



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.mugberiangangadharmahavidyalaya.ac.in

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

Mentor- Mentee Cell (Formerly known as Tutor-Ward Club) is founded by 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 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 issue

Duties/Responsibilities of Mentor:

Introduce and discuss the concept of mentor- mentee system with the assignedmentees.

- a. 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
- b. Keep a track of the attendance, academic performance and behavioral aspects of the students by interacting with exam department and the hostel authorities etc.
- c. Support students academically and emotionally.
- d. Contact parents to inform the progress of their ward, whenever required and visit the houses of mentees at least twice in the year.
- e. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
- f. To guide students and also to arrange for remedial teaching if required.

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- i. Support students academically and emotionally.
- j. Contact parents to inform the progress of their ward, whenever required and visit the houses of mentees at least twice in the year.
- k. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
- l. To guide students and also to arrange for remedial teaching if required.
- m. Attend meeting regularly
- n. Fill personal information in the form at the time of joining the mentor- mentee system.

- o. Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to the mentor whenever asked for.
- p. Repose confidence in the mentor and seek his/her advice whenever required. Provide all the necessary data with relevant documents (Previous Academic Performance Records, documents for participation in extra/co-curricular activities and academic advancement).
- q. Know what you want and ask for what you need.
- r. Identify special goals that you want to achieve and discuss it clearly with your mentor.
- s. Seek information regarding resources that you need from various sources.
- t. Conduct Peer Mentoring to help your mentor.
- u. Have a positive attitude.
- v. Accept feedback respectfully & cordially & discuss future course of action.
- w. Attend mentor meetings regularly & punctually.

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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Date-20.07.2019

Department of Chemistry Notice

This is to hereby notify that a departmental meeting will be held on 22.07.2019 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.

Jr 20.7.19

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



Minutes of the Departmental meeting for Mentor Mentee Program on 22.07.2019

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 our department. 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 as soon as possible.
- (4) Approved list of the Mentors and list of mentees assigned to mentor is formatted which are given bellow.

Mugberia Gangadhar Mahavidyalaya

Mentor-Mentee Program

Approved List of the Mentors

Department of Chemistry

Year-2019-2020

Sr. No	Name Of Mentor	Dept. Of Mentor	No Of Mentees	Allotted Class Of Mentees
1	Dr. Bidhan Chandra Samanta Associate Professor & HOD	Chemistry	06	Sem I &II
2	Mr. Rivu Maity SACT Teacher	Chemistry	05	Sem I &II
3	Mr. Goutam Kumar Jana SACT Teacher	Chemistry	6	Sem I &II
4	Mis. Minakshi Maity SACT Teacher	Chemistry	6	Sem I &II
5	Dr. Narottam Sutradhar Assistant professor	Chemistry	6	Sem I &II
6	Mr. Mrigendu Mirda SACT Teacher	Chemistry	5	Sem I &II

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	Dr. Bidhan Chandra Samanta Associate Professor & HOD	11	ABHAY GIRI	1710	Sem I&II	Vill.BAJBAJIA,p.o:D.Kalamdan, p.s:Khajuri pin:721430
2			GURUPADA DHARA	1744	Sem I&II	Vill-Mathura, P.O.- Mathura, P.S:Potashpur Dist- Purba medinipur, pin- 721456, ph number - 9064956638
3			MAHITOSH SHEE	1741	Sem I&II	VILL-krishnanagar, P.O-krishnanagar, P. S-KHEJURI, DIST-PURB MEDINIPUR, PIN-721430, PH-9883980232
4			MILAN KUMAR DOLAI	1754	Sem I&II	Village:subdi,P.O: subdi Police Station-Nandigram,Pin-721430,Dist-Purba Medinipur, state-West Bengal. Phone no-9091287099
5			NANDITA MAITY	1748	Sem I&II	Vill- Heberia,P.O.- Heberia,P.S.- Bhupatinagar,Dist-Purba Medinipur,Pin-721456
6			SANTANU PARUA	1711	Sem I&II	Vill- Hanubhunja,P.O.- Nandigram,P.S.- Nandigram,Dist-Purba Medinipur,Pin-721456,Mo No: 6294608403
1	Ribhu Maity Sact Teacher		SHUBHASHREE ROYCHOWDHURY	1723	Sem I&II	Vill- Hanubhunja,P.O.- Nandigram,P.S.- Nandigram,Dist-Purba
2			SUMITA KAJLI	1742	Sem I&II	Vill- Kunjapara,P.O.- Itaberia, P.S-Bbhupatinagar, state-west Bengal
3			SUVANKAR BHATACHARYA	1743	Sem I&II	VILL-krishnanagar, P.O-krishnanagar, P. S-KHEJURI, DIST-PURB MEDINIPUR, PIN-721430, PH-9883980232
4			SRIDIP KARAN	1712	Sem I&II	
5			SHUBHASHREE PRADHAN	1709	Sem I&II	

Sr. No.	Name of Mentor	No of Mentee Allotted	Name of Mentee	Roll No.of Mentee	Class of Mentee
1	Mr. Goutam Kumar Jana SACT Teacher	5	ANINDITA DINDA	79	SEM III &IV
2			ARUN DAS	64	SEM III &IV
3			BISWAJIT JANA	61	SEM III &IV
4			DIBYENDU ADAK	62	SEM III &IV
5			DIPTI MANDAL	63	SEM III &IV
1	Mr.Mrigendu Midya	6	GOKUL JANA	65	SEM III &IV
2			RITWIK MAITY	87	SEM III &IV
3			SHIBAM BERA	81	SEM III &IV
4			SUBHANKAR SHIT	86	SEM III &IV
5			SUMAN PAHARI	71	SEM III &IV
6			ABHIJIT LAL		SEM III &IV

Sr. No.	Name of Mentor	No of Mentee Allotted	Name of Mentee	Roll No.of Mentee	Class of Mentee
1	Dr.Narottn Sutradhar Asst.Prof.	13	SOUVIK JANA	0007	SEM V&VI
2			SUBHADIP KHANRA	0009	SEM V&VI
3			SURJAKANTA PAL	0011	SEM V&VI
4			ANUPAMA MANNA	/0003	SEM V&VI
5			DEBAJYOTI PATTANAYAK	0006	SEM V&VI
6			NANIGOPAL SI	0009	SEM V&VI
1	Mr.Mrigendu Midya		NITAI PRAMANIK	0010	SEM V&VI
2			SATYAJIT PATTANAYAK	0013	SEM V&VI
3			SHREYA SAHOO	0015	SEM V&VI
4			SONALI MANNA	0017	SEM V&VI
5			SOVAN GIRI	0019	SEM V&VI
6			SUBHAS DASADHIKARI	0020	SEM V&VI
7			SUBRATA SANTRA	0021	SEM V&VI

Mentor Mentee Program

Department of Chemistry

Mugberia Gangadhar Mahavidyalaya

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 Misra and Hon’ble Dr. Kalipada Maity sir (Associate Professor, HOD, NAAC Coordinator),through face-to-face program on 05.012019 with 54 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-analysist of in doubt their strengths as well as weaknesses. Our Principal sir, Dr. Swapan Kumar Misra 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.

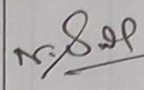

Report of Mentor Mentee Club of Chemistry Department

**Report Submitted to Coordinator of Mentor Mentee Programme, IQAC
coordinator and Principal of Mugberia Gangadha Mahavidyalaya**




Mentor Report on Issues Raised and Solved (2019-20)

Meeting Resolutions

Date wise records of Mentoring
Session - 2019-'20

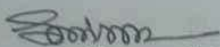
Sl. No.	Name of The Teacher	Date	Topic of The Problem	Year/Sem.	Result	Signature
1.	Dr. N. Subrahmanya	4.07.19	Students were found not to prepare lesson and topic discussed in the class.	2nd Year.	1. Class tests was decided to conduct 2. Also surprise test.	
2.	Dr. N. Subrahmanya	10.10.19	Following problems related to practical classes were discussed. 1. Repairing of digital Balance. 2. Students were not getting physical practical classes due to lac of teacher. 3. Use of LAB COAT, during performing practical.	2nd Year	Digital microbalance was send for repairing. Myself Dr. N. Subrahmanya and HOD Dr. B. C. Sunda took the responsibility to conduct physical practical classes for 2nd Year. Students were strictly asked to wear LAB COAT during Prac. classes, in failing of that they won't be allowed to do practicals.	



Sl. No.	Name of the Teacher	Date	Topic of the Problem	Year/Sem.	Result	Signature
3.	Dr. Bidhan Chandra Samanta	19.12.19	JAM preparation i) How to prepare for that? ii) Study materials	3rd year	We provide several books for JAM and make arrangement of tutorial classes for them	
4.	Dr. Bidhan Chandra Samanta	3.01.20	more practical class on physical and inorganic chemistry.	3rd year	it was solved by allowing them extra practical classes	
5.	Dr. Bidhan Chandra Samanta	12.02.20	one or two preparatory tests besides internal assessment and 10 years problem solution discussion.	3rd year	we take one preparatory test for each special paper & full marks allotted for the papers in the final exam and we discussed 10 years problems in the tutorial classes.	



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



Dr. Swapan Kumar Misra

Principal

Mugberia ~~Principal~~ Mahavidyalaya

Mugberia Gangadhar Mahavidyalaya