



MUGBERIA GANGADHAR MAHAVIDYALAYA
P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA
NAAC Re-Accredited B+Level Govt. aided College
CPE (Under UGC XII Plan) & NCTE Approved Institutions
DBT Star College Scheme Award Recipient
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Report on

“Mentor Mentee Club”

Organized by- Department of Nutrition

**M.VOC (Food Technology, Nutrition and
Management)**

Mugberia Gangadhar Mahavidyalaya

22 March 2022

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**Report prepared by Mr. Tonmoy Kumar Giri, SACT, Dept. of Nutrition,
Mugberia Gangadhar Mahavidyalaya**

Mentor- Mentee Cell (Formerly known as Tutor-Ward Club) is founded by Mugberia Gangadhar Mahavidyalaya, Bhupatinagar, and Department of Nutrition with a vision to extend support and guidance to the students studying in the college for the betterment of their academic and professional career and thereby contribute towards nation building. It is very effective system that is aimed to narrow down the gap between the mentee and the mentor and thereby the society in general. The students may come across difficulties during the degree programmes and have to face academic and adjustment challenges. To cope up with such problems and to enable them to excel in academics and profession as per their potential, a Mentor- Mentee programme for the students of the institution has been developed.

We are providing counseling to the students through personal attention and regular dialogues during their stay on campus, on telephone and by paying personal visits to the houses of the mentees allotted to the teacher concerned as the Mentor. We have been providing them tips on studies personal counseling, guidance regarding career choices, to get success in the university examinations. We have also been supporting the mentees in the form of precise content on courses, fees, reviews, college admission process and scholarships etc. The scheme has become very successful in bridging the gap between the teacher and the student. It has become instrumental in blending the harmonious relationship between the learner and his/her family and the institution at large. It has definitely created an atmosphere of conviction and faith about the alma mater. Consequently, every year the enrolment ratio of girl-students from all sections of society has been rapidly increasing.

We aim that all students get rightly educated and take the right step towards building their career

Aims and Objectives:

- To bridge the gap between the mentor and the mentee.
- To ensure the quality performance of the students in academics.
- To deal with the related issues for the holistic development of the students.
- To provide mutual support and congenial learning environment.
- To inspire and motivate for higher studies and competitive examinations.
- To discuss stress related issues.
- To regulate the academic involvement and assess the outcome

Program Details:

- Mentees shall be assigned to the mentors right from the first year of the programme.
- A mentor shall not have more than 30 mentees at a time.
- The mentees preferably be attached to the same mentor for the entire duration of the programme.
- The mentor shall meet the mentees regularly and record the outcome of the meeting in the hard copy. The details about each mentee will be recorded and periodically updated.
- The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institution/department for providing further motivation to advanced/gifted learners.
- The mentor shall also identify the students whose performance/attendance is below par. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior. If required the mentor will involve the parents, head of the department for reforming the student.



- A. Attendance: The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up action with regard to students who do not meet the attendance norms of the college.
- B. Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term and examination and help the mentee through counseling or by arranging remedial teaching, if necessary
- C. Behavioral and discipline matters.
- D. Health and physical well being.
- E. Achievements, talents and co-curricular activities.
- F. Stress related issues.

Duties/Responsibilities of Mentor:

- A. Introduce and discuss the concept of mentor- mentee system with the assigned mentees.
- B. Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of students and discuss with them the complete schedule of future meetings
- C. Keep a track of the attendance, academic performance and behavioral aspects of the students by interacting with exam department and the hostel authorities etc.
- D. Support students academically and emotionally.
- E. Contact parents to inform the progress of their ward, whenever required and visit the houses of mentees at least twice in the year.
- F. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
- G. To guide students and also to arrange for remedial teaching if required.

Duties/Responsibilities of Mentee:

- a. Attend meeting regularly
- b. Fill personal information in the form at the time of joining the mentor- mentee system.
- c. Provide details of attendance, continuous assessment, term end examination, co curricular, extra- curricular activities to the mentor whenever asked for.
- d. Repose confidence in the mentor and seek his/her advice whenever required.
- e. Provide all the necessary data with relevant documents (Previous Academic performance Records, documents for participation in extra/co curricular activities and academic advancement).
- f. Know what you want and ask for what you need.
- g. Identify special goals that you want to achieve and discuss it clearly with your mentor.
- h. Seek information regarding resources that you need from various sources.
- i. Conduct Peer Mentoring to help your mentor.
- j. Have a positive attitude.
- k. Accept feedback respectfully & cordially & discuss future course of action.
- l. Attend mentor meetings regularly & punctually.
- m. Provide feedback and communicate healthy developments in you.

Characteristics of a good Student Mentor:

- A good student mentor is someone who engages in a positive relationship with the student and gives them attention.
- The mentor needs to have positive self-esteem, react well to stressful situations and tolerate frustrating situations.
- They need to listen well and communicate on a level that the student can understand and not be judgmental.
- The mentor needs to provide leadership and guidance and be a positive role model, nurturing a relationship that respects the student's dignity.
- The mentor must always show up on time for sessions, be committed and accept their responsibilities.
- A good mentor will reinforce the student's successes and challenge them to do better and be willing to give them a fresh start if there are any lapses.
- They will not break the trust they have established.

Benefits of a Student Mentoring Program:

- Students benefit by receiving the support and guidance of a caring adult or supportive peer and also receiving assistance with their academic studies.
- Students will experience greater self-esteem and be motivated to succeed.
- They will also receive encouragement to stay in education and progress to further and/or higher education and receive assistance in choosing a career path.
- The Mentees will be encouraged to avoid the use of drugs and alcohol.
- Student will also improve interpersonal relationships, such as with Institute, the teaching staff and the student's family.

Benefits to Peer Mentors:

- Adults who volunteer to mentor students increase their involvement in the learning community and recognize they can make a difference.

- They will gain new experience and knowledge about young people and the Institute community and contribute to the wider aims of community cohesion and regeneration.

Benefits to the Nutrition Department:

- Having a student mentoring scheme helps to foster good community relations and contributes to the local and area targets for economic growth.
- Students will be more motivated and inspirational which will improve morale amongst the learning community.
- Mentoring will maximize the achievements of individual students and groups of students who are at risk of underperforming and remove barriers to achievement for vulnerable groups of students.
- Mentoring enhances the skills of staff and students, improves student attendance and increases student retention.

Minutes of the Departmental meeting for Mentor Mentee Club on 22.03.2022

Members present:

1. Dr. Apurba Giri, HOD, Assistant Prof., Dept. of Nutrition
2. Mrs. Moumita Samanta, SACT, Dept. of Nutrition
3. Ms. Pranati Bera, SACT, Dept. of Nutrition.
4. Mrs. Keya Dash, SACT, Dept. of Nutrition.
5. Mrs. Rikta Jana, SACT, Dept. of Nutrition.
6. Mrs. Sucheta Sahoo, SACT, Dept. of Nutrition.
7. Mr. Prabir Jana, SACT, Dept. of Nutrition.
8. Mr. Tonmoy Kumar Giri, SACT, Dept. of Nutrition.
9. Ms. Monalisa Roy, Assistant Prof., Dept. of Nutrition.
10. Ms. Surti Mandal, Assistant Prof., Dept. of Nutrition.
11. Mr. Khokan Chandra Gayen, Assistant Prof., Dept. of Nutrition.
12. Mr. Ayan Mondal, Assistant Prof., Dept. of Nutrition.

A short meeting was arranged at 3 pm regarding the implementation of “**Mentor Mentee Club**” in our Department. All teachers of the department joined the meeting in time. **Dr. Apurba Giri, HOD of Dept. of Nutrition** chaired the meeting.

Decision taken in the meetings:

- 1) It is decided that **Dr. Apurba Giri** will be coordinator of this programme.
- 2) It is decided that Mr. Tonmoy Kumar Giri & Mrs. Sucheta Sahoo will be joint-coordinator of this programme.
- 3) A mentor mentee programme will be held on 22.03.2022
- 4) Approved list of the Mentors and list of mentees assigned to mentor is formatted which are given below.

Mugberia Gangadhar Mahavidyalaya
Mentor-Mentee Club
Approved List of the Mentors
Department of Nutrition
2022-2023

Sr. No	Name of Mentor	Dept. of Mentor	No of Mentees	Allotted Class of Mentees
1.	Dr. Apurba Giri Assistant Professor & HOD	Nutrition	20	B.Sc I sem
2.	Mr. Tonmoy Kumar Giri, SACT	M.voc	05	M.Voc I sem
3.	Mrs. Moumita Samanta SACT	Nutrition	11	B.Sc V sem
4.	Ms. Pranati Bera SACT	Nutrition	14	B.Sc II sem
5.	Mrs. Keya Dash SACT	Nutrition	17	B.Sc III sem
6.	Mr. Khokan Chandra Gayen	B.Voc (Food Processing)	21	B.Voc II sem
7.	Mr. Ayan Mondal , Assistant Prof.	B.Voc(Food Processing)	15	B.Voc (Food Processing)
8.	Ms. Surti Mandal, Assistant Prof.	B.Voc (Food Processing)	15	B.Sc III sem
9.	Ms. Monalisa Roy, Assistant Prof.	M.Voc	12	M.Voc I sem
10.	Mrs. Sucheta Sahoo, SACT	B.Voc (Food Processing)	10	M.Voc I sem

Mugberia Gangadhar Mahavidyalaya
Mentor-Mentee Club
List of mentees assigned to Mentors
Department of Nutrition

Sr. No.	Name of Mentor	No of Mentee Allotted	Name of Mentee	Class Of Mentee	Address and Phone No. of Mentee
1.	Mrs. Sucheta Sahoo	10	Chiranjit Pal	M.Voc 1 st sem	Vill : Gopalganja Post : Aswinkota Dist : Bankura State : West Bengal Pin : 722141
2.	Mrs. Sucheta Sahoo	10	Debabrata Pradhan	M.Voc 1 st sem	vill+p.o- mohati, p.s- khejuri, Dist- PurbaMedinipur, WB, pin-721430
3.	Mrs. Sucheta Sahoo	10	Nabarupa Bar	M.Voc 1 st sem	Vill-Saruliachak, P.O-Chingurdania,P.S- Khejuri,Dist-Purba Medinipur Pin- 721430
4.	Mrs. Sucheta Sahoo	10	Nilima Maiti	M.Voc 1 st sem	Vill : Kshetrapal ; P.O: Balyagobindapur ; P.S: Patashpur ; Dist: PurbaMedinipur ; Pin: 721440,
5.	Mrs. Sucheta Sahoo	10	Oindrila Samanta	M.Voc 1 st sem	Vill - Bargachia, P.O- Mecheda, P.S- Kolaghat, Dist- Purba Medinipur, PIN- 721137,(WB)
6.	Mrs. Sucheta Sahoo	10	Prasenjit Pal	M.Voc 1 st sem	Vill : Gopalganja Post : Aswinkota Dist : Bankura State : West Bengal Pin : 722141
7.	Mrs. Sucheta Sahoo	10	Priyanka Das	M.Voc 1 st sem	Vill- mallikpur, post - Balighai, P.S.- Egra, Dist- PurbaMedinipur, State - West Bengal, PIN- 721422
8.	Mrs. Sucheta Sahoo	10	Sougata Acharya	M.Voc 1 st sem	Vill - Kanpur P.O - Narkuli P.S –Ramnagar Dist - PurbaMedinipur Pin - 721423
9.	Mrs. Sucheta Sahoo	10	Subhajit Paria	M.Voc 1 st sem	Vill- safiabad, P.O- Safiabad, P.S- Contai, Dist- PurbaMedinipur, pin- 721442
10.	Mrs. Sucheta Sahoo	10	Subhamay Jana 7	M.Voc 1 st sem	Sillibari, Marishda, Purbamedinipur, West Bengal,pin - 721449

11.	Mr.Tonmoy Kumar Giri	05	Subrata Ghosh	M.Voc 1 st sem	Vill- Brajanathpur p.o- Dhadika, p.s- Garhbeta, Dist- West Medinipur, WB, pin-721127
12.	Mr.Tonmoy Kumar Giri	05	SumitPatra	M.Voc 1 st sem	Vill – Haropur, P.O- Alankarpur, P.S- DighaMohana Coastal, Dist- PurbaMedinipur Pin- 721441
13.	Mr.Tonmoy Kumar Giri	05	Supti Ojha	M.Voc 1 st sem	Vill+ p.o - chhatri, P. S- egra, dist- purbaMedinipur , state- west Bengal Pin-721429
14.	Mr.Tonmoy Kumar Giri	05	Surja Kanta Das	M.Voc 1 st sem	Vill+p.o+p.s- Bhupatinagar, Dist- PurbaMedinipur, WB, pin-721425
15.	Mr.Tonmoy Kumar Giri	05	Susama Panda	M.Voc 1 st sem	Vill-Raghunandanpur, p.o-Bhajachauli, p.s- Marishda, dist-Purba Medinipur, pin-721452



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Date:11.03.2022

NOTICE

It is hereby notified that a Mentor Mentee Programme is schedule to be held on 22.03.2022 at 02.00 pm at Nutrition Department of Mugberia Gangadhar Mahavidyalaya. All students and all departmental teachers of Nutrition Department are informed to be presented in this said programme.

Suchola Sahoo

Mentor

11.03.2022

Dept. of Nutrition

Mugberia Gangadhar Mahavidyalaya

B. S. Saha

Principal 11-03-2022

Mugberia Gangadhar Mahavidyalaya

Principal

Mugberia Gangadhar Mahavidyalaya

Mentors Mentee Meeting 2022

Page:

Date: / /

It is hereby inform you all that 4th Mentors Mentee Meeting will be held on 22.09.22 at 2.00 PM for the following agenda. So, all Mentees are asked to present positively.

Agendas:

1. Social economic issues of the students.
2. Career empowerment
3. Family issues if any
4. Less attendance in the class.
5. Feedback regarding their subject learning.
6. Mental health of the Mentees.
7. Future Planning regarding studies and upcoming and Sem examination.
8. Discussion on scholarships.
9. Misc

Members presents at Mentors Mentee Meeting held on

Students Name:

1. Sudipta Das
2. Asit Basman Das
3. Chisanjit Pal
4. Debabrata Pradhan
5. Debasri Bhunia
6. Kamallesh Maity
7. Nabarupa Bas
8. Nibedita Bera
9. Nilima Maiti
10. Oindrila Samanta
11. Prasenjit Pal.
12. Priyanka Das
13. Sagar Maity
14. Sougata Acharya
15. Subhajit Paria
16. Subhamay Jana

Resolution :

8. To improve their confidence, well as for developing better prospects for students the dept arranged some workshop like.
 - i) "How to express yourself."
 - ii) "How to improve yourself confidence"
 - iii) "How to face the interview"
 - iv) "How to improve your critical thinking powers"
 - v) "How to write a effective Answers to a question"
 - vi) Discussion on scholarships.
9. All mentees are requested to join a certificate course. On soft skill development communication in English to improve their spoken skill in English.
10. Some student have some issues regarding their economical problems. So to improve their Mental health there are some regulations.
 - i) Be mindfull
 - ii) Be Interentional
 - iii) We are not alone so be in it together
 - iv) Be communication
 - v) Positive out look
 - vi) Create a daily or weekly Routine.
 - vii) Celebrate your big / Small success finally Meeting ended with thanks to all.

Sonima
22-03-2022

Principal
Mugheria Gangadhar Mahavidyalaya

Some photos



Feedback Form
Students' mentor mentree program
Nutrition Dept., Mugberia Gangadhar Mahavidyalaya

Full Name Nilima Maiti

Mobile number 9632334833

Programme Name: B.Sc (NUTH) **B.Voc (FP)**

A. Please answer all questions by circling one out of numbers 1 -5 against each statement.

The number 1 - 5 correspond to the statement:

- 5 - Strongly agree
- 4 - Agree
- 3 - Neither agree nor disagree
- 2 - Disagree
- 1 - Strongly disagree

- | | | | | | | |
|-----|---|---|---|---|---|---|
| I | How would you rate the mentoring programme?. | 1 | 2 | 3 | 4 | 5 |
| II | Would you want a mentor in the future? | 1 | 2 | 3 | 4 | 5 |
| III | Did you like your mentors? | 1 | 2 | 3 | 4 | 5 |
| IV | Is the program conduct regulary? | 1 | 2 | 3 | 4 | 5 |
| V | Are you able to sharing your problem to your mentors? | 1 | 2 | 3 | 4 | 5 |
| VI | Are you getting solution of your problem from your mentors? | 1 | 2 | 3 | 4 | 5 |

B. How do you evaluate your overall programme?

Very good Good Satisfactory Poor Very poor

Nilima Maiti
Signature of student