

## SCIENCE DEPARTMENT

### Consolidated Reports of Minutes of mentoring session

- **Mentoring Session held - 27/09/2022(12.45pm to 1.30pm)**

Mentoring session was conducted on 27<sup>th</sup> September, 2022 involving all UG & PG classes under Faculty of Sciences : M.Sc (Botany) Sem1&3, M.Sc (Bioinformatics) Sem1&3, M.Sc (Chemistry) Sem1& 3, M.Sc (Physics) Sem1&3, M.Sc (Maths)Sem1&3, B.Sc(Medical, Non Medical, Biotechnology, Computer Science)Sem 1,3 &5.

### AGENDA

1. Students were instructed to carry their I-cards during college hours.
2. Students were motivated to participate in various activities and events with full zeal and enthusiasm.
3. Students were motivated to attend their classes regularly as 75% attendance is mandatory. Moreover, mid-term exams are going to commence from 28.10.2022.
4. Students were asked to deposit University examination form for odd semester, 2022 and they were further conveyed to clear college dues.
5. Students were encouraged to reach on time for morning assembly on every Monday at 9.45 am and persuaded to stand during DAV Gaan.
6. Students were asked to adhere to the time limits of the notices.
7. Students were instructed for not to consume eatables in academic zones.
8. They were further instructed to switch off fans and lights while leaving their class rooms.
9. They were instructed to not use mobile phones in classrooms and corridors; and vacate their classrooms if their lecture is free
10. Students were advised to study in reading rooms during their free lectures as there is one reading room in each block.

### Points discussed in addition to above agenda in mentoring session

- Students were made aware about their role and importance of mentoring committee.
- The students were informed about various skilled courses available in college.
- Students were asked to participate in various events being held in college for their all round development.
- ? Slow learners were instructed to attend remedial classes to improve upon their results
- Students were encouraged to prepare for their upcoming final university examination. They were also asked to use library in their free time.
- Students were guided how to do time management and guided about university pattern of exam

### Problems shared by Mentees

- Students enquired about completion of syllabus and schedule of the University examinations particularly PG classes where session started from September.
- Students showed there resentment over stay after 1.30 in college as break time shifted from 1.30 to 2.00 and they were asked to stay back till 2.00 now.
- Students complaint about long time table and stay.
- \* ✓ Mosquito problem in lecture halls & lack of cleanliness.
- \* ✓ Visibility issue of the Green board in room no. 23 & 25A
- ✓ Students asked about their I-Cards, as many of them still don't have <sup>enquired</sup> them and they are not able to get books issued from library because of this.
- ✓ Students complained about pathetic conditions of washrooms in Science dept.
- ✓ Students are not satisfied with canteen contractor as they are not allowed to eat lunch in canteen by him and complaint about their rude behavior

#### Action taken report by Mentors

- PG Students were assured that their concern for university exam dates will be taken up by madam principal with university authorities.
- Students query regarding exam pattern was also dealt satisfactorily. They were told as if now no exam pattern change has been sent by university so they should prepare accordingly as mentioned in syllabus given by university & if there is any change, notified by GNDU Amritsar, will be communicated to students. *then*
- Problem regarding delay in I-cards mostly for PG classes have been brought into notice of concerned incharge .
- Students were told about books available in department libraries also from where they can get books issued till they don't have library cards
- Most of the issues were resolved by mentors and brought to notice of Faculty incharge Sciences

Dr Shaveta Chauhan *Shaveta*

Mentoring Incharge (Science Stream)

## SCIENCE DEPARTMENT

### Consolidated Reports of Minutes of mentoring session

- **Mentoring Session held - 21/10/2022(9.45am to 10.30am)**

Mentoring session was conducted on 21<sup>st</sup> October, 2022 involving all UG & PG classes under Faculty of Sciences: M.Sc (Botany) Sem1&3, M.Sc (Bioinformatics) Sem1&3, M.Sc (Chemistry) Sem1&3, M.Sc (Physics) Sem1&3, M.Sc (Maths) Sem1&3, B.Sc (Medical, Non Medical, Biotechnology, Computer Science) Sem 1,3 &5.

### AGENDA

1. Students were motivated to deposit University examination form for odd semester, who have not deposited it yet and Students need to pay the university examination fee and second installment of college fee on time to avoid fine.
2. Students were informed that the college exams are going to be held from 27<sup>th</sup> October to 5<sup>th</sup> November 2022. They were advised to go through the datasheet thoroughly which is displayed at the 'information Corner'.
3. They were informed that it is compulsory for all of them to appear for college exams and also they are need to report the examination centre on time i.e. 15 minutes prior to the start of exam.
4. Students were asked to bring their I-Cards during college hours.
5. They were informed to carry their I-Cards during exams and who have not received their I-cards yet, may contact Mr. Pradeep Mehta, Asst. Professor, Computer science department (contact no 9872022873) or Mr. Rajiv Bhatia, General office (contact no 9417225376) for further enquiry
6. Mentoring forms were got filled from students of all semesters those who were present

#### Points discussed in addition to above agenda in mentoring session

- Students were motivated to adhere to the time limits of the notices
- Students were told about Mid-term Examination and preparing 75% syllabus for the same
- Students were advised to study in reading rooms during their free lectures.
- Discussed about Pattern and length of answers for upcoming examination
- Students were told about how to do time management during exam and how to remain stress free during exam days by doing regular exercise, yoga, meditation, deep breathing and importance of taking good sleep.
- Students were guided about the importance of proper revision schedule and are advised to prepare short notes and memory tips for quick revision
- Students were guided about use of calculator/log tables in exams wherever it is allowed
- Students were told to complete practical note books in time

**Problems shared by Mentees**

- Students enquired about completion of syllabus and schedule of the University examinations particularly PG classes where session started from September
- Students asked about their I-Cards, as many of them still don't have them and they are not able to get books issued from library because of this
- ✶ • Students were concerned about fine for having lecture shortage ( less than 75%) as many of them have taken late admission

**Action taken report by Mentors**

- Students were assured that their concern for university exam dates will be taken up by madam principal with university authorities.
- Students query regarding exam pattern was also dealt satisfactorily. They were told as if now no exam pattern change has been sent by university so they should prepare accordingly as mentioned in syllabus given by university & if there is any change, notified by GNDU Amritsar, will be communicated to students.
- Problem regarding delay in I-cards have been brought into notice of concerned incharge
- Students were told about books available in department libraries also from where they can get books issued till they don't have library cards
- Most of the issues were resolved by mentors and brought to notice of Faculty incharge Sciences

**Dr Shaveta Chauhan**

**Mentoring Incharge (Science Stream)**

**Dated: 30.10.22**

## SCIENCE DEPARTMENT

### Consolidated Reports of Minutes of mentoring session

#### Mentoring Session held – 31/1/2023(12.00 to 12.45pm)

Mentoring session was conducted on 31<sup>st</sup> January, 2023 involving all UG & PG classes under Faculty of Sciences: M.Sc (Botany) Sem2&4, M.Sc (Bioinformatics) Sem2&4, M.Sc (Chemistry) Sem2&4, M.Sc (Physics) Sem2&4, M.Sc (Maths) Sem2&4, B.Sc (Medical, Non Medical, Biotechnology, Computer Science) Sem 2,4&6.

#### AGENDA

1. Students being told to take admission in the new semester, if not taken till now.
2. Students were made aware that they need to deposit their university examination fee from 2<sup>nd</sup> February to 8<sup>th</sup> February 2023, to get the university form.
3. Motivated the students to attend their classes regularly.
4. Students to wear i-cards during college hours.
5. The use of mobile phones in academic zones must be prohibited.
6. Students were told to keep the campus neat and clean.
7. Encouraged them to reach on time for morning assembly
8. Students were told to turn off lights while leaving their class rooms.
9. They should observe etiquette while sitting in lawns. Students were advised to not to be sit in the lawn opposite to 'Arts Block'.

Students were informed regarding the fashion show which is going to be held on 3<sup>rd</sup> February 2023 and also about college fete on 26<sup>th</sup> February 2023.

#### Points discussed in addition to above agenda in mentoring session

- Students were motivated to adhere to the time limits of the notices
- Students were advised to study in reading rooms during their free lectures.
- Students were advised to be regular in classes as this even semester is very short
- Students were told to complete practical note books in time

#### Problems shared by Mentees

- Students enquired about completion of syllabus and schedule of the University examinations

- Regarding how to prepare for final exams
- Students were concerned about the results of previous exams
- Students were concerned about fine for having lecture shortage (less than 75%)

**Action taken report by Mentors**

- Students were guided how to do time management.
- Students were guided to complete work in time.
- Most of the issues were resolved by mentors and brought to notice of Faculty incharge Sciences

*Shaveta*  
**Dr Shaveta Chauhan**

**Mentoring Incharge (Science Stream)**

**Dated: 06.2.23**

## COMMERCE DEPARTMENT

### Consolidated Report of Minutes of mentoring session

- Mentoring Session held on- 27/09/2022(12.00 noon to 12.45 pm)

Mentoring session was conducted on 27<sup>th</sup> September, 2022 involving all UG & PG classes under Faculty of Commerce. Total mentoring groups in Commerce Department are 16.

### AGENDA

1. Students were instructed to carry their I-cards during college hours.
2. Students were motivated to participate in various activities and events with full zeal and enthusiasm.
3. Students were motivated to attend their classes regularly as 75% attendance is mandatory. Moreover, mid-term exams are going to commence from 28.10.2022.
4. Students were asked to deposit University examination form for odd semester, 2022 and they were further conveyed to clear college dues.
5. Students were encouraged to reach on time for morning assembly on every Monday at 9.45 am and persuaded to stand during DAV Gaan.
6. Students were asked to adhere to the time limits of the notices.
7. Students were instructed for not to consume eatables in academic zones.
8. They were further instructed to switch off fans and lights while leaving their class rooms.
9. They were instructed to not use mobile phones in classrooms and corridors; and vacate their classrooms if their lecture is free.
10. Students were advised to study in reading rooms during their free lectures as there is one reading room in each block.

### **Points discussed in addition to above agenda in mentoring session**

- Students were made aware about the role and importance of mentoring committee.
- The students were informed about various skilled courses available in college.
- Students were asked to participate in various events being held in college for their all round development.
- Students were encouraged to prepare for their upcoming final university examination. They were also asked to use library in their free time.
- Students were guided how to do time management and guided about university pattern of exam

### **Problems shared by Mentees**

- Students enquired about completion of syllabus and schedule of the University examinations particularly PG classes where session started from September.
- Students enquired about the exam pattern.
- Students showed there resentment over stay after 1.30 in college as break time shifted from 1.30 to 2.00 and they were asked to stay back till 2.00 now.
- Students complaint about long time table and stay
- Students complained about pathetic conditions of washrooms
- Students are not satisfied with canteen contractor as they are not allowed to eat lunch in canteen by him and complaint about their rude behavior
- Students asked about their I-Cards, as many of them still don't have them and they are not able to get books issued from library because of this.

### **Action taken report by Mentors**

- Students were assured regarding completion of syllabus
- Students query regarding exam pattern was also dealt satisfactorily. They were told as if now no exam pattern change has been sent by university so they should prepare accordingly as mentioned in syllabus given by university & if there is any change, notified by GNDU Amritsar, will be communicated to students.
- Students were assured regarding change in break time to be discussed with the authority.
- Student complaint about long time table and stay handled by mentors in a positive manner.
- Students complaint regarding conditions of washroom conveyed to the block incharge.
- Students were ensured that their complaint with canteen contractor will be conveyed to committee.
- Problem regarding delay in I-cards mostly for PG classes have been brought into notice of concerned incharge.

**Mrs. Savita Mahendru**

**Mentoring Incharge (Commerce Stream)**

## COMMERCE DEPARTMENT

### Consolidated Report of Minutes of mentoring session

- **Mentoring Session held on- 21/10/2022(9.45 am to 10.30 am)**

Mentoring session was conducted on 21 October, 2022 involving all UG & PG classes under Faculty of Commerce. Total mentoring groups in Commerce Department are 16.

### AGENDA

1. Students were informed about the college exams that are going to be held from 27th October to 5th November 2022. They were advised to go through the datesheet displayed at 'Information Corner'.
2. Students were informed that it is compulsory for all the students to appear for college exams.
3. Students were asked to report the examination centre on time i.e. 15 minutes prior to the start of exam.
4. Students were instructed to carry their I-cards during exams and were asked to get them issued immediately.
5. Students were asked to deposit their university examination fee and second installment of college fee on time to avoid fine.

### Points discussed in addition to above agenda in mentoring session

- Students were made aware about the late university examination fee charges.
- Students were motivated to prepare for the college exams and were encouraged to clear the exams with good marks in order to avoid the fine.
- Students were also asked to use library in their free time and go through the previous year question papers as part of revision process.
- Students were guided how to do time management and were guided about pattern of college exam.
- Students were made aware about the reading room available in each block and they were

advised to use them wisely for study purpose only.

- Students were encouraged to support each other in order to enhance their understanding ahead of exams.

#### **Problems shared by Mentees**

- Students enquired about the exam pattern of college exams.
- Students showed their resentment over shifting of break time.
- Students complained about pathetic conditions of washrooms and classrooms furniture.
- Students are not satisfied with the quality of the canteen food served to them.
- Students asked about their I-Cards, as many of them still don't have them and they are not able to get books issued from library because of this.
- Students talked about their exam anxiety and enquired about strategies to cope up the stress.

#### **Action taken report by Mentors**

- Students were assured regarding completion of syllabus in time.
- Students query regarding exam pattern was also dealt satisfactorily. They were motivated to prepare accordingly as mentioned in syllabus given by university & if there is any change, notified by GNDU Amritsar, will be communicated to students.
- Helped the students in managing their exam stress and were advised to make the study schedule and make productive use of their study time in order gain confidence.
- Students were assured regarding change in break time to be discussed with the authority.
- Students complaint regarding conditions of washroom And classroom furniture conveyed to the block incharge.
- Students were ensured that their complaint with canteen food will be conveyed to committee.
- Problem regarding delay in I-cards have been brought into notice of concerned incharge.

**Mrs. Savita Mahendru**

**Mentoring Incharge (Commerce Stream)**

## COMMERCE DEPARTMENT

### Consolidated Report of Minutes of mentoring session

- **Mentoring Session held on- 31/01/2023(12.00 pm to 12.45 pm)**

Mentoring session was conducted on 31 January, 2023 involving all UG & PG classes under Faculty of Commerce. Total mentoring groups in Commerce Department are 16.

### AGENDA

1. Students were asked to take admission in the even semester at the earliest.
2. Students were motivated to attend the classes regularly.
3. Students were instructed to wear their I-cards during college hours.
4. Students were asked to deposit their university examination fee and fill the university form in time.
5. Students were intimated about the Fashion show and college fete that is going to be held in the month of February.

### Points discussed in addition to above agenda in mentoring session

- Students were made aware about the late university examination fee charges.
- Students were motivated to restrict the use of mobile phones in academic zones.
- Students were advised to sit in the library or reading room that is available in each block in their free time.
- Students were informed not to sit in lawn opposite to Arts Block.
- They were asked to keep campus neat clean and switch off lights and fans while leaving their classrooms.
- Students were intimated about the Trade Fiesta which is to be held on 26th February 2023.
- Students were asked to attend their drug abuse class regularly.

### Problems shared by Mentees

- Students of B.Voc (BFS) Sem IV requested to shift their last period VII to 1st period.
- Students were facing difficulty in understanding the economics subject concepts.
- Students complained about pathetic conditions of washrooms and classrooms furniture.
- Students requested that the industrial trip should be arranged for them by college in this even semester.

### Action taken report by Mentors

- Students request regarding the timetable was forwarded to timetable committee and were told about the adjustment for the same would be done based on possibility.
- Industrial cum excursion one day trip was arranged for students by Commerce Club.
- Students complaint regarding conditions of washroom and classroom furniture conveyed to the block incharge.

  
23/02/23

**Mts. Savita Mahendru**

**Mentoring Incharge (Commerce Stream)**

Compiled Report of Minutes of Mentoring Session (Humanities)  
held on 27<sup>th</sup> September, 2021 from 12 O Clock to 12.45 noon.

Name of Incharges: Dr. Mamta and Dr. Jyoti Gogia

No. of Mentoring groups: 28

**Agenda**

- Explain about role and importance of mentoring committee to the mentees.
- Advise students who have not taken the admission to do that immediately so as to avoid heavy University fine.
- Advise students to carry their college I-cards during college hours.
- Ask students not to use mobile phones in academic zones.
- Tell students not to eat food in classrooms and corridors.
- Motivate all the students to participate in various activities and events with full zeal and enthusiasm.
- Motivate the students to attend their classes regularly as 75% attendance is mandatory. Inform about the mid-term exams commencing from 28.10.2022 and advise them to work hard for good results.
- Motivate the students to be alert about the time limits of all the notices.
- Guide them to switch off fans and lights while leaving their class rooms.
- Motivate them to vacate their classrooms if the lecture is free.
- Convince the students to keep the campus neat and clean as college is their property.
- Encourage the students to reach on time for morning assembly on every Monday at 9.45 am.
- Guide the students to stand during DAV Gaan and explain the importance of this gaan.
- Advise the students to study in reading rooms during their free lectures. There is one reading room in each block for their preparations.

**Observations:**

- Many mentors reported about the rude behavior of the canteen people. There is no space for them to eat their home-made food as the canteen vendor does not allow them to sit there and switches off the fan deliberately.
- Common room/ student center space is not adequate and these spaces are also occupied either for some or the other programme.
- Canteen is unhealthy and unhygienic; tables are soiled and fans are not working.

*M.S.*

- \* • Regarding the library, the English Medium books of History are kept in the Almirah marked as GK books, which is misleading
- Rates of food in both the canteens for the same item hugely differ. Rates should be rationalized.
- Drinking water facility is inadequate. More water coolers are needed.
- Common room ACs are not working.
- Hostel: warden named Ms. Gurmeet of Ojasvi hostel is rude and her attendance taking procedure is tedious and very long which wastes a lot of time of the students.
- Hostel water cooler facility needs temperature control as the water is chilled and students have got sore throat due to the same. Despite their complaints the things haven't changed.
- Hostel Students complained about Mess Breakfast.
- Dance students complain that dance studio should be air conditioned as it is difficult to carry our dance practice in extreme heat.
- Students enquired about their internships and workshops and they were guided and suggested schools and rehab centers where they could start their internship.
- B Voc Sem III and V were informed about their internships from 3rd October. 3 days each.
- B Voc and MVoc Sem I were informed that their internship will be organized later after substantial theory syllabus is covered.
- Some Students reported that their I-cards have not been issued till now
- Washrooms of the arts block opposite NCC office are very dirty. They need to be Cleaned regularly during the college hours.
- The canteen facilities of the college are not satisfactory. It needs improvement.
- Students complained about the passage near the bank & canteen area from where they take their vehicles to parking basement, that it is not in good positions which can cause some accident also.
- Students complained about the water cooler of first floor not working and also about ill maintained washrooms. (Locks are broken, No Provision of Soaps, Mirrors are broken).
- Some students said that the staff in General Office is very rude.
- \* • Timings of the library should be increased (Students from Hostel)

#### **Suggestions / Remedies.**

- The students were apprised of the details of mid-term examinations.
- They were motivated to take these examinations positively.
- They were also asked to visit library so as to examine the previous university papers
- They were motivated to pay the fee as early as possible so as to avoid any kind of inconvenience.
- Students were advised to adhere to time bound notices sent in e-circulation.
- Students were also informed regarding university forms and University fees.

- Students were also encouraged to participate in Youth festival and other cultural events.
- All the queries of the students were answered to their satisfaction.
- The water problem and washrooms problem were intimated to the maintenance cell

Hans Raj Mahila Mahavidyalaya, Jalandhar  
Mentoring Groups (Humanities)  
Consolidated Report of Minutes of Mentoring Session (Humanities)

held on 21th October, 2022 from 9:45 to 10.30 noon.

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Name of In charges: Dr. Mamta and Dr. Jyoti Gogia

No. of Mentoring groups: 29

Agenda

- 1.The college exams are going to be held from 27th October to 5th November 2022. They are advised to go through the date sheet thoroughly. The date sheet is displayed at the 'information Corner'.
- 2.it is compulsory for all the students to appear for college exams.
3. Students need to report the examination center on time i.e. 15 minutes prior to the start of exam.
4. Students need to carry their i-cards during exams. The students who have not received their i-cards yet, may contact Mr. Pradeep Mehta, Asst. Professor, Computer science department (contact no 9872022873) or Mr. Rajiv Bhatia, General office (contact no 9417225376) for further enquiry.
5. Students need to pay the university examination fee and second instalment of college fee on time to avoid fine.

Problems shared by mentees

- Students participating in youth festival wanted exemption from exams.
- Unhygienic condition of washrooms.
- Some students want to bring their own badminton rackets and play in the ground. As they were stopped from doing so, they wanted to be granted permission for the same.
- Some students reported that they still haven't got their ID cards.

Suggestions Made to the Mentees

*[Handwritten Signature]*

**Hans Raj Mahila Mahavidyalaya, Jalandhar**  
**Mentoring Groups (Humanities)**

- a. The college exams are going to be held from 27-10-22 to 5-11-22 They are advised to go through the date sheet thoroughly. The date sheet is displayed at the Information Corner.
- b. It is Compulsory for all the students to appear for the college exams.
- c. Students were told that they need to report the center on time and at least 15 mins prior to exam.
- d. Students need to carry their I -cards. during exams. The students who have not received their i-cards yet may contact concerned teachers.
- e. Students need to pay the university fee and second installment of the college fee on time to avoid fine.
- f. Students told not to exit mentoring group and to read carefully all the messages forwarded in groups.

**Observations:**

- a. Youth fest students who are participating in group items can be considered for exemption from the exam.
- b. Washrooms need to be cleaned more often.

### Mentoring Report of Skill Courses

#### Mentoring session held on 31<sup>st</sup> January 2023 at 12:45 PM to 01:00 PM

Mentoring session as conducted on 31<sup>st</sup> January 2023 involving all classes of skill courses, BSc Fashion Designing, Msc Fashion Designing and Merchandising, PG Diploma in Fashion Designing, B.Voc in Fashion Technology, Advance Diploma in Fashion Designing, Bachelor of Design, Bachelor of Fine Arts, Bachelor of Design ( Multimedia ), B.Voc Web Technology, M.Voc Web Technology, B.Voc Beauty and Wellness, M.Voc Beauty and Wellness, PG Diploma Cosmetology and Diploma in Cosmetology.

#### AGENDA:

- To Ensure that students have taken admission in the new session
- Students are needed to deposit their university examination fee from 2<sup>nd</sup> February 2023 to get the university form
- Students should be motivated to attend classes regularly
- Students should wear I-cards during college hours
- Students should not use Mobile phones in academic zones
- To keep the campus neat and clean
- To switch off the lights and fans while leaving their classrooms
- To observe etiquette while sitting in lawns. They are not permitted to sit in the lawn opposite to "Arts Block"
- Students should be intimated that the fashion show is going to be held on 2<sup>nd</sup> February 2023 and College fete on 26<sup>th</sup> February 2023

#### Problems and solutions of Mentees

1. Every problem on this list can raise students stress level and contribute to emotional loss, some find difficult in their studies due to lockdown and online classes the practical work gets lots of drawbacks because practical learning is not fruitful during online teaching and students are facing problems in their projects in practical sessions.

**Solution:** Students are motivated and helped to practice again and again wherever they have any problem in their projects. They can consult their teacher in charges for any guidance and help.

2. **Students are enquired about Tickets and show details of Fashion show.**

**Solution:** Enquires related to Fashion show different questions are resolved by the teachers.

**3. Too Late Lunch Break**

**Problem:** Some students are coming from faraway places or early in Morning Buses, so They face problem while sitting during class. As students feel hungry during study time.

**Solution:** Have some packed breakfast. Try to have some snacks in between free periods and also have breakfast before leaving home.

**4. Poor sleep habits** will leave you ineffective in your work and play as a college problem, issues related to the need for sleep and rest, mobile phone, social media etc. and the effect of sleep deprivation on their health both physical and mental health.

**Solution:** Due to excess use of social media and mobile phones students are not getting proper time for rest so they are suggested to make a timetable for proper revision and study schedules otherwise they will suffer physically and mentally both so proper sleep is required.