

**REPORT OF STUDENT MENTORING SYSTEM**

**SESSION 2023-2024**

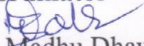
**(ODD SEMESTER)**

**GURU NANAK KHALSA COLLEGE FOR WOMEN**


**GUJARKHAN CAMPUS, MODEL TOWN, LUDHIANA**




**Coordinator**

  
Dr. Madhu Dhawan  
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Dept. of Sociology

**Co-coordinator**

  
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(Assistant Professor)  
PG Dept. of Commerce

  
Dr. Maneeta Kahlon  
**Principal**

Student mentoring system is introduced in the Institution with the sole purpose of catering to the needs of the students in the academic and personal level. Mentoring system is an essential feature to render equitable service to the students coming from different background. Mentoring system in the Institutes provides support to the students through advice and counselling, through friendship building, through re-enforcement and constructive role modelling. Thus, mentoring expands beyond teaching to advancement in the educational and personal growth of the mentee.

### **Objectives of SMS**

- To establish a first line of communication for each student with the institution.
- To create a sense of oneness among students with the institution.
- To identify and mitigate psychology societal and other issues faced by students and counselled there or refer them to experts for remedy.
- To make the students be self-aware of their strengths and weakness and take necessary remedial action.

### **RESPONSIBILITIES OF TEACHER MENTOR**

- The teacher mentor will perform the following functions
- Meet the group of students at least twice a month.
- Maintain a mentor-mentee detail progressive record of the student.
- Keep contact details of students and parents.
- Send letter to parents/guardian for parents meet and also contact parents/guardian if situation demands.
- Continuously monitor, counsel, guide and motivate the students in all academic pursuits.
- Advises students in their career development/professional guidance.
- Keeps contact with the students even after their graduation.
- Intimates HOD and suggest if any administrative action is called for.
- Maintains a brief but clear record of all discussions with students.
- To build relationship of natural trust and respect with the mentee.
- To identify slow learners and Advanced Learners for providing support and help to reach their full potential.

## 2023-24 ( Odd Semester)

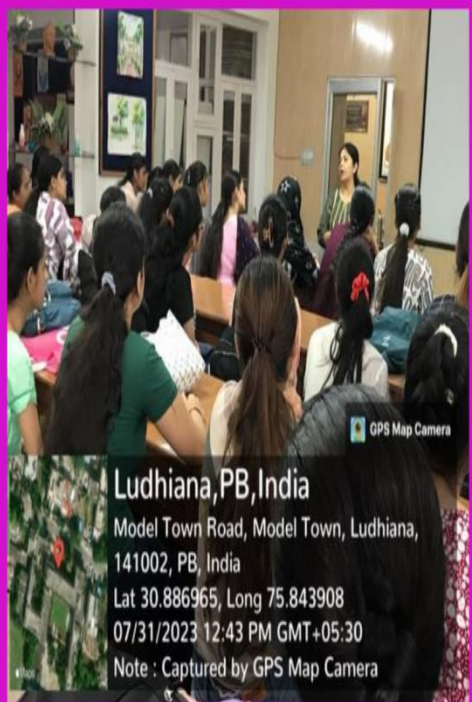
Detail of activities performed (July-November)			
S No	Date	Action Purposed	Action Taken
1	31/7/2023	To conduct Mentor Mentee meet to inform students about code of conduct of college.	Session 1 <sup>st</sup> mentor meet was held on 31st July, 2023 at 12:20 pm. The prime objective of the meet was to inform students about the code of conduct of college. They were also informed about the last date of change in subjects. Students were encouraged to participate in various extracurricular activities. The students enthusiastically attended this meet and shared their views with their mentors. Mrs. Manpreet Kaur and Dr. Madhu were the in-charge of this event.
2	1 /09/2023	To conduct Mentor meet regarding swachhta Pakhwara and hosting of PU zonal youth and heritage festival in the college & mid terms exams the month of October 2023	The prime objective of this meeting was to inform regarding swachhta Pakhwara which is going to be organised in month of September 2023. Students were also informed about the PU zonal youth and heritage festival which is hosted by college in the month of October 2023 and value of participation in it . They were also informed about the mid-term examinations which will be commenced in the last week of October 2023. The students enthusiastically attended this meet and shared their views with their mentors. Mrs Manpreet kaur and Dr. Madhu were the incharges of this event..
3	30/09/2023	To conduct Mentor meet for all the college students	A student mentoring meet was held on 30th September, 2023 at 12:30 pm. The prime objective of this meeting was to inform regarding dates of upcoming PU zonal youth and heritage festival and value of participation in it. They were also informed about the mid-term examinations which will commence on 25th October, 2023. The students enthusiastically attended this meet and shared their views with their mentors. Mrs Manpreet kaur and Dr. Madhu were the incharges of this event
4	21\10\2023	To conduct Mentor meet for all the college students	A Student mentoring meet was held on 21st October, 2023. The prime objective of this meeting was to inform the students regarding registration on ABC portal .Students also discussed their fee related issues with their mentors. Date of PTM was also announced during this meet. Students enthusiastically attended this meet and shared their views with their mentors. Mrs Manpreet kaur and Dr. Madhu were the incharges of this event.



**A MENTOR IS  
SOMEONE WHO  
ALLOWS YOU TO SEE  
THE HOPE INSIDE  
YOURSELF**

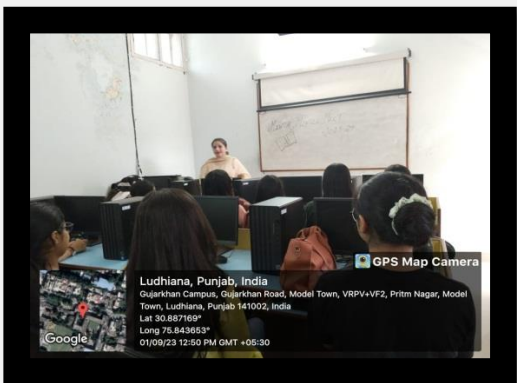
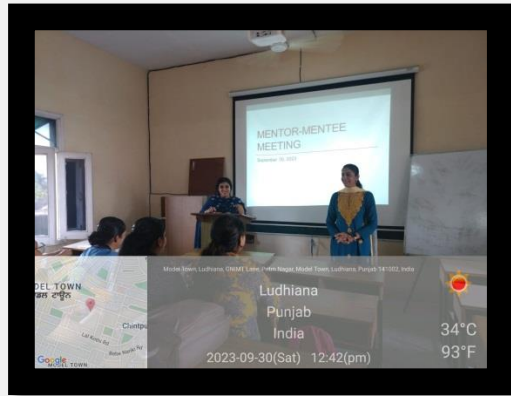


**MENTOR  
MENTEE MEET  
2023-2024**











## AGENDAS OF MENTOR MENTEE MEET 2023-2024 (ODD SEMESTER)

**Session 2023-2024**

**Odd semester**

**31<sup>st</sup> July, 2023**

Timings: 12.20pm-1.00pm

- ❖ Students must maintain **discipline** in the college campus.
- ❖ Use of **mobile phone** is not allowed in classrooms.
- ❖ Students must **switch off** fans and lights of classrooms & labs whenever not in use
- ❖ Students must not **remain absent** from the college without any intimation to the mentors.
- ❖ The students must strive to keep the college campus clean and plastic and litter free.
- ❖ Students are required to **deposit** their pending fee on due date of installments i.e **5<sup>th</sup> August 2023** for first installment & **15<sup>th</sup> December 2023** last installment.
- ❖ Student must visit college **library** and it is mandatory to get one book issued per semester for all students.
- ❖ Students must visit the **Gurudwara** for their mental peace and meditation.
- ❖ If student take leave **for seven days**, she should inform her mentor and get her leave signed by mentor.
- ❖ If student leave is more than seven days, the student will have to get her leave signed from the Registrar of the college and after that submit to her respective mentor.
- ❖ Students must **approach** their mentor once a month apart of Student Mentoring Meet.
- ❖ **Ragging** in any form is strictly prohibited.
- ❖ No student **should leave** their whats app group.
- ❖ Student must follow college activities on **Facebook/Instagram**.
- ❖ **Change of subject/ course** is allowed only up to 7<sup>th</sup> August 2023. Contact your Mentor and inform Registrar ( Ms Seema Dua).
- ❖ Students are **under surveillance**. No student should write anything on **White board/ Black board**.



### **Agenda For Student Mentoring Meet 1st September, 2023.**

1. Students should attend their classes regularly as 75% attendance is required.
2. Students leave should be signed by their respective mentor incase of seven days. If leave is more than seven days, it should be signed by college registrar Mrs. Seema Dua.
3. College is hosting PU Zonal Youth & Heritage Festival from 9th October to 12th October 2023. Students must participate in College activities (Talent Hunt & Youth Festival) & inform students about importance of Certificates. After youth festival College will remain closed from 13th October to 15 October 2023.
4. Midterm exams are commenced from 25th October 2023. 23rd & 24th October Dusshera Holidays will be preparatory holidays for the Students.
5. Students must check the forms of identity cards and bring them daily to the college.
6. Students must follow Social Media Platform i.e. Facebook & Instagram for College activities.
7. Maintain discipline in the college & keep your campus neat & clean, by not littering and using dustbins.
8. Students are not allowed to use your Mobile phone during lecture.
9. Mentees are not supposed to leave the whatsapp group as your details are updated by your mentor.
10. Swachhta Pakhwara & Poshan Maah is celebrated in the month of Sept.23 in which many activities are carried out to sensitize the students about Hygeine & Sanitation.
11. Please note: you are under Camera Surveillance so refrain from indulging in anti-social activities.

Principal



### Agenda for Student Mentoring Meet on 21<sup>st</sup> October 2023

1. **23<sup>rd</sup> & 24<sup>th</sup> October Dusshera Holidays** will be preparatory holidays for the Students.
2. Midterm exams will start from 25th October 2023 to 7<sup>th</sup> November 2023. These exams are compulsory for all. In case of absentee in MST's without any reason, student will be fined Rs 400 for each paper.
3. Paper Discussion & Papers will be shown to the students only on **8<sup>th</sup> & 9<sup>th</sup> November 2023.**
4. Don't bring mobile phones and cash during exams. In case of any loss college will not be responsible.
5. Time slot for morning shift is 9.00a.m -12.00 p.m. & Evening shift is 12.30 p.m. - 3.30 p.m. Students should reach in examination hall half an hour before the scheduled time. Students are required to sit in examination hall for minimum 2.30 Hrs. Students must carry their ID Card during exams.
6. Internal assessment will be based upon the performance of students in mid-term exams. If any student is not able to give the exam she should inform her mentor prior to exams.
7. Date sheet will be displayed immediately after the Mentor Mentee meet.
8. **PTM** will be held on 16<sup>th</sup> November 2023.
9. Student should deposit the 50% college fees before the MST's.
10. **Earn While you Learn Exhibition** of Diwali will be held on 10<sup>th</sup> & 11<sup>th</sup> November 2023. Raffle draw will be held on 11<sup>th</sup> November on occasion of Diwali with special Prizes.
11. As semester ends on 18<sup>th</sup> November 2023, in this context practical & remedial classes will be held from 20<sup>th</sup> Nov. to 25<sup>th</sup> Nov. 2023.

Principal