 <b>AMRITSAR</b> GROUP OF COLLEGES <small>NAAC Grade "A" 3<sup>rd</sup> Cycle under Autonomous Category</small> <small>Autonomous College (Since 2014) Qualified by UGC</small>	<b>Circular</b> <b>(Meeting of SMP Coordinators)</b>	<b>Student Mentorship Programme (SMP)</b>
	Ref. No. AGC/SMP/02	

Meeting of the SMP Coordinators has been scheduled as follows:


**Date:** 12<sup>th</sup> Feb., 2026

**Time:** 03:30 pm

**Venue:** AS-205

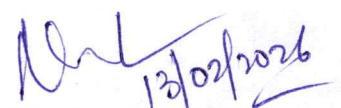
**Agenda:**

- 1.1 Planning and scheduling of the 1st mentor-mentee meeting.
- 1.2 Orientation and briefing of coordinators regarding SMP guidelines and process flow for the current semester.
- 1.3 Status review of SMP portal data (MST/ESE results, attendance, fee records) for the current semester.
- 1.4 Strategies to improve mentor-mentee interaction quality and student engagement.
- 1.5 Completion of pending mentorship meeting records on the SMP portal by all mentors for the previous session.
- 1.6 Replacement of mentors for specific mentee groups in case of relieving of existing faculty or joining of new faculty during the session.
- 1.7 Instructions for documentation and maintenance of records (meeting reports, photographs, supporting evidence, etc.) for audit/NAAC purposes.
- 1.8 Any other matter with the permission of the chair.

  
**Prof. Incharge (SMP)**

<b>Meeting Date &amp; Time</b>	12 <sup>th</sup> Feb., 2026 03:30 – 04:15 pm	<b>Meeting Location</b>	AS-205
<b>Minutes Drafted Date</b>	13 <sup>th</sup> Feb., 2026	<b>Meeting Chair</b>	Dr. Namarta Kad
<b>MoM Drafted by</b>	Er. Amanjot Singh	<b>Meeting Title</b>	SMP Meeting

S. No.	Agenda	Decision	Responsibility
1	Planning of 1st mentor-mentee meeting	It was decided that the first mentorship meeting will be conducted by all departments before 15th March 2026	Department Coordinators & Mentors
2	Orientation on SMP guidelines	Coordinators were briefed about SMP process flow, roles, and responsibilities for the current semester	Prof. In-charge
3	Review of SMP portal data	Departments to verify and ensure the accuracy and correctness of MST/ESE results, attendance, and fee records uploaded on the portal	Department Coordinators
4	Improving mentor-mentee interaction	Coordinators were advised to encourage meaningful interaction and regular follow-up with mentees	Mentors & Coordinators
5	Completion of pending records	All mentors were instructed to complete pending mentorship meeting records of previous session on the portal at the earliest	Mentors
6	Replacement of mentors	Departments to update mentor allocation in case of faculty relieving or new joining and inform the same to SMP In-charge	Department Coordinators
7	Documentation and record maintenance	Proper maintenance of records (meeting reports, photographs, supporting documents) to be ensured for audit/NAAC purposes	Department Coordinators
8	Any other matter	Emphasis laid on strict compliance, timely reporting, and effective implementation of SMP across departments	All

  
Prof. Incharge (SMP)

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

Date: 12/02/2026

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>for 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	<del>Dr.</del> Kuldeep Singh	Pharmacy	<i>2/12/26 12/2/26</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>for Anurag</i>
13	Ms. Oma Sood	Digital Cell	<i>Oma Sood</i>
14	Mr. Rahul Sharma	Examination Branch	<i>Rahul Sharma</i>

*Namarta Kad*  
12/02/26  
Dr. Namarta Kad  
Prof. Incharge(SMP)