



SINCE 1972

KHAGARIJAN COLLEGE

খাগৰিজন মহাবিদ্যালয়

KHAGARIJAN COLLEGE, NAGAON, ASSAM

(AFFILIATED TO GAUHATI UNIVERSITY)

2.3.3. Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)



Sl.No	Particulars
01	Circular Pertaining to Assigning Mentors to Mentee
02	Approved Mentor List
03	Issues raised and Resolved in Mentoring
04	Mentoring Records from various Departments
05	Mentoring Committee Report

Ref. No. - K4/1X/84404(B)/2020-21



Circular Pertaining to the Student mentoring System for the Session 2020-2021

Dear Sir/Madam,

As per the discussion with the Principal, Dr. Ramesh Nath and the Coordinator of IQAC, the Mentoring Cell of the College has planned to mentor the students for the academic session 2020-2021. For that, I am herewith enclosing the student data containing Roll Nos, Class and contact numbers for effective coordination.

Guidelines for Student Mentoring:

The Mentor-Mentee system of the college is designed to help the students in various academic & non-academic issues arising out in their day to day life. As per the mechanism, the students of particular departments are entrusted to the respective department or in cross cutting line for teaching learning and consultancy services. For attainment of good result from the student mentoring, the mentors are instructed to follow the following guidelines:

1. HoD of the respective department will hand over the list of the students to the Mentors.
2. The approved mentor will organize meeting with the students in monthly basis.
3. The Notification of the meeting should be displayed on Notice Board by the concerned mentor.
4. The Mentors will record the issues faced by the students in classroom, career planning and other related issues.
5. The Minutes will be prepared at the end of the meeting.
6. The Minutes will be followed by the recommendations of HoD of the respective departments.
7. The HoD will resolve the issue raised by the students with an Action Taken Report.
8. Unable to resolve the same the HoD will forward the resolution to Head of the Institution.


Organizational Set-Up:

Students of each semester on the basis of their Roll No., Name will be divided among the approved Mentors (Full Time Faculty Members) for mentoring academic and Non-Academic issues of the students.

Point to be noted that that Mentors should be organized on cross cutting manner, as for example, one Political Science Faculty should not be given responsibility to his own department students instead he should be given responsibility to the other departments.

1. Mentor will arrange meeting fortnightly.
2. Issue Meeting Notification incorporating meeting agenda.
3. Prepare Minutes and will sent the same to the concerned HoD

Thanking you.


Mainul Hoque Akanda
Coordinator, Mentoring Cell


(Dr. Ramesh Nath)


Principal
Khagarijan College
Nagaon, Assam


**Principal
Khagarijan College
Nagaon, Assam**

Mentoring Cell
Khagarijan College
For the Session: 2020-2021
List of Approved Mentors



Sl. No	Name of Approved Mentor	Class	No. of Student Allotted
01	Dr. Jonaram Nath	B.A. Education 1 st , 3 rd & 5 th Semester	110
	Dharitri Das		
02	Ajanta Bora Khargharia	B.A. Assamese 1 st , 3 rd & 5 th Semester	153
	Limisha Bora		
03	Rayhanul Ahmed	B.A. Political Science 1 st , 3 rd & 5 th Semester	87
	Tapashi Saha		
04	Chow Kotong Lungking	B.A. Economics (1 st & 3 rd Sem)	15
	Bediskiva Nath		
05	Dr. Swapan Jyoti Nath	B. A. Philosophy 1 st & 3 rd Semester	59
	Dhanesh Sharma		
06	Dr. Deepak Kumar Sarkar	B. A. History 1 st , 3 rd & 5 th Semester	46
07	Umme Salma	B. A. English 1 st , 3 rd & 5 th Semester	37
	Sima Devi		
08	Ajanta Bora Khargharia	B. A. Bengali 1 st , 3 rd & 5 th Semester	07
09	Ashraful Alam Choudhury	B. A. Commerce 1 st , Semester	54
10	Rayhanul Ahmed	B.C.A. 1 st Semester	3


Mainul Haque Akanda
Coordinator, Mentoring Cell


Principal
Khagarijan College
Nagaon, Assam
Principal
Khagarijan College
Nagaon (Assam)



MINUTES OF MENTORING
Department of Commerce for the session 2020-2021

Mr Ashraful Alam Choudhury, Assistant Professor, Dept of English supervised the Mentor-Mentee session with the students of the Department of Commerce on 10th November, 2020 from 2:45 pm onwards in Room No: 05. Mr. Ashraful Alam Choudhury welcomed all the students and explained the objectives of the mentor mentee system. In the interaction session both the academic and non-academic matters were discussed with the students.

After a prolonged interaction with the students, the following resolutions have been taken-----

Resolutions:

- It is resolved that the HoD of Commerce Department will be informed about the matter regarding requirement of extra or remedial classes for the students of concerned department.
- It is resolved that the HoD of Commerce will be informed about the mother tongue interference among the students.
- It is also resolved that the HoD of Commerce will be informed about the technical skill problem among the students.

Ashraful Alam Choudhury

Mentor
(Ashraful Alam Choudhury)
Department of Commerce



**SUGGESTION FROM MENTOR TO THE DEPARTMENT OF COMMERCE
FOR THE SESSION 20230-2021**

SUGGESTIONS:

- The students have requested for remedial classes due to the discrepancy in pace of learning between the slow learners and advanced learners.
- The students belong to a multilingual society so, they face the barriers in communication during the class.
- The students face the problem of lack of technical proficiency.

Ashrafal Alam Choudhury

Mentor
(Ashrafal Alam Choudhury)
Department of Commerce

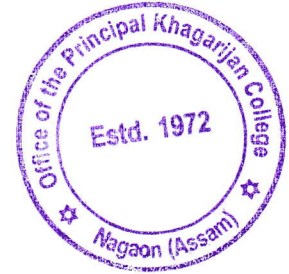


ACTION TAKEN REPORT

- Remedial classes have been organized by the Department of Commerce to tackle the discrepancy in comprehension among the students especially among the slow learners.
- The department offers the courses in both English as well as Assamese language and provision has also been provided to the students for multilingual discussion during the class.
- The department will take necessary steps to improve the technical skill among the students. The department has also prepared to open Add-on course on technical skill.

A handwritten signature in blue ink, appearing to read "Bae".

Principal
Khagarijan College
Nagaon (Assam)



Final Report
Mentor-Mentee 2020-21
Department of Commerce

Mentoring students is considered as an integral part of an educational institution. It provides guidance to the students in both academic and non-academic aspects. As per the allotment list, Mr Ashraful Alam Choudhury, HoD, Dept of English was given the mentorship of the students of the Commerce Department.

The meeting with the mentees of Commerce department was scheduled on 10th November, 2020 at 2.45PM. The main objective of the meeting was to make a direct interaction with the students to discuss various academic and non-academic matters elaborately. In the meeting, students were provided opportunity to raise their strength and weakness. The students came forward with various issues which were noted by the mentors. The same was forwarded to the HoD, Dept. of Commerce, Mr. Dhanesh Sharma. The concerned HoD of the department took necessary actions on the necessary points. The action taken report was sent to the convener of the Mentor-mentee system, Mr. Mainul Hoque Akanda.

Principal
Khagarijan College
Nagaon (Assam)

**MINUTES OF THE MENTOING
DEPARTMENT OF ECONOMICS
SESSION 2020-2021**



A Mentor-Mentee meeting with the students of the Department of Economics is held on November 10, 2020 from 2:30 pm onwards in Room No: 25. C.K. Lungking, Mentor, Department of Economics welcome all the students and delivered objectives of the mentor mentee system of the college.

In the Meeting, Bediskiva Nath, Mentor, speak about the advantages of this system among them and urge the students to express their problems and issues faced in teaching learning process.

Taking part in the discussion GaurabAgamacharya, a fifth semester student put forward the requirement extra/remedial classes in mathematics section of the syllabus.

Prity Goswami, a First semester student expressed the problems regarding accessibility of Economics textbooks in Assamese.

Apart from these issue, the students professed to have a good rapport with the teachers and expressed their gratitude to them. While most of the students were quite satisfied with the course curriculum and the interactive teaching learning process

Resolutions:

- The house resolved that the matters regarding requirement of extra classes (remedial) will be informed to the HoD of Economics Department.
- The meeting resolved to duly inform the HoD regarding the issues faced by the students in connection with Assamese medium text book.

Mentor, 


(Chow Kotong Lungking)
Dept of Economics

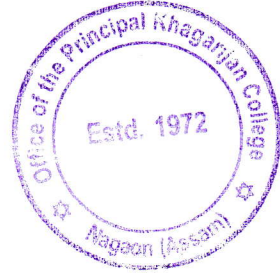


**SUGGESTION FROM THE MENTOR TO THE DEPARTMENT OF ECONOMICS
FOR THE SESSION 2020-2021**

- There has been a mutual concern regarding the discrepancy in the pace of learning between the slow learners and advance learners, specifically in the econometrics sections of the syllabus, depending on which actions may be taken to equalize the platform through extra classes if need be.
- The students also highlighted the lack of accessibility regarding textbooks in Assamese.


Mentor


(Chow Kotong Lungking)
Dept of Economics



ACTION TAKEN REPORT


- Remedial classes have been organized to tackle the discrepancy in comprehension with special focus on econometrics sections of the syllabus.
- The concern regarding Assamese textbooks have been forwarded to the Principal.


Principal
Khagarijan College
Nagaon (Assam)

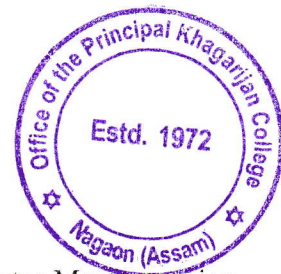


FINAL REPORT

The Mentor-Mentee meeting was held on November 10, 2020 to cater the various academic and other issues of students. C.K. Lungking, Assistant Professor, Department of Education and Bediskiva Nath, Assistant Professor, Department of English is allotted to mentor the students of the Economics Department as per list provided by the convenor. There was an interaction between the students and the mentor in the during the meeting . The students express their issues and problems as well come forth with their suggestions. There were some important discussions in the meeting where suggestions regarding requirement of extra classes (remedial) and issues of text books in Assamese were highlighted. These inputs were forwarded to the HoD of the Department Mrs.Umme Salma. The concerned HoD discussed the issues in departmental meeting held among the faculty members to reach a suitable conclusion. As per the follow up of the action, remedial lessons are held for the slow learners and others facing difficulty in the pace with strict focus on econometrics portions of the syllabus. The issue regarding textbook availability in Assamese is a problem faced by most of the colleges where students have opted to study Economics in Assamese medium.


Principal
Khagarijan College
Nagaon (Assam)

MINUTES OF MENTORING
Department of History, 2020-2021



Dr. Deepak Kumar Sarkar, Assistant Professor, Dept of Education supervises the Mentor-Mentee session with the students of the Department of History on 4th of December, 2020 by 2:00 pm onwards in Room No: 08. Dr. Deepak Kumar Sarkar welcomes all the students and explains the aims and objectives of the mentor mentee system with a conversation favouring the system so that student will understand and get benefit of the system.

In their course of curriculum maximum numbers of students are from Assamese medium. On the other hand, a very less number of students are from English medium. English medium students brings to light the problems of English writing skills, as they are more curious to learn and express the benefits from classroom teaching learning process. Miss Junbai Begum of B.A 1st semester raised an issue that certain concepts are not available in Assamese medium books and hence, books should be available in central library which are written in Assamese language. Mr. Khonsing Teron of B.A 1st semester specially who is from hilly area raise the issue of form fill-up of examinations through online mode as he is facing of electricity and mobile network problem and most of the students are agree with his view point. They also rise about monitory problem as teachers provide notes, instructions etc. about their course through whatsapp group basically in this pandemic period. They also bring into light that they are not able to afford the cost of mobile data as much as possible because most of them belongs to poor background family. But a less number of students are in view of that, supply of study materials and online classes should be continued. Students from B.A 3rd semester express their willingness to visit notable historical places of Assam. All the students express their owe as teachers are cooperative and provide assistance in their difficulties of learning. Notably, some more students have certain difficulties to learn in a single class.

In the long run the mentor concludes the session with affinity and asks them to contact whenever necessary. After long run discussions certain resolutions are adopted.

Resolutions:

- 1) It is resolved that the faculties of the department would be request to arrange an educational tour in historical areas of Assam.
- 2) The issues faced regarding text books in Assamese will be duly informed to the authorities.
- 3) It is resolved that extra classes (remedial) would be arranged especially for the slow learners.
- 4) It is resolved that wi-fi connection should be available at the college campus without any cost for learners.
- 5) It is also resolved that teachers will provide financial support through Students' Welfare Fund basically who are from poor economic background.

The mentor thanks the students for their patience and active cooperation and declares the meeting is over.

Mentor

(Dr. Deepak Kumar Sarkar)
Department of History



**SUGRESSIONS FROM MENTOR TO THE DEPARTMENT OF HISTORY
FOR THE SESSION: 2020-2021**

SUGRESSIONS

- Organize extra classes to improve the gap between slow learners and advance learners. Arrange class for development of English writing skill.
- Make assured the availability of textbooks in Assamese language.
- Kindly communicate with college authority to solve the issue of internet facility.
- If possible, take necessary steps for economic support.
- Arrange an educational tour.


Mentor


(Dr. Deepak Kumar Sarkar)
Department of History



ACTION TAKEN REPORT

- Remedial classes have been organized to improve the gap between slow learners and advanced learners.
- Availability of Assamese textbooks has been forwarded to the Principal.
- The department organized knowledge based historical tour on 23rd November 2021 from Khagarijan College to Sivsagar.
- With the help of college authority wi-fi connection has been done within college campus.


Principal
Khagarijan College
Nagaon (Assam)

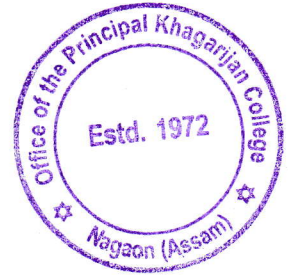


FINAL REPORT

To cater various issues of students such as provide guidance, professional and personal skills mentor- mentee session is duly held. By the Convenor of the Mentor Mentee system Mentors are allotted students from different departments. As per the allotment list, Dr. Deepak Kumar Sarkar, Assistant Professor, Dept. of Education is given the mentorship of the students of the History Department.

The meeting scheduled on 4th December, 2020 holds an interaction between the students and the respective mentor. In this session, students get opportunity to share their viewpoints. The students focused on various issues which are noted by the mentor and the same are forwarded to the HoD of the History Department, Mr. Rayhanul Ahmed. To reach a suitable conclusion the HoD deliberated the issues with the faculty members of the department and college authority. As per the follow up of the action taken report, remedial classes are held especially for slow learners, purchased sufficient text books in Assamese language for the students of History department; suggest enrolling in the Functional English course for betterment of their English proficiency and also activating wi-fi connectivity throughout the college premise. Further more, the department organizes an educational tour to Sivsagar, Assam on 23rd November 2021; where the students have the privilege to have explored knowledge.

Principal
Khagarijan College
Nagaon (Assam)

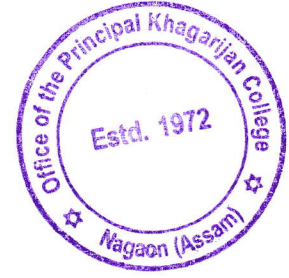


**MINUTES OF THE MENTORING
Department of Philosophy**

1. It is resolved that the matters regarding remedial classes will be informed to the HoD of philosophy department.
2. It is resolved that every after two month the mentor-mentee meeting should be held.
3. It is resolved that a teacher, student and guardian meeting should be held in every semester.
4. It is resolved that the faculties of the department will be requested to arrange an educational tour at the earliest.
5. It is resolved that the number of classes through Power point presentation should be increased.

Dr. Swapan Jyoti Nath

Mentor
(Dr. Swapan Jyoti Nath)
Department of Philosophy

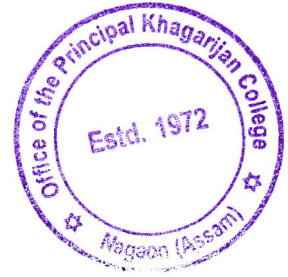


**SUGGESION FROM THE MENTOR TO THE DEPARTMENT OF PHILOSOPHY
FOR THE SESSION 2020-2021**

- They have put forward a suggestion to conduct seminars by the department for a practical insight or additional support to their educational career.
- The students have requested to access more classes through lectures in Assamese.
- The students need additional text books for their reference purpose in departmental library.
- The students have requested to access more PPT classes for their better understanding.
- The students have request to arrange an educational tour.
- The meeting also suggest to arrange teacher, students and parent meeting as per earliest.


Dr. Swapam Jyoti Nath

(Dr. Swapam Jyoti Nath)
Mentor: Dept of Philosophy
Khagarijan College, Nagaon



ACTION TAKEN REPORT

- The department would ensure that an educational tour is planned for the benefits students at the last part of the month of February.
- The department has assured to manage additional reference books and notes for the benefits of the students.
- The department already done few PPT classes for their better understanding.
- A Teacher, students and parents meeting already have been done on 5th February 2021.


Principal
Khagarijan College
Nagaon (Assam)

MINUTES OF THE MEETING
For the Session 2020-2021

After thought-break discussion the following resolution are adopted:

- It is resolved that the matters regarding remedial classes the meeting suggested to the HoD of the department of Political Science to take necessary steps.
- It is resolved that every after two month the mentor-mentee meeting should be held.
- It is resolved that a faculty, student and guardian meeting should be held in the beginning of every semester.
- It is resolved that a mock-parliament session should be organized for the benefits of the students.
- It is resolved that for improving the communication skill of some students a few special classes from the faculties of English dept. should be managed.
- It is resolved that the no. of classes through Power point presentation should be increased.



(Rayhanul Ahmed)

Mentor

Department of Pol. Science

**SUGGESTION FROM THE MENTOR TO THE DEPARTMENT OF POL. SCIENCE
FOR THE SESSION 2020-2021**

- The students have requested to access more PPT classes for their better understanding.
- They have put forward a suggestion to conduct seminars after completion of a particular unit.
- The students need references books for their academic purposes in departmental library.



Rayhanul Ahmed)

Mentor

Department of Pol. Science

ACTION TAKEN REPORT

- The request for additional references books has been forwarded to the Principal, Khagarijan College, Nagaon.
- For improvement of their English proficiency, the department will take the responsibility to aware the students regarding the Functional English Add on course offered by Dept of English.
- The department has assured to take more PPT classes for the benefits of the students.



MINUTES
Department of Assamese
Session 2020-2021

The mentor-mentee meeting for Dept of Assamese is conducted on 3rd of November, 2020 in Room No: 05 by the allotted mentors Mrs. Ajanta Bora Khargharia and Ms. Limisha Bora. Mrs. Ajanta Bora Khargharia welcomed the students and gave them a clear idea of the mentor-mentee system and its structure. Ms. Limisha Bora encouraged the students to share their viewpoints with the mentors. The students participated enthusiastically and gave many positive reviews regarding the department. Furthermore, they highlighted some important concerns too.

- There is a lack of faculty strength due to which classes are often hampered and multiple classes become a problem.
- Often books on theories are in English and are unavailable in Assamese language.
- Some students wish to indulge in creative writing proficiency to enhance their skill and interest.
- Some students find it hard to understand the social and cultural context of the texts.

Beyond this, the student's offered positive feedback regarding the teaching learning environment of the department and also professed their gratitude to the teachers with whom they appeared to share a good rapport. The suggestions and the feedbacks were carefully noted. The meeting was soon concluded after a short interaction regarding their hobbies and interests.

(Ajanta Bora Khargharia)

Mentor
Department of Assamese



**SUGGESTION FROM MENTOR TO THE DEPARTMENT OF EDUCATION
FOR THE SESSION 2020-2021**

Suggestions:

- There is a lack of faculty strength due to which classes are often hampered and multiple classes become a problem.
- Often books on theories are in English and are unavailable in Assamese language.
- Some students wish to indulge in creative writing proficiency to enhance their skill and interest.
- Some students find it hard to understand the social and cultural context of the texts.

A handwritten signature in black ink, appearing to be "Ajanta Bora Khargharia".

(Ajanta Bora Khargharia)

Mentor
Department of Assamese



ACTION TAKEN REPORT

- Notification for interview for appointment of a permanent faculty member of the department has been released in the newspapers.
- The faculties have started to take various initiatives in translating theories and works from English to Assamese for the students so that it becomes easier for them to refer to works.
- Initiatives have been taken to provide a Creative Writing Add On course from the next session for all the students who are interested in this area.
- Remedial lessons have been introduced by the department to improve the discrepancy in the learning pace of slow learners and advanced learners.

Principal
Khagarijan College
Nagaon (Assam)



FINAL REPORT

The Mentor-Mentee meeting for the Dept of Assamese is scheduled on 3rd of November, 2020. The mentors Mrs. Ajanta Bora Khargharia and Ms. Limisha Bora interacted with the students where they explained the mentor-mentee system and encouraged them to provide their viewpoints and discuss their problems. The students and the mentors has deliberated on their issues and debated on possible solutions. These concerns and suggestions were then forwarded to the concerned HoD.

The concerned HoD deliberated on the issues with the faculty members of the department and other authorities to reach a suitable conclusion. Depending on the follow up report, the interview was conducted in the month of December, 2020; with the new faculty member joining on 18th of February 2021.

The teachers have started remedial classes for the students and take up various initiatives to translate the necessary materials from English to Assamese.

Creative Writing Add On course was launched on 2021 which became an interesting area for students to venture into who have interest and skill regarding the same.

Principal
Khagarijan College
Nagaon (Assam)



**MINUTES OF THE MENTORING
DEPARTMENT OF ENGLISH
FOR THE SESSION: 2020-2021**

A meeting for mentoring major students of the department of English is organized by Mrs. Umme Salma, Assistant Professor, and Department of Economics on 29th December, 2020 at 2:00 pm in Room No. 04, Khagarijan College.

Mrs. Umme Salma gratified all the students delightfully. She explained the objective of the meeting briefly. The motive of the meeting is to find out the problems faced by the students in the academic and non-academic areas. Miss Sima Devi, Assistant Professor, Department of Assamese stated about the benefits of the programmed and assured them of the possible suggestions.

The students are ensured to share all their issues regarding course-curriculum, teaching method, class routine, slow learning, language and communication problem etc.

Most of the students are satisfied with teaching given by the faculties. A few students mentioned about the difficulties in understanding due to language problem. Two students of Semester I indicated problems in their writing skills. They requested for a language lab in the college campus.

Some students were found to be weak in speaking English and had urged for Functional English Course in order to improve their fluency in speaking the language. A few students are found as slow learners. They asked for remedial classes in order to tackle their problem.

One important appeal was presented by some of the students to make arrangement for yoga classes as this initiative certainly make them healthy.

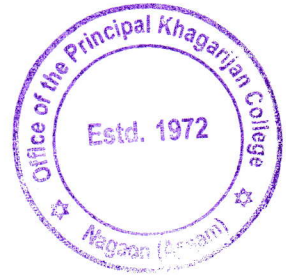
Again, majority of the students also made an appeal for smart classes through Projector, unlike the traditional teaching.

At last, all the students appeal strongly for educational tour/field trip as it could boost their energy for learning in the post pandemic period.

The meeting was concluded at 3pm and the following resolutions are adopted.

- Resolutions:**
- 1) It is resolved in the meeting that the appeal made by the mentees for Language lab will be referred to the HoD of English Department.
 - 2) The issues faced regarding the fluency in speaking the English language will be informed to the HoD of English and suggestions will be given accordingly.
 - 3) It is resolved that the issues faced by the slow learners and the mentees request for remedial classes will be conveyed to the HoD of English.
 - 4) The appeal raised by the mentees about smart class will be highlighted to the HoD of English and proposal will be given for adopting measures.
 - 5) The request made by the mentees about Yoga class will be forwarded to the HoD of English.
 - 6) It is resolved by the mentors that the petition offered by the mentees regarding the educational tour/field trip will be placed in the department of English.

Umme Salma
(Umme Salma)
Mentor
Department of English



**SUGGESTION FROM MENTOR TO THE DEPARTMENT OF EDUCATION
FOR THE SESSION SESSION 2020-2021**

- It has been found that a few students are weak in speaking English. With a view to solving this, initiatives may be taken to enroll the students in Functional English Course and it should be made mandatory.
- Some students have appealed for measures to improve their writing skills. In order to fulfill this requirement, a language lab is needed earnestly. So, measures may be undertaken accordingly.
- The appeal for remedial classes may be arranged properly by the faculties of the department.
- The request made by the mentees for smart class may be solved by installing Projector in the classroom. So, initiatives may be taken accordingly.
- The appeal for Yoga classes made be fulfilled by allotting weekly Yoga classes in the daily class routine of the institution and it should be given priority.
- The petition offered by the students about field trip should be given emphasized and due arrangement may be initiated.

Umme Salma

(Umme Salma)


Mentor

Department of English



ACTION TAKEN REPORT

- Remedial classes have been arranged to tackle the problems of slow learners
- Suggestions about the introduction of language lab has been referred to the Principal of the college for discussion and its necessary action. He has promised to take the required initiatives regarding the issue.
- With a view to solving the problem of English speaking, the students would be enrolled in the Functional English Course compulsorily.
- The appeal for Yoga classes has already been referred to the authority and the authority has assured to make arrangement for Yoga classes in the daily class of the institution routine shortly.
- The request for smart classes has been discussed with the Principal and He has given assurance that the authority has already been taken initiatives to install projector in the classroom.
- It has already been decided by the department to make necessary arrangement for an educational tour shortly maintaining the covid protocol.


Principal
Khagarijan College
Nagaon (Assam)




Final Report

A meeting of the mentor mentee for the department of English has been convened on 29th December 2020.

Mrs. Umme Salma, Assistant Professor, Department of Economics and Miss Sima Devi, Assistant Professor, Department of Assamese were allotted as the mentors for the students of the department of English. They served one notice for the mentor-mentee meeting on 23rd of December 2020 and accordingly organized the same on 29th of January 2021.

In the meeting the objective was explained and the students were made aware of the benefits of the mentor-mentee meeting. The students presented their problems and issues faced in the college, which were recorded by the mentors. All these points were referred to the HoD, Department of English, Mr. A. A. Choudhury. The HoD then discussed the matters with the other faculties of the department and the authority to solve the issues suitably.

As per the action taken report provided by the HoD, Department of English, remedial classes are arranged for slow learners. The proposal for Language Lab has been forwarded to the authority, for consideration and necessary action. In order to improve the English-speaking skills of the students, they would be enrolled in the Functional English Course compulsorily. The authority has already taken the initiatives to install projector in the classroom. Further more the authority has already been undertaken the measures to allot classes for Yoga in the daily class routine of the institution.


Principal
Khagarijan College
Nagaon (Assam)



**MINUTES OF THE MENTORING
DEPARTMENT OF BENGALI, FOR THE SESSION: 2020-2021**

Mrs. Ajanta Bora Khargharia, Assistant Professor, Dept of Education supervised the Mentor-Mentee session with the students of the Department of Bengali on 15th November 2020 from 2:30 pm onwards in Room No: 06. Mrs. Ajanta Bora Khargharia welcomed all the students with a cheerful decorum and explained the objectives of the mentor mentee system. She also spread the awareness amongst them regarding the advantages of this system and the possible point of contacts for the same.

While most of the students were quite satisfied with the course curriculum and the interactive teaching learning process, there were a few students who raised some interesting points for deliberation.

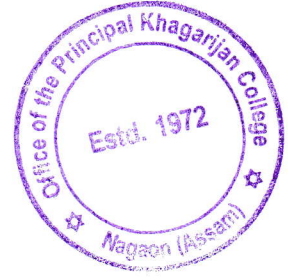
Apart from this issue, the students professed to have a good rapport with the teachers and expressed their gratitude to them. The three batches as a whole placed the suggestion regarding an educational tour for practical insight as well as an off-campus recreation.

The mentors concluded the session with a declaration of being available whenever necessary and asked them to contact them for any issue; be it academic or personal.

Resolutions:

- 1) It is resolved that the faculties of the department would be requested to deliberate regarding an educational tour at the earliest.
- 3) It is hereby resolved that the updates regarding these resolutions will be followed and more such mentor-mentee sessions will be organized.

(Ajanta Bora Khargharia)
Mentor
Department of Bengali



**SUGGESTION FROM THE MENTOR TO THE DEPARTMENT OF BENGALI
FOR THE SESSION 2020-2021**

- There has been a mutual concern regarding the discrepancy in the pace of learning between the slow learners and advance learners of the syllabus, depending on which actions may be taken to equalize the platform through extra classes if need be.
- They have put forward an eagerness to be a part of an educational tour helmed by the department for a practical insight to their education.

A handwritten signature in black ink, appearing to be "Ajanta Bora Khagharria".

(Ms Ajanta Bora Khagharria)
Mentor: Dept of Bengali
Khagarijan College, Nagaon



ACTION TAKEN REPORT

- Remedial classes have been organized to tackle the discrepancy in comprehension with special focus on mathematics-based sections of the syllabus.
- The department will ensure that an educational tour is planned for the students at the earliest

A handwritten signature in blue ink, appearing to be "R. K. S.", written over the printed name of the Principal.

**Principal
Khagarijan College
Nagaon (Assam)**



MINUTES
DEPARTMENT OF EDUCATION
SESSION:2020-2021

Dr. Jonaram Nath, Associate Professor, department of Assamese and Dharitri Das, Assistant Professor, department of Assamese supervised the Mentor-Mentee session with the students of the Department of Education on 11th December, 2020 from 2:30 pm onwards in Room No: 05. Dr. Jonaram Nath welcomed all the students and encourage them to sit relax and discuss about today's meetings. Mrs. Dharitri Das discussed the objectives of the mentor-mentee system. The objectives of the meeting were to interact with the students about the problems they face inside and outside the campus.

In the meeting, students were provided the opportunity to raise their strength and weakness. The students came forward with various issues which was noted by the mentors. The same was forwarded to the HOD, Dept. of Education, Mrs. Ajanata Bora Kharagharia. The concerned HoD of the department took necessary actions on the necessary actions points. Further, the action has forwarded to the convenor of the Mentor-Mentee system, Mr. Mainul Hoque Akanda.

(Dr. Jonaram Nath)

Mentor

Department of Education



**SUGGESTION FROM THE MENTOR TO THE DEPARTMENT OF EDUCATION
FOR THE SESSION 2020-2021**

- There has been a mutual concern regarding the discrepancy in the pace of learning between the slow learners and advance learners, specifically in the mathematics sections of the syllabus, depending on which actions may be taken to equalize the platform through extra classes if need be.
- The students have requested access to more green boards for their practice as well as guidance of some sort to improve their English writing skills.
- They have put forward an eagerness to be a part of an educational tour helmed by the department for a practical insight to their education.

A handwritten signature in blue ink, appearing to read "Dr. Jonaram Nath".

(Dr. Jonaram Nath)
Mentor: Dept of Economics
Khagarijan College, Nagaon



ACTION TAKEN REPORT

- Remedial classes have been organized to tackle the discrepancy in comprehension with special focus on mathematics-based sections of the syllabus.
- The request for additional green boards has been forwarded to the Principal, Khagarijan College, Nagaon.
- For improvement of their English proficiency, the department will take the responsibility to aware the students regarding the Functional English Add On course offered by Dept of English.
- The department will ensure that an educational tour is planned for the students at the earliest.

A handwritten signature in blue ink, appearing to be "Bain".

Principal
Khagarijan College
Nagaon (Assam)



MINUTES OF THE MEETING
For the Session 2020-2021

After thought-break discussion the following resolution are adopted:

- It is resolved that the matters regarding remedial classes the meeting suggested to the HoD of the department of Political Science to take necessary steps.
- It is resolved that every after two month the mentor-mentee meeting should be held.
- It is resolved that a faculty, student and guardian meeting should be held in the beginning of every semester.
- It is resolved that a mock-parliament session should be organized for the benefits of the students.
- It is resolved that for improving the communication skill of some students a few special classes from the faculties of English dept. should be managed.
- It is resolved that the no. of classes through Power point presentation should be increased.

(Rayhanul Ahmed)

Mentor

Department of Pol. Science



**SUGGESTION FROM THE MENTOR TO THE DEPARTMENT OF POL. SCIENCE
FOR THE SESSION 2020-2021**

- The students have requested to access more PPT classes for their better understanding.
- They have put forward a suggestion to conduct seminars after completion of a particular unit.
- The students need references books for their academic purposes in departmental library.

A handwritten signature in black ink, appearing to be "Rayhanul Ahmed", with a horizontal line extending to the right.

Rayhanul Ahmed)

Mentor

Department of Pol. Science



ACTION TAKEN REPORT

- The request for additional references books has been forwarded to the Principal, Khagarijan College, Nagaon.
- For improvement of their English proficiency, the department will take the responsibility to aware the students regarding the Functional English Add on course offered by Dept of English.
- The department has assured to take more PPT classes for the benefits of the students.

Bain
Principal
Khagarijan College
Nagaon (Assam)



**MINUTES OF THE MENTORING
FOR THE SESSION: 2020-2021
DEPARTMENT OF M.A.**

Dr. Swapan Jyoti Nath, Assistant Professor, Dept of Assamese supervises the Mentor-Mentee session with the students of the Department of Assamese on 10th of December, 2020 by 2:30 p.m onwards in Room No. 18. Dr. Swapan Jyoti Nath welcomes all the students and explains the aims and objectives of the mentor mentee system with a conversation favouring the system so that student will understand and get benefit of the system.

During the discussion period most of the students raise the demand of separate departmental E-Library along with sufficient text books. Most of the students express their willingness to visit notable historical places of Assam. All the students express their owe as teachers are cooperative and provide assistance in their difficulties of learning. After that certain resolutions are adopted.

Resolutions:

- It is resolved that the faculties of the department would be request to arrange an educational tour in historical areas of Assam.
- It is also resolved that the facility of E-Library should be provide as soon as possible
- The mentor thanks the students for their patience and active cooperation and declares the meeting is over. In the long run discussion the mentor concludes the session with affinity and asks them to contact whenever necessary

Dr. Swapan Jyoti Nath,
Mentor, Dept. of Assamese (M.A)
Khagarijan College, Nagaon

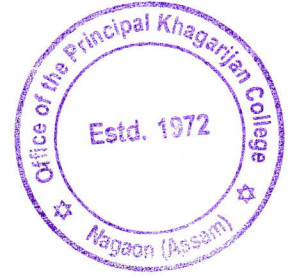


**SUGSESSION FROM THE MENTOR TO THE DEPARTMENT OF M.A.
FOR THE SESSION 2020-2021**

- Arrange an educational tour.
- Sufficient text books are purchased for the students.
- The respective department should be arranging E-Library within a short period.

A handwritten signature in blue ink, appearing to read "Swapan Jyoti Nath".

Dr. Swapan Jyoti Nath,
Mentor, Dept. of Assamese (M.A)
Khagarijan College, Nagaon



ACTION TAKEN REPORT

- Availability of Assamese textbooks has been forwarded to the Principal.
- The department organized knowledge based educational tour on 24th to 25th November 2021 from Khagarijan College to Majuli.

A handwritten signature in blue ink, appearing to be "Dain".

**Principal
Khagarijan College
Nagaon (Assam)**

Final Report of the Mentor -Mentee Cell for the Session 2020-21

Khagarijan College, Nagaon, Assam

As per the letter circulated dated 12th June, 2020, Mr. Mainul Hoque Akanda, the convenor of the Mentor -Mentee Cell supervised the allotment of mentors to respective departments. This system has seen an interesting growth since its onset in this academic session. After the allotment, the mentors proceeded to hold the meetings in feasible dates and in a manner suitable for both the mentors and the mentees. Various observations, issues and suggestions have been received by the convenor as reports from respective sessions.

The entire Mentor-Mentee system had however faced many difficulties in its full fledged operation due to the pandemic situation and consequent lockdown. As such, only a small number of meetings could be organized by the mentors. The reports submitted by the mentors are scrutinized and analyzed in detail by the Mentoring Cell. The common concerns drawn from the observations, along with the possible solutions are summarized below:

- 1) There has been an observation from the side of the students regarding the pace of comprehension amongst the student body. As such Remedial lessons to decrease the gap between slow learners and advanced learners has been put forth as a suitable solution by the Heads of all the departments.
- 2) The students of most of the departments have also requested for an educational tour. This request had been forwarded to the concerned departments. Your permission and guidance in this regard is requested.
- 3) The students have also asked for the number of smart classes to be increased. As such there is a need to increase further infrastructure for the same. The Heads of the departments have also been asked to make full use of the available resources.
- 4) Language proficiency and language comprehension are huge challenges as the students belong to different language backgrounds. As such there is a need for proper infrastructure for a language lab. There is a necessity for a proper discussion with the Heads of all the departments regarding a suitable solution so that the students can avail a multilingual discussion platform and are able to understand the lessons in the language they are well versed in.

Beyond the structured framework, the mentors often take individual initiative to provide guidance to the students regarding various issues, off-campus through telephonic conversations.



(Mr. Mainul Hoque Akanda)
Convenor,
Mentor Mentee Cell
Khagarijan College, Nagaon