

## Departmental Notice

It is hereby notified that an online Departmental meeting will be held on 2.09.2021 at 2 pm through google meet. IQAC Coordinator of the college, Dr. Alope Bhowmik is requested to kindly attend the meeting. The google meet link of the meeting will be provided later on.

## Points to be discussed

1. Procedure for Mentor-Mentee allocation in Economics Department

*Kamalika Chakraborty*  
Dr. Kamalika Chakraborty,  
Head, Dept. of Economics

Head  
Department of Economics  
Khatra Adibasi Mahavidyalaya

## Resolution and Meeting Minutes

Proceedings of the Department of Economics Meeting held on 2.09.2021 at 2 PM in online mode.

1. The Mentor-Mentee ratio is being decided as per the number of students present in 3<sup>rd</sup> semester.
2. It has been decided in the meeting that students will fill up the Mentorship forms given to them and submit the forms to the mentor within 29.09.2021.

Dr. Kamalika Chakraborty, Assistant Professor, Department of Economics, presided over the meeting. The following members were present:

1. Dr. Kamalika Chakraborty  
Asst. Prof. & HOD, Dept. of Economics

*Kamalika Chakraborty*

Head  
Department of Economics  
Khatra Adibasi Mahavidyalaya

2. Dr. Alope Bhowmik, IQAC Coordinator

*Alope Bhowmik*  
Coordinator  
IQAC  
Khatra Adibasi Mahavidyalaya  
Khatra : Bankura



## Khatra Adibasi Mahavidyalaya

P.O.: Khatra, Dist. Bankura, West Bengal, Pin: 722140

Phone: 8900057220 E-mail: [khatraacollege@gmail.com](mailto:khatraacollege@gmail.com) / [ka.college@rediffmail.com](mailto:ka.college@rediffmail.com)

Website: [www.kamv.ac.in](http://www.kamv.ac.in)

NAAC Accredited B+ (2<sup>nd</sup> Cycle)

Date: 8.09.2021

Ref No.:

From:



## DEPARTMENT OF ECONOMICS

### NOTICE

The students of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester 2021-2022 are hereby notified that as per decision of the Departmental meeting held on 2.09.2021, the following teacher will act as your mentor. She will guide you in academic issues and other allied issues in campus as well as your personal problems faced by you during your academic session in this college.

*Kamalika Chakraborty*

Dr. Kamalika Chakraborty

Head  
Department of Economics  
Khatra Adibasi Mahavidyalaya HOD, Department of Economics

Resolution:

As per discussion in meeting dated 2.09.2021 Mentor Mentee assigned as follows:

KHATRA ADIBASI MAHAVIDYALAYA DEPARTMENT OF ECONOMICS MENTOR-MENTEE FOR ACADEMIC SESSION 2021-2022 (SEMESTER-III)			
Sl. No.	Name of the Mentee	Student ID	Name of the Mentor
1	Tanmoy Mandal	1112000126	Dr. Kamalika Chakraborty

*Kamalika Chakraborty*  
Signature of HOD

**Head**  
Department of Economics  
Khatra Adibasi Mahavidyalaya



*[Handwritten Signature]*  
Signature of Principal

**Principal**  
Khatra Adibasi Mahavidyalaya  
Khatra :: Bankura



# Khatra Adibasi Mahavidyalaya



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NAAC Accredited B+ (Second Cycle)

## Mentor's Diary

### MENTOR'S PROFILE

Name: ..DR. KAMALIKA CHAKRABORTY.....

Designation: ..ASSISTANT PROFESSOR.....

Department: ..ECONOMICS.....

Period: .....2020 - 2023.....

The Student Mentorship program of the college facilitates constructive interaction & guidance for fresher (1st sem) students by their teachers (mentor). In an academic institute, mentoring is a particular form of relationship designed to provide personal & familial, educational and sometimes professional support to the students throughout the course tenure. The mentor is generally more experienced than the mentee and makes use of that experience in a facilitative way to support and promote the maximum feasible development of the mentee. It is basically a developmental opportunity for both mentor & mentee. In a nutshell, a mentor's role may be perceived to be facilitative, supportive and holistic developmental for the students. They build bridges among stakeholders as follows:

- Principal & Governing Body
- Students & Teachers
- Teachers & Parents
- Teachers & other related Committees & Advisors
- Institute & Alumni.

### Objectives

- Creating opportunities amongst student groups & communities for bonding
- Refining teacher-student communication outside classroom
- Maintaining database of student performance, attendance details & drop outs
- Supporting personal & professional growth & monitoring psychological growth & progress
- Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
- Locating & solving attendance issues
- Providing sustained motivation
- Ensuring & providing feedback for parents
- Identifying learning needs
- Assisting in developing values and ethics.
- Provisioning a Comprehensive Personal Student Record
- Cultivating a healthy learning environment in college

## **Expected Outcomes**

- A healthy learning environment
- Vibrant culture of peer group exchanges
- Creation of positive communication channels among Principal, Parents, Staff & Students
- Enhancing an environment for students to feel a sense of belonging at the college.
- Building a self confident, bold & an active, enthusiastic student community
- Enhancement of attendance, lesser dropouts and good psychological health of students
- Building confidence among parents (Fulfillment of family expectations)
- Improved student performance in examination and other constructive activities.

In short, Mentoring aspires to transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for further studies in higher education sectors and career advancement. Often special coaching and counseling are arranged as a prerogative of mentoring according to the situation.

## **Roles and Responsibilities of Mentors**

- To conduct an orientation meeting for the freshers by first month of the Semester for appraising them of the process & prepare an Orientation Report.
- To select a spokesperson/representative for the group.
- To collect data of mentees & maintain a file (Profiling the students).
- On locating their need for marked improvement in certain subjects, refer the same to respective Heads of Departments.
- To track the attendance record & identify dropouts, if any, and prepare a review report.
- To Identify those in need of special care based on familial issues, physical issues or other issues and refer the same to the respective committee.
- To ensure frequent value added students visit to the library.
- To allow & guide peer mentoring.
- To refer distressed or disturbed cases to the relevant committees/sub-committees.
- To notify Cultural Committee about students with special talents.

- To motivate the students to take part in activities those have social values.
- To compile their progress in different performances through the performance charts & discuss threadbare with them, in details.
- To identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on).
- To meet the students several times in a month and record the issues in the form of a report, which is to be sent to the appropriate committee/Teachers' Council and IQAC of the college.
- All the reports are to be prepared (One Orientation & Monthly Reports on various issues).
- To provide a mentor Certificate to the mentee after every academic session/semester to reflect and ensure holistic development (including behavioral development) of Mentee.

### **Roles and Responsibilities of Mentees**

- To Provide all the necessary data with relevant documents ( previous academic performance records, documents for participation in extra/co-curricular activities and academic advancement)
- To know what you want and ask for what you need.
- To identify special goals that you want to achieve and discuss it clearly with your mentor.
- To seek information regarding resources that you need from various sources.
- To conduct one to one correspondence between themselves to help your mentor.
- To have a positive attitude.
- To accept feedback by the mentors respectfully & cordially & discuss future course of action.
- To attend mentor meetings regularly & punctually.
- To provide feedback and communicate healthy developments in them. Reciprocal interaction is the key to a successful mentor-mentee relationship.

### **Parameters for Mentee Assessment**

Assessment by Mentors is a continually evolving process. It should be engaging and student- centric. Assessment rather than evaluation supports student initiatives to help themselves in improving their performance. It focuses on certain criteria for grading the mentee. The Mentees will show:

1. Punctuality.
2. Responsibilities to the-Mentors/Team Leaders/Peer Mentorship or any other.

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3. Engagements in Quality Voluntary Interaction, frequently.
4. Undertaking of Supportive/Positive Roles.
5. Personal Development Strategies - Seeks suggestions/is cordial in taking advice/is prompt in following instructions/ applies given inputs for personal improvement/ is meticulous in providing feedback.
6. An effort for the development of Team Spirit & Team building initiatives.
7. Fairness in their commitments & accountability for his or her omissions & commissions.
8. Creative impulses & exhibits them in extra/co-curricular activities.
9. Demonstration of healthy Interpersonal Skills.
10. Promptness in furnishing all the required data.

**NB:** All the above criteria are graded equally. Each criterion is ascribed a value of 1 and the scores are calculated on a scale of 1 to 10.

GRADING KEY	GRADE	SCORES
Excellent	A+	8 and above
Very Good	A	6 & 7
Good	B	5&6
Satisfactory	C	Up to 4

The Mentor-Mentee interaction provides an opportunity to document the journey of a learner's life. It is a portal for the mentee to carry his/her progress into the larger world space. Therefore, kindly generate with care and precision, the Certificate, as the mentees produce the Mentor Certificate for career mobility and advanced/further studies.



3. Relationship with LG: \_\_\_\_\_

### III. ACADEMIC INPUTS

1. Name of the previous Institution: Khalra High School

2. Previous Course Completed: Higher Secondary

3. Percentage obtained in the last qualifying exam: 81.2%

4. Medium of Instruction: Bengali

5. Prizes awarded/earned in previous institutions (if any): \_\_\_\_\_

	Institution	Activity	Prize Details
Academic			
Co-Curricular			
Extra Curricular			
Cultural			
Sports			

### IV. SPECIAL INTERESTS AND HOBBIES

Playing cricket.

### V. PERSONAL & FAMILIAL ISSUES (If Any)

## MENTEE RECORD

### I PERSONAL INFORMATION

1. Name: TANMOY MANDAL
2. Admission Number: \_\_\_\_\_ Reg No: 11393 of 2020-21
3. Address: Vill - Jibanpur, P.O. - Hatirampur, Dist - Bankura, P.S. - Hirbandh, Pin - 722121
4. Residential phone no: 9547275618 Personal phone no: 9635468748  
E-mail: tanmoymandal142001@gmail.com
5. DOB: 01 / 04 / 2001 Age: 21 Blood Group: \_\_\_\_\_

### II FAMILY PROFILE

1. Father's Name : ANANDA MANDAL Phone: 9547275618  
Occupation: Cultivation
2. Mother's Name : SIKHA MANDAL Phone: \_\_\_\_\_  
Occupation: HOUSEWIFE
3. Category: OBC-B Family Income: RS 48000/
4. No. of Siblings: ONE
5. Local Residence (Tick the relevant box):  
Parent's house  Hostel  House of relative  Rented House
6. Name of the Hostel: \_\_\_\_\_
- For Hostelites:
1. Local Guardian's Name : \_\_\_\_\_
2. Address: \_\_\_\_\_

## VI. CO-CURRICULAR AND EXTRA CURRICULAR PERFORMANCE CHART

**CO-CURRICULAR:** are activities that supplement syllabi learning and enhance performance outcomes. They supplement and strengthen classroom learning. Activities like Certificate Courses in different disciplines; College sponsored Sporting Activities like Yoga Courses; Club Activities from different discipline related clubs like Literary Club, Science Club etc, are all Co-curricular Activities.

**EXTRA -CURRICULAR:** These are activities that are indispensable, but not directly related to curricular of college. However, they enhance the personality, well being and confidence of learners while ingraining codes of discipline and the like.NSS, NCC come under this category.

SEMESTER-I-VI :: Session: 2020-21 to 2022-23

Sl.	Description of Co-Curricular Activity	Sem.	Sl.	Description of Extra-Curricular Activity	Sem.
1			1		
2			2		
3			3		
4			4		
5			5		

SEMESTER-I-IV :: Session: 2021-22 to 2022-23

Sl.	Description of Co-Curricular Activity	Sem.	Sl.	Description of Extra-Curricular Activity	Sem.
1			1		
2			2		
3			3		
4			4		
5			5		

SEMESTER-I-II :: Session: 2022-23

Sl.	Description of Co-Curricular Activity	Sem.	Sl.	Description of Extra-Curricular Activity	Sem.
1			1		
2			2		
3			3		
4			4		
5			5		

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## VII. - ACADEMIC PERFORMANCE CHART



### KHATRA ADIBASI MAHAVIDYALAYA FORMAT FOR MENTORING: Academic performance Chart

**DEPARTMENT:**

**A. Information of Mentor**

1. Name : DR. KAMALIKA CHAKRABORTY  
 2. Designation : ASSISTANT PROFESSOR  
 3. Department : ECONOMICS  
 4. Period of Mentoring :

**B. Information of Mentee**

1. Name : TANMOY MANDAL  
 2. Course : B.Sc PROGRAMME (PHYSICS)  
 3. Year of admission : 2020  
 4. Student ID : College ID: 1112000126  
 5. Name of Hostel : OASIS  
 6. Scholarship : MALE  
 7. Male/Female : 8. Category: OBC-B 9. Date of Birth: 01/04/2001  
 10. Permanent Address : Vill - Jibampur, P.O. - Hatirampur, Dist - Bankura, P.S. - Hirbandh, Pin- 721  
 11. Phone No. : 9.635468748  
 12. Name of Father : ANANDA MANDAL  
 13. Name of Mother : SIKHA MANDAL  
 14. Name of Guardian : ANANDA MANDAL  
 15. Mobile No. of Guardian : 9517275618  
 16. Area of Interests / Special Skill :



Semester	Marks obtained in		Comment on Learning Attitude	Mentor-Mentee Meet		Hours Spent for Mentoring	Year of Passing	Placed After Completion
	Internal	Sem End Exam		Dates	Signature (Mentee)			
I	94/40	115/160	Good	5/03/21	Tanmoy Mandal	2	} 2020-2021	NA
	After Review							
II	91/40	119/160	Good	7/05/21	Tanmoy Mandal	2.5		
	After Review							
III	93/40	131/160	Good	5/11/21	Tanmoy Mandal	3		
	After Review							
IV	96/40	124/160	Good	8/03/22	Tanmoy Mandal	2	} 2021-2022	
	After Review							
V	37/40	48/160	Satisfactory	11/09/22	Tanmoy Mandal	2		} 2022-2023
	After Review							
VI	37/40	60/160	Satisfactory	12/04/23	Tanmoy Mandal	2.5		
	After Review							

Special notes / comments by the mentor: Obtained Grade B+ in Economics in Sem V & Sem VI but could not clear Sem V & Sem VI Exam.

Kamaliika Chakraborty  
Signature of the Mentor

## VIII - MENTORING REPORT

1. Name of Mentor : DR. KAMALIKA CHAKRABORTY
2. Department : ECONOMICS
3. Designation : ASSISTANT PROFESSOR
4. Period of Mentoring : 2020 - 2023

### 5. Mentoring Details

- i) Name of mentee : TANMOY MANDAL
- ii) UID : 20113224001
- iii) Programme : B.Sc PROGRAMME (PHYSICS)
- iv) Semester : I - VI
- v) Department : ECONOMICS
- vi) Mobile No . : 9635468748
- vii) Email ID : tanmoymandal142001@gmail.com

viii) Issues / problems raised by the mentee (pointwise):

- a) Mentee couldnot download marksheet in 2020-2021 session
- b) Mentee couldnot view the notes uploaded by the mentor in college ERP

ix) Resolved by the mentor through counseling or otherwise (pointwise):

- a) Mentee reported the problem of not being able to download marksheet in 2020-2021. Mentor advised him to contact college office. This solved his problem.
- b) Mentor advised the mentee to contact the Website Maintenance Committee of the college which solved his problem.

Kamalika Chakraborty

Signature of the Mentor

STUDENT FEEDBACK ON MENTORSHIP | July 2022.- June 2023|

NAME OF THE MENTOR: DR. KAMALIKA CHAKRABORTY

DESIGNATION: ASSISTANT PROFESSOR

DEPARTMENT: ECONOMICS

Sl.	Student Name & Semester	He/She is expert in his/her fields of study. (10)	He/She is enthusiastic and always motivates us. (10)	He/She shows respect to all (10)	He/She Meets us frequently (10)	He/She possesses great adaptability (10)	He/She encourages to value learning (10)	He/She is supportive & tries to solve our problems. (10)	He/She is responsive to our needs. (10)	He/She is an active learner also. (10)	He/She is helpful in achieving anyone's goal. (10)	Total /100	Initial/Signature of Student (with Phone Number)
1	Tanmay Mandal	9	10	10	10	10	9	9	10	9	9	95	Tanmay Mandal 9635968748
2													



Coordinator  
IQAC  
Khatra Adibasi Mahavidyalaya  
Khatra, Bankura

*(Handwritten Signature)*