

GOVT. COLLEGE FOR WOMEN, PARADE GROUND, JAMMU-180001, J&K.

(Erstwhile Maharani Mahila College)

Autonomous College affiliated to the University of Jammu

College with Potential for Excellence, 2016

(Estd. 1944)



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## MENTOR-MENTEE GROUPS SESSION 2024-2025

Mentor and mentee system is an essential component for an Institute, as it builds relationship of natural trust between the faculty and students. Mentoring is an effective way of providing support and guidance to the students and thereby shaping their future. A mentor plays a vital role in nurturing students and has a positive impact on students' academic achievement. A mentee can approach his/her mentor for both educational and personal guidance. The prime objective of mentor-mentee scheme at Government College for Women, Parade Ground, Jammu is to support to the students academically & emotionally and also help in developing employable skills among the students.

### Objectives of Mentorship Program

The mentor and mentee system is functioning with an objective:

- To enhance students educational, social and personal growth through learning from the experience of mentors
- To enhance students academic performance and regularity in attendance.
- To enhance leadership and management skills of mentee.
- To identify slow learners and provide support to motivate them
- To monitor dropout rates and motivate the mentees to continue studies to reduce dropout rates
- To create a sense of oneness among students with the institution.
- To help mentee to connect to the Institute in a deeper, more meaning fully way
- To provide career guidance and advice on transition from classroom to workplace.
- To address psychological issues of the mentees

### Duties and Responsibilities of a Mentor

The mentor will perform the following duties and responsibilities:

- Discover talent and interest of the mentee and encourage them to exhibit them by participating in various activities.
- Help the mentee develop specific skills or competencies that are crucial for their professional or personal advancement.

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- Keep the record all the academic and professional details of the mentee.
- Allocate appropriate time and interact with mentee frequently.
- Meet the mentee face-to-face, at least twice in a month.
- Support the mentee in their career progression by providing advice on career planning, job searching, and professional growth opportunities.
- Monitor Mentee attendance and all academic activities.
- Contact Parents/Guardians if situations demands eg. irregularities, negative behavioral changes, detrimental activities etc.
- Identify the slow learners and interact with them to resolve the cause.
- Arrange remedial teaching, if necessary

### **Duties and Responsibilities of a Mentee**

- Respect the mentor.
- Regularly attend the meeting with the mentor and strictly follow the instruction given by mentor.
- Keep the mentor updated regarding your academic and professional developments.

### **Duties and Responsibilities of Coordinator of Mentor and Mentee System**

- Allocate mentors to all UG and PG Students.
- Support the mentors for effective implementation of mentor and mentee system at the college level.
- In case of any issue related to mentor -mentee system, the faculty mentor may contact:  
Mentor-Mentee Coordinator  
Prof. Reena Bhagat,  
Associate Professor, Department of English

### **Details of Mentor-Mentee Process**

- Faculty members are assigned a group of 40-55 mentees whom they serve as mentors throughout the period of their course.
- A hard copy of mentorship log book is maintained by each mentor that containing all personal and academic details of their respective mentees.
- Mentor will create a WhatsApp group with the assigned mentee for a convenient and smooth functioning of the mentor-mentee objective.
- The mentors remain in regular touch with the guardian of the mentees and update them regarding the progress and any deficiencies found within them.
- Proper confidentiality shall be maintained by the mentors with regard to the personal grievances of their respective mentees and also guide them to navigate themselves from odd situations.
- The mentors shall be consulted/informed in case of disciplinary issues on code of conduct with their respective mentees.
- Mentors shall meet mentees at least twice in a month or as many times as is necessary and discuss with their difficulties and academic problems.

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- No student can ordinarily meet the principal without the permission from the mentor nor can any application be submitted without the recommendation of the mentor.
- Any adverse report against a student by the Mentor will be seriously viewed and dealt with accordingly with the intimation to their parents.
- Issue of the final conduct and transfer certificate-from the college will also be reflected on the mentoring records of a student during the period of study in the College.

**MENTOR-MENTEE GROUPS SESSION 2024-2025**  
**SEMESTER – V & VI**

The Following staff members are hereby assigned the duty of being mentor for the students of Semester V& VI:

MENTOR	MENTEE ROLL NO.
Prof. Sonam Chadgal	1-37, 101-113,
Dr. Shweta Saroop	151-174, 2305-2320, 2323
Dr. Gurpreet Kour	251-275, 501-525
Prof. Rakesh Kumar	351-381, 900-917
Prof. Komal Bangotra	401-455
Prof. Sarita Parihar	601-637, 2326-2332, 2335-2340
Prof. Bhawandeep Kaur	701-742, 2341-2347
Dr. Sunita Raina	801-850
Prof Sukhvinder Kour	851-900
Prof Arti Devi	1001-1020, 1351-1385
Prof Shivali Rattan	1051-1091, 2381-2385, 2429-2431, 2433
Prof Pooja Devi	1151-1200
Prof Archana Dubey	1201- 1215, 1251-1290
Prof Puja Parihar	1401-1450
Dr Nitu Sharma	1451-1459,1501-1520, 1551-1561
Dr. Dinesh Jamwal	1601-1645
Prof. Jasneet Kour	1701-1750
Prof. Suman Bala	1751-1762, 2350-2358, 2361-2380
Dr. Parbjot Kour	1801- 1848
Dr. Mohd. Arif Ahmed	1901-1946, 2001-2007
Dr. Mamta Sharma	2051-2072, 2251-2275
Dr. Asha Rani	2151-2202
Prof Surbhi Gupta	2388-2389, 2391-2392, 2394-2399, 2401-2411, 2413-2416, 2418-2421, 2423-2424, 2426-2427, 2435, 2437, 2439, 2441, 2443, 2445, 2447, 2449, 2451, 2453, 2455, 2457, 2459



**MENTOR-MENTEE GROUPS SESSION 2024-2025**  
**SEMESTER –III & IV**

The Following staff members are hereby assigned the duty of being mentor for the students of Semester III& IV:

MENTOR	MENTEE ROLL NO.
Prof. Tishu Devi	1-30, 41-61,
Prof. Bindu Kumari	71-96, 171-185, 281-289
Dr. Manjulla Gupta	111-126, 241-247, 261-272
Prof. Sujat Khan	141-164, 1301- 1321
Dr. Harmanmeet Kour	186-233
Prof. Pallavi Jamwal	290-339
Prof Sonia Bhau	401-450
Dr. Renu Bala	451-500
Prof. Neha Gupta	501-548
Prof. Mohd Qyoom	561-603
Prof. Kumari Roma	611-660
Dr. Deepti Salotra	661-682, 921-929, 1151-1170
Dr. Sumit Sharma	691-740
Dr. Parveen Kumari	741-748, 761-796
Dr. Anju Rani	811-860
Prof. Tazim Akhter	861-869, 881-913
Dr. Ramesh Chander	941-984, 1181-1187
Dr. Gurvinder Kour	1001-1050
Dr. Ranjeet Singh Katoch	1051-1068, 1131-1142,
Dr. Divya Puri	1081- 1130
Prof. Anu Devi	1201- 1250
Prof. Savita Rana	1251-1291

*Devi*  
Mentor-Mentee  
Committee  
18/9/24

*Ravi*  
Principal  
Govt. College for Women, Parade  
18/9/24