



BMCC STUDENT MENTORING CELL (BSMC)

1. IQAC Coordinator:

- a. The IQAC Coordinator will induct Cell Coordinator to look after mentoring activities in the department concerned.
- b. The IQAC Coordinator shall organise training for newly inducted Mentors.

2. Cell Coordinator:

- a. The Cell Coordinator shall identify the Departmental Coordinators and junior faculty members with sources of information regarding good mentoring practices.
- b. Cell Coordinator shall co-ordinate with Departmental Coordinators for periodic assessment and communication.
- c. Cell Co-ordinators will induct Teacher Mentor/s for respective departments and facilitate the smooth functioning of the system.
- d. He/She will monitor the progress of the relationship between mentor and mentee through the departmental heads. Also, will provide feedback to the mentors and mentees.
- e. He/She will be also reporting and record keeping authority for the College who will ensure that department wise records are kept.
- f. He/She will meet the mentors twice a month to review the progress of the mentoring activity and prepare a summary of the same during the period.

3. Teacher Mentor:

- a. Teacher mentor will help the mentees
 1. to facilitate the academic as well as non – academic student life on Campus.
 2. to get study material, reference books and most important,
 3. will help them build network in the organisation,
 4. guide mentees about possible career openings and
 5. thrust areas or recent trends or research for doctorate/post-doctorate study.
- b. He/she will help the students feel comfortable and homely so that they can freely share their issues (except personal issues). Counsellor has been appointed by the college to address such issues.
- c. He/she will meet the mentee in groups or in person at least once every week, provide room for openly sharing their problems or issues, and help them solve.
- d. He/she can seek help of higher authorities, if needed, to mitigate the issue, or if the problem exaggerates report to the concerned authorities.
- e. He/she will be putting the discussion with mentee on record and keeping track of mentee's progress.
- f. Teacher Mentor will meet the Departmental Co-ordinator once a month to report the progress of the mentoring activity in the previous month.




OFFICIATING PRINCIPAL
B. M. College of Commerce
(Autonomous)
Pune - 411 004.