

# Mentorship File



## Vision-

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

<b>Batch/Session</b>	<b>2024-25</b>
<b>Subject</b>	<b>Zoology</b>
<b>Class</b>	<b>B.Sc 1<sup>st</sup> Year</b>
<b>Mentor</b>	<b>Dr. Ramesh Yadav</b>

*This file contains all the details of Mentoring Sessions*

## **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.

## List of Students with Attendance Chart

Class  
BA 1st Year

Session  
2021-22025

Sr no	Student Name	DSC 1	DSC 2	Phone Number	Meeting - 1	Meeting - 2	Meeting - 3	Meeting - 4
1	Anupama	Zoology	Botany	8580665233	Anupama	Anupama	Anupama	Anupama
2	Riya	Zoology	Botany	9816583207	Riya	Riya	Riya	Riya
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								

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

No of Mentees Absents Meeting 1- NIL Meeting 2- NIL Meeting 3- NIL Meeting 4 NIL

Total No of Mentees: 02

Signature of Mentor With Date: (Signature)

## Mentees Participation in Various Events

Mentor Name:		Dr. Ramesh Yadav	Session: 2024-25	
Subject:		Zoology	Year – B.Sc 1 <sup>st</sup> year	
Sr No	Student ID	Student Name	Event Name	Venue (inside/outside) College
1	2413002	Anupama	a) Orientation Programme b) Teacher's Day c) National Science Day d) Women's Day e) CSCA Annual Cultural Function	a) Inside, 23/07/2024 b) Inside, 05/09/2024 c) Inside, 03/03/2025 d) Inside, 08/03/2025 e) Inside, 12/03/2025
2	2417001	Riya		
3				
4				

No of Mentees Participated in Events: 02

No of Mentees Not Participated in any Events: Nil

Total No of Mentees: 02

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

NAME OF MENTOR : Dr. Ramesh Yadav

PROGRAM B.Sc. 1<sup>st</sup> Year

DATE	TIME	VENUE	TOPIC OF CONVERSATION	TYPE OF INFORMATION YOU PROVIDED	ANY FEEDBACK FROM MENTEE	REMARKS/ANY SOLUTION FROM MENTOR
07/10/2024	2 pm	Zoology Department	Curriculum related Discussions and Socio-economic issues	Adressed the difficulties faced by mentees in curriculum enrichment and financial issues	Benefitted from the session	All the issues raised by mentees were thoroughly discussed and resolved.
18/11/2024	2 pm	Zoology Department	Avenues in Life sciences / Zoology after Graduation & Feedback regarding college facilities viz. Library, IT, Canteen etc.	Procedure and Process of various PG programs, Administrative services, allied services and information regarding NET/SET Exams.	Satisfied with the guidance regarding various examination and facilities available in the college	
27/12/2024	2 pm	Zoology Department	Analysis of mentees performance in mid-term examination and participation in various clubs and societies	The of each mentee was discussed and the weak points were addressed, and mentees were encouraged to participate in various activities	Mentees sincerely acknowledged their weak points and assured to improve them.	
21/02/2025	2 pm	Zoology Department	Annual Examination related issues	Discussed Annual Examination Pattern & distribution and discussion of previous year question paper	Mentees agreed to practice all the previous year papers and discuss any difficulties during remedial classes	

*Ramesh*  
**Principal**  
 Govt. Degree College  
 Banjar Distt Kullu (H.P)

*Ramesh*  
 SIGNATURE OF MENTOR