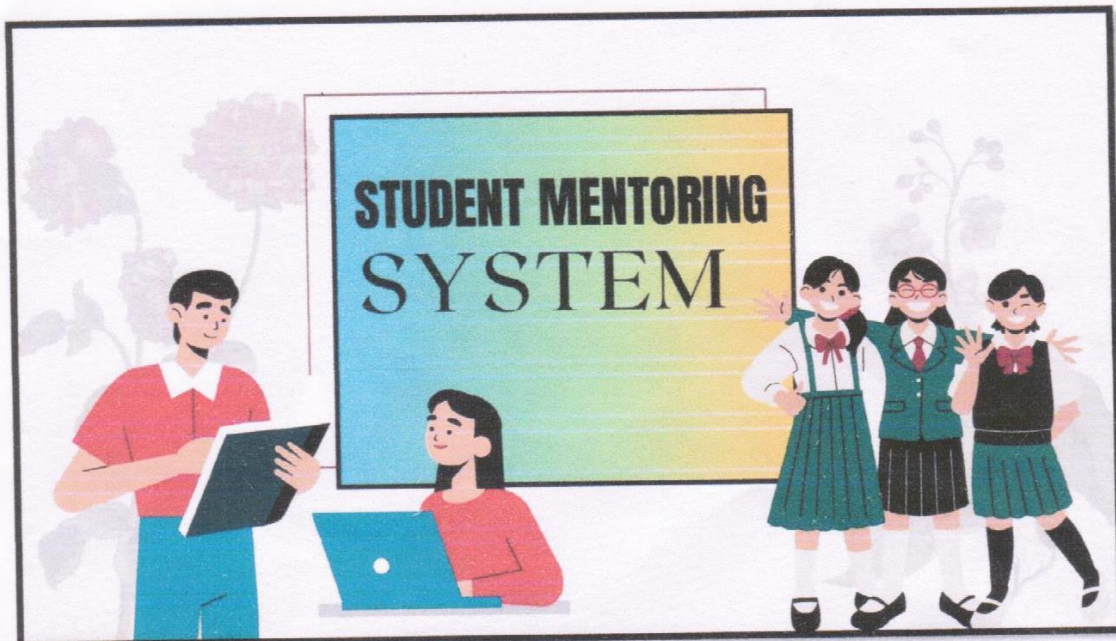



Guru Nanak Khalsa College for Women


Model Town, Ludhiana

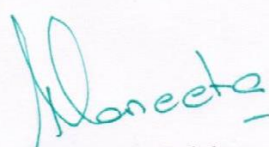


REPORT ON STUDENT MENTORING SYSTEM

EVEN SEMESTER (2022-23)

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

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


Dr. Maneeta Kahlon
Principal

Faculty mentors play a crucial role in mentoring graduates. Students 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 counseled 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.

2022-23 (Even Semester)

Detail of activities performed (Jan-April)			
S No	Date	Action Purposed	Action Taken
1	30/1/2023	To conduct mentor meet for all the college students.	The prime objective of the meet was to inform students about the code of conduct of college. They were also informed about the upcoming seminars, Alumni Meet and Educational trips. 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 Dhawan coordinated the meet. .
2	21/03/2023	To conduct mentor meet regarding upcoming mid terms exams	The prime objective of this meeting was to inform students about the upcoming Mid Semester Test (MST) starting from 24th March, 2023. Mentors also discussed paper patterns and syllabus to be prepared for MST. The issues regarding payment of fees of mentee's were also resolved by mentors. .

STUDENT MENTORING MEET AT A GLANCE







STUDENT MENTORING MEET

MARCH 21, 2023





Social media links:

<https://www.facebook.com/gnwludhiana/posts/pfbid03Ty9qPjJxRGQL2sutker2dYxWMK5C4WDd4koJdiPcD79PSLda3aSq7VR6TuWCScql>

<https://www.facebook.com/gnwludhiana/posts/pfbid08scxggy958PpxLXtuZqYopckcY4krULUqYFRHchnJhW8rNPZ6PY5vcHAXs4h6ieml>

Agenda of Mentoring Meet

31st January 2023.

Timing (12.20 p.m. to 1.00 p.m.)

1. To Inform Students about code of conduct of college available on college website.
2. Students should attend their classes regularly as 75% attendance is required.
3. Students must deposit their fee before 28th Feb 2023, otherwise their university examination forms will not be filled.
4. College is going to organize Alumni Carnival on 17th Feb., 2023. Those who are interested to book their stall can contact Mrs. Manpreet Kaur, Mrs. Rajwinder Kaur , Mrs. Shikha Kalra.
5. To inform students about CDC sponsored one day National Seminar on “Towards Gender Inclusivity: Emerging Contemporary issues around Gender” to be held on February 4, 2023.
6. College is going to organize one day trip in the month of March.
7. To inform students about ICHR sponsored National Seminar on “ Role of Punjab in the freedom struggle of India” to be held on Feb 10-11, 2023.
8. It is mandatory for all students to attend Mentor Mentee Meet.
9. Ragging is strictly prohibited in college campus.
10. Maintain discipline in the college and keep your campus neat and clean.

Principal

Agenda for Mentoring Meet on 21nd March 2023

(Timings: 12.20pm-1.00 pm)

- ❖ Mid Term Exams Will Start from March 24, 2023, it is compulsory to appear in MSTs. Rs 200 will be charged per paper for absentees. In case of any issue, leave application should be submitted to controller of exams prior to the paper afterwards no consideration of leave application.
- ❖ It is mandatory for all the students to deposit their pending fees; excepting for those application signed by authority, otherwise university roll no. will not be issued.
- ❖ Internal assessment is largely dependent on your **Class Attendance, Performance in MSTs, and Filling of Feedback** form of the college. You all are required to take the above mentioned points seriously.
- ❖ Students you are required to update your mobile number to your mentor, in case of any change.
- ❖ Parents Teacher Meet (PTM) will be held on April 15, 2023, students should try to attend it along with their parents.
- ❖ 75% attendance is compulsory to appear in university examinations. So all the students are required to attend their classes regularly.
- ❖ It is mandatory for all the students to bring their identity card with them while sitting in Mid Term Exams.
- ❖ Students are to keep the campus neat and clean.
- ❖ This is to inform all the students that university examinations will commence on May 1st, 2023. Practical exams will start from 24th April 2023 to 29th April 2023.
- ❖ Suggestion boxes are placed at various places in the college premises, so you can put up any complaint/ suggestion in it, if you feel so.

MENTORING GROUP 2022-2023

S .NO	CLASS	Teacher Incharge	Roll no.	Room No.
1	B.A 1st Sem	Dr Shikha Bajaj	22- 101-150	303
		Ms. Rashi Garg	22- 307-312	
		Ms. Asha	22- 336-340	
		Ms Sukhjot Kaur	22-151-200	402
		Ms. Amarpreet Kaur Mrs. Yukti Khanna	22- 313-318 22- 331-335	
		Ms Prabhjot Kaur	22-201-250	108
		Ms. Rachna Kanojia	22- 319-330	
	BA-I	Mrs. Kirti , Mrs. Balwinderv Kaur	22- 251 -306	403
	PGDMC	Ms. Cheshta Vohra	22- 3001 (onwards)	
2	B.A 3rd sem	Dr Anupam	21-101 to 21- 153	203
		Ms Shalini Khurana		
		Mrs Shikha Kalra	21- 154 - 205	401
		Mrs. Sandeep Kaur		
		Dr Madhu Dhawan	21-206 to 21-258	105
		Mrs. Seema Devi Ms. Alka Ansari		
3	B.A 5th sem	Dr Parveen Arora	20 - 401 to 20 - 454	107
		Mrs Sarabjit Kaur		
		Mrs. Harpreet Kaur (F. Arts) Ms. Gurarpan Ms. Bhavleen	20-455 to 20-509	Fine Arts Lab
		Mrs. Gagneet Pal Kaur Ms. Rajveer Kaur	20-510 to 20-564	205
		Mrs. Inderjeet Kaur		
4	M.A 1st Sem M.A 3rd Sem	Mrs. Kavita Kuplish	22- 2201 (onwards)	219
			21- 2201- 2021 to 2214	
5	B.Com 1st sem- A	Mrs. Manpreet Kaur	22- 1001-1070, 22- 1211-1215	301
			Ms. Blossom	
	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. Chakshu Khanna	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, Ms.Sanya	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) Ms. Jasleen Kaur	22- 1901 - 1947 22- 2601 - 2616	319
11	BCA 3rd & 5th sem	Ms Satwant Kaur Mrs. Priyanka Ms. Meenu Rattan	21- 1901-1941 20- 2001-2032	Computer Lab

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

Dr. Maneeta Kahlon
Principal