



# Khatra Adibasi Mahavidyalaya

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

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

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

Ref. No.:

Date: 08.08.2022

From:



## Notice

All faculty members are requested to attend the departmental meeting at 2.00 pm on 9th August, 2022 at college staffroom regarding Mentor-mentee allocation for 1<sup>st</sup> & 5th semester students.

*Rehman Danti*

Head,  
Dept. of Commerce

*08/08/22*

Head  
Department of Commerce  
Khatra Adibasi Mahavidyalaya

**Resolution:**

**Proceedings of the Department of Commerce Meeting held at 2.00 pm on 9<sup>th</sup> August, 2022 at college staffroom.**

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 Chakraborty .....Assistant 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.



A handwritten signature in blue ink, appearing to read "Kalyan Kanti Dutta".

**Head**  
**Department of Commerce**  
**Khatra Adibasi Mahavidyalaya**



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

Ref. No.:

Date: 09.08.2022

From:



## **DEPARTMENT OF COMMERCE**

The students of 1<sup>st</sup> and 5<sup>th</sup> semester 2022-23 are hereby notified that as per decision of the Departmental meeting held on 9<sup>th</sup> August, 2022, 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 09/08/22

(Seal)

Head  
Department of Commerce  
Khatra Adibasi Mahavidyalaya

Khatra Adibasi Mahavidyalaya  
Department of Commerce  
Mentor / Mentee Ratio Academic Session 2022-2023

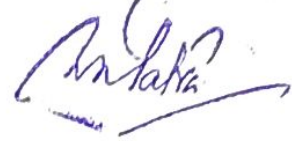
Attendance Register of BCOMH 1<sup>st</sup> & 5<sup>th</sup> Semester for the Session 2022-23

Sl. No.	Student ID	Roll No.	Student Name	Mobile No.	Name of the Mentor
1	22112112001	1	DEBAPRIYA HALDER	7384711030	Prof. Kalyan Kanti Dutta
2	20112112001	1	RAJYASHREE ROY	9832227614	

Mentor – Mentee Ratio = 1:2



Signature of the HOD  
Head  
Department of Commerce  
Khatra Adibasi Mahavidyalaya



Signature of the Principal  
Principal  
Khatra Adibasi Mahavidyalaya  
P.O.-Khatra, Dist.-Bankura

Khatra Adibasi Mahavidyalaya  
Dept. of Commerce  
**Mentor – Mentee Ratio 2022-23**

Session	Sem.	Name of Students (Mentee)	Name of Mentor	Mentor – Mentee Ratio
2022-23 (July-December)	V	Rajyashree Roy	Prof. Kalyan Kanti Dutta	1:2
	I	Debapriya Halder		
2022-23 (January-June)	VI	Rajyashree Roy	Prof. Kalyan- Kanti Dutta	1:2
	II	Debapriya Halder		



*Kalyan Kanti Dutta*  
Head  
Department of Commerce  
Khatra Adibasi Mahavidyalaya





# Khatra Adibasi Mahavidyalaya

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

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Website : [www.kamv.ac.in](http://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: ..... *2022-2023* .....

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.
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: DEBAPRIYA HALDER
2. Admission Number: \_\_\_\_\_ Reg No: 2211 211 2001  
(08474 of 202-23)
3. Address: KHATRA, CINEMA HALL ROAD, BANKURA
4. Residential phone no: \_\_\_\_\_ Personal phone no: 7384711030
- E-mail: DEBOPRIYA.HALDER.140 @ GMAIL . COM
5. DOB: 11 / 12 / 2000 Age: 23 Blood Group: B+

## II FAMILY PROFILE

1. Father's Name: BISWAJIT HALDER Phone: 9434430711
- Occupation: BUSINESS
2. Mother's Name: Bandana Halder Phone: \_\_\_\_\_
- Occupation: House wife
3. Category: General Family Income: 50,000
4. No. of Siblings: 4
5. Local Residence (Tick the relevant box):
- Parent's house  Hostel  House of relative  Rented House
6. Name of the Hostel: N/A
- For Hostelites:
1. Local Guardian's Name: N/A
2. Address: N/A

3. Relationship with LG: N/A

### III. ACADEMIC INPUTS

1. Name of the previous Institution: ST. XAVIER'S HIGH SCHOOL

2. Previous Course Completed: HS

3. Percentage obtained in the last qualifying exam: 76%

4. Medium of Instruction: ENGLISH

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

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

### IV. SPECIAL INTERESTS AND HOBBIES

COMPUTER

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

N/A

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## 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	Certificate Course in Cracking ..... conducted by .....		1	Completion of Certificate Course in NSS	
2	Certificate Course in .....		2	Prize in Inter -college .... Competition	
3	Certificate Course in Yoga		3	Reality Show	
4	Add-on Course in .....		4		
5	Prize in Sports		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	Certificate Course in Cracking ..... conducted by .....		1	Completion of Certificate Course in NSS	
2	Certificate Course in .....		2	Prize in Inter -college .... Competition	
3	Certificate Course in Yoga		3	Reality Show...	
4	Add-on Course in .....		4		
5	Prize in Sports		5		

SEMESTER-I-II :: Session: 2021-22

Sl.	Description of Co-Curricular Activity	Sem.	Sl.	Description of Extra-Curricular Activity	Sem.
1	Certificate Course in Cracking ..... conducted by .....		1	Completion of Certificate Course in NSS	
2	Certificate Course in .....		2	Prize in Inter -college .... Competition	
3	Certificate Course in Yoga		3	Reality Show	
4	Add-on Course in .....		4		
5	Prize in Sports		5		

## VII. - ACADEMIC PERFORMANCE CHART



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

**DEPARTMENT:**

**A. Information of Mentor**

1. Name: Kalyan Kanchi Datta  
 2. Designation: Assistant Prof.  
 3. Department: Commerce  
 4. Period of Mentoring: 2022-23

**B. Information of Mentee**

1. Name: Debanriya Halder  
 2. Course: B. Com (Hon)  
 3. Year of admission: 2022 (2022-23)  
 4. Student ID: 22112112001  
 5. Name of Hostel: X  
 6. Scholarship: X  
 7. Male/Female: Male 8. Category: Gen 9. Date of Birth: 11/12/2000  
 10. Permanent Address: Khatra, Bankura  
 11. Phone No: 738471030  
 12. Name of Father: Pousanjit Halder  
 13. Name of Mother: Pousanjit Halder  
 14. Name of Guardian: Pousanjit Halder  
 15. Mobile No. of Guardian: 9434 43 9711  
 16. Area of Interests / Special Skill: Compu



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	<u>38/40</u>	<u>73/160</u>			<u>✓</u>		<u>2022-23</u>	
	After Review				<u>Datta</u>			
II	<u>38/40</u>	<u>43/160</u>			<u>✓</u>			
	After Review				<u>Debanriya</u>			
III								
	After Review							
IV								
	After Review							
V								
	After Review							
VI								
	After Review							

Special notes / comments by the mentor:



Kalyan Kanchi Datta  
Signature of the Mentor

**Head**  
**Department of Commerce**  
**Khatra Adibasi Mahavidyalaya**



## VIII - MENTORING REPORT

1. Name of Mentor : ..... Ranjana Kanchi Datta .....  
2. Department : ..... Commerce .....  
3. Designation : ..... Asst Prof. .....  
4. Period of Mentoring : ..... 2022-23 .....

### 5. Mentoring Details

i) Name of mentee : ..... Debapriya Halder .....  
ii) UID : ..... 22112112007 .....  
iii) Programme : ..... B.Com (Hons) .....  
iv) Semester : ..... I .....  
v) Department : ..... Commerce .....  
vi) Mobile No. : ..... 7382211030 .....  
vii) Email ID : ..... debapriya.halder.140@gmail.com .....

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

..... Issue regarding availability of Text Book .....  
.....  
.....

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

..... Initially provides Text Book from my own .....  
and given hand written note .....  
.....  
.....  
.....



Ranjana Kanchi Datta  
Signature of the Mentor  
Head  
Department of Commerce  
Khatra Adibasi Mahavidyalaya

## MENTEE RECORD

### I PERSONAL INFORMATION

1. Name: RAJYASHREE ROY
2. Admission Number: \_\_\_\_\_ Reg No: 03012 of 2020-21
3. Address: Khata, Bankura, WB, 722140
4. Residential phone no: 9832088170 Personal phone no: 9832227614  
E-mail: rajyashree56@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: 03
5. Local Residence (Tick the relevant box):  
Parent's house  Hostel  House of relative  Rented House
6. Name of the Hostel: NA
- For Hostelites:
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: Khakra High School, Khakra, Bankura

2. Previous Course Completed: HS. (Sc) B.Com. (IV 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

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

P.T.O

# VII. - ACADEMIC PERFORMANCE CHART



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

**DEPARTMENT:**

**A. Information of Mentor**

1. Name: Rajyan Kanti Datta  
 2. Designation: Assistant Professor  
 3. Department: Commerce  
 4. Period of Mentoring: 2020-2023

**B. Information of Mentee**

1. Name: Rajyashree Roy  
 2. Course: B. Com (Hons)  
 3. Year of admission: 2020 (Session 2020-21)  
 4. Student ID: 2011 211 2001  
 5. Name of Hostel: NA  
 6. Scholarship: NA  
 7. Male/Female: Female 8. Category: Gen. 9. Date of Birth: 05/04/1998  
 10. Permanent Address: Khatra Baramba  
 11. Phone No.: 983227614  
 12. Name of Father: Bikram Kishore Roy  
 13. Name of Mother: Madhumili Roy  
 14. Name of Guardian: - DO -  
 15. Mobile No. of Guardian: 98320 83170  
 16. Area of Interests / Special Skill: Computer Knowledge



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			<u>Rajyan K.</u>		} 2020-21 } 2021-22 } 2022-23	NA
	After Review							
II	38/40	139/160			<u>Rajyan K.</u>			
	After Review							
III	48/50	144/200			<u>Rajyan K.</u>			
	After Review							
IV	47/50	151/200			<u>Rajyan K.</u>			
	After Review							
V	36/40	85/200			<u>Rajyan K.</u>			
	After Review							
VI	36/40	88/200			<u>Rajyan K.</u>			
	After Review							

Special notes / comments by the mentor:



Rajyan Kanti Datta  
 Signature of the Mentor  
**Head**  
 Department of Commerce  
 Khatra Adibasi Mahavidyalaya



## VIII - MENTORING REPORT

1. Name of Mentor : Kalyan Kanti Datta  
2. Department : Commerce  
3. Designation : Asst. Prof.  
4. Period of Mentoring : 2011-12

### 5. Mentoring Details

i) Name of mentee : Rajyashree Ray  
ii) UID : 2011 211 201  
iii) Programme : B-Com (Hons)  
iv) Semester : VI  
v) Department : Commerce  
vi) Mobile No. : 983222 7814  
vii) Email ID : rajyashree16@gmail.com

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

Issue regarding unavailability of Text Book  
in library.

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

Initially provided Text Book in pdf format and  
written copy and also provide Text Book from my  
own store.



Kalyan Kanti Datta  
Signature of the Mentor  
Head  
Department of Commerce  
Khatra Adibasi Mahavidyalaya



STUDENT FEEDBACK ON MENTORSHIP [ July 20 22- June 2023.]

NAME OF THE MENTOR: Kalyan Kanti Datta

DESIGNATION: Assistant Prof.

DEPARTMENT: Commerce

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	Rajinder Singh Sem VI	10	10	9	10	10	10	9	10	9	9	96/100	Rajinder Singh
2	Abhinav Singh Sem VI	10	10	10	10	10	10	10	10	10	10	100/100	Abhinav Singh



  
 Coordinator  
 IQAC  
 Khatra Adibasi Mahavidyalaya  
 Khatra : Bankura