



MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA

NAAC Re-Accredited B+Level Govt. aided College

CPE (Under UGC XII Plan) & NCTE Approved Institutions

DBT Star College Scheme Award Recipient

E-mail : mugberia_college@rediffmail.com // www.mugberiangangadharmahavidyalaya.ac.in

Report of Mentor Mentee Program The Department of Chemistry (UG) Mugberia Gangadhar Mahavidyalaya

Mentor- Mentee Cell is founded in Department of Chemistry, Mugberia Gangadhar Mahavidyalaya Bhupatinagar, and Department of Chemistry with a vision to extend support and guidance to the students studying in the college for the betterment of their academic and professional career and there by contribute towards nation building. It is very effective system that is aimed to narrow down the gap between the mentee and the mentor and thereby the society in general. The students may come across difficulties during the degree programmes and have to face academic and adjustment challenges. To cope up with such problems and to enable them to excel in academics and profession as per their potential, a Mentor- Mentee programme for the students of the institution has been developed.

We are providing counseling to the students through personal attention and regular dialogues during their stay on campus, on telephone and by paying personal visits to the houses of the mentees allotted to the teacher concerned as the Mentor. We have been providing them tips on studies personal counseling, guidance regarding career choices, to get success in the university examinations. We have also been supporting the mentees in the form of precise content on courses, fees, reviews, college admission process and scholarships etc. The scheme has become very successful in bridging the gap between the teacher and the student. It has become instrumental in blending the harmonious relationship between the learner and his/her family and the institution at large. It has definitely created an atmosphere of conviction and faith about the alma mater. Consequently, every year the enrolment ratio of girl-students from all sections of society has been rapidly increasing. We aim that all students get rightly educated and take the right step towards building their career.

Aims and Objectives:

- To bridge the gap between the mentor and the mentee.
- To ensure the quality performance of the students in academics.
- To deal with the related issues for the holistic development of the students.
- To provide mutual support and congenial learning environment.
- To inspire and motivate for higher studies and competitive examinations.
- To discuss stress related issues.
- To regulate the academic involvement and assess the outcome.

Program Details:

- Mentees shall be assigned to the mentors right from the first year of the programme.
- A mentor shall not have more than 30 mentees at a time.
- The mentees preferably be attached to the same mentor for the entire duration of the programme.
- The mentor shall meet the mentees regularly and record the outcome of the meeting in the hard copy. The details about each mentee will be recorded and periodically updated.
- The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institution/department for providing further motivation to advanced/gifted learners.

The mentor shall also identify the students whose performance/attendance is below par. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior. If required the mentor will involve the parents, head of the department for reforming the student.

- a. Attendance: The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up action with regard to students who do not meet the attendance norms of the college.
- b. Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term and examination and help the mentee through counseling or by arranging remedial teaching, if necessary
- c. Behavioral and discipline matters.
- d. Health and physical well being.
- e. Achievements, talents and co-curricular activities.

- f. Stress related issues.

Duties/Responsibilities of Mentor:

- a. Introduce and discuss the concept of mentor- mentee system with the assigned mentees.
- b. Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of students and discuss with them the complete schedule of future meetings
- c. Keep a track of the attendance, academic performance and behavioral aspects of the students by interacting with exam department and the hostel authorities etc.
- d. Support students academically and emotionally.
- e. Contact parents to inform the progress of their ward, whenever required and visit the houses of mentees at least twice in the year.
- f. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
- g. To guide students and also to arrange for remedial teaching if required.

Characteristics of a good Student Mentor:

- A good student mentor is someone who engages in a positive relationship with the student and gives them attention.
- The mentor needs to have positive self-esteem, react well to stressful situations and tolerate frustrating situations.
- They need to listen well and communicate on a level that the student can understand and not be judgmental.
- The mentor needs to provide leadership and guidance and be a positive role model, nurturing a relationship that respects the student's dignity.
- The mentor must always show up on time for sessions, be committed and accept their responsibilities.
- A good mentor will reinforce the student's successes and challenge them to do better and be willing to give them a fresh start if there are any lapses.
- They will not break the trust they have established.

Benefits of a Student Mentoring Program:

- Students benefit by receiving the support and guidance of a caring adult or supportive peer and also receiving assistance with their academic studies.
- Students will experience greater self-esteem and be motivated to succeed.
- They will also receive encouragement to stay in education and progress to further and/or higher education and receive assistance in choosing a career path.

- The Mentees will be encouraged to avoid the use of drugs and alcohol.
- Student will also improve interpersonal relationships, such as with Institute, the teaching staff and the student's family.

Benefits to Peer Mentors:

- Adults who volunteer to mentor students increase their involvement in the learning community and recognize they can make a difference.
- They will gain new experience and knowledge about young people and the Institute community and contribute to the wider aims of community cohesion and regeneration.

Benefits to the Chemistry Department:

- Having a student mentoring scheme helps to foster good community relations and contributes to the local and area targets for economic growth.
- Students will be more motivated and inspirational which will improve morale amongst the learning community.
- Mentoring will maximize the achievements of individual students and groups of students who are at risk of underperforming and remove barriers to achievement for vulnerable groups of students.
- Mentoring enhances the skills of staff and students, improves student attendance and increases student retention.



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Date-20.07.2018

Department of Chemistry Notice

This is to hereby notify that a departmental meeting will be held on 22.07.2018 at 3.00 p.m. to discuss Mentor Mentee Program in our department through offline mode. All the teachers of our department are requested to be present positively.

Dr Bidhan Chandra Samanta
20.07.2018

Dr Bidhan Chandra Samanta
HOD, Department of Chemistry
Mugberia Gangadhar Mahavidyalaya



Minutes of the Departmental meeting for Mentor Mentee Program on 22.07.2018

Members present:

1. Dr. Bidhan Chandra Samanta, HOD, Associate Prof., Dept. of Chemistry
2. Dr. Narottam Sutradhar, Assistant Prof., Dept. of Chemistry
3. Mr. Goutam Kumar Jana, SACT Teacher, Dept. of Chemistry
4. Mr. Ribhu Maity, SACT Teacher, Dept. of Chemistry.
5. Mr. Mrigendu Midya, SACT Teacher, Dept. of Chemistry
6. Mrs. Minakshi Maity, SACT Teacher, Dept. of Chemistry

A short meeting was arranged at 3 pm regarding the implementation of “**Mentor Mentee Program**” in our Department. All teachers of the department joined the meeting in time. **Dr. Bidhan Chandra Samanta, HOD of Dept. of Chemistry** chaired the meeting.

Decisions taken in the meeting are:

- (1) It is decided that **Dr. Bidhan Chandra Samanta** will be coordinator of this programme.
- (2) It is decided that **Dr. Narottam sutradhar** will be joint-coordinator of this programme.
- (3) A mentor mentee programme will be held on 05.01.2019

Approved list of the Mentors and list of mentees assigned to mentor is formatted which are given below

Approved List of the Mentors

2018-2019

Sr. No	Name Of Mentor	Designation of Mentor	No of Mentees	Allotted Class of Mentees
1	Dr. Bidhan Chandra Samanta	Associate Professor & HOD	05	Sem V & VI
2	Mr. Rivu Maity	SACT Teacher	04	Sem V & VI
3	Mr. Goutam Kumar Jana	SACT Teacher	09	Sem I & II
4	Mrs. Minakshi Maity	SACT Teacher	09	Sem I & II
5	Dr. Narottam Sutradhar	Assistant professor	08	Sem III & IV
6	Mr. Mrigendu Midya	SACT Teacher	08	Sem III & IV

List of mentees assigned to mentors

Sl. No.	Name of Mentor	No of Mentee Allotted	Name of Mentee	Roll No.of Mentee	Class of Mentee
1	Dr. Bidhan Chandra Samanta Associate Professor & HOD	20	Biswajit Dolai	1710	Sem V &VI
2			Somak Maity	1744	Sem V &VI
3			Suryasankar Das	1741	Sem V &VI
4			Sudan Majhi	1754	Sem V &VI
5			Debajyoti Pradhan	1748	Sem V &VI
1	Ribhu Maity SACT Teacher		Surajit Pal	1711	Sem V &VI
2			SK Mijan	1723	Sem V &VI
3			Kousik Maity	1742	Sem V &VI
4			Somashree Jana	1743	Sem V &VI
5			Anita Bhunia		Sem V &VI

Sr. No.	Name of Mentor	No of Mentee Allotted	Name of Mentee	Roll No of Mentee	Class of Mentee
1	Mr.Goutam Kumar Jana	15	Nitai pramanik	1620	SEM III &IV
2	SACT TEACHER		Suryakanta Pal	1623	SEM III &IV
3			Subhadip Khanra	1643	SEM III &IV
4			Souvik Jana	1605	SEM III &IV
5			Shreya Sahoo	1641	SEM III &IV
6			Sonali Manna	1622	SEM III &IV
7			Satyajit Pattanayak	1617	SEM III &IV
8			Debajyoti Pattanayak	1621	SEM III &IV
9			Anupama Manna	1623	SEM III &IV
10			Subrata Santra	1624	SEM III &IV
11			Subhas Dasadhikari	1625	SEM III &IV

1	Goutam Jana SACT Teacher		Somnath Maity	1620	SEM I &II
2			Suman Kalyan Bera	1619	SEM I &II
3			Nabajit Jana	1638	SEM I &II
4			Mritunjoy Pradhan	1610	SEM I &II
5			Aranyadev Bhunia	1613	SEM I &II
6			Debanjan Tripathi	1628	SEM I &II
7			Arindam Mondal	1632	SEM I &II

Sr. No.	Name of Mentor	No of Mentee Allotted	Name of Mentee	Roll No.of Mentee	Class of Mentee	Address and Phone No. ofMentee
1	Dr. Narottam sutradhar Asst.Prof	09	Swagata Samanta	1614	SEM I &II	Vill - Biruliar , p.o- Birulia ,p.s - Nandigram ,dist- PurbaMedinipur,pin- 721650 , phone no.- 9883028993
2			Sunita Maity	1638	SEM I &II	Vill+P.O- Heria ,p.s - khejuri,dist- Purba Medinipur,pin- 721430 , phone no.- 6295605047
3			Upasana Das	1637	SEM I &II	Vill-kalyachak,P.O- Heria,Dist-Purba Medinipur, Mobile no. 8001280901
4			Sultana Khatun	1635	SEM I &II	Vill+P.O-Bhupatinagar, ,Dist-PurbaMedinipur, Mobile no-8101926544
5			Samrat Chakraborty	1605	SEM I &II	Vill - Dumardari ,PO - Dumardari , PS - Bhupatinagar, PIN - 721425 ,Phone no - 8348587759

1	Mr.Mrigendu Midya		Pabitra Maity	1627	SEM I &II	Vill-Ghinukkhali; P.O-nazir bazar;P.S-Bhupatinagar;Dist-Purba Medinipur; Pin-721655;ph No-7477636277
2			Soumyadip Das	1624	SEM I &II	Vill-Mitrachak, Post-Heria, P.S-khejuri, District -Purba Medinipur,Pin-721430 Phone number 7001993915
3			Sourav Patra	1610	SEM I &II	Vill-Ektarpur, P. O-Bhupatinagar, Dist-Purba Medinipur, Pin. No-721425,mobile. no-9339195407
4			SNEHASIS H SAHOO	1629	SEM I &II	Vill-Baghadari, P. O. - baghadari, P. S. -Bhupatinagar, Dist-Purba Medinipore, pin-721425 Mobile No. - 9883531747

Mentor Mentee Program

Department of Chemistry

Mugberia Gangadhar Mahavidyalaya

The entire world is going through the grim situation owing to the COVID-19 pandemic and its new variant 'Delta' as well as 'Omicron'. In the present situation people are passing days with lots of uncertainties like threat to be infected, economic recession owing to the long period of lock down, irregularities and disruption of children's education, domestic intolerance due to no or irregular earning and old parent's physical instability as well as employment uncertainties of the educated youth. Not only these, the modern highly complicated way of life has led people in front of perpetual competition and new challenges.

In the light of this, a committee was for the mentorship of the Principal, Mugberia Gangadhar Mahavidyalaya, Dr. Swapan Kumar Mishra and Dr. Bidhan Chandra Samanta, Asso. Prof. and HOD of Department of Chemistry as Convener to conduct the program in a systematic manner. The "Mentor Mentee Program" was completed successfully under the proper guidance of Hon'ble Principal Sir Dr. Swapan Kumar Misra and Hon'ble Dr. Kalipada Maity sir (Associate Professor, HOD, NAAC Coordinator), through face-to-face program on 05.01.2019 with 45 participants.

In the welcome address Dr. Bidhan Chandra Samanta, Associate Professor, HOD, of Chemistry Department had briefly discussed about the relevance of organizing "Mentor Mentee program" in the transition period to move towards the digital milieu along with the uncertainties owing to the covid-19 situation. Learners should do self-analysis of in doubt their strengths as well as weaknesses. Our Principal sir, Dr. Swapan Kumar Misra also briefly discuss about mentor mentee program and also motivate the students participant all the program and reports all the problem to the mentors friendly every time. Dr. Narottam Sutradhar, Assistant Professor, Dept of Chemistry discuss about details about the importance of this program. All the others teacher clearly discuss about the objectives of this program and motivate to participate friendly. At the end of the program the vote of thanks was proposed by Dr. Kalipada Maity, Coordinator, Associate Professor, HOD, NAA

Report of Mentor Mentee Club of Chemistry Department(UG)

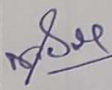
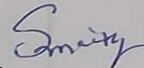
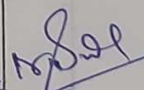
Report Submitted to Coordinator of Mentor Mentee Club, IQAC coordinator and Principal of Mugberia Gangadhar Mahavidyalaya.

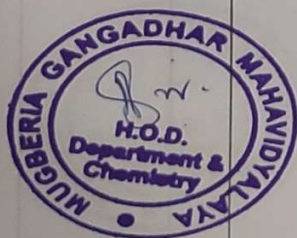
Mentor Report on Issues Raised and Solved (2018-19)

Meeting Resolutions

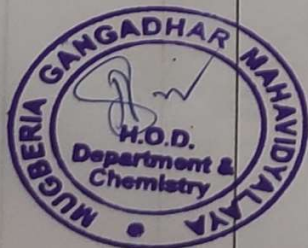
Date wise records of Mentoring

(Session - 2018-19)

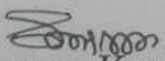
Sl. No.	Name of The Teacher	Date	Topic of The Problem	Year / Semester	Result	Signature
1.	Dr. N. Sutradhar	03.07.2018	Punctuality and Regularity in the attendance of the early hour classes @ 10:15 AM.	2nd Year	Students were motivated to attend the early hour classes regularly.	
2.	Sujata Maity	12.9.2018	Understanding of physical concepts of Chemical Kinetics.	1st year.	Students consulted Kortop P. C. Rakshit book and explain the subject well.	
3	Dr. N. Sutradhar	13.12.18	Reference Books for extra focus and help in preparation of exam. questions.	2nd Year	Following Books were suggested to purchase for Departmental Library. 1. S.P. Banerjee Vol 1. 2. Proc. Chem Univ. of Calcutta.	



Sl. No.	Name of The Teacher	Date	Topic of The Problem	Year/Sem.	Result	Signature
4.	Mr. Rinku Das Sujata Maity.	7.02.19	Analysis of Maxwell distribution curve for velocity of gas molecule.	Ist	Students. Consult P.C. Raghu and explain the distribution curve for varying velocity of the molecule	S. Maity
5	Sujata Maity	18.04.19	Understanding of Preparation of the Primary Standard sol ⁿ	Ist	8 In Practical class, students prepared the Primary standard sol ⁿ their own.	S. Maity
6	Mrs. Goutam Kri Jana.	28.06.19	1. which course we study after chem (Hons) for the job bright future.	2nd yr.	"discuss the various type of technology course and also Msc."	S. Maity



The above of mentor -mentee of Chemistry Department is original and correct to best of the knowledge

 10.06.2019
Dr. Swapan Kumar Misra

Principal

Mugberia Gangadhar Mahavidyalaya

Principal
Mugberia Gangadhar Mahavidyalaya