Consolidated Reports

▲ **AMRITSAR** GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College under Autonomous Category | (Since 2014) Conferred by UGC	**Review Report of Mentorship Booklets January to June 2024**	**Inspection & Accreditation Cell**

As per the orders from Principal office, an audit of Mentorship Booklets has been conducted from **24.06.2024** to **28.06.2024** of the following Departments: -

1. Applied Sciences
2. Computer Science & Engineering
3. Computer Applications
4. Electrical Engineering
5. Civil Engineering
6. Mechanical Engineering
7. Fashion Design
8. Management Studies
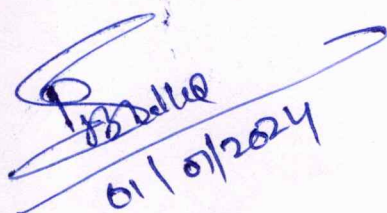9. Hotel Management
10. Pharmaceutical Sciences

Objective

This review assesses the completeness and compliance of mentorship booklets used in the Mentorship Programme at Amritsar Group of Colleges for the session January to June 2024.

Booklet Review Process

Around 15% of the total Mentorship Booklets from the above-mentioned departments have been collected and reviewed for the following details:

1. Basic Profile of the Student.
2. Agenda for 1st and 2nd Mentor Meeting for the previous semester.
3. Signature of the Mentor with Date
4. Mentor Discussion on Students' Career
5. Analysis of Students' Behaviour Record
6. Maintenance of Monthly Attendance Record
7. Academic Performance in Exams (Internal & External)
8. Student counselling regarding his/her poor performance in academic and what is the suggestion and motivational efforts of the Mentor for his/her improvement.

01/07/2024   01/07/2024   Amandeep Singh
                                         01/07/24

9. Fee Status

10. Details of Student Participation in various activities.

11. Counselling Dates, Outcomes, Signature of Mentor & Student/Parent.

Review

The review focused on above-mentioned details within the mentorship booklets

Observations

A. **Incomplete Sections:** Most of the mentorship booklets are having incomplete sections. The following details found to be frequently missing or incomplete:

1. Students' basic profile.

2. Students' photograph.

3. Details about Students' Career

4. Students' monthly attendance.

5. Internal Academic Performance viz. MST-2, IUT, Assignment-1 & 2 marks

6. Information regarding the behavior of the student

7. Important information viz. subject poor performance (if any) and its reason, efforts made by mentor and its satisfaction are not available in most of the booklets.

8. External Academic Performance viz. Theory and Practical subject cleared / re-appear (if any) / SGPA / CGPA / remarks.

9. Fee details/status.

B. **Compliance Issues:** The booklets did not follow the prescribed format, making it difficult to track and evaluate mentorship progress effectively.

1. General words (yes/no/discussed) are used instead of proper statement.

2. Student Counselling / Meeting details along with signature of the student are not available in all the booklets.

3. Students' participation details in the various activities are not available.

![AMRITSAR GROUP OF COLLEGES] AMRITSAR GROUP OF COLLEGES NAAC Grade "A" 3rd Cycle | Autonomous College under Autonomous Category | (Since 2014) Conferred by UGC	Review Report of Mentorship Booklets January to June 2024	Inspection & Accreditation Cell

Conclusion
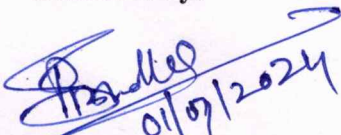
The mentorship booklets need to comply with Institute's Standard in every aspect, which is essential for enhancing the effectiveness of the mentorship program in the Institute. A mid semester review may be conducted in the future for the enhancement of Mentorship Program.

Annexures

In reference to above report, review proformas along with sample copies (complete and incomplete details) of the booklets are also attached herewith.

The report is submitted to Principal Office on 01-07-2024 for consideration and necessary actions.

Reviewed by:

01/07/2024

Parvesh Bhalla

Office Superintendent

Checked by:

Karambir Singh *01/07/2024*

D.R. Admin

Amandeep Singh *01/07/24*

In-Charge IAC

AMRITSAR
GROUP OF COLLEGES

NAAC Grade "A" 3ʳᵈ Cycle | **Autonomous College**
under Autonomous Category | (Since 2014) Conferred by UGC

Mentorship Booklets Review

1. Department : Computer Science Engg.
2. Name of the Programme : B.Tech.(CSE)
3. Semester : 4th.
4. Group Name :
5. Name of the Mentor : Er. Sanjeev Sharma.
6. Total Number of Students :
7. Number of Booklets Reviewed : 32
8. Number of Booklets Complete : 0
9. Number of Booklets Incomplete: 32

Remarks: Only Mentorship Booklets maintained but some little work pending (Mentor Signature) and student Counselling dates and Student Signature pending due to miss Communication.

01/01/24

AMRITSAR GROUP OF COLLEGES

NAAC Grade "A" 3ʳᵈ Cycle | **Autonomous College**
under Autonomous Category | (Since 2014) Conferred by UGC

Mentorship Booklets Review

1. Department : Computer Science & Engg.
2. Name of the Programme : B.Tech (CSE)
3. Semester : 6th
4. Group Name :
5. Name of the Mentor : Dr. Ajay Sharma
6. Total Number of Students :
7. Number of Booklets Reviewed : 14
8. Number of Booklets Complete : 14
9. Number of Booklets Incomplete : 0

Remarks: Mentorship Booklets are well maintained by "Dr. Ajay Sharma, only little work required. He said, ~~the two~~ regarding student participation certificate not available and the same problem discussed with Sr. Amit Singh (DSA). Student Counselling dates and student signature not done due to miss-Communication.

01/6/2024

AMRITSAR GROUP OF COLLEGES

NAAC Grade "A" 3rⁿ Cycle | **Autonomous College**
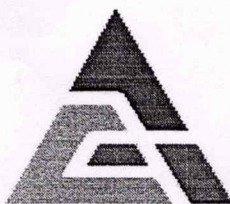under Autonomous Category | (Since 2014) Conferred by UGC

Mentorship Booklets Review

1. Department : Computer Science Engg.
2. Name of the Programme : B.Tech (CSE)
3. Semester : 6 th
4. Group Name :
5. Name of the Mentor : Er. Karan Mahajan
6. Total Number of Students :
7. Number of Booklets Reviewed : 32
8. Number of Booklets Complete : 0
9. Number of Booklets Incomplete: 32

Remarks: Mentorship Booklets maintained but little work pending for example mentor signature required pending on some booklets. Student counselling dates and student signature not done due too miss-communication.

01/05/24

AMRITSAR GROUP OF COLLEGES

NAAC Grade "A" 3rd Cycle | **Autonomous College**
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Mentorship Booklets Review

1. Department : MCA
2. Name of the Programme : MCA
3. Semester : 2nd
4. Group Name :
5. Name of the Mentor : Prof. Amit Singh
6. Total Number of Students :
7. Number of Booklets Reviewed : 21
8. Number of Booklets Complete : 0
9. Number of Booklets Incomplete: 21

Remarks: One student Photo not paste, Mentor Signature not done in some booklets. 2nd semester external exam details not filled. fee details not updated. Student participation details not mentioned. Reason for poor performance details missing. one blank mentorship booklet find nothing write.

01/01/2024

Mentorship Booklets Review

1. **Department** : Computer Application

2. **Name of the Programme** : BCA

3. **Semester** : 2nd

4. **Group Name** :

5. **Name of the Mentor** : Ms. Saloni Verma

6. **Total Number of Students** :

7. **Number of Booklets Reviewed** : 14

8. **Number of Booklets Complete** : 0

9. **Number of Booklets Incomplete** : 14

Remarks: Students fee Status, attendance Record not filled. Reason for poor performance Coloumns not filled Students Counselling dates and Signature also not done.
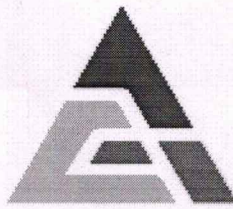
01/07/2024

Mentorship Booklets Review

1. **Department** : Computer Application
2. **Name of the Programme** : BCA
3. **Semester** : 4th
4. **Group Name** :
5. **Name of the Mentor** : Ms. Ramandeep Kaur
6. **Total Number of Students** :
7. **Number of Booklets Reviewed :** 15
8. **Number of Booklets Complete :** 0
9. **Number of Booklets Incomplete:** 15

Remarks: Maximum Students Activities details not filled. maximum Students Marks not mentioned, All Students fee details not mentioned. 1st meeting Question number 11, 12, 13 and 2nd meeting Question no 9 and 12 not filled. Student Counselling/meeting date and details and signature of student/Parents also not done. Student Mentor Signature also not done.

01/01/2024

Mentorship Booklets Review

1. Department : Electrical Engineering

2. Name of the Programme : EE

3. Semester : 4th

4. Group Name :

5. Name of the Mentor : Er- Ajaypal Singh

6. Total Number of Students :

7. Number of Booklets Reviewed : 11

8. Number of Booklets Complete : 0

9. Number of Booklets Incomplete: 11

Remarks: Students Photo missing in two files. Academic performance marks not updated. Student Signature missing in five Booklets. Students Counselling dates and Student Signature not done.

01/07/2024

AMRITSAR GROUP OF COLLEGES

NAAC Grade "A" 3ʳᵈ Cycle | **Autonomous College**
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Mentorship Booklets Review

1. Department : Electrical Engineering
2. Name of the Programme : B.Tech (EE)
3. Semester : 8 th
4. Group Name :
5. Name of the Mentor : Er. Bimal Kumar
6. Total Number of Students :
7. Number of Booklets Reviewed : 06
8. Number of Booklets Complete : 0
9. Number of Booklets Incomplete: 06

Remarks: Photo missing in one booklet. Career Counselling Question not attempted. Student behavior details not mentioned. Academic performance marks not updated. fee details not mentioned. Counseling dates and Student Signature not done.
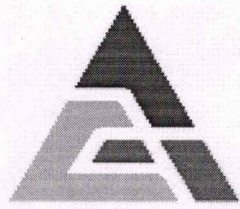
01/6/2024

Mentorship Booklets Review

1. **Department** : B.Tech Civil Engineering
2. **Name of the Programme** : B.Tech Civil
3. **Semester** : 4th
4. **Group Name** : ——
5. **Name of the Mentor** : Sh. Vijay Kumar
6. **Total Number of Students** : 10
7. **Number of Booklets Reviewed :** 10
8. **Number of Booklets Complete :** 6
9. **Number of Booklets Incomplete:** 4

Remarks: MST-II and final Marks filled btoron fee details not filled of Maximum Students. On Account of emmendment in Booklet Prof. Lupain Sb suggested for attach additional information sheet

PBindle
01/07/2024

Mentorship Booklets Review

1. **Department** : Civil Engineering

2. **Name of the Programme** : B.Tech Civil

3. **Semester** : 4 th

4. **Group Name** : ———

5. **Name of the Mentor** : Sh. Sandeep Sharma.

6. **Total Number of Students** : 09

7. **Number of Booklets Reviewed** : 09

8. **Number of Booklets Complete** : 06

9. **Number of Booklets Incomplete** : 03

Remarks: Some students fee details not filled and some students MST-I marks needs to be update

01/9/2024

AMRITSAR
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Mentorship Booklets Review

1. **Department** : Management Studies
2. **Name of the Programme** : B.Com
3. **Semester** | : 4th
4. **Group Name** : ——
5. **Name of the Mentor** : Ms. Radhika Kapoor
6. **Total Number of Students** :
7. **Number of Booklets Reviewed** : 20
8. **Number of Booklets Complete** : 0
9. **Number of Booklets Incomplete** : 20

Remarks: Attendance → Record, Marks and 2nd meeting with student, and fee details not filled, 2nd meeting details filled only nine students out of 20 booklets.
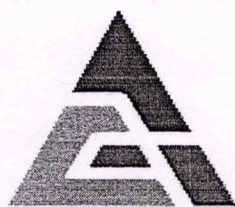
01/09/2024

Mentorship Booklets Review

1. Department : Fashion Designing
2. Name of the Programme : Fashion Design
3. Semester : 2nd
4. Group Name :
5. Name of the Mentor : Ms. Sanjana Dutta
6. Total Number of Students :
7. Number of Booklets Reviewed : 18
8. Number of Booklets Complete : 0
9. Number of Booklets Incomplete: 18

Remarks: Student basic details incomplete in some Booklets. Mentor signature and student signature required. Attendance details, Reason for poor performance Column not filled. fee details not mentioned, Participation details and Student - Counselling dates and students signature not done.

01/01/2024

Mentorship Booklets Review

1. **Department** : Fashion Designing
2. **Name of the Programme** : BSc. Fashion Design.
3. **Semester** : 4th
4. **Group Name** : —
5. **Name of the Mentor** : Ms. Manjinder Kaur
6. **Total Number of Students** :
7. **Number of Booklets Reviewed** : 08
8. **Number of Booklets Complete** : 0
9. **Number of Booklets Incomplete** : 08

Remarks: Student Counselling dates and Signature not done.

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Mentorship Booklets Review

1. Department : _Hotel Management_
2. Name of the Programme : _BHMCT_
3. Semester : _2nd._
4. Group Name : _____
5. Name of the Mentor : _S. Manbir Singh_
6. Total Number of Students : _____
7. Number of Booklets Reviewed : _04_
8. Number of Booklets Complete : _0_
9. Number of Booklets Incomplete: _04_

Remarks: Basic information incomplete, student doing for his/her career Question not filled, student poor performance and Suggestions by mentor not filled. fee details not filled. Students Counselling dates and Signature not done.
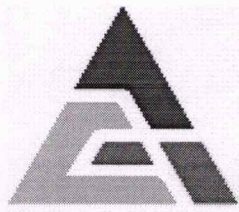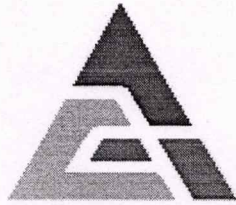
01/07/2024

Mentorship Booklets Review

1. Department : Hotel Management
2. Name of the Programme : B HMCT
3. Semester : 2nd.
4. Group Name :
5. Name of the Mentor : Ms. Amanpreet Kaur.
6. Total Number of Students :
7. Number of Booklets Reviewed : 01
8. Number of Booklets Complete : 0
9. Number of Booklets Incomplete : 01

Remarks: Student doing for his/her career Question details not filled then. Reason for poor performance of student not filled. fee record not filled. Student Counselling dates and signature not done.

01/07/2024

Mentorship Booklets Review

1. Department : _Hotel Management_
2. Name of the Programme : _BHMCT_
3. Semester : _4th_
4. Group Name : _____
5. Name of the Mentor : _M. Robin Mehta._
6. Total Number of Students : _____
7. Number of Booklets Reviewed : _02_
8. Number of Booklets Complete : _0_
9. Number of Booklets Incomplete: _02_

Remarks: _1st and 2nd meeting Question not answered. Student what he/she doing after this/that career not answered. Student fee status not updated. Student Counselling dates and Signatures not done_

Sohalla
_01/07/2024_

Mentorship Booklets Review

1. **Department** : Hotel Management
2. **Name of the Programme** : BHMCT
3. **Semester** : 4th Sem.
4. **Group Name** :
5. **Name of the Mentor** : Rohit
6. **Total Number of Students** :
7. **Number of Booklets Reviewed** : 03
8. **Number of Booklets Complete** : 0
9. **Number of Booklets Incomplete:** 03

Remarks: 1st and 2nd meeting question not answered. answered. what he / she doing for his/her career. not answered. fee status not update 9. Student counselling dates and signatures not done.

01/09/2024

Mentorship Booklets Review

1. **Department** : Hotel Management

2. **Name of the Programme** : BHMCT

3. **Semester** : 6th.

4. **Group Name** :

5. **Name of the Mentor** : Ms. Ravideep Kaur.

6. **Total Number of Students** :

7. **Number of Booklets Reviewed** : 03 + 4 = ④

8. **Number of Booklets Complete** : 0

9. **Number of Booklets Incomplete** : 03 + 1 = ④

Remarks: Basic information of student is incomplete. Student doing for his/her career Questions not filled. Reason of poor performance and suggestions of mentor not filled. fee details not updated. Students counselling dates and signature not done.

01/07/2024

Mentorship Booklets Review

1. **Department** : Hotel Management

2. **Name of the Programme** : BHMCT

3. **Semester** : 6th

4. **Group Name** :

5. **Name of the Mentor** : Ms. Prabhjot Kaur.

6. **Total Number of Students** :

7. **Number of Booklets Reviewed** : 04

8. **Number of Booklets Complete** : 0

9. **Number of Booklets Incomplete** : 04

Remarks: Basic information of student is incomplete, Student doing for this/her career Question not answered. Reason of poor performance and suggestion of mentor not filled. fee details not updated. Student Counseling dates and Signature not done

01/01/2024

Mentorship Booklets Review

1. Department : _Pharmacy_
2. Name of the Programme : _B. Pharmacy_
3. Semester : _2nd_
4. Group Name : _—_
5. Name of the Mentor _Shri Vikas J._
6. Total Number of Students : _01_
7. Number of Booklets Reviewed : _01_
8. Number of Booklets Complete : _0_
9. Number of Booklets Incomplete: _01_

Remarks: _Received only one booklet from above mentioned mentor, or consider as sample booklets. Attendance, Internal, External Marks, Reason for poor performance Counselling details, participation details, Mentor signature and Student signature not done._
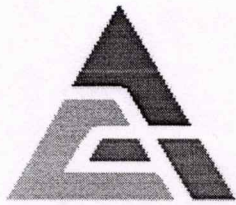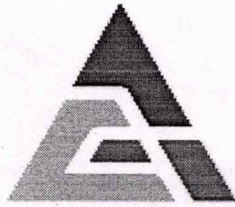
Bralla
01/06/2024

Mentorship Booklets Review

1. Department : Pharmacy
2. Name of the Programme : B. Pharmacy
3. Semester : 2nd.
4. Group Name : —
5. Name of the Mentor : Sh. Shakti
6. Total Number of Students : —
7. Number of Booklets Reviewed : 19
8. Number of Booklets Complete : 0
9. Number of Booklets Incomplete : 19

Remarks: Maximum students photograph not pasted. Some students basic details not completed. Attendance Record not filled. Internal and External marks not filled. participation details not filled.
- Counselling dates, student and mentor signature not done.

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AMRITSAR GROUP OF COLLEGES

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Mentorship Booklets Review

1. Department : Pharmacy
2. Name of the Programme : B. Pharmacy
3. Semester : 4th
4. Group Name : —
5. Name of the Mentor : Not Mentioned.
6. Total Number of Students : —
7. Number of Booklets Reviewed : 09
8. Number of Booklets Complete : 0
9. Number of Booklets Incomplete: 09

Remarks: Some students photographs not passed. Mentor name and Signature not done. Attendance Record not filled. Internal and External Marks with details not filled. Reason for poor performance of student column not filled. fee details not filled. Participation details of student not filled. No record about his/her participation. Counselling dates and student, Mentor Signature not done.

01/07/2024

AMRITSAR GROUP OF COLLEGES

NAAC Grade "A" 3rd Cycle | **Autonomous College**
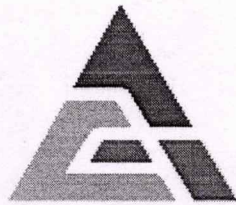under Autonomous Category | (Since 2014) Conferred by UGC

Mentorship Booklets Review

1. Department : Pharmacy
2. Name of the Programme : B. Pharmacy
3. Semester : 6 th.
4. Group Name :
5. Name of the Mentor : Sh. Balwinder Singh
6. Total Number of Students :
7. Number of Booklets Reviewed : 15
8. Number of Booklets Complete : 0
9. Number of Booklets Incomplete: 15

Remarks: Maximum Students Photographs are missing. 2nd meeting for 6 th semester not filled. Mentor Signature with date not done. Student behavior aspects not define. Internal and external marks with details not filled. Reason for poor performance of student not filled. Student Counseling dates and Mentor or Student signature not done.
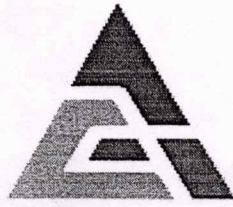
01/07/24

AMRITSAR GROUP OF COLLEGES

NAAC Grade "A" 3rd Cycle | **Autonomous College**
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Mentorship Booklets Review

1. Department : _Pharmacy_
2. Name of the Programme : _B. Pharmacy_
3. Semester : _6th_
4. Group Name : _____
5. Name of the Mentor : _Ms. Palak Sharma_
6. Total Number of Students : _____
7. Number of Booklets Reviewed : _2_
8. Number of Booklets Complete : _0_
9. Number of Booklets Incomplete: _2_

Remarks: _Attendance Record not filled. Internal & External marks with details not filled. Reason for poor performance of student not filled. Student Counselling dates, marks, student Signature not done._

_01/9/2024_

AMRITSAR GROUP OF COLLEGES

NAAC Grade "A" 3rd Cycle | **Autonomous College**
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Mentorship Booklets Review

1. **Department** : B. Pharmacy

2. **Name of the Programme** : B. Pharmacy

3. **Semester** : 6 th

4. **Group Name** :

5. **Name of the Mentor** : MS. Manisha

6. **Total Number of Students** : 19

7. **Number of Booklets Reviewed** : 19

8. **Number of Booklets Complete** : 0

9. **Number of Booklets Incomplete** : 19

Remarks: Attendance record not filled, Internal and External marks with details not filled. Reason for poor performance of student not filled. Student Counselling dates, Mentor, Student Signature not done. Participation in various activities - details not filled.
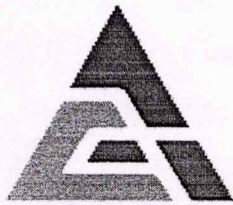
01/09/2024

Mentorship Booklets Review

1. Department : Applied Science

2. Name of the Programme : B.Tech CSE

3. Semester : 2nd.

4. Group Name : —

5. Name of the Mentor : Sh. Varun Mehra

6. Total Number of Students : —

7. Number of Booklets Reviewed : 04

8. Number of Booklets Complete : 04

9. Number of Booklets Incomplete: 00

Remarks: Only Counselling dates, student and mentor signature not done.

01/07/2024

Mentorship Booklets Review

1. Department : Applied Science
2. Name of the Programme : B.Tech.
3. Semester : 2nd
4. Group Name :
5. Name of the Mentor : Ms. Jasleen Kaur Saini
6. Total Number of Students : —
7. Number of Booklets Reviewed : 05
8. Number of Booklets Complete : 0
9. Number of Booklets Incomplete: 05

Remarks: Attendance record not filled for 1st and 2nd meeting. 2nd sem Internal and External marks not completely updated. 2nd Sem. Reason for poor performance column not filled. External marks with details not updated. Counselling dates, Mentor & Student Signature not done.

01/07/2024

Mentorship Booklets Review

1. Department : _Applied Science_
2. Name of the Programme : _B.Tech._
3. Semester : _2nd._
4. Group Name : _____
5. Name of the Mentor : _Ms. Rashmeet Kaur_
6. Total Number of Students : _____
7. Number of Booklets Reviewed : _05_
8. Number of Booklets Complete : _00_
9. Number of Booklets Incomplete: _05_

Remarks: _Only 2nd semester external marks updation pending._
Counselling dates, Student and Mentor Signature not done.

01/07/2024

Mentorship Booklets Review

1. Department : Applied Science
2. Name of the Programme : B.Tech.
3. Semester : 2nd.
4. Group Name : —
5. Name of the Mentor : Ms. Disha
6. Total Number of Students : —
7. Number of Booklets Reviewed : 05
8. Number of Booklets Complete : 00
9. Number of Booklets Incomplete: 05

Remarks: 2nd semester Internal & External Marks updation pending. Student Counselling dates Student and Mentor signature not done.

01/07/2024
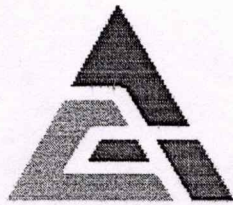
AMRITSAR
GROUP OF COLLEGES
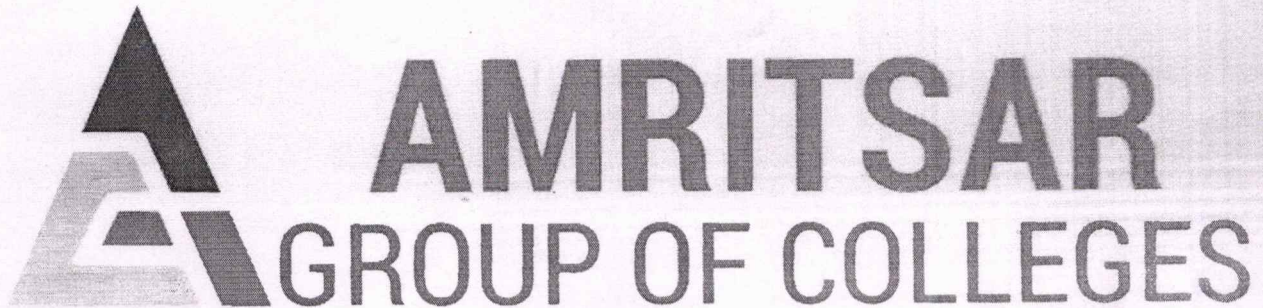
NAAC GRADE **A**
Accredited in 3rd Cycle
under Autonomous Category

AUTONOMOUS STATUS
(Since 2014)
Conferred by UGC

NBA
ACCREDITED
[CSE | CE | ECE | ME]
Twice - (2009-12 : 2016-18)

Student Mentorship Booklet

Name of Student : Ankita Kumari

Father's Name : Mr. Birendra Kumar Singh.

Program : B.Tech

Branch/Batch : 2023 - 2027

College Roll No. : 1223022

University Roll No. : 2333285

Name of Mentor : Varun Mehra

Any scholarship availed : DRCC

www.agcamritsar.in

Student Profile

Name of the Student: Ankita Kumari

Date of Birth 12-02-2005 Student's Mobile No.: 8969203384

Gender: Female   Category: General

Name of the Father: Mr. Birendra Kumar Singh

Name of the Mother: Ms. Madhu Devi

Blood Group: _____ Allergic to ____—____

Address: Village Bhadaphurd, Post Sirsiyan, Police Station Jamobazar City Bihar, Siwan Pin 841413

District Siwan   State Bihar   Country India

Father's Occupation / Address	Mobile Number	Annual Income
—	—	—
Mother's Occupation / Address	Mobile Number	Annual Income
Homemaker	9931023384	—

Sibling Details

1. Aryan Singh, Job in Plastic Factory, New Delhi
2. _____

Presently Residing, Whether

In Hostel (Room No.)	In rented accommodation with friends (Address)	With his parents (Address)	With local guardians (Address)
314	—	—	—

Academic Background of the Student

Class	School	Marks / Percentage
10th	High School, Larauli Gopalganj	81%
12th	High School, Laruli Gopalganj	77%

Proficiency in other Activities (Sports/Cultural/Co-curricular/other activities):

Singing, cooking

Agenda for 1st Mentor Meeting for 1st Semester
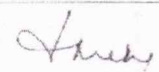
S. N.	Purpose of Mentorship.	Remarks
1	Ensure from all students that they have complete information about all the Subjects Name, Subject Codes. CO's. PO's. Internal and External Evaluation both in lab. and theory.	Informed about all subjects, Code's, Co's, Po's, Internal & External
2	Share with them 5 success stories of alumni covering all engineering branches.	Shared with student
3	Importance of Assignments and MST's and their tentative dates from Academic Calendar.	Assignment and MST's Importance Discussed
4	Discuss about Departmental Society, Central Level Societies and their activities with the students.	— Discussed —
5	Discuss the importance of attendance with students. Encourage them to attend 100% Lectures, Labs and Tutorials.	— Discussed —
6	Discuss the importance of AGC-LMS portal – Students detail on AGC-LMS, their results on AGC-LMS and ensure data verification on portal by the students individually.	— Discussed —
7	Encourage students for participation in various activities.	— Encouraged —
8	Discuss the process of fee deposition and importance of timely deposition of fee (Academics and hostel)	— Discussed —
9	Ask for his/her fee status (fees paid or not).	Ist sem. Fees Paid
10	Problem found in the activities being organized in college.	As she is new to system, so till now no problem.
11	Discuss their experience in AGC till now.	She is very excited about new life / journey at AGC
12	Any other.	—

Signature of Mentor with Date

Agenda for 2nd Mentor Meeting for 1st Semester
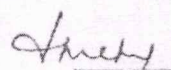
S. N.	Purpose of Mentorship.	Remarks
1	Discuss students' performance of MST-I.	MST-I performance is discussed
2	Discuss Assignments submission of each subject.	Ensured all assignment of diff. subjects are submitted.
3	Discuss their attendance in all subjects.	— Discussed —
4	Discuss tentative dates or month of MST-II, External Viva and Final exams so that they can prepare accordingly.	— Discussed —
5	Discuss IUT, its pattern and evaluation.	— Discussed —
6	Ensure students that they must not miss their External Vivas and Final exams in any case. In case of any emergency inform Mentor or Class Incharge and HOD.	Importance of External Viva's, their weightage and final exams pattern is discussed.
7	Discuss Final Exams pattern, sincerity towards studies and about their admit card.	— Discussed —
8	Discuss any difficulty in any subject or requirement of any extra classes.	— Asked any difficulty —
9	Ask for his/her fee status (fees paid or not).	— Already Paid —
10	Making video call to his/her parents. (Screenshot of video call)	— Will be done in next sem.
11	Any other	—

Signature of Mentor with Date

Agenda for 1st Mentor Meeting for 2nd Semester
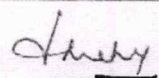
S. N.	Purpose of Mentorship.	Remarks
1	Ensure from all students that they have complete information about all the Subjects Name, Subject Codes, CO's, PO's, Internal and External Evaluation both in lab. and theory.	Again all these points are discussed.
2	Discuss the General Fitness Marks criteria with students. Factors which will be considered for General Fitness marks will be Maximum participation in Department Society Activities, Sports activities, Cultural activities, Involvement in regular Classes, any online course or webinar attended and other academic works and so on.	General Fitness division, and importance discussed
3	Discuss the Attendance Criteria for MSTs and final exams.	– Discussed –
4	Importance of submission of Assignments and MSTs on time.	– Discussed –
5	Discuss Final Result of 1st Semester of each student.	– Discussed –
6	AGC-LMS Details (Kindly ask each student to check his /her details on AGC-LMS and send you the screenshot of the same. If any student needs to amend any record, kindly ask him or her to send details in AGC-LMS format).	AGC-LMS involvement and Student usage discussed.
7	Encourage students for participation in various events/activities.	Students involvement in various activities discussed.
8	Discuss about conduct of classes in new semester with students, difficulty (if any) faced by them.	– Discussed –
9	Ask for his/her fee status (fees paid or not).	– Paid –
10	Any other.	—

Signature of Mentor with Date
26/02/2024

4

Agenda for 2nd Mentor Meeting for 2nd Semester

S. N.	Purpose of Mentorship.	Remarks
1	Discuss students' performance of MST-I.	— Discussed —
2	Discuss Assignments submission of each subject.	— Discussed —
3	Discuss their attendance in all subjects.	— Discussed —
4	Discuss General Fitness marks bifurcation. Ask students to submit their contribution upto end of the semester as discussed in previous meeting.	— Discussed —
5	Discuss IUT, its pattern and evaluation.	— Already discussed —
6	Ensure students that they must not miss their External Vivas and Final exams in any case. In case of any emergency inform Mentor or Class Incharge and HOD.	Informed Final & External Vivas
7	Discuss the provision of Minor degree in engineering branches and UHVE.	— Discussed —
8	Ask whether interested in Minor degree? In which stream?	— Not now —
9	Ask for his/her fee status (fees paid or not).	— Paid —
10	His/Her experience in AGC till now.	Liked a lot
11	Making video call to his/her parents. (Screenshot of video call)	Yes
12	Any other.	—

Signature of Mentor with Date

5

What He / She is doing for his/her career?

Development and improving his/her job prospectus

Whether doing any computer course outside college timing:	– Not now –
Whether preparing for GRE/GATE/Any other:	– Not now –
Whether trying to improve his/her job prospect (How?):	Working on personality traits
Whether planning for final year project:	– Not now –
Whether participate in different contest like robotics, coding contest or any other:	– Not now –

Behavior of the Student

Behavior Aspects (as discussed with class-incharge & other faculty members)	Semester	
	1st	2nd
Communication Skill	B	B
Behavior with other students	B+	B+
Team Spirit	B	B+
Leadership Qualities	B	B+
Any destructive /Negative Thinking	No	—
Maintenance of College uniform	—	Yes
General Behavior: (Normal/Aggressive/Introvert/Extrovert)	B+	B+

Monthly Percentage Attendance

Month	Year	Semester	Attendance %age
July			—
August			—
September		1st Semester	—
October			—
November			—
December	1st Year		—
January			31 %
February			86 %
March		2nd Semester	87 %
April			96 %
May			—
June			—

Academic Performance (Internal Exams)

Academic Year		Name of Subject	Marks Obtained					Remarks
			MST 1	MST 2	IUT	Assgn 1	Assgn 2	
1st Year	1st Sem	1 Engg. Maths-I	03	05		21	23	Needs to work Hard in Maths & BEEE subject
		2 English-I	13	09		21	16	
		3 Engg. Physics	—	08	09	20	20	
		4 BEEE	01	03		21	21	
		5 Human Values	10	07		17	20	
		6 ——						
	2nd Sem	1 Engg. Maths-II	02			21		Needs to work Hard in maths & PPS.
		2 English-II	13	10		19	19	
		3 Engg chemistry	06			20		
		4 PPS	03			18		
		5 Environmental study	10			21		
		6 -						

Subject in which, he/she is not doing well	Reason for Poor Performance	Efforts by Mentor	Signature of Mentor	Whether student is satisfied with Mentor's efforts	Signature of student
1st Year - Ist Sem.					
Maths, BEEE	Problem in understanding the English language	Ask to start studying from basics and in small Chunks for better understanding	Ankely	Yes	Ankita kumari
			Ankely	Yes	Ankita kumari
					ʃ
1st Year - 2nd Sem.					
Engg. Maths -II Engg. chemistry	Unable to understand the concepts of subject	Ask to contact subject teacher	Ankely	Yes	Ankita kumari

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Academic Performance (External Exams) - to be filled at the end of semester

Academic Year		Subject (Theory & Practical)	Subject Code (Theory & Practical)	Cleared in	SGPA/ CGPA	Remarks
1st Year	1st Sem	Engg. Maths -I	AGAM-21101	P	1	Apart from BEEE subject, the performance in other subjects is OK.
		English- I	AGHU - 21101	B		
		Engg. Physics	AGPH-21101	P		
		BEEE	AGEE-21101	F(Ext)		
		Human values	AGHV-21101	C		
		English-I Lab.	AGHU-21103	B$^+$		
		Engg. Physics Lab.	AGPH-21102	B$^+$		
		BEEE Lab.	AGEE-21102	A		
		Manufacturing Practice	AGMP-21101	B$^+$		
	2nd Sem	Engg maths-II	AGAM-21102			
		English-II	AGHU-21102			
		Engg. Chemistry	AGCH-21101			
		PPS	AGCS-21101			
		Env. Studies	AGES-21101			
		English-II Lab	AGHU-21104			
		Engg. chemistry lab	AGCH-21102			
		PPS Lab.	AGCS-21102			
		Engg. Drawing	AGED-21101			

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Details of Fees Paid

Academic Year			Semester Fee (Academic + Hostel)	Fee Received/Paid (with Date)	Remarks
1st Year	1st Sem.	Total	Self Component 64000/-	64000/-	—
			Scholarship 57000/-	57000/- DRCC	
	2nd Sem.	Total	Self Component 4480/-	4480/-	—
			Scholarship	—	
				—	

Participation in various activities in 1st Year

S. N.	Event / Activity	Date	Venue / Held at	Position	Remarks
	— No Participation —				

9

Counseling Done at Various Stages and Outcome

Date	Counseling	Outcome	Signature of Mentor/Faculty	Signature of Student/Parent

Counseling Done at Various Stages and Outcome

Date	Counseling	Outcome	Signature of Mentor/Faculty	Signature of Student/Parent

Student Profile

Name of the Student: Ruksar Khatun

Date of Birth 01 Jan 2004 Student's Mobile No.: 99550 50427

Gender: Female   Category: OBC

Name of the Father: Naushad Alam

Name of the Mother: Rabina Khatun

Blood Group: _____   Allergic to _____

Address: Baliwan Raymal, Baliwan sagar, Kuchaikote

Gopalganj   City Gopalganj   Pin 841501

District Gopalganj   State Bihar   Country India

Father's Occupation / Address	Mobile Number	Annual Income
Doctor Gopalganj	9534963075	?
Mother's Occupation / Address	Mobile Number	Annual Income
Home Maker Gopalganj	9031498110	

Sibling Details

1. Brother (Imran Alam)
2. Sisters (Rukhshana Khatun, Ladli Khatun)

Presently Residing, Whether

In Hostel (Room No.)	In rented accommodation with friends (Address)	With his parents (Address)	With local guardians (Address)
Girls Hostel Room 316	—	—	—

Academic Background of the Student

Class	School	Marks / Percentage
10th	Hazarilal High school, Baliwan sagar	62%
12th	"	78.2%

Proficiency in other Activities (Sports/Cultural/Co-curricular/other activities):

Participates in sports & cultural activities of college & department

1

Agenda for 1st Mentor Meeting for 6th Semester

S. N.	Purpose of Mentorship.	Remarks
1	Discuss final results upto 5th semester and reason for reappears if any.	Discussed all results upto 5th sem with rukhsar and have encouraged to clear all her backlogs
2	Discuss academic calendar.	Discussed academic calendar shared with students at beginning of sem
3	Discuss attendance criteria and current status.	Shared the importance of regularity in classes with all students
4	Ensure from all students that they have complete information about all the Subjects Name, Subject Codes, CO's, PO's, Internal and External Evaluation both in lab. and theory.	Discussed all evaluation criterion with students at regular intervals in the sem
5	Motivate them to participate in departmental society, sports, cultural activities for their overall development.	Rukhsar participates in sports and cultural activities of dept.
6	Motivate them to do any of their elective course through SWAYAM / NPTEL and discuss its importance.	As per existing college policy on NPTEL courses, rukhsar would be enrolling in such course next sem
7	Discuss their progress in preparation for GATE, GRE or any post degree competitive examinations.	Discussed importance of GATE/GRE and other public sec company
8	Discuss about their goal for life and progress towards it.	Discussed about her career plans and motivated h... ce
9	Discuss any problem faced by them in any subject. (If yes, record in the table provided)	Discussed and recorded in table
10	Ask for his/her fee status (fees paid or not).	Fee paid for current sem
11	Any other.	Most important is for her to clean all her backlogs.

Signature of Mentor with Date

1/3/2024

Agenda for 2nd Mentor Meeting for 6th Semester

S. N.	Purpose of Mentorship.	Remarks
1	Discuss students' performance of MST-I and Assignments.	Discussed
2	Discuss their attendance record.	Discussed + found OK
3	Ask students to submit their participation certificates of any co-curricular activities or any online course/seminar attended upto end of the semester.	In process
4	Discuss the instructions regarding final exams dates and question paper pattern.	Discussed
5	Ensure students that they must not miss their External Vivas and Final exams in any case. In case of any emergency inform Mentor or Class Incharge and HOD.	Discussed and motivated them to work hard
6	Discuss with students about their preparation for placements/Higher studies/Start-ups.	Discussed
7	Discuss about their goal for life and progress towards it.	Discussed and motivated them to focus more
8	Discuss any problem faced by them in any subject. (If yes, record in the table provided)	Discussed and resolved.
9	Discuss about upcoming six months industrial training guidelines. (If they have training in 7th sem.)	Next sem is a teaching semester
10	Making video call to his/her parents. (Screenshot of video call)	
11	Ask for his/her fee status (fees paid or not).	Fee status updated
12	Any other.	No

Signature of Mentor with Date

22/4/2024

What He / She is doing for his/her career?
Development and improving his/her job prospectus

Whether doing any computer course outside college timing:	No. But improving prog & database skills
Whether preparing for GRE/GATE/Any other:	No. Not yet
Whether trying to improve his/her job prospect (How?):	Yes by preparing for coding and aptitude
Whether planning for final year project:	Yes
Whether participate in different contest like robotics, coding contest or any other:	sometimes

Behavior of the Student

Behavior Aspects (as discussed with class-incharge & other faculty members)	Semester	
	5th	6th
Communication Skill	Average	Average
Behavior with other students	Good	Good
Team Spirit	Good	Good
Leadership Qualities	Average	Average
Any destructive /Negative Thinking	No	No
Maintenance of College uniform	Yes	Yes
General Behavior: (Normal/Aggressive/Introvert/Extrovert)	Introvert	Introvert

Monthly Percentage Attendance

Month	Year	Semester	Attendance %age
July			
August			
September		5th Semester	
October			
November			
December	3rd Year		
January			28
February			100
March		6th Semester	100
April			93
May			
June			

Academic Performance (Internal Exams)

Academic Year			Name of Subject	Marks Obtained					Remarks
				MST 1	MST 2	1UT	Assgn 1	Assgn 2	
3rd Year	5th Sem	1	Software Engg	6	8.5		20	19	aprs
		2	Prog in Java	0	3		19	20	
		3	AI	2	13.5		17	19	
		4	DAA	4	11		18	17	
		5	TOC	4	11		19		
		6	.						
	6th Sem	1	MAD	9					
		2	Big Date	10					
		3	ML	12					
		4	IS	11					
		5	CC	11					
		6							

Subject in which, he/she is not doing well	Reason for Poor Performance	Efforts by Mentor	Signature of Mentor	Whether student is satisfied with Mentor's efforts	Signature of student
3rd Year – 5th Sem.					
3rd Year – 6th Sem.					
MAD	long lines of code	Encouraged her to write more code	aprs	Yes	
Big Date Analytics	Problem in case study based quel	suggestr her to write more quene	aprs	Yes	

Academic Performance (External Exams) - to be filled at the end of semester

Academic Year		Subject (Theory & Practical)	Subject Code (Theory & Practical)	Cleared in	SGPA/ CGPA	Remarks
3rd Year	5th Sem	SE	AGCS 21502	F(Ext)		Rukhsar is having a large number of reappears in her first 5 Sem continuously motivating her to clear her backlogs & do well in current sem subjects
		Java	AGCS 21503	F(Ext)		
		AI	AGCS 21505	B		
		DAA	AGCS 21501	F(Ext)	—	
		TOC	AGCS 21504A	F(Ext)		
		DAA Lab	AGCS 21506	B		
		SE Lab	AGCS 21507	B+		
		Java Lab	AGCS 21508	B+		
		AI Lab	AGCS 21509	A		
	6th Sem					

Details of Fees Paid

Academic Year		Semester Fee (Academic + Hostel)			Fee Received/Paid (with Date)	Remarks
3rd Year	5th Sem.	Total		Self Component		
				Scholarship		
	6th Sem.	Total RS. 1,42,558/-		Self Component Rs 36,743/-	Rs 1,42,558 (30/1/24)	
				Scholarship Rs 50,000/-		

Participation in various activities in 3rd Year

S. N.	Event / Activity	Date	Venue / Held at	Position	Remarks

Details of Fees Paid

Academic Year		Semester Fee (Academic + Hostel)		Fee Received/Paid (with Date)	Remarks
3rd Year	5th Sem.	Total	Self Component		
			Scholarship		
	6th Sem.	Total RS 1,42,558/-	Self Component R 36,743/-	Rs 1,42,558 (30/1/24) apay	
			Scholarship R 50,000/-		

Participation in various activities in 3rd Year

S. N.	Event / Activity	Date	Venue / Held at	Position	Remarks

Counseling Done at Various Stages and Outcome

Date	Counseling	Outcome	Signature of Mentor/Faculty	Signature of Student/Parent

Counseling Done at Various Stages and Outcome

Date	Counseling	Outcome	Signature of Mentor/Faculty	Signature of Student/Parent

Sample

(in-complete)

Sample copy of incomplete Booklet

Student Profile

Name of the Student: Jatinder Singh

Date of Birth 5/4/2003 Student's Mobile No.: 8699511503

Gender: Male   Category: Gen SC

Name of the Father: Sham Singh

Name of the Mother: Manjeet Kaur

Blood Group: B +ve   Allergic to _____

Address: Bagga Kalan, Amritsar

_____ City Amritsar ___ Pin 143101

District Amritsar ___ State Punjab ___ Country India

Passport Size Photograph

Father's Occupation / Address	Mobile Number	Annual Income
Labour Amritsar	9814147203.	90k

Mother's Occupation / Address	Mobile Number	Annual Income
Housewife		

Sibling Details

1. Amandeep Singh (Brother), Jagroop Singh (Brother), Navdeep Kaur (Sist
2. Purshjot Kaur (Sister)

Presently Residing, Whether

In Hostel (Room No.)	In rented accommodation with friends (Address)	With his parents (Address)	With local guardians (Address)
			Bagga Kalan. Amritsar

Academic Background of the Student

Class	School	Marks / Percentage
10th	Guru Singh School, Bagga Kalan, Amritsar	84%
12th	Guru Sr. Sec. Smart School, Amritsar	85%

Proficiency in other Activities (Sports/Cultural/Co-curricular/other activities):

_____

_____

I

Agenda for 2nd Mentor Meeting for 5th Semester

S. N.	Purpose of Mentorship.	Remarks
1	Discuss students' performance of MST-I and Assignments.	Dism d
2	Discuss their attendance record.	Disred
3	Ask students to submit their participation certificates of any co-curricular activities or any online course/seminar attended upto end of the semester.	Disised
4	Discuss the instructions regarding final exams dates and question paper pattern.	Disud.
5	Ensure students that they must not miss their External Vivas and Final exams in any case. In case of any emergency inform Mentor or Class Incharge and HOD.	Ensured
6	Discuss their progress in preparation for GATE, GRE or any post degree competitive examinations.	Dised .
7	Discuss about their goal for life and progress towards it.	Disised
8	Discuss any problem faced by them in any subject. (If yes, record in the table provided)	Disisd
9	Making video call to his/her parents. (Screenshot of video call)	
10	Ask for his/her fee status (fees paid or not).	Paid
11	Any other.	

Signature of Mentor with Date

Agenda for 1st Mentor Meeting for 6th Semester

S. N.	Purpose of Mentorship.	Remarks
1	Discuss final results upto 5th semester and reason for reappears if any.	
2	Discuss academic calendar.	
3	Discuss attendance criteria and current status.	
4	Ensure from all students that they have complete information about all the Subjects Name, Subject Codes, CO's, PO's, Internal and External Evaluation both in lab. and theory.	
5	Motivate them to participate in departmental society, sports, cultural activities for their overall development.	
6	Motivate them to do any of their elective course through SWAYAM / NPTEL and discuss its importance.	
7	Discuss their progress in preparation for GATE, GRE or any post degree competitive examinations.	
8	Discuss about their goal for life and progress towards it.	
9	Discuss any problem faced by them in any subject. (If yes, record in the table provided)	
10	Ask for his/her fee status (fees paid or not).	
11	Any other.	

Signature of Mentor with Date

Agenda for 2nd Mentor Meeting for 6th Semester

S. N.	Purpose of Mentorship.	Remarks
1	Discuss students' performance of MST-I and Assignments.	
2	Discuss their attendance record.	
3	Ask students to submit their participation certificates of any co-curricular activities or any online course/seminar attended upto end of the semester.	
4	Discuss the instructions regarding final exams dates and question paper pattern.	
5	Ensure students that they must not miss their External Vivas and Final exams in any case. In case of any emergency inform Mentor or Class Incharge and HOD.	
6	Discuss with students about their preparation for placements/Higher studies/Start-ups.	
7	Discuss about their goal for life and progress towards it.	
8	Discuss any problem faced by them in any subject. (If yes, record in the table provided)	
9	Discuss about upcoming six months industrial training guidelines. (If they have training in 7th sem.)	
10	Making video call to his/her parents. (Screenshot of video call)	
11	Ask for his/her fee status (fees paid or not).	
12	Any other.	

Signature of Mentor with Date

What He / She is doing for his/her career?
Development and improving his/her job prospectus

Whether doing any computer course outside college timing:	No.
Whether preparing for GRE/GATE/Any other:	No.
Whether trying to improve his/her job prospect (How?):	No.
Whether planning for final year project:	No
Whether participate in different contest like robotics, coding contest or any other:	No.

Behavior of the Student

Behavior Aspects	Semester	
(as discussed with class-incharge & other faculty members)	5th	6th
Communication Skill	Good	
Behavior with other students	Good	
Team Spirit	Good	
Leadership Qualities	Good	
Any destructive /Negative Thinking	Good	
Maintenance of College uniform	Good	
General Behavior: (Normal/Aggressive/Introvert/Extrovert)	Good.	

Monthly Percentage Attendance

Month	Year	Semester	Attendance %age
July			
August			
September		5th Semester	
October			
November			
December	3rd Year		
January			
February			
March		6th Semester	
April			
May			
June			

Academic Performance (Internal Exams)

Academic Year		Name of Subject		Marks Obtained					Remarks
				MST 1	MST 2	IUT	Assgn 1	Assgn 2	
3rd Year	5th Sem	1	Medicinal chemistry	20	15				
		2	Industrial pharmacy -I	15	19				
		3	Pharmacology- II	15	25				
		4	Pharmacognosy. II	19	23				
		5	Pharm. Jurisprudence-	11	03				
		6							
	6th Sem	1	Medicinal chemistry- III	21					
		2	Pharmacology -III	25					
		3	Herbal Drug Tech.	23					
		4	Biopharm & pharkinet	19					
		5	Pharm. Biotechnology	20					
		6	Quality Assurance.	14					

Subject in which, he/she is not doing well	Reason for Poor Performance	Efforts by Mentor	Signature of Mentor	Whether student is satisfied with Mentor's efforts	Signature of student
3rd Year – 5th Sem.					
3rd Year – 6th Sem.					

Academic Performance (External Exams) - to be filled at the end of semester

Academic Year		Subject (Theory & Practical)	Subject Code (Theory & Practical)	Cleared in	SGPA/ CGPA	Remarks
3rd Year	5th Sem					
	6th Sem					

Details of Fees Paid

Academic Year		Semester Fee (Academic + Hostel)		Fee Received/Paid (with Date)	Remarks
3rd Year	5th Sem.	Total	Self Component		
			Scholarship		
	6th Sem.	Total	Self Component		
			Scholarship		

Participation in various activities in 3rd Year

S. N.	Event / Activity	Date	Venue / Held at	Position	Remarks

Counseling Done at Various Stages and Outcome

Date	Counseling	Outcome	Signature of Mentor/Faculty	Signature of Student/Parent

Counseling Done at Various Stages and Outcome

Date	Counseling	Outcome	Signature of Mentor/Faculty	Signature of Student/Parent