

## Departmental Notice

All concerned faculty members are requested to attend the departmental meeting at 2p.m. on 2nd September, 2021 at Room No- 5 regarding Mentor-Mentee allocation. Dr. Arindam Chakraborti, IQAC Coordinator is requested to kindly attend the meeting.

## Points to be discussed

1. Procedure for Mentor-Mentee allocation in Music Department

Sangita Sarkar (Dey)  
SACT, Dept. of Music

## Resolution and Meeting Minutes

Proceedings of the Departmental (Music) Meeting held on 02/09/2021 at 2 pm Room No.- 5

1. The Mentor-Mentee ratio is being decided as per the number of students present in 1st, 3rd, and 5th semester.
2. It has been decided in the meeting that students will fill up the Mentorship forms given to them on the day of first Mentor-Mentee meeting of the session and submit the forms to the mentor.
3. 3rd and 5th semester students will continue with the mentorship allotted to them.

Sangita Sarkar(Dey), SACT, Department of Music, presided over the meeting. The following members were present:

*Sangita Sarkar (Dey)*

1. Sangita Sarkar(Dey), SACT & HOD, Department of Music

Head  
Department of Music  
Khatra Adibasi Mahavidyalaya



*Arindam Chakraborti*

2. Dr Arindam Chakraborti, IQAC Coordinator

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)/ [kacollege@rediffmail.com](mailto:kacollege@rediffmail.com)  
Website: [www.kamv.ac.in](http://www.kamv.ac.in)  
NAAC Accredited B+ (2<sup>nd</sup> Cycle)

Date : 08/09/2021

## DEPARTMENT OF MUSIC

### 1. NOTICE

The students of 1st, 3rd and 5th Semester 2021 - 2022 are hearty notified that as per decision of the Departmental meeting held on 02.09.2021 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.

Head  
Department of Music  
Khatra Adibasi Mahavidyalaya



**Resolution:**

As per discussion in meeting dated 02/09/2021 Mentor-Mantee assigned as follow :



**KHATRA ADIBASI MAHAVIDYALAYA  
DEPARTMENT OF MUSIC  
MENTOR-MENTEE FOR ACADEMIC SESSION 2021-22**

SI No.	Name of the Mentee	Student ID	UID	Name of Mentor
1	Tamas Mandal	1111902974	191112050003	Sangita Sarkar (Dey)

*Sangita Sarkar (Dey)*

Head  
Department of Music  
Khatra Adibasi Mahavidyalaya



# 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: ..... SANGITA SARKAR DEY .....

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

Department: ..... MUSIC .....

Period: ..... 2020-22 .....

Head  
Department of Music  
Khatra Adibasi Mahavidyalaya

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



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Khatra Adibasi Mahavidyalaya

### **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.

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Department of Music  
Khatra Adibasi Mahavidyalaya

- 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:

2. Address: NA P.T.O

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

### III. ACADEMIC INPUTS



1. Name of the previous Institution: Baidyanath Pur High School

2. Previous Course Completed: H.S

3. Percentage obtained in the last qualifying exam: 51.8

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

MUSIC

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



P.T.O

## MENTEE RECORD



### I PERSONAL INFORMATION

1. Name: Tamas Mandal
2. Admission Number: 1111902974 Reg No: 11975 of 2019-20
3. Address: VILL-Kankala, P.O - Ankama P.S - Khatra  
Dist - Bankura W.B PIN - 722140
4. Residential phone no: 8016228580 Personal phone no: 7362920166  
E-mail: tamasmandal2017@gmail.com
5. DOB: 15 / 03 / 2000 Age: 22+ Blood Group: O+

### II FAMILY PROFILE

1. Father's Name : Sudarshan Mandal Phone: 8016228580  
Occupation: Farmer
2. Mother's Name : Anchana Mandal Phone: \_\_\_\_\_  
Occupation: House wife
3. Category: O.B.C Family Income: 72,000/-
4. No. of Siblings: 1

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 : NA

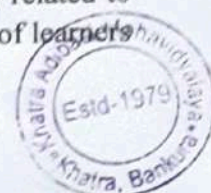
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## VI. CO-CURRICULAR AND EXTRA CURRICULAR PERFORMANCE CHART

**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		

## VII. ACADEMIC PERFORMANCE CHART



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

**DEPARTMENT:**

**A. Information of Mentor**

1. Name :  
 2. Designation : **SACT**  
 3. Department : **MUSIC**  
 4. Period of Mentoring : **202**

**B. Information of Mentee**

1. Name : **Tamas Mandal**  
 2. Course : **Programme**  
 3. Year of admission : **2019**  
 4. Student ID : **1111902979**  
 5. Name of Hostel :  
 6. Scholarship :  
 7. Male/Female : **Male** 8. Category : **O.B.C** 9. Date of Birth : **15.03**  
 10. Permanent Address : **Khatra 7362920466**  
 11. Phone No. : **7362920166**  
 12. Name of Father : **Sudarsan Mandal**  
 13. Name of Mother : **Archona Mandal**  
 14. Name of Guardian : **Sudarsan Mandal**  
 15. Mobile No. of Guardian : **8016228580**  
 16. Area of Interests / Special Skill : **Cricket**



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								
	After Review							
II								
	After Review							
III		148			Tamas Mandal		2020-21	
	After Review							
IV		155			Tamas Mandal		2020-21	
	After Review							
V		149			Tamas Mandal		2021-22	
	After Review							
VI		142			Tamas Mandal		2021-22	
	After Review							

Special notes / comments by the mentor:

Tamas Mandal

## MENTORING REPORT

Signature of the Mentor

1. Name of Mentor : .....

2. Department : ..... **MUSIC** .....

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

4. Period of Mentoring : ..... **20** .....

### 5. Mentoring Details

i) Name of mentee : ..... **Jamas Mandal** .....

ii) UID : ..... **19111205003** .....

iii) Programme : ..... **B.A. General** .....

iv) Semester : ..... **6 Sem** .....

v) Department : ..... **Music** .....

vi) Mobile No.: ..... **7362920166** .....

vii) Email ID : ..... **tamasmandal2017@gmail.com** .....

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

**Issue regarding inavailability**  
**text Book.**

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

**Initially provided text Book**  
**in p.d.f format and provide text**  
**book from my own source.**



**Sangita Sarkar (sey).**

Signature of the Mentor

✓ ✓

**STUDENT FEEDBACK ON MENTORSHIP [ July 20 ....- June 20....]**

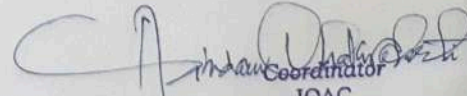
NAME OF THE MENTOR: SANGITA SARKAR DEY

DESIGNATION: SACT

DEPARTMENT: MUSIC



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	Tamas Mandal	9	10	10	10	10	9	9	10	9	9	95	Tamas Mandal
2													

  
 Coordinator  
 IQAC  
 Khatra Adibasi Mahavidyalaya  
 Khatra, Bankura