



ESTD: 1817

CMS COLLEGE KOTTAYAM

(AUTONOMOUS) Affiliated to Mahatma Gandhi University, Kerala

Kottayam, Kerala 686 001
India

NAAC Accredited with A Grade (Third Cycle)

UGC College with Potential for Excellence

UGC Special Heritage Status

UGC PARAMARSH Mentor College

NIRF India Ranking 2022 (College): 81

CIRCULAR

No: CMS/Ac./MM/001/2021

15th June, 2021

Mentoring

This circular is to bring to the attention of the Heads and Faculty members of all the departments regarding the mentoring of the students in the academic year 2021-22. Since the admission into the I UG and I PG classes are in process, mentoring can be started with II UG, III UG and II PG students. A list of mentors and the mentees assigned to them are attached herewith. The list will be updated and circulated again as and when the I UG and I PG admissions are completed.

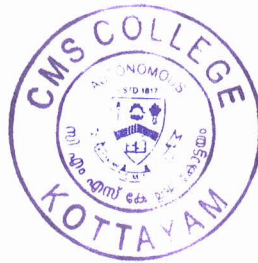
The mentors are directed to follow the given guidelines:

1. Maintain sensitive information of the mentees confidential.
2. Mentoring should be carried out with an objective of the holistic development of the mentee.
3. Mentors should make sure face-to-face interactions with mentee.
4. Mentors should encourage students to participate in both curricular and co- curricular activities.
5. Mentors are required to do necessary follow-ups.
6. In necessary situations mentor can refer the mentee for medical or psychological help/counselling and report it to the HoD
7. Mentors are required to maintain files of the mentoring record at the department.

Principal

Copy to:

1. HoD's of all Department
2. IQAC
3. Librarian
4. Office file




PRINCIPAL
CMS COLLEGE KOTTAYAM