

Circular

As per the decision taken in IQAC Meeting, following is the list of Mentors and the mentees allotted to them for the session 2021-22.

Ratio of mentor to students for academic and other related issues (Number of students assigned to each Mentor) 2021-22			
S.N.	NAME OF MENTOR	COURSE	NO. OF MENTEE (STUDENTS)
1	Sumit Kumar Mishra	BBA	38
2	Deepak Chaudhary	BBA	38
3	Santosh Kumar Shukla	BBA	38
4	Jayantika Yadav	BBA	39
5	K K Shukla	BCA	39
6	Jitendra Shukla	BCA	39
7	Alfiya Mehmood	BCA	39
8	Deepshikha	BCA	40
9	Abhishek Tripathi	BCOM	41
10	Abhilash Trivedi	BCOM	41
11	Surabhi Pandey	BCOM	41
12	Mayank Srivastava	BCOM	41
13	Amerendra P. Singh	BCOM	42
14	Shivani Kalra	BCH	30
15	Manisha Kakkar	BCH	30
16	Santosh Mishra	BCH	30
17	Laxmi Narayan Yadav	BCH	29
18	Shikha Pandey	BVA	32
19	Ishan Trivedi	BVA	32
20	Praveen Yadav	BVA	32
21	Santosh Kumar Yadav	BVA	32
22	Abhilasha Singh	BVA	31
23			
24			
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32			

Faculty name.	Course
1. Sumit Kumar Mishra.	BBA
2. Deepak Chaudhary.	BBA
3. Santosh Kumar Shukla.	BBA
4. Jayantika Yadav.	BBA
5. KK Shukla.	BCA
6. Deepshikha.	BCA
7. Jitendra Shukla.	BCA
8. Alfiya Mehmood.	BCA
9. Abhishek Tripathi.	BCOM
10. Abhilash Trivedi.	BCOM
11. Surabhi Pandey.	BCOM
12. Mayank Srivastava.	BCOM
13. Shivani Kalra.	BCH
14. Manisha Kakkar.	BCH
15. Santosh Mishra.	BCH
16. Laxmi Narayan Yadav.	BCH
17. Shikha Pandey.	BVA
18. Ishan Trivedi.	BVA
19. Abhilasha Singh.	BVA
20. Praveen Yadav.	BVA
21. Santosh Kumar Yadav.	BVA
22. Amerendra Pratap Singh.	BCOM

Faculty Student Ratio

BBA. No of students

BBA 1st year. 60

BBA 2nd year. 42

BBA 3rd year. 51

Total. 153

No of faculty. 4

Student teacher ratio 38

BCA No of students

BCA 1st year. 61

BCA. 2nd year. 41

BCA 3rd year. 55

Total 157

No of faculty. 4

Student teacher ratio 39

BCOM. No of students

BCOM 1st year. 78

BCOM 2nd year. 58

BCOM. 3rd year. 70

Total. 206

No of faculty 5

Student teacher ratio. 41

BCOM HONS. No of students

BCOM HONS.1st year 59

BCOM HONS. 2nd year. 24

BCOM HONS 3rd year 36

Total.	119
No of faculty.	4
Student teacher ratio	30

BVA.	No of students
BVA 1 st year.	65
BVA 2 nd year.	51
BVA 3 rd year.	29
BVA 4 th year.	14
Total.	159
No of faculty.	5
Student teacher ratio.	32

Grand total. 794

No of faculty 22

Teacher Student Ratio 36

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Notice

Date 12th July, 2021

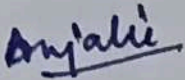
All the internal members of student counselling committee are requested to attend the meeting to be held on 14 July at 10:00 a.m. in the conference hall.

SL Members

- 1 Dr Santosh Pandey (Principal)
- 2 Ms Anjali Pandey (coordinator)
- 3 Mr. Sandeep Rawat(Faculty member)
- 4 Ms Tanya Verma
- 5 Ms Mashiyat Zehra
6. Mr Arnav Upadhyay
- 7 Mr Suraj Kumar

Agenda

1. Formation of Mentor- Student for improving upcoming results
2. Formation of more question papers and identifying students for remedial classes
3. Any other issue



Ms Anjali Pandey

Coordinator

Student counselling committee

Date 14 July 2021

Time 10 AM

Venue Conference hall

SL. Members

1. Dr Santosh Pandey (Principal)
2. Ms Anjali Pandey (coordinator)
3. Mr Sandeep Rawat (Faculty member)
4. Ms Tanya Verma
5. Ms Mashiyat Zehra
6. Mr Arnav Upadhyay
7. Mr. Suraj Kumar

Agenda

1. Formation of Mentor- Student for improving upcoming results
2. Formation of mock question papers and identifying students for remedial classes

Points discussed:

1. Decrease the failure rate of students.
2. Improve the attendance in remedial classes

Reasons for poor attendance

1. Lack of interest
2. Fear of the subject
3. Distractions

Preventive action for improving academics

1. Promoting learning strategies
2. Improve faculty student interaction
3. Motivate them with positive words
4. Increasing doubt classes

Following resolutions were made in the meeting:

1. Mentoring skills will be organised for mentors
2. Feedback form will be taken from students
3. Complaint committee will be formed to resolve complaints

Action plan

Action Responsibility

Formation of complaint Principal committee.

Feedback from students Coordinator

Attending Mentoring Workshops

Faculty members

Anjali

Ms Anjali Pandey

Coordinator

Student counselling committee

Minutes of meetings

Date: 13th ~~July~~ ^{Aug}, 2021

Time: 10:30 AM

Venue: Conference hall

Attended by

SL **Members**

1. Dr Santosh Pandey (Principal)
2. Ms Anjali Pandey (coordinator)
3. Mr Sandeep Rawat (Faculty member)
4. Ms Tanya Verma
5. Ms Mashiyat Zehra
6. Mr Arnav Upadhyay
7. Mr Suraj Kumar

Agenda

- . Continuation of Mentor Mentee Program
- . Conducting counselling session by professional counselor
- . Felicitating Academic performers for good result.

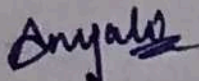
Points discussed:

Decrease the failure rate of students

Addressing student grievance and teenage issues by counsellor

Following resolution were made in the meeting

- . Mentoring skills to be continued like previous session.
- . Counselling sessions to be organised from time to time
- . Meritorious students will be facilitated with certificate and awards

Ms Anjali Pandey 

Coordinator

Student counselling committee

Minutes of meeting

Date 16 September 2021

Time 2 pm

Venue Conference hall

Attended by

S.No. Members

1. Dr. Santosh Pandey Principal
2. Ms. Anjali Pandey coordinator
3. Mr. Sandeep Rawat faculty member
4. Ms Tanya Verma
5. Mr Arnav Upadhyay

Agenda

1. Identification of students with weak learning skills
2. Formation of sample question papers for students.

Points discussed

1. Identifying faculty members for remedial classes
2. Solving problems of students related to interaction among junior seniors
3. how to improve academics
4. Doubt clearing sessions
5. Better faculty student interaction

Following resolutions were in the meeting

1. Complaint committee to be formed
2. Feedback form to be taken from students

The meeting ended with a vote of thanks

Ms. Anjali Pandey *Anjali*

Coordinator

Student counselling committee

Minutes of meeting

Date 8th October 2021

Time 2 pm

Venue Conference hall

SL. Members

1. Dr. Santosh Pandey
2. Ms. Anjali Pandey
3. Mr Sandeep Rawat
4. Ms Tanya Verma
5. Mr Arnav Upadhyay

Agenda

1. Organisation of counselling sessions
2. Ensure smooth conduction of remedial classes
3. Feedback regarding well being of students

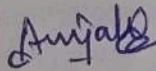
Points discussed

1. Counselling sessions to be organised fortnightly
2. Feedback form regarding well being of students to be taken from them
3. Develop a time table for conduction of remedial classes

Following resolutions were made in the meeting

- 1 mentoring skills program will be organised for mentors.
2. Feedback from students will be taken.
3. A weekly time table to be made for remedial classes

The meeting ended with a vote of thanks



Ms Anjali Pandey
Coordinator
Student counselling committee

Minutes of meeting

Date 8th November 2021

Time 2 30 PM

Venue Conference hall

Attended by

- | SL. | Member |
|-----|----------------------------------|
| 1. | Dr Santosh Pandey Principal |
| 2. | Ms Anjali Pandey coordinator |
| 3. | Mr Sandeep Rawat. Faculty member |
| 4. | Ms Tanya Verma |
| 5. | Ms mashiyat zehra |
| 6. | Mr. Arnav upadhyay |
| 7. | Mr Suraj Kumar |

Agenda

1. Outcome of counselling sessions
2. Addressing student grievance and teenage issues

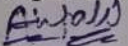
Points discussed

1. The counselling session organised by the committee was very productive students was satisfied with the solution of their problems.
2. Students grievances were noted and appropriate solutions were identified. The students were ensured that their grievances will be addressed duly to their satisfaction.

Following resolutions were made in the meeting.

Students problems will be addressed soon by the committee.

Counselling sessions will be continued.


~~XXXXXXXXXXXX~~ Anjali Pandey

Coordinator

Student counselling committee

Date. 8th January 2022.

Circular

The following members are appointed as the members of Complaint Committee. Their responsibility will be to take care of all problems a student might occur in their academic life span and take necessary measures to resolve them.

Name.	Designation
Ms Anjali Pandey.	Coordinator
Ms Sandeep Rawat.	Member

Action taken by students counselling cell in academic year 2021-22

1. **Mentor Mentee program in each batch:** The entire batch of each course was divided into number of small groups comprising of 10 students each. Each Mentee group was guided by a teacher mentor. It was the responsibility of the teacher mentors to work on the overall development of the students by helping them in improving academics and accelerating overall growth in them.
2. **Motivational session:** motivation talk session aims at getting the student out of day- to -day routine and motivate him to achieve set goals in life. Many of such events were organised by the student counselling committee.

Ms Anjali Pandey

Coordinator

Student counselling committee

