

STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI

**Mentoring for the Academic Year 2019 -20**

**Attention Heads of Departments**

Until 2018, mentoring records were maintained in physical form. From 2019 onwards, keeping in line with the college policy of enhancing e-governance **digitized records of mentee details are maintained by the respective mentor in their attendance login.**

Heads are requested to send the list of students with their Mentors to the Vice Principals' Office by **Monday 01 July, 2019.**

Students must inform their Mentor about their course registration, fulfillment of credit requirements, academic achievements and matters relating to attendance.

The student mentees should meet her Mentor thrice per semester, one at the beginning of the semester, after the ICA Test marks are returned and finally at the end of the semester.



Vice-Principal  
STELLA MARIS COLLEGE  
(AUTONOMOUS)  
CHENNAI.