

## 5.2 Minutes of the Meeting (To be submitted to HOD):

REF. NO.: (SIT/ECE/Mentor-Mentee/Odd/ AY22-23/MMM2)

Meeting Date: 15.11.2022; Meeting Time: 01:30 pm.; Meeting Venue: Class room 203;

Meeting Facilitator: ...Ms Dia Ghosh; Minutes Issued By: Ms Dia Ghosh

Meeting Purpose/Agendas:

1. Determination of student Academic and Non Academic gaps.
2. Enquiry on health-related issue of Mentees and his / her family member(s).
3. No. of Academic / Extra Curricular activities attended and motivation to attend future events.
4. Motivate the member for indulging in positive thought and attitude in their academic activities.
5. Peer learning activity details (eg. Club Activity, Skill Development, GDPI Session, Short Extempore)
6. Participation in Extra-Curricular activities - Dance, Sing, Music, Poetry, Sports.
7. Soft Skill details.
8. MOOC'S attended details.
9. Student Research Activity details if any with support provided
10. Scholarship details
11. Attendance details
12. Attendance detail of Training conducted by
  - a. Training and Placement
  - b. HOD
  - c. In house programs
13. Competitive Exam preparation details and motivation.
14. Placement preparation details.

Member Present: Bishal Mondal, Mimangsha Chhetri, Sayan Debnath, Keshav Kumar Tiwary, Vinayak Sharma, Anwasha Bhattacharjee.

### I. Key Discussion Points on present agendas:

1. Enquiry on health-related issue of Mentees and his / her family member(s).
2. MOOC'S attended details
3. Motivate the member for indulging in positive thought and attitude in their academic activities.
4. Motivated for the competitive examination and placement preparation

### II. Next Steps:

- The students have been motivated to attend the MOOC'S.
- The students have been encouraged to go through various journals and resource material of the concerned subjects, in order to be acquainted with technological innovation.
- All the required help will be provided to the student to encourage their confidence in the placement related preparation.

*Dia Ghosh*

Full Signature of Mentor with date: Dia Ghosh, 24.11.2022

*Dia Ghosh*  
25/11/22

HOD ECE Department  
Siliguri Institute of Technology  
Sukna, Siliguri

## 5.2 Minutes of the Meeting (To be submitted to HOD):

REF. NO.: (SIT ECE-Mentor-Mentee Odd / AY-2022-2023/MMM2)

Meeting Date: 14.11.2022; Meeting Time: 01:25 pm.; Meeting Venue: ECE Class room 203;

Meeting Facilitator: Dr. Sudip Ghosh; Minutes Issued By: Dr. Sudip Ghosh

Meeting Purpose/Agenda:

1. Determination of student Academic and Non Academic gaps.
2. Enquiry on health-related issue of Mentees and his/her family member(s).
3. No. of Academic Extra Curricular activities attended and motivation to attend future events.
4. Motivate the member for indulging in positive thought and attitude in their academic activities.
5. Peer learning activity details (eg. Club Activity, Skill Development, GDPI Session, Short Extempore)
6. Participation in Extra-Curricular activities - Dance, Sing, Music, Poetry, Sports.
7. Soft Skill details.
8. MOOC'S attended details.
9. Student Research Activity details if any with support provided
10. Scholarship details
11. Attendance details
12. Attendance detail of Training conducted by
  - a. Training and Placement
  - b. HOD
  - c. In-house programs
13. Competitive Exam preparation details and motivation.
14. Placement preparation details.

### Member Present:

JAYANTA OJHA, PRANJIT GUHA ROY, SHOMRAJ GHIMRE, ROHAN KUMAR DUTTA, SRIJITA BHATTACHARJA.

1. Key Discussion Points on present agendas:
  1. MAR points to be acquired before semester examination.
  2. MOOC'S attended details.
  3. Motivate the member for Semester Examination Academic activities.
  4. Attendance details.
  5. Motivated for placement preparation after the Semester Examination.
  6. Enquiry on health-related issue of Mentees and his/her family member(s).
  7. Encourage to prepare a two innovative project before appearing campus drive
- II. Next Steps:
  - The students have been motivated for semester examination.
  - The students have been encouraged to go through various journals and resource material of the concerned subjects, in order to be acquainted with technological innovation or innovative project
  - All the required help will be provided to the student to encourage their confidence in the placement related preparation.

*Sudipt Kumar Ghosh*

Full Signature of Mentor with date: Dr. Sudip Ghosh, 14.11.2022

*Sudip*  
28/11/22

**5.2 Minutes of the Meeting (To be submitted to HOD):**  
**REF. NO SIT/ECE/Mentor-Mentee/Odd/A Y22-23/MIMM2**

- I.) Meeting Date: 15.11.2022;  
Meeting Time: 1.20 pm, Meeting Venue: Room Mode: offline  
Meeting Facilitator: Dr. Debajyoti Misra (Mentor)  
Minutes Issued By: Dr. Debajyoti Misra (mentor)  
Meeting Purpose/Agendas:
1. Determination of student Academic and Non Academic gaps.
  2. Enquiry on health-related issue of Mentee sand his/her family member(s).
  3. No. of Academic/Extra Curricular activities attended and motivation to attend future events.
  4. Motivate the member for indulging in positive thought and attitude in their academic activities.
  5. Peer learning activity details (eg. Club Activity, Skill Development, GDPI Session, Short Extempore)
  6. Participation in Extra-Curricular activities-Dance, Sing, Music, Poetry, Sports.
  7. Soft Skill details.
  8. MOOC'S attended details.
  9. Student Research Activity details if any
  10. Scholarship details
  11. Attendance details
  12. Attendance detail of Training conducted by
    - d. Training and Placement
    - e. HOD
    - f. In house programs
  13. Competitive Exam preparation details and motivation.
  14. Placement preparation details.
- I. Member Present for offline Meeting: Simanta Saha, Ranadip Paul, Malaendu Roy, Himadri Roy, Sagar Paswan, Swarnendu Adhikary, Shreya das, Ravikanth Singh, Krishnendu, Roy.
- II. Member Present in telephonic meeting: All were present in offline.
- III. Key Discussion Points on present agendas: To be regular in class and laboratory. Enquire the doubts about various subjects and suggests them meet with corresponding faculty member. To plan and execute MAR activities, Enquired about their health and mind.
- IV. Next Step: Suggest them to meet with concerned faculty member regarding the doubts in various subjects.

*Debajyoti Misra*. 25.11.2022  
Full Signature of the mentor with date: \_\_\_\_\_

*25/11/22*

## 5.2 Minutes of the Meeting (To be submitted to HOD):

REF. NO.: **SIT/ECE./Mentor-Mentee/Even /AY-2022-2023/MIMM2**

Meeting Date: 14.11.2022; Meeting Time: 1:25 PM.; Meeting Venue: VLSI Lab

Meeting Facilitator: Manas Kumar Parai; Minutes Issued By: Manas Kumar Parai

### Meeting Purpose/Agendas:

1. Determination of student Academic and Non Academic gaps.
2. Enquiry on health-related issue of Mentees and his / her family member(s).
3. No. of Academic / Extra Curricular activities attended and motivation to attend future events.
4. Motivate the member for indulging in positive thought and attitude in their academic activities.
5. Peer learning activity details (eg. Club Activity, Skill Development, GDPI Session.
6. Short Extempore)
7. Participation in Extra-Curricular activities - Dance, Sing, Music, Poetry, Sports.
8. Soft Skill details.
9. MOOC'S attended details.
10. Scholarship details
11. Attendance details
12. Attendance detail of Training conducted by
13. Training and Placement
14. In house programs
15. Competitive Exam preparation details and motivation.
16. Placement preparation details.

I. Member Present: 04

II. Member Absent: 04

### I. Key Discussion Points on present agendas:

- A. Regarding MAR points all are advised to attend the departmental webinar series.
- B. Advised to improve coding and aptitude for the placement purpose.
- C. Discussion on attendance details
- D. Regarding Practical all are advised to attend the classes and submit the lab copy regularly.
- E. Participation in MOOCs
- F. Indulging positive attitude and thought.
- G. Motivated for the competitive examination and placement preparation.
- H. Subject Doubt clearing

II. **Next Steps:** Regarding Subject Doubt clearing: The same will be discussed with the respective subject teachers to arrange extra sessions

*Manas* 24/11/2022

Full Signature of Mentor with date:

*Manas*  
28/11/22