

**Compiled Report of Minutes of Mentoring Session held on 8th October, 2020 from
12noon to 1.00 pm.**

Name of Incharge : Mrs. Savita Mahendru

No. of Mentors : 16 (Sr. No. 36 to 51)

The objective of conducting mentoring session for students is to provide an opportunity to develop and strengthen mentor-mentee relationship and seeking student's feedback. These sessions help in redressing the academic and personal problems of mentees. First session was conducted on 8th October, 2020 virtually involving 16 groups of Commerce Department. Each mentor was assigned 40-50 students approximately. Prior notice of mentoring session was circulated. Mentoring session was held from 12.00 noon to 1.00 pm. The agenda of mentoring session was :

General Guidelines / Instructions

1. General discussion regarding online classes, their problems, regular attendance of online classes.
2. To motivate the students to make the payment of all pending dues without further delay.
3. To stay cautious regarding notices from college and follow the notices diligently.
4. To enquire about scholarship forms from students.
5. To ensure that the students of Sem I had filled eligibility form till 30th September, 2020 and they are supposed to submit original migration form in office by 10th October, 2020, if not done, they may contact Mr. Raman Behl.
6. To ensure that the students who have paid their online first installment of fee and have not received any fee receipt are needed to contact Mr. Lucky Goyal, Clerk immediately. They are advised to send their name, class, roll no. and screenshot of transaction id.

Problems

1. Some students were not able to take admission due to financial problems.
2. Students who had compartment in previous exam, had query related to the date sheet.
3. Students enquired about the payment of next installment of fee.
4. Some students who paid online fee, could not get the receipt for the same.
5. Students asked questions regarding scholarship forms and post matric scholarship scheme.
6. Many students shared the problem that they are finding it difficult to attend online classes.
7. Some students face network signal problem as some are not equipped with high speed internet connection.
8. Many students shared the problem that there is lack of concentration at home
9. Students enquired whether their final exam should be online or offline and in which month the exam will be held.

HANS RAJ MAHILA VIDYALAYA JALANDHAR

Mentoring Session 2020-21

Skill Courses Mentoring Incharge : Dr Rakhi Mehta

24 March, 2021

Time: 12 noon to 1pm

Agenda

- To motivate the concerned students who have got 40% scholarship under 'Dr B.R. Ambedkar SC Scholarship Scheme', to deposit in accounts office of the college at the earliest.
- To persuade the students to take admission in forthcoming semester at the earliest which is going to commence w.e.f. 2nd April 2021. Timely admission of students is also very important because NAAC is going to visit college shortly. Moreover, the student council is going to be formed soon and the students who have taken admission can only be part of it.

Problem and solutions

1. Networks issues and Lack of Infrastructure at Home

Problem: Students dont have proper infrastructure and internet facilities at home to work for projects and classes.

Soution: Try if your parents can provide you with Laptops and some computers. or if you can take internet packs with more data. Talk to your parents and tell them your requirements. we will provide you video lectures, PPTs, etc fpr better understanding.

2. Poor sleep habits

Problem: As told by students during the session they have problem with sleep which effect there online classes as they are unable to reach class on time in the morning. Issues related to the need for sleep, mobile phones, social media, etc and the effects of sleep deprivation on health, both physical and mental health.

Solution: As suggested by mentor Avoid over use of mobiles and internet whenever they can avoid. Mobiles and internet are only for the convenience don't get addicted to it. Concern for your health Divide your time schedule and sleep well. indulge yourself with the family and meditation.

3. Time wastage on social media, watching television, partying with family and time Management.

SCIENCE DEPARTMENTS

Minutes of mentoring session 2

Session was conducted on 5/11/2020 involving various classes of science department at UG and PG level. Each mentor was assigned 30 students approximately. Prior notice of mentoring session was circulated and duty list was displayed on notice boards of science Department & General staff room. Mentoring Session was held from 11.00 to 12.00pm

Students came forward with following problems and remedies were suggested for the same:-

- 1 Students were made aware regarding any syllabus change/ or reduction in syllabus for exam.
- 2 Information's were given to the students about practical/ classes' examination
- 3 No information from GNDU, Amritsar regarding syllabus reduction, all to be covered mentioned on Guru Nanak Dev University site
- 4 Dates of examinations were conveyed them as and when directed by the university.
- 5 Students were encouraged to attend online classes regularly. Students of faraway places discussed their problems regarding non availability of books and internet connectivity. Their problems were discussed with their teachers and Pdf's of books as well as notes were sent to them.
- 5Till date offline exams to be conducted as directed by GNDU, Amritsar.
- 6 Assignment work given in form of PPT and was discussed in online class.
- 7 Previous year University question paper were discussed online.
- 8 During offline demonstration of practical's to the student, others were advised to join online at same time.

SCIENCE DEPARTMENTS

CONSOLIDATED REPORT OF MENTORING SESSION (2020/21)

Minutes of mentoring session 1

Session was conducted on 8/10/2020 involving various classes of science department at UG and PG level. Each mentor was assigned 30 students approximately. Prior notice of mentoring session was circulated and duty list was displayed on notice boards of science Department & General staff room. Mentoring Session was held from 12.00 to 1.00pm.

- Students came forward with following problems and remedies were suggested for the same:-

1 Students raised doubts regarding online classes, connectivity issue, availability of online study material etc.

2. Students asked about various online materials which should match with topic in books and syllabus.

3 Students were assured that materials for the topics will be shared with them on their What Sapp group or on Google classroom

4 Student can directly contact to their teacher for any particular or missed lesson/ topic or any topic they are not able to match with their books.

5 Mentoring sessions was mainly conducted to develop a rapport with the mentees and to build their trust in their mentors. Certain problems were discussed and some suggestions were given by the students.

6 General discussion regarding online classes was made and students discussed their problems regarding the same like connectivity issues or limited data availability etc. Students were motivated to attend the online classes regularly.

7 They were informed about various clubs and societies of the college, which they could join and various activities undertaken by these clubs.

**Compiled Report of Minutes of Mentoring Session held on 8th October, 2020 from
12noon to 1.00pm.**

Name of Incharge : Dr. Santosh Khanna

Mrs. Kranti Wadhawa

No. of Mentors : 27 (Sr. No. 1 to 27)

General Guidelines / Instructions

1. Students were guided regarding online courses and related problems as it was an introductory session. The mentors and the mentees introduced themselves to each other and the mentors administered a welcome note to them to give them a homely feeling.
2. They were introduced to the rules and regulations of the college.
3. They were advised to be regular in online classes as attendance is compulsory.
4. They were asked to stay cautious regarding notices from college and follow the instructions diligently.
5. They were motivated to make the payment of all pending dues without further delay.
6. The mentees of Sem I who had filled eligibility forms were instructed to submit original migration form latest by 10th October in the office.
7. The latest guidelines of UGC and Punjab Govt. were shared and they were advised to keep themselves ready for any announcement regarding University Examination. An assurance of providing information at the earliest was given.
8. Students, who had paid their first installment of fee online and had not received any fee receipt, were asked to contact the accounts clerk, Mr. Lucky Goyal immediately. They were advised to send their name, class, roll number and screenshot of transaction id at the earliest.
9. The eligible students were asked to fill up the Scholarship Form in the entitled category and approach their mentor in case of any difficulty.
10. They were guided on how to fill up the attendance on Google Form.
11. The mentees were shown a special PPT on "How to take online classes effectively". The mentees appreciated the efforts of various departments in organizing various online workshops from time to time during the COVID era.

Problems

1. Poor network connectivity was a concern for many students especially those hailing from other states like Jammu & Kashmir, Uttar Pradesh etc.
2. They wanted to know the status of offline/online classes as their parents showed unwillingness to send them physically to college because of endless apprehensions.
3. The stress and uncertainty of examination pattern, examination dates and whether they would be held online or offline created panic.
4. Mentees of PG section Sem.-I showed concern about when their classes would begin.
5. Mentees having compartment in previous classes also wanted to be enlightened about their fate.

**Compiled Report of Minutes of Mentoring Session held on 19th December, 2020 from
12.00 noon to 1.00 p.m.**

Name of Incharge : Dr. Santosh Khanna

Mrs. Kranti Wadhawa

No. of Mentors : 27 (Sr. No. 1 to 27)

General Guidelines / Instructions

1. It was an orientation session for students of J & K, admitted under Prime Minister Scholarship Scheme. They were given a warm welcome and assured a cordial atmosphere in the campus if they had taken admission in the hostel and every kind of support in online classes also.
2. Students were motivated to fill up the university examination form and pay their fee in case they had not done it.
3. Students were also asked to prepare themselves well for the forthcoming semester examination likely to be held in January or February 2021.
4. Mentees of UG/PG Sem I who had not submitted their eligibility forms in the college were asked to do it on or before 28th December, 2020.
5. Students with practical subjects were motivated to attend their practical classes physically for a better performance.
6. Students who had been registered under Dr. B.R. Ambedkar SC post matric scholarship scheme and post matric scholarship for OBC were asked to submit the required documents and undertaking to the college within the stipulated time.

Problems :

1. Some students from J & K were facing teething problems. They seemed to be worried about their syllabus as they had joined very late and about their adjustment in the hostel under COVID conditions. They also shared how they had mainly joined physically due to internet problem in the border areas.
2. Students seemed a little depressed and expressed their concern due to the uncertainties created by COVID-19.
3. Entry into the library and getting books issued was also their requirement.
4. Some mentees discussed some personal issues also.
5. Opening of colleges physically was also a burning question.