



**meet
your
mentor**

STUDENT MENTORING SYSTEM

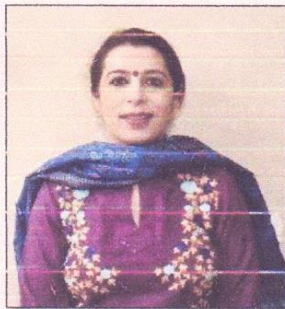
2023-2024



Maneeta

Principal

Dr. Maneeta Kahlon
Dr. MANEETA KAHLON
Principal
G.N.Kh. College for Women
Gujarkhan Campus, Model Town,
Ludhiana.



Dr Madhu Dhawan

Coordinator
Dr Madhu Dhawan



Ms Manpreet Kaur

Co- Coordinator
Ms Manpreet Kaur

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 course them 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.

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.





RESPONSIBILITIES OF TEACHER MENTOR

- 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.

2023-24 (Even Semester)

Detail of activities performed (Jan-April)			
S No	Date	Action Purposed	Action Taken
1	31/1/2024	To inform the students about upcoming events during the semester	Students were informed about various upcoming events i.e. Prof.Gurbir Singh Sarna memorial inter college competitions and Alumni Valentine carnival.They were also informed about the commencement date of mid semester test.Students also discussed their fee related issues with their mentors. Students enthusiastically attended this meet and shared their views with their mentors.
2	29/02/2024	To inform students about commencement of Mid Term Examination	students were informed about MSTs that are scheduled to commence on 18th March 2024. Students were also informed about one day trip, farewell party for final year students. Mentors also discussed eligibility conditions for prize winners for Prize Distribution Function which is going to be organised on 9th April, 2024 During the meet Mentees were also informed about forthcoming PTM and last working day of Even semester so that Students must be serious in their studies. Students enthusiastically attended this meet and shared their views with their mentors. Mrs Manpreet kaur and Dr. Madhu were the incharges of this event..
3	3/04/2024	To inform students about the date of Annual Prize Distribution Function and commencement of panjab university examination	Students were informed about the date of Annual Prize Distribution Function. Mentors also discussed eligibility conditions for prize winners. They were also informed about commencement of Panjab university examination that would commence on May 1, 2024.

Student Mentoring Meet at glance

(2023-24)

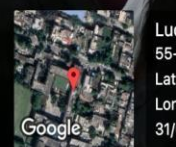




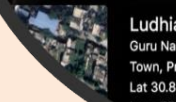
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VRPV+JUG, GNMT Lane, Pritm Nagar, Model Town, Ludhiana, Punjab 141002, India
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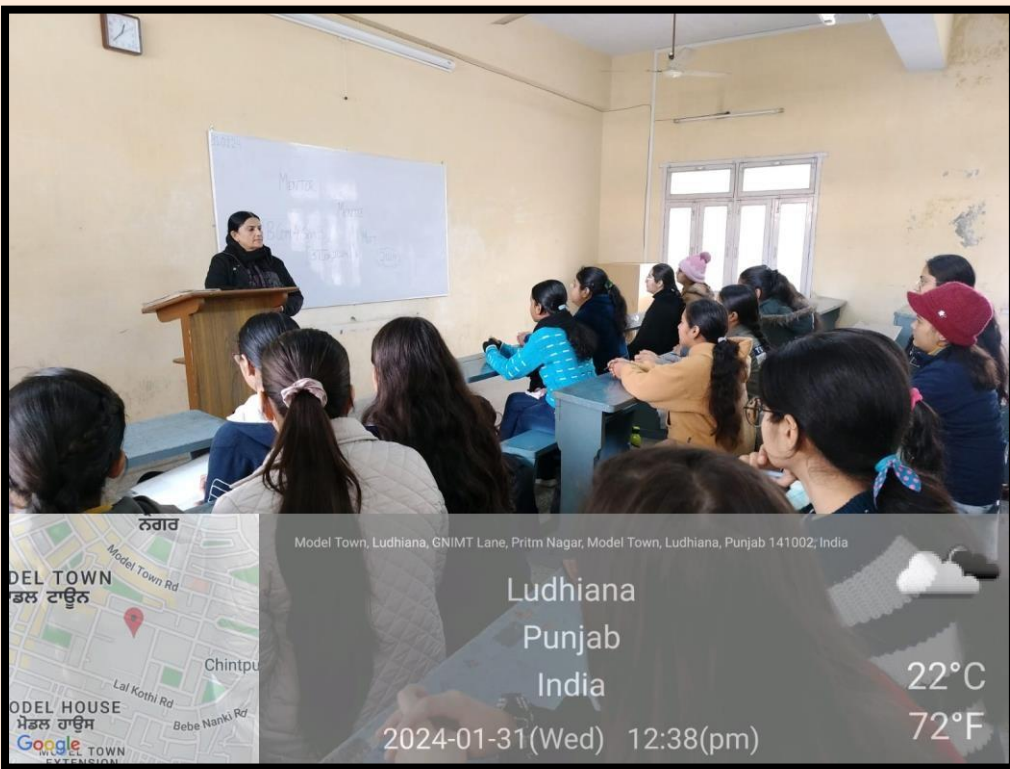
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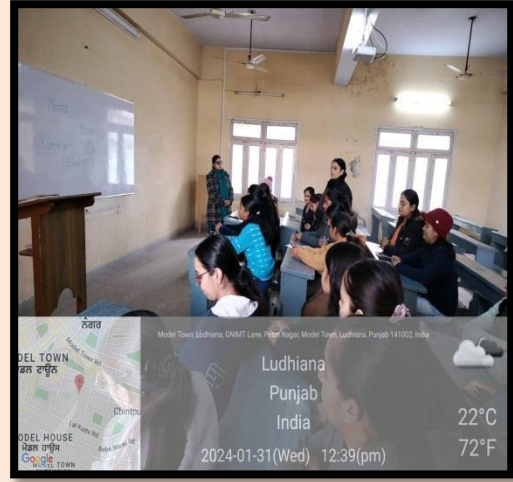


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Ludhiana, Punjab, India
Guru Nanak Khalsa College for Women, VRPV+QMQ, Gujarkhan Campus, Model Town, Pritm Nagar, Model Town, Ludhiana, Punjab 141002, India
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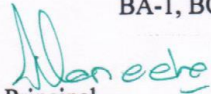




Agenda of Mentoring Meet

31st January 2024.

1. Welcome to students after exams and winter break.
2. Despite of severity of cold weather, students are prompted to attend their lectures regularly.
3. To inform students about various inter college competitions that are going to be held in the upcoming months.
4. Students are requested to give details of extra-curricular activities in which they have participated to their mentors.
5. Students must follow Social Media Platform i.e. Facebook & Instagram for College activities.
6. Maintain discipline in the college & keep your campus neat & clean, by not littering and using dustbins.
7. Students are not allowed to use your Mobile phone during lecture.
8. Mentees are not supposed to leave the whatsapp group as your details are updated by your mentor.
9. 9th Prof. Gurbir Singh Sarna Memorial Inter college competition will be held on 10th February 2024. Attendance of students is compulsory on this day.
10. Alumni Valentine Carnival will be held on 14th February 2024. Centre of attractions on this date will be Fun Games, Music & Dance, DJ, Selfie Points, Food and Snacks, Ramp Modelling, exciting stalls.
11. Students are requested to pay their fees at the earliest otherwise their examination form will not be sent to Panjab university.
12. Booklet of environment subject will be distributed among students by mentors of B.com-1, BA-1, BCA-1, BBA-1.


Principal

Dr. MANEETA KAHLON
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G.N.Kh. College for Women
Gurarkhan Campus, Mohali

Agenda for Mentoring Meet on 29th February, 2024

(Timings: 12.20pm-1.00 pm)

1. Mid Term Exams will commence from 18th March 2024 which are Mandatory for all. Assessment of Student will be based on performance in Mid Semester Test , Class Attendance and assignments ,in case of absentee from exam , student will be fined Rs 400 for each paper. Prior sanctioned leave (duly signed by authority) will only be entertained.
2. Students to note that their papers would be shown on 3rd and 4th April, 2024.
3. Students have to fill Student Satisfaction Survey (sss) form and College Feedback form which is mandatory for all. The feedback links would be closed on May 30, 2024.
4. PTM will be held on April 7th, 2024.
5. Students whose fees are pending, they should deposit a minimum amount of Rs 5000/- by 2nd March 2024. this would be last day to deposit college fee otherwise university examination forms will not be submitted as college university clerk Ms Suresh has to leave to PU, Chandigarh on 4th March 2024 in this regard.
6. To inform students about medical camp to be organized in the college on the occasion of women day.
7. College is organizing One day trip on 2nd March, 2024 to different nearby venues. Students must maintain discipline with having fun and enjoyment and also cooperate with teachers who are on duty.
8. Farewell for all final year students is going to be organised on 6th April, 2024.
9. Students are advised to read whatsapp messages and bulletin board regularly.

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Agenda for Mentoring Meet on 3 April, 2024

1. Farewell for all final year students will be held on April, 2024. The teaching would be suspended for all other classes.
2. Few students have still not filled Student Satisfaction Survey (SSS) form and College Feedback form.
3. A gentle reminder for PTM that will be held on 7th April, 2024
4. To inform students about remedial classes of various subjects that will be held on April 16-23, 2024
5. To inform Students about the date of Annual Prize Distribution Function. Eligibility conditions for prize winners are to be discussed.
6. To inform Students about date of Panjab university examinations (Theory & Practical) that would commence on May 1, 2024. Wishing all the students best of luck for upcoming practical and theory exams. After examinations summer would start from 30th May-14th July 2024.
7. Students are advised not to bring mobile phones and cash during exams. In case of any loss college will not be responsible.
8. Students should reach in examination hall half an hour before the scheduled time. Students must carry their ID Card during exams.
9. New session would commence from mid-July. Students are advised not to leave whatsapp group as all messages regarding new session would be circulated there.

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