OFFICE OF THE PRINCIPAL

Sophia College for Women
Empowered Autonomous

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An Institution of
the Society for the Higher Education
of Women in India

Mentor-Mentee Policy

Administrative Policy Number (APN): SCWAPN/30	**Functional Area:** involves pairing experienced faculty or staff mentors with students to provide guidance, support, and academic advice.
Brief Description of the Policy:	Purpose: to nurture a culture of mentorship within the college community, fostering mutual respect, collaboration, and lifelong learning. Audience: Staff and Students
Policy Applies to:	Staff and Students
Effective from the Date:	26th November ,2018
Approved by:	College Development Committee (CDC)
Responsible Authority	IQAC
Superseding Authority	Principal
Last Reviewed. / Updated:	New Policy
Reason for the policy	the belief that mentorship plays a crucial role in shaping students' academic trajectories and overall well-being
References for the policy	UGC/ University of Mumbai

EMPOWERING WOMEN TO EXCELLENCE

Introduction

Our mentor-mentee program is evidence of Sophia Colleges commitment to supporting students' holistic development outside of the classroom. This program matches seasoned teachers and staff with students to support their academic personal and professional development. It is designed to offer individualized guidance and support. Our mission is to enrich our students' educational journeys and prepare them for success in their chosen endeavours by fostering a culture of collaboration empowerment and lifelong learning through meaningful mentorship relationships.

Objectives

1. To help the students have an enriching college experience
2. To promote interpersonal relationship between the faculties and students
3. To enable the college to empower its students through a realisation of their potential

Mentor - A UG senior college lecturer who can guide a student with regard to her academic development

Mentee - A UG student of the college who will work with the assigned Mentor to attempt to realise her full potential.

Policy provisions

Program structure

1. The Sophia Mentor-Mentee Programme (SMMP) Committee will monitor the Programme.
2. Each SMMP Committee member will be assigned a group of Mentors and a group of Mentees
3. Each Mentor will be assigned a group of Mentees by the Committee Each Mentee will remain with the same Mentor till she graduates, except in the case of unforeseen circumstances (e.g., Voluntary retirement of Mentor, Ill-health etc.)

Nature of Mentoring

1. Course work - attendance and performance
2. Awareness of the facilities, courses, clubs and opportunities provided by the college and encouraging the student to avail of the same
3. Guidance for academic-related matters and to guide them towards the Management/Administration/Counsellor, if necessary

Responsibilities of Mentor:

1. Have at least one official meeting in a semester in college, during college hours, with the Mentees.
2. Assign a time and day in the week when the Mentor will be available.
3. Monitor and guide the Mentees on academic matters through personal meetings and/or Google Classroom, Email. WA Groups
4. Maintain confidentiality with regard to the information shared by the Mentee, except if it becomes absolutely necessary to share it with higher authorities
5. Document the work done as part of the Programme

Mentoring Dos

1. Establish a rapport
2. Maintain Confidentiality
3. Create trust
4. Be patient
5. Use positive words – concerns, issues, challenges
6. Give time
7. Provide guidance on academic and financial matters
8. Contact the concerned authorities with regard to serious matters

Mentoring Don'ts

1. Use harsh words : grievance, complaints, trigger, ghosting, gaslighting...
2. Discuss personal matters with regard to their non-academic life
3. Counsel regarding mental health issues
4. Ask to meet the parent/s and/or other family members

5. Volunteer to provide them with direct financial aid or make personal arrangements for the same
6. Focus on problems and not solutions
7. Raise expectations and not follow through
8. Be judgmental

Responsibilities of Mentee :

1. Meet the Mentor at least once in a semester, in college
2. Use her official email address to keep in touch with the Mentor
3. Use this opportunity to have an honest discussion about personal academic related matters
4. Provide feedback with regard to the Programme

Mentor-Mentee Reporting

At the end of the year the mentor will submit the report in the following format

1. Name
2. Number of mentees
3. Number of interactions with the mentees
4. Summary of interactions
5. Hardcopy of the attendance sheet of in person meetings
6. Geo tagged photos

IQAC Coordinator

Coordinator
IQAC
Sophia College

Principal

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