



**Dhempe College of Arts & Science, Miramar, Panaji-Goa
2019-20**

Guidelines for Mentors

1. Mentors should meet the students once a month.
2. Mentors should track attendance of the student on a monthly basis in coordination with the attendance committee, and counsel the students accordingly.
3. ISA and SEE performance should be discussed and students should be encouraged to submit ISAs on time.
4. Mentors should promote overall development of the students by encouraging them to participate in co-curricular activities.
5. Mentors should identify students who need to be referred to the counselor. The Mentors should fill the referral form and fix an appointment with the counselor for the student.
6. Meeting of all mentors with the mentoring committee will be held twice a semester.
7. An optional component of the mentoring programme involves the Personal Action Plan. For students who wish to avail of in-depth mentoring, the Mentor must assist the student in defining goals and an action plan to achieve the goals. The goals will have to be set at the beginning of the semester and the mentors would be required to evaluate the progress of the students throughout the semester.

Naik
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