



**KMCT**  
COLLEGE OF NURSING

Recognized by Indian Nursing Council & Kerala Nurses and  
Midwives Council & affiliated to Kerala University of Health Sciences

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# POLICY DOCUMENT ON MENTORSHIP PROGRAM

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| POLICY DOCUMENT ON MENTORSHIP PROGRAM |                           |  |
|---------------------------------------|---------------------------|--|
| 1                                     | Policy No.                |  |
| 2                                     | Policy Statement          | The Mentorship Program at KMCT College of nursing aims to create a supportive learning environment by connecting students with experienced faculty mentors.  |
| 3                                     | Objectives                | <ul style="list-style-type: none"><li>● To support mentees in their personal development, helping them set and achieve personal goals, and develop self-awareness and resilience.</li><li>● To help mentees integrate into the college community, connect with peers, and participate in extracurricular activities for a well-rounded college experience.</li><li>● To offer mentees a supportive and empathetic ear, helping them cope with stress, anxiety,</li><li>● To assist mentees in navigating academic challenges, improving study habits, and achieving academic excellence.</li></ul> |
| 5                                     | Approved by               | Governing Body   |
| 6                                     | Responsible Authority     | Happiness and wellness Department  |
| 7                                     | References for the policy | NAAC Accreditation   |

### Policy statement:

The Mentorship Program at KMCT College of Nursing aims to create a supportive learning environment by connecting students with experienced faculty mentors.



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**Objectives:**

- To support mentees in their personal development, helping them set and achieve personal goals, and develop self-awareness and resilience.
- To help mentees integrate into the college community, connect with peers, and participate in extracurricular activities for a well-rounded college experience.
- To offer mentees a supportive and empathetic ear, helping them cope with stress, anxiety,
- To assist mentees in navigating academic challenges, improving study habits, and achieving academic excellence.

**Policy Description**

**1. Allocation of Mentees to Faculty Members (Mentors)**

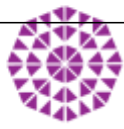
Mentees are assigned based on information provided in their admission forms. Mentees are informed and a meeting is arranged with their respective mentors.

**2. Mentoring Orientation of Faculty (Mentors)**

Workshops are conducted at the beginning of each academic year to inform mentors about their roles and responsibilities.

These sessions also serves as orientation for new faculty, allowing experienced mentors to share insights.

**3. Mentoring Orientation for Students (Mentees)**



- Orientation sessions are held in the second week of admission where students are informed about the program's aim, benefits, and their responsibilities.
- Students meet their mentors during this orientation.

#### **4. Mentoring Process:**

- **Icebreakers:** Informal sessions help mentors and students build rapport.
- **Regular Meetings:** Initially, monthly meetings focus on understanding student strengths, weaknesses, and future aspirations. Mentors guide students towards relevant college resources (e.g., career center, counselor) and facilitate a smooth transition.
- **Record Keeping:** Mentors maintain a logbook recording meetings, interactions, and assessments.

#### **5. Mentor Responsibilities:**

- Ensure student well-being and address any personal or adjustment issues (referring to counselors when needed).
- Monitor coursework completion and career choices.
- Track student behavior in consultation with faculty and inform appropriate authorities of any concerns.
- Provide bi-term reports to parents.
- Maintain a comprehensive student file (meeting notes, academic records, parent contact details, etc.)

#### **6. Monitoring and Feedback:**



- Mentor coordinators regularly meet with mentors to assess progress and discuss mentee-related issues.
- Mentor coordinators also informally meet with mentees to gather feedback about the mentorship process.
- Mentor coordinators report to the Principal for necessary action based on feedback.

**Note:** All faculty and students are expected to adhere to the guidelines and policies outlined in this document.