guidance to students from diverse backgrounds. The following policy delineates the framework and responsibilities associated with this Mentorship Program.

1. Mentor-Mentee Framework

- 1.1. Faculty members (Mentors) will be assigned a cohort of 15 to 20 students from the same department.
- 1.2. Each mentee will remain under the guidance of the same mentor throughout their program of study.
- 1.3. First-Semester students will be added to mentors' lists annually to maintain continuity.
- 1.4. Specific Faculty Mentors will be allocated for Specially-Abled (Divyang) students to address their unique needs.
- 1.5. Student Mentors will be designated to support slow learners through a buddy system.

2. Mentor Responsibilities

- 2.1. Conduct a minimum of one monthly meeting, either online or offline, spending a total of at least 8 hours per semester with mentees.
- 2.2. Assess mentees' backgrounds, knowledge, skills, motivations, experiences, and hobbies.
- 2.3. Facilitate the enhancement of communication skills and confidence among mentees.
- 2.4. Provide guidance and advice to mentees to help them achieve their academic and career goals.
- 2.5. Address mentees' concerns with appropriate support and referrals as necessary.
- 2.6. Foster curiosity, academic interest, and engagement in extracurricular and social activities.
- 2.7. Facilitate discussions on socio-cultural aspects to nurture responsible citizenship.
- 2.8. Communicate achievements and progress to parents/guardians when warranted.
- 2.9. Keep mentees informed about scholarships, fellowships, competitions, internships, and job opportunities.
- 2.10. Cultivate leadership and teamwork skills among mentees.
- 2.11. Maintain ongoing communication to monitor mentee progression.
- 2.12. Submit meeting records and brief reports to the Internal Quality Assurance Cell (IQAC) while ensuring confidentiality.
- 2.13. Consult the college RAHAAT Centre when necessary to address mentees' needs effectively.
- 2.14. Demonstrate flexibility, empathy, respect, and dedication in mentoring efforts.
- 2.15. Identify mentees' learning abilities and recommend appropriate interventions.



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3. Mentee Responsibilities

- 3.1. Attend meetings regularly and actively engage in discussions.
- 3.2. Treat mentors and peers with respect.
- 3.3. Share academic and extracurricular performance updates with mentors.
- 3.4. Communicate career aspirations and specific needs to mentors.
- 3.5. Act upon guidance and advice provided by mentors.

4. Expected Outcomes

- 4.1. Empower students through the development of essential skills and self-awareness.
- 4.2. Identify and address individual learning needs effectively.
- 4.3. Provide feedback for curriculum enhancement and pedagogical improvements.

5. Support for Slow Learners and Advanced Learners

- 5.1. Offer tailored support mechanisms such as easy-to-understand materials, recorded lectures, and remedial classes for slow learners.
- 5.2. Provide additional opportunities for academic enrichment, research involvement, and skill development for advanced learners.
- 5.3. Facilitate internship programmes within and outside the college.
- 5.4. Encourage advanced learners to take up summer school/fellowship programmes under exchange programmes.

This Mentorship Programme endeavours to create a nurturing and supportive environment conducive to student success and holistic development.


Coordinator
Internal Quality Assurance Cell


Approved
Jankar

Copy to:

1. All HODs/ Coordinators for information
2. All Faculty Member/ Mentors for information and necessary action
3. Master/Record file