



NOORUL ISLAM CENTRE FOR HIGHER EDUCATION

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NICHE Mentoring Policy

Mentoring plays a crucial role in positively influencing students' academic, professional, and personal development. Mentor and mentee relationships foster the growth necessary for students to evolve into successful professionals. This system is designed to empower students by providing access to resources that fulfil their academic needs. The mentoring system is structured to help mentors understand their mentees' strengths, weaknesses, and goals. The IQAC at NICHE has established a comprehensive mentoring system, where each mentor is assigned a maximum of 20 students to support their technical skill development, confidence building, and overall academic and personal growth.

Key Principles of the Mentoring Policy

- **Mentor Assignments:** Mentors are assigned a maximum of 20 students from the same department.
- **Consistency:** Mentees remain with the same mentor until they complete their program.
- **Transition:** First-year students are assigned to mentors whose previous mentees have graduated.
- **Peer Support:** Student mentors are assigned to assist slow learners, helping them enhance their academic and professional skills.
- **Progress Evaluation:** The progress of mentees is periodically evaluated.
- **Support During Key Stages:** Mentees receive guidance during critical academic, professional, and personal development stages.
- **Confidence Building:** The mentoring system is designed to boost mentees' confidence and prepare them to face challenges.
- **Psychosocial Support:** Mentees receive psychosocial support through the mentoring system.
- **Continuity:** If a mentor leaves the institution, the mentee's information is passed on to the new mentor.

Role and Responsibilities of a Mentor

- **Advisor and Guide:** Serve as an advisor, coach, role model, and guide to enhance the mentee's academic, professional, and personal skills.
- **Regular Meetings:** Meet with mentees at least once a month.
- **Assessment:** Evaluate the mentee's socioeconomic background, knowledge, skills, hobbies, etc.
- **Academic Monitoring:** Monitor academic performance and provide counselling when necessary.
- **Special Attention to Slow Learners:** Focus on supporting slow learners.
- **Skill and Leadership Development:** Help to improve academic performance and leadership qualities.
- **Encouragement:** Encourage participation in co-curricular and extracurricular activities.
- **Course Enrolment:** Motivate mentees to enrol in certificate courses and short-term programs offered by NPTEL, SWAYAM, MOOC, etc.
- **Guidance on Opportunities:** Mentors should guide mentees in participating in various competitions and exploring internships, scholarships, fellowships, job opportunities, etc.
- **Escalation:** Inform the HOD if higher-level intervention is required.
- **Parental Communication:** Update parents or guardians about their ward's performance.

Role and Responsibilities of a Mentee

- **Attendance:** Attend mentoring meetings regularly.
- **Communication:** Share academic, extracurricular, and co-curricular achievements with the mentor.
- **Follow Guidance:** Implement the mentor's advice to overcome challenges and achieve goals.
- **Adherence:** Follow the principles of the mentoring process.
- **Participation:** Attend training sessions and workshops as recommended by the mentor.



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