



**ST PAULS INSTITUTE OF COMMUNICATION EDUCATION FOR WOMEN
(AFFILIATED TO MUMBAI UNIVERSITY)
24th Road, Bandra (W), Mumbai 400 050**

Mentoring Policy

St Pauls Institute of Communication Education for Women recognizes the importance of mentorship in fostering student engagement, empowerment, and holistic development. This Mentor-Mentee Policy aims to establish guidelines and procedures for the effective implementation of a mentoring program within the institute.

Objectives:

- To provide students with a designated mentor who serves as a supportive guide and resource throughout their academic journey.
- To facilitate student engagement by fostering meaningful connections between mentors and mentees, both inside and outside the classroom.
- To empower students through personalized guidance, encouragement, and skill development opportunities.
- To promote a culture of collaboration, communication, and mutual respect between mentors and mentees.
- To enhance student retention and success by addressing academic, social, and emotional needs through mentorship.

Guidelines:

1. Mentors will be selected from the faculty and staff based on their experience, expertise, and willingness to support student development. Mentors should demonstrate empathy, effective communication skills, and a commitment to student success.
2. Upon enrollment, each student will be assigned a mentor who will serve as their primary point of contact and support throughout their academic journey. Mentees may also have the opportunity to request a mentor based on specific preferences or needs.
3. Mentors and mentees are expected to meet regularly to discuss academic progress, personal goals, challenges, and growth opportunities. Meetings may take place in person, virtually, or through other communication channels as deemed appropriate.
4. Mentors and mentees will work together to set personalized academic and personal development goals, identify strategies for achievement, and create action plans to track progress over time.
5. Mentors will serve as a gateway to various resources and support services available within the institute, including academic advising, counseling, career guidance, and extracurricular activities.

6. Mentors will provide constructive feedback and guidance to mentees to help them reflect on their strengths and areas for improvement. Mentees will also have the opportunity to provide feedback on their mentoring experience to ensure continuous improvement.

7. Mentors and mentees are expected to maintain confidentiality and respect each other's privacy, boundaries, and cultural differences. Any concerns or issues raised during mentor-mentee interactions should be handled with sensitivity and discretion.



Plavendran

Dr (Fr) Plavendran Irudayasamy

Principal