



The South Indian Association's  
**The S.I.A. College of Higher Education**  
Affiliated to University of Mumbai  
Accredited B+ by NAAC  
P-88, MIDC Residential Area Dombivli Gymkhana Road,  
Near Balaji Mandir, Dombivli (East), 421203.

## Mentoring Policy



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**Mentoring Policy**

The policy is to bring commitment and develop mutual trust between two people (mentor-mentee) and to engage in developing actions and plans to maximise the effectiveness of their learning.

**The objective of mentoring:**

- To create an environment to develop positive relationship between the mentor- mentee
- To develop strategies for the effective teaching and learning during the mentoring process.
- To identify and implement effective tools to improve the performance of slow and advanced learners.

**Responsibilities of the mentor:-**

- Develop a cordial relationship and build a good rapport with the mentee.
- Encourage the mentee to share the ideas and thoughts, viewpoints allow them to speak, and listen to them effectively.
- Provide proper feedback and help them to connect professionally to achieve the goals.
- Support the mentees and adopt strategies that facilitate them to enhance effective learning
- Evaluate and communicate frequently to the mentees regarding their progress.
- Motivate and encourage them to excel in various aspects of learning relating to specialisation of subject selection, career guidance and skill development.

**Procedure:**

- One faculty members takes the role of mentor for the assigned students as mentee.
- The complete data of the mentee need to be collected and maintained by the mentor for imitating various strategies for the effective learning.
- Maintenance of records such notices, meeting held with the students and parents.
- Prepare an evaluate report to assess the effectiveness of learning during the process of mentoring.
- Invite Parents twice in the semester to discuss the performance level of the ward.



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Principal  
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