LALA LAJPATRAI COLLEGE
OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai – 400034. Tel. No. 23548240/ 23548241 Fax: 23532896

E-mail: llcolcom@mtnl.in | principal.llc@gmail.com | website: www.lalacollege.edu.in

Annual Assessment Report

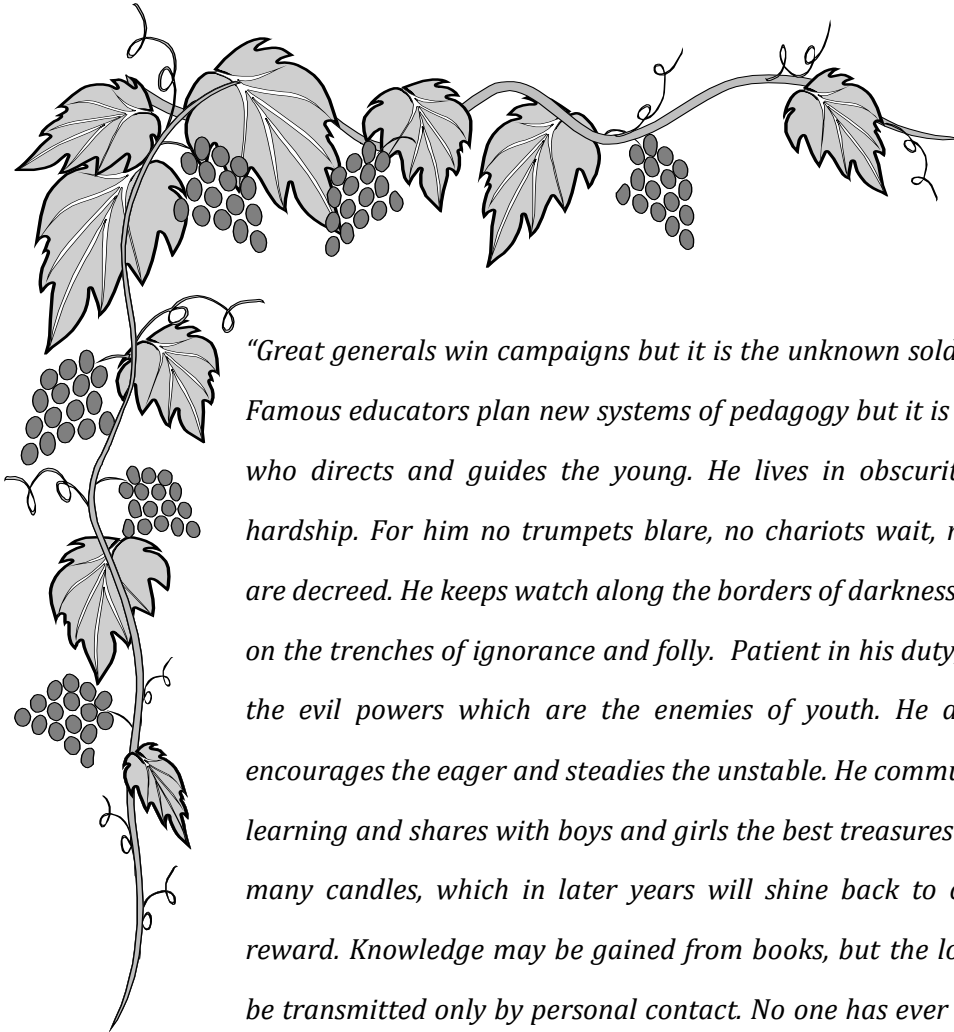## (Prepared by Internal Quality Assurance Cell)

A.Y. 20____-20____

Name of Teacher: _____

Designation: _____

Department: _____

Dedicated to the Unknown Teacher

"Great generals win campaigns but it is the unknown soldier who wins the war. Famous educators plan new systems of pedagogy but it is the unknown Teacher who directs and guides the young. He lives in obscurity and contends with hardship. For him no trumpets blare, no chariots wait, no golden decorations are decreed. He keeps watch along the borders of darkness and makes the attack on the trenches of ignorance and folly. Patient in his duty, he strives to conquer the evil powers which are the enemies of youth. He awakens the indolent, encourages the eager and steadies the unstable. He communicates his own joy at learning and shares with boys and girls the best treasures of his mind. He lights many candles, which in later years will shine back to cheer him. This is his reward. Knowledge may be gained from books, but the love for knowledge can be transmitted only by personal contact. No one has ever deserved better of the republic than the unknown Teacher. No one is more worthy to be enrolled in a democratic aristocracy, King of himself and Servant of mankind".

– Henry Van Dyke

PERSONAL INFORMATION

Name of Teacher:	
Qualifications:	
Designation:	
Department:	
Date of Appointment:	
Basic Pay as on 1st July:	
Date of Last Promotion:	
Residential Address:	
Mobile No.:	
Email Id.:	
Blood Group:	
Languages Known:	
PAN No.:	
Aadhar Card No.	
GPF/NPS A/C No.	

INDIVIDUAL TIME-TABLE

Time		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7.20 to 8.10	Class:						
	Div.:						
	Subject:						
8.10 to 9.00	Class:						
	Div.:						
	Subject:						
9.00 to 9.50	Class:						
	Div.:						
	Subject:						
9.50 to 10.40	Class:						
	Div.:						
	Subject:						
10.40 to 11.30	Class:						
	Div.:						
	Subject:						
11.30 to 12.20	Class:						
	Div.:						
	Subject:						

Signature of the Teacher   **Signature of the HOD**   **PRINCIPAL**

TEACHING PLAN - I

Class: _____   Subject: _____

SEMESTER – I

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

Class: _____   Subject: _____

SEMESTER – II

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

TEACHING PLAN - II

Class: _____   Subject: _____

SEMESTER – I

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

Class: _____   Subject: _____

SEMESTER – II

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

TEACHING PLAN - III

Class: _____ Subject: _____

SEMESTER – I

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

Class: _____ Subject: _____

SEMESTER – II

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

TEACHING PLAN - IV

Class: _____   Subject: _____

SEMESTER – I

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

Class: _____   Subject: _____

SEMESTER – II

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

TEACHING PLAN - V

Class: _____   Subject: _____

SEMESTER – I

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

Class: _____   Subject: _____

SEMESTER – II

Module No.	Topic	No. of Lectures Allotted
I		
II		
III		
IV		
V		
TOTAL LECTURES ASSIGNED		

Education
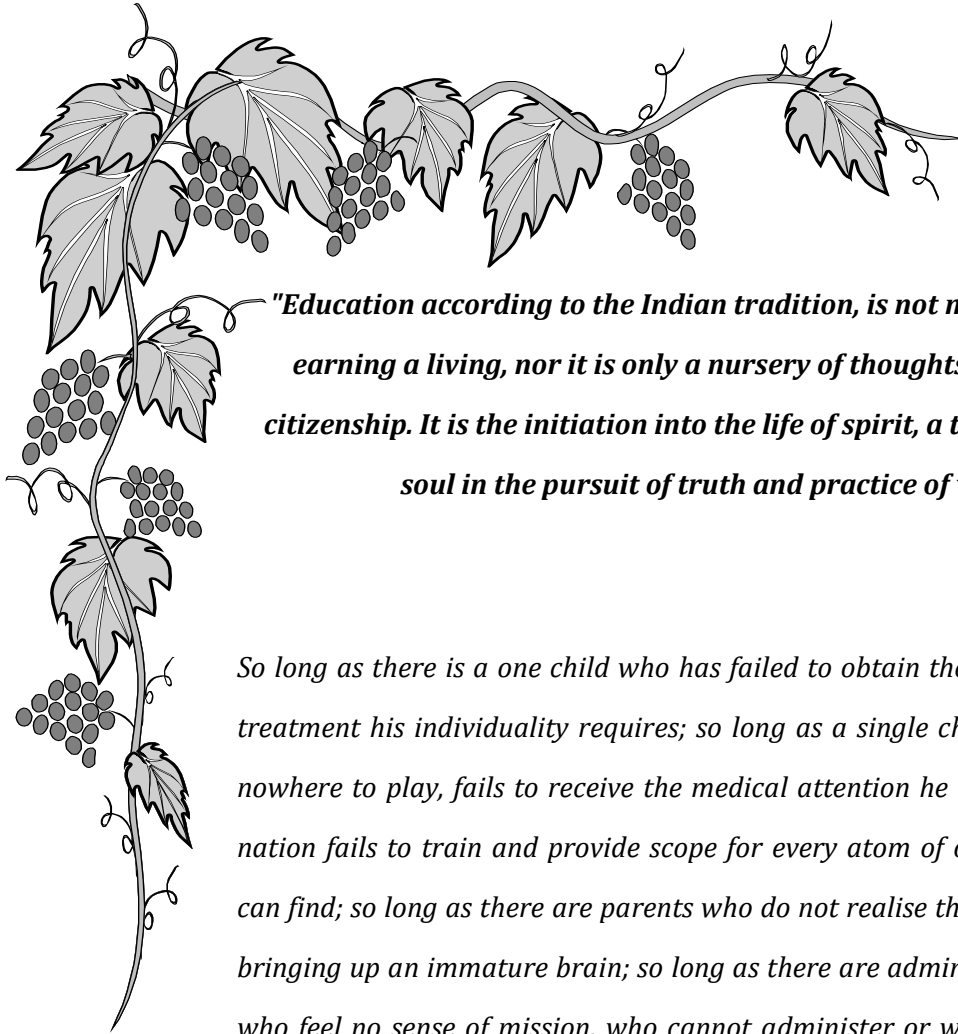
"Education according to the Indian tradition, is not merely a means of earning a living, nor it is only a nursery of thoughts or a school for citizenship. It is the initiation into the life of spirit, a training of human soul in the pursuit of truth and practice of virtue."

So long as there is a one child who has failed to obtain the precise educational treatment his individuality requires; so long as a single child goes hungry, has nowhere to play, fails to receive the medical attention he needs; so long as the nation fails to train and provide scope for every atom of outstanding ability it can find; so long as there are parents who do not realise their responsibilities of bringing up an immature brain; so long as there are administrators or teachers who feel no sense of mission, who cannot administer or who cannot teach, the system will remain incomplete.

DAILY RECORD

Month:	Date:	In-time:	Out-time:
MONDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

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TUESDAY			
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SATURDAY			

Total Lectures Assigned:		Total Lectures Engaged:	
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Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
FRIDAY			

Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
SATURDAY			

Total Lectures Assigned:		Total Lectures Engaged:	
SUNDAY			

DAILY RECORD

Month:	Date:	In-time:	Out-time:
MONDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

Month:	Date:	In-time:	Out-time:
TUESDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

Month:	Date:	In-time:	Out-time:
WEDNESDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

Month:		Date:		In-time:		Out-time:	
THURSDAY							
Total Lectures Assigned:			**Total Lectures Engaged:**				

Month:		Date:		In-time:		Out-time:	
FRIDAY							
Total Lectures Assigned:			**Total Lectures Engaged:**				

Month:		Date:		In-time:		Out-time:	
SATURDAY							
Total Lectures Assigned:			**Total Lectures Engaged:**				
SUNDAY							

DAILY RECORD

Month:	Date:	In-time:	Out-time:
MONDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

Month:	Date:	In-time:	Out-time:
TUESDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

Month:	Date:	In-time:	Out-time:
WEDNESDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

Month:	Date:	In-time:	Out-time:
THURSDAY			

Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
FRIDAY			

Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
SATURDAY			

Total Lectures Assigned:		Total Lectures Engaged:	
SUNDAY			

DAILY RECORD

Month:		Date:		In-time:		Out-time:	
MONDAY							
Total Lectures Assigned:			**Total Lectures Engaged:**				

Month:		Date:		In-time:		Out-time:	
TUESDAY							
Total Lectures Assigned:			**Total Lectures Engaged:**				

Month:		Date:		In-time:		Out-time:	
WEDNESDAY							
Total Lectures Assigned:			**Total Lectures Engaged:**				

Month:	Date:	In-time:	Out-time:
THURSDAY			

Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
FRIDAY			

Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
SATURDAY			

Total Lectures Assigned:		Total Lectures Engaged:	
SUNDAY			

DAILY RECORD

Month:	Date:	In-time:	Out-time:
MONDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

Month:	Date:	In-time:	Out-time:
TUESDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

Month:	Date:	In-time:	Out-time:
WEDNESDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

Month:	Date:	In-time:	Out-time:
THURSDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

Month:	Date:	In-time:	Out-time:
FRIDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

Month:	Date:	In-time:	Out-time:
SATURDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	
SUNDAY			

DAILY RECORD

Month:	Date:	In-time:	Out-time:
MONDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
TUESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
WEDNESDAY			
Total Lectures Assigned:		Total Lectures Engaged:	

Month:	Date:	In-time:	Out-time:
THURSDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

Month:	Date:	In-time:	Out-time:
FRIDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	

Month:	Date:	In-time:	Out-time:
SATURDAY			
Total Lectures Assigned:		**Total Lectures Engaged:**	
SUNDAY			

ANNUAL ASSESSMENT REPORT

(As per UGC Guidelines dated 18th July, 2018)

CRITERIA – I
TEACHING

Month	Lectures Assigned	Lectures Conducted	$\dfrac{Lectures\ Conducted}{Lectures\ Assigned} \times 100$	Remark
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				
April				
TOTAL				

80% & above – Good,   Below 80% but 70% & above – Satisfactory   Less than 70% - Not Satisfactory

LEAVE RECORD

Sr. No.	Nature of Leave	Period		
		From	To	No. of Days

CRITERIA – II

COCURRICULAR & EXTRA-CURRICULAR ACTIVITIES

Sr. No.	Activity	Yes/No	Description
1.	Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.		
2.	Examination & evaluation duties assigned by the college/university or attending examination paper evaluation		
3.	Student related co-curricular, extension & field based activities such as student clubs, career counselling, study visits, student seminars & other events, cultural, sports, NCC, NSS & community services		
4.	Organising seminars/conferences or workshop		
5.	Evidence of actively involved in guiding Ph.D. students.		
6.	Conducting minor or major research project sponsored by national or international agencies.		
7.	At least one single or joint publication in peer reviewed or UGC listed Journals		

Good - Involved in at least 3 activities   Satisfactory - 1-2 activities

Not-satisfactory - Not involved/undertaken any of the activities

REMARK: _____

OVERALL GRADING

(TO BE ASSIGNED BY IQAC CO-ORDINATOR)

A.Y. _____

Name of Teacher: _____

Sr. No.	Criteria	Grade
1.	Teaching	
2.	Co-curricular and Extra-curricular Activities	
Overall Grading		

Signature of the IQAC Co-ordinator

PRINCIPAL

Date: _____

(N.B. - All types of approved leave are exempted for the purpose of grading purpose)

Guidelines for Overall Grading:

Overall Grade	Teaching	Co-curricular and Extra-curricular Activities
GOOD	**'Good'**	**'Good' or 'Satisfactory'**
SATISFACTORY	**'Satisfactory'**	**'Good' or 'Satisfactory'**
NOT SATISFACTORY	**Not Satisfactory in either of two**	

CRITERIA – III

ACADEMIC/RESEARCH SCORE

(1) Research Papers in Peer-Reviewed or UGC listed Journal

Sr. No.	Title with Page Nos.	Journal	ISSN/ISBN No.	Peer Reviewed/ UGC List No. & Impact Factor	No. of Co-authors	Are you the main author	Self API Score	Verified API Score
1.								
2.								
3.								
4.								
5.								

Guidelines:

Faculty of Science = 8 marks per paper & Faculty of Social Science & Humanities = 10 marks per paper.

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list) :

(i) Paper in refereed journals without impact factor - 5 Points

(ii) Paper with impact factor less than 1 - 10 Points

(iii) Paper with impact factor between 1 and 2 - 15 Points

(iv) Paper with impact factor between 2 and 5 - 20 Points

(v) Paper with impact factor between 5 and 10 - 25 Points

(vi) Paper with impact factor >10 - 30 Points

Joint Papers

(a) Two authors: 70% of total value of publication for each author.

(b) More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.

(2) Publications Other than Research Papers

(a) Books authored which are Published by Publisher

Sr. No.	Title with Page Nos.	Name of Publishers	ISSN/ISBN No.	Level	No. of Co-authors	Are you the main author	Self API Score	Verified API Score
1.								
2.								
3.								
4.								

Guidelines:

For Faculty of Science, Social Science & Humanities:

International Publisher = 12 marks per book, National Publishers = 10 marks per book, Chapter in Edited Book = 05 marks per chapter

Editor of Book by International Publisher = 10 marks per book, Editor of Book by National Publisher = 08 marks per book

Joint Authors = Same as above

(b) Translation works in Indian and Foreign Languages by Qualified Faculties

Sr. No.	Title with Page Nos.	Title of Publication	ISSN/ISBN No.	Level	No. of Co-translators	Are you the main translator	Self API Score	Verified API Score
1.								
2.								
3.								
4.								

Guidelines:

For Faculty of Science, Social Science & Humanities:

Chapter or Research Paper = 3 marks per chapter or paper.

Book = *8 marks per book*

Joint Translators = Same as above

(3) Creation of ICT Mediated Teaching-learning Pedagogy and Content and Development of New and Innovative Courses and Curricula

(a) Development of Innovative pedagogy

Sr. No.	Description of Pedagogy & Content, Development of New/ Innovative Courses	Beneficiary Institution	Academic Level	Self API Score	Verified API Score
1.					
2.					

Guidelines: *For Faculty of Science, Social Science & Humanities: 5 marks*

(b) Design of New Curricula and Courses

Sr. No.	Description of Pedagogy & Content, Development of New/ Innovative Courses	Beneficiary Institution	Academic Level	Self API Score	Verified API Score
1.					
2.					

Guidelines: *For Faculty of Science, Social Science & Humanities: 2 marks per curricula or course*

(c) MOOCs

Sr. No.	Description of MOOCs (as described below)	Certification Number & Date	Academic Level	Self API Score	Verified API Score
1.					

Guidelines: *For Faculty of Science, Social Science & Humanities*

(a) *Development of complete MOOCs in 4 quadrants (4 credit course) = 20 marks (In case of MOOCs of lesser credits = 05 marks/credit)*

(b) *MOOCs (developed in 4 quadrant)= 5 marks per module/lecture.*

(c) *Content writer/subject matter expert for each module of MOOCs (at least one quadrant) = 2 marks*

(d) *Course Coordinator for MOOCs (4 credit course) = 8 marks (In case of MOOCs of lesser credits = 02 marks/credit)*

(d) E-Content

Sr. No.	Description of E-content (as described below)	Certification Number & Date	Academic Level	Self API Score	Verified API Score
1.					

Guidelines: *For Faculty of Science, Social Science & Humanities*

(a) *Development of e-Content in 4 quadrants for a complete course/e-book = 12 marks*

(b) *e-Content (developed in 4 quadrants) = 5 marks per module*

(c) *Contribution to development of e-content module in complete course/paper/e-book (at least one quadrant) = 2 marks*

(d) *Editor of e-content for complete course/ paper /e-book = 10 marks*

(4) Research Guidance/Consultancy

(a) Research Guidance

Sr. No.		Number of Candidates Enrolled	Dissertation/Thesis submitted	Dissertation/ Degree awarded	Self API Score	Verified API Score
1.	M.Phil. or PG Dissertation		Nil	_____ X 2 = _____		
2.	Ph. D or equivalent		_____ X 5 = _____	_____ X 10 = _____		

(b & C) Research Projects Ongoing/Completed

Sr. No.	Title	Funding Agency	Status (Ongoing/ Completed)	Grant Mobilized (Rs. Lakhs)	Period	Self: API Score	Verified API Score
1.							
2.							

Guidelines: *For Faculty of Science, Social Science & Humanities*

(a) Research Projects Completed: More than 10 lakhs = 10 marks & Less than 10 lakhs = 05 marks

(c) Research Projects Ongoing: More than 10 lakhs = 05 marks & Less than 10 lakhs = 02 marks

(d) Consultancy

Sr. No.	Nature of Consultancy	Sponsoring Agency	Approval Letter & Date	Grant Mobilized (Rs. Lakhs)	Permission Sought (Yes/No)	Self: API Score	Verified API Score
1.							

Guidelines: *For Faculty of Science, Social Science & Humanities = 3 marks per Lakh.*

(5) Patents/Policy Documents & Awards & Fellowship

(a) Patent

Sr. No.	Title of Patent	Date & Number of Publication	Patent Awarding Authority	Level	Period of Patent	Self: API Score	Verified API Score
1.							

Guidelines: *For Faculty of Science, Social Science & Humanities*

International Level = 10 marks, National Level = 7 marks.

(b) Policy Document (Submitted to an International Organisation like UNO/UNESCO/IBRD/IMF etc. or Central/State Government)

Sr. No.	Title of Policy Documents	Sponsoring/Beneficiary Agency	Level	Date of Submission	Self: API Score	Verified API Score
1.						

Guidelines: *For Faculty of Science, Social Science & Humanities*

International Level = 10 marks, National Level = 7 marks, State level = 4 marks.

(c) Award/Fellowship

Sr. No.	Title of Award/Fellowship	Sponsoring Agency	Level	Approval Number & Date	Self: API Score	Verified API Score
1.						

Guidelines: *For Faculty of Science, Social Science & Humanities*

International Level = 7 marks, National Level = 5 marks.

(6) Invited lectures, Resource Person, Paper Presentation in Seminars/Conferences & Full Paper in Conference Proceedings

(a) Paper Presentation in Seminars/Conferences or Published in Conference Proceedings (ANY ONE)

Sr. No.	Title of Research Paper	Title of Conference	Date of Conference	Sponsoring Agency	Level	Self: API Score	Verified API Score
1.							
2.							
3.							
4.							

(b) Invited Lectures or Resource Person

Sr. No.	Title of Conference	Invited Lectures or Resource Person	Date of Conference	Sponsoring Agency	Level	Self: API Score	Verified API Score
1.							
2.							
3.							
4.							

Guidelines: *For Faculty of Science, Social Science & Humanities*

International Level (Abroad) = 7 marks, International Level(Within Country) = 5 marks, National Level = 3 marks, State/University Level = 2 marks

Summary of Academic/Research Score:

Name of the Teacher: _____

Sr. No.	Particulars	API
(1)	**Research Papers in Peer-Reviewed or UGC listed Journal**	
(2)	**Publications Other than Research Papers**	
	(a) Books authored which are Published by Publisher	
	(b) Translation works in Indian and Foreign Languages by Qualified Faculties	
(3)	**Creation of ICT Mediated Teaching-learning Pedagogy and Content and Development of New and Innovative Courses and Curricula**	
	(a) Development of Innovative pedagogy	
	(b) Design of New Curricula and Courses	
	(c) MOOCs	
	(d) E-Content	
(4)	**Research Guidance/Consultancy**	
	(a) Research Guidance	
	(b & C) Research Projects Ongoing/Completed	
	(d) Consultancy	
(5)	**Patents/Policy Documents & Awards & Fellowship**	
	(a) Patent	
	(b) Policy Document	
	(c) Award/Fellowship	

(5)	Invited lectures, Resource Person, Paper Presentation in Seminars/Conferences & Full Paper in Conference Proceedings	
	(a) Paper Presentation in Seminars/Conferences or Published in Conference Proceedings (ANY ONE)	
	(b) Invited Lectures or Resource Person	
	TOTAL API during the Academic Year 2019-2020	

Note:

(1) *Paper presented if part of edited book or proceeding then it can be claimed only once.*

(2) *For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-supervisor, both shall get 7 marks each.*

(3) *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lectures/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.*

(4) *The research score shall be from the minimum of three categories out of six categories.*

Verified & Certified by the IQAC Co-ordinator   **PRINCIPAL**

Date: _____

N.B.

(1) Teachers should submit Annual Assessment Report along with supporting documents in separate file.

(2) Supporting documents should be numbered serially and the page numbers of supporting documents should be indicated in the Annual Assessment Report, wherever claims have been made.

SALARY RECORD

Salary Statement for the Financial Year ………………………… (Assessment Year …………………………)

Full Name: _____ Residential Address: _____

Designation: _____ Employee No.: _____ Department: _____

PAN No.: _____ Aadhar No.: _____ E-mail ID: _____

	Pay	D.P.	D.A.	C.L.A.	H.R.A.	T.A.	Total	GPF	GIS	P.T.	IT
Mar. ___											
Apr. ____											
May ___											
Jun. ____											
Jul. ____											
Aug. ___											
Sep. ___											
Oct. ____											
Nov. ___											
Dec. ___											
Jan. ____											
Feb. ___											
Arrears											

INCOME FROM OTHER SOURCES

Sr. No.	Particulars	Amount
1.	Assessment and Evaluation May, 2019 October, 2019 Others	
2.	Honorarium/Payment on Lecture Basis from Self-finance Courses	
3.	Honorarium/Payment on Lecture Basis from M.Com. (Evening)	
4.	Other Income: _____	
	Total Income from Other Sources	

ANY OTHER INFORMATION

_____

_____

_____

_____

_____

LALA LAJPATRAI COLLEGE
OF COMMERCE & ECONOMICS

Accredited 'A' Grade by NAAC

Lala Lajpatrai Marg, Mahalaxmi, Mumbai – 400034. Tel. No. 23548240/ 23548241 Fax: 23532896

E-mail: llcolcom@mtnl.in | principal.llc@gmail.com | website: www.lalacollege.edu.in

Mentoring Report

(Prepared by Internal Quality Assurance Cell)

A.Y. 20____-20____

Name of the Mentor: _____

Designation: _____

No. of Mentees Allotted: _____
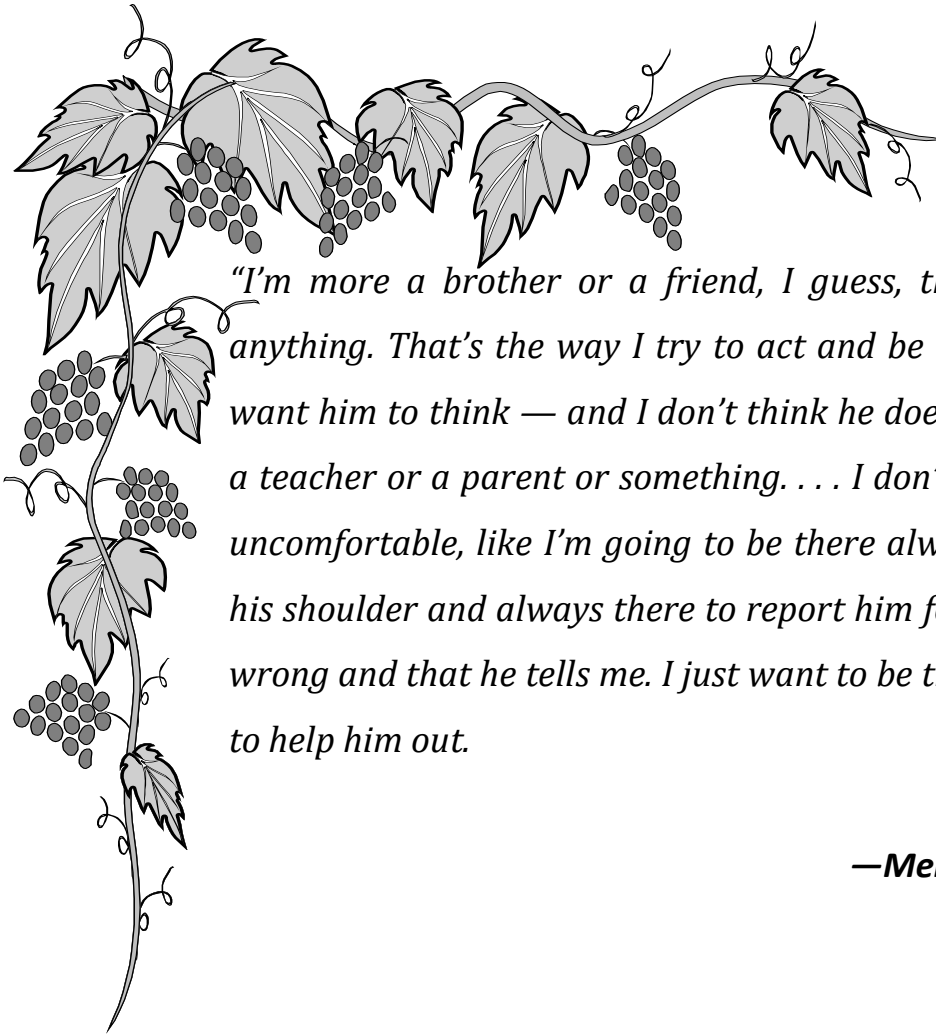
"I'm more a brother or a friend, I guess, than a parent or anything. That's the way I try to act and be with him. I don't want him to think — and I don't think he does — that I'm like a teacher or a parent or something. . . . I don't want him to be uncomfortable, like I'm going to be there always looking over his shoulder and always there to report him for things he does wrong and that he tells me. I just want to be there as his friend to help him out.

—Mentor, Minneapolis

RECORD OF MEETINGS

Sr. No.	Date & Time of Meeting	No. of Mentees Present
1.		
2.		
3.		
4.		
5.		
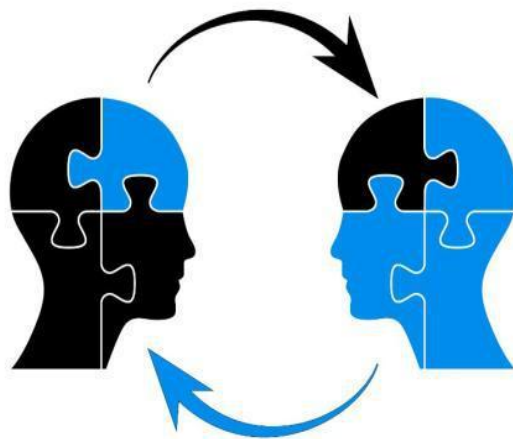
The Main thing at first was just gaining trust – that trust that he would confide to me. That was important first. I had to let her know that no matter what, she could tell me anything and I'd believe her and trust her and I'd support her. I think that's what these kids need. . . . I think it just takes a long time to build up a trust. "

SPECIFIC ISSUES/PROBLEMS IDENTIFIED

Sr. No.	Major Issues/Problems Identified	Resolved/Unresolved
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		

KNOW YOUR MENTEES (KYM)

Name: _____

Gender: _____ Religion: _____ Caste: _____   Recent Passport Size

Photo

Home Address: _____

Mobile Nos. – Self: _____ Parents/Guardians: _____

E-mail ID.: _____

Hobbies/Interests: _____

Career Interest: _____

Subjects of Interest: _____

Subjects needing help in: _____

Average Percentage at previous exam: _____

Suitable day and time to meet mentor: _____

Mentor Expectations:

- Contact their mentees at least once a month.
- Keep confidential all proceedings between mentor and mentee.
- Offer criticism and critiques in positive and productive ways.
- Help mentees expand their repertoire of teaching skills, strategies, and knowledge.
- Communicate a passion for teaching as helping students to develop their potential.

Mentee Expectations:

- Reply to mentor contacts at least once a month.
- Keep confidential all proceedings between mentor and mentee.
- When desired, ask for help with grade-level or subject matter expertise, the use of technology, classroom management and procedures, or better teaching methods.
- Respond to suggestions and criticism in positive and productive ways.

A Message to All Parents
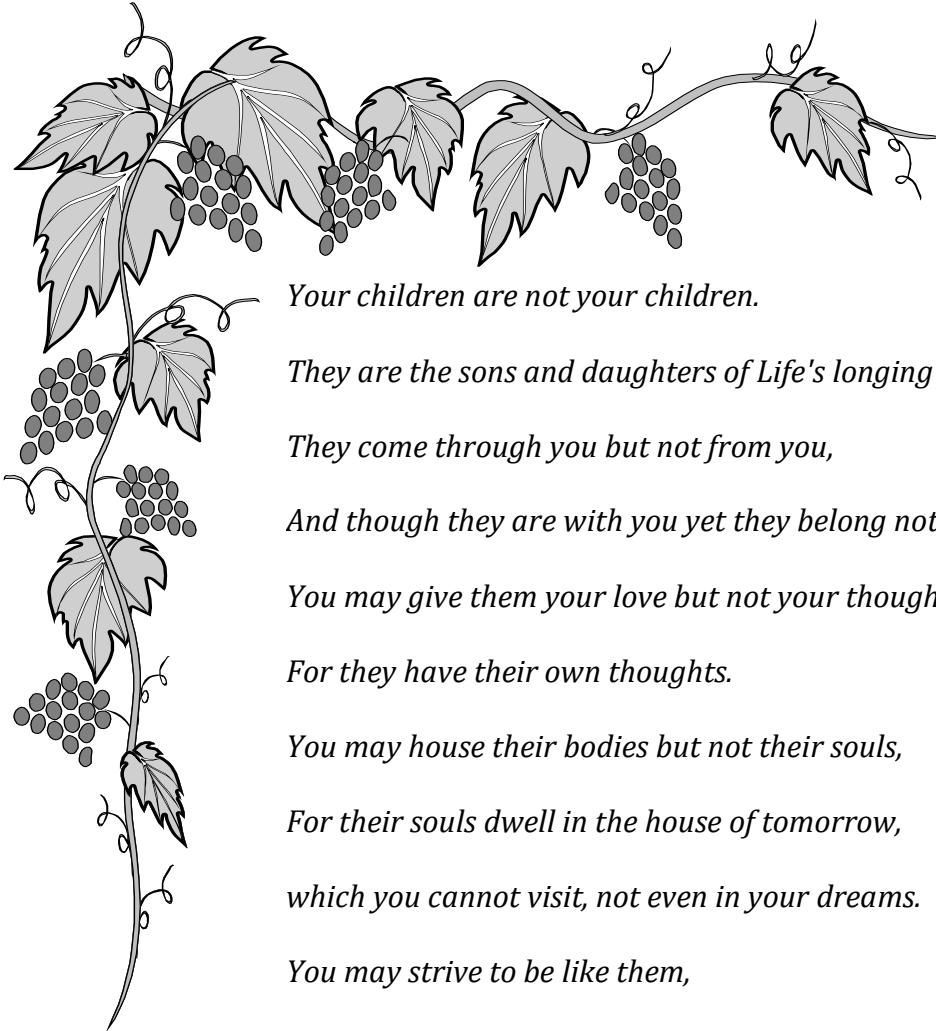
Your children are not your children.

They are the sons and daughters of Life's longing for itself.

They come through you but not from you,

And though they are with you yet they belong not to you.

You may give them your love but not your thoughts,

For they have their own thoughts.

You may house their bodies but not their souls,

For their souls dwell in the house of tomorrow,

which you cannot visit, not even in your dreams.

You may strive to be like them,

but seek not to make them like you.

For life goes not backward nor tarries with yesterday.