**Guidelines for Mentor**

1. Train Counselor with 100% clarity.
2. For MRM … Prepare additional higher level inputs
3. Ensure MRM time management
4. Monitor Counselor Visits and Inputs to companies
5. Organize model plant visits suitably
6. MOM and MRM Agenda and ensure release in time ( MOM - within 7 days after MRM and Agenda before 15 days of MRM )
7. Have need based interactions with COMPANY Owner / MD / CEO
8. Report progress to Head Cluster Program after each gate review
9. *Conduct gate reviews as per road map block timings.*
10. Use ISO formats only