



## **ORIENTATION PROGRAM ON MENTOR- MENTEES SYSTEM**

**DATE:- 11<sup>TH</sup> JUNE 2018**

While pursuing any programme, students often need mentoring, guidance and counselling from a loving elderly figure. Direct academic issues e.g. selection of electives can be easily communicated to the student. But finer nuances e.g. career options or fear of a subject/course need greater involvement of the mentor. Obviously, a student should have the same mentor throughout his/her course. The program was addressed by Dr Deepali Parashar. She laid emphasis on mentor program as a crucial part of any institution.

### **Mentoring System**

The process has been established as 'Mentoring System'. Each faculty will be the mentor of a group of 10 students from each year.

### **Responsibilities**

The mentor will perform the following functions. The list, of course, cannot be exclusive. A mentor can always do more for the benefit of the students.

- Meet the group of students once a month.
- Continuously monitor, counsel, guide, and motivate the students in all academic matters.
- Advise students regarding choice of electives, projects, summer training, etc.
- Contact parents/guardians if the situation demands e.g. academic irregularities, negative behavioural changes, and interpersonal relations, etc.
- Advise students in their career development/professional guidance.
- Maintain contact with the students even after their graduation.
- Intimate HOD and suggest if any administrative action is called for.

- Maintain a detailed progressive record of the student

### **The Implementation Procedure of the Scheme:**

- Students are divided into groups of 10 students, in each group.
- Each group is allotted a Guardian- Tutor.
- A record is issued to all Guardian-Tutor in which all relevant information of each student is entered.
- Guardian-Tutor(G.T.) Meet can be held on any day of each month, in last two periods.
- A list is prepared with name of the guardian tutor, name of allotted students, their classes, and their roll nos.
- The guardian-tutor is free to organize any activity like debate, general discussion, cultural activity, etc. so that students may feel free with their G.T. and develop rapport.
- After G.T. Meet, the Guardian-Tutor submits its report to the Principal.
- The feedback form is collected and analysed by coordinators.
- The summary of feedback analysis is submitted to management for appropriate decisions.
- The decision is communicated to the students.

The Institute is emphasising towards enhancement of enhancing the institutional ambience to better serve the needs of an ever-changing and dynamic learning community. Effective mentoring begins with the faculty and depends on the healthy relationship between faculty and students. Department assigns faculties (acts as faculty coordinators) for providing guidance for each year from admission till the graduation for the same batch. The faculty coordinators perform the following functions:

- To maintain personal details of the students including their address, contact numbers, overall academic performance and progress. It will help the mentor in monitoring the academic growth of the students.
- To advise the students regarding choice of electives, projects, summer training, etc.
- To counsel and motivate the students in all academic matters-direct or indirect.

- To guide the students in taking up extra academic and professional activities for value addition as a member of the society.
- To contact the parents/guardians of the students in case of their academic irregularities, behavioural changes, etc., through the Head of the Department or Institute.
- To advise the students in matters of their career.

Vote of Thanks was given by Mr Vivek Raj Jaiswal

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## Teacher Orientation Programmes



  
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## Teachers' Orientation Programme ON TEACHERS AND CURRICULUM 6<sup>th</sup> June 2019

The orientation began with a warm introduction and welcome from the Principal emphasizing the significance of teachers' roles in shaping young minds. A concise overview of the college's vision, mission, values, and educational philosophy were put forth.

Teachers were made familiar with college policies and procedures to ensure a safe and productive learning environment. Teachers received a clear overview of the curriculum and the instructional strategies adopted by the college.

Effective classroom management is essential for maintaining an orderly and conducive learning environment. Orientation provided practical strategies for behaviour management, lesson planning, differentiation, and student engagement.

Encouraging collaboration among teachers fosters a culture of continuous improvement. Orientation highlighted the importance of professional learning communities and team work.

Teachers should be equipped with strategies to build positive relationships with students, parents, and colleagues. Orientation included concise information on effective communication, parent-teacher conferences, and strategies for fostering a supportive classroom community.

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Teachers need to prioritize their own well-being to maintain their effectiveness in the classroom. Orientation addressed strategies for managing stress, achieving work-life balance.

In conclusion, the teacher's orientation set the foundation for a successful academic year by delivering concise and relevant information and providing necessary resources.



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## **ORIENTATION ON NAAC ASSESSMENT AND ACCREDITATION FRAMEWORK**

The IQAC has conducted an awareness program on NAAC Assessment and Awareness Program on 16<sup>th</sup> March 2022. Mr. Manoj Kumar Gupta welcomed the gathering.

Dr Deepali Parashar addressed the gathering and explained how the mission, vision can be defined at the institution level. She explained the PO's, CO's and explained about the content which will cover all the 7 criterions in NAAC Accreditation.

The faculty members clarified their queries during the session. Later the role and responsibilities of the faculty according to the criterions were decided. Non- teaching faculty were also included in the program, as they play a major role in the accreditation program.


Vote of thanks was given by Mrs. Madhu Ranjan.

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