



BEJOY NARAYAN MAHAVIDYALAYA

[GOVT. SPONSORED]

P.O.-ITACHUNA, DIST.-HOOGHLY, PIN-712147

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NOTICE

The faculty members are hereby notified that mentoring process for this academic year will follow the format of the previous year, i.e., the students will be mentored by a teacher of his/her own department. The Heads of the departments are asked to conduct departmental meetings to allocate the departmental students equally (as much as possible) to their departmental teachers. The teachers are requested to record the mentoring process in the Mentor's notebook provided to them.

Duties of a mentor:

- 1) General supervision (including the mental and physical health) of the mentees
- 2) Keeping a check on attendance and academic performance of the mentees
- 3) Keeping the mentees aware of scholarship and other student welfare schemes
- 4) Help the mentees cope with various problems inside and outside the campus
- 5) Maintain regular contact with the mentees and their parents as per necessity
- 6) Regular counselling of the mentees
- 7) Looking after the extra-curricular and vocational opportunities of the mentees

Principal

Bejoy Narayan Mahavidyalaya

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P.O.- Itachuna, Dt.- Hooghly.

Date: 28.09.2021