



GURU NANAK COLLEGE

NAAC Accredited 'B' Grade

(Established & Managed by Gurudwara Prabandhak Committee, Dhanbad)

DHANBAD- 826001

E-mail: principal@gncollege.org • Website: www.gncollege.org

Ref.No...GNC/Pw/2023/1212

Date...30.10.2023..

Mentor - Mentee System Notice

With a view to ensuring holistic development of our students, Guru Nanak College, Dhanbad has decided to implement a Mentor - mentee system for our students w.e.f. 2023-2024 AY.

The process of the Student mentoring system will involve all teachers of our college as mentors. Every mentor will be allotted with students to take care of them depending upon the programme and division.

The academic heads are entrusted to prepare a list of all the students as mentees and ensure proper division in allotment of the same (mentees) among the teachers of the concerned departments. The list must include details of Name, Class, Division, Roll Number, Contact Number and E Mail Id of the mentees.

The mentor in co-ordination with the respective departmental head will ensure chalked-out responsibilities to take care of all the mentees such as -:

- (1) arrange to provide them career counseling,
- (2) arrange to provide them personal counseling,
- (3) to support them for any kind of difficulty in their curriculum,
- (4) to make provision of remedial coaching for them
- (5) And to always support, they 'as and when' required.

In addition, the mentor will devise rational methods as to find out hidden talent/s of the students in various aspects of academic, co - curricular, extra - curricular and extra mural activities in order to promote their participation in various activities in the concerned area for their holistic development.

Only after obtaining **prior permission from the principal**, the mentor may also contact and meet the parents of his / her mentees to discuss their progress and / or any other matter, as and when required.

This is to be treated as most important and urgent.


Principal 30/10/23