

Mentoring Policy

Sibga Institute of Advanced Studies (SIAS), Irikkur

(Affiliated to Kannur University, Kerala)

1. Preamble

Mentoring is an essential component of academic and institutional growth. At SIAS, mentoring is envisioned as a continuous process of **guidance, motivation, and support** that helps students, teachers, and non-teaching staff achieve personal, academic, and professional excellence.

Under the guidance of **Prof. (Dr) Prasad P. K., Mentor of the College**, SIAS has adopted this Mentoring Policy to promote a culture of care, collaboration, and lifelong learning.

2. Objectives of the Mentoring Policy

- To provide structured guidance and support to all members of the SIAS community.
- To enhance the **academic performance, personal growth, and career readiness** of students.
- To promote the **professional development and research culture** among teachers.
- To foster **skill enhancement, accountability, and motivation** among non-teaching staff.
- To build an **inclusive, supportive, and value-based campus environment**.

3. Scope

This policy applies to:

1. **Students** – for academic, personal, and career-related mentoring.
2. **Teachers** – for professional, research, and pedagogical development.
3. **Non-teaching staff** – for skill development, workplace efficiency, and personal well-being.

4. Mentoring Structure

a) Student Mentoring

- **Faculty Mentors** will be assigned to groups of students at the time of admission.
- Mentors will track **academic progress, attendance, personal well-being, and career aspirations**.

- Students will be encouraged to discuss **academic difficulties, personal challenges, and future goals.**
- Regular meetings will be conducted, and records maintained in a **Mentoring Register / Digital Logbook.**
- Counseling support will be provided where necessary, in collaboration with the College Counsellor.

b) Teacher Mentoring

- Faculty will receive mentoring from **senior professors and the Mentor of the College.**
- Focus areas include **teaching methods, curriculum design, research projects, publications, career planning, and higher studies/postdoctoral opportunities.**
- Faculty Development Programmes (FDPs), workshops, and peer-learning sessions will be part of this process.
- Teachers will be encouraged to set **annual academic and professional goals,** reviewed periodically.

c) Non-Teaching Staff Mentoring

- Non-teaching staff will be mentored for **skill development, office management, use of technology, and effective communication.**
- Training sessions will be organized on **administrative processes, financial management, IT literacy, and student support services.**
- A support system will be created to ensure their **personal well-being, motivation, and career growth.**

5. Roles and Responsibilities

- **Mentor of the College (Prof. Dr. Prasadani P. K.)**
 - Oversee and guide the entire mentoring system.
 - Formulate the **Mentoring Framework & Annual Plan.**
 - Review reports from faculty mentors and submit consolidated reports to the Principal.
- **Faculty Mentors**
 - Act as the first point of contact for students.
 - Provide academic, personal, and career guidance.
 - Maintain confidentiality and empathy in mentoring relationships.
- **Department Heads**

- Monitor mentoring activities within departments.
- Support faculty mentors with resources and intervention when required.
- **Administrative Officers (for Non-Teaching Staff)**
 - Coordinate training, workshops, and feedback sessions.
 - Identify areas for professional development and recommend improvements.

6. Monitoring and Evaluation

- A **Mentoring Committee**, chaired by the Principal of the College, in consultation with the Mentor, will periodically evaluate the effectiveness of mentoring activities.
- Feedback will be collected from students, teachers, and non-teaching staff.
- Annual reports will be prepared and discussed in the **College Governing Council** for policy refinement.

7. Policy Review

This Mentoring Policy will be reviewed every two years or as directed by Kannur University/Regulatory Authorities, ensuring relevance to institutional goals and emerging challenges in higher education.

Prepared by Prof (Dr) Prasadan P K, Mentor and Academic Dean