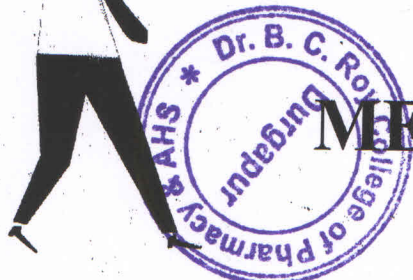




SUCCESS



# MENTORING BOOK

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

NAME: *Tathagat Dhal*

COLLEGE ROLL NO: *2211069*

UNIVERSITY/COUNCIL ROLL NO: *18901922012*

PROGRAMME: *B. Pharmacy*

PERIOD: 2020-2023 to *2026*

*Approved by*

*Accredited by*



### **BCRCPAHS VISION**

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

### **MISSION**

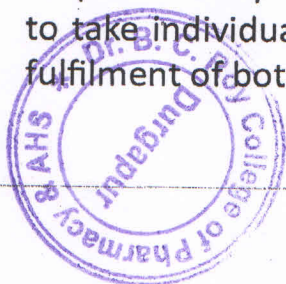
- To Create Ideal Ambience for Learning and All-Round Growth
- To Help Students Inherit Professional Ethics and Leadership Qualities, ar be Creative, Agile and Confederate
- To Establish Professionalism, zeal for Higher Learning and Trainin Placement as Three Core Values
- To Develop a Symbiotic Relationship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

### **QUALITY POLICY**

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

### **PROGRAM EDUCATIONAL OBJECTIVES of BCRCPAHS**

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



Prof. (Dr.) Savitri Kumar Samanta  
M. Pharm., Ph.D (J.U.)

Principal

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Durgapur, West Bengal-713206

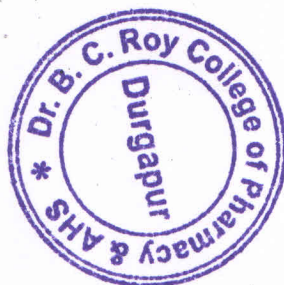
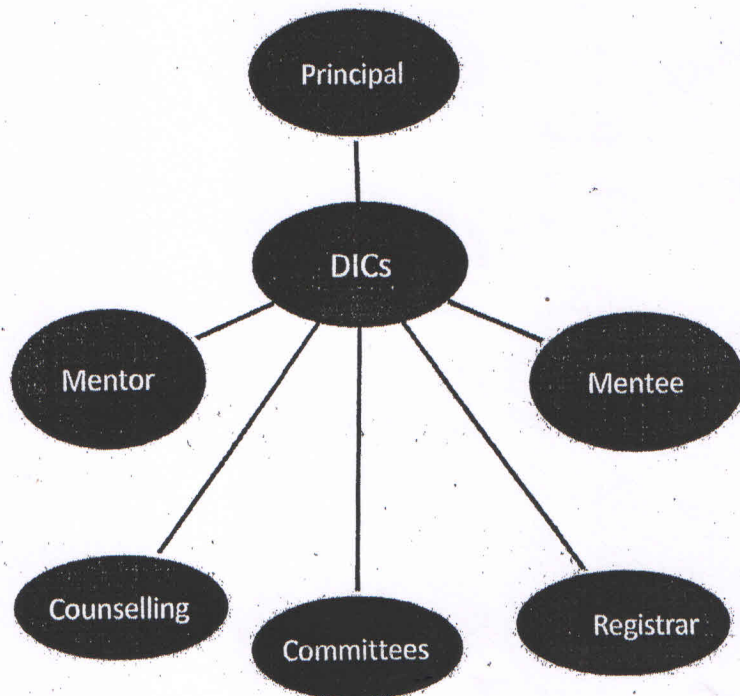
## MENTORING


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



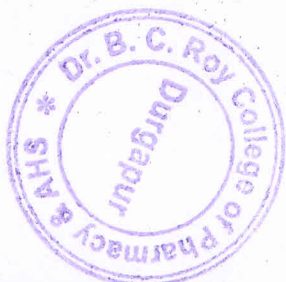
  
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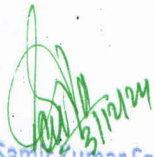
- On locating their need for marked improvement in certain subjects, refer the same to respective subject teachers
- Track the attendance record & identify dropouts, if any, and prepare a Review Report
- Ensure frequent value-added student visits to the library
- Allow & guide Peer Mentoring
- Refer 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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## tative Parameters for Mentee Assessment

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

### Is Punctual

Undertakes **responsibilities-Spokesperson/Leader/Peer Mentor** or any other

Engages in **Quality Voluntary Interaction, frequently**

Undertakes **Supportive/Positive/ Roles**

Employs **Personal Development Strategies-Seekes suggestions/is cordial in taking advice/is prompt in following instructions/ applies given inputs for personal improvement/ is meticulous in providing feedback**

Develops **Team Spirit & Team building initiatives**

Cultivates **commitment/remains accountable** for his or her omissions & commissions

Has **creative impulses & exhibits them in extra/co-curricular activities**

Demonstrates healthy **Interpersonal Skills**

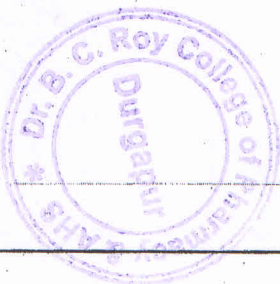
1). **Promptly furnishes all the required data**

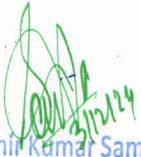
All the above criteria are graded equally. Each criterion is ascribed a value of 1 and the scores are calculated on a scale of 1 to 10.

## 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

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



  
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Name of Candidate/College/Institute	Board/University	Year of Passing	Papers	Marks%			No of Attempt
				Theory	Practical	Overall	
INDRA NATH	CBSE	2016	ENGLISH, SANSKRIT MATHEMATICS SCIENCE SOCIAL SCIENCE			8.6	
ANATH RUPIN PURNAPUR SOL	CBSE	2018	Physics	33	30	63	
			Chemistry	41	29	70	
			Mathematics	34	00	34	
			Biology	47	28	75	
			English	63	00	63	

Signature:

Blood group: O+ Veg/Nonveg: Nonveg Identification Marks: .....

Major Health Problem (if any): NO

Problem (if any): NO

Residence: Hostel  
Hostel: Y/N

Mode of Payment: None  
Type of Payment: None

Information

Participation in Extra Curricular activities: Listening Music, Keen to know new things

Participation (if any) in academic and extracurricular activities: .....

I hereby declare that the above information is true to the best of our knowledge and belief. If any of the above details change subsequently, we will inform the college authority promptly.

Signature of Guardian with Date 22/12/22

Signature of the student with Date 22/12/22

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**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 (%)	97%	100%						
Attendance Lab (%)	97%	100%						
Academic Performance (Theory)	v. good	good						
Academic Performance (Lab)	good	good						
CGPA								
No of Backlog(s)	NO	NO						
Understanding /Communication in English	good	good						
Speaking/Presentation skill	good	good						
Writing Skill	good	good						
Technical Skill in Lab/Project	good	good						
Performance in extracurricular Activities	good	good						
Team Building/ Leadership	good	good						
Physical /Mental Health	good	good						
Overall behavior/Attitude (Personality)	good	good						
Corrective Measures and Assessment Thereof								

**Additional Information:**

**Final Year Project**

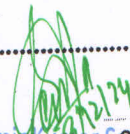
Name of the Guide: .....

Title of Project: .....

**Placement/ Higher Studies:**

Name of Company/ Institute: .....

Salary/ Stipend Offered: .....



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Record of Mentor-Mentee Meeting

Meeting No.: 01

Date: 05.11.2022 Time:

Venue: CR 5

No.	Points Discussed	Action Taken
1	Introduction	Proper explanation
2	Mentor-Mentee System	about Mentor
3	Do's and Don'ts in college	Mentee system
4		
5		

Tasthagat Dhal  
(Mentee's Signature)

Sunita Ghosh  
(Mentor's Signature) 05.11.2022

Meeting No.: 02

Date: 13.11.2022 Time:

Venue: CR 5

No.	Points Discussed	Action Taken
1	Attend college in regular	Clear all doubt
2	basis	related to
3	Examination related	examination
4	doubt	
5		

Tasthagat Dhal  
(Mentee's Signature)

Sunita Ghosh  
(Mentor's Signature) 13.11.2022

Meeting No.: 02

Date: 20.07.2023 Time:

2:00 PM Venue: CR 5

No.	Points Discussed	Action Taken
1	Activity regarding	Properly described
2	MAR and MOCS	about the
3		activity which
4		are required for
5		MAR and MOCS

Tasthagat Dhal  
(Mentee's Signature)

Sunita Ghosh  
(Mentor's Signature) 20.07.2023



Record of Mentor-Mentee Meeting

Meeting No.: 4

Date: 11/02/23

Time: 1: PM

Venue: CR 5

No.	Points Discussed	Action Taken
1	Attendance	75% attendance is mandatory for CA and PCA
2	MAR Submission	
3		Instruction given to
4		Submission of MAR
5		

Tathagat Dhal  
(Mentee's Signature)

[Signature]  
(Mentor's Signature)

Meeting No.: 5

Date: 02/05/23

Time: 11:00 AM

Venue: CR 5

No.	Points Discussed	Action Taken
1	Attendance	Attendance is mandatory for CA and PCA
2	Discussion of Result in 1st Sem	
3		Overall discussion about Result.
4		
5		

Tathagat Dhal  
(Mentee's Signature)

[Signature]  
(Mentor's Signature)

Meeting No.:

Date:

Time:

Venue:

No.	Points Discussed	Action Taken
1		
2		
3		
4		
5		

[Signature]  
(Mentee's Signature)

[Signature]  
(Mentor's Signature)

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Record of Mentor-Mentee Meeting

Meeting No.: 6 Date: 11/7/2023 Time: 1:40 PM Venue: CR5

No.	Points Discussed	Action Taken
1	Attendance	Attendance is mandatory for CA and PCA
2	Overall Problem	
3		
4		
5		

Tathagat Dhal  
(Mentee's Signature)

[Signature]  
(Mentor's Signature)

Meeting No.: 7 Date: 08/09/23 Time: 1:40 PM Venue: CR5

No.	Points Discussed	Action Taken
1	Attendance	75% Attendance is mandatory for CA and PCA
2	2nd Semester Result	
3		
4		Result discussion for 2nd sem
5		

Tathagat Dhal  
(Mentee's Signature)

[Signature]  
(Mentor's Signature)

Meeting No.: 8 Date: 05/12/23 Time: 1:40 PM Venue: CR5

No.	Points Discussed	Action Taken
1	Attendance	75% attendance is mandatory for the examination of CA and PCA.
2	MAR Point	
3		
4		
5		submit the MAR details

Tathagat Dhal  
(Mentee's Signature)

[Signature]  
(Mentor's Signature)

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Record of Mentor-Mentee Meeting

Meeting No.: 12

Date: 03/09/24

Time: 01:45 p.m

Venue: CR-5

Points Discussed	Action Taken
Attendance	75% attendance is mandatory
Result analysis for 4th sem	Discussion about the Result

Tathagat Dhal  
(Mentee's Signature)

[Signature]  
(Mentor's Signature)

Meeting No.: 13

Date: 29/10/24

Time: 01:35

Venue: CR-5

Points Discussed	Action Taken
Discussion about Attendance	75% attendance is mandatory
CR-3 result	Advised to attend the
Miscellaneous	Special grooming class

Tathagat Dhal  
(Mentee's Signature)

[Signature]  
(Mentor's Signature)

Meeting No.:

Date:

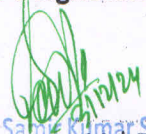
Time:

Venue:

Points Discussed	Action Taken

(Mentee's Signature)

(Mentor's Signature)

  
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 M. Pharm., Ph.D (J.C.S.)  
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