 <p><b>AMRITSAR</b> GROUP OF COLLEGES</p> <p>NAAC Grade "A" 3<sup>rd</sup> Cycle   Autonomous College under Autonomous Category   (Since 2014) Conferred by UGC</p>	<b>Circular</b> <b>(Meeting of SMP Coordinators)</b>		<b>Student</b> <b>Mentorship</b> <b>Programme</b> <b>(SMP)</b>
	<b>Ref. No. AGC/SMP/01</b>	<b>14/10/2025</b>	

Meeting of the SMP Coordinators has been scheduled as follows:

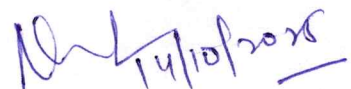
**Date:** 15<sup>th</sup> Oct., 2025

**Time:** 03:30 pm

**Venue:** AS-205

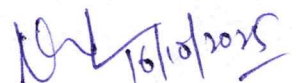
**Agenda:**

- 1.1 Feedback on the functionality and effectiveness of the online SMP portal.
- 1.2 Review of the 1st mentor-mentee meeting conducted on 01-10-2025.
- 1.3 Review of pre-filled mentee records including MST & ESE results, attendance, and fee records.
- 1.4 Status of updation of mentees' personal records on the SMP portal by allotted mentors.
- 1.5 Verification of accuracy and completeness of data uploaded on the portal.
- 1.6 Review of allocation of mentees to departmental mentors and identification of discrepancies, if any.
- 1.7 Monitoring of student issues raised during mentorship meetings and corresponding action taken by mentors.
- 1.8 Planning and guidelines for conducting mentor-parent video calls in the second mentorship meeting.
- 1.9 Maintenance of departmental record files including meeting photographs, video call collages, and supporting documents.
- 1.10 Suggestions for improving the effectiveness of the Student Mentorship Program and any other matter with the permission of the chair.

  
**Prof. Incharge (SMP)**

<b>Meeting Date &amp; Time</b>	15 <sup>th</sup> Oct., 2025 03:30 – 04:20 pm	<b>Meeting Location</b>	AS-205
<b>Minutes Drafted Date</b>	16 <sup>th</sup> Oct., 2025	<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	Feedback on online SMP portal	Coordinators provided feedback; minor improvements in interface and accessibility suggested	Prof. In-charge & IT Team
2	Review of 1st mentor-mentee meeting (01-10-2025)	All departments confirmed completion; emphasis laid on quality interaction and proper documentation	Department Coordinators
3	Review of pre-filled mentee records	MST, ESE, attendance, and fee data reviewed; discrepancies (if any) to be corrected	Department Coordinators
4	Updation of mentees' personal records	Mentors instructed to update all pending student details on the portal within stipulated time	Mentors
5	Data accuracy and completeness	Coordinators directed to verify and ensure accuracy of all uploaded records	Department Coordinators
6	Allocation of mentees to mentors	Allocation reviewed; departments to resolve any imbalance or discrepancies	Department Coordinators
7	Student issues and action taken	Mentors advised to properly record student issues and corresponding action taken in portal	Mentors
8	Parent interaction (video calls)	Guidelines shared for conducting mentor-parent video calls during second meeting	Mentors
9	Maintenance of record files	Departments instructed to maintain proper records (photos, video collages, documents) for audit purposes	Department Coordinators
10	Suggestions & improvements	Coordinators suggested regular monitoring and structured reporting for effective implementation	Prof. In-charge

  
16/10/2025  
Prof. Incharge (SMP)

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

Date: 15/10/2025

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	<del>Dr.</del> Kuldeep Singh	Pharmacy	<i>Kuldeep Singh</i> 15/10/25
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*  
15/10/2025  
Dr. Namarta Kad  
Prof. Incharge(SMP)