



CARMEL COLLEGE

Nationally Re-Accredited with A Grade (Third Cycle)

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CIRCULAR

SUB: MENTORING OF THE STUDENTS

As we commence the academic year 2019-2020, all the faculty members are requested to resume the mentoring programme in all earnestness. All the mentors shall contact the mentees assigned to them during the previous academic year and who are still on roll. Mentees who have been entrusted to faculty currently not working in the institution shall be reassigned to the newly appointed teaching staff. To bring this to effect, the Head of the departments are requested to share the list of newly appointed faculty to the IQAC at the earliest. The mentors shall comply by 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 in all honesty
- 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 an issue occur that is outside the purview of mentor's guidance, he/she should report the matter to the higher authority to ensure proper channels of assistance and counseling

Dr. Sr. Rini Raphael

IQAC Coordinator
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