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Mentor - 1

K. L. E. Society's  
**ARTS AND COMMERCE COLLEGE, Gadag**

## Mentor –Mentee

A large number of students at KLE's Arts and Commerce College, Gadag are from rural places around and occasionally they face academic and adjustment challenges. To cope with such problems and to enable them to excel in academic and profession as per their potential, a Mentor Mentee Programme for students of all classes has been developed.

### **1. Objective.**

To ensure that students perform academically and professionally up to their potential through mutual support and a congenial learning environment.

### **2. Mentor –Mentee Programme Detail.**

Following are the guidelines for the Mentor –Mentee Programme:

- a) Students shall be assigned to Mentors (Teaching faculty) right from the first year of the programme.
- b) A mentor shall have a maximum of 30 students(Mentees)
- c) The mentees will (may not be possible in some cases) be attached to the same mentor for the entire duration of the programme of study.
- d) The mentor shall meet the mentees regularly and record the outcome of the meeting in the hard copy or in the software, if available..The details about each mentee will be recorded and periodically update in the system.
- e) The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institute/department for provoking further motivation to advanced/gifted learners.
- f) The mentors shall also identify the students whose performance/attendance is below par.The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior.If required the mentor will involve the parents, head of the department or the principal for reforming the students .

### **3. Areas of Review.**

- a. Attendance : The mentor shall observe and monitor the attendance of the mentee. He/She shall advise and take necessary follow up actions with regard to students who do not meet the attendance norms of the University.
- b. Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term end examination and help the mentee through counseling or by arranging remedial teaching ,if necessary
- c. Behavioural and discipline matters
- d. Health and physical well being .

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e. Achievement ,talents and co-curricular activities

4. Duties/Responsibilities of Mentor

- a. Introduction and discuss the concept of mentor-mentee system with assigned mentees.
- b. Call a meeting of all mentees and record their necessary details in the designated form note any specific requirement of a student and discuss with them the complete schedule of future meeting .
- c. Keep a track of the attendance academic performance and behavioural aspects of the student
- d. Support students academically and emotionally
- e. Contact parents to inform the progress of their ward, whenever required
- f. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required
- g. To guide students and also to arrange for remedial teaching, if required.

5. Duties /Responsibilities of Mentee

- a. Attend meeting regularly
- b. Fill personal information in the time of joining the mentor mentee system
- c. Provide details of attendance ,continuous assessment, term end examination , co-curricular, extra-curricular activities to the mentor whenever asked for .
- d. Repose confidence in the mentor and seek his/her advise whenever required .

  
**PRINCIPAL**  
K.L.E Society's  
Arts & Commerce College  
GADAG BETGERI-582101