

DUTIES OF THE MENTOR:

All the mentors are requested to do the following duties with the help of HOD

Attendance Activities:

- **Inform to the parents over phone, if any student remains absent continuously for 2 days**
- **Check the attendance for every 15 days and maintain the record**
- **Calling/writing letter to parents of students who are having less than 65% attendance and maintain Record of intimation and visit of parents.**
- **Take undertaking letters from students those who are having very poor attendance(Less than 65%) every month and maintain a file.**

Counseling activities:

- **Counsel the students periodically for every fifteen days and it has been entered in the counseling form and take the signature of the respective student who has expressed his/her problem/s and action taken by faculty.**
- **Special counseling classes for latecomers and academically poor students.**
- **Evaluate Below Average students in each subject and take suitable measures to improve them with the help of concerned HOD**
- **Counsel the students who have attendance between 65% and 75% to improve their attendance percentage**

In-charge
(Dr. U. Balakrishna)

HOD
(Dr. H. Umamahesvari)

Principal