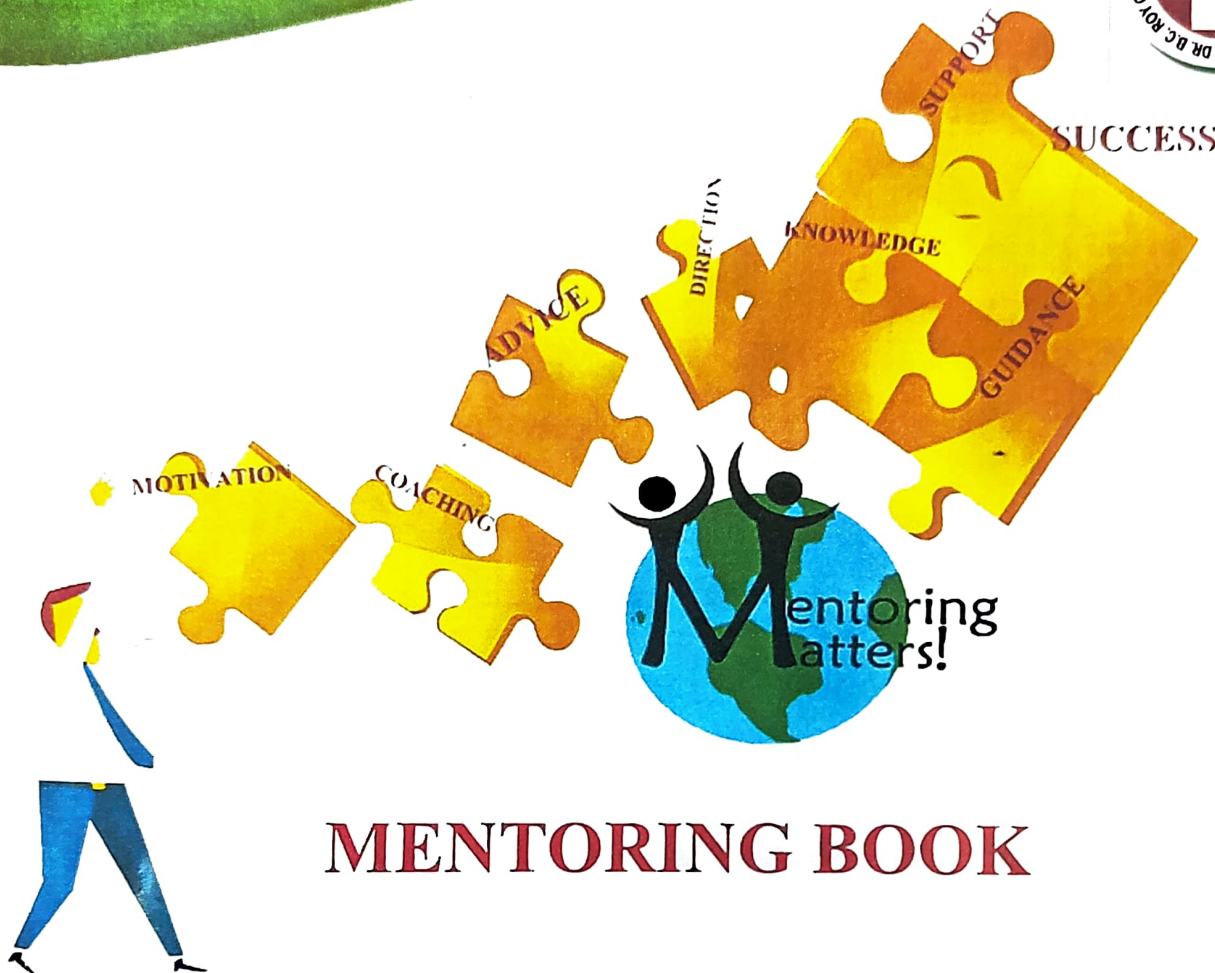


DR. B. C. ROY COLLEGE OF PHARMACY & AIIS DURGAPUR - 713206



MENTORING BOOK

NAME:..... SUMAN JANA

COLLEGE ROLL NO:..... 2211102

UNIVERSITY/COUNCIL ROLL NO:.....

PROGRAMME:..... B. PHARMA

PERIOD: 2020-2023 to

Affiliated to

Approved by

Prof. (Dr.) Samir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Durgapur, West Bengal-713206

Accredited by



BCRCPAHS VISION

Dr. B. C. Roy College of Pharmacy and Allied Health Sciences aims to transform the institution into a global centre of learning through the application of creativity, innovativeness, and discipline.

MISSION

- To Create Ideal Ambience for Learning and All-Round Growth
- To Help Students Inherit Professional Ethics and Leadership Qualities, and to be Creative, Agile and Confederate
- To Establish Professionalism, zeal for Higher Learning and Training & Placement as Three Core Values
- To Develop a Symbiotic Relationship between the Institution, Faculty, Society and the Community for-Mutual Betterment with a Global Perspective

QUALITY POLICY

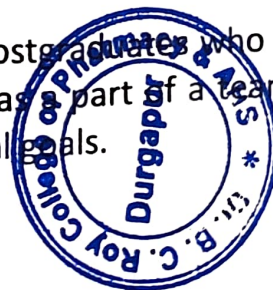
BCRCPAHS is committed to impart quality "Education and Training" that satisfy the requirements of our students in the fields of "Engineering, Pharmacy and Management" and our aim is to be an institute of excellence in global terms in the field of quality technical education through continual improvement.

PROGRAM EDUCATIONAL OBJECTIVES of BCRCPAHS

- To produce Diploma, Under Graduates and Postgraduates who would have developed strong background knowledge in Pharmaceutical Sciences and ability to use these ideas in an environmentally sustainable fashion in their chosen fields of profession.
- To produce Diploma, Under Graduates and Postgraduates who would demonstrate technical competence in planning and problem analysis with the help of modern tools in the fields of Pharmaceutical Sciences.
- To produce Diploma, Under Graduates and Postgraduates who would attain professional competence with self-identity and ethics through life-long learning such as advanced degrees, professional registration, and other professional activities.
- To produce Diploma, Under Graduates and Postgraduates who would function effectively through unambiguous communication in various pharmaceutical fields.
- To produce Diploma, Under Graduates and Postgraduates who would be able to take individual responsibility and to work as part of a team towards the fulfilment of both individual and organizational goals.

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Principal

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DR. B. C. ROY COLLEGE OF PHARMACY AND ALLIED HEALTH SCIENCES
DURGAPUR – 713206

AFFILIATED TO MAKAUT, WB & WBSCT&VE&SD
APPROVED BY PCI & AICTE

ACCREDITED BY NAAC [B++] & NBA [UG PHARMACY]

"I will help you be whoever you want to be."


MENTOR'S PROFILE

NAME: Dushrouta Chakraborty

DESIGNATION: Assistant Professor

DIVISION: Pharmacology

PERIOD: _____


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MENTORING

Mentoring is a partnership between Mentor and Mentee. Mentors are student-centric teacher- friends who help young adult learners in their transitory phases and challenging times. It is based on mutual trust and respect. It has been introduced for obtaining a holistic assessment of the learners' performance and providing inclusive spaces for growth and development. Mentors apply their guidance, experience, and expertise in promoting their mentees professionally and personally, through interpersonal engagement. They build bridges among stakeholders which are as follows:

- College Authority & Stakeholders
- Students & Teachers
- Teachers & Parents
- Teachers & Alumni

LINE OF REPORTING




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Objectives

- Creating opportunities amongst college groups & communities for lifelong bonding
- Refining teacher-student communication outside classroom
- Maintaining data base of student performance, attendance details & dropouts
- Supporting personal & professional growth & monitoring psychological growth & progress
- Identifying special talents, skills, slow and advance learners & passing this information on, to the relevant committees
- Locating & solving attendance issues
- Providing sustained motivation
- Ensuring & providing feedback for parents
- Identifying learning needs
- Assisting in developing rights, responsibilities & values
- Provisioning a Comprehensive Personal Student Record
- Cultivating a healthy learning environment in college


Expected Outcomes

- A healthy Learning Environment
- Vibrant Peer Group Exchanges
- Creation of positive communication channels among Principal, Parents, Staff & Students
- Enhancing a feeling of belonging among students
- Self-confident, bold & an active, enthused student community
- Better attendance, lesser dropouts, and good psychological health of students
- Confident Parents
- Improved Performance

In short, Mentoring aspires to transformational positive changes. It augments self-confidence, improves peer bonding, and prepares mentees for career advancement. Please note that neither coaching nor counselling is the prerogative of mentoring, though they can be done sometimes.

Roles and Responsibilities of Mentors

- Conduct an orientation meeting for the freshers by first month of the first Semester for appraising them of the process & prepare an Orientation Report
- Select a spokesperson/representative for the group
- Collect data of mentees & maintain a file (Profiling the students)


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- On locating their need for marked improvement in certain subjects, refer the same to respective subject teachers
- Track the attendance record & identify dropouts, if any, and prepare a Review Report
- Ensure frequent value-added student visits to the library
- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Counsellor through appropriate authority
- Notify Event Management Committee about students with special talents
- Motivate them to take part in activities that can accrue more credits
- Compile their progress in performance through a Performance Chart & discuss threadbare with them, the details
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them twice in a semester and record the same as a Review Report, to be sent to the DICs and Exam Cell (Mentoring Monitoring Cell)
- A total of FOUR reports to be prepared (One Orientation & Quarterly Review Reports) per year
- Ensure holistic wellbeing of Mentee

Roles and Responsibilities of Mentees

- Provide all the necessary data with relevant documents (Previous Academic Performance Records, documents for participation in extra/co-curricular activities and academic advancement)
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor
- Seek information regarding resources that you need from various sources
- Conduct Peer Mentoring to help your mentor
- Have a positive attitude
- Accept feedback respectfully & cordially & discuss future course of action
- Attend mentor meetings regularly & punctually
- Provide feedback and communicate healthy developments in you

Reciprocity in interaction is the key to a successful mentor-mentee relationship.


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Qualitative Parameters for Mentee Assessment

Assessment by Mentors is a continually evolving process. It should be engaging and student-centric. Assessment rather than evaluation, supports student initiatives to help themselves in improving their performance. It focuses on certain criteria for grading the mentee. The Mentee-


1. Is **Punctual**
2. Undertakes **responsibilities**-Spokesperson/Leader/Peer Mentor or any other
3. Engages in **Quality Voluntary Interaction, frequently**
4. Undertakes **Supportive/Positive/ Roles**
5. Employs **Personal Development Strategies**-Seeks suggestions/is cordial in taking advice/is prompt in following instructions/ applies given inputs for personal improvement/ is meticulous in providing feedback
6. Develops **Team Spirit & Team building** initiatives
7. Cultivates **commitment/remains accountable** for his or her omissions & commissions
8. Has **creative impulses & exhibits** them in extra/co-curricular activities
9. Demonstrates healthy **Interpersonal Skills**
10. **Promptly furnishes** all the required data

Note: All the above criteria are graded equally. Each criterion is ascribed a value of 1 and the scores are calculated on a scale of 1 to 10.

GRADING KEY

Performance	Grade	Scores
Outstanding	O	9 and above
Excellent	E	8>x<9
Very Good	A	7>x<8
Good	B	6>x<7
Satisfactory	C	5>x<6
Needs Improvement	D	4>x<5

The Mentor-Mentee interaction provides an opportunity to document the journey of a learner's life. It is a portal for the mentee to carry his/her progress into the larger world space. Therefore, kindly generate with care and precision, the Certificate, as the mentees produce the Mentor Certificate for career mobility and advanced studies


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DR. B C ROY COLLEGE OF PHARMACY & AHS, DURGAPUR
(Dr. Meghnad Saha Sarani, Bidhannagar, Durgapur-713206)

STUDENT MENTORSHIP FORM
(All fields are mandatory)



PART A
STUDENT'S PROFILE

Personal Information:

Name of the Student: Suman Jana
Father's Name: Manikanchan Jana Mother's Name: Shyamali Jana
Date of Birth: 14/07/2003 Gender: M/F M Religion: Hindu Caste: Gen/SC/ST/OBC
Marital Status: Unmarried Differently able: Y/N (Mention) N

Guardian Information:

Father's Educational qualification: Graduation Occupation: Service man
Mother's Educational qualification: Graduation Occupation: Housewife
No of Sibling: one Total Annual Income: 60,000 ₹
Local Guardian (If Any): Contact No:

Address: vill - Chandampur, P.O - Uttar Badalpur, Dist - purba Medinipur
Pin - 721452

Contact Information:

Mobile No (Student): 8388923987 Father: 8327434933 Mothers: 7078369015
WhatsApp No (if any): 8388923987 Email Id (Student) Suman.jana.365@gmail.com


Permanent Address:

Present Address:

Address I: vill - Chandampur, Address I:
City: Contai State: West Bengal City: Durgapur State: West Bengal
Country: India PIN: 721452 Country: INDIA PIN: 713212

Academic Information:

Year of admission: 2022 Course: B. Pharm Enrollment no: 2211102
University Registration No.: 221890210109 State of Eligibility: West Bengal
Rank of WBJEE/JEE(MAIN)/JELET/GPAT/PGET: 1903


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Exam	Name of School/College/Institute	Board/University	Year of Passing	Papers	Marks%			No of Attempt
					Theory	Practical	Overall	
10 th	Chandampur Birendra Siksha Sadan	West Bengal Board of Secondary Education	2019		557	70	627	1
12 th	Sutmile High School	West Bengal Council of Higher Secondary Education	2021	Physics	61	30	91	1
				Chemistry	61	30	91	
				Mathematics	70	20	90	
				Biology	55	30	85	
				English	64	20	84	
Diploma (Part 1 + Part 2)								
B. Pharm.	Dr. B.C. Roy College of Pharmacy & A.H.S	MAKAUT						

Medical History:

Weight: 70 Blood group: A⁺ Veg/Nonveg: Nonveg Identification Marks:

Allergic to: Major Health Problem (if any): NO

Chronic Health Problem (if any): NO

Hostel Information:

Staying in hostel: Y/N

If No, Details of Paying Guest/Mess/Rented-House: Abhinandan Mess, Durgapur 6.

Additional Information

Hobbies/Interest in Extra Curricular activities: Driving, Singing

Awards/Prize (if any) in academic and extracurricular activities:

We undertake that the above information is true to the best of our knowledge and belief. If any of the above information changes subsequently, we will inform the college authority promptly.

Manikamohan Jana

Signature of the Guardian with Date

28/11/22



Suman Jana 28/11/22

Signature of the student with Date

FOR MENTOR

STUDENTS PERFORMANCE ASSESSMENT

Assessment Parameter*	Sem. 1/ Part 1	Sem. 2/ Part II	Sem. 3	Sem. 4	Sem. 5	Sem. 6	Sem. 7	Sem. 8
Attendance Theory Class (%)	80%	95%						
Attendance Lab (%)	80%	95%						
Academic Performance (Theory)	Good	V. Good						
Academic Performance (Lab)	Good	Excellent						
CGPA	8.93	9						
No of Backlog(s)								
Understanding /Communication in English	Medium	Good						
Speaking/Presentation skill	Medium	Good						
Writing Skill	Medium	Impressive						
Technical Skill in Lab/Project	Medium	Good						
Performance in extracurricular Activities	Medium	Good						
Team Building/Leadership	Medium	Good						
Physical /Mental Health	Good	Good						
Overall behavior/Attitude (Personality)	Good	Good						
Corrective Measures and Assessment Thereof	Need to study	Good						

Additional Information:

Final Year Project

Name of the Guide:

Title of Project:

Placement/ Higher Studies:

Name of Company/ Institute:

Salary/ Stipend Offered:

(Signature)
01/12/23

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Record of Mentor-Mentee Meeting

Meeting No.: 01 Date: 01/11/22 Time: 02:00pm Venue: CR₁

No.	Points Discussed	Action Taken
1	Mentor-mentee system	
2	Wor-douts in college	Explained properly
3	Discussion about exam	
4	Introduction of each	
5	mentee.	

Suman Jana (1/11/22)
(Mentee's Signature)

Sushruta Chakraborty
(Mentor's Signature)

Meeting No.: 02 Date: 09/12/22 Time: 1:30pm Venue: CR₅

No.	Points Discussed	Action Taken
1	Harassment reported by a girl	IEC complaint
2	Problem related to course	Solved by discussion
3	Attendance	Counselling for better presence
4		in class
5		

Suman Jana (9.12.22)
(Mentee's Signature)

Sushruta Chakraborty
(Mentor's Signature)

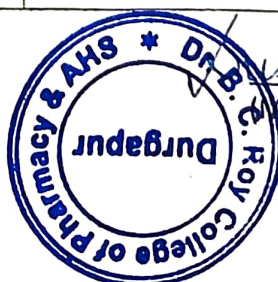
Meeting No.: 03 Date: 20/01/23 Time: 4:30pm Venue: CR₁

No.	Points Discussed	Action Taken
1	MAR	
2	MOOCs	Explained properly.
3		
4		
5		

Suman Jana (20.1.23)
(Mentee's Signature)

Sushruta Chakraborty
(Mentor's Signature)

Prof. (Dr.) Sahir Kumar Samanta
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Record of Mentor-Mentee Meeting

Meeting No.: 04

Date: 21/07/23 Time: 1:30 pm

Venue: CR5

No.	Points Discussed	Action Taken
1	Attendance	/
2	Overall performance	
3		
4		
5		

Suman Jana (21.7.23)
(Mentee's Signature)

Sushanta Chakraborty
(Mentor's Signature)

Meeting No.: 05

Date: 10/8/23 Time: 1:30 pm

Venue: CR5

No.	Points Discussed	Action Taken
1	MAR Activity	/
2	Disciplinary rules	
3		
4		
5		

Explained properly

Suman Jana (10.8.23)
(Mentee's Signature)

Sushanta Chakraborty
(Mentor's Signature)

Meeting No.: 06

Date: 01/09/23 Time: 1:40 pm

Venue: CR5

No.	Points Discussed	Action Taken
1	CA1 - CA2	N/A
2	Attendance	N/A
3	Overall academic	N/A
4		
5		

Suman Jana (01/09/23)
(Mentee's Signature)

Sushanta Chakraborty
(Mentor's Signature)

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