

Guru Nanak Khalsa College For Women


Model Town, Ludhiana




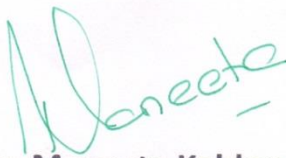
Report on Student Mentoring System

(2022-23)

ODD SEMESTER

Coordinator 
Dr. Madhu Dhawan
(Assistant Professor)
Dept. of Sociology

Co-coordinator 
Mrs. Manpreet Kaur
(Assistant Professor)
PG Dept. of Commerce


Dr. Maneeta Kahlon
Principal
G.N. Kh. College for Women,
Model Town, LUDHIANA.

STUDENT MENTORING SYSTEM

Faculty mentors play a crucial role in mentoring the mentees. Mentees and their mentors share responsibility for ensuring productive and rewarding mentoring relationships. Both parties have a role to play in the success of mentoring. For graduate students, a mentor is someone who serves as a guide throughout their institutional training. They provide both professional and personal advice to the students. They further give constructive feedback on writing, teaching and other elements of career design. They can serve to help students balance professional goals with their personal lives or give emotional encouragement during challenging times.

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 counsel them 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.

2022-23 (Odd Semester)

Detail of activities performed (Aug-Nov)			
S No	Date	Action Purposed	Action Taken
1	18/8/2022	Allotment Of Students to form group	Students were allotted to mentors
2	22/08/2022	To inform students for allotted mentors.	A notice was displayed on the notice board to intimate students. A message was also circulated in different whatsapp groups.
3	31/8/2022	To conduct mentor meet for all the college students.	An open interaction was conducted during 6th lecture. Mentors informed their mentees about the code of conduct of the 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 meeting and shared their views with their mentors.
4	30/09/2022	To conduct mentor meet for all the college students	All the mentors from their respective streams made their mentees aware about the MSTs which will be held from 27th October 2022- 7th November 2022. Mentees were also informed about upcoming events of the college, including, the activities to be conducted under the 'Earn while you Learn' scheme. Students were encouraged to put up different stalls on eve of Karwa Chauth and Diwali.
5	27/10/2022	To celebrate National Mentoring day	Mentor Mentee Program is an essential component for a successful career as it bridges the gap between the faculties and students. On 27 th October 2022 National Mentoring Day was celebrated in the college as monthly Mentoring meet provides students emotional and instrumental support, guidance, encouragement and better environment in college.

Student Mentoring Meet at glance

(2022-23)





AGENDA FOR Mentor Mentee on 31st August 2022.

1. To inform students about Code of Conduct of College available on College website.
2. To inform humanities group students that they are allowed to change their subjects till 3rd Sept. 2022.
3. Students leave should be signed by their respective mentor in case of medical ground, IELTS preparation, CA Preparation etc.
4. For NCC, NSS Registration students should make contact with their respective teachers
(NSS- Dr. Neetu Prakash, Mrs. Satwant Kaur)
(NCC- Mrs. Surjit Kaur)
5. Students should attend their classes regularly as 75% attendance is required.
6. Students must participate in College activities (Talent Hunt & Youth Festival) & inform students about importance of Certificates.
7. To inform students about add on courses in the college (Functional English & Fashion Designing)

Contact:-

Functional English

Ms. Kritika

Fashion Designing

Dr. Shikha Bajaj

8. Students must complete their identity cards and bring them daily to the college.
9. To inform the students about Social Media Platform i.e Facebook & instagram for College activities.
10. Maintain discipline in the college & keep your campus neat & Clean
11. Students are not allowed to use your Mobile phone during lecture.
12. Student contact your mentor incase of urgency.
13. First year students of all streams must bring their passport size photo.
14. Mentees are not supposed to leave the whatsapp group as your details are updated by your mentor.

Principal

Agenda for Student Mentoring Meet on 30th September 2022

1. College is organizing Lucky Draw on 22nd Oct 2022 (Saturday) at 1.00 p.m. students are required to take 1 ticket from their class Incharges. which cost Rs. 100/- . Students of all streams will take ticket from their class Incharges.
2. MST's will start from 27th October 2022 to 7th Nov. 2022. These exams are compulsory for all. Internal Assessment will be based upon the performance in these exams. If any student is not able to give the exams, she should inform to her mentor immediately.
3. Under “**Earn while you Learn**” Scheme College is organizing exhibition cum sale counter on the Eve of **Karwa Chauth and Diwali @ 250/- for 2 days for** both events separately. For Karwa Chauth Stalls can be put up on Mehandi and Chhanni on 10th & 12th Oct. 2022. On Diwali eatables stalls (Chocolate and Cakes) can be put up 21st & 22nd October 2022. Students who wish to put their stalls may contact Mrs. Shikha Kalra & Dr. Shikha Bajaj.
4. Attend the classes regularly specially on Saturday to cover up your lectures up to 75%.
5. Do not use mobiles during lectures.
6. Maintain discipline & Cleanliness in College Campus.
7. Park the Vehicles in the basement. Do not cover your face while entering the college premises.
8. Students are required to behave properly with the supporting staff of the College.
9. Number of suggestions boxes are placed in college campus, in case of any issue students are free to put their complaints, suggestions in the boxes anonymously.
10. Don't drag out the furniture from the class rooms. If anybody may caught in doing so strict action will be taken.
11. Don't cause any damage to the college property.
12. Maintain hygiene while using the College Toilets.

Principal

MENTOR MENTEE GROUP (2022-23)

S .NO	CLASS	Teacher Incharge	Roll no.	Room No.
1	B.A 1st Sem	Dr Shikha Bajaj	22- 101-150	303
		Ms. Arpuneet Kaur	22- 307-312	
			22- 336-340	
		Ms Sukhjot Kaur	22-151-200	402
		Ms. Amarpreet Kaur	22- 313-318	
			22- 331-335	
		Ms Prabhjot Kaur	22-201-250	108
		Ms. Rachna Kanojia	22- 319-330	
	BA-I	Mrs. Kirti	22- 251 -306	403
	PGDMC	Mrs. Balwinderv Kaur	22- 3001 (onwards)	
2	B.A 3rd sem	Dr Anupam	21-101 to 21- 153	203
		Mrs. Kavita Kuplish		
		Mrs Shikha Kalra	21- 154 - 205	401
		Mrs. Sandeep Kaur		
		Dr Madhu Dhawan	21-206 to 21-258	105
		Mrs. Seema Devi		
3	B.A 5th sem	Dr Parveen Arora	20 - 401 to 20 - 454	107
		Mrs Sarabjit Kaur		
		Mrs. Harpreet Kaur (F. Arts)	20-455 to 20-509	
		Ms. Gurarpan Kaur		
		Ms Surjit Kaur	20-510 to 20-564	205
		Mrs. Inderjeet Kaur		
4	M.A 1st Sem	Ms Gagneetpal Kaur	22- 2201 (onwards)	219
	M.A 3rd Sem		21- 2201- 2021 to 2214	
5	B.Com 1st sem-A	Ms Manpreet Kaur Ms. Blossom	22- 1001-1070, 22- 1211-1215	301

	B.Com 1st sem-B	Mrs. Manmeet Kaur	22-1071-22-1140 22-1216, 1220	302
		Mrs. Pavneet Kaur		
	B.Com 1st sem-C	Dr. Kuldeep Kaur	22-1141 to 22-1210	304
		Ms. Kritika Gupta	22-1221 to 22-1226	
6	B.Com 3rd Sem Sec-A	Ms Punpreet Kaur Dr. Anu Gupta	21- 1001-1005,1007-12,14-23,25-27,29-42,44,46,48,93,1101-1102,1104-26 ,1151-55,58,66-70,77,81	315
	Sec-B	Dr Pratibha Tyagi Mrs. Upinder Kaur (Eng)	21- 1013,1050,1051-61, 63,64,66-70, 72-81,83,84,86-92, 94-97,99-1100, 1127,28,1130-35, 37-40.42-48,1156,57,59,60,61-65,1171,74,75,76,78-80,82	316
7	Bcom 5th sem Sec-A	Ms. Neha Dawar Ms. Bhumika	20- 1302-1350,1438 ,1451-1455,1466,1471,73,76,	215
	Sec B	Dr Neetu Prakash Mrs. Baljeet Kaur	20 - 1351-1353,1355-70,72-79,81-86,88-1400, 1456-60,68,1470	216
	Sec C	Ms Rajwinder Kaur Ms. Monika Sharma	20 - 1401-1437,39-50, 1461,1463-65,67,69,72.74,75	217
8	M.Com-1st Sem & 3rd Sem	Mrs. Maninder Kaur Ms. Dilpreet Kaur	22- 2401-2442 21- 2401,2403-36,39	119
9	BBA 1st sem	Dr Nidhi Sharma, Mrs. Sarika Jaiswal	22- 2701 - 2747	320
	BBA 3rd sem	Dr Nidhi Sharma, Mrs Jaspreet Lamba	21- 2701-26, 28-30, 32-42	321
	BBA 5th sem	Dr Nidhi Sharma, Ms Minika Bawa	20- 2801-28, 30-42	222
10	BCA 1st sem & PGDCA	Ms Daisy Wadhwa Ms Harpreet Kaur (C. Sc)	22- 1901 - 1947 22- 2601 - 2616	319
	BCA 3rd & 5th sem	Ms Satwant Kaur Ms Neha Vij	21- 1901-1941 20- 2001-2032	Computer Lab

Note: Free teachers are required to maintain discipline in the college during mentor mentee meet.

Dr. Madhu Dhawan (Cordinator)
Mrs. Manpreet Kaur (Co-Cordinator)

Dr. Maneeta Kahlon
Principal

SOCIAL MEDIA LINKS

https://m.facebook.com/story.php?story_fbid=pfbid06NuqommgsBeYEmV1Aj6weE4rVEY2v2hwuBbS8fYPkSgG1TY5jydt9CyB7miyfdEsl&id=100057616412011&sfnsn=wiwspmo

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<https://www.instagram.com/p/Ch95bPBjgt/?igshid=MDJmNzVkMjY=>

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<https://www.instagram.com/p/CjLSmTcPiW2/?igshid=Yjg3YjIyODA=>
https://m.facebook.com/story.php?story_fbid=pfbid02y65cHEcZKaVJ9vzSpdsHEeCTm6W17q5zC7pvdcfHmqjne33VUEzzXX1DcJgazJU1&id=100057616412011&sfnsn=wiwspmo

<https://www.instagram.com/p/CkQceG-tG6j/?igshid=MDJmNzVkMjY=>