



NORTH LAKHIMPUR COLLEGE

(An Autonomous College Affiliated to Dibrugarh University)

MENTOR-MENTEE POLICY

NORTH LAKHIMPUR COLLEGE (AUTONOMOUS)

1. **Introduction:** North Lakhimpur College recognizes the importance of mentorship in fostering the personal and academic growth of students. The Mentor-Mentee Program aims to create a supportive and nurturing environment where experienced mentors guide and assist mentees in achieving their educational goals. This policy document outlines the guidelines, responsibilities, and expectations for both mentors and mentees participating in the program.
2. **Program Objectives:** The Mentor-Mentee Program at North Lakhimpur College aims to
 - Facilitate the holistic development of students by providing them with guidance, support, and resources.
 - Foster positive relationships between mentors and mentees to enhance the mentees' personal and academic growth.
 - Promote a sense of community and encourage collaboration and mutual respect among participants.
 - Provide mentees with opportunities for career exploration, networking, and skill development.
 - Create a platform for mentors to share their knowledge, experiences, and expertise with mentees.
3. **Program Structure:**
 - **Mentors:** Mentors will be experienced faculty members or professionals who volunteer to guide and support mentees. They will possess relevant knowledge, expertise, and the willingness to commit time and effort to the program.
 - **Mentees:** Mentees will be enrolled students of North Lakhimpur College seeking guidance and support to achieve their academic and personal goals.
 - **Matching Process:** Mentors and mentees will be matched based on their interests, goals, and areas of expertise to facilitate meaningful and productive relationships.
4. **Responsibilities of a Mentor:**
 - Provide guidance and support to mentees in their personal, academic, and career development.
 - Encourage mentees to set realistic goals and develop action plans to achieve them.

- Share knowledge, experiences, and resources that may benefit the mentees.
- Provide constructive feedback, motivation, and encouragement to mentees.
- Maintain confidentiality and respect the privacy of mentees.
- Mentoring should be a continuous process and so mentor can arrange meetings with the mentees as many times as required. However, at least two meetings (in online/offline mode) per semester should be conducted.
- To identify slow and advanced learners and take appropriate steps.
- Identify the learning abilities of their mentees and suggest necessary action programs to the IQAC. The mentor will try to explore requirements of any skill development programs, career counselling sessions from professionals, preparation for various entrance examinations, etc. and report the same to the authority.

5. Mentee Responsibilities

- Actively participate in the Mentor-Mentee Program and take initiative in seeking guidance and support.
- Set clear goals and objectives and actively work towards achieving them.
- Respect the mentor's time and commitment by being punctual for meetings and adhering to agreed-upon schedules.
- Be open to feedback, suggestions, and constructive criticism from the mentor.
- Maintain confidentiality and respect the privacy of the mentor

6. Mentor-Mentee Mechanism:

- Mentors will be assigned a group of 15-20 students from the same Department.
- The mentee once assigned to a mentor will continue with the same mentor till the end of the program of study.
- Every Year, First Year students will be added to the mentors list in place of graduating students.
- The frequency and duration of meetings may vary based on the needs and availability of both mentors and mentees.

7. Confidentiality

- Both mentors and mentees are expected to maintain strict confidentiality regarding personal information shared during the mentorship process.
- Any breach of confidentiality may result in termination from the program.

8. Grievance Redressal

- In the event of any grievances or conflicts, mentors and mentees are encouraged to communicate and resolve the issue in a respectful manner.
- If a resolution cannot be reached, the college's designated authority will mediate and provide a fair and unbiased resolution.

9. Program Support

- The college will provide necessary resources, training, and support to both mentors and mentees to ensure the success of the Mentor-Mentee Program.

- Regular mentorship workshops and training sessions will be conducted to enhance the skills and knowledge of mentors and mentees.

Formats of the allotment of Mentees to Mentors as well as the mentor wise record keeping format are attached in this policy document as **Annexure 1**.

By participating in the Mentor-Mentee Program, mentors and mentees acknowledge their commitment to adhere to the guidelines outlined in this policy document. North Lakhimpur College aims to create a nurturing and supportive environment for the personal and academic growth of its students through this program.

This policy document is subject to periodic review and updates as deemed necessary by the college administration.



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Annexure 1

TABLE 1: CLASSWISE ALLOTMENT OF MENTORS: SEMESTER 1, 2020

Admission / Student ID	Name	Caste	Gender	% in UG / XII	Phone Number	Email	Name of the Mentor

TABLE 2: MENTOR WISE SWOC ANALYSIS OF STUDENTS 2023

Admission /Student ID	Name	Semester	% attendance	SGPA/CGPA	Phone Number	Strength	Weakness	Hobbies	Slow/Advanced Laerner	Introvert / Extrovert	Name of the Mentor	Counselling Given