



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: 11.09.2020

From:

Notice

All faculty members are requested to attend the departmental meeting at 2.00 pm on 12th September, 2020 through Google Meet regarding Mentor-mentee allocation for 1st, 3rd & 5th semester students.

Head,

Dept. of English

Dr. TUHIN MAJUMDAR

Head

Department of English

Khatra Adibasi Mahavidyalaya

Resolution:

Proceedings of the Department of English Meeting held at 2.00 pm on 12th September, 2020 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

Head
Department of English
Khatra Adibasi Mahavidyalaya



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
Date: 16.09.2020

From:

DEPARTMENT OF ENGLISH

NOTICE

The students of 1st, 3rd and 5th semester 2020-21 are hereby notified that as per decision of the Departmental meeting held on 12th September 2020, 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 English
(Seal)

Head
Department of English
Khatra Adibasi Mahavidyalaya



KHATRA ADIBASI MAHAVIDYALAYA
DEPARTMENT OF ENGLISH
MENTOR /MENTEE RATIO_ACADEMIC SESSION-2020-21 (SEMESTER-I)

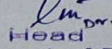
Sl. No.	Name of the Mentee	UID No.	Phone No.	Name of Mentor
1	KRISHNA PRAMANIK	20111103001	7047548333	Dr. Tuhin Majumdar
2	JITKAR HEMBRAM	20111103002	8509306329	Dr. Tuhin Majumdar
3	SOURAV MANDAL	20111103003	8250985602	Dr. Tuhin Majumdar
4	RIMA SAHU	20111103004	9883501584	Dr. Tuhin Majumdar
5	SUDIP MALLICK	20111103005	9002509145	Dr. Tuhin Majumdar
6	SUBHADIP ROY	20111103006	7029757951	Dr. Tuhin Majumdar
7	ADITI DHIBAR	20111103007	8167082422	Dr. Tuhin Majumdar
8	SUBRATA MODAK	20111103008	8967015657	Dr. Tuhin Majumdar
9	PRIYA BAG	20111103009	6296135016	Ujjwal Biswas
10	SIMA DUTTA	20111103010	7063405204	Ujjwal Biswas
11	PRADIP DEY	20111103011	6295241383	Ujjwal Biswas
12	PUJA BAG	20111103012	8392088367	Ujjwal Biswas
13	RINA GHOSH	20111103013	8927593370	Ujjwal Biswas
14	MOUSREE MAHATA	20111103014	8768439276	Ujjwal Biswas
15	RABIN DAS	20111103015	9144124083	Ujjwal Biswas
16	RAKHI GANGULY	20111103016	8927575935	Ujjwal Biswas
17	TANMOY DEY	20111103017	7488318056	Ujjwal Biswas
18	SHILPA PATRA	20111103018	9832934846	Madhumita Biswas
19	ANUSHREE DUTTA	20111103019	9933947639	Madhumita Biswas
20	SWARUP SAINI	20111103020	9933457789	Madhumita Biswas
21	SAJAL GOSWAMI	20111103021	9883360687	Madhumita Biswas
22	ARJUN KUMAR MANDI	20111103022	7363938238	Madhumita Biswas
23	SOUMIK CHATTERJEE	20111103023	8116470571	Madhumita Biswas
24	SACHIN MANDAL	20111103024	8391047606	Madhumita Biswas
25	SK JAFFAR UDDIN	20111103025	8509824991	Madhumita Biswas
26	MOUMITA MANDAL	20111103026	7585947598	Krishna Layek
27	DEBABRATA PRAMANIK	20111103027	9832151772	Krishna Layek
28	ANKHI GANGULY	20111103028	9732262489	Krishna Layek
29	AKASH DEY	20111103029	8509027549	Krishna Layek
30	SATABDI ROY	20111103030	9732153403	Krishna Layek
31	SOURAV PATRA	20111103031	8945079560	Krishna Layek
32	JUBARAJ MANDAL	20111103032	9883282268	Krishna Layek
33	SUJAY BAURI	20111103033	8159980124	Krishna Layek

Mentor: Mentee

01:08

Signature of the HOD

Signature of Principal


 Head
 Department of English
 Khatra Adibasi Mahavidyalaya
 Bankura



KHATRA ADIBASI MAHAVIDYALAYA
DEPARTMENT OF ENGLISH
MENTOR / MENTEE RATIO_ACADEMIC SESSION-2020-21 (SEMESTER-III)

Sl. No.	Name of the Mentee	UID No.	Phone No.	Name of Mentor
1	KANIKA SAREN	19111103001	8001205661	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	7076723921	Ujjwal Biswas
11	SUNAYAN PATRA	19111103017	9749646614	Ujjwal Biswas
12	ARPITA PAL	19111103019	7029727901	Ujjwal Biswas
13	MOUSUMI PRAMANIK	19111103020	7699095835	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	7872220259	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	7362915958	Madhumita Biswas
23	ANKHI MUKHERJEE	19111103031	9614914851	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	9475409009	Krishna Layek
29	RATNADEEP ROY	19111103039	8167426702	Krishna Layek
30	ANCHAL CHATTERJEE	19111103040	9434439694	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

KHATRA ADIBASI MAHAVIDYALAYA
DEPARTMENT OF ENGLISH
MENTOR /MENTEE RATIO_ACADEMIC SESSION-2020-21 (SEMESTER-V)



Sl. No.	Name of the Mentee	UID No.	Phone No.	Name of Mentor
1	SUBHENDU MUKHERJEE	17361103018	9614906416	Dr. Tuhin Majumdar
2	BIBEK BARAT	17361103055	8101054656	Dr. Tuhin Majumdar
3	AJOY MAJI	18111103001	9564358267	Dr. Tuhin Majumdar
4	ANANYA DUTTA	18111103002	7602703387	Dr. Tuhin Majumdar
5	ARIJIT BANERJEE	18111103004	7583993774	Dr. Tuhin Majumdar
6	ARINDAM PATRA	18111103005	8945800927	Dr. Tuhin Majumdar
7	ASHIS BARAT	18111103006	8348118558	Dr. Tuhin Majumdar
8	BARSHA MAHANTI	18111103009	9475372197	Dr. Tuhin Majumdar
9	BIBEK MODAK	18111103010	9732629077	Dr. Tuhin Majumdar
10	BIJAY MAJI	18111103011	6296285271	Ujjwal Biswas
11	CHINMOY MANDAL	18111103012	7384278777	Ujjwal Biswas
12	GOPAL CHOWNI	18111103014	8967096965	Ujjwal Biswas
13	JOY BANERJEE	18111103015	8145511558	Ujjwal Biswas
14	JYOTIRUPA MANDAL	18111103016	8900746102	Ujjwal Biswas
15	MADHUMITA GHOSH	18111103017	9547105781	Ujjwal Biswas
16	MANASI MAHATA	18111103018	9641159863	Ujjwal Biswas
17	MOU DAS	18111103019	8942806626	Ujjwal Biswas
18	MOUMITA NANDI	18111103020	9647990220	Madhumita Biswas
19	MOUSUMI GHOSH	18111103021	8967845737	Madhumita Biswas
20	PAYEL GORAI	18111103023	9735660711	Madhumita Biswas
21	PRADIP ROY	18111103024	9475464959	Madhumita Biswas
22	PRAN MANDAL	18111103025	9609139622	Madhumita Biswas
23	PRIYA DEY	18111103026	7432878124	Madhumita Biswas
24	PUJA SENGUPTA	18111103027	9434635353	Madhumita Biswas
25	RUPANKAR MAHATA	18111103030	8348600771	Madhumita Biswas
26	SANGITA DANDAPATH	18111103031	7585964071	Krishna Layek
27	SAYAN BANERJEE	18111103032	9635789790	Krishna Layek
28	SOMNATH SINHA BABU	18111103034	9064220091	Krishna Layek
29	SUMAN MALLICK	18111103038	8768565929	Krishna Layek
30	SUMANA PATRA	18111103039	7550856226	Krishna Layek
31	SUSAMA SAREN	18111103040	9733890970	Krishna Layek
32	TANUSHRI PATRA	18111103041	9547099774	Krishna Layek
33	TAPASI MISHRA	18111103042	9002240365	Krishna Layek

Mentor: Mentee

01:08

Signature of Principal

Signature of the HOD

Dr. TUHIN MAJUMDAR
Head
Department of English
Khatra Adibasi Mahavidyalaya

25/12/21



Khatra Adibasi Mahavidyalaya

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

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Website : www.kamv.ac.in

NAAC Accredited B+ (Second Cycle)

Mentor's Diary



MENTOR'S PROFILE

Name: MADHUMITA BISWAS

Designation: ASSISTANT PROFESSOR

Department: ENGLISH

Period: 2020-2021

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 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.
- 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.

P.T.O

- 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.



KHATRA ADIBASI MAHAVIDYALAYA

FORMATE FOR MENTORING

DEPARTMENT:

A. Information of Mentor

1. Name: Madhumita Biswas
 2. Designation: Assistant Professor
 3. Department: English
 4. Period of Mentoring: 2020-2022

B. Information of Mentee

1. Name: Puja Sengupta
 2. Course: B.A. English (H)
 3. Year of admission: 2018
 4. Student ID: 1111800791
 5. Name of Hostel:
 6. Scholarship:
 7. Male/Female: Female
 8. Category: UR
 9. Date of Birth: 01/12/1999
 10. Permanent Address: Vill + P.O - Khatra, dist - Bankura, Pin - 722140
 11. Phone No.: 9002478812
 12. Name of Father: Sadhan Sengupta
 13. Name of Mother: Manju Sengupta
 14. Name of Guardian: Sadhan Sengupta
 15. Mobile No. of Guardian: 9531703710
 16. Area of Interests / Special Skill: Singing



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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		5.60			P. Sengupta		2021	
	After Review							
II		4.50			P. Sengupta			
	After Review							
III		5.62			P. Sengupta			
	After Review							
IV		8.00			P. Sengupta			
	After Review							
V		7.50			P. Sengupta			
	After Review							
VI		8.00			P. Sengupta			
	After Review							

Special notes / comments by the mentor:

MBiswas
 Signature of the Mentor