



CARMELCOLLEGE (AUTONOMOUS)
Nationally Re-Accredited with 'A' Grade (Fourth Cycle)
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CIQAC/4/2023

Dated: 12/06/2023

CIRCULAR

SUB: MENTORING OF THE STUDENTS

With regard to the mentor-mentee system, all the faculty are hereby directed to continue mentoring the students assigned to them during the previous academic year and who are still on roll. The newly appointed faculty and those with less than 10 mentees at present shall be allotted with the new entrants of the academic year 2023-2024 as and when the admission procedures close and regular classes resume. All the mentors are required to adhere to the following guidelines on mentoring:

- Each faculty deputed as mentor shall be assigned with a maximum of 16-20 students as their mentees.
- The mentor should comply with the procedure of mentoring policy strictly.
- The mentor is required to engage in proactive communication with the mentees regularly.
- The mentor should document the details of each meeting in the Mentor's Diary.
- The mentor should keep track of the mentee's personal and academic progress.
- The mentor should identify the strengths and weakness of the mentees and provide requisite guidance to motivate them.
- The mentor should provide psychosocial support to the mentees.
- The mentor should ensure confidentiality of correspondence with the mentee.
- If any problem occurs that is outside the purview of mentor's guidance, he/she should report the matter to the higher authority to ensure proper channel of assistance and counseling.



Shree
12/6/2023
PRINCIPAL - IN-CHARGE
Carmel College (Autonomous)
Mala