



# HENRY BAKER COLLEGE, MELUKAVU

*A Christian Minority Educational Institution*

(Affiliated to Mahatma Gandhi University, Kottayam, Kerala)

**Melukavumattom P.O. Pin: 686 652, Kottayam, Kerala Ph: 04822- 219014**

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Website : [www.henrybakercollege.edu.in](http://www.henrybakercollege.edu.in)

Date : .....

06 June, 2019

## Office Order

Ansa Andrews, Assistant Professor, Department of English is appointed as the Co-ordinator of Mentoring and Counseling Cell of Henry Baker College, Melukavu for the academic year 2019-20.



  
Principal

**PRINCIPAL  
HENRY BAKER COLLEGE,  
MELUKAVU**

# HENRY BAKER COLLEGE, MELUKAVU

## Mentoring and Counselling Cell

7 June 2019

To

The Head

Department of *Physics*

Henry Baker College, Melukavu

Dear Sir/ Madam

Considering the significance of Mentoring in moulding the student community, details regarding the mentees have to be recorded systematically in the Mentor's Handbook, *Jyothirgamaya*. You are requested to provide the list of mentees allotted to each mentor of your department.

All teachers are requested to enter the details of their allotted mentees in the Handbook. A consolidated report of the issues raised and resolved during the mentoring sessions should also be provided.

Thanking You

Sincerely



Ansa Andrews

Co-ordinator

Mentoring and Counselling Cell

**HENRY BAKER COLLEGE, MELUKAVU**

**Mentoring and counselling Cell**

7 June 2019

To

The Head,

Department of *B.Voc, Tourism and Hospitality Management*

Henry Baker College, Melukavu

Dear Sir/Madam,

Considering the significance of Mentoring in moulding the student community, details regarding the mentees have to be recorded systematically in the Mentor's handbook, *Jyothirgamaya*. You are requested to provide the list of mentees allotted to each mentor of your department.

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Thanking You

Sincerely



Ansa Andrews

Co-ordinator

**HENRY BAKER COLLEGE, MELUKAVU**

**Mentoring and counselling Cell**

7 June 2019

To

The Head,

Department of *History*

Henry Baker College, Melukavu

Dear Sir/Madam,

Considering the significance of Mentoring in moulding the student community, details regarding the mentees have to be recorded systematically in the Mentor's handbook, *Jyothirgamaya*. You are requested to provide the list of mentees allotted to each mentor of your department.

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Sincerely



Ansa Andrews

Co-ordinator

**HENRY BAKER COLLEGE, MELUKAVU**

**Mentoring and counselling Cell**

7 June 2019

To

The Head,

Department of *Commerce (Self)*

Henry Baker College, Melukavu

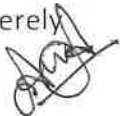
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Sincerely,



Ansa Andrews

Co-ordinator

**HENRY BAKER COLLEGE, MELUKAVU**

**Mentoring and counselling Cell**

7 June 2019

To

The Head,

Department of *Commerce (Regular)*

Henry Baker College, Melukavu

Dear Sir/Madam,

Considering the significance of Mentoring in moulding the student community, details regarding the mentees have to be recorded systematically in the Mentor's handbook, *Jyothirgamaya*. You are requested to provide the list of mentees allotted to each mentor of your department.

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Thanking You

Sincerely



Ansa Andrews

Co-ordinator

**HENRY BAKER COLLEGE, MELUKAVU**

**Mentoring and counselling Cell**

7 June 2019

To

The Head,

Department of *English*

Henry Baker College, Melukavu

Dear Sir/Madam,

Considering the significance of Mentoring in moulding the student community, details regarding the mentees have to be recorded systematically in the Mentor's handbook, *Jyothirgamaya*. You are requested to provide the list of mentees allotted to each mentor of your department.

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Ansa Andrews

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