

# GOVERNMENT DEGREE COLLEGE GHANDALWIN

DISTT. BILASPUR HIMACHAL PRADESH-174027

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## OFFICE ORDER

Tender-aged undergraduate students often need a mentoring, guidance and counseling. Moreover, keeping in view the rural background of the students, mentoring system has been started in the college to better serve the needs of an ever-changing and dynamic learning atmosphere. In this mentoring system, each faculty member will be the mentor of a specified group of students as mentioned below with immediate effect :


S.N.	Mentee	Mentor	Signature
1	BA 1 <sup>st</sup> Year ( Major : Hindi, Pol. Sc.)	Prof. Seema Sharma	
2	BA 1 <sup>st</sup> Year ( Major : English , History)	Dr. Ravinder Kumar	Rdk
3	BA 2 <sup>nd</sup> Year( Major : English, History, Economics)	Prof. Pawan Kumar	000mpf
4	BA 2 <sup>nd</sup> Year ( Major : Hindi, Pol. Sc.)	Prof. Kanchna Kumari	Kanchna
5	BA 3 <sup>rd</sup> Year ( Major : Hindi, Pol. Sc.)	Prof. Virender Sharma	
6	BA 3 <sup>rd</sup> Year( Major : English, History, Economics)	Prof. Sudesh Kumar	
7	B.Com 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Year	Prof. Ravi Kumar	Ravi Kumar

The mentor will perform the following functions and is always free to do more for the benefit of the students :

- Meet the group of students at least once a month.
- Continuously monitor, counsel, guide, and motivate the students in all academic matters.
- Contact parents/guardians if the situation demands e.g. academic irregularities, negative behavioural changes, and interpersonal relations, detrimental activities, etc.
- Advise students in their career development/professional guidance.
- Maintain contact with the students even after their graduation.
- Any other concerned work i.e. beneficial to students

All the above mentors shall prepare the appropriate record in this context and directed to submit the action taken report on monthly basis to undersigned.

All concerned to note for strict compliance.

  
12/08/24  
Principal  
G.D.C. Ghandalwin  
Distt. Bilaspur (H.P.)