POLICY & STANDARD OPERATING PROCEDURE FOR STUDENT MENTORSHIP

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Applicable to	:	All students, faculty mentors, HoDs and concerned stakeholders of AMGOI
Prepared By	:	Dean, IQAC
Reviewed By	:	Dean, IQAC
Approved By	:	Director & Campus Director, AMGOI

1. Purpose

The purpose of this Policy is to establish a structured student mentoring system at Ashokrao Mane Group of Institutions (AMGOI) to provide academic counselling, personal guidance, professional support, and holistic development opportunities to students.The mentoring system aims to support students in their learning journey, help them overcome academic and educational challenges, improve performance, and develop confidence, critical thinking, and essential life skills.

2. Objectives

The objectives of this Policy are to:

1. Provide personalized academic counselling and guidance to students.
2. Identify and support students facing academic difficulties or other educational challenges.
3. Promote academic excellence, critical thinking, confidence, and self-esteem.
4. Provide guidance on coursework, laboratory work, university rules, regulations, and procedures.
5. Support career advancement, competitive examination preparation, and soft-skills development.
6. Encourage holistic personality development and responsible decision-making.
7. Maintain mentoring records and facilitate appropriate communication with parents/guardians when necessary.

3. Scope

This Policy applies to all students, faculty mentors, Heads of Departments, and other concerned stakeholders involved in the mentoring system at AMGOI.

4. Policy Guidelines

The Institute shall implement a structured mentoring system under the guidance of designated faculty mentors. Each mentor shall be assigned a group or batch of students, and the concerned department shall maintain appropriate mentoring records to support effective tracking, counselling, and follow-up.

Mentoring shall address academic and personal development needs, including the following areas:

- Professional guidance and career advancement.
- Coursework-specific support and laboratory guidance.
- Academic problem-solving and learning challenges.
- Competitive examination guidance and information about university rules, regulations, and procedures.
- Soft-skills development and holistic personality development.
- Information about available campus facilities and resources.

- Personal encouragement, confidence-building, and student well-being.

Students shall be encouraged to approach their assigned mentor, any faculty member, or the Head of Department for academic or personal guidance. Mentors shall maintain a supportive and approachable environment and, where appropriate, communicate with parents/guardians to help address student concerns.

5. Roles and Responsibilities

A. Director / Campus Director

- Provide overall support and direction for effective implementation of the mentoring system.
- Review the effectiveness of the mentoring system, wherever required.

B. Dean IQAC

- Monitor the implementation of the policy as part of institutional quality assurance.
- Review mentoring-related documentation and suggest improvements, wherever required.

C. Heads of Departments

- Assign faculty mentors to designated groups or batches of students.
- Ensure that departmental mentoring records are maintained and updated.
- Monitor mentoring activities and facilitate resolution of issues requiring departmental intervention.

D. Faculty Mentors

- Provide personalized academic assistance, counselling, and guidance to assigned students.
- Help students develop skills required for academic success and college life.
- Motivate students to strive for academic excellence and strengthen their confidence and self-esteem.
- Guide students on coursework, laboratory work, competitive examinations, university procedures, career options, and soft skills.
- Identify learning difficulties and provide appropriate advice, support, and follow-up.
- Guide students in using available institutional resources and facilities.
- Maintain mentoring forms and records, including relevant parent/guardian contact details and discussion records, with due care for confidentiality.
- Communicate with parents/guardians when necessary and appropriate to support student progress.

E. Students

- Complete and maintain the prescribed mentoring form with accurate details.
- Participate actively in mentoring meetings and discuss academic or personal difficulties they wish to raise.
- Seek guidance from mentors or other designated faculty members when required.
- Act on appropriate guidance and make use of available institutional resources.

6. Review and Revision of Policy

This Policy shall be reviewed periodically by IQAC or earlier, if required, based on institutional needs, applicable regulatory requirements, and feedback from stakeholders. Any amendment shall be processed through IQAC and shall become effective only after approval by the Director and Campus Director.

7. Annexures / Supporting Documents

1. Prescribed Student Mentoring Form containing student and parent/guardian details and space to record mentoring discussions.
2. Department-wise mentor–mentee allocation list.

3. Mentoring meeting records and follow-up documentation.
4. Any additional guidelines, formats, or reporting requirements issued by IQAC from time to time.

8. Standard Operating Procedure (SOP)

1. At the beginning of the academic year, each department shall identify the student groups/batches and assign a faculty mentor to each designated group.
2. The Head of Department shall communicate the mentor–mentee allocation to the concerned faculty members and students.
3. Each student shall complete the prescribed mentoring form, including relevant parent/guardian contact details and other required information.
4. The mentor shall explain the purpose of the mentoring system and establish a suitable schedule for mentoring interactions.
5. The mentor shall meet assigned students periodically to discuss academic progress, coursework, laboratory work, attendance or learning concerns, career planning, soft skills, and overall development, as relevant.
6. The mentor shall identify students requiring additional support and provide appropriate guidance, follow-up, or referral to the Head of Department or relevant institutional authority when necessary.
7. Where a concern requires parent/guardian involvement, the mentor shall communicate appropriately, keeping the student's welfare and institutional procedures in view.
8. The mentor shall guide students regarding competitive examinations, university rules and procedures, career opportunities, campus facilities, and available learning resources, as applicable.
9. The mentor shall maintain records of mentoring interactions, concerns identified, advice provided, follow-up actions, and progress observed.
10. Students shall be free to approach their mentor, another faculty member, or the Head of Department for academic or personal guidance.
11. The Head of Department shall periodically review mentoring records and ensure that identified student concerns receive appropriate attention.
12. At the end of each semester, the mentor shall review the academic and developmental progress of assigned students and record follow-up requirements.
13. The department shall consolidate mentoring-related information and submit a report to the concerned authority or IQAC when requested.
14. IQAC and the institutional authorities may review the effectiveness of the mentoring system and recommend corrective actions or improvements for the next academic period.

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