



KURIAKOSE ELIAS COLLEGE MANNANAM

Affiliated to Mahatma Gandhi University, Kottayam
www.kecollege.ac.in | kecollegemnm@gmail.com



MENTORING POLICY



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Kuriakose Elias College is committed to supporting students through a comprehensive mentoring program. This policy outlines the principles, roles and responsibilities of mentors and mentees, aiming to enhance the academic, personal and professional development of all students.

Objectives

- To provide structured support to students
- To enhance student's academic performance and personal development
- To foster a supportive and collaborative learning environment
- To build a personal connection between mentors and mentees for a better understanding of their aspirations, strengths and weaknesses

Policy Statements

- Mentors and mentees should meet at least once a month
- Meetings can be face-to-face, virtual or a combination of both, depending on mutual convenience
- Initial meetings should focus on setting clear, achievable goals for the mentee
- Goals should be revisited and adjusted as necessary throughout the mentoring relationship
- Mentors receive training on effective mentoring techniques, communication skills and maintaining professional boundaries
- Continuous professional development opportunities are provided for mentors to enhance their skills
- Information shared should not be disclosed without the mentee's consent, except when required by law or there is a risk of harm

Implementation

K. E. College provides a nurturing and supportive environment for all students. Through the mentoring program, the college aims to empower students to reach their full potential academically, personally and professionally. The general course of action for the mentoring program is outlined below.

Mentors

- Each student is allocated a faculty mentor
- A mentor will provide support to around 15 mentees
- Provide consistent, on-going support and guidance to mentees



- Help mentees set and achieve academic and personal goals
- Be approachable, accessible and maintain regular contact with mentees
- Mentors should provide or direct mentees to additional resources such as workshops, tutoring or counselling services, as needed
- Uphold confidentiality and professionalism in all interactions

Mentees

- Actively participate in the mentoring relationship
- Attend scheduled meetings and communicate openly with mentors
- Seek advice and follow through on recommendations provided by mentors
- Respect the mentor's time and maintain professional conduct