



# 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

E-mail : mugberia\_college@rediffmail.com // [www.mugberiangadharmahavidyalaya.ac.in](http://www.mugberiangadharmahavidyalaya.ac.in)

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## **Report** **Mentor Mentee Program** **The Department of Chemistry** **Mugberia Gangadhar Mahavidyalaya**

Mentor- Mentee Cell is founded in Department of Chemistry, Mugberia Gangadhar Mahavidyalaya Bhupatinagar, Department of Chemistry 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 there by 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.  
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.
  - a. 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
  - b. Behavioral and discipline matters.

- c. Health and physical well being.
- d. Achievements, talents and co-curricular activities.
- e. 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.

## **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 Chemistry 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.
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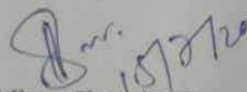
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## Department of Chemistry Notice

Date-15.07.2020

This is to hereby notify that a departmental meeting will be held on 22.07.2020 at 3.00 p.m with agenda of a Mentor Mentee Program in our department through offline mode. All the teachers of our department are requested to be present positively.

  
Dr. Bidhan Chandra Samanta  
HOD. Department of Chemistry  
Mugberia Gangadhar Mahavidyalaya



## **Minutes of the Departmental meeting for Mentor Mentee Club on 22.07.2020**

### **Members present:**

1. Dr. Bidhan Chandra Samanta, HOD, Associate Prof., Dept. of Chemistry
2. Dr. Narottam Sutradhar, Assistant Prof., Dept. of Chemistry
3. Mr. Goutam Kumar Jana, SACT Teacher, Dept. of Chemistry
4. Mr. Rivu Maity, SACT Teacher, Dept. of Chemistry.
5. Mr. Mrigendu Midya, SACT Teacher, Dept. of Chemistry
6. Mrs. Minakshi Maity, SACT Teacher, Dept. of Chemistry

A short meeting was arranged at 3 pm regarding the implementation of “**Mentor Mentee Program**” in online. All teachers of the department joined the meeting in time. **Dr. Bidhan Chandra Samanta, HOD of Dept. of Chemistry** chaired the meeting.

### **Decision taken in the meeting is:**

- (1) It is decided that **Dr. Bidhan Chandra Samanta** will be coordinator of this programme.
- (2) It is decided that **Dr. Narottam sutradhar** will be joint-coordinator of this programme.
- (3) A mentor mentee programme will be held on 05.01.2021

Approved list of the Mentors and list of mentees assigned to mentor is formatted which are given below

**Department of Chemistry**  
**Mugberia Gangadhar Mahavidyalaya**  
**Mentor-Mentee Program**  
**Approved List of the Mentors**  
**2020-2021**

<b>Sr. No</b>	<b>Name Of Mentor</b>	<b>Dept. Of Mentor</b>	<b>No Of Mentees</b>	<b>Allotted Class Of Mentees</b>
1	Dr. Bidhan Chandra Samanta Associate Professor & HOD	<b>Chemistry</b>	05	<b>Sem V &amp;VI</b>
2	Mr. Rivu Maity SACT Teacher	<b>Chemistry</b>	04	<b>Sem V &amp;VI</b>
3	Mr. Goutam Kumar Jana SACT Teacher	<b>Chemistry</b>	09	<b>Sem V &amp;VI</b>
4	Mis.Minakshi Maity SACT Teacher	<b>Chemistry</b>	09	<b>Sem V &amp;VI</b>
5	Dr. Narottam Sutradhar Assistant professor	<b>Chemistry</b>	08	<b>Sem V &amp;VI</b>
6	Mr. Mrigendu Mirda SACT Teacher	<b>Chemistry</b>	08	<b>Sem V &amp;VI</b>

## List of mentees assigned to mentors

Sr. No.	Name of Mentor	No of Mentee Allotted	Name of Mentee	Roll No.of Mentee	Class of Mentee
1	Dr. Bidhan Chandra Samanta Associate Professor & HOD	05	Biswajit Dolai	1710	B.sc Sem V &VI
2			Somak Maity	1744	B.sc Sem V &VI
3			Suryasankar Das	1741	B.sc Sem V &VI
4			Sudan Majhi	1754	B.sc Sem V &VI
5			Debajyoti Pradhan	1748	B.sc Sem V &VI
1	Ribhu Maity Sact Teacher	05	Surajit Pal	1711	B.sc Sem V &VI
2			SK Mijan	1723	B.sc Sem V &VI
3			Kousik Maity	1742	B.sc Sem V &VI
4			Somashree Jana	1743	B.sc Sem V &VI
5			Anita Bhunia	1756	Sem V &V



Sr. No.	Name of Mentor	No of Mentee Allotted	Name of Mentee	Roll No of Mentee	Class of Mentee	Address and Phone No. of Mentee
1	Mr.Goutam Kumar Jana SACT TEACHER	08	PRATEEKSHA LAL	1620	SEM I &II	Vill -Joshibarh , Po - Itabetria, PS-Bhupatinagar Dist-purba Medinipur, Pin-721456 , Ph No - 7679118237
2			PRITI MAITY	1623	SEM I &II	Vill -Kamarda , Po - Kamarda, PS-Khejuri Dist-purba Medinipur, Pin-721432 , Ph No - 9735251010
3			SWAGATA SAMANTA	1643	SEM I &II	Vill- Bajbjia, Post- Kalamdan P.S-Bhupatinagar, Pin-721430, Dist- Purba Medinipur mob no-9733866990
4			ANKITA MAITI	1605	SEM I &II	Vill- Joshobar ,Post- Itaberia P.S-Bhupatinagar, Pin-721456, Dist- Purba Medinipur mob no-6296625924
5			SUVAN BERA	1641	SEM I &II	Vill- Choutamali ,Post-Analberia, P.S-Bhupatinagar Pin- 72144, Dist- Purba Medinipur mob no-9647106136
6			PRAVAT PATRA	1622	SEM I &II	Vill- Tania bila ,Post-Bamanchak, P.S-Bhupatinagar Pin- 72156, Dist- Purba Medinipur mob no-8927500368
7			PAYEL SEN DAS	1617	SEM I &II	Vill+ Takapura , P.S-Bhupatinagar Pin- 72132, Dist- Purba Medinipur mob no-8653202608
8			PRATIN PAL	1621	SEM I &II	Vill+p.o- Kalagachia , P.S-Khejuri Pin- 721432, Dist- Purba Medinipur mob no-7865890705

1	Minakshi Maity SACT Teacher		SOURAV PAL	1620	SEM I &II	Vill- Mirjapur ,Post- Kajlagarh, P.S-Bhagwanpur Pin- 721626, Dist- Purba Medinipur mob no- 9641238620
2			PRADIP KUMAR JANA	1619	SEM I &II	Vill+ Post- Gholpukur , P.S- Nandigram Pin- 721650, Dist- Purba Medinipur mob no- 9083762247
3			SUPRIYA BERA	1638	SEM I &II	VILL+P.O.- Amdabad, PS- Nandigram,DIST- PURBA MEDINIPUR, PIN NO.- 721650 PH NO- 8597975955
4			DIPANWITA GURIA	1610	SEM I &II	Vill+P.O- Nilkasba,P.S- Talpati Ghat Costal Khejuri, Dist- Purba Medinipur,Pin- 721431.ph- 7407257908
5			MOUMITA MANDAL	1613	SEM I &II	Vill- Kultha ,Post-Bansgora, Pin- 721626, Dist- Purba Medinipur mob no- 9733603044
6			SOMTIRTHA NANDA	1628	SEM I &II	Vill- Kultha ,Post-Bansgora, Pin- 721626, Dist- Purba Medinipur mob no- 9733038670
7			SOUMYAKANTI BERA	1632	SEM I &II	Vill-Sribachchhipur ,Post- Ilashpur,P.S-Bhagwanpur, Pin- 721601, Dist- Purba Medinipur mob no- 9733038670

Sr. No.	Name of Mentor	No of Mentee Allotted	Name of Mentee	Roll No.of Mentee	Class of Mentee	Address and Phone No. ofMentee
1	Dr. Narottam sutradhar Asst.Prof	09	PRANABENDU MAITY	1614	SEM III &IV	Vill - Biruliar , p.o- Birulia ,p.s - Nandigram ,dist- PurbaMedinipur,pin- 721650 , phone no.- 9883028993
2			TANMOY JANA	1638	SEM III &IV	Vill+P.O- Heria ,p.s - khejuri,dist- Purba Medinipur,pin- 721430 , phone no.- 6295605047
3			SUVAJIT MAITY	1637	SEM III &IV	Vill-kalyachak,P.O- Heria,Dist-Purba Medinipur, Mobile no. 8001280901
4			SUBHADIP BHOJ	1635	SEM III &IV	Vill+P.O-Bhupatinagar, ,Dist-PurbaMedinipur, Mobile no-8101926544
5			ARPITA JANA	1605	SEM III &IV	Vill - Dumardari ,PO - Dumardari , PS - Bhupatinagar, PIN - 721425 ,Phone no -8348587759
1	Mr.Mrigendu Midya SACT Teacher		SHREYA JANA	1627	SEM III &IV	Vill-Ghinukkhali; P.O-nazir bazar;P.S- Bhupatinagar;Dist-Purba Medinipur; Pin-721655;ph No-7477636277
2			SANJANA BERA	1624	SEM III &IV	Vill-Mitrachak, Post- Heria, P.S-khejuri, District -Purba Medinipur, Pin-721430 Phone number 7001993915
3			JAYASREE BHATTACHARYA	1610	SEM III &IV	Vill-Ektarpur, P. O- Bhupatinagar, Dist-Purba Medinipur, Pin. No-721425, mobile. no-9339195407
4			SNEHASISH SAHOO	1629	SEM III &IV	Vill-Baghadari, P. O. - baghadari, P. S. -Bhupatinagar, Dist- Purba Medinipore, pin- 721425 Mobile No. - 9883531747



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## Department of Chemistry

Notice

Date-03.01.2021

This is to hereby notify all the students that the Dept. of Chemistry, Mugberia Gangadhar Mahavidyalaya is going to organize a Mentor Mentee Program on 5<sup>th</sup> January, 2021 at 4.00p.m in our department through Online mode. All the teachers and the students of our department are requested to be present positively.

*[Handwritten Signature]*  
03/01/2021

Dr. Bidhan Chandra Samanta  
HOD, Department Of Chemistry  
Mugberia Gangadhar Mahavidyalaya



# Mentor Mentee Program

## Department of Chemistry

### Mugberia Gangadhar Mahavidyalaya

The entire world is going through the grim situation owing to the COVID-19 pandemic and its new variant 'Delta' as well as 'Omicron'. In the present situation people are passing days with lots of uncertainties like threat to be infected, economic recession owing to the long period of lock down, irregularities and disruption of children's education, domestic intolerance due to no or irregular earning and old parent's physical instability as well as employment uncertainties of the educated youth. Not only these, the modern highly complicated way of life has led people in front of perpetual competition and new challenges.

In the light of this, a committee was for the mentorship of the Principal ,Mugberia Gangadhar Mahavidyalaya, Dr. Swapan Kumar Mishra and Dr. Bidhan Chandra Samanta, Asso. Prof. and HOD of Department of Chemistry as Convener to conduct the program in a systematic manner. The "**Mentor Mentee Program**" was completed successfully under the proper guidance of Hon'ble Principal Sir Dr Swapan Kumar Mishra and Hon'ble Dr. Kalipada Maity sir (Associate Professor, HOD, NAAC Coordinator), through face-to-face program on 05.01.2021 with 45 participants.

In the welcome address Dr. Bidhan Chandra Samanta, Associate Professor, HOD, of Chemistry Department had briefly discussed about the relevance of organizing "**Mentor Mentee program**" in the transition period to move towards the digital milieu along with the uncertainties owing to the covid-19 situation. Learners should do self-analysis of in doubt their strengths as well as weaknesses. Our Principal sir, Dr. Swapan Kumar Mishra also briefly discuss about mentor mentee program and also motivate the students participant all the program and reports all the problem to the mentors friendly every time. Dr. Narottam Sutradhar, Assistant Professor, Dept of Chemistry discuss about details about the importance of this programme. All the others teacher clearly discusses about the objectives of this program and motivate to participate friendly. At the end of the program the vote of thanks was proposed by Dr. Kalipada Maity, Coordinator, Associate Professor, HOD, NAAC Coordinator.


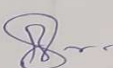
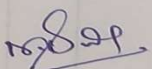
## Report of Mentor Mentee Club of Chemistry Department


Report Submitted to Coordinator of Mentor Mentee Club,  
IQAC coordinator and Principal of Mugberia Gangadhar  
Mahavidyalaya.

Mentor Report on Issues Raised and Solved (2020-2021)

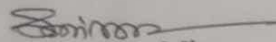
### Meeting Resolutions:

Date wise records of Mentoring  
of session - 2020-'21

Sl. No.	Name of the Teacher	Date	Topic of the Problem	Year/Sem.	Result	Signature
1.	Dr. Bidhan Chandra Samanta		Results analysis of final part of exam. <del>How to</del> How to make the results better.	3 <sup>rd</sup> year	They are asked to attend the class regularly for betterment of result and advice to read more text books	
2.	Bidhan Chandra Samanta		Regularly attending the classes as framed in the time table.	Sem III	Students are asked to attend the class regularly as within the time and follow class teaching	
3.	Dr. N. Satpathy		1. Students are asking for installation of a water purifier in the building for drinking water purpose. 2. Provide internet connection in the departmental computer for students. 3. Provide extra practice classes for university exam and JAM tutorial.	4 <sup>th</sup> SEM.  4 <sup>th</sup> SEM.	Requisition for the same has been forwarded to principal.  Tutorial and JAM classes are scheduled in routine	



The above of mentor -mentee of Chemistry Department is original and correct to  
best of the knowledge



Dr. Swapan Kumar Misra

Principal

Mugberia Gangadhar Mahavidyalaya

*Principal*

Mugberia Gangadhar Mahavidyalaya