

GURU NANAK KHALSA COLLEGE FOR WOMEN GUJARKHAN CAMPUS, MODEL TOWN, LUDHIANA





Maneeta
Principal

Dr Maneeta Kahlon

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G.N.Kh. College for Women
Gujarkhan Campus, Model Town
Ludhiana



Madhu
Coordinator

Dr. Madhu Dhawan



Manpreet
Co-coordinator

Ms. Manpreet Kaur

MENTORING

SEND LETTERS TO PARENTS/GUARDIAN FOR CONTACT PARENTS\GUARDIAN IF SITUATION DEMANDS

MAINTAINS A BRIEF BUT CLEAR RECORD OF ALL DISCUSSIONS WITH STUDENTS.

INTIMATES HOD AND SUGGEST IF ANY ADMINISTRATIVE ACTION IS CALLED FOR.

CONTINUOUSLY MONITOR, COUNSEL, GUIDE AND MOTIVATE THE STUDENTS IN ALL ACADEMIC PURSUITS

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.

OBJECTIVES OF STUDENT MENTORING SYSTEM

Comprehensive Student Support



Enhance Academic Performance

Improving grades, attendance, and engagement

Provide Career Guidance

Offering direction for future career paths

Develop Skills and Confidence

Building confidence and necessary skills

Identify and Support Slow Learners

Recognizing and supporting struggling students



Mind Mapping

1

To create a sense of oneness among students with the institution.

2

To establish a first line of communication for each student with the institution.

3

To identify and mitigate psycho- societal and other issues faced by students and coursed there or refer them to experts for remedy

4

To make the students be self-aware of their strengths and weakness and take necessary remedial action.

2025-26 (Even Semester)

| Detail of activities performed (January-April) | | | |
|--|------------|---|---|
| S No | Date | Action Purposed | Action Taken |
| 1 | 30/01/2026 | To conduct Mentor Mentee meet after universty exanms and winter break | A Students Mentoring Meeting was convened on 30 January 2026. During the session, students were apprised of various forthcoming events, including the Alumni Carnival scheduled for 7 February 2026 and the Mid-Term Examinations commencing on 20 March 2026. Students were also informed about the deadline for the payment of semester-end fees. The students actively participated in the meeting and engaged in constructive discussions with their mentors. Dr. Madhu Dhawan and Mrs. Manpreet Kaur served as the In-charges of the event. |
| 2. | 28/02/2026 | To conduct mentor meet for all the college students | A Student Mentoring Meet was held February 28, 2026. During the session, students were informed that the mid-term examinations will commence on 19 March 2026. They were also briefed on the criteria for availing leave in case of an emergency and were reminded about the deadline for paying the semester-end fees. Additionally, to keep their spirits high, students were informed about the Holi festival, which will be celebrated on 3 March 2026. The students actively participated in the meeting and engaged in constructive discussions with their mentors. Dr. Madhu Dhawan and Mrs. Manpreet Kaur served as the in-charges of this event. |

Student Mentoring Meet at glance 2025-2026 30th January 2026



28th February, 2026



Agenda for Student Mentoring Meet
January 30, 2026 (Timings -12.20 pm - 1.00Pm)

- Welcome to students after exams and winter break.
- Despite of severity of cold weather, students are prompted to attend their lectures regularly. Mid Terms examinations will commence from March 20,2026. 80% of syllabus will be covered for these exams.
- Students must follow Social Media Platform i.e. Facebook & Instagram for College activities.
- Maintain discipline in the college & keep your campus neat & clean, by not littering and using dustbins.
- Students are not allowed to use your Mobile phone during lectures.
- Mentees are not supposed to leave the whatsapp group as your details are updated by your mentor.
- Alumni Valentine Carnival will be held on 7th February 2026. Centre of attractions on this date will be Fun Games, Music & Dance, DJ, Selfie Points, Food and Snacks, Ramp Modelling, exciting stalls.
- Students are requested to pay their fees at the earliest otherwise their examination form will not be sent to Panjab university.

Principal

Agenda for the Student Mentoring Meeting 28th February 2026 (Timings: 12:20 PM - 1:00 PM)

- Mid-terms exams will commence from 20th March 2026 which are mandatory for all .Assessment of student will be based on performance in mid semester test, class attendance and assignments, in case of absence from exams, and please note that student will be fined Rs 500 for each paper.
- Exams will be conducted under camera surveillance. Using unfair means during exams will not be tolerated.
- Students are not permitted to leave examination hall before two and a half hours have passed.
- Students should deposit their pending fee amount in the 1st week of March 2026.University examination fees have already been sent but those who will not pay their dues not allowed to sit in exams.
- In case of medical emergency, students must submit a hard copy of the leave request to their mentor before the day of the exam. Prior sanctioned leave (duly signed by authority) will only be entertained.
- Holi function will be organized in the College on 3rd March 2026from 12.20 pm-3.00 p.m
- College is organizing one day trip on 9th April 2026 and long trip of 3 days i.e 12th, 13th, 14th April 2026. Along with fun and masti during trip, students must maintain discipline and cooperate with teachers who will be on duty.
- Fare well party for all final year students is going to be organized on April, 2026,18. Final year students of all streams are required to deposit Rs 600 to their mentors which will help in organizing party and souvenirs to students.
- Students must park their vehicles in the College parking area which is under surveillance. The college authority will not be responsible for any loss if vehicles are parked outside.
- Please note : you are under camera surveillance so refrain from indulging in anti-social activities.

Principal