

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

No → 238

## Notice

Date - 23-11-2023

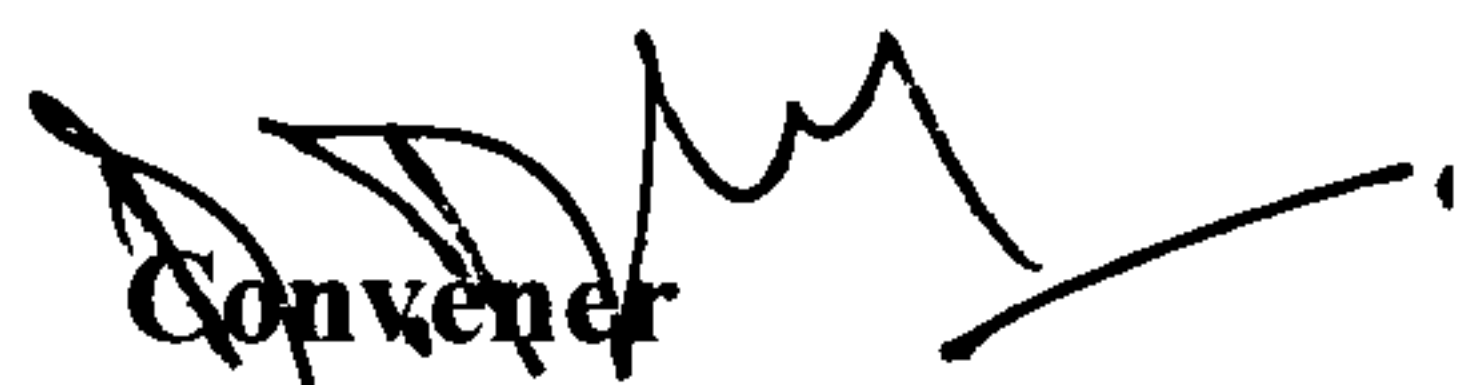
All the mentors are informed that the mentor-mentee meeting is scheduled for 24/11/2023.  
(Timings: 1.00 pm to 2.00 pm).

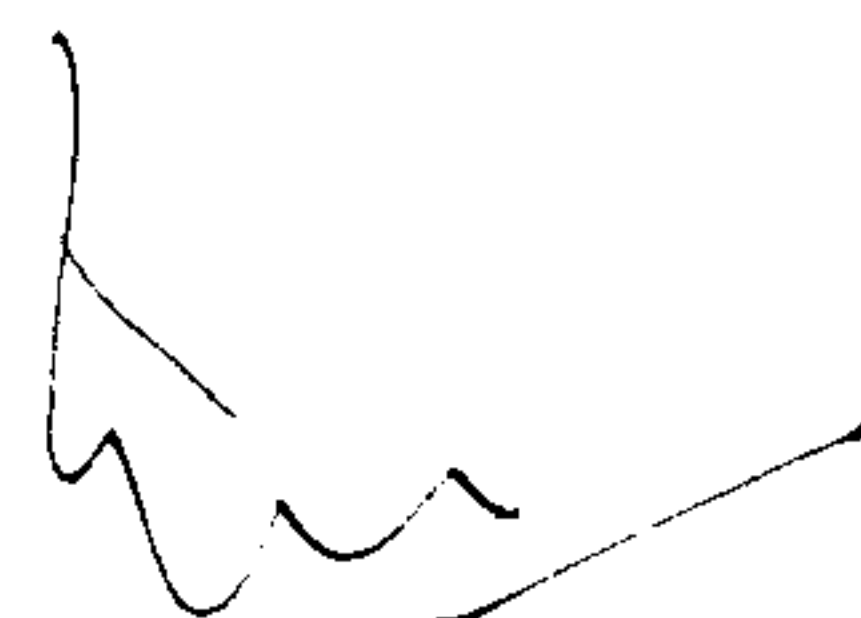
**The important points to be discussed in the meeting are as follows:**

- First-year students should be informed that their classes will remain intact during the second-year and third-year classes exams, only the room numbers may get changed which will be informed shortly.
- Mentors should be aware students that at least 75% attendance should be mandatory to appear in final exams.
- The formula for Internal assessment should be shared with the mentees.
- Teachers will encourage students to visit the library in free classes.
- All students should be made aware of the library's book borrowing and return policies during the examination period.
- Mentors will encourage the mentees to submit the Migration Certificates (who have not submitted till yet) to the university clerk.
- 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 was 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 (Annexure-A).**

**The venue of the Meetings is as per the Annexure-B (will be shared separately).**

  
Convener  
(IQAC)

  
Principal

**Annexure-A**

**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:**

**Students Signatures (any five):**

**Signature of Mentor**