

**Mugberia Gangadhar  
Mahavidyalaya**

Bhupatinagar, Purba Medinipur

West Bengal. Pin.721425



**Mentor-Mentee  
Handbook**

**Department of Commerce**

**Mentor- Radhakrishna Dinda**

# Mugberia Gangadhar Mahavidyalaya



Bhupatinagar, Purba Medinipur, 721425, West Bengal

Phone No. (03223) 270236 / +919002275816

Email: mugberia\_college@rediffmail.com

Website: [www.mugberiangadharMahavidyalaya.org](http://www.mugberiangadharMahavidyalaya.org)

## Mentor-Mentee programme

(Formerly Known as Tutor Ward Cell)

We have high aspirations for all of our students and want to help them achieve and surpass their own expectations and those of the people who teach and care for them. This policy aims to identify the strategies deployed to ensure outstanding levels of mentoring and guidance.

Student mentoring in Mugberia Gangadhar Mahavidyalaya, Bhupatinagar is defined as a one-to-one relationship between a student and the mentor that occurs over a prolonged period of time. The mentor provides consistent support, guidance and concrete help to a student to provide them with a positive role model.

Some students involved in the mentoring program may be going through a difficult and/or challenging situation, a period of life in which they need extra support, or they may simply need to have another significant adult present in their life.

The goal of student mentoring is to help all students involved in the mentoring program to gain the skills and confidence to be responsible for their own futures and develop to their full academic and personal potential. Mugberia Gangadhar Mahavidyalaya will ensure that all learners receive the care, guidance and support necessary to maintain and extend their personal development and academic progress.

### Guidance:

- It is vital that all students receive regular and informed guidance, have a wide range of experiences and understand where to get further information and advice. This will be evident through a number of initiatives, including.
- Citizenship lessons
- Individual learning reviews and target setting
- Career Guidance
- Guidance for Avenues to Higher Education
- To tackle various academic and stress-related issues
- Workplace learning experiences offered
- Regular internal communications with students (e.g. through personal visits and telephonic talks)
- 'Thought of the day' and 'soft skill' reinforcement initiatives
- Community involvement opportunities
- In some cases the relationship between the mentor and the mentee may be the only stability student knows, and the only time anyone spends quality time with them. Therefore, the Institute stipulates that a student mentor spend a minimum of one hour every week with their mentees.



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## Responsibilities of the Mentor:

- Maintain Mentor-Mentee Booklet.
- Maintain batchwise student roll call list.
- Keep contact details of students & parents.
- Record of all results
- Record of Mentor-Mentee meeting
- Student counseling should be done whenever required.
- Maintain record of mentees appeared to be interested in academic progress.
- To have regular communication with the parents of the Mentees
- To submit a comprehensive Yearly Report on issues handled and resolved by the Mentor.
- Telephonic call records of defaulter students should be maintained.
- Maintain data of students' achievements
- Maintain discipline among students.

## Important notes about conduct and support:

- Avoid making negative comments about instructors, assignments, or texts.
- Refrain from doing students' assignments or suggesting grades.
- Be clear about expectations for academic honesty and integrity.
- Draw a clear line between friendship and mentoring.
- Encourage students to communicate with professors and use campus support services.
- Seek advice from the Academic Mentoring Program

## Peer Mentor

Peer mentors can be defined as; *A body of students who have volunteered to undertake training so that they can offer support to other students experiencing particular problems and help to reduce the amount of bullying in the Institute.*

The actual role of these students will be agreed between the students and the staff member who coordinates them but could include the following aims.

- To reduce the amount of bullying in the Institute by supporting those involved
- To be a point of call for students with problems
- To act as an additional service to that provided by staff - complementing rather than competing with it.
- To be accessible to pupils of any age, sex and background

Any adult in the Institute learning community who becomes a student mentor must be someone who will be a positive influence in a mentee's life. The most crucial role for a student mentor is to be an adult who has time for a mentee person, who cares about them, who believes in them and is committed to a long-term relationship with them.

## Requirements to be a Peer Mentor

To become a peer mentor, the program requires:

- An overall average of 55%
- A mark of 60% in specific course for mentoring



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## 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 to 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 Programme

- Students benefit by receiving the support and guidance of a caring adult or supportive peer and 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.
- Students 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 Institute

- Having a student mentoring scheme helps to foster good community relations and contribute to the local and area targets for economic growth.
- Students will be more motivated and aspirational, which will improve morale among 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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## Peer Mentoring Coordinator

- A member of the Institute staff will act as a coordinator for peer mentors. This person will be someone who wants to take on this role and is approved of by the group, not just a staff member who is just given the role as part of a job description.
- The role of the coordinator will be to provide guidance and advice for group members and to look after the emotional welfare of the students involved in the scheme.
- They will ensure that students involved in the scheme can cope with their academic commitments.
- They will organise and provide appropriate training in the areas of confidentiality, boundaries, listening skills, issues that can and cannot be dealt with by the students and when to refer to.
- The coordinator will help the group maintain a flow of new volunteers and give assistance with general administration and access a budget (for publicity, badges etc.)
- They will act as a mediator within the group when problems arise and deal with difficult issues within the group e.g. a member breaching confidentiality

## Benefits of peer mentoring

- Peer mentoring is voluntary and therefore the students involved are motivated. It also helps to boost the self-esteem of those involved.
- Peer mentoring provides realistic role models for other students and enables the volunteers to learn new and transferable skills.
- It can form part of community service/citizenship activities and is of benefit to the whole Institute community.

## Strategies for a Successful Mentoring Program:

1. Establish a warm and genuine relationship
2. Meet regularly
3. Be honest, positive and respectful
4. Share your personal experiences with your mentor
5. Be punctual and prepared for meetings
6. Show eagerness to learn
7. Ask questions
8. Be patient
9. Be a risk taker
10. Have a positive attitude
11. Allow your mentor to take the lead
12. Be an enthusiastic and active listener
13. Behave professionally
14. Take notes during meetings



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## Behaviors to avoid:

1. Do not use unprofessional language
2. Do not miss meetings or break promises
3. Do not be critical of other faculty, staff, or other students
4. Do not be late to meetings
5. Do not take longer than pre-arranged time during meetings

## Mentor's Information (Academic Year 2022 - 2023)

Name of theMentor	Prof. Radhakrishna Dinda
Department:	Commerce
Contact Details with email:	9733842368/8250625880 dindaradhakrishna@gmail.com
No. Mentees allotted:	16
Classes of the Mentees:	B. Com 4 <sup>th</sup> Semester



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## Mentor's Information (Academic Year 2022 - 2023)

Name of the Mentor	Prof. Radhakrishna Dinda
Department:	Commerce
Contact Details with email:	9733842368/8250625880 <a href="mailto:dindaradhakrishna@gmail.com">dindaradhakrishna@gmail.com</a>
No. Mentees allotted:	17
Classes of the Mentees:	B. Com 5 <sup>th</sup> Semester



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Date: - 09.09.2022

## Notice

It is here by inform you that a mentor mentee meeting is scheduled to be held on 12.09.2022 at 3 p.m. for the following agenda.

All members are asked to join the meeting positively.

*Radhakrishna Dinda*

(Prof. Radhakrishna Dinda )

Mentor

Dept. Of Commerce  
Mugberia Gangadhar Mahavidyalaya

### Agenda

1. Discussion of syllabus of course detail.
2. Duration of the course.
3. Personal problems of students.
4. Miscellaneous.

### Copy to:

1. Commerce Department
2. Library
3. Office
4. Notice Board





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## Mentoring Session Report

Class:- B.Com Semester-V Date:- 12.09.2022

Students allotted 16 Students Attended 14

In this meeting 14 students of Sem V out of sixteen were present. After a friendly discussion among the students, I have a few points look common to all.

1. Except a few students do not have any clear vision/plan after completing H.S. or they read online class during the COVID-19 pandemic situation.
2. Some students are faced with economic problems during COVID -19 Situation.
3. A detailed discussion has been held on higher studies such as CA, CMA, CS, MBA, and job opportunities to make them motivated.

After counselling their mental health there are some resolutions:

- a) be mindful.
- b) we are not alone.
- c) positive outlook
- d) be communicative.

Finally, the meeting ended with a vote of thanks to all mentees.

*Radhakrishna Dinda*

(Prof. Radhakrishna Dinda )

Mentor

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Date: - 18.11.2022

## Notice

It is here by inform you that a mentor mentee meeting is scheduled to be held on 21.11.2022 at 3 p.m. for the following agenda.

All members are asked to join the meeting positively.

*Radhakrishna Dinda.*

(Prof. Radhakrishna Dinda )

Mentor

Dept. Of Commerce  
Mugberia Gangadhar Mahavidyalaya

### Agenda

1. Discussion of syllabus of course detail.
2. Duration of the course.
3. Personal problems of students.
4. Miscellaneous.

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## Mentoring Session Report

Class: B.Com Semester-V    Date: 21.11.2022  
Students allotted 16        Students Attended 15

In this meeting 15 students of Sem V out of sixteen were present. After a friendly discussion among the students, I have a few points that look common to all.

1. Some students are faced with some difficulties in some topic. So extra class allotted them for their study.
2. Practical and project classes done through power point. Two students are weak in the basic knowledge of computer. So, we try to solve this.
3. One student is very poor. She did not purchase her book. So, books and study materials are supplied from our department library.

Finally, the meeting ended with a vote of thanks to all mentees.

*Radhakrishna Dinda*

(Prof. Radhakrishna Dinda )

Mentor

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**Sig. of Mentees**



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Date: - 10.02.2023

## Notice

It is here by informed that a mentor mentee meeting is scheduled to be held on 13.02.2023 at 3 p.m. for the following agenda.

All members are asked to join the meeting positively.

*Radhakrishna Dinda.*

(Prof. Radhakrishna Dinda )

Mentor

Dept. Of Commerce

Mugberia Gangadhar Mahavidyalaya

## Agenda

1. Discussion of Carriercounselling detail.
2. Discussion about syllabus.
3. Personal problems of students.
4. Miscellaneous.

## Copy to:

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## Mentoring Session Report

Class: B.Com Semester-VI Date: 13.02.2023

Students allotted 16

Students Attended 14

In this meeting 14 students of Sem VI out of sixteen were present. After a friendly discussion among the students, I have a few points that look common to all.

- 1 In this meeting we have discuss about carrier of B,Com students. They take higher studies like M.Com. CMA, CS, CA, FCA, CFA, MBA etc. Some students are studies in CMA, some are CA and few are goes to M.Com.
2. In this meeting we have discuss about Syllabus of semester-VI. In this regard we also agree that all topic of syllabus covered in due time.
- 3 Practical and project classes done through power point. Onestudentis week in the basic knowledge computer. So, we try to solve this.
4. One student absent few days for his family problems.He did not solve some problems. So, wetryto solved these problems.

Finally, the meeting ended with a vote of thanks to all mentees.

*Radhakrishna Dinda*

(Prof. Radhakrishna Dinda )

Mentor

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**Sig. of Mentees**



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Date: - 16.05.2023

## Notice

It is here by inform you that a mentor mentee meeting is scheduled to be held on 18.05.2023 at 3 p.m. for the following agenda.

All members are asked to join the meeting positively.

*Radhakrishna Dinda*

(Prof. Radhakrishna Dinda )

Mentor

Dept. Of Commerce

Mugberia Gangadhar Mahavidyalaya

### Agenda

1. Discussion about Practical class.
2. Discussion about Power point presentation.
3. Personal problems of students.
4. Miscellaneous.

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## Mentoring Session Report

Class: B.Com Semester-VI Date: 18.05.2023

Students allotted 16 Students Attended 15

In this meeting 15 students of Sem VI out of sixteen were present. After a friendly discussion among the students, I have a few points that look common to all.

1. In this meeting we have discuss about practical class. Some student are absent in practical class. So they are not to learn this. It is decided that extra class will be taken.
2. In this meeting we have discuss about Syllabus of semester-V. All topic of syllabus covered in due Time.
3. Practical and project classes done through power point. One student week in power point presentation. So, we try to solve this.
4. Palash and Mahadev absent few days for his family problems. they did not solve some problems. So, we try to solved these problems.

Finally, the meeting ended with a vote of thanks to all mentees.

*Radhakrishna Dinda.*

(Prof. Radhakrishna Dinda )

Mentor

Dept. Of Commerce

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**Sig. of Mentees**



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## Mentor list

Department of Commerce

Session: 2022-23

Mentor- Prof. Radhakrishna Dinda

Class - B. Com Semester V				
Sr. No.	Name of Mentor/Faculty Member	Roll. No. Allotted	Mentor mobile number	Mentor email id
1	Palash Pradhan	2123	7797593879	palashpradhan3879@gmail
2	Nayan Jana	2121	8145991575	jananayan65@gmail.com
3	Moumita Das	2119	9733792128	moumitadas1324@gmail.c
4	Niladri Sekhar Das	2122	9749987323	niladrisekhardas4@gmail.
5	Mampi Tripathi	2118	960918642	tripathimampi8@gmail.c
6	Malay Das	2117	9732794590	malaydas2242003@gmail.
7	Mahadeb Maity	2116	9732382943	mahadebmaity2003@gmail
8	Debasis Sahoo	2112	736995110	sahoodebasis12330@gmail
9	Buddhadeb Bej	2110	7029423260	bejbuddhadeb14@gmail.c
10	Biswajit Maity	2008	617983164695	bm9154037@gmail.com
11	Biplab Dash	2107	9735654056	biplabdash449@gmail.com
12	Arnab Bhunia	2105	9593831139	arnabhunia909@gmail.com
13	Arijit Sasmal	2104	9800740693	arijitsasmal4@gmail.com
14	Mrinmoy Jana	2120	7501661443	mrinmoyj123@gmail.com
15	Dwip Maity	2113	8389919226	dwipmaity082gmail.com
16	Suwendu Maity	2148	9734246754	Suwendumaity550@gmail.