



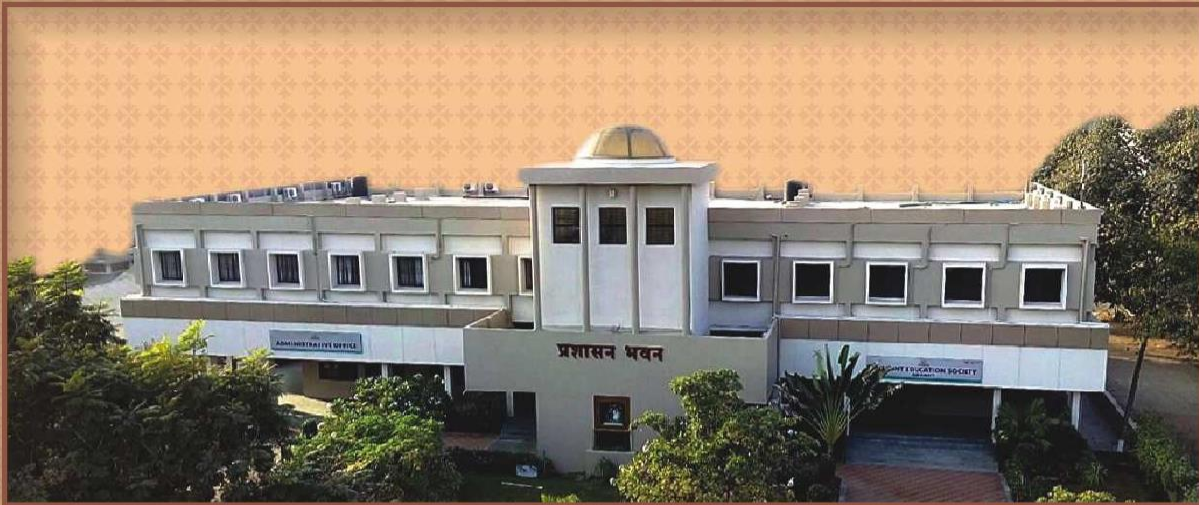
तुळजाराम चतुर्चंद महाविद्यालय बारामती

उत्तुंग क्षमताशील महाविद्यालय

स्थापना : २३ जून १९६२

Anekant Education Society's
Tuljaram Chaturchand College
of Arts, Science and Commerce, Baramati
Autonomous

Internal Quality Assurance Cell



Mentor-Mentee Handbook



Mentor-mentee Programme

The motto of Tuljaram Chaturchand College is “We for the Students” and we aspire for students to reach the highest level of academic achievement possible for them. Along with excellence, the college strives hard to nurture a healthy relationship between the students and the college.

This policy aims to identify the strategies deployed to ensure outstanding levels of mentoring and guidance. Student mentoring in Tuljaram Chaturchand College of Arts, Science and Commerce is defined as a one-to-one relationship between a student and the mentor that occurs over a prolonged period of time. Mentoring is a very valuable developmental activity implemented in the education field. At the core of mentoring is the relationship between the mentor and the mentee. The focus of the activity is the development of the mentee as a result of their mentor's advice, guidance and knowledge. It can be a short or long-term relationship, where the goals may change but are always set by the learner i.e. the mentee. The learner owns both the goals and the process.

Aims & Objectives of Mentoring Programme

The main focus with mentoring is to assist the students individually or collectively for academic, career, personal and financial decision making. The mentor is not there to provide 'the answers' but to guide the mentee towards 'the answer' that is right for them. The mentee must lead in identifying issues, and with the guidance from the mentor, resolve them. In this context the following objectives defined the mentoring activity implemented by the college:

- i. To provide consistent support, guidance and concrete help to the students and provide them with a positive role model.
- ii. To focus and motivate students who have significant challenges like low self-esteem, poor achievement, low aspiration and insufficient guidance or motivation.
- iii. To identify and help weak students who may need additional support guidance for becoming productive citizen.
- iv. To provide positive feedback and an adult relationship that can be a “life-line” for a struggling student.
- v. To give special guidance to the advanced and talented students so that they develop social skills to relate better to their peers.
- vi. To facilitate areas of interest and help the advanced students to go beyond classroom instruction.
- vii. To monitor the students' regularity and discipline. To enable the parents to know about the performance & regularity of their ward.



As most of the students are freshly admitted they may face challenges in the following aspects such as adaptation to new environment and academic schedule, to understand the needs of the curriculum, to develop healthy interpersonal relationship and also for personality development.

The student mentoring is a unique scheme which can address the varying requirements of the students and help them to improve their skills and build self- confidence so that they recognize their social responsibility as well as excel in their academic and professional career.

Standard Operating Policy of Mentoring Programme

- Mentoring programme to be carried out in each semester of every academic year.
- Forming group of students. Each group should not include more than 30 students.
- Appointment of teachers as mentors by the coordinator for each group to bridge the gap between learning skills and improve student's performance.
- The weak/advanced students are to be identified at the beginning of the semester.
- Mentor teacher will prepare a schedule of meeting with mentees. Schedule of meeting should ensure that every mentor must have one meeting in a month with students.
- To keep a track of performance of students, mentor teacher should maintain a diary cum handbook to record the schedule and action of the meeting.
- To check the outcome of mentoring, each exam result should be compare with previous results.

The Parents/Guardians of poor attendee/performance students are informed through a proper channel and corrective as well as preventative measures are implemented for further improvement.

Roles and Responsibilities:

i) Mentor:

A mentor is viewed as a knowledgeable professional who is willing to pass on the benefits of his or her knowledge and experience. It is vital for a mentor not to simply 'tell' the mentee what to do but instead, offers knowledge and experience so that mentees can decide on their own actions.

Within this model of mentoring the mentor's primary role is to facilitate reflection and learning in relation to the outcomes identified by the mentee.

Key concepts in this approach to mentoring are therefore:

- Facilitating reflection, learning and development, rather than acting as an expert teacher
- Listen and be supportive
- Provide non-judgmental support
- Supporting self directed learning encouraging the mentee to be responsible for identifying their own development needs and finding ways to address them
- Being mentee centred (as opposed to mentor or problem centred) focusing on the mentee and what they need from a session
- Clarify goals of mentee
- Offering knowledge and experience when it is appropriate as opposed to telling them what to do or making decisions for them
- Provide guidance on issues raised



Duties of a Mentor:

- Maintain Mentor-Mentee Booklet
- Maintain batch wise student roll call list
- Keep contact details of students & parents
- Record of previous semester result
- Record of Mentor-Student meeting (Once in a month).
- Provide information about students to each teacher whenever required
- Student counseling should be done whenever required.
- Maintain record of monthly defaulter list
- Send letters to parent for parents meet
- Maintain record of monthly undertakings of defaulter students
- Maintain data of students achievements
- Maintain discipline among students

ii) Mentee

Mentees are responsible for gaining their mentors' trust and confidence by interacting morally, ethically and collegially so as to value the mentor's time, professional and personal commitments.

Mentees roles will depend on their need, academic experience and the nature of the mentoring relationship.

Mentees participating in the Mentoring Program are required to:

- Fill up the Mentoring Program Form and submit it to the mentor.(in person, virtual, etc.)
- Devote time to the mentoring relationship and interacting often with the mentor.
- Take full advantage of opportunities provided by the mentor.

Keep the mentor informed of academic progress, successes, challenges and other concerns (Absence/Leave etc.).

Expected Outcomes of the Mentoring Programme:

- Positive impute on attendance percentage of students
- Decrease in drop out ratio of students
- Strengthening the relationship the mentor and the students.
- Improvement in academic performance of students.



1. Mentee Information

I. General Information :

PRN No.:-

1. Name (In Full) :
(Surname) (Name) (Father's Name) (Mother's Name)

2. Date of Birth :-

3. Mobile No. :-

4. Parent's Mobile No. :-

5. Email.:-

6. Parent's Email. :-

7. Address of correspondence :-

8. Date of Admission :-

9. Educational Record :-

Class	Board/University	Year of Passing	Marks Obtained	% or Grade
10th Std.				
12th Std.				
First Year				
Second Year				

10. Strengths & Weaknesses :-



11. Any other Information (Achievements, Hobbies/Skills etc)

2. Mentee Information

I. General Information :

PRN No.:-

1. Name (In Full) :
(Surname) (Name) (Father's Name) (Mother's Name)
2. Date of Birth :-
3. Mobile No. :-
4. Parent's Mobile No. :-
5. Email.:-
6. Parent's Email. :-
7. Address of correspondence :-
8. Date of Admission :-
9. Educational Record :-

Class	Board/University	Year of Passing	Marks Obtained	% or Grade
10th Std.				
12th Std.				
First Year				
Second Year				

10. Strengths & Weaknesses :-



11. Any other Information (Achievements, Hobbies/Skills etc)

3. Mentee Information

I. General Information :

PRN No.:-

1. Name (In Full) :
(Surname) (Name) (Father's Name) (Mother's Name)

2. Date of Birth :-

3. Mobile No. :-

4. Parent's Mobile No. :-

5. Email.:-

6. Parent's Email. :-

7. Address of correspondence :-

8. Date of Admission :-

9. Educational Record :-

Class	Board/University	Year of Passing	Marks Obtained	% or Grade
10th Std.				
12th Std.				
First Year				
Second Year				

10. Strengths & Weaknesses :-



11. Any other Information (Achievements, Hobbies/Skills etc)

4. Mentee Information

I. General Information :

PRN No.:-

1. Name (In Full) :
(Surname) (Name) (Father's Name) (Mother's Name)

2. Date of Birth :-

3. Mobile No. :-

4. Parent's Mobile No. :-

5. Email.:-

6. Parent's Email. :-

7. Address of correspondence :-

8. Date of Admission :-

9. Educational Record :-

Class	Board/University	Year of Passing	Marks Obtained	% or Grade
10th Std.				
12th Std.				
First Year				
Second Year				

10. Strengths & Weaknesses :-



11. Any other Information (Achievements, Hobbies/Skills etc)

5. Mentee Information

I. General Information :

PRN No.:-

1. Name (In Full) :
(Surname) (Name) (Father's Name) (Mother's Name)

2. Date of Birth :-

3. Mobile No. :-

4. Parent's Mobile No. :-

5. Email.:-

6. Parent's Email. :-

7. Address of correspondence :-

8. Date of Admission :-

9. Educational Record :-

Class	Board/University	Year of Passing	Marks Obtained	% or Grade
10th Std.				
12th Std.				
First Year				
Second Year				

10. Strengths & Weaknesses :-



11. Any other Information (Achievements, Hobbies/Skills etc)

6. Mentee Information

I. General Information :

PRN No.:-

1. Name (In Full) :
(Surname) (Name) (Father's Name) (Mother's Name)

2. Date of Birth :-

3. Mobile No. :-

4. Parent's Mobile No. :-

5. Email.:-

6. Parent's Email. :-

7. Address of correspondence :-

8. Date of Admission :-

9. Educational Record :-

Class	Board/University	Year of Passing	Marks Obtained	% or Grade
10th Std.				
12th Std.				
First Year				
Second Year				

10. Strengths & Weaknesses :-



11. Any other Information (Achievements, Hobbies/Skills etc)

7. Mentee Information

I. General Information :

PRN No.:-

1. Name (In Full) :
(Surname) (Name) (Father's Name) (Mother's Name)

2. Date of Birth :-

3. Mobile No. :-

4. Parent's Mobile No. :-

5. Email.:-

6. Parent's Email. :-

7. Address of correspondence :-

8. Date of Admission :-

9. Educational Record :-

Class	Board/University	Year of Passing	Marks Obtained	% or Grade
10th Std.				
12th Std.				
First Year				
Second Year				

10. Strengths & Weaknesses :-



11. Any other Information (Achievements, Hobbies/Skills etc)

8. Mentee Information

I. General Information :

PRN No.:-

1. Name (In Full) :
(Surname) (Name) (Father's Name) (Mother's Name)

2. Date of Birth :-

3. Mobile No. :-

4. Parent's Mobile No. :-

5. Email.:-

6. Parent's Email. :-

7. Address of correspondence :-

8. Date of Admission :-

9. Educational Record :-

Class	Board/University	Year of Passing	Marks Obtained	% or Grade
10th Std.				
12th Std.				
First Year				
Second Year				

10. Strengths & Weaknesses :-



11. Any other Information (Achievements, Hobbies/Skills etc)

9. Mentee Information

I. General Information :

PRN No.:-

1. Name (In Full) :
(Surname) (Name) (Father's Name) (Mother's Name)

2. Date of Birth :-

3. Mobile No. :-

4. Parent's Mobile No. :-

5. Email.:-

6. Parent's Email. :-

7. Address of correspondence :-

8. Date of Admission :-

9. Educational Record :-

Class	Board/University	Year of Passing	Marks Obtained	% or Grade
10th Std.				
12th Std.				
First Year				
Second Year				

10. Strengths & Weaknesses :-



11. Any other Information (Achievements, Hobbies/Skills etc)

10. Mentee Information

I. General Information :

PRN No.:-

1. Name (In Full) :
(Surname) (Name) (Father's Name) (Mother's Name)

2. Date of Birth :-

3. Mobile No. :-

4. Parent's Mobile No. :-

5. Email.:-

6. Parent's Email. :-

7. Address of correspondence :-

8. Date of Admission :-

9. Educational Record :-

Class	Board/University	Year of Passing	Marks Obtained	% or Grade
10th Std.				
12th Std.				
First Year				
Second Year				

10. Strengths & Weaknesses :-



11. Any other Information (Achievements, Hobbies/Skills etc)

II) Meeting Record

(First Year) 20-----20-----

Sr.No.	PRN No. Date and Time	Issue Discussed M1/M2/M3/M4	Signature of Mentee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Signature of Mentor

II) Meeting Record

(First Year) 20-----20-----

Sr.No.	PRN No. Date and Time	Issue Discussed M1/M2/M3/M4	Signature of Mentee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Signature of Mentor

II) Meeting Record

(First Year) 20-----20-----

Sr.No.	PRN No. Date and Time	Issue Discussed M1/M2/M3/M4	Signature of Mentee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Signature of Mentor

II) Meeting Record

(First Year) 20-----20-----

Sr.No.	PRN No. Date and Time	Issue Discussed M1/M2/M3/M4	Signature of Mentee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Signature of Mentor

II) Meeting Record

(Second Year) 20-----20-----

Sr.No.	PRN No. Date and Time	Issue Discussed M1/M2/M3/M4	Signature of Mentee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Signature of Mentor

II) Meeting Record

(Second Year) 20-----20-----

Sr.No.	PRN No. Date and Time	Issue Discussed M1/M2/M3/M4	Signature of Mentee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Signature of Mentor

II) Meeting Record

(Second Year) 20-----20-----

Sr.No.	PRN No. Date and Time	Issue Discussed M1/M2/M3/M4	Signature of Mentee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Signature of Mentor

II) Meeting Record

(Second Year) 20-----20-----

Sr.No.	PRN No. Date and Time	Issue Discussed M1/M2/M3/M4	Signature of Mentee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Signature of Mentor

II) Meeting Record

(Third Year) 20-----20-----

Sr.No.	PRN No. Date and Time	Issue Discussed M1/M2/M3/M4	Signature of Mentee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Signature of Mentor

II) Meeting Record

(Third Year) 20-----20-----

Sr.No.	PRN No. Date and Time	Issue Discussed M1/M2/M3/M4	Signature of Mentee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Signature of Mentor

II) Meeting Record

(Third Year) 20-----20-----

Sr.No.	PRN No. Date and Time	Issue Discussed M1/M2/M3/M4	Signature of Mentee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Signature of Mentor

II) Meeting Record

(Third Year) 20-----20-----

Sr.No.	PRN No. Date and Time	Issue Discussed M1/M2/M3/M4	Signature of Mentee
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



Signature of Mentor

III) Academic Performance of Mentee No.

Name & PRN No. :				
		Subject Offered	% of Marks Offered	Mentor's Sign & Remark
Class : F.Y.				
1	Sem.I - Internal			
2	Sem.I - External			
3	Sem.II - Internal			
4	Sem.II - External			
Class : S.Y.				
1	Sem.III - Internal			
2	Sem.III - External			
3	Sem.IV - Internal			
4	Sem.IV - External			
Class : T.Y.				
1	Sem.V - Internal			
2	Sem.V - External			
3	Sem.VI - Internal			
4	Sem.VI - External			



III) Academic Performance of Mentee No.

Name & PRN No. :				
		Subject Offered	% of Marks Offered	Mentor's Sign & Remark
Class : F.Y.				
1	Sem.I - Internal			
2	Sem.I - External			
3	Sem.II - Internal			
4	Sem.II - External			
Class : S.Y.				
1	Sem.III - Internal			
2	Sem.III - External			
3	Sem.IV - Internal			
4	Sem.IV - External			
Class : T.Y.				
1	Sem.V - Internal			
2	Sem.V - External			
3	Sem.VI - Internal			
4	Sem.VI - External			



III) Academic Performance of Mentee No.

Name & PRN No. :				
		Subject Offered	% of Marks Offered	Mentor's Sign & Remark
Class : F.Y.				
1	Sem.I - Internal			
2	Sem.I - External			
3	Sem.II - Internal			
4	Sem.II - External			
Class : S.Y.				
1	Sem.III - Internal			
2	Sem.III - External			
3	Sem.IV - Internal			
4	Sem.IV - External			
Class : T.Y.				
1	Sem.V - Internal			
2	Sem.V - External			
3	Sem.VI - Internal			
4	Sem.VI - External			



III) Academic Performance of Mentee No.

Name & PRN No. :				
		Subject Offered	% of Marks Offered	Mentor's Sign & Remark
Class : F.Y.				
1	Sem.I - Internal			
2	Sem.I - External			
3	Sem.II - Internal			
4	Sem.II - External			
Class : S.Y.				
1	Sem.III - Internal			
2	Sem.III - External			
3	Sem.IV - Internal			
4	Sem.IV - External			
Class : T.Y.				
1	Sem.V - Internal			
2	Sem.V - External			
3	Sem.VI - Internal			
4	Sem.VI - External			



III) Academic Performance of Mentee No.

Name & PRN No. :				
		Subject Offered	% of Marks Offered	Mentor's Sign & Remark
Class : F.Y.				
1	Sem.I - Internal			
2	Sem.I - External			
3	Sem.II - Internal			
4	Sem.II - External			
Class : S.Y.				
1	Sem.III - Internal			
2	Sem.III - External			
3	Sem.IV - Internal			
4	Sem.IV - External			
Class : T.Y.				
1	Sem.V - Internal			
2	Sem.V - External			
3	Sem.VI - Internal			
4	Sem.VI - External			



III) Academic Performance of Mentee No.

Name & PRN No. :				
		Subject Offered	% of Marks Offered	Mentor's Sign & Remark
Class : F.Y.				
1	Sem.I - Internal			
2	Sem.I - External			
3	Sem.II - Internal			
4	Sem.II - External			
Class : S.Y.				
1	Sem.III - Internal			
2	Sem.III - External			
3	Sem.IV - Internal			
4	Sem.IV - External			
Class : T.Y.				
1	Sem.V - Internal			
2	Sem.V - External			
3	Sem.VI - Internal			
4	Sem.VI - External			



III) Academic Performance of Mentee No.

Name & PRN No. :				
		Subject Offered	% of Marks Offered	Mentor's Sign & Remark
Class : F.Y.				
1	Sem.I - Internal			
2	Sem.I - External			
3	Sem.II - Internal			
4	Sem.II - External			
Class : S.Y.				
1	Sem.III - Internal			
2	Sem.III - External			
3	Sem.IV - Internal			
4	Sem.IV - External			
Class : T.Y.				
1	Sem.V - Internal			
2	Sem.V - External			
3	Sem.VI - Internal			
4	Sem.VI - External			



III) Academic Performance of Mentee No.

Name & PRN No. :					
		Subject Offered	% of Marks Offered	Mentor's Sign & Remark	
Class : F.Y.					
1	Sem.I - Internal				
2	Sem.I - External				
3	Sem.II - Internal				
4	Sem.II - External				
Class : S.Y.					
1	Sem.III - Internal				
2	Sem.III - External				
3	Sem.IV - Internal				
4	Sem.IV - External				
Class : T.Y.					
1	Sem.V - Internal				
2	Sem.V - External				
3	Sem.VI - Internal				
4	Sem.VI - External				



III) Academic Performance of Mentee No.

Name & PRN No. :				
		Subject Offered	% of Marks Offered	Mentor's Sign & Remark
Class : F.Y.				
1	Sem.I - Internal			
2	Sem.I - External			
3	Sem.II - Internal			
4	Sem.II - External			
Class : S.Y.				
1	Sem.III - Internal			
2	Sem.III - External			
3	Sem.IV - Internal			
4	Sem.IV - External			
Class : T.Y.				
1	Sem.V - Internal			
2	Sem.V - External			
3	Sem.VI - Internal			
4	Sem.VI - External			



III) Academic Performance of Mentee No. 32

Name & PRN No. :				
		Subject Offered	% of Marks Offered	Mentor's Sign & Remark
Class : F.Y.				
1	Sem.I - Internal			
2	Sem.I - External			
3	Sem.II - Internal			
4	Sem.II - External			
Class : S.Y.				
1	Sem.III - Internal			
2	Sem.III - External			
3	Sem.IV - Internal			
4	Sem.IV - External			
Class : T.Y.				
1	Sem.V - Internal			
2	Sem.V - External			
3	Sem.VI - Internal			
4	Sem.VI - External			



IV) Grade Sheet (To be filled by Mentor) :

Mentee No.1 Name :

PRN No.

(5-Excellent; 4- Very good; 3-Needs Improvement; 2-Needs Counselling; 1-Needs Warning)

Sr.No	Parameter	Period		
		1st Year	2nd Year	3rd Year
1	General discipline			
2	Communication Skills			
3	Behaviour in Hostel & College			
4	Behaviour with Teacher			
5	Co-curricular activities			
6	Overall Grading			
7	Major Problems			
8	Warnings issued			
9	Action taken			

Signatures



Student

Parent

Mentor

HOD

Principal

IV) Grade Sheet (To be filled by Mentor) :

Mentee Name :

PRN No.

(5-Excellent; 4- Very good; 3-Needs Improvement; 2-Needs Counselling; 1-Needs Warning)

Sr.No	Parameter	Period		
		1st Year	2nd Year	3rd Year
1	General discipline			
2	Communication Skills			
3	Behaviour in Hostel & College			
4	Behaviour with Teacher			
5	Co-curricular activities			
6	Overall Grading			
7	Major Problems			
8	Warnings issued			
9	Action taken			

Signatures



Student

Parent

Mentor

HOD

Principal

IV) Grade Sheet (To be filled by Mentor) :

Mentee Name :

PRN No.

(5-Excellent; 4- Very good; 3-Needs Improvement; 2-Needs Counselling; 1-Needs Warning)

Sr.No	Parameter	Period		
		1st Year	2nd Year	3rd Year
1	General discipline			
2	Communication Skills			
3	Behaviour in Hostel & College			
4	Behaviour with Teacher			
5	Co-curricular activities			
6	Overall Grading			
7	Major Problems			
8	Warnings issued			
9	Action taken			

Signatures



Student

Parent

Mentor

HOD

Principal

IV) Grade Sheet (To be filled by Mentor) :

Mentee Name :

PRN No.

(5-Excellent; 4- Very good; 3-Needs Improvement; 2-Needs Counselling; 1-Needs Warning)

Sr.No	Parameter	Period		
		1st Year	2nd Year	3rd Year
1	General discipline			
2	Communication Skills			
3	Behaviour in Hostel & College			
4	Behaviour with Teacher			
5	Co-curricular activities			
6	Overall Grading			
7	Major Problems			
8	Warnings issued			
9	Action taken			

Signatures



Student

Parent

Mentor

HOD

Principal

IV) Grade Sheet (To be filled by Mentor) :

Mentee Name :

PRN No.

(5-Excellent; 4- Very good; 3-Needs Improvement; 2-Needs Counselling; 1-Needs Warning)

Sr.No	Parameter	Period		
		1st Year	2nd Year	3rd Year
1	General discipline			
2	Communication Skills			
3	Behaviour in Hostel & College			
4	Behaviour with Teacher			
5	Co-curricular activities			
6	Overall Grading			
7	Major Problems			
8	Warnings issued			
9	Action taken			

Signatures



Student

Parent

Mentor

HOD

Principal

IV) Grade Sheet (To be filled by Mentor) :

Mentee Name :

PRN No.

(5-Excellent; 4- Very good; 3-Needs Improvement; 2-Needs Counselling; 1-Needs Warning)

Sr.No	Parameter	Period		
		1st Year	2nd Year	3rd Year
1	General discipline			
2	Communication Skills			
3	Behaviour in Hostel & College			
4	Behaviour with Teacher			
5	Co-curricular activities			
6	Overall Grading			
7	Major Problems			
8	Warnings issued			
9	Action taken			

Signatures



Student

Parent

Mentor

HOD

Principal

IV) Grade Sheet (To be filled by Mentor) :

Mentee Name :

PRN No.

(5-Excellent; 4- Very good; 3-Needs Improvement; 2-Needs Counselling; 1-Needs Warning)

Sr.No	Parameter	Period		
		1st Year	2nd Year	3rd Year
1	General discipline			
2	Communication Skills			
3	Behaviour in Hostel & College			
4	Behaviour with Teacher			
5	Co-curricular activities			
6	Overall Grading			
7	Major Problems			
8	Warnings issued			
9	Action taken			

Signatures



Student

Parent

Mentor

HOD

Principal

IV) Grade Sheet (To be filled by Mentor) :

Mentee Name :

PRN No.

(5-Excellent; 4- Very good; 3-Needs Improvement; 2-Needs Counselling; 1-Needs Warning)

Sr.No	Parameter	Period		
		1st Year	2nd Year	3rd Year
1	General discipline			
2	Communication Skills			
3	Behaviour in Hostel & College			
4	Behaviour with Teacher			
5	Co-curricular activities			
6	Overall Grading			
7	Major Problems			
8	Warnings issued			
9	Action taken			

Signatures



Student

Parent

Mentor

HOD

Principal

IV) Grade Sheet (To be filled by Mentor) :

Mentee Name :

PRN No.

(5-Excellent; 4- Very good; 3-Needs Improvement; 2-Needs Counselling; 1-Needs Warning)

Sr.No	Parameter	Period		
		1st Year	2nd Year	3rd Year
1	General discipline			
2	Communication Skills			
3	Behaviour in Hostel & College			
4	Behaviour with Teacher			
5	Co-curricular activities			
6	Overall Grading			
7	Major Problems			
8	Warnings issued			
9	Action taken			

Signatures



Student

Parent

Mentor

HOD

Principal

IV) Grade Sheet (To be filled by Mentor) :

Mentee No.42 Name :

PRN No.

(5-Excellent; 4- Very good; 3-Needs Improvement; 2-Needs Counselling; 1-Needs Warning)

Sr.No	Parameter	Period		
		1st Year	2nd Year	3rd Year
1	General discipline			
2	Communication Skills			
3	Behaviour in Hostel & College			
4	Behaviour with Teacher			
5	Co-curricular activities			
6	Overall Grading			
7	Major Problems			
8	Warnings issued			
9	Action taken			

Signatures



Student

Parent

Mentor

HOD

Principal


Principal
Tuljaram Chaturchand College
Baramati