

**GOVT. HOLKAR (MODEL AUTONOMOUS)
SCIENCE COLLEGE, INDORE**



(An ISO 9001:2015 & ISO 14001:2015 Certified Institution)



SSR DOCUMENT

2017-18 TO 2021-22

CRITERION -2

Teaching - Learning and Evaluation

Metric No.: 2.3.2

Document Title:
Mentor-mentee circular & list



Office of the Principal
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(M.P.)

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(Re-accredited 'A' Grade by NAAC)

Letter/Q1

Dated: - 01/09/2020

CIRCULAR

Mentor & Mentee System

The faculty member of the attached list is appointed as a mentor for the Mentor & Mentee System for the year 2020-21 academic year.

Directions for Mentor & Mentee System.

Each faculty should be the mentor of students of the allotted section and will take care of them. Every mentor has to prepare a list of all the students allotted to him/her with details of Name, Class, Division, Roll Number, Contact Number and E-Mail Id. The mentor will be allocated with the responsibility to take care of all the mentees so as to provide them with career counseling, provide them personal counseling, support them for any kind of difficulty in their curriculum, make provision remedial coaching for them and support them as and when required.

Responsibilities

The mentor will perform the following functions

- ❖ . Meet the group of students at least twice a month
- ❖ . Continuously monitor, counsel, guide and motivate the students in all academic matters.
- ❖ Advise students regarding choice of electives, project, summer training etc.
- ❖ Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.
- ❖ Advise students in their career development/professional guidance.
- ❖ Maintain contact with the students even after their graduation
- ❖ . Maintain a detailed progressive record of the student (format attached).
- ❖ Maintain a brief record of all discussions with students

The HOD will



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- ❖ Meet all mentors of his/her department at least once a month to review the proper implementation of the system
- ❖ Advise mentors wherever necessary. Initiate administrative action on a student when necessary
- ❖ Keep the head of the institute informed.
- ❖ To contact the parents/guardians of the students in case of their academic irregularities, behavioral changes, etc., through the Head of the Institution.
- ❖ To advise the students in matters of their career.

Type of Mentoring to be done

- ❖ Professional Guidance regarding professional goals, selection of career, higher education
- ❖ Career advancement - regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth
- ❖ Course work specific - POs and COs, regarding attendance and performance.
- ❖ Lab specific- regarding Do's and Don'ts in the lab.

The mentor also works for finding out the hidden talent of the students in various aspects of academic, co-curricular, extra-curricular and extra mural activities so that they can be promoted to do various activities in the concerned area for their holistic development. The mentor also contacts and meets the parents of his / her mentees to discuss their progress and/ or any other matter, as and when required.

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❖ **Mentors List: -**

Govt. Holkar Science College, Indore M.P.			
List of Mentor			
Year 2020 - 2021			
For B.Sc. I Year			
No.	Name of Mentor	Name of Department	Section
1	Prof. M.P. Mishra GF	Physics	M1
2	Prof. Saliyam Malla GF	Physics	M2
3	Prof. Piyush Joshi GF	Physics	M3
4	Prof. B. Chaurasiya	Physics	M4
5	Prof. S. Verma	Physics	M5
6	Prof. Suraj Parwani GF	Physics	M6
7	Prof. Kapil Kumar Khushwah GF	Electronics	M7
8	Prof. Sapna Tamrkar GF	Maths	M8
9	Prof. Sona Singh Chawda GF	Maths	M9
10	Prof. R. Somani	Chemistry	M10
11	Prof. Preeti Barvey GF	Chemistry	M11
12	Prof. Parul Pandey GF	Geology	M12
13	Prof. B.N. Namdev	Maths	M13
14	Prof. Pooja Rathore GF	Computer	M14
15	Prof. Harsh Paliwal GF	Computer	M15
16	Prof. Ruhi Ansari GF	Geographic	M16
17	Prof. Jaya Vanpure	Computer	M17
18	Prof. Bhagyashree Pathak GF	Computer	M18
19	Prof. Megha Chourey GF	Chemistry	B1
20	Prof. Sandeep Gohar	Chemistry	B2
21	Prof. Arun Kumar Patel GF	Biotech/Bioinformatics	B3
22	Prof. Mahajbeen Qureshi GF	Biotech/Bioinformatics	B4



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23	Prof. Ruchi Sharma GF	Biotech/Bioinformatics	B5
24	Prof. Aakrati Shrivastava GF	Biotech/Bioinformatics	B6
25	Prof. Deepak Choudhary GF	Biochem	B7
26	Prof. Ruchi Shiwale GF	Zoology	B8
27	Prof. Hema Kochar GF	Pharma	B9
28	Prof. Alka Dubey GF	Zoology	B10
29	Prof. Seemawati Sisodiya	Botany	B11
30	Prof. Dharmendra Jat GF	Seedtec	B12
31	Prof. Govind Jat GF	Seedtec	B13
32	Prof. Satish Rai GF	Forensic Science	B14
33	Prof. Rohit Verma GF	Fish	B15
34	Prof. Shanti Patidar GF	Zoology	B16
35	Prof. Sandhya Parihar GF	Environment	B17
36	Prof. Sagufta Khan	Environment	B18 A
37	Prof. Namita Khosla	Chemsitry	B18 B

Coordinator (IQAC)
Govt. Holkar (Model, Autonomous)
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For B.Sc. II Year			
No.	Name of Mentor	Name of Department	Section
1	Prof. Chitra Randive	Maths	M1
2	Prof. Partibha Mujumdar	Maths	M2
3	Prof. Pooja Chobey GF	Maths	M3
4	Prof. Sarita Sharma GF	Computer	M4
5	Prof. Jaya Sharma GF	Computer	M5
6	Prof. Jayprakash Yadav GF	Electronics	M6
7	Prof. Priyanka Choudhary GF	Maths	M7
8	Prof. Divya Rathore GF	Computer	M8
9	Prof. Digvijay Singh Solanki GF	Maths	M9
10	Prof. Amrish Gupta GF	Chemistry	M10
11	Prof. Pramila Kori	Chemistry	M11
12	Prof. S.K. Choure	Geology	M12
13	Prof. Bharti Sisodiya	Entrepreneurship	M13 & M13 A
14	Prof. Yugal Sharma GF	Computer	M14
15	Prof. Dheeraj Sharma GF	Computer	M15
16	Prof. Ram Prajapati	Zoology	B1
17	Prof. Anjali Kumar	Zoology	B2
18	Prof. V.K. Sharma	Zoology	B3
19	Prof. Akansha Lal GF	Biotech/Bioinformatics	B4
20	Prof. Priti Chaturvedi	Botany	B5
21	Prof. Rahis Khan GF	Biotech/Bioinformatics	B6



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22	Prof. A.R. Batham	Biochem	B7
23	Prof. Deepti Khare GF	Microbio	B8
24	Prof. Rashmi Joshi GF	Pharma	B9
25	Prof. Renu Jain	Zoology	B10
26	Prof. Ruchi Bajpai GF	Zoology	B11
27	Prof. Ashok Jat GF	Seedtec	B12
28	Prof. N.K. Jain	Botany	B13
29	Prof. Neha Chaurasia GF	Forensic Science	B14
30	Prof. Anjali Yadav GF	Pharma	B15
31	Prof. Aradhna Kourav GF	Hindi	B16 A & B

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For B.Sc. III Year			
No.	Name of Mentor	Name of Department	Section
1	Prof. Sapna Kaneria GF	Computer	M1
2	Prof. Bhawana Bhadkare GF	Computer	M2
3	Prof. Payal Jain GF	Computer	M3
4	Prof. Sanjay Bhumarkar GF	Computer	M4
5	Prof. Shivrul Mewada GF	Computer	M5
6	Prof. Ashish Mamgain GF	Electronics	M6
7	Prof. Sheetal Malviya	Physics	M7
8	Prof. Prasad Deshpande	Physics	M8
9	Prof. Taruna Verma GF	Physics	M9
10	Prof. Aparna Gandhe	Chemistry	M10
11	Prof. Pooja Verma GF	Maths	M11
12	Prof. Priyanka Agiwal GF	Computer	M12
13	Prof. Aarti Shrivastav GF	Computer	M13
14	Prof. Reeta Agrawal	Chemistry	B1
15	Prof. M. Shrivastava	Chemistry	B2
16	Prof. Namita Bende	Chemistry	B3
17	Prof. P. Makwane	Chemistry	B4
18	Prof. Rachna Dudey	Chemistry	B5
19	Prof. Rajesh Tokariya	Biotech/Bioinformatics	B6
20	Prof. Tashneem Rangwala	Biochem	B7
21	Prof. Anuja Sharma GF	Micro	B8



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22	Prof. Rashmi Agrawal GF	Pharma	B9
23	Prof. Nilima Pradhan	Chemsitry	B10
24	Prof. Tripti Kamalpuria GF	Chemsitry	B11
25	Prof. Indar Patidar GF	Seedtec	B12
26	Prof. P. Sadav	Botany	B13
27	Prof. Ankesh Ahirwar GF	Forensic Science	B14
28	Prof. Saroj Solanki GF	Biotech/Bioinformatics	B15
"All the Head of the Department " will be Mentor for their P.G. classes			

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