

**Shri Babulal Punamchand Shah Vidhyasankul
Sanchalit**



Smt. R. M. Prajapati Arts College

At. & Ta. Satlasana Dist. Mehsana - 384330 (Gujarat)

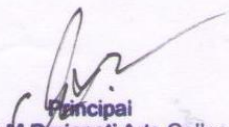
**Principal
Dr. Jayesh N. Barot
M.A., Bed. Ph.D.**

(02761) 259233, 253540 Mo.94263 62329 Email: drjayeshbarot@yahoo.co.in

Circular **(Guideline of Mentoring)**

In order to maintain uniformity in mentorship system, all mentors are requested to cover following points in their meeting with their allotted students.

- 1. Keep secret the matter if a student shares with you his/her personal issue related to family or other thing.**
- 2. Get the roll no, phone number and email address of the students who approach you for assistance.**
- 3. Instruct and guide them in all possible ways, if necessary keep the principal informed.**
- 4. Inform them about all academic facilities and requirements.**
- 5. For girl specific issues, keep the Women cell informed.**
- 6. Submit the report in the Prescribed format at the end of the term.**
- 7. For economic issue take help of students welfare cell and for personal psychological issues take the help of counselling expert.**
- 8. Insist them to come regularly, follow the discipline rules and not to bunk any class.**


Principal
Smt. R. M. Prajapati Arts College
SATLASANA-384330.