



## Mentoring Policy

### 1. Purpose of Mentoring

The mentoring program at Jamia Nadwiyya Women's Arabic College aims to support students in navigating their academic journey, enhancing their skills, and achieving both personal and professional goals.

### 2. Structure of the Mentoring Program

#### Mentor Allocation

- Each student is assigned a faculty mentor at the start of their course.
- Mentors will remain consistent throughout the student's tenure unless a change is necessary and approved by the Head of the Department (HoD).

#### Mentoring Sessions

- **Initial Orientation:** Conducted at the beginning of the academic year.
- **Individual Mentoring:** At least two individual sessions per semester.
- **Group Meetings:** Held at the start of each semester.

### 3. Roles and Responsibilities

#### Mentors

- Organize and lead initial group meetings.
- Conduct individual mentoring sessions twice each semester.
- Monitor academic progress and provide guidance on personal matters.
- Encourage the use of library e-resources.
- Motivate students to enroll in online or certificate courses and engage in extracurricular activities.
- Maintain brief records of discussions with mentees.
- Advise on project topics and report any significant issues to the HoD.

#### Heads of Departments (HoDs)

- Provide initial instructions to mentors at the beginning of each semester.
- Review and offer feedback on mentoring activities.
- Inform parents about serious issues such as absenteeism or behavioral changes.

### 4. Mentoring Guidelines

#### Mentor-Mentee Interactions

- Ensure all discussions remain confidential.
- Record interactions and follow up on mentee progress.
- Provide constructive feedback and guidance.
- Encourage participation in all college activities.





### Academic and Personal Support

- Assist students in setting and achieving academic and personal goals.
- Help with course selection and academic planning.
- Address any personal issues impacting academic performance.

### 5. Evaluation and Feedback

#### Success Measures

- Collect regular feedback from both mentees and mentors.
- Monitor academic progress and attendance.
- Address any concerns raised during mentoring sessions.

### 6. Mentee Responsibilities

#### Engagement

- Attend all scheduled mentoring sessions.
- Act on feedback and advice provided by mentors.
- Seek help proactively for any academic or personal challenges.
- Actively participate in college activities.

By adhering to this policy, Jamia Nadwiyya Women's Arabic College aims to provide effective mentoring that supports the academic and personal development of all students.



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