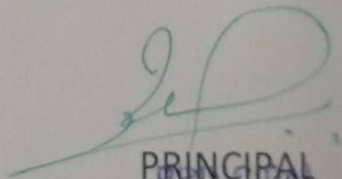


Dr. B. B. Hedge First Grade College, Kundapura

Standard Operating Procedure for Mentorship

1. The Principal will assign a teacher as a mentor for each class.
2. The classes with more than 30 students are allotted with more than one mentor to monitor and to guide the students accordingly.
3. Mentors have to coordinate with the parents regarding progress of the students.
4. Mentors communicate with fellow faculty and promote mentees at the time of difficulty/opportunity to help them to develop further in their areas of interest.
5. The mentors need to conduct meeting with their mentees regularly in order to have a check on smooth functioning of the class.
6. The mentees should submit 'Student Handbook' to the respective mentor to the regular inspection.
7. If any grievances, the mentor should bring into the notice of higher authority.


PRINCIPAL
Dr. B. B. Hegde First Grade College
Kundapura