

## MINUTES OF THE MEETING REGARDING MENTORING AND OTHER ISSUES

Date: 07-09-2024

Place: IQAC office

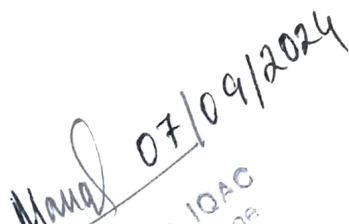
Today, on 07<sup>th</sup> September, 2024 a meeting was held in IQAC among all the HOD's to discuss about Mentoring Program comprising students of the 1<sup>st</sup> Semester B.A. under NEP/FYUGP. During the discussion all the participants placed their ideas and amalgamating all the shared thoughts it was agreed that-

- From September onwards Mentoring Program covering all the newly inducted students will be conducted by the faculty members.
- It was agreed in the meeting that the IQAC should divide the roll numbers of the newly inducted students randomly among all the Faculty Members of Saraighat College.
- At least one meeting between the Mentor and the Mentees needs to be organized every month with proper documentation.
- The IQAC will provide the faculty members required assistance time to time and provide a guideline in this regard to make the Mentoring Program a successful one.
- In this Meeting all the HODs were requested to inform the Documentation Committee prior conducting any programs related to the field of Academic and Extra-Curricular in the college premises or outside of it from this day onwards. Such a method will help in all encompassing documentation of the events in both inside and outside of the college campus by the concerned committee in the upcoming days.

### THE GUIDELINES OF MENTORING PROGRAM, SARAIGHAT COLLEGE

- Under the Mentoring Program the First Semester B.A. will be covered in the First List
- Mentees will be divided among the Faculties centrally by the IQAC and the departments will prepare a separate mentee list covering rest of the students
- Each faculty needs to open up her/his respective Mentee Group in WhatsApp Platform
- After the first Meeting with the Mentees phone Numbers of their Parents needs to be added in the respective groups
- Every month faculties should ensure holding of at least one meeting with the mentees and that should be supported with verifiable proof
- Prior to the meeting with the Mentees the Mentor will issue a Google Form to the Mentees asking about her/his views and difficulties what she/he faced during the class
- The Format of the Google Form will be designed and supplied centrally by the IQAC

  
Principal  
Saraighat College

  
Co-ordinator, IQAC  
Saraighat College  
Changbari

# Meeting on Mentoring

07/09/2024

## Signatures:

- 01 Belinda Patgiri
- 02 Dr. Vithu A.C.
- 03 Chaneswar Karthi
- 04 Latika Deeka
- 05 Manshume Mahanta
- 06 Debajani Das
- 07 Anind Hamel Choudhury
- 08 Parag Kumar Sarma
- 09
- 10 Silpi Rani Baruah

Principal  
Saraighat College

Co-ordinator, IQAC  
Saraighat College  
Changsal