

Notice / 06.07.2017

This is for the information of our esteemed colleagues that with the introduction of the CBCS system in the undergraduate program the need for the mentor-mentee setup (the student mentorship program, SMP) for the Semester-I UG students has become important. This setup is aimed at providing a reliable and comprehensive support system, to motivate students to excel in both academic and non-academic fields and to make the most of their life in the department and the college a pleasurable experience. The objectives of the SMP include:


- (a) To help the first year students understand the challenges and opportunities present in the college and develop a smooth transition to campus life.
- (b) To counsel academically weak undergraduate first year students and to play an important role in helping troubled students cope with academic, extra-academic and personal problems.
- (c) To provide positive role models to first year undergraduate students in the college.
- (d) To proactively try to identify problems of the general student populace and to bring them to the notice of the concerned authorities.

In view of the aforesaid, a meeting of the Faculty members of the Department will be held on 13.07.2017 (Thursday) at 1.00 pm in the departmental sitting room to discuss the following agenda.

- (1) Distribution of UG Semester-1 students among their mentors.
- (2) Discussion on the modalities of the SMP program.
- (3) Matters arising.

All the Faculty members are requested to make it convenient to attend the said meeting.

Date: Jhargram, 06.07.2017


Head, Department of Chemistry
Jhargram Raj College

Members present

- 1) D. S. 13.7.17
- 2) L. S. 13/07/17
- 3) P. S. 13/07/17
- 4) S. S. 13/07/17
- 5) B. S. 13/07/17
6. S. Mandal 13.07.2017
7. P. S. 13.07.17

Minutes of the meeting dated 13.07.2017:

- (1) The meeting was chaired by the Head, Department of Chemistry.
- (2) It has been unanimously agreed upon that the SMP has to be initiated in the department. All the faculty members came forward to play the role of a mentor.
- (3) The members present in the meeting discussed the role of the mentor. It was agreed upon by all present in the meeting that the Faculty mentor will be entrusted with the following responsibilities:
 - (a) The Faculty mentors shall oversee the day-to-day functioning of the SMP. For this, they must keep in regular touch with the mentees to ensure that the primary objective of the programme is being fulfilled.
 - (b) The SMP body should interact and share their experiences once in a month in the form of a departmental meeting and exchange their views.
 - (c) The Faculty mentor shall counsel the students with difficulty in adjusting to the environment.
 - (d) The Faculty mentors are to record their findings in a Mentor's Diary.
 - (e) The Faculty mentors, if required, are to schedule face to face counselling with their mentees.
 - (f) The Faculty mentor bring to notice of the department any complex situation that might emerge
- (4) It has also been agreed upon that a mentor-mentee distribution will be prepared by the Head for the UG Semester-1 students and will be circulated in the department for the perusal of all concerned. A copy of the same will also be displayed on the departmental notice display board.
- (5) It was further stressed that the success of the SMP will depend on the involvement of the student mentors in the program. It was unanimously agreed upon that student mentors will be selected based on their performance and maturity when this batch (current UG Semester-I) of students move onto their third year of UG study (Semester-V of the UG CBCS system).
- (6) It was further delineated that the student mentors (starting from the 2019-2020 academic session) will be entrusted with the following responsibilities:
 - (a) To keep a close vigil and to subsequently halt any activity that involves freshmen. Such activities include, but are not limited to: introduction sessions conducted by seniors, either personal or relating to extracurricular activities, which extend beyond acceptable limits of time or decency etc.
 - (b) In matters pertaining to academics, which require preventive or curative action to be taken in the interest of the wards, the mentor has the responsibility and the right to bring the case to notice of the concerned Faculty mentor, who would in turn take the necessary action.
 - (c) In matters that affect the wards, and can only be resolved at the college level, the Student Mentors have the right to bring the problem to the notice of the principal, it is however desired that the mentor team works in harmony with the disciplinary committee and various other committees of the institution.
 - (d) In case of fresher who needs additional help, the Student Mentors shall coordinate with Faculty mentor.
- (7) The meeting ended with thanking the chair.