 NAAC Grade "A" 3 <sup>rd</sup> Cycle under Autonomous Category   Autonomous College (Since 2014) Conferred by UGC	<b>Circular</b> <b>(Meeting of SMP Coordinators)</b>	<b>Student</b> <b>Mentorship</b> <b>Programme</b> <b>(SMP)</b>
	Ref. No. AGC/SMP/03	

Meeting of the SMP Coordinators has been scheduled as follows:

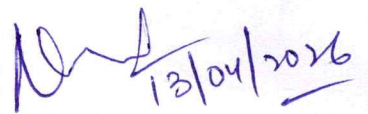
**Date:** 15<sup>th</sup> April, 2026


**Time:** 03:45 pm

**Venue:** AS-205

**Agenda:**


- 1.1 Review of department-wise updation status on the SMP portal and identification of pending records.
- 1.2 Planning of the Student Mentorship Program (SMP) audit to be conducted in May 2026.
- 1.3 Ensuring proper documentation and evidence collection (meeting geotagged photographs, parent interaction proofs, etc.) for audit purposes.
- 1.4 Proposal for granting a half-day off during April end to facilitate the 2nd mentor-mentee meeting.
- 1.5 Monitoring of student issues raised on the SMP portal and corresponding action taken.
- 1.6 Discussion on student well-being, active listening practices, and crisis prevention mechanisms under the mentorship program.
- 1.7 Any other matter with the permission of the chair.

  
13/04/2026  
**Prof. Incharge (SMP)**

 <b>AMRITSAR</b> GROUP OF COLLEGES <small>NAAC Grade "A" 3<sup>rd</sup> Cycle Under Autonomous Category   Autonomous College (Since 2014) Certified by UGC</small>	<b>Minutes of Meeting</b>	<b>Student Mentorship Programme (SMP)</b>
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<b>Meeting Date &amp; Time</b>	15 <sup>th</sup> April, 2026 03:45– 04:30 pm	<b>Meeting Location</b>	AS-205
<b>Minutes Drafted Date</b>	16 <sup>th</sup> April, 2026	<b>Meeting Chair</b>	Dr. Namarta Kad
<b>MoM Drafted by</b>	Er. Harmanpreet Kaur	<b>Meeting Title</b>	SMP Meeting

S. No.	Agenda	Decision	Responsibility
1	Review of department-wise updation on SMP portal	Department Coordinators reviewed the status of the 1st student mentorship meeting held in March 2026; they were instructed to complete all pending entries within the stipulated timeline	Department Coordinators
2	Planning of SMP audit (May 2026)	It was decided to conduct the SMP audit in May 2026; departments were instructed to ensure readiness with complete portal records and supporting evidence	Prof. In-charge & Coordinators
3	Documentation and evidence collection	Coordinators were instructed to maintain proper documentation, including geotagged photographs, parent interaction proofs, and records of students' participation in activities	Department Coordinators
4	Proposal for half-day off	The proposal for granting a half-day off during the end of April for conducting the 2nd mentorship meeting was discussed and recommended for approval by the competent authority	Prof. In-charge
5	Monitoring of student issues	Mentors were directed to regularly record student issues on the SMP portal and ensure that appropriate action taken is properly documented	Mentors
6	Student well-being and crisis prevention	Emphasis was laid on active listening, early identification of student concerns, and adopting appropriate measures for student well-being and crisis prevention	Mentors & Coordinators

  
 16/4/2026  
**Prof. Incharge (SMP)**

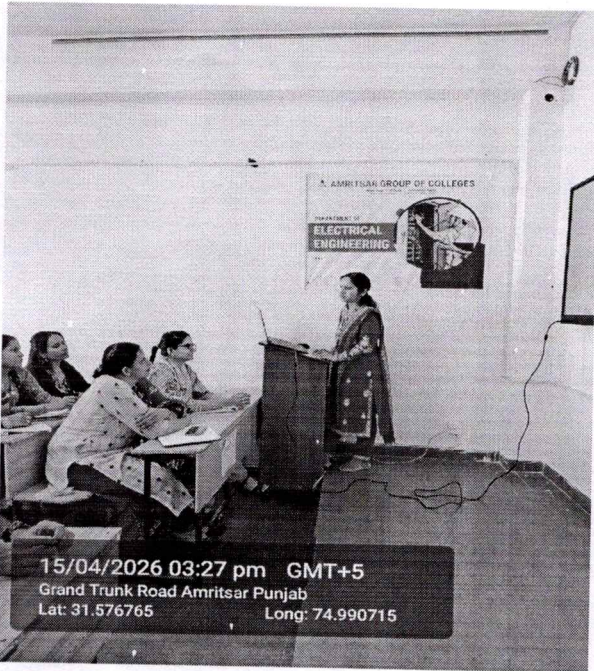
**Cc: PA to Principal (for kind information)**  
**Deans, HODs(Teaching Departments)**  
**SMP Coordinators**



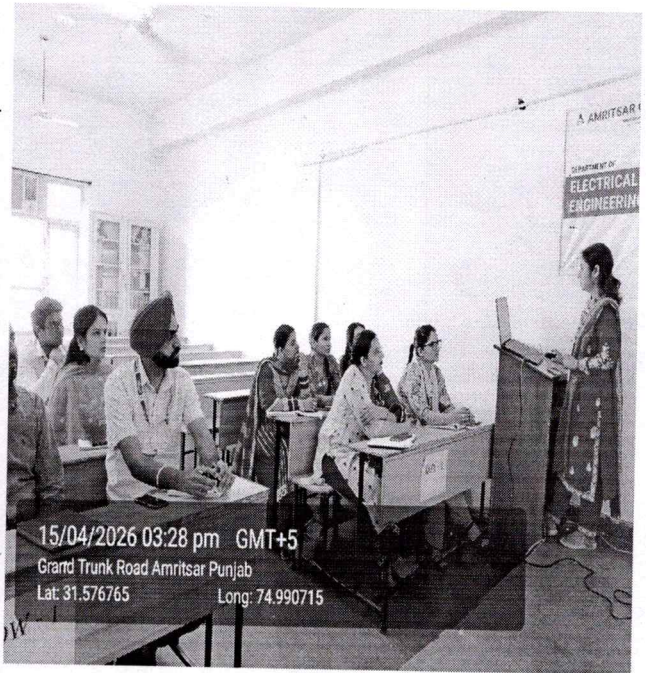
NAAC Grade 'A' 3<sup>rd</sup> Cycle Autonomous College  
Under Autonomous Category Since 2014 Conferred by UGC

### Glimpses of Meeting held on 15-04-2026

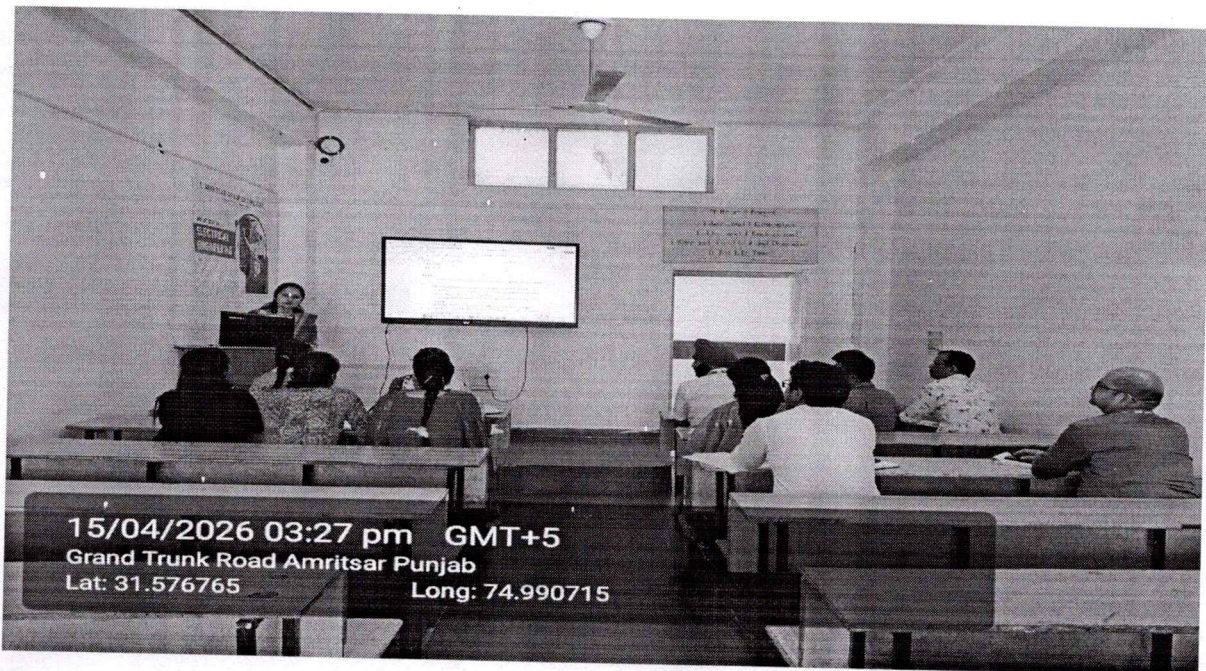
### Student Mentorship Programme (SMP)



15/04/2026 03:27 pm GMT+5  
Grand Trunk Road Amritsar Punjab  
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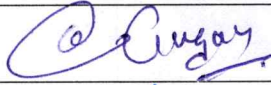


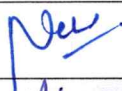
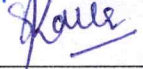
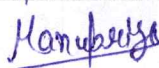
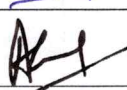
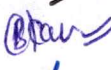
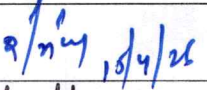
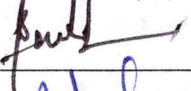
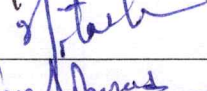
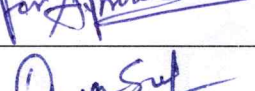
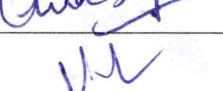
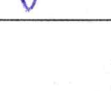
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Grand Trunk Road Amritsar Punjab  
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15/04/2026 03:27 pm GMT+5  
Grand Trunk Road Amritsar Punjab  
Lat: 31.576765 Long: 74.990715

*Handwritten signature and date: 16/4/2024*

Date: 15/04/2026

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

  
15/4/2026  
Dr. Namarta Kad  
Prof. Incharge(SMP)