



BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

(B.C.M. College)
KOTTAYAM
(NAAC REACCREDITED)

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THE MENTOR-MENTEE POLICY

The college believes the faculty-student relationship is fundamental in laying a solid foundation for the smooth and efficient functioning of all key activities. Mentoring students has been a strong feature of this college right from its inception in 1955. However, in 2018 it was decided to formulate a clear mentor-mentee policy to give a formal structure to a practice already in force. The prime objective is to let the student feel that she has a trusted advisor in her Mentor, who though not a substitute parent, is ready to come down to her level, understand her life's circumstances with care and concern, help her find out what she can be, is on the lookout for the right employment prospects and, if need be, make referrals based on any serious concerns about the Mentee, which shall be divulged to the parent/guardian first.

A mentor at Bishop Chulaparambil Memorial College tries his/her best to help her Mentees develop self-awareness, values and a definite purpose in life which will give them improved decision-making skills. The mentor-mentee bond, formed in our college, is a lifelong relationship, mutually beneficial for both, making them understand that a teacher is certainly a confidante and guide forever.

Objectives of the arrangement

- To establish a close rapport with the Mentees.
- To establish a sense of confidence in the Mentees.
- To understand their individual needs and personal circumstances with empathy.
- To boost up the confidence level of slow learners and suggest ways of bridging the gap between themselves and advanced learners.
- To inspire and motivate the advanced learners more and give them timely suggestions.
- To give them a sense of security and comfort during difficult times.
- To guide them in times of crucial academic transitions and help them make the best decisions for themselves.
- To provide an opportunity to express their opinions and problems to their Academic Tutors and find possible solutions.
- To guide them to the various resources and scholarships available within the institution and other organisations.



Guidelines

- Students are allotted to the faculty on a ratio calculated at the beginning of the year, and tutors are assigned the role of mentors. This ratio is decided based on the strength of the students and faculty in each department. Currently, the mentor-mentee ratio is 1:19.
- The mentors should meet their mentees at least three times a semester.
- The mentors should maintain a register for the group of mentees assigned to them. This register must contain a record of the formal and informal meetings with the Mentees.
- The mentors should follow their mentees and their academic and non-academic activities closely and give them timely advice, suggestions and direct them towards best possible course of action.
- Confidentiality of the records shall be maintained. Mentors should not discuss the problems discussed by the mentees with their colleagues, and discretion must be upheld at all times. A conscious effort should be made by the mentor to maintain confidentiality and trust between mentor and mentees.



Josephina Simon

Principal
Bishop Chulaparambil Memorial College
Kottayam