

GOVERNMENT OF WEST BENGAL
DURGAPUR GOVERNMENT COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)
DURGAPUR - 713214

No. IQ 39

Date: 12/05/2020

Notification

Keeping in mind the upcoming new outline of online AQAR submission process, heads of all the departments are hereby requested to furnish the particulars in relation to Student Mentoring System as given in the prescribed format, attached herewith (in excel file), positively by 31st May, 2020.

In Point no. 4, of Student Mentoring System of AQAR, the data and information are to be provided by the institution while submission of AQAR to the respective authority (*the screen shot of the related SOP page is attached herewith for your ready reference*).

11.	2.2.2 Student- Full time teacher ratio (Date for the latest completed academic year)	<ul style="list-style-type: none"> marked for the reserved categories Certified list of full time teachers along with the departmental affiliation in the latest completed academic year. List showing the number of students in each of the programs in the latest completed academic year. 	<ul style="list-style-type: none"> A teacher employed for at least 90 per cent of the normal or statutory number of hours of work for a full-time teacher over a complete academic year is classified as a full-time teacher. 	<ul style="list-style-type: none"> Part-time / Ad-hoc / visiting faculty not be included/considered
12.	2.3.3 Ratio of mentor to students for academic and other related issues (Date for the latest completed academic year)	<ul style="list-style-type: none"> Copy of circular pertaining the details of mentor and their allotted mentees. Approved Mentor list as announced by the IRI In addition, issues raised and resolved in the mentor system has to be attached mentor-wise 	<ul style="list-style-type: none"> Only full-time teachers can be considered as mentors. 	<ul style="list-style-type: none"> Mere list of names of mentors and mentees will not suffice for this metric.
13.	2.4.1 Average percentage of full time teachers against sanctioned posts during the last five	<ul style="list-style-type: none"> Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority. List of full time teachers 	<ul style="list-style-type: none"> Appointment letter of selected teachers will be asked during DVV clarification stage All full-time teachers with at least 90% prescribed workload should be counted as full-time teachers 	<ul style="list-style-type: none"> Mere appointment letters provided in regional language cannot be considered. Avoid inclusion of Part-time / Ad-

Nevertheless, we were not able to conduct the Student Mentoring System due to sudden lock down to combat outbreak of COVID 19. May I now request you to accomplish the pending work within the aforesaid stipulated time frame? For this purpose, you may keep an eye on the undermentioned short steps in this regard:

- ✚ Open an excel file (use the prescribed format);
- ✚ Please insert a sheet in the excel file for every fulltime teacher. (Please keep in mind that according to the SOP guidelines of NAAC, no PTT having less than 90% attendance with respect to total number of working days of the College during the respective academic session is to be allowed to act as a Mentor);

- ✚ Divide the total number of students of the department among all the full time teachers as per the discretion of the department;
- ✚ Put the data and information in the respective column of the format as per the requirements;
- ✚ Send the list to the college mail so that a consolidated list of student mentors and mentees for the college can be prepared;
- ✚ A set of sample questionnaire that has to be sent by the mentor to the mentee is attached herewith. However, the set of questionnaire will have to be reformed as per the departmental requirements;
- ✚ Answer sheet of the mentees (with signature of the mentor and mentee) is to be preserved by the department as objective evidence;
- ✚ Please send the scanned copy of the same to the IQAC for the purpose of AQAR preparation.

Teachers of all the departments are hereby requested to extend their valued co-operation in this regard. Please do the needful from your home as far as practicable through online facilities till the date, the college reopens.

The aforementioned work is essential to speed up the process of AQAR preparation.

Sd/-

**Dr. Purushottam Pramanik
Principal & Ex-officio Chairperson**

Copy to:

- 1. All H.O.Ds. & all the teachers through e-mail;**
- 2. IQAC file.**



**Sanjoy Kumar Roy
Coordinator, IQAC
Cont. No. 9433563404**