



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.


Dr. TUHIN MAJUMDAR
Head,

Dept. of English

Head
Department of English
Khatra Adibasi Mahavidyalaya

Resolution:

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

Dr Tuhin Majumdar, Assistant Professor, Department of English, presided over the meeting. The following members attended the meeting:


1. Dr. Tuhin Majumdar, Assistant Professor.....Head, Dept. of English
2. Ujjwal Biswas,..... Assistant Professor, Dept. of English
3. Madhumita BiswasAssistant Professor, Dept. of English
4. Krishna Layek,SACT, Dept. of English

Firstly, Dr. Tuhin Majumdar 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 English

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.


Dr. TUHIN MAJUMDAR
Head
Department of English
Khatra Adibasi Mahavidyalaya



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Date: 26.10 2021


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DEPARTMENT OF ENGLISH

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.


DR. TUHI MAJUMDAR
HOD, Department of English
(Seal)

Head
Department of English
Khatra Adibasi Mahavidyalaya




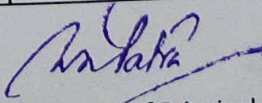
KHATRA ADIBASI MAHAVIDYALAYA
DEPARTMENT OF ENGLISH
MENTOR /MENTEE RATIO_ACADEMIC SESSION-2021-22 (SEMESTER-I)

Sl. No.	Name of the Mentee	UID No.	Phone No.	Name of Mentor
1	JYOTIRMOY PATRA	21111103014	7063891867	Dr. Tuhin Majumdar
2	NILANJAN SATHPATI	21111103001	8670083354	Dr. Tuhin Majumdar
3	SANJIT MANDAL	21111103013	8509856678	Dr. Tuhin Majumdar
4	SHRABANI SAHU	21111103012	7477572972	Dr. Tuhin Majumdar
5	TANIMA BAURI	21111103034	8927231996	Dr. Tuhin Majumdar
6	ISHIKA DUTTA	21111103002	8317878763	Dr. Tuhin Majumdar
7	KOUSHIK ROY	21111103005	8101900665	Dr. Tuhin Majumdar
8	PUJA MUKHERJEE	21111103033	9083525061	Dr. Tuhin Majumdar
9	SANGITA GARAI	21111103011	7076299599	Dr. Tuhin Majumdar
10	SARNA MURMU	21111103035	8101314810	Dr. Tuhin Majumdar
11	KARINA PARBIN	21111103044	7602775052	Dr. Tuhin Majumdar
12	SIMA MAHATA	21111103047	6294146630	Dr. Tuhin Majumdar
13	SOMA DANDAPATH	21111103023	8391815426	Dr. Tuhin Majumdar
14	SOUMIK KUNDU	21111103017	9475392356	Ujjwal Biswas
15	SHREYA PATI	21111103041	7407597938	Ujjwal Biswas
16	TANUSRI PATRA	21111103031	8016971517	Ujjwal Biswas
17	BIJAY RAY	21111103007	8158965597	Ujjwal Biswas
18	BRINDA GARAI	21111103006	7864082995	Ujjwal Biswas
19	CHANCHALA RAJAK	21111103008	8927825697	Ujjwal Biswas
20	MOUMITA TUDU	21111103037	9339017125	Ujjwal Biswas
21	RIYA MANDAL	21111103020	8637385005	Ujjwal Biswas
22	SWATI MANDAL	21111103024	9434362350	Ujjwal Biswas
23	AKASH RAJAK	21111103003	9064483040	Ujjwal Biswas
24	SACHIN RAJOWAR	21111103046	9732902529	Ujjwal Biswas
25	SUDIP MAJI	21111103030	6297149506	Ujjwal Biswas
26	BEAUTY MAHATA	21111103048	9339484476	Madhumita Biswas
27	RUPAM ROY	21111103004	7047409110	Madhumita Biswas
28	TAPASI SAHANA	21111103015	8001085382	Madhumita Biswas
29	RAHLA KISKU	21111103027	9832396182	Madhumita Biswas
30	RAHUL MAHANTA	21111103025	6295549241	Madhumita Biswas
31	RITAM GOSWAMI	21111103049	7076259084	Madhumita Biswas
32	PAMPA MANDAL	21111103040	9883915965	Madhumita Biswas
33	SANJOY SINGSARDAR	21111103043	8388910557	Madhumita Biswas
34	SUBHAJIT CHAND	21111103010	9749835854	Madhumita Biswas
35	SAJAL GHOSH	21111103021	8900377471	Madhumita Biswas
36	NISE KHATUN	21111103009	9647034734	Madhumita Biswas
37	SAYANJIT DUTTA	21111103045	7872493407	Madhumita Biswas
38	RIMJHIM SARKAR	21111103036	8942803993	Krishna Layek
39	MOHAN KALINDI	21111103026	7865976490	Krishna Layek
40	RAHUL PRAMANIK	21111103042	8944047733	Krishna Layek
41	ASHALATA KISKU	21111103032	7047259385	Krishna Layek
42	SUSANTA GARAI	21111103038	6295460886	Krishna Layek
43	TANUJA PATRA	21111103019	8617313229	Krishna Layek
44	PANCHAMI SARDAR	21111103016	8653400496	Krishna Layek
45	RITUPARNA BHUINYA	21111103018	9382158860	Krishna Layek
46	PATIT MANDAL	21111103028	8927293953	Krishna Layek
47	UJJAL PANDA	21111103029	6296671367	Krishna Layek
48	SATHI GARAI	21111103039	8116060681	Krishna Layek

Mentor: Mentee

01:12


Signature of the HOD


Signature of Principal

Head
Department of English
Khatra Adibasi Mahavidyalaya


KHATRA ADIBISI MAHAVIDYALAYA
DEPARTMENT OF ENGLISH
MENTOR /MENTEE RATIO_ACADEMIC SESSION-2021-22 (SEMESTER-III)

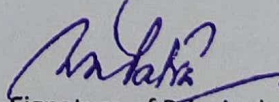
Sl. No.	Name of the Mentee	UID No.	Phone No.	Name of Mentor
1	SUSANTA MALLICK	19111103030	9564990915	Dr. Tuhin Majumdar
2	KRISHNA PRAMANIK	20111103001	7047548333	Dr. Tuhin Majumdar
3	JITKAR HEMBRAM	20111103002	8509306329	Dr. Tuhin Majumdar
4	SOURAV MANDAL	20111103003	8250985602	Dr. Tuhin Majumdar
5	RIMA SAHU	20111103004	9883501584	Dr. Tuhin Majumdar
6	SUDIP MALLICK	20111103005	9002509145	Dr. Tuhin Majumdar
7	SUBHADIP ROY	20111103006	7029757951	Dr. Tuhin Majumdar
8	ADITI DHIBAR	20111103007	8167082422	Dr. Tuhin Majumdar
9	SUBRATA MODAK	20111103008	8967015657	Dr. Tuhin Majumdar
10	PRIYA BAG	20111103009	6296135016	Ujjwal Biswas
11	SIMA DUTTA	20111103010	7063405204	Ujjwal Biswas
12	PRADIP DEY	20111103011	6295241383	Ujjwal Biswas
13	PUJA BAG	20111103012	8392088367	Ujjwal Biswas
14	RINA GHOSH	20111103013	8927593370	Ujjwal Biswas
15	MOUSREE MAHATA	20111103014	8768439276	Ujjwal Biswas
16	RABIN DAS	20111103015	9144124083	Ujjwal Biswas
17	TANMOY DEY	20111103017	7488318056	Ujjwal Biswas
18	SHILPA PATRA	20111103018	9832934846	Madhumita Biswas
19	ANUSHREE DUTTA	20111103019	9933947639	Madhumita Biswas
20	SAJAL GOSWAMI	20111103021	9883360687	Madhumita Biswas
21	ARJUN KUMAR MANDI	20111103022	7363938238	Madhumita Biswas
22	SOUMIK CHATTERJEE	20111103023	8116470571	Madhumita Biswas
23	SACHIN MANDAL	20111103024	8391047606	Madhumita Biswas
24	SK JAFFAR UDDIN	20111103025	8509824991	Madhumita Biswas
25	MOUMITA MANDAL	20111103026	7585947598	Krishna Layek
26	DEBABRATA PRAMANIK	20111103027	9832151772	Krishna Layek
27	AKASH DEY	20111103029	8509027549	Krishna Layek
28	SATABDI ROY	20111103030	9732153403	Krishna Layek
29	SOURAV PATRA	20111103031	8945079560	Krishna Layek
30	JUBARAJ MANDAL	20111103032	9883282268	Krishna Layek
31	SUJAY BAURI	20111103033	8159980124	Krishna Layek

Mentor: Mentee

01:08

Signature of the HOD


Dr. TUHIN MAJUMDAR
Head
Department of English
Khatra Adibasi Mahavidyalaya


Signature of Principal



KHATRA ADIBASI MAHAVIDYALAYA
DEPARTMENT OF ENGLISH
MENTOR / MENTEE RATIO_ACADEMIC SESSION-2021-22 (SEMESTER-V)


Sl. No.	Name of the Mentee	UID No.	Phone No.	Name of Mentor
1	KANIKA SAREN	19111103001	8001769712	Dr. Tuhin Majumdar
2	SAMAPTI MANDAL	19111103002	9932622145	Dr. Tuhin Majumdar
3	SONALI DAS CHAKRABORTY	19111103003	9641588571	Dr. Tuhin Majumdar
4	SUPRIYA KUMBHAKAR	19111103004	9800402915	Dr. Tuhin Majumdar
5	RANJAN SARDAR	19111103008	9635753556	Dr. Tuhin Majumdar
6	SUBHADIP MAHATA	19111103010	9775158134	Dr. Tuhin Majumdar
7	SWATI MUKHERJEE	19111103011	9474451488	Dr. Tuhin Majumdar
8	AMRITA BANERJEE	19111103012	9933694063	Dr. Tuhin Majumdar
9	JHUMA KARMAKAR	19111103014	7319012149	Ujjwal Biswas
10	NITAI MAJI	19111103015	8900677931	Ujjwal Biswas
11	SUNAYAN PATRA	19111103017	9749646614	Ujjwal Biswas
12	ARPITA PAL	19111103019	7029727901	Ujjwal Biswas
13	MOUSUMI PRAMANIK	19111103020	6294295815	Ujjwal Biswas
14	NILIMA KARMAKAR	19111103021	9749131168	Ujjwal Biswas
15	SHRABANI MANDAL	19111103022	7477568822	Ujjwal Biswas
16	BINA GOPE MANDAL	19111103023	8918480730	Ujjwal Biswas
17	JHULAN SINGHA MAHAPATRA	19111103024	8695398009	Madhumita Biswas
18	BHIM DESHMUKH	19111103025	9832033312	Madhumita Biswas
19	SUTAPA PATRA	19111103026	6294644317	Madhumita Biswas
20	BISWAJIT KALINDI	19111103027	7029793507	Madhumita Biswas
21	CHINMOY PAINE	19111103028	9749990931	Madhumita Biswas
22	SHILPA PAINE	19111103029	9883408191	Madhumita Biswas
23	ANKHI MUKHERJEE	19111103031	8967895215	Madhumita Biswas
24	SNIGDHA CHAKRABORTY	19111103034	7797596471	Madhumita Biswas
25	PRAMATHA PAIN	19111103035	9775303973	Krishna Layek
26	PALLAB MANDAL	19111103036	8972331412	Krishna Layek
27	DIPSIKHA DUTTA	19111103037	8509772209	Krishna Layek
28	PIYASI MANDAL	19111103038	9547827252	Krishna Layek
29	RATNADEEP ROY	19111103039	8167426702	Krishna Layek
30	ANCHAL CHATTERJEE	19111103040	8597554121	Krishna Layek
31	LONA DUTTA	19111103041	8597776638	Krishna Layek
32	SUTAPA GOSWAMI	19111103042	9932093131	Krishna Layek

Mentor: Mentee

01:08

Signature of Principal

Signature of the HOD


Dr. TUHIN MAJUMDAR
Head
Department of English
Khatra Adibasi Mahavidyalaya



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Website : www.kamv.ac.in

NAAC Accredited B+ (Second Cycle)

Mentor's Diary



MENTOR'S PROFILE

Name: UJJWAL BISWAS

Designation: Assistant Professor

Department: English

Period: 2021 - 22



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

P.T.O

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.
- Tocollect 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 otherissues 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.
- Tomotivate the students to take part in activities thosehavesocial values.

P.T.O

- To compile their progress in different performances through the performance charts & discuss them 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: Nitai Maji
2. Admission Number: 1111000265 Reg No: 00434 of 2019-20
3. Address: Vill+ P.O - Araldihi, P.S-Indpur, DIST- Bankura
Pin- 722121
4. Residential phone no: 8000677931 Personal phone no: 8000677931
E-mail: nitaimaji013@gmail.com
5. DOB: 18 / 12 / 2001 Age: 20+ Blood Group: _____

II FAMILY PROFILE

1. Father's Name : Ajit Baran Maji Phone: 7076723021
Occupation: Farmer
2. Mother's Name : Sima Maji Phone: 7076723021
Occupation: Housewife
3. Category: SC Family Income: 60000/year
4. No. of Siblings: 2
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

VIII - MENTORING REPORT

1. Name of Mentor : Vijayal Bilsan
2. Department : English
3. Designation : Assistant- Professor
4. Period of Mentoring : 2020-22

5. Mentoring Details

i) Name of mentee : Nitai Maji
ii) UID : 1911103015
iii) Programme : B.A. Honours
iv) Semester :
v) Department : English
vi) Mobile No . : 8900677931
vii) Email ID : nitai.maji013@gmail.com

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

..... N.A
.....
.....

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

..... N.A
.....
.....
.....
.....

..... Vijayal Bilsan

Signature of the Mentor

3. Relationship with LG: N.A

III. ACADEMIC INPUTS

1. Name of the previous Institution: ARALDIHI HIGH SCHOOL

2. Previous Course Completed: 2019

3. Percentage obtained in the last qualifying exam: 79%

4. Medium of Instruction: BENGALI

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

Playing Football

V. PERSONAL & FAMILIAL ISSUES (If Any)

Lower Family Income

VII. - ACADEMIC PERFORMANCE CHART



KHATRA ADIBASI MAHAVIDYALAYA FORMAT FOR MENTORING: Academic performance Chart

DEPARTMENT:

A. Information of Mentor

1. Name : Ujjwal Biswas
2. Designation : Assistant Professor
3. Department : English
4. Period of Mentoring : 2020-21

B. Information of Mentee

1. Name : Nitai Maji
2. Course : B.A (Hons) English
3. Year of admission : 2019
4. Student ID : 1111900265
5. Name of Hostel : No
6. Scholarship : Merit cum, National
7. Male/Female : Male 8. Category : SC 9. Date of Birth : 18/12/2001
10. Permanent Address : Villa P.O - Analdihi, P.S - Indpur, Dist - Bankura, Pin - 722121
11. Phone No. : 8000677931
12. Name of Father : Ajit Baran Maji
13. Name of Mother : Sima Maji
14. Name of Guardian : Ajit Baran Maji
15. Mobile No. of Guardian : 7076723021
16. Area of Interests / Special Skill : Computer DEA, Tally, Hardware



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	32	01			Nitai Maji		2021-22	NA
	After Review							
II	31	125			Nitai Maji			
	After Review							
III	41	167			Nitai Maji			
	After Review							
IV	43	173			Nitai Maji			
	After Review							
V	33	140			Nitai Maji			
	After Review							
VI	35	151			Nitai Maji			
	After Review							

Special notes / comments by the mentor:

Ujjwal Biswas
Signature of the Mentor

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	Drama Club		1		
2	World Magazine		2		
3	Student Seminar		3		
4			4		
5			5		

SEMESTER-I-IV :: Session: 2020-21 to 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		

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		

P.T.O

STUDENT FEEDBACK ON MENTORSHIP [July 20 ²¹ - June 20²²]

Vincent Bilevas

Assistent Professor

English

[illegible]