

Mentor-Mentee



Estd. : 1969 (B.Ed.)

KATWA COLLEGE

Department of B.Ed.

Katwa ; Purba Bardhaman ; W.B-713130

Ph. No: (03453) 255049 ; E-Mail : katwa.bed@gmail.com

Website : www.katwacollegebed.ac.in

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Ref. No. :

Date : 17.07.2023

NOTICE Mentor-Mentee Meeting

This is for information of the mentees mentioned below that next mentor-mentee meeting (Offline) is scheduled to be held on **22.07.2023 at 11.00 AM**.

Said mentees are informed to present physically at **newly constructed classroom (Ground floor, B.Ed. Building)** on the date and time mentioned above to make the meeting convenient.



Suraj Sarkar
(Mr. Suraj Sarkar) 17/07/2023

Mentor

Department of B.Ed. , Katwa College

Nirmalendu Sarkar
(Dr. Nirmalendu Sarkar) 17/07/2023
Principal
Katwa College
Principal
KATWA COLLEGE



Mentees (Session – 2022-24)

Sl. No	Name	College Roll No	Remarks (if any)
01	Shyam Sundar Das	44	
02	Sudipta Ghosh	45	
03	Suhana Sultana	46	
04	Sumon Nag	47	
05	Sumanta Paul	48	
06	Swagata Baral	51	
07	Tusu Bag	49	



Katwa College
Department of B.Ed.
Mentor – Mentee Meeting attendance sheet

Meeting Date : 22.07.2023

Time : 11.00 AM.

Venue : Newly constructed classroom (Ground floor, B.Ed. Building)

Mentor Name	Signature
Mr. Suraj Sarkar Departmental faculty	Suraj Sarkar 22/07/2023

Mentees (Session – 2022-24)			
Sl. No	Name	College Roll No	Signature
01	Shyam Sundar Das	44	Shyam Sundar Das
02	Sudipta Ghosh	45	Sudipta Ghosh
03	Suhana Sultana	46	
04	Suman Nag	47	Suman Nag
05	Sumanta Paul	48	Sumanta Paul.
06	Swagata Baral	51	Swagata Baral
07	Tusu Bag	49	Tusu Bag

Mentor-Mentee meeting No :
Venue : Newly constructed classroom (Ground floor of B.Ed. Building)

Date : 22.07.2023
Time : 11.00 AM

Resolution & Action taken report.

Mr. Suraj Sarkar, Mentor of respective mentees welcomes all the member present in the meeting. He discusses all about Mentor-Mentee, its function, necessity and all the probable areas. He also enlightens the needs of Mentor-Mentee activities in present education system.

After the inaugural talk, the following point / agendum has been discussed and the following actions has been taken.

Sl. No.	Point / Agendum discussed	Resolve / Action Taken
1	Improvement of B.Ed. admission portal: ✓ Sometimes at the time of online admission, payment gateway was not functioning properly. as a result, after payment of admission fees receipt / admission confirmation is not generated. A mentee has to pay again for his admission.	Remedial action was taken. This issue has been forwarded to admission committee as well as the Principal for necessary action.
2	Class related issues: ✓ Sometimes some classes have not taken by the allotted teachers. ✓ Sometimes The class timetable is not strictly followed.	The points will be forwarded to the administration. Beside this, they were informed by the mentor that teachers have to perform various college and university related assignment, it is not possible to take class if he/she is out of station for on-duty assignment.
3	Library related issues: ✓ There are inadequate copies of textbooks. ✓ Shortage of English medium textbooks. ✓ Some reference books are needed. ✓ Deficit of some other books like story books or novel of famous writer.	Issues will be forwarded to the principal for necessary action. The issues will be discussed at next library committee meeting. Mentees have been informed that they can use the central library for fulfilment of their need as per existing rules.
4	Course Fee: ✓ Some mentees seems that the course fees should be reduced	Point will be forwarded to the administration for consideration. Mentees have been informed to take the advantages of various government and non-government scholarship as well as college concession in proper way.
5	Increasing waste Management related infrastructure like dustbin etc in each floor.	Matter will be informed to concern authority for necessary action.

Suraj Sarkar
(Mr. Suraj Sarkar) 22/07/2023
Mentor ; Department of B.Ed.
Katwa College



Mentor-Mentee



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Ref. No. :

Date :28.09.2023

NOTICE Mentor-Mentee Meeting

This is for information of the mentees mentioned below that next mentor-mentee meeting (Offline) is scheduled to be held on **30.09.2023 at 10.00 AM.**

Said mentees are informed to present physically at **departmental ICT room** on the date and time mentioned above to make the meeting convenient.



Suraj Sarkar
(Mr. Suraj Sarkar)
Mentor

Department of B.Ed. , Katwa College

NSKSR 28/09/2023
(Dr. Nirmalendu Sarkar)
Principal
Katwa College

Principal
KATWA COLLEGE

Mentees (Session – 2022-24)

Sl. No	Name	College Roll No	Remarks (if any)
01	Shyam Sundar Das	44	
02	Sudipta Ghosh	45	
03	Suhana Sultana	46	
04	Sumon Nag	47	
05	Sumanta Paul	48	
06	Swagata Baral	51	
07	Tusu Bag	49	



Katwa College
Department of B.Ed.
Mentor – Mentee Meeting attendance sheet

Meeting Date : 30.09.2023

Time : 10.00 AM.

Venue : Departmental ICT room

Mentor Name	Signature
Mr. Suraj Sarkar Departmental faculty	Suraj Sarkar 30/09/2023.

Mentees (Session – 2022-24)			
Sl. No	Name	College Roll No	Signature
01	Shyam Sundar Das	44	Shyam Sundar Das
02	Sudipta Ghosh	45	Sudipta Ghosh
03	Suhana Sultana	46	
04	Suman Nag	47	Suman Nag
05	Sumanta Paul	48	Sumanta Paul
06	Swagata Baral	51	Swagata Baral
07	Tusu Bag	49	Tusu Bag

Mentor-Mentee meeting No :
Venue : Newly constructed classroom (Ground floor of B.Ed. Building)

Date : 30.09.2023
Time : 10.00 AM

Resolution & Action taken report.

Mr. Suraj Sarkar, Mentor of respective mentees welcomes all the member present in the meeting. He has informed that all the agenda / issues discussed in earlier meeting dated 22.07.2023 has been resolved or forwarded to respective person / committee for necessary action. He also enlightens again the needs of Mentor-Mentee related activities in education system and urged to be more active in this regard.

After the inaugural talk the following point / agendum has been discussed and the following actions has been taken.

Sl. No.	Point / Agendum discussed	Resolve / Action Taken
1	School Internship related issues: ➤ Lots of provisional classes are being allotted to the trainees. ➤ Inadequacy of students in some classes/schools	Matters will be informed to concern authority / person for necessary action.
2	Scholarship related issues : ➤ Scholarship form was not submitted for one year gap in academic education.	Mentee has been informed that there was certain obligation related to government regulation related to the scholarship. the mentor has encouraged to fill-up other scholarship forms following the concerned rules.
3	Departmental magazine related Issues : ➤ Departmental magazine is not publishing in due time. ➤ Quality related issues	Issues will be forwarded to concern authority / person for betterment and necessary action.
4	Sports related issues : ➤ Inadequacy of Sports equipment. ➤ There will be more careful to ensure that games and sports are held at specific and correct time. ➤ Thers should be more friendly cricket or football match throughout the year.	Issues will be forwarded to concern authority / person for betterment and necessary action. This issue will be discussed at next meeting of sports committee.
5	Yoga related issues : ➤ Inadequacy of Yoga equipment. ➤ Irregular Yoga class	Issues will be forwarded to concern authority / person for betterment and necessary action. Mentor Mr. Suraj Sarkar has informed that departmental yoga teacher is not available for some personal issues, the classes will be regular after joining of her.

Suraj Sarkar
(Mr. Suraj Sarkar) 30/09/2023
Mentor ; Department of B.Ed.
Katwa College



Mentor-Mentee



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Ref. No. :

Date : 12.12.2023

NOTICE Mentor-Mentee Meeting

This is for information of the mentees mentioned below that next mentor-mentee meeting (Offline) is scheduled to be held on **16.12.2023 at 09.30 AM.**

Said mentees are informed to present physically at **newly constructed classroom (Ground floor, B.Ed. Building)** on the date and time mentioned above to make the meeting convenient.

Suraj Sarkar 12.12.2023.

(Mr. Suraj Sarkar)

Mentor

Department of B.Ed. , Katwa College

N Sarker
(Dr. Nirmalendu Sarkar)

Principal

Katwa College

Principal

KATWA COLLEGE



Mentees (Session – 2022-24)			
Sl. No	Name	College Roll No	Remarks (if any)
01	Shyam Sundar Das	44	
02	Sudipta Ghosh	45	
03	Suhana Sultana	46	
04	Sumon Nag	47	
05	Sumanta Paul	48	
06	Swagata Baral	51	
07	Tusu Bag	49	

Mentees (Session – 2023-25)			
Sl. No	Name	College Roll No	Remark (if any)
01	Sanchari Dey	49	
02	Rohit Roy	50	
03	Biswajit Kundu	51	
04	Sweta Singha	52	
05	Soma Ghosh	53	
06	Sirin Sultana	54	
07	Ankita Chandra	55	



Katwa College
Department of B.Ed.
Mentor – Mentee Meeting attendance sheet

Meeting Date : 16.12.2023

Time : 09.30 AM

Venue : Newly constructed classroom (Ground floor, B.Ed. Building)

Mentor Name	Signature
Mr. Suraj Sarkar Departmental faculty	Suraj Sarkar 12/12/2023.

Mentees (Session – 2022-24)			
Sl. No	Name	College Roll No	Signature
01	Shyam Sundar Das	44	Shyam Sundar Das
02	Sudipta Ghosh	45	Sudipta Ghosh
03	Suhana Sultana	46	
04	Suman Nag	47	Suman Nag
05	Sumanta Paul	48	Sumanta Paul.
06	Swagata Baral	51	Swagata Baral
07	Tusu Bag	49	Tusu Bag

Mentees (Session – 2023-25)			
Sl. No	Name	College Roll No	Signature
01	Sanchari Dey	49	
02	Rohit Roy	50	
03	Biswajit Kundu	51	Biswajit Kundu.
04	Sweta Singha	52	
05	Soma Ghosh	53	Soma Ghosh
06	Sirin Sultana	54	Sirin Sultana
07	Ankita Chandra	55	Ankita Chandra

Mentor-Mentee meeting No :
Venue : Newly constructed classroom (Ground floor of B.Ed. Building)

Date : 16.12.2023
Time : 09.30 AM

Resolution & Action taken report.

Mr. Suraj Sarkar, Mentor of respective mentees welcomes all the member present in the meeting. He has informed that all the agenda / issues discussed in earlier meeting dated 30.09.2023 has been resolved or forwarded to respective person / committee for necessary action. In view of the decisions taken on 29.11.2023 at the meeting among departmental mentors (Convenor- Dr. Sanat Kr. Ghosh), held at departmental staffroom, 07 mentees, bearing college roll no 49-55 of session 2023-25 (newly admitted) has been added and some of them are present in the meeting. Mentor, Mr. Suraj Sarkar enlightens the importance of Mentor-Mentee in present education system and urged to be more active in this regard.

After the inaugural talk the following point / agendum has been discussed and the following actions has been taken.

Sl. No.	Point / Agendum discussed	Resolve / Action Taken
1	<p>➤ Internship related issues in some of schools :</p> <ol style="list-style-type: none">1. Trainees have been forced to evaluate a lot of answer script related to school internal term-end examination.	The matter will be informed to the principal as well as concern school authority for consideration, and necessary action.
2	<p>➤ Personal Problem:</p> <ol style="list-style-type: none">1. A lady married student is facing some study and health related issues in her father-in-law.	Her study related issues have been resolved. Mentor advises her to consult with a gynaecology specialist doctor for her betterment.
3	<p>➤ Magazine and wall-magazine are not published in due time</p>	The mentor says that processing for publishing magazine and wall-magazine might be on going. Though the matter will be forwarded to principal / component authority for necessary action.
4	<p>➤ Yoga & Sports related issues :</p> <ol style="list-style-type: none">1. Inadequacy of said material.2. Inadequate scope for practice	Issues will be forwarded to concern authority / person for betterment and necessary action.
5	<p>➤ Positivity of biometric attendance system :</p> <ol style="list-style-type: none">1. Applicability of Biometric attendance system and upload the arrival and departure data in departmental website.2. Introduce massage / e-mail alert system with biometric attendance machine.	The mentor informs his mentees that the biometric attendance system as well as the process of uploading attendance records in departmental website has been introduced as per the regulation of the NCTE. Suggestion of said alert system will be informed to the principal for consideration and necessary action.

Suraj Sarkar
(Mr. Suraj Sarkar) 16/12/2023
Mentor ; Department of B.Ed.
Katwa College



Mentor-Mentee



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Ref. No. :

Date :24.01.2024

NOTICE Mentor-Mentee Meeting

This is for information of the mentees mentioned below that next mentor-mentee meeting (Offline) is scheduled to be held on **27.01.2024 at 10.00 AM.**

Said mentees are informed to present physically at **departmental ICT room** on the date and time mentioned above to make the meeting convenient.

Suraj Sarkar

(Mr. Suraj Sarkar)

Mentor

Department of B.Ed. , Katwa College

Nirmalendu Sarkar
(Dr. Nirmalendu Sarkar)
Principal
Katwa College

24/01/2024
Principal
KATWA COLLEGE



Mentees (Session – 2022-24)			
Sl. No	Name	College Roll No	Remarks (if any)
01	Shyam Sundar Das	44	
02	Sudipta Ghosh	45	
03	Suhana Sultana	46	
04	Sumon Nag	47	
05	Sumanta Paul	48	
06	Swagata Baral	51	
07	Tusu Bag	49	

Mentees (Session – 2023-25)			
Sl. No	Name	College Roll No	Remark (if any)
01	Sanchari Dey	49	
02	Rohit Roy	50	
03	Biswajit Kundu	51	
04	Sweta Singha	52	
05	Soma Ghosh	53	
06	Sirin Sultana	54	
07	Ankita Chandra	55	



Katwa College
Department of B.Ed.
Mentor – Mentee Meeting attendance sheet

Meeting Date : 27.01.2024

Time : 10.00 AM

Venue : Departmental ICT room

Mentor Name	Signature
Mr. Suraj Sarkar Departmental faculty	Suraj Sarkar 27.01.2024.

Mentees (Session – 2022-24)			
Sl. No	Name	College Roll No	Signature
01	Shyam Sundar Das	44	Shyam Sundar Das
02	Sudipta Ghosh	45	Sudipta Ghosh
03	Suhana Sultana	46	
04	Suman Nag	47	Suman Nag
05	Sumanta Paul	48	Sumanta Paul.
06	Swagata Baral	51	Swagata Baral
07	Tusu Bag	49	Tusu Bag

Mentees (Session – 2023-25)			
Sl. No	Name	College Roll No	Signature
01	Sanchari Dey	49	Sanchari Dey
02	Rohit Roy	50	Rohit Roy
03	Biswajit Kundu	51	Biswajit Kundu
04	Sweta Singha	52	Sweta Singha
05	Soma Ghosh	53	Soma Ghosh
06	Sirin Sultana	54	Sirin Sultana
07	Ankita Chandra	55	Ankita Chandra

Mentor-Mentee meeting No :
Venue : Departmental ICT room

Date : 27.01.2024
Time : 10.00 AM

Resolution & Action taken report.

Mr. Suraj Sarkar, Mentor of respective mentees welcomes all the member present in the meeting. He has informed that all the agenda / issues discussed in earlier meeting dated 16.12.2023 has been resolved or forwarded to respective person / committee for necessary action..

After the inaugural talk the following point / agendum has been discussed and the following actions has been taken.

Sl. No.	Point / Agendum discussed	Resolve / Action Taken
1	❖ Musical Instrument related issues : 1. Lack of musical instrument. 2. Existing instruments are too old and backdated	Issues will be forwarded to the Principal and departmental cultural committee for betterment and necessary action.
2	❖ Request for classroom setup in newly constructed departmental rooms.	The mentor informs that requisite tenders / quotation have already been placed. The infrastructure will be developed and classes will be started in newly constructed rooms as early as possible.
3	❖ Digitalised PVC student Identity Card : 1. Mentees of session 2022-24 request for digitalised PVC identity card insisted of old paper card.	The mentor talks about the matter with the Principal and concerned office over telephone and confirms that their request will be fulfilled and the digitalised PVC card will be provided to concerned students (2022-24) within a month.
4	❖ Irregular university related affairs : 1. University examinations are not been conducted in proper time. 2. Marksheets and registration certificate and many other university related papers are not been provided in proper time.	The mentor informs that, all these matters are controlled by concerned university. Our college strictly follows the guideline provided by the university time to time. Though the issues will be forwarded to the Principal & Convenor of departmental Mentor - Mentee Committee with request to inform the concerned authority if possible
5	❖ Final Teaching related to Semester – III	On enquiry by the mentees of concerned session, the mentor informs that the university has not been taken initiatives till now in this regard. Official notification will be issued when information in this regard received from the university.

Suraj Sarkar
(Mr. Suraj Sarkar) 27/01/2024.
Mentor ; Department of B.Ed.
Katwa College

