

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

**No. IQ 42**

**Date: 18/05/2020**

**Notification**

In continuation of the notice no. 39, dated 12/05/2020, please note the following points in connection with student mentoring system:

When a student enters a college, then he or she not only learns knowledge and skills prescribed in the course curriculum, but needs to acquire the skills of professional socialization and personal support to become a good human being and strongly face the challenges of the competitive world. Mentoring of students greatly enhances their chances of success by developing in them, the new ways of thinking and overcoming weaknesses.

Durgapur Government College with the objective to ensure academic, social and moral development of students, has introduced a formal student mentoring system, the guidelines of which, framed by IQAC of this college, are given below:

- Students should be allotted to each full time teacher by the department for the mentoring system. Departmental faculty members will continue to be mentors for the same group of students till their graduation or post-graduation.
- Responsibilities of the mentor (some important points but are not limited to the following):
  - ❖ Mentors will meet the mentee at least twice in a month/online interactions should be maintained with the students in case of unavoidable circumstances;
  - ❖ Continuous monitoring, guiding and motivating the students in all academic matters through online and face-to face mode;
  - ❖ Contacting the parents/guardians of the students as and when required to inform them about the performance and academic irregularities;
  - ❖ Build up the confidence of mentee to face competitions, public gathering and other social interactions;
  - ❖ Skill development of the mentee by providing special training such as basic computation, advanced computation, programming, language delivery, editorial writing, article writing, spoken English etc.;
  - ❖ Encouraging the mentee to participate in extension related, co- and extracurricular and cultural activities and also providing necessary help and support as and when required;

- ❖ Nurturing the hobbies of the mentee ;
- ❖ Career counselling and providing professional guidance to students by the mentor teacher and providing them proper information and guidance;
- ❖ Intimate HOD in case of any problems faced by the student in the department;
- ❖ Keep contact with the students after graduation or post-graduation;
- ❖ Preparing a record of the mentoring system of each academic year and sharing it with the IQAC at the end of each academic year;
- ❖ Maintaining a brief but clear record of all discussions with the students

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

Copy to:

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

*(Handwritten signature)*

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

