



# GOVERNMENT (AUTONOMOUS) GIRLS POST GRADUATE COLLEGE OF EXCELLENCE, SAGAR (M.P.)

(NAAC 'A' Grade Accredited)

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## **CIRCULAR**

### **MENTOR & MENTEE SYSTEM**

*The faculty member of the attached list is appointed as a mentor for the Mentor & Mentee System for the year 2022-23 academic year.*

### **DIRECTIONS FOR MENTOR & MENTEE SYSTEM**

*Each faculty member will act as a mentor for the students in their assigned section, overseeing their well-being. Mentors are required to compile a detailed list of their students, including Name, Class, Division, Roll Number, Contact Number, and E-Mail Id. The mentor's responsibilities include providing career counselling, personal counselling, and assistance with any academic difficulties, arranging remedial coaching, and offering support as needed.*

### **RESPONSIBILITIES**

*The mentor will perform the following functions*

*The mentor will fulfil the following responsibilities:*

- *Meet with the group of students at least twice a month.*



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- *Continuously monitor, counsel, guide, and motivate students in all academic matters.*
- *Advise students on their choice of electives, projects, summer training, etc.*
- *Contact parents or guardians if necessary, such as in cases of academic irregularities, negative behavioural changes, interpersonal issues, or detrimental activities.*
- *Provide career development and professional guidance to students.*
- *Maintain contact with students even after graduation.*
- *Keep a detailed progressive record of each student (see attached format).*
- *Maintain a brief record of all discussions with students.*

## **THE HEAD OF THE DEPARTMENTS**

- *Meet with all mentors of their department at least once a month to review the proper implementation of the system.*
- *Provide guidance to mentors as needed.*
- *Initiate administrative action on students when necessary.*
- *Keep the head of the institute informed.*
- *Contact parents or guardians regarding students' academic irregularities or behavioural changes through the Head of the institution.*
- *Advise students on their career matters.*



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## **TYPE OF MENTORING TO BE DONE**

- *Professional advice on setting professional objectives, choosing a career path, and pursuing further education.*
- *Advancement in career by exploring self-employment options and developing entrepreneurship skills.*
- *The importance of maintaining high morale, honesty, and integrity for career progression.*
- *Specific focus on course requirements, including program outcomes and course outcomes, in terms of attendance and academic performance.*
- *Lab specific- regarding Do's and Don'ts in the lab.*

*The mentor plays a key role in uncovering the students' hidden talents across academic, co-curricular, extracurricular, and extramural activities to help them excel in various areas for their overall growth. Additionally, the mentor communicates with and meets the parents of their mentees to discuss their progress or any other relevant issues when necessary.*

*Abhishek*  
प्राचार्य  
शासकीय स्नातकोत्तर  
उत्कृष्टता महाविद्यालय  
सागर (म.प्र.)





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## List of Active mentors:

| S.No | Name of the Full-time teacher | Designation         | Name of the Department/Subject | Name of the Department/Subject |
|------|-------------------------------|---------------------|--------------------------------|--------------------------------|
| 1.   | Dr. Narendra Singh Thakur     | Professor           | Hindi                          | Hindi                          |
| 2.   | Dr. Sarita Jain               | Assistant Professor | Hindi                          | Hindi                          |
| 3.   | Shri Rajkumar Ahirwar         | Assistant Professor | Hindi                          | Hindi                          |
| 4.   | Shri Abhay Jain               | Assistant Professor | Hindi                          | Hindi                          |
| 5.   | Dr. Nisha Indra Guru          | Associate Professor | English                        | English                        |
| 6.   | Smt. Kranti Lodhi             | Assistant Professor | English                        | English                        |
| 7.   | Dr. Sunita Tripathi           | Professor           | Political Science              | Political Science              |
| 8.   | Dr. Rajni Dubey               | Professor           | Political Science              | Political Science              |
| 9.   | Dr. Anshu Soni                | Assistant Professor | Political Science              | Political Science              |
| 10.  | Dr. Shakti Jain               | Professor           | Economics                      | Economics                      |
| 11.  | Dr. Sunil Shrivastava         | Professor           | Economics                      | Economics                      |
| 12.  | Dr. Bindu Shrivastava         | Professor           | Economics                      | Economics                      |
| 13.  | Dr. Anjana Chaturvedi         | Professor           | Economics                      | Economics                      |
| 14.  | Dr. Rashmi Dubey              | Professor           | Sociology                      | Sociology                      |
| 15.  | Dr. Sanjay Khare              | Associate Professor | Sociology                      | Sociology                      |
| 16.  | Dr. Naveen Gideon             | Professor           | History                        | History                        |
| 17.  | Dr. S.K. Gupta                | Professor           | Psychology                     | Psychology                     |
| 18.  | Dr. Taruna Nath               | Assistant Professor | Psychology                     | Psychology                     |
| 19.  | Dr. Ashwini Suryavanshi       | Assistant Professor | Psychology                     | Psychology                     |
| 20.  | Dr. Anand Tiwari              | Professor           | Commerce                       | Commerce                       |
| 21.  | Dr. S.L. Sahu                 | Professor           | Commerce                       | Commerce                       |
| 22.  | Dr. M.M. Chouksey             | Professor           | Commerce                       | Commerce                       |
| 23.  | Dr. D.K. Gupta                | Professor           | Commerce                       | Commerce                       |
| 24.  | Dr. Renubala Sharma           | Professor           | Home Science                   | Home Science                   |
| 25.  | Dr. Padma Acharya             | Professor           | Home Science                   | Home Science                   |
| 26.  | Dr. Anjana Nema               | Assistant Professor | Home Science                   | Home Science                   |
| 27.  | Dr. Rashmi Malaiya            | Assistant Professor | Home Science                   | Home Science                   |
| 28.  | Dr. A.H. Ansari               | Professor           | Chemistry                      | Chemistry                      |
| 29.  | Dr. Malti Dubey               | Associate Professor | Chemistry                      | Chemistry                      |
| 30.  | Dr. Anubha Sharma             | Associate Professor | Chemistry                      | Chemistry                      |
| 31.  | Dr. Santosh Narayan Chadar    | Assistant Professor | Chemistry                      | Chemistry                      |
| 32.  | Shri Deshraj Singh Thakur     | Assistant Professor | Chemistry                      | Chemistry                      |
| 33.  | Shri Nandkishore Lodhi        | Assistant Professor | Chemistry                      | Chemistry                      |



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|     |                          |                     |                      |                      |
|-----|--------------------------|---------------------|----------------------|----------------------|
| 34. | Dr. Sunita Singh         | Professor           | Zoology              | Zoology              |
| 35. | Dr. Pratima Khare        | Professor           | Botany               | Botany               |
| 36. | Dr. Ela Tiwari           | Professor           | Botany               | Botany               |
| 37. | Dr. Deepa Khatik         | Assistant Professor | Physics              | Physics              |
| 38. | Dr. Ramashankar Verma    | Assistant Professor | Physics              | Physics              |
| 39. | Dr. Arvind Bohre         | Professor           | Mathematics          | Mathematics          |
| 40. | Dr. Hariom Soni          | Assistant Professor | Music                | Music                |
| 41. | Dr. Aparna Chachondia    | Assistant Professor | Dance                | Dance                |
| 42. | Dr. Rashmi Mathur        | Assistant Professor | Geography            | Geography            |
| 43. | Dr. Monika Hardikar      | Sports Officer      | Sports               | Sports               |
| 44. | Dr. Shailesh Acharya     | Librarian           | Librarian            | Librarian            |
| 45. | Dr. Gulab Devi           | Librarian           | Librarian            | Librarian            |
| 46. | Dr. Seema Raikwar        | Faculty             | Hindi                | Hindi                |
| 47. | Dr. Sunita Arya          | Faculty             | Hindi                | Hindi                |
| 48. | Dr. Anand Bhatt          | Faculty             | English              | English              |
| 49. | Dr. Siddharth Singh      | Faculty             | Botany               | Botany               |
| 50. | Dr. Vikashchand Tripathi | Faculty             | Botany               | Botany               |
| 51. | Dr. Amita Shrivastav     | Faculty             | Botany               | Botany               |
| 52. | Smt. Seema Dangi         | Faculty             | Commerce             | Commerce             |
| 53. | Shri Ugradas Verma       | Faculty             | Commerce             | Commerce             |
| 54. | Shri Abhash Tiwari       | Faculty             | History              | History              |
| 55. | Dr. Raghvendra Tripathi  | Faculty             | Sanskrit             | Sanskrit             |
| 56. | Dr. Rajesh Pouranik      | Faculty             | Mathematics          | Mathematics          |
| 57. | Smt. Sujata Nema         | Faculty             | Physics              | Physics              |
| 58. | Dr. Sanjay Dubey         | Faculty             | Zoology              | Zoology              |
| 59. | Dr. Manish Jain          | Faculty             | Zoology              | Zoology              |
| 60. | Dr. Deepti Jain          | Faculty             | Economics            | Economics            |
| 61. | Dr. Prahlad Ahirwar      | Faculty             | Political Science    | Political Science    |
| 62. | Dr. Vipin Kumar Dubey    | Faculty             | Mathematics          | Mathematics          |
| 63. | Dr. Pratibha Richhariya  | Faculty             | Mathematics          | Mathematics          |
| 64. | Dr. Sheetanshu Rajoriya  | Faculty             | Computer Application | Computer Application |
| 65. | Dr. Shweta Ojha          | Faculty             | Computer Application | Computer Application |
| 66. | Shri Abhishek Samaiya    | Faculty             | Computer Application | Computer Application |
| 67. | Shri Deepesh Jain        | Faculty             | Computer Application | Computer Application |
| 68. | Shri Animesh Jain        | Faculty             | Computer Application | Computer Application |
| 69. | Ku. Manishi Shakya       | Faculty             | Computer Application | Computer Application |
| 70. | Shri Rohit Saini         | Faculty             | Management           | Management           |



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|-----|----------------------------|---------|-------------------------|-------------------------|
| 71. | Shri Ankur Anand Ranodia   | Faculty | Management              | Management              |
| 72. | Dr. Shailendra Patel       | Faculty | Management              | Management              |
| 73. | Dr. Anjali Dubey           | Faculty | History                 | History                 |
| 74. | Dr. Virendra Kumar Jhariya | Faculty | History                 | History                 |
| 75. | Smt. Deepika Tiwari        | Faculty | Industrial Chemistry    | Industrial Chemistry    |
| 76. | Shri Ashish Raikwar        | Faculty | Industrial Chemistry    | Industrial Chemistry    |
| 77. | Shri Bhupendra Ahirwar     | Faculty | Industrial Microbiology | Industrial Microbiology |
| 78. | Smt. Nargis Khan           | Faculty | Industrial Microbiology | Industrial Microbiology |
| 79. | Dr. Pradeep Shrivastava    | Faculty | Geography               | Geography               |
| 80. | Ku. Rakhi Khatik           | Faculty | Library Science         | Library Science         |
| 81. | Ku. Pragati Bilthare       | Faculty | Library Science         | Library Science         |
| 82. | Shri Sanjay Dohre          | Faculty | Biotechnology           | Biotechnology           |
| 83. | Shri Rakesh Saket          | Faculty | Biotechnology           | Biotechnology           |
| 84. | Ku. Shikha Koshti          | Faculty | Zoology                 | Zoology                 |
| 85. | Ku. Samra Khan             | Faculty | Zoology                 | Zoology                 |
| 86. | Shri P.D. Lodhi            | Faculty | Physics                 | Physics                 |
| 87. | Ku. Shubhanjali Raikwar    | Faculty | Physics                 | Physics                 |
| 88. | Ku. Supriya Yadav          | Faculty | Commerce                | Commerce                |
| 89. | Ku. Amita Vishwakarma      | Faculty | Botany                  | Botany                  |
| 90. | Ku. Deepika Suryavanshi    | Faculty | English                 | English                 |
| 91. | Smt. Sapna Rajoria         | Faculty | Botany                  | Botany                  |
| 92. | Dr. Poonam Kohli           | Faculty | Chemistry               | Chemistry               |
| 93. | Smt. Nikki Bangar          | Faculty | Chemistry               | Chemistry               |
| 94. | Dr. Abhash Tiwari          | Faculty | History                 | History                 |
| 95. | Dr. Ashutosh Sharma        | Faculty | English                 | English                 |