

2.3.4 – Student: Mentor Ratio
(preceding academic year)

MENTORSHIP POLICY

Mentorship policy is created to define the rules and responsibilities of the mentor and mentee and guide the mentorship system to function effectively. Mentorship system of Indira College of Nursing assures smooth transition of newly joined students from schools into a hassle free professional college life.

Scope

- This program assigns mentors to help, guide, motivate and provide emotional support and to be a role model to the mentees in all academic and co-curricular activities.
- To develop mutual trust, respect and maintain confidentiality between mentor and mentee.


Procedure

1. A student joining Indira college of Nursing will be assigned a mentor from the beginning of the first year, who will be a teaching faculty.
2. Each mentor will be allotted 10 to 15 students (mentee)
3. The duties and responsibilities of the mentors and mentees are listed.

Responsibilities of Mentors

- To interact with the mentee at least once in a month
- To monitor the college attendance of mentees
- To monitor the academic progress of the mentee by going through the marks of the class tests and other exams
- To interact with their parents or guardian in academic and other personal matters.
- Be available as and when needed by the mentee
- Report regarding slow learners to the academic cell to improve the learning skills of the students.




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Indira College of Nursing

(Approved by INC & Tamilnadu Nurses & Midwives Council) (Affiliated to the Tamilnadu Dr. M.G.R. Medical University)

Responsibilities of Mentees

- To be courteous and respectful to their mentors
- To maintain contact with the mentors and benefit from their mentors knowledge and experience
- To attend the meeting regularly when called upon by the mentor
- To provide contact information of self and parents or guardian to the mentor
- To report the hardship faced in the college and hostel premises
- Share ideas, concerns and professional goals
- Workup with the mentor to find out the learning resource and other information that will be helpful in achieving the goal.
- To complete the feedback survey given by the mentor at the end of the session.


Mentorship Committee

The mentorship committee comprises:

- ✓ Chairman
- ✓ Co-chairman
- ✓ Four committee members

The prime duties of the committee members are to monitor the mentor mentee grievances and to take necessary action to mitigate the issues. The committee shall conduct regular meetings once in every 3 months to address the issues.




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