

NOTIFICATION

Date: 04-07-2022

This is for the information of all the faculty members of Women's College, Tinsukia that the following teachers (in the table) were appointed as the Mentors of the students of respective classes for the Session 2021-22

Mentors are required to verify the mentor-student ratio as per register and put their signature thereafter for confirming the same.

The names of the teacher-mentors are mentioned in the following table as per Department and Semesters:

| Sl. No. | Name of Teacher | Department | Semester (BA) | Hons/Non-Hons/MIL | Mentor-Student Ratio | Signature of Mentor |
|---------|--|------------------------|---|-------------------|----------------------|----------------------|
| 1 | Mrs Malabika Das Hazarika | Assamese | 5 th & 6 th Sem | Hons | 1:41 | <i>Malabika</i> |
| 2 | Mr Debasis Phukan | Assamese | 3 rd & 4 th Sem | Hons | 1:27 | <i>Debasis</i> |
| 3 | Dr. Karabi B Gogoi | Assamese | 1 st & 2 nd Sem | Hons | 1:25 | <i>Karabi</i> |
| 4 | Dr. Raju Layek | Bengali | 5 th & 6 th Sem | Hons | 1:5 | <i>Layek</i> |
| 5 | Mr Somen Paul | Bengali | 1 st & 2 nd Sem | Hons | 1:17 | <i>Somen</i> |
| 6 | Ms Sumita Dutta | Bengali | 3 rd & 4 th Sem | Hons | 1:10 | <i>Sumita</i> |
| 7 | Ms Arpita Singha | Bengali | 1 st Sem | MIL | 1:31 | <i>Arpita Singha</i> |
| 8 | Mr Gagan Talukdar | English | 5 th & 6 th Sem | Hons | 1:32 | <i>Gagan</i> |
| 9 | Dr. Priti Das/ Mr K. Singh | English | 1 st & 2 nd Sem | Hons | 1:20 | <i>Priti</i> |
| 10 | Ms Narji Baruah | English | 3 rd & 4 th Sem | Hons | 1:45 | <i>Narji</i> |
| 11 | Mr Abhijit Biswas | English | 1 st Sem | Gen. English | 1:65 | <i>Abhijit</i> |
| 12 | Mrs Rekhamoni Baruah/ Ms Bhaswati Baruah | Education | 1 st & 2 nd Sem | Hons | 1:14 | <i>Rekhamoni</i> |
| 13 | Dr. Nabanita Deka | Education | 5 th & 6 th Sem | Hons | 1:33 | <i>Nabanita</i> |
| 14 | Mr Pulak Bhattacharyya | Education | 3 rd & 4 th Sem | Hons | 1:29 | <i>Pulak</i> |
| 15 | Mr Tapajyoti Dutta Roy/ Ms Bhagyalakhi Gogoi | Economics | 5 th & 6 th Sem | Hons | 1:16 | <i>Tapajyoti</i> |
| 16 | Dr. Surabhi Dutta | Economics | 3 rd & 4 th Sem | Hons | 1:21 | <i>Surabhi</i> |
| 17 | Ms Suprity Shyam | Economics | 1 st & 2 nd Sem | Hons | 1:28 | <i>Suprity</i> |
| 18 | Dr. Tanushree Sarkar | Pol.Sc. | 5 th & 6 th Sem | Hons | 1:36 | <i>Tanushree</i> |
| 19 | Ms Suman Sahu | Pol.Sc. | 3 rd & 4 th Sem | Hons | 1:44 | <i>Suman</i> |
| 20 | Mr Surjit Kr. Sonowal | Pol.Sc. | 1 st & 2 nd Sem | Hons | 1:37 | <i>Surjit</i> |
| 21 | Dr. Bibharani Goswami | Philosophy | 5 th & 6 th Sem | Hons | 1:15 | <i>Bibharani</i> |
| 22 | Dr. Budul Chandra Das | Philosophy | 1 st & 2 nd Sem | Hons | 1:10 | <i>Budul</i> |
| 23 | Dr. Dreamsea Das | Philosophy | 3 rd & 4 th Sem | Hons | 1:17 | <i>Dreamsea</i> |
| 24 | Dr. Theso Kropi | Hindi | 1 st , 3 rd , 2 nd & 4 th Sem | Hons | 1:15 | <i>Theso</i> |
| 25 | Mrs Ragini Mallik | Hindi | 1 st , 5 th , 2 nd & 6 th | Hons | 1:21 | <i>Ragini</i> |
| 26 | Ms Sangeeta G. Baruah | Mathematics | 3 rd & 4 th Sem | Hons | 1:1 | <i>S. G. Baruah</i> |
| 27 | Dr. Abhijeet Mukherjee | Mathematics | 3 rd & 4 th Sem | Hons | 1:1 | <i>Abhijeet</i> |
| 28 | Dr. Bandita Phukan | Mathematics | 1 st & 2 nd Sem | Hons | 1:3 | <i>Bandita</i> |
| 29 | Dr. Jumli Nath | Sanskrit | 3 rd & 4 th Sem | Hons | 1:1 | <i>Jumli</i> |
| 30 | Mr Phanin Moran | History | 1 st & 2 nd Sem | Non-hons | 1:33 | <i>Phanin</i> |
| 31 | Dr. Suprity B. Bhuyan | History | 1 st & 2 nd Sem | Non-hons | 1:34 | <i>Suprity</i> |
| 32 | Ms Piyali Das Gupta | Sociology | 3 rd & 4 th Sem | Non-hons | 1:53 | <i>Piyali</i> |
| 33 | Dr. Jumli Nath & Ms B. Borsaikia | Sanskrit/ Sociology | 5 th & 6 th Sem | Non-hons | 1:59 | <i>Jumli</i> |

NO. OF FULL TIME PERMANENT TEACHERS - 30 (THIRTY)

TOTAL TEACHERS : 36 (THIRTY SIX)

Tapajyoti
(Tapajyoti Dutta Roy)

Convenor
APMC Cell,
Women's College, Tinsukia

MENTORING

Mentoring is partnership between Mentor and Mentees. 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 among stakeholders as follows :

- Principal & Stakeholders
- Students & Teachers
- Teachers & Parents
- Teachers & other related Committees & Counsellors

Objectives

- Creating opportunities amongst college groups & communities for bonding.
- Refining teacher-student communication outside classroom.
- Maintaining data base of student performance, attendance details & drop outs
- Supporting personal & professional growth & monitoring psychological growth & progress
- Identifying special talents, skills, slow 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
- Mentor Certificate



Co-ordinator

IQAC

Women's College, Tinsukia



Convener
APHE

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 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)
- On locating their need for marked improvement in certain subjects, refer the same to respective Heads of Departments.
- Track the attendance record & identify drop outs, if any, and prepare a Review Report.
- Allow & guide Peer Mentoring.
- Refer distressed or disturbed cases to the APMC Cell
- 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.
- Meet them twice in a month and record the same as a Review Report, to be sent to the APMC Cell.
- Ensure holistic well being 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 courses 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.


Co-ordinator
IQAC
Women's College, Tinsukia


Convener
APMC

A Report of APMC Cell (Session 2021-22)

Students had to face long absence in the institution due to COVID-19 lockdown and during that period, mentors from all the departments of the college used to make contact with the respective students either individually or in small groups to address different issues as raised by the students in addition to regular online classes. It was observed that most of the mentors (based on individual report) had pointed out the fact that mentees raised the issues like medical sickness, financial stress and some were highly affected by covid-19 itself. Mentors tried their level best to address the issues after having consultations with the APMC Cell as well as with the authority. As a part of identifying the slow learners, steps were taken by the mentors and the respective departments by arranging special remedial classes, providing substantial study materials, library guidance, micro counselling sessions etc. were arranged at a regular basis in online as well as offline mode. As a result, students were morally up in spirits and they performed well both in offline and online mode examinations.

Different skill enhancement courses, seminars, workshops were arranged from time to time. A good number of students are involved in NSS and NCC and through these programmes, mental and physical development of the students are closely monitored.

For academic development of the students, all the departments in the college usually follow the following procedures:

- a) Arrangement of remedial classes specially for slow learners.
- b) Study materials are provided in hard and soft copies.
- c) Standard and international level reference books are given to the advanced learners.
- d) Career guidance and counselling sessions are arranged at a regular basis.
- e) Placement drives are managed by the respective cell.
- f) For literary development of the students, wall magazine, college annual magazine, e-magazines are prepared by the students and teachers as well.
- g) Participative learning, experiential learning and experimental learning techniques are followed by all the departments in the college.

In the month of November 2021, a talent hunt mela was organised by the APMC Cell of the college where specially 1st Semester students had participated in different sports, cultural and musical events to assess the qualitative traits of students. A report on the event was already submitted on 19/11/2021.

After getting the final 6th Semester results, each of the departments would be in a position to provide the details of the progression of students in true sense of the term.

As per the yearlong observation of the mentor's information and after consultations with the Heads of all the departments, I am convinced that the outcome of our students at the end of the final semester would be satisfactory, and the credit of their satisfaction goes to our students, mentors, authority and the parents.

Submitted by: -



Tapajyoti Dutta Roy
Co-ordinator
APMC Cell
Women's College, Tinsukia

Copy to:
Co-ordinator
IQAC, Women's College, Tinsukia