



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

Accredited with "A" Grade by NAAC (First Cycle)

Affiliated to Bharathidasan University

Recognized by UGC under section 2(f) & 12 (B) | ISO 9001:2015 Certified Institution

K. Sathanur, Tiruchirappalli - 620 021.

Ref : IQAC/2025-2026/POLICY/001

Date: 26.08.2025

Mentor–Mentee Policy

1. Introduction

Mentoring is an integral part of the holistic development of students at AIMAN College of Arts and Science for Women. The Mentor–Mentee system aims to provide continuous guidance, support, and counseling to students in their academic, personal, and professional growth. This policy establishes the framework for effective mentor–mentee interactions within the college.

2. Objectives

- To foster academic excellence and improve learning outcomes.
- To provide personal, emotional, and psychological support to students.
- To strengthen teacher–student relationships based on trust and care.
- To monitor students' progress and provide timely guidance.
- To encourage career planning, skill development, and future preparedness.
- To ensure communication between parents, students, and faculty when necessary.

3. Structure of the System

- **Mentor Allocation:** Each faculty member will be assigned as a mentor for a group of 15–20 students.
- **Mentee Assignment:** Students are assigned to mentors at the beginning of the academic year and remain under their guidance until graduation.
- **Mentoring Committee:** The Internal Quality Assurance Cell (IQAC) / Department Heads oversee the implementation and review of the system.

4. Roles and Responsibilities

Mentor

- Act as a guide, motivator, and counselor.
- Monitor mentees' academic performance, attendance, and discipline.
- Provide career guidance, personal counseling, and moral support.
- Identify slow learners and suggest remedial measures.
- Maintain confidentiality of personal issues shared by mentees.
- Maintain records of meetings, progress, and actions taken.

Mentee

- Actively participate in mentor–mentee sessions.
- Share academic and personal challenges openly and honestly.
- Respect the mentor's advice and maintain regular communication.
- Strive to achieve academic and personal goals with mentor's support.

5. Activities

- **Orientation:** Introduction of mentees to mentors at the beginning of the academic year.
- **Regular Meetings:** Monthly mentor–mentee meetings (group/individual).
- **Counseling Sessions:** Individual discussions on personal or academic issues.



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- **Academic Monitoring:** Review of internal assessment, attendance, and overall performance.
- **Parent Interaction:** Communication with parents in case of serious academic or personal concerns.
- **Career Guidance:** Sessions on higher education, skill development, and employment opportunities.

6. Documentation

- Each mentor shall maintain a **Mentor's Record Book**/digital log including:
 - Personal details of mentees.
 - Academic performance reports.
 - Records of mentor-mentee meetings.
 - Counseling notes and follow-up actions.
- Records shall be reviewed by the Head of Department / IQAC periodically.

7. Confidentiality

All personal information shared by mentees will be treated with strict confidentiality. Mentors are expected to respect privacy and disclose sensitive information only if it involves safety, well-being, or legal obligations.

8. Review and Evaluation

- IQAC/Department Heads will review the effectiveness of the Mentor-Mentee system every semester.
- Feedback from both mentors and mentees will be collected and analyzed for continuous improvement.

9. Expected Outcomes

- Improved student performance and well-being.
- Enhanced teacher-student bonding.
- Better academic retention and reduced dropouts.
- Empowered and confident graduates prepared for higher studies, careers, and life challenges.
- Students taking up leadership roles and serving as role models for their peers.

