

MENTOR-MENTEE POLICY

Ref No	Created On	Published On
LEAD/ACAD/POL/O40/26	04 APR2026	15 MAY 2026

1. Preamble

LEAD College believes in holistic student development through continuous academic guidance, personal support, and professional mentoring. The Mentor-Mentee system is designed to foster a supportive relationship between faculty and students, ensuring academic success and overall well-being.

2. Objectives

- To provide personalized academic guidance to students
- To monitor and improve student performance
- To support students' personal and professional development
- To identify and address academic or behavioural challenges early
- To strengthen student-faculty relationships

3. Scope

This policy applies to:

- All students enrolled in the institution
- All faculty members assigned mentoring responsibilities

4. Structure of the Mentor-Mentee System

- Each faculty member is assigned a group of students (15-20 mentees)
- A balanced mentor-mentee ratio is maintained (1:15)
- Mentoring begins at the time of student induction and continues throughout the program and beyond

5. Roles and Responsibilities

5.1 Mentor Responsibilities

- Conduct regular mentoring sessions
- Monitor academic performance, attendance, and participation
- Provide academic counselling and career guidance
- Identify students needing special support
- Maintain confidentiality of student information
- Keep records of mentoring interactions
- Refer students to counselling or support services when necessary

5.2 Mentee Responsibilities

- Attend scheduled mentoring sessions
- Share academic and personal concerns openly
- Follow guidance provided by the mentor
- Take responsibility for personal and academic growth

5.3 Institutional Responsibilities

- Assign mentors and ensure proper distribution of mentees
- Provide training and orientation for mentors
- Facilitate counselling and support services
- Monitor the effectiveness of the mentoring system

6. Mentoring Process

6.1 Initial Interaction

- Orientation session to explain mentoring objectives
- Collection of student background information (academic, personal interests, goals)

6.2 Regular Meetings

- Scheduled daily or need-based interactions
- Discussion on academic progress, attendance, and challenges

6.3 Progress Tracking

- Maintain mentoring records
- Monitor improvements and concerns over time

6.4 Intervention

- Provide remedial guidance for academic issues
- Refer serious concerns to appropriate authorities

7. Areas of Mentoring

- Academic performance and study strategies
- Career planning and skill development
- Emotional well-being and stress management
- Behavioural and disciplinary guidance
- Improving communication skills
- Improving placeability

8. Support Mechanisms

- Remedial classes and peer tutoring
- Counselling services
- Workshops on soft skills and career readiness
- Parent interaction (if required)

9. Confidentiality and Ethics

- All mentor-mentee discussions shall remain confidential
- Information may be shared only when necessary for student welfare or institutional requirements
- Mentors must always maintain professional boundaries

10. Monitoring and Evaluation

- Periodic review of mentoring effectiveness
- Feedback from students and mentors
- Evaluation based on academic improvement and student satisfaction

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Approved by AICTE, Affiliated University of Calicut

11. Documentation

- Each mentor must maintain:
 - o Mentee profile records
 - o Meeting logs
 - o Action taken reports

12. Outcomes Expected


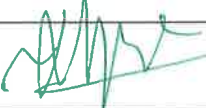
- Improved academic performance
- Reduced dropout rates
- Enhanced student engagement and well-being
- Better career preparedness

13. Policy Review

- The policy shall be reviewed periodically
- Improvements will be made based on feedback and institutional needs

14. Conclusion

The Mentor–Mentee system at LEAD College plays a vital role in nurturing responsible, confident, and competent individuals by providing continuous guidance and support

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