

Sarva Vidyalaya Kelavani Mandal : Gandhinagar Branch  
**UMA ARTS AND NATHIBA COMMERCE MAHILA COLLEGE**  
 College with Potential for Excellence Phase - II  
 Accredited by NAAC (Cycle - 3) with 'A' Grade (3.32 CGPA)

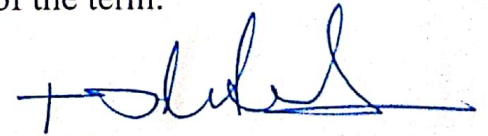
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**Circular for**  
**Mentoring Guidelines**  
**For the year**  
**2020-2021**

In order to maintain uniformity in mentorship system, all mentors are requested to follow these guidelines in their mentoring.

1. Obtain roll no, phone number and email address of those students who approach for mentoring.
2. Insist them to attend college regularly, follow the discipline rules and participate in all co and extra-curricular activities of the college.
3. Keep the matter confidential that a student shares.
4. Guide them in all possible ways and if necessary, keep the HoD, IQAC Coordinator and Principal informed.
5. Inform students about academic facilities on the campus.
6. For economic issue, take help of Student welfare Cell and for personal psychological issues seek counsellor's expertise.
7. For issues regarding sexual and mental harassments, keep the CWDC informed.
8. Submit the report in the prescribed format at the end of the term.



I/C Principal  
 Uma Arts & Nathiba  
 Commerce Mahila College,  
 Gandhinagar.

