



**INTERNAL QUALITY ASSURANCE CELL  
NIRMALA COLLEGE, MUVATTUPUZHA**

**MENTORING POLICY**

IQAC has established a well structured 'Three Tier Mentoring System'. At the bottom level, one faculty is allotted as mentor to a group of 30 students. In our system, mentors perform the following functions.

- i. Mentors organise class-wise meeting of mentees at the beginning of the semester.
- ii. Individual mentoring sessions are conducted twice in a semester.
- iii. Mentors monitor the academic progress of the mentees and give them counselling on personal matters.
- iv. They promote the use of e-resources in the library.
- v. They motivate the students to enrol in certificate courses and online courses offered by NPTEL and MOOC.
- vi. They also motivate them to participate in co-curricular and extracurricular activities.
- vii. They maintain a brief record of mentor-mentee discussions.
- viii. They advise the mentees to take suitable topics for their year-end projects based on SWOC analysis of mentees.
- ix. If any administrative or higher level action is required, intimate the HoD.

The role of heads of the departments is very vital in the mentoring system.

- i. HoDs meet all the mentors in the beginning of the semester and give them necessary instructions in the first department meeting itself.
- ii. Review the activities of mentors and advice them whenever the situation demands it.
- iii. Inform the parents, on issues like continuous absenteeism or behavioural changes,
- iv. Seek the intervention of respective committees, if required.
- v. Keep the IQAC Mentoring Committee informed and updated.
- vi. Identify the mentees who require financial assistance with the help of mentors.
- vii. Making available text books and other study materials free of cost to the needy mentees.

IQAC has a three member Mentoring Committee that evaluates the mentoring activity in each department. It acts as a tool to streamline and monitor the mentoring activity in various departments. On the basis of feedback from mentors and heads of departments, IQAC organises various seminars and workshops. IQAC also insists the departments to include the themes suggested by the mentors while organising the programmes. For example, a first aid room and the service of a nurse is made available to the students. Apart from this, numerous self defence training sessions have been organised with Kerala Police for female students.

*Tongal*

Principal



# **NIRMALA COLLEGE**

## **MUVATTUPUZHA**

Ranked on the 91<sup>st</sup> position among the colleges in India  
by the NIRF Rankings 2017 and accredited by NAAC with B++ grade

---

Muvattupuzha P. O., Ernakulam Dist., Kerala - 686 661  
Telephones: 0485 2832361, 2836300  
e-mail: [nirmalacollege@gmail.com](mailto:nirmalacollege@gmail.com), Website: [www.nirmalacollege.ac.in](http://www.nirmalacollege.ac.in)