

A **MENTOR** is assigned to a student when they enrol in college, and they work together to advise and mentor them throughout their academic career. The students are expected to meet with him/her formally and informally at any time they experience any difficulty relating to their academic programmes, financial situation, or even personal and family problems. He/she typically has a small group of students from the same course to advise them in their day-to-day progress. Without this mentorship structure, which is the most crucial component of the semester system of education, students would not be able to understand the rapid pace at which teaching is given in various programmes. It is crucial that all parties involved—students, mentors, instructors, and college administration—cooperate perfectly and with complete understanding. The mentor will then meet with the student and, after reviewing the student's dossier, past outcomes, and performance, will provide the student advice on the best course of action.

The **Mentor** maintains a file of every student in which he/she keeps the following:

1. Students' and parents updated contact details
2. Semester results
3. House test results
4. Any other information relating to student's participation/achievements in sports and co-curricular activities
5. Acts of his mis-behaviour and indiscipline, if any.

A **Mentor** can call the student or his/her parents/guardian any time in case he/she feels a student is not putting in his best in the studies and is not regular in attending the classes.

6. In addition to the special advisement at the beginning of the semester, the weekly timetable includes a **session for mentoring on Wednesday afternoon** (6th or 7th period). During this time, each student is required to meet with their mentor on a regular basis. The mentors will maintain a record of who attended each weekly meeting. They may also be scheduled as larger gatherings for the entire college, a department, a class, or another group. All of these formal gatherings, when eminent speakers are invited to address the teachers and students, are properly announced in advance.
7. The students are also welcome to share their challenges or offer suggestions for enhancing the curriculum during these discussions.
8. Follow up messages for Pending fee etc
9. Examination related tasks (No dues/Roll Number etc)
10. Review/counseling of Progress of submission of assignments, project reports etc in various subjects.
11. The academic calendar is also announced well before the start of the new academic year in which every date for the various time-bound actions required by the students are mentioned.
12. Planning of shortage of lectures and practical classes which have to be made up by arranging extra classes.
13. The student is also advised to study the pre-requisite courses in time to progress to next year.

B.Voc (F.P.Q.M.)-I	Prof Manmeet Kaur	
B.Voc (F.P.Q.M.)-III	Prof Manmeet Kaur	
B.Voc. (M.L.T.)-I	Prof Karamjit Kaur	
B.Voc. (M.L.T.)-II	Prof Karamjit Kaur	
B.Voc. (M.L.T.)-III	Prof Karamjit Kaur	
B.P.Ed.-I	Prof <del>Manmeet</del> Singh	Manmeet Singh
B.P.Ed.-II	Prof Manpreet Kaur	Manpreet
M.Com.-II	Prof Aarti Sharma	
M.A. (History)-II	Dr Baljit Singh	
M.A. (Punjabi)-II	Dr Sohan Singh	
M.Sc. (IT)-II	Prof Tarsem Singh	
M.Sc. (Physics)-II	Prof Inderjit Singh	
M.Sc. (Chemistry)-I	Dr Vaneet Dhir	
M.Sc. (Chemistry)-II		
M.Sc. (Maths)-II	Prof Parveen Ansari	Parveen
M.P.Ed.-I	Prof Harmeet Singh	Harmeet
M.P.Ed.-II	Prof Manpreet Kaur	Manpreet
P.G.D.C.A.-I	Dr Rajesh Kumar	

*Manmeet*



...ing the overall university/house test also works out a strategy for the student as to how he/she can improve the score so that the score does not fall below the absolute minimum.

### MENTORS

Class	Mentor	Signature
B.A.-I	Prof Vishavpreet Kaur	<i>W</i>
B.A.-II	Prof Navjeet Singh	<i>N.N.S.</i>
B.A.-III	Dr Amritpal Singh	<i>AS</i>
B.Sc. (N.M.)-I	Dr Navjot Singh	<i>NS</i>
B.Sc. (N.M.)-II		
B.Sc. (N.M.)-III		
B.Sc. (Med.)-I	Prof Jashbinder Kaur	<i>JK</i>
B.Sc. (Med.)-II		
B.Sc. (Med.)-III		
B.Com.-I	Dr Anubhuti Modgil	<i>AM</i>
B.Com.-II	Prof Shubra Gupta	
B.Com.-III	Prof Shubra Gupta	
M.A. (English)-I	Prof Gursharan Kaur	<i>GK</i>
M.A. (English)-II		
B.Sc. (Biotech.)-II	Prof Jashbinder Kaur & New teacher	<i>JK</i>
B.Sc. (Biotech.)-III		
B.C.A.-I	Prof Tarsem Singh	<i>TS</i>
B.C.A.-II	Dr Umrinder Singh	
B.C.A.-III	Prof Bohar Singh	
B.B.A.-I	Prof Shelka	<i>Shelka</i>
B.B.A.-II	Prof Preety Saini	
B.B.A.-III	Prof Preety Saini	
B.A.B.Ed.-II	Prof Vishavpreet Kaur	<i>W</i>
B.A.B.Ed.-III	Prof Vishavpreet Kaur	
B.Voc (F.P.Q.M.)-I	Prof Manmeet Kaur	

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*Aug 21/7/23*

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