

FORM-CHIEF MENTOR

Chief Mentor Report to Principal

Reporting For: B. Pharm,	Report Period: 3 rd July to 15 th Dec- 2023
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1. Attendance Report: (as per information provided by corresponding mentors)

Attendance Range (%)	No. of Students in the Range			
	1 st sem	3 rd sem	5 th sem	7 th sem
> 75	99	54	55	32
50 – 75	3	36	56	70
< 50	1	14	3	10
Attendance increased (from last report period)	NA	NA	NA	NA
Attendance decreased (from last report period)	NA	NA	NA	NA

Corrective measures and assessment done (as reported by the mentors)

A.

Number of phone call done to the guardian by mentors for poor attendance of their ward:	semester	No. of students
	1st	0
	3rd	14
	5th	56
Number of guardian given the undertaking for poor attendance of their ward	7th	10
	1st	0
	3rd	2
	5th	13
Number of guardian appeared to college for poor attendance of their ward	7th	10
	1st	0
	3rd	1
	5th	1
Any other information	7th	6
	<p>Four students for 1st sem those have below 75% attendance informed their respective mentor that they couldn't able to attend the classes due to their poor health conditions and they submitted their medical report to their respective mentor as well as Mr. Shobhan Bose, In-charge of examination.</p> <p>Four number of 3rd sem students have given their own undertaking for poor attendance</p>	

B. Apart from the above activities, some regular activities such as mentor mentee meeting were carried out by individual mentors for 2 to 3 times during this period. Mentoring books where all the information regarding individual students along with meeting minutes are made updated and all these documents are kept with the respective mentors. All mentors have also submitted duly filled mentoring form to their respective head mentors and these documents are kept with head mentors.



(Signature)
Dr Abhik Si
Prof. (Dr.) Samir Kumar Samanta
M. Pharm., Ph.D (J.U.)
Principal
Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206

(Signature)

FORM-CHIEF MENTOR

Chief Mentor Report to Principal

Reporting For: B. Pharm,	Report Period: 2 nd January to 8 th March 2024
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1. Attendance Report: (as per information provided by corresponding mentors)

Attendance Range (%)	No. of Students in the Range	
	6 th sem	
> 75	51	
50 – 75	47	
< 50	15	

Note: Since 2nd and 4th sem classes commence from just few days before (1st march, 2024), their attendance are not calculated. Only 6th and 8th sem classes had started from 2-1-2024.

Corrective measures and assessment done (as reported by the mentors)

Number of phone call made to the guardian by mentors for poor attendance of their ward:	semester	No. of students
	6th	36
	8th	16
	4th	2
Other Corrective measures	4 students from 6 th sem were not allowed to appear in CA2 exam due to their poor attendance. This information was conveyed to their guardians by respective mentors. For 8 th sem 3 gurdians had appeared to the college and given undertaken for the poor attendance of their wards.	

2. Details of meeting conducted with the students during this time period

SEM	Mentor name	Meeting dates	SEM	Mentor name	Meeting dates
2ND	Dr. Ujjwal Sahoo	06/03/2024	6th	Dr. Amit Kumar Halder	12/03
	Dr. Sudip Kumar Mandal	07.03.2024		Mr. Saptarshi Dutta	6/03
	Dr. Manabendra Dhua	04.03.2024 and 05.03.2024		Mr.Indrajit Chand	11/03
	Mr. Soumen Banerjee	05/03/2024		Dr. Yadu Nanden Dey	11/03
				Dr. Parthasarathi Panda	12/03
4th	SG	05/03/2024	8 TH	DR. MANAMI DHIBAR	06/03/2024
	SSC	06.03.2024		DR. HRIDAY BERA	11/03/2024
	RCG	06/03/2024		SNEHANSU BISWAS	07/03/2024
	IM	07/03/2024		ISMAIL MONDAL	05/03/2024
		12/03/2024		SOUMYA MITRA	07/03/2024
		07/03/2024		DR. SAGARIKA D.T.	07/03/2024



Dr. B. C. Roy College of Pharmacy & AHS
Durgapur, West Bengal-713206