	<b>Bharata Mata College of Commerce and Arts, Chunangamvely, Aluva</b>	Policy No. XIII Page 1 of 2 Revision No.00 Date 01.06.2023 Effective from 01.06.2023
	<b>Student Mentoring Policy</b>	

## Statement

**BMCCA** is committed to provide students with all support required by them during their study in the institution. The objective of mentoring is to provide a conducive learning environment which would help the student not only to meet his academic needs but also help them to develop in other aspects as well.


### A- Mentoring policy is guided by the following principles –

1. Institution should aim to create an environment in which students can grow and create a healthy relationship with the teachers
2. Learners who find futile to continue with a particular program because of various reasons will get an opportunity to work with a mentor who will provide additional academic support
3. There will be an evaluation process to assess the effectiveness of the program
4. Mentees information would be recorded along with the sessions provided to the mentor.
5. In the event of the mentor leaving the institution the records pertaining to the mentee shall be properly handed over to the IQAC.
6. Proper documentation of such handing over should be recorded through the handing over form

### B. Responsibilities of a Mentor

1. Every student would be allocated a mentor after admission by the concerned department, (on commencement of classes)
2. A mentor will support 20 – 25 students

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3. Mentors should interact with the mentees and try to understand the mentees problems
4. As a mentor he /she would act a coach, guide and a trainer to the mentee
5. Ideally a mentor has freedom to set smaller goals for the mentee from time to time.
6. Mentoring should be done at two levels - personal and group mentoring.
7. The mentor should conduct group mentoring for minimum 3 sessions per semester.
8. The mentor should conduct personal mentoring periodically as per the requirement of each mentee (Minimum of 2 sessions per mentee in a semester).
9. Once a mentor is allotted, he/she will continue to be the mentors for such mentees till the completion of their program, unless change is warranted by leaving of either mentor /mentee
10. The mentor should collect and document the mentee record.
11. The mentor should maintain and update the progressive mentoring record of mentee.
12. The mentor should maintain mentoring attendance register (personal and group) with details of proof of attendance
13. The reports maintained by the mentor would be periodically reviewed by a team of senior teachers as authorised and the efficacy of the program should be evaluated by the principal / IQAC.
14. A timetable for mentoring interaction may be made by the department and executed accordingly.

### **C. Responsibilities of a Mentee**

1. Mentee should be punctual to the sessions with the mentor
2. Mentee should follow the guidelines of the programme and the instruction given to the mentee.

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