

Office of The Principal, Govt. College, Naraingarh (Ambala)

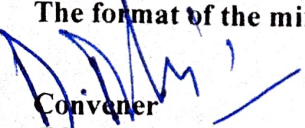
Notice

All the mentors are informed that the mentor-mentee meeting is scheduled for 21/09/2022.

The important points to be discussed in the meeting are as follows:

- Mentors should aware students that atleast 75% attendance should be mandatory to appear in final exams.
- Mentors should also inform the students about the Internal Assessment Criteria.
- All the mentees are to be informed regarding the leave rules as per the K.U. K. guidelines.
- All the mentees are to be informed regarding the Library rules also.
- All mentees are to be encouraged to visit the college website daily.
- Mentors will encourage the mentees to collect their I-cards (who have not collected them till now) and encourage them to wear the I-cards during college hours.
- Mentors will also take any other specific issues faced by the students.
- Mentors are also expected to update the mentee's contact details (Mob. No., Parent Mob No., E-mail ID, Address, etc.) and inform the same to Office (Mr. Aslam) and IQAC cell.
- Mentors should sensitize the students about the care of college property (e.g. Electric switches, Boards, Fans, Labs, Washrooms, furniture, plants, etc.). And warn them if anybody found damaging the college property would be rusticated from the college.
- Teachers will ensure that all the electric equipment should be switched off (by the students) if there is no class in that room after their lecture.

The format of the minutes of the meeting to be submitted is attached.


Convener
(IQAC)


Principal 16/9/22

Minutes of Mentor-Mentee Meeting

Date of Meeting:

Class:

Name of Mentor:

Number of Students Present:

Timing and Venue:

Points Discussed with the Mentees:

Issues Raised by the Mentees:

Signature of The Mentor

Signature of Students Present (Atleast 5)