



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 2023 (College): 85

12/06/2023

### CIRCULAR

This is to notify the Heads and Faculties that the Student mentoring process should be started no later than by 15/06/2023. Since I UG and I PG admissions are not complete, 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 to meet the mentees at least two times in a semester for face-to-face mentor-mentee interactions.
4. Mentors should encourage students to participate in both curricular and co- curricular activities.
5. Mentors are required to do necessary follow-ups with any tasks assigned to the mentee.
6. In case the mentor feels that any issue is beyond their capacity to handle, or that the student needs medical or psychological help/counselling, report the issue to the HoD, and do necessary follow-up.
7. Mentors are required to maintain files of the mentoring record at the department.



Principal

PRINCIPAL  
CMS COLLEGE KOTTAYAM