

**Mentor–Mentee Programme (2025–26)**  
**Government Girls P.G. College, Bindki, Fatehpur (U.P.)**  
*(Under IQAC Initiative)*

**MENTOR–MENTEE PROGRAMME**

**Academic Session: 2025–26**

**1. Introduction**

The Mentor–Mentee Programme of Government Girls P.G. College, Bindki, Fatehpur is designed to establish a structured and supportive relationship between faculty members (mentors) and students (mentees). The programme aims to provide academic guidance, personal support, career counseling, and overall personality development assistance to students.

The programme functions under the guidance of the IQAC to ensure continuous quality enhancement in student support services.

**2. Objectives**

1. To provide academic guidance and monitor students' progress.
2. To support students in personal, emotional, and social development.
3. To identify slow learners and advanced learners and provide appropriate support.
4. To guide students regarding career opportunities and higher education.
5. To reduce dropout rates and improve attendance.
6. To create a healthy teacher-student relationship.
7. To promote discipline, confidence, and leadership qualities among students.

**3. Structure of the Programme**

- Each faculty member will be assigned **20–30 students** as mentees.
- The allocation will be done class-wise and subject-wise.
- The programme will be coordinated by a **Mentor-Mentee Committee** under IQAC.

**Mentor-Mentee Committee (2025–26)**

1. Principal – Chairperson
2. IQAC Coordinator – Programme Head
3. Departmental Representatives – Members

**4. Roles and Responsibilities**

**A. Role of Mentor**

- Maintain personal and academic records of mentees.
- Conduct at least **one meeting per month**.
- Monitor attendance and internal assessment performance.

- Identify academic and personal issues.
- Guide for competitive exams, scholarships, skill development, and career planning.
- Maintain confidentiality of personal matters.
- Submit semester-wise report to IQAC.

## **B. Role of Mentee**

- Attend scheduled mentoring meetings regularly.
- Share academic and personal concerns openly.
- Maintain discipline and regular attendance.
- Follow guidance provided by mentor.

## **5. Implementation Process**

### **1. Orientation Programme:**

At the beginning of the academic session, students will be informed about the Mentor-Mentee system.

### **2. Allocation of Mentors:**

Department-wise allotment list will be displayed.

### **3. Regular Meetings:**

- Minimum 8–10 meetings per academic year.
- Individual and group counseling sessions.

### **4. Record Maintenance:**

- Personal profile form
- Academic performance sheet
- Meeting record register
- Action taken report

### **5. Special Support Mechanism:**

- Remedial classes for slow learners
- Career guidance sessions
- Psychological counseling (if required)
- Scholarship guidance

## **6. Areas of Mentoring**

- Academic Performance
- Attendance Monitoring
- Career Planning
- Competitive Exam Preparation
- Skill Development
- Personal Counseling
- Financial Assistance & Scholarship Guidance

- Health & Hygiene Awareness

## **7. Monitoring and Evaluation**

- Quarterly review by IQAC.
- Feedback collection from students.
- Performance analysis of mentees.
- Documentation for NAAC and AQAR reporting.

## **8. Expected Outcomes**

- Improved academic results.
- Increased attendance percentage.
- Reduced dropout rate.
- Better emotional and psychological support system.
- Enhanced student-teacher relationship.
- Increased participation in co-curricular activities.

## **9. Documentation Format (Sample Forms)**

### **A. Student Profile Form**

- Name
- Class
- Roll No.
- Contact Number
- Parent's Name & Contact
- Academic Background
- Career Goals

### **B. Meeting Record Sheet**

**Date Issues Discussed Action Taken Signature**

## **10. Annual Activity Plan (Tentative)**

**Month      Activity**

July            Orientation & Allocation

August        Academic Review Meeting

September    Career Guidance Session

October       Attendance & Performance Review

November    Personal Counseling

December    Mid-Year Evaluation

January       Competitive Exam Guidance

**Month      Activity**

February    Final Review & Feedback

**11. Conclusion**

The Mentor–Mentee Programme 2025–26 at Government Girls P.G. College, Bindki, Fatehpur aims to build a strong academic support system that nurtures students intellectually, emotionally, and professionally. It strengthens institutional quality standards and aligns with NAAC requirements for student-centric practices.

IQAC Coordinator

Principal & Chairperson  
Government Girls P.G. College Bindki,  
Fatehpur (U.P.)