



Khatra Adibasi Mahavidyalaya

P.O. -Khatra, Dist. - Bankura, West Bengal, Pin - 722140
Phone: 8900057220 E-mail: kacollege@rediffmail.com/khatraacollege@gmail.com
Website: www.kamv.ac.in

Ref. No.:

Date: 24.10.2021

From:

Notice

All faculty members are requested to attend the departmental meeting at 2.00 pm on 25th October, 2021 through Google Meet regarding Mentor-mentee allocation for 1st, 3rd & 5th semester students.


Head,
Dept. of Commerce
Head
Department of Commerce
Khatra Adibasi Mahavidyalaya

Resolution:

Proceedings of the Department of Commerce Meeting held at 2.00 pm on 25th October, 2021 through Google Meet.

Kalyan Kanti Dutta, Assistant Professor, Department of Commerce, presided over the meeting. The following members attended the meeting:

1. Kalyan Kanti Dutta, Assistant Professor.....Head, Dept. of Commerce
2. Dr. Kamalika ChakrabortyAssistant Professor, Dept. of Economics

Firstly, Kalyan Kanti Dutta welcomed all the members. The proceedings of the earlier meeting were read out and approved.

Agendum – Allocation of Mentor-mentee system for the Department of Commerce

Resolution –There was a constructive discussion about introduction of mentor-mentee system in our department as suggested by UGC. In the meeting, we unanimously accepted the fact that the introduction of this system is progressive initiative. It has been decided that the department will follow the lottery method to allocate mentees among the faculty members. It is also decided that department will inform the students about this system and their respective mentors.

Without any other agenda to discuss, the meeting was wrapped up with vote of thanks to the chair.



Head
Department of Commerce
Khatra Adibasi Mahavidyalaya



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Ref. No.:

Date: 26.10.2021

From:

DEPARTMENT OF COMMERCE

NOTICE

The students of 1st, 3rd and 5th semester 2021-22 are hereby notified that as per decision of the Departmental meeting held on 25th October 2021, the following teachers will act as your mentors. They will guide and assist 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.


HOD, Department of Commerce
(Seal)

Head
Department of Commerce
Khatra Adibasi Mahavidyalaya



Khatra Adibasi Mahavidyalaya

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

Phone : 03243-299972 / 8900057220 E.mail : kacollege@rediffmail.com/khatraacollege@gmail.com

Website : www.kamv.ac.in

NAAC Accredited B+ (Second Cycle)

Mentor's Diary

MENTOR'S PROFILE

Name: Kalyan Kanti Dutta

Designation: Assistant Professor

Department: COMMERCE

Period: 2021-2022

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 confidenceamong 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 counselingarearranged 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.

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- 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.

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.

MENTEE RECORD

I PERSONAL INFORMATION

1. Name: RAJYASHREE Roy
2. Admission Number: _____ Reg No: 03012 of 2020-21
3. Address: Khatna, Bankura
4. Residential phone no: 9832088170 Personal phone no: 9832227614
- E-mail: mayrajyashree56@gmail.com
5. DOB: 28 / 04 / 1998 Age: 25 Blood Group: _____

II FAMILY PROFILE

1. Father's Name : Bikram Kishor Roy Phone: _____
- Occupation: Business
2. Mother's Name : Madhumita Roy Phone: 9832088170
- Occupation: Business
3. Category: General Family Income: 60000/-
4. No. of Siblings: 3
5. Local Residence (Tick the relevant box):

Parent's house Hostel House of relative Rented House

6. Name of the Hostel: NA

For Hostellites:

1. Local Guardian's Name : NA

2. Address: NA P.T.O

3. Relationship with LG: NA

III. ACADEMIC INPUTS

1. Name of the previous Institution: Khatoa High School, Khatoa, Bankura

2. Previous Course Completed: HS (sc.), B.Gom (1st sem and 2nd sem)

3. Percentage obtained in the last qualifying exam: _____

4. Medium of Instruction: Bengali

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

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

IV. SPECIAL INTERESTS AND HOBBIES

Drawing, Book reading

V. PERSONAL & FAMILIAL ISSUES (If Any)

NA

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: 2019-20 to 2021-22

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: 2020-21 to 2021-22

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: 2021-22 **NA**

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 : Kalyan Kanti Datta
 2. Designation : Assistant Prof.
 3. Department : Commerce
 4. Period of Mentoring : 2020-2022

B. Information of Mentee

1. Name : Rajyashree Roy
 2. Course : B.Com (Hons)
 3. Year of admission : 2019
 4. Student ID : 20112112001
 5. Name of Hostel : NA
 6. Scholarship : NA
 7. Male/Female : Female 8. Category : General 9. Date of Birth : 03/04/1998
 10. Permanent Address : Khatra, Banskura
 11. Phone No. : 983227614
 12. Name of Father : Bikram Kishore Roy
 13. Name of Mother : Madhumita Roy
 14. Name of Guardian : - DO -
 15. Mobile No. of Guardian : 9832083170
 16. Area of Interests / Special Skill : Computer, Khari Joga



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	39/40	143/160			Rajyashree Roy		2020-21 2021-22 NA	NA
	After Review							
II	38/40	139/160			Rajyashree Roy			
	After Review							
III	48/50	144/200			Rajyashree Roy			
	After Review							
IV	47/50	151/200			Rajyashree Roy			
	After Review							
V								
	After Review							
VI								
	After Review							

Special notes / comments by the mentor:

Rajyashree Roy
Signature of the Mentor

VIII - MENTORING REPORT

1. Name of Mentor : Rajjan Kanth Dulh
2. Department : Commerce
3. Designation : Assistant Professor
4. Period of Mentoring : 2020-2022

5. Mentoring Details

i) Name of mentee : Rajrashree Roy
ii) UID : 20112112001
iii) Programme : B. Com (Hons)
iv) Semester : III
v) Department : Commerce
vi) Mobile No. : 9832227614
vii) Email ID : rajrashree5b@gmail.com

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

Issue regarding unavailability of Text Book

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

Initially provided Text Book in Pdf format and provide text book from my own source.

Signature of the Mentor

