 NAAC Grade "A" 3 rd Cycle Under Autonomous Category Autonomous College (Since 2014) Chartered by UGC	Circular (Meeting of SMP Coordinators)	Student Mentorship Programme (SMP)
	Ref. No. AGC/IQAC/039 09/07/2025	

Meeting of the SMP Coordinators has been scheduled as follows:

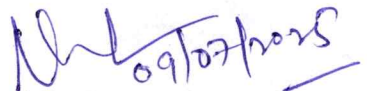
Date: 10th July, 2025

Time: 10:00 am

Venue: AS-205


Agenda:

- 1.1 Review and implementation of the Online Mentor Portal on AGC-LMS.
- 1.2 Allocation of mentees to mentors and mapping process in the portal.
- 1.3 Pre-filled mentee records and mentor responsibilities for updates.
- 1.4 Portal visibility and access levels for mentees, mentors, and mentor in-charges.
- 1.5 Display of meeting schedules and records on respective portals.
- 1.6 Maintenance of separate record files (photos, video call collages, certificates).
- 1.7 Planning for periodic online audits of mentorship records.
- 1.8 Any other agenda.


Prof. Incharge (SMP)

Meeting Date & Time	10 th July, 2025 10:00 – 10:40 am	Meeting Location	AS-205
Minutes Drafted Date	11 th July, 2025	Meeting Chair	Dr. Namarta Kad
MoM Drafted by	Er. Sanamdeep Singh	Meeting Title	SMP on AGC-LMS

S. No.	Agenda	Decision	Responsibility
1	Online Mentor Portal	Mentee details will be available on the LMS portal for access by the assigned mentors.	Mentor Co-ordinators
2	Assigned Mentees	<ul style="list-style-type: none"> A random number of students, up to a maximum of 20, can be assigned to each mentor. Once assigned, mentees will remain permanently mapped to the respective mentor for their entire tenure in the college. New mentees will be automatically assigned to mentors by the LMS portal. 	Mentor Co-ordinators
3	Mentees Record	<ul style="list-style-type: none"> Records in the portal will be pre-filled, including the student's basic profile, academic details (internal and external), and fee information. Mentors are required to update only the mentees' participation in activities/events and provide responses to the agenda points directly in the portal. 	Mentor Co-ordinators
4	Portal Visibility	Mentees will have limited visibility on the portal; they can view only their assigned mentor. In contrast, mentors will have complete access to their mentees' academic records, and the Mentor Programme In-charge will have full visibility of all mentor-mentee data.	Mentor Co-ordinators
5	Meeting Schedule	Meeting records and schedules will be displayed on the respective portals of the Mentor In-charge, mentors, and mentees.	Mentor Co-ordinators
6	Record Maintenance	<ul style="list-style-type: none"> Separate record files should be maintained containing photographs of mentor meetings, collage of screenshots of video calling, and participation certificates of mentees. An online audit of the mentorship records will be conducted periodically. 	Mentor Co-ordinators


11/07/2025
Prof. Incharge (SMP)

**Cc: PA to Principal (for kind information)
Deans, HODs
SMP Coordinators**

Date: 10-07-2025

S. No.	Name of Coordinator	Department	Signature
1	Er. Yasmin Chopra	CSE	<i>Yasmin Chopra</i>
2	Er. Atul Mahajan	EE	<i>Atul Mahajan</i>
3	Dr. Gurbhej Singh	CE / ME	<i>Dr. Gurbhej Singh</i>
4	Dr. Neha Wadhwa	Appl. Sc.	<i>Neha Wadhwa</i>
5	Ms. Simran Kaur	DMS	<i>Simran Kaur</i>
6	Ms. Manu Priya	DCA	<i>Manu Priya</i>
7	Ms. Amanpreet Kaur	HMCT	<i>Amanpreet Kaur</i>
8	Ms. Bhupinder Kaur	FD	<i>Bhupinder Kaur</i>
9	<input checked="" type="checkbox"/> Mr. Kuldeep Singh	Pharmacy	<i>2/24 10/7/25</i>
10	Ms. Sonali Devgan	AHC	<i>Sonali Devgan</i>
11	Ms. Nitasha	Law	<i>Nitasha</i>
12	Ms. Shruti Prashar	T&P Cell	<i>Shruti Prashar</i>
13	Ms. Oma Sood	Digital Cell	<i>Oma Sood</i>
14	Mr. Rahul Sharma	Examination Branch	<i>Rahul Sharma</i>

Dr. Namarta Kad
10/7/2025
Dr. Namarta Kad
Prof. Incharge(SMP)