



## NOTICE

### Department of Education Khatra Adibasi Mahavidyalaya

It is hereby notified that offline Departmental meeting regarding Mentor-Mentee Allocation will be held on 03.09.2022 at 2.30 pm at room no 16. The IQAC coordinator is requested to kindly attend the meeting.

#### Agenda of meeting:

1. Discussion regarding Mentor-Mentee Allocation of this department.

Date: 27.08.2022

  
Akinchan Pal

Head, Department of Education  
Head  
Department of Education  
Khatra Adibasi Mahavidyalaya

#### Resolution and Meeting Minutes:-

Proceedings of the Department of Education Meeting held on 03.09.2022 at 2.30 PM at room no 16.

1. Format of Mentor-Mentee Allocation finalized after discussion with The IQAC coordinator.

The following members were present in the meeting:



1. Dr. Arindam Chakrabarty, The IQAC coordinator.

Co-ordinator  
IQAC  
Khatra Adibasi Mahavidyalaya

2. Akinchan Pal, State Aided College Teacher and Head, Department of Education.

  
Head  
Department of Education  
Khatra Adibasi Mahavidyalaya



# 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: 10.09.2022

From:



## DEPARTMENT OF EDUCATION

### NOTICE

The students of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester 2022-23 are hereby notified that as per decision of the Departmental meeting held on 03.09.2022, 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.

*Akinchan Pal.*

Akinchan Pal  
HOD, Department of Education  
Head  
Department of Education  
Khatra Adibasi Mahavidyalaya



Resolution:

As per discussion in meeting dated 03.09.2022 Mentor Mentee assigned as follows:

KHATRA ADIBASI MAHAVIDYALAYA DEPARTMENT OF EDUCATION MENTOR-MENTEE FOR ACADEMIC SESSION 2022-23 (SEMESTER-I)				
Sl No.	Name of the Mentee	Student ID	UID	Name of Mentor
1	BINDIA ROY	1112202144	22111202007	Shri Akinchan Pal
2	SANAM SAHU	1112200584	22111202001	
3	SOURAV GOSWAMI	1112202095	22111202006	



Signature of HOD

Head

Department of Education  
Khatra Adibasi Mahavidyalaya



Signature of Principal/Teacher in Charge  
Khatra, Bankura

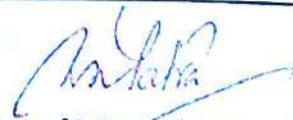
KHATRA ADIBASI MAHAVIDYALAYA DEPARTMENT OF EDUCATION MENTOR-MENTEE FOR ACADEMIC SESSION 2022-23 (SEMESTER-III)				
Sl No.	Name of the Mentee	Student ID	UID	Name of Mentor
1	JANARDAN MANDAL	1112100714	X	Shri Akinchan Pal
2	SANGHAMITRA KARMAKAR	1112102300	21111202013	
3	DURGADAS HANSDA	1112100620	X	
4	HIKIM BESRA	1112102424	21111202011	
5	JEET MANDAL	1112102008	21111202006	
6	KOUSHIK MANDAL	1112102100	21111202014	
7	MALLIKA MANDAL	1112101940	21111202004	
8	NILA BAURI	1112100324	21111202007	
9	PAYEL MANDAL	1112101915	21111202003	
10	RIMPA DANGAR	1112101268	21111202008	
11	SUJATA MURMU	1112102527	21111202010	
12	SUSMITA DAS	1112104542	21111202015	
13	TAPABRATA PAL	1112103096	21111202009	
14	UMUL MANDI	1112100279	21111202016	
15	SANTANU PARAMANIK	1112101304	X	
16	PRASANTA SAREN	1112101403	21111202005	
17	MAMONI SAREN	1112103012	21111202012	
18	ARDHENDU CHAND	1112122003	21111202002	



Signature of HOD

Head

Department of Education  
Khatra Adibasi Mahavidyalaya




Signature of Principal/Teacher in Charge

Principal

Khatra Adibasi Mahavidyalaya  
Khatra, Bankura

KHATRA ADIBASI MAHAVIDYALAYA DEPARTMENT OF EDUCATION MENTOR-MENTEE FOR ACADEMIC SESSION 2022-23 (SEMESTER-V)				
Sl No.	Name of the Mentee	Student ID	UID	Name of Mentor
1	SOURAV PAL	1112000790	20111202005	Shri Akinchan Pal
2	SOUMEN DAN	1112002014	20111202001	
3	ANINDYA GHOSH	1112002017	20111202004	
4	TIYA KALINDI	1112002654	20111202003	

  
 Signature of HOD  
 Head  
 Department of Education  
 Khatra Adibasi Mahavidyalaya

  
 Signature of Principal/ Teacher in Charge  
 Principal  
 Khatra Adibasi Mahavidyalaya  
 Khatra, Bankura



# Khatra Adibasi Mahavidyalaya

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

Phone : 03243-299972 / 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)

NAAC Accredited B+ (Second Cycle)

## Mentor's Diary

### MENTOR'S PROFILE

Name: ..... *Akinchan Pal* .....

Designation: ..... *SACT* .....

Department: ..... *Education* .....

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: Sourav Pal
2. Admission Number: 1112000790 UID: 20111202005
3. Address: vill - Rangibari, P.O - Ankama,  
P.S - Khatra, Dist - Bankura, Pin - 722140
4. Residential phone no: \_\_\_\_\_ Personal phone no: 7319307113
- E-mail: Pal526478@gmail.com
5. DOB: 24 / 11 / 2002 Age: 20 + Blood Group: O+

## II FAMILY PROFILE

1. Father's Name: Kartik Pal Phone: 7319307113
- Occupation: Farmer
2. Mother's Name: Anima Pal Phone: 7319307113
- Occupation: House wife
3. Category: OBC - B Family Income: 72,000/-
4. No. of Siblings: \_\_\_\_\_
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: \_\_\_\_\_



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

### III. ACADEMIC INPUTS

1. Name of the previous Institution: Supur High School
2. Previous Course Completed: Higher Secondary
3. Percentage obtained in the last qualifying exam: 67.90%
4. Medium of Instruction: Bangali
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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 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		

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## VII. ACADEMIC PERFORMANCE CHART



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

#### DEPARTMENT:

#### A. Information of Mentor

1. Name : Akinchan Pal  
 2. Designation : SACT  
 3. Department : Education  
 4. Period of Mentoring : 2020-2023

#### B. Information of Mentee

1. Name : Sourav Pal  
 2. Course : B.A Programme, Education  
 3. Year of admission : 2020  
 4. Student ID : 1112000700  
 5. Name of Hostel :  
 6. Scholarship : Oasis  
 7. Male/Female : Male 8. Category: OBC-B 9. Date of Birth: 24/11/2002  
 10. Permanent Address : Vill - Rangibari, P.O - Ankama, P.S - Khatra, Dist - Bankura,  
 11. Phone No. : 7319307113  
 12. Name of Father : Karthik Pal  
 13. Name of Mother : Anima Pal  
 14. Name of Guardian : Karthik Pal  
 15. Mobile No. of Guardian : 7319307113  
 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	33	144			Sourav Pal		2021	
	After Review							
II	32	147			Sourav Pal		2021	
	After Review							
III	36	142			Sourav Pal		2022	
	After Review							

IV	35	152			Sourav Pal		2022	
	After Review							
V	33	134			Sourav Pal		2023	
	After Review							
VI	36	138			Sourav Pal		2023	
	After Review							

Special notes / comments by the mentor:

*Avinchav Lal*  
 Signature of the Mentor 19/09/2025  
 Head  
 Department of Education  
 Khatra Adibasi Mahavidyalaya



**VIII - MENTORING REPORT**

1. Name of Mentor : Akinchan Pal.  
2. Department : Education  
3. Designation : SACT.  
4. Period of Mentoring : 2020 - 2023

5. Mentoring Details

i) Name of mentee : Sourav Pal.  
ii) UID : 20111202005.  
iii) Programme : B.A. Education  
iv) Semester : 1 - VI  
v) Department : Education  
vi) Mobile No. : 7319307113.  
vii) Email ID : .....

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

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

Akinchan Pal.  
Signature of the Mentor

1

## MENTEE RECORD

### I PERSONAL INFORMATION

1. Name: SOUMEN DAN
2. Admission Number: 2011202001 UID: 2011202001
3. Address: VILL-SINDURPETI, P.O-TIRINGI, DIST  
- BANKURA, PIN-722140
4. Residential phone no: 8001880413 Personal phone no: 8001880413  
E-mail: Soumendani555@gmail.com
5. DOB: 03/01/2003 Age: 20 Blood Group: O+

### II FAMILY PROFILE

1. Father's Name : DINABANDHU DAN Phone: 8001880413  
Occupation: CULTIVATION
2. Mother's Name : BARNALI DAN Phone: 8001880413  
Occupation: HOUSE WIFE
3. Category: GENERAL Family Income: 60,000
4. No. of Siblings: \_\_\_\_\_

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: \_\_\_\_\_ P.T.O



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

### III. ACADEMIC INPUTS

1. Name of the previous Institution: CHAKA NIRMALANANDA HIGH SCHOOL

2. Previous Course Completed: H.S.

3. Percentage obtained in the last qualifying exam: 90.6

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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		

P.T.O



## VII. ACADEMIC PERFORMANCE CHART



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

**DEPARTMENT:**

**A. Information of Mentor**

1. Name : Akinchan Pal.  
 2. Designation : SACT  
 3. Department : Education  
 4. Period of Mentoring : 2020-2023

**B. Information of Mentee**

1. Name : Soumen Dan  
 2. Course : B.A PROGRAMME (EDUCATION)  
 3. Year of admission : 2020  
 4. Student ID : 112002014  
 5. Name of Hostel : SVMCM  
 6. Scholarship : MALE  
 7. Male/Female : 8. Category: GENERAL, Date of Birth: 03/01/2003  
 10. Permanent Address : VILL - SINDURPETI, P.O - TIRINGA, DIST - BANKURA, PIN - 72214  
 11. Phone No. : 8001880413  
 12. Name of Father : DINABANDHU DAN  
 13. Name of Mother : BARNALI DAN  
 14. Name of Guardian : DINABANDHU DAN  
 15. Mobile No. of Guardian : 8001880413  
 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	34	122			Soumen Dan		2021	
	After Review							
II	32	129			Soumen Dan		2021	
	After Review							
III	34	112			Soumen Dan		2022	
	After Review							

IV	36	139			Soumeh Dan		2022	
	After Review							
V	35	121			Soumeh Dan		2023	
	After Review							
VI	38	118			Soumeh Dan		2023	
	After Review							

Special notes / comments by the mentor:

*A. Keinchan Pal.*

.....  
Signature of the Mentor  
Head  
Department of Education  
Khatra Adibasi Mahavidyalaya



### VIII - MENTORING REPORT

1. Name of Mentor : ..... Akinchan Pal .....  
2. Department : ..... Education .....  
3. Designation : ..... SACT .....  
4. Period of Mentoring : ..... 2020-2023 .....

5. Mentoring Details

i) Name of mentee : ..... Soumen Dan .....  
ii) UID : ..... 20111202001 .....  
iii) Programme : ..... B.A. Education .....  
iv) Semester : ..... I - VI .....  
v) Department : ..... Education .....  
vi) Mobile No . : ..... 8001880413 .....  
vii) Email ID : .....

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

.....  
.....  
.....

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

.....  
.....  
.....  
.....  
.....

  
Signature of the Mentor

STUDENT FEEDBACK ON MENTORSHIP [ July 20<sup>22</sup> - June 20<sup>23</sup> ]

NAME OF THE MENTOR: AKINCHAN PAL

DESIGNATION: SACT (State Aided College Teacher)

DEPARTMENT: EDUCATION

*Ajindam Chakrabarti*  
Co-ordinator  
I.Q.A.C  
Khatra Adibas Mahavidyalaya

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	Soumen Das	10	10	10	10	10	10	10	09	10	10	99	Soumen Das 80018804 13
2	Sourav Pal	10	10	09	10	10	10	10	10	10	10	99	Sourav Pal 731930 7113