



KORAMBAYIL AHAMED HAJI MEMORIAL
UNITY WOMEN'S COLLEGE, MANJERI

(P.O) Narukara, Malappuram Dt., Kerala - 676 122
(Govt.- Aided and affiliated to University of Calicut)
[Nationally re-accredited by NAAC with 'B++' Grade, CGPA 2.77]
www.unitywomenscollege.ac.in



UWC POLICY OF MENTOR-MENTEE SYSTEM



QUALITY POLICIES

KORAMBAYIL AHAMED HAJI MEMORIAL UNITY WOMEN'S COLLEGE

MANJERI, MALAPPURAM, KERALA, INDIA.

INTERNAL QUALITY ASSURANCE CELL



Policy Document of Mentor-Mentee System

IQAC of the College has implemented a well-structured 'Three-Tier Mentoring System' which aims to provide holistic academic, personal, and career guidance to students, ensuring their overall growth and development during their time at the college. At the foundation level, each faculty member is assigned as a mentor to a group of 15 students. In this system, mentors perform several key functions:

- Mentors organize class-wise meetings with their mentees at the beginning of each semester.
- Individual mentoring sessions are conducted monthly.
- Monitor the academic performance and personal development of the mentees.
- Address personal issues and direct students to appropriate resources (counselling services, academic support, etc.).
- Encourage the use of various resources in the library.
- Motivate students to enrol in various add on courses offered by the College and also courses offered by NPTEL and MOOC in online mode.
- Assist mentees in identifying their strengths, weaknesses, and career aspirations.
- Encourage mentees to participate in college activities, seminars, and extracurricular events.
- Maintain brief records of discussions held with their mentees.
- If any administrative or higher-level intervention is required, mentors inform the HoD.

The role of the heads of departments (HoDs) is crucial in ensuring the success of the mentoring system:

- HoD meet with all mentors at the beginning of the semester to provide necessary guidance during the first department meeting.
- HoD review the activities of mentors and offer advice when needed.
- HoD communicates with parents regarding issues like continuous absence or behavioural changes.
- With the help of mentors, HoD identify students who require financial assistance.



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- HoD ensures that textbooks and other study materials are made available free of cost to mentees in need.

Based on feedback from mentors and HoDs, the IQAC organizes seminars and workshops and encourages departments to incorporate mentor-suggested themes when planning programs.