



# INTERNAL QUALITY ASSURANCE CELL GOVERNMENT COLLEGE OF EDUCATION



Institute of Advanced Studies in Education

CLUSTER UNIVERSITY, SRINAGAR

Maulana Azad Road Srinagar (J&K)

**(NAAC RE-ACCREDITED GRADE "A" (CGPA 3.24))**

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## NOTICE

All faculty members are hereby informed that the brainstorming cum feedback session on proposed **Mentor–Mentee Model** and the associated **Mentoring Policy Framework** for implementation in the institution developed by Mentoring Committee of the institution is scheduled on 28<sup>th</sup> November, 2025.


The session will focus on the following key aspects:

- Overview of the Mentoring Policy and its objectives.
- Structure of the Mentoring Framework, including roles of the Mentoring Committee, Faculty Mentors, and Mentees.
- Components of the mentoring system: Academic & Pedagogical Mentoring, Professional Development, Psychosocial Support, and Institutional Socialization.
- Mentoring activities such as monthly meetings, semester reviews, skill labs, and well-being programmes.
- Documentation processes including mentoring logs, progress sheets, and semester-wise evaluations.
- Responsibilities of Mentors, Mentees, and the Mentoring Committee.

**Date:** 28.11.2025 **Time:** 11:00 AM **Venue:** Conference Hall

In this regard, the session shall be jointly conducted by **Prof. Lateef Ahmad Shah & Dr. Showkeen Bilal**. Hence all faculty members is requested to attend this important session and contribute with their valuable insights for the effective implementation of the Mentor–Mentee Model in the institution as one of the best practice in the institution.

  
**Dr. Mohd Yasin Pir**  
Coordinator IQAC

  
**Prof. (Dr) Seema Naz**  
Principal

No:-GCOE/IASE/25/2663

Dated:-27/11/2025



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## MINUTES ON THE MENTOR-MENTEE MODEL

### **Brainstorming-cum-Feedback Session on Proposed Mentor-Mentee Model**

**Date:** 28 November 2025

**Organised by:** IQAC, Govt. College of Education (IASE), M.A. Road Srinagar

**Chairperson:** Prof. (Dr.) Seema Naz, Principal

#### **1. Opening of the Session**

The session commenced with a welcome address and contextual briefing by Dr. Mohd. Yasin Pir, Coordinator IQAC, who presented the backdrop of the proposed Mentoring Policy. He highlighted the three key stakeholders essential for its effective implementation: Mentors, Mentees, and the Monitoring Supervision Committee. Dr. Pir also acknowledged the dedicated efforts of the committee entrusted with developing the Mentor-Mentee Model and emphasized the importance of establishing a structured and robust mentoring framework within the institution.

#### **2. Chairperson's Address**

In her presidential address, Principal Prof. (Dr.) Seema Naz underscored the vital role of mentoring in the present era shaped by Artificial Intelligence. She noted that the traditional role of the teacher has undergone a significant transformation, and contemporary educators must possess advanced mentoring competencies to provide academic, professional, and emotional support to students. She further emphasised the institution's plan to develop structured mentoring modules integrating Content, Mentoring practices, and AI tools, ensuring a holistic and future-ready mentoring ecosystem. She also appreciated the efforts of the IQAC in formulating the Mentor-Mentee Model and guiding the development process.

### **3. Presentation on the Proposed Model**

The technical session featured a comprehensive deliberation by Prof. Lateef Ahmad Shah, who elaborated on the core components of the Mentor–Mentee Model. He discussed in detail the Objectives and Scope of the model, the structured Mentor–Mentee Flowchart outlining the procedural steps to be followed, and the Standard Mentor Diary Performa, which mentors are expected to maintain throughout the academic year as a record of interactions, observations, and challenges.

Prof. Shah further highlighted the broader aims of the model, which include the establishment of a formal mentor–mentee structure, the promotion of holistic mentoring across academics, pedagogy, research, and personal development, and the creation of reflective and supportive learning environments. He also noted that the model is designed to strengthen student retention, enhance engagement, and support an effective transition of students into future teaching roles.

Prof Feroz Ahmad Wani presented the key highlights of the draft Mentoring policy and shared the outcomes of the recent review meeting held by the IQAC Coordinator. He explained that this policy is designed to ensure every student across all programs receives proper guidance and meaningful support through a structured mentoring system. He added that this policy will help support student growth, reduce stress & improve the overall quality of learning in the college.

### **4. Brainstorming and Discussion**

An interactive brainstorming session followed, during which faculty members actively participated, raised queries, and shared suggestions. All concerns were addressed and resolved during the session. Several faculty members proposed additions aimed at making the framework more comprehensive, practical, and adaptable to diverse student needs.

During the discussion, Principal, Prof. (Dr.) Seema Naz provided key recommendations. She stressed that the institution should clearly identify and categorise specific mentoring areas—such as academic guidance, career counselling, emotional support, skill development, and institutional orientation. She also proposed the development of an online registration system through which students can be systematically allocated to both student mentors and faculty mentors for effective management and transparency.

## 5. Vote of Thanks

The session concluded with a vote of thanks by Prof. Lateef Ahmad Shah.



## Resolutions Passed

### 1. Submission of Mentoring Diary 2025:

All faculty members shall submit the mentoring diary for the year 2025 to IQAC within a fortnight. IQAC will devise and circulate the required format.

### 2. Adoption of Hybrid Mentoring System (2026):

The institution shall adopt the hybrid mentoring system for the year 2026, integrating IASEMentorBot for data analytics, monitoring, reminders, and practicum support.

### 3. Use of Standard Mentor Diary Proforma:

All mentors shall use the proforma devised by the Mentoring Supervision Committee. Completed reports will be submitted to the IQAC for review and necessary modifications.

  
Dr. Mohd Yasin Pir  
Coordinator IQAC

  
Prof. (Dr.) Seema Naz,  
Principal

No:- GCOE/IASE/25/ 2696

Dated:- 28/11/2025



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**IQAC WORKSHOP**  
**Mentor-Mentee Model**

**Dated: 28-11-25**

S. No	Name of the faculty	Designation	Signature
1.	Prof. (Dr.) Seema Naz	Principal	[Signature]
2.	Dr. Tawheeda Latool	Asst. Prof	[Signature]
3.	Dr. Shabina	"	[Signature]
4.	Dr. Rafat Aza Khan	Assistant Professor	[Signature]
5.	Prof. Shawana Manzoor	Assistant Professor EVS	[Signature]
6.	Prof. Nahide	" Education	[Signature]
07	Prof. Nalwida Khan	"	[Signature]
08	Mr. Nazeer A. Ganai	Asst. Prof. Physics	[Signature]
09	Dr. Nazim Sajid Zargar	Assistant Professor	[Signature]
10.	Bilqees Akmal Shah	"	[Signature]
11	Feroz Ahmad Wani	Assistant Professor	[Signature]
12.	Dr. Syed. Riyaz Ahmad	"	[Signature]
13.	Mehraj Din Dar	do	[Signature]
14.	Dr. Showkeen Bilal	do	[Signature]
15.	Gurnis Basit Sofi	do	[Signature]
16.	Mr. L. A. Shah	do	[Signature]
17.	Mr. Ab Jami Kumar	Assistant Professor	[Signature]
18	Dr. Daji Inam Saboor	PTI	[Signature]
19	Ashad Hussain	Art Teacher	[Signature]
20	Ajay Ahmad Dar	Assistant Professor	[Signature]
21	Dr. Mudari Akhbar	Librarian	[Signature]
22	Dr. Mohd Yousuf Razi	Coordinator IQAC	[Signature]
23	Dr. Imshad Ahmad	A.P.	[Signature]
24.	Dr. Afroz Khan	A.P.	[Signature]

**Programme Coordinator**

NO/GCOE/IASE/25/ 2696

Dated 28/11/25

**Principal**

[Signature]  
 Prof. Seema Naz  
 28/11/2025