



# AMALA COLLEGE OF NURSING

(An undertaking of Amala Cancer Hospital Society)

Amala Nagar P.O., Thrissur-680 555, Kerala, India.

Website : [www.amalanursingcollege.org](http://www.amalanursingcollege.org)

**FIRST CYCLE NAAC ACCREDITATION 2022**

## CRITERION 2

### TEACHING – LEARNING AND EVALUATION

#### 2.3. Teaching Learning Process

*2.3.4 Policy Manual for Mentor Mentee Programme*

*Submitted to*



**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**



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## PROTOCOL FOR MENTOR MENTEE PROGRAM

1. Prepare an individual mentor mentee record for all mentees and each mentor has to keep the record of their mentee, to maintain the confidentiality of students. Mentors has to write the report of monthly meeting in the SSGP meeting register. Nodal officer of SSGP has to send the report of it to the university every month with the permission of principal.
2. Maintain 100% confidentiality about the matters of counselling. If mentors had any difficulty in handling the problem, discuss with SSGP nodal officers. If they are not able to solve the problem they can refer the case with the permission of principal to the appropriate referral centre.
3. Mentors can conduct counselling sessions in their own cabin or any suitable place.
4. Every second Friday 12- 1 pm is allotted for mentor mentee programme
5. The assigned mentor should continue counselling session throughout the four years of the course.
6. The mentors should keep in touch with their mentees and keep a good relationship with them.
7. Mentees have the freedom to decide whether to attend the counselling session or not
8. Mentor has to monitor the progress of the students both academic and personal
9. Mentor should be available, if any student requires immediate counselling
10. If any student requires referral service (psychological or gynaecological) the mentor has to inform the nodal officer of SSGP and principal.
11. SSGP advisory committee has to decide all the activities of SSGP.
12. SSGP advisory committee has to meet once in 4 months and write the report of it in SSGP register.

  
Principal



Prof. Dr. RAJEE REGHUNATH  
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