



F: N/01

Nagindas Khandwala College

Autonomous Notice

22-23- /D- /

Notice

The next Mentor Meeting for all classes will be held on 13th January 2023 from 10.00 to 12.00 noon

1. All students having attendance below 75% must be there in the meeting along with their parents
2. The mentors will assign the timings in different slots
3. Submit attendance concession forms under medical and any other co-curricular activities on the day of the meeting.
4. Employment letters, if applicable, must be submitted by students to the mentors as per the format provided
5. Parents and students will sign and submit the undertaking of attendance in the meeting

Issued By: *Mentor incharge & Attendance m-charge*

Date: *7/1/23*

Sign: *[Signature]*
Dr Beeti. Tripathi