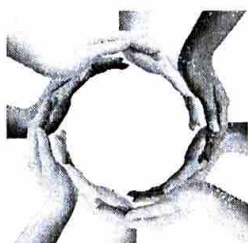


Mentorship File



Vision-

To contribute in building a knowledge society through innovation and academic excellence.

Batch/Session	<u>2025-26</u>
Subject	<u>Mathematics</u>
Class	<u>B.A./BSc 1st, 2nd & 3rd Year</u>
Mentor	<u>Dr. Anil Kumar</u>

This file contains all the details of a Mentoring Session

Vision of SMC

A friendly face, a listening ear and a caring approach that offers support to our students to achieve their goals.

Mission of SMC

To provide the college student specific services, *in support of the academic mission*, that assist and *empower students* to achieve their highest overall potential.

SMC-OBJECTIVES

- To provide congenial environment for students to enhance their growth and help achieve their goals.
- To support students to achieve their professional excellence.
- To help teacher to be a good mentor.

ROLE OF MENTOR

- Encourage students to excel in their professional areas by providing them an advance exposure of emerging areas in their respective streams.
- New information provided to student by mentor [indoor/outdoor opportunities].
- To encourage students to participate actively in co-curricular activities. Any participation of the student indoor/outdoor is judged by activity in-charge and based upon his/her remarks; mentor forwards his/her case to concerned activity incharge.
- Maintain information of student [Contact details, Parents, Blood group allergies to medicine, past achievements etc.].
- To provide mentees constructive and supportive feedback in a timely manner.
- Any kind of leave sanction by mentor. [Keep Xerox of leave form]. All student's record e.g. his leave records/official leave/medical leave/hostel leave etc maintained by mentor in his mentorship file.
- Undertaking in case of short attendance and regular counseling of such cases.
- Continues monitoring of his/her mentees
- Interaction with parents regarding student's academics/ achievement/indiscipline.
- Maintain any kinds of achievements [appreciate and keep consent form in records].
- Undertaking in case of any disciplinary action and grooming of such cases regularly by providing them a personal touch.
- Regular monitoring and diagnostic type of counseling for academically lacking students.
- Remarks for short attendance given by mentor based upon the genuinity of the case.
- Schedule of regular meetings with mentees at least thrice in a year and to solve all kinds of issues faced by students during their stay in the college.
- Any change in name address or any error in all details is corrected only after mentor remarks based upon proper verification.
- Mentors are expected to discuss proposed list of buddies with students for any suggestions or changes. Owing to the suggested criteria there may be a possibility of not able to ensure 100% match between weak students to proposed buddies. In such cases mentors may take a call, while ensuring the respect behind this system.

Mentor Interaction Timeline

SCHEDULE OF MENTORSHIP TASKS:

Sr. No	Mentorship Task Description	Important Dates
1.	Mentor Allotment and List of Mentees uploaded on website	01.08.2025
2.	Registration and First Mentorship Meeting week	07.08.2025 - 14.08.2025
3.	Regular Class Work Starts	01.09.2025
4.	Second Mentorship Meeting Week and update Mentorship Files and add comment on student on Chalkpad if required.	25.10.2025 to 30.10.2025
5.	Third Mentorship Meeting Week and update Mentorship Files and add comment on students sheets	20.12.2025 to 25.12.2025
6.	Fourth Mentorship Meeting Week and update Mentorship Files and add comment on student on Chalkpad if required.	15.02.2026 to 20.2.2026
7.	The Final Update and submission of the Mentorship File.	15.04.2026

List of Students with Attendance Chart

Class :BA/BSc 1st Year
Session : 2025-26

Sr no	Student Name	DSC 1	Phone Number	Meeting -1 8 Aug 2025	Meeting-2 28 Oct 2025	Meeting -3 26 Nov 2025	Meeting-4 13 Feb. 2026
1.	Sahib Singh	BSc Mathematics	8894091654	A	Sahib	A	Sahib
2.	Gaytri Thakur	BSc Mathematics	9015933846	A	Gaytri	Gaytri	Gaytri
3.	Bhavna Devi	BSc Mathematics	7018728696	Bhavna	Bhavna	A	Bhavna
4.	Kashish Tilli	BSc Mathematics	8629867500	(Kashish)	(Kashish)	(Kashish)	(Kashish)
5.	Manisha Thakur	BSc Mathematics	8628002418	Manisha	Manisha	Manisha	A
6.	KRISH	BSc Mathematics	9418844761	Ph	Ph	Ph	Ph
7.	Deepika Vashisht	BSc Mathematics	9015069586	Deepika	Deepika	Deepika	Deepika
8.	Jyoti	BSc Mathematics	8894145345	Jyoti	Jyoti	A	A
9.	SNEHA THAKUR	BSc Mathematics	8219514327	Sneha	Sneha	Sneha	Sneha
10.	Geetanjali Kashyap	BSc Mathematics	8628831945	Kashyap	Kashyap	Kashyap	Kashyap
11.	Gaurav	BSc Mathematics	8091346928	Gaurav	Gaurav	Gaurav	Gaurav
12.	Pupender Singh	BSc Mathematics	8626868565	A	A	A	A
13.	Bhomik Chauhan	BSc Mathematics	8091677277	A	A	A	A
14.	Tarzen Negi	BSc Mathematics	9015965358	A	A	A	A
15.	Sanjana Verma	BSc Mathematics	8219760512	Sanjana	Sanjana	Sanjana	Sanjana

No of mentees Present: Meeting 1- 10 Meeting 2- 12 Meeting 3- 09 Meeting 4- 10

No of Mentees Absents Meeting 1- 05 Meeting 2- 03 Meeting 3- 06 Meeting 4 05

Total No of Mentees:.....15.....

Signature of Mentor With Date:.....

[Signature]
Assistant Professor
Government Degree College
Banjar, Distt. Kullu (H.P.)

[Signature]
Principal
Govt. Degree College
Banjar, Distt. Kullu
Himachal Pradesh-175123

List of Students with Attendance Chart

Class :BA/BSc 2nd Year

Session : 2025-26

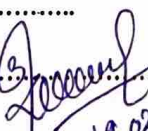
Sr no	Student Name	DSC 1	Phone Number	Meeting -1 7 Aug.	Meeting- 2 17 Oct.	Meeting -3 23 Dec.	Meeting- 4 19 Feb.
1.	Yamuna Thakur	BSc Mathematics	9805320116	Yamuna	A	Yamuna	Yamuna
2.	Yuvneesh Prem Saruaal	BSc Mathematics	8091230448	Yuvneesh	A	A	A
3.	Girish Prem Saruaal	BSc Mathematics	6230459259	Girish	A	A	A
4.	Atal Bihari	BSc Mathematics	8219211781	Atal	A	A	A
5.	Shalini	BSc Mathematics	9015905112	Shalini	Shalini	Shalini	Shalini
6.	Surender Thakur	BSc Mathematics	8091002464	Surender	Surender	Surender	Surender

No of mentees Present: Meeting 1- 06 Meeting 2- 02 Meeting 3- 03 Meeting 4- 03

No of Mentees Absents Meeting 1- 00 Meeting 2- 04 Meeting 3- 03 Meeting 4 03

Total No of Mentees:.....06.....

Signature of Mentor With Date:.....


 19.02.2026
 Assistant Professor
 Government Degree College
 Banjar, Dist. Kullu (H.P.)


 19 Feb 2026
 Principal
 Govt. Degree College
 Banjar, Distt. Kullu
 Himachal Pradesh-175123

List of Students with Attendance Chart

Class :BSc 3rd Year
Session : 2025-26

Sr no	Student Name	DSC I	Phone Number	Meeting -1	Meeting-2	Meeting -3	Meeting-4
1.	Anjali	BSc Mathematics	8091737316	8 Aug. Anjali	23 Oct. Anjali	24 Feb. Anjali	—
2.	Khushboo	BSc Mathematics	6230732418	Khushboo	Khushboo	Khushboo	—
3.	Neeraj Mehta	BSc Mathematics	7018862514	Neeraj	Neeraj	A	—

No of mentees Present: Meeting 1- 03 Meeting 2- 03 Meeting 3- 02 Meeting 4-

No of Mentees Absents Meeting 1- 00 Meeting 2- 00 Meeting 3- 01 Meeting 4

Total No of Mentees:.....03

Signature of Mentor With Date:.....
24.02.2026

Assistant Professor
Government Degree College
Banjar, Distt. Kullu (H.P.)

Principal
Govt. Degree College
Banjar, Distt. Kullu
Himachal Pradesh-175123

Mentees Participation in Various Events

Mentor Name:		Dr. Anil Kumar	Session: 2025-26	
Subject:		BA/BSc 1 st , 2 nd & 3 rd Year		
Sr No	Student Name	Student Roll no	Event Name	Venue (inside/outside) College
1.	Sahib Singh	2457003	1) Orientation Programme	1. Inside 11.07.2025
2.	Gaytri Thakur	2457001		
3.	Bhavna Devi	2557008		
4.	Kashish Tilli	2557004	2) Teacher's Day	2. Inside 05.09.2025
5.	Manisha Thakur	2557001		
6.	Krish	2557005		
7.	Deepika Vashisht	2557003	3) National Science Day	3. Inside 03.03.2026
8.	Jyoti	2557013		
9.	Sneha Thakur	2557007		
10.	Geetanjli Kashyap	2557011	4) Awareness Programme on Importance of Statistics.	4. Inside 03.03.2026
11.	Gaurav	2557009		
12.	Pupender Singh	2557006		
13.	Bhomik Chauhan	2557010	5) Women's Day	5. Inside 07.03.2026
14.	Tarzen Negi	2557002		
15.	Sanjana Verma	2557012		
16.	Yamuna Thakur	202201300402013	6) CSCA Annual Cultural Function.	6. Inside. 20.03.2026
17.	Yuvneesh Prem Saruaal	202201300402015		
18.	Girish Prem Saruaal	202301300402002		
19.	Atal Bihari	202301300402007		
20.	Shalini	202413004020002		
21.	Surender Thakur	202413004010190		
22.	Anjali	202301300402006		
23.	Khushboo	202301300402008		
24.	Neeraj Mehta	202502300402001		

Prof. Dr. Anil Kumar

20/03/2026

Prof. Dr. Anil Kumar

No of Mentees Participated in Events:.....21.....

No of Mentees Not Participated in any Events:.....03.....

Signature
Assistant Professor
Government Degree College
Banjar, Distt. Kullu (H.P.)

Signature
24 Feb. 2026
Principal
Govt. Degree College
Banjar, Distt. Kullu
Himachal Pradesh-175123

RECORD OF MINUTES OF MEETING – (I/II/III/IV)

NAME OF MENTOR : Dr. Anil Kumar

Meeting	Date	Time	Venue	Topic of Conversation	Type of Information You Provided	Any Feedback from Mentee	Remarks / Any Solution from Mentor
Meeting – I 1 st year	08.08.25	10:45-11:30	Department / Classroom	Introduction and orientation of mentees; discussion regarding academic performance, attendance, regularity and general problems faced by students.	Information regarding course structure, syllabus, attendance requirements, examination pattern, academic expectations and available academic support.	Students shared their initial concerns regarding studies, attendance, syllabus and adjustment to academic requirements.	Students were advised to attend classes regularly, complete assignments on time and approach the mentor whenever they faced academic or personal difficulties.
2 nd year	07.08.25	10:00-10:45					
3 rd year	08.08.25	11:30-12:15					
Meeting – II 1 st year	28.10.25	10:45-11:30	Department / Classroom	Review of academic progress, attendance and participation in college activities; identification of students requiring additional academic support.	Guidance regarding preparation for examinations, effective study habits, time management and participation in co-curricular/extracurricular activities, clubs and societies.	Students provided feedback regarding difficult topics, workload, attendance and participation in various activities.	Individual guidance was provided to students. Slow learners were advised to seek additional academic support and regular follow-up was suggested.
2 nd year	17.10.25	10:00-10:45					
3 rd year	23.10.25	11:30-12:15					
Meeting – III 1 st year	26.12.25	10:45-11:30	Department / Classroom	Follow-up of academic performance and attendance; discussion of difficulties in Mathematics and progress after previous counselling.	Guidance on preparation of difficult topics, revision, problem-solving practice, remedial support and improvement of attendance.	Students reported their progress and identified topics in which they required further clarification and practice.	Students were encouraged to revise regularly, practise numerical problems and attend remedial/help sessions wherever required. Progress of students was reviewed individually.
2 nd year	23.12.25	10:00-10:45					
Meeting – IV 1 st year	13.02.26	10:45-11:30	Department / Classroom	Final review of academic progress, attendance, participation, achievements and issues requiring further attention.	Information regarding examination preparation, career/professional opportunities, future academic planning and continued participation in college activities.	Students shared their overall experience of mentoring and provided feedback regarding academic guidance and support received.	Students were advised to maintain regularity, continue academic improvement and participate actively in college activities. Pending issues, if any, were noted for further follow-up.
2 nd year	19.02.26	10:00-10:45					
3 rd year	24.02.26	11:30-12:15					

Signature of Mentor: _____

Dr. Anil Kumar

Date: 24.02.2026


 Assistant Professor
 Government Degree College
 Banjar, Distt. Kullu (H.P.)


 Principal 24 Feb 2026
 Govt. Degree College
 Banjar, Distt. Kullu
 Himachal Pradesh-175123

STUDENT MENTORSHIP PROGRAMME – COMPLETION RECORD

Session: 2025–26

Mentor: Dr. Anil Kumar

Subject: Mathematics

Classes: B.A./B.Sc. 1st, 2nd & 3rd Year

MENTORING PLAN AND OBJECTIVES

- To establish regular communication between mentor and mentees and provide academic and personal guidance.
- To monitor attendance, academic progress, participation and overall development of each mentee.
- To identify slow learners and provide remedial guidance, additional support and follow-up.
- To encourage participation in co-curricular, extracurricular, clubs, societies and other college activities.
- To maintain appropriate records of mentoring meetings, leave, achievements and action taken.
- To facilitate communication with parents/guardians wherever required.
- To support students in making informed decisions regarding academics, careers and professional development.

MENTORING MEETING RECORD – CONSOLIDATED

Meeting	Proposed Focus	Date	Venue	Present	Absent	Key Issues / Feedback	Action Taken / Remarks
I	Introduction, student profile, academic expectations, attendance and general concerns	8 August 2025 - 1st year 07 August 2025 - 2nd year 8 August 2025 - 3rd year	Department / Classroom	10 06 03	05 — —	Students shared their initial concerns regarding studies, attendance, syllabus and adjustment to academic requirements.	Students were advised to attend classes regularly, complete assignments on time and approach the mentor whenever they faced academic or personal difficulties.
II	Review of academic progress, attendance, difficulties and participation in activities	28 Oct. 2025 - 1st year 17 Oct. 2025 - 2nd year 23 Oct. 2025 - 3rd year	Department / Classroom	12 02 03	03 04 —	Students provided feedback regarding difficult topics, workload, attendance and participation in various activities.	Individual guidance was provided to students. Slow learners were advised to seek additional academic support and regular follow-up was suggested.
III	Follow-up of academic performance, slow learners, remedial support and student feedback	26 Dec. 2025 - 1st year 23 Dec. 2025 - 2nd year 24 Feb.	Department / Classroom	09 03 02	06 03 04	Students reported their progress and identified topics in which they required further clarification and practice.	Students were encouraged to revise regularly, practise numerical problems and attend remedial/help sessions wherever required. Progress of students was reviewed individually.
IV	Final review, achievements, unresolved issues, career guidance and overall progress	13 Feb. 2026 - 1st year 19 Feb. 2026 - 2nd year 24 Feb. 2026 - 3rd year	Department / Classroom	10 03 02	05 03 01	Students shared their overall experience of mentoring and provided feedback regarding academic guidance and support received.	Students were advised to maintain regularity, continue academic improvement and participate actively in college activities. Pending issues, if any, were noted for further follow-up.

[Signature]
24.02.26
Assistant Professor
Government Degree College
Banjar, Distt. Kullu (H.P.)

[Signature]
24 Feb. 2026
Principal
Govt. Degree College
Banjar, Distt. Kullu
Himachal Pradesh-175123

MENTOR'S ANNUAL SUMMARY

Total Mentees: 24

Mentoring Meetings: Four scheduled meetings; actual dates and attendance to be entered from the meeting records.

Overall Observation: The mentoring programme was undertaken to monitor academic progress, attendance, participation, student concerns and overall development of mentees.

Follow-up Areas: Academic support, attendance monitoring, remedial guidance, participation in activities, parent communication and student-specific concerns.

Signature of Mentor:

Name: Dr. Anil Kumar

Date:

[Signature]
24.02.2026
Assistant Professor
Government Degree College
Baniar, Distt. Kullu (H.P.)

[Signature]
Feb. 24, 2026
Principal
Govt. Degree College
Baniar, Distt. Kullu
Pincode Pradesh-175127