

St. Ann's College for Women

(Autonomous), Affiliated to Osmania University
Accredited by NAAC with A⁺ Grade (3rd cycle), CPE by UGC

Mehdipatnam, Hyderabad.



Mentorship Policy



Mentorship Policy

Preamble

Mentorship plays a vital role in the professional and personal development of our students. Institution adopts a well structured mentoring policy fostering a supportive and nurturing environment to establish mentorship program with the aim of cultivating meaningful connections, facilitating knowledge transfer and empowering our students to thrive academically, socially and beyond.

1. Objectives

- Skill Development
- Academic support for slow learners
- Knowledge Transfer
- Career Guidance
- Personal Development
- Networking and Connections
- Support and Encouragement
- Leadership Development
- Long-term mentorship building

2. Members

- Principal- Ex - officio
- Dean Administration- Ex - officio
- Deans Student Affairs- Ex - officio
- Mentors

3. Scope, Roles and Responsibilities

- Personal Growth: Mentorship extends beyond professional development such as confidence, work-life-balance.

St. Ann's College for Women

(Autonomous), Affiliated to Osmania University
Accredited by NAAC with A⁺ Grade (3rd cycle), CPE by UGC
Mehdipatnam, Hyderabad.



- Progression and Career Development: Mentors help mentees navigate their professional paths, providing insights towards sharing industry knowledge and help them set goals and create development plans.
- Skill Enhancement: Mentors train mentees in honing specific skills and competencies related to their field of interest.
- Networking and Connections: To build necessary connections in enhancing team spirit and social life style.
- Goal Setting
- Seeking feedback

4. Plans, Process and Procedure

- Every academic year begins with the formation of new group of Mentor-Mentees (with the ratio 1:30)
- Dean Academics and Administration in consultation with Principal allot mentors to every student.
- Faculty takes charge of mentoring their mentees in every aspect from personal to professional throughout the academic year providing them the necessary academic, emotional and psychological support and creating awareness about the societal concerns and issues.
- Academic counseling by the department is done regularly.
- Mentors meet their mentees frequently and maintain records/points of concern.
- Clear, mutual expectations are established covering time management, number of meetings held, ground rules and the extent to which confidentiality has always been secured.
- In case of any serious issues the mentors seeks the advice of the dean student affairs and refer the case to deal with.
- In case of student's facing psychological problems not solved at mentor level, are referred to the counseling cell and if severity persists the case is taken to Principal.
- Maintains regular track of their academics right from their attendance to sorting out

St. Ann's College for Women

(Autonomous), Affiliated to Osmania University
Accredited by NAAC with A+ Grade (3rd cycle), CPE by UGC
Mehdipatnam, Hyderabad.



issues faced by students appearing for examinations and personal issues.

- Necessary steps are taken to support slow learners catering to their needs.
- Mentees are motivated towards accomplishing professional goals like pursuing their higher studies, focus on employment, entrepreneurship development, necessary skills needed for career growth.
- Mentors take every care about their mentees through online/off-line mode.

5. Guidelines and Implementation

- Guidance is provided by the mentors to their mentees for achieving short-term & long-term goals and to stand as a better individual.
- The record of mentors meeting their respective mentees from time to time advising them through several concerns is maintained in an official format and the data collected is reviewed by the head of the institution.
- The implementation of Mentor-mentee program starts at the beginning of the academic year for students of all years.

The program shall create a robust support network that enriches and equips students with necessary skills and confidence to excel in their chosen paths.

PRINCIPAL
ST. ANN'S COLLEGE FOR WOMEN
MEHDIPATNAM, HYDERABAD-26.