

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

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

Meeting Date: 16.11.2022; Meeting Time: 1:20PM.; Meeting Venue: Mentor Cabin and Google meet (<https://meet.google.com/jhv-impw-ryx>);

Facilitator: Mentor ; Minutes Issued By: Mentor;

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, GDPJ 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
  - d. Training and Placement
  - e. HOD
  - f. In house programs
13. Competitive Exam preparation details and motivation.
14. Placement preparation details.
  - I. Member Present: Tina Dalai, Shrijit Das, Aritra Saha, Biraj Ghosh, Raj Saha, Subhranil Sarkar, Sourik Choudhury, Sourav Paul
  - II. Member Absent: Nil
  - III. Key Discussion Points on present agendas: To be regular in class

and laboratory. Enquired if there is any difficulty in any subject.  
To plan and execute MAR activities

Enquired about their health and mind

IV. Next Steps: To meet again. In case of urgency meet with the mentor.

Full Signature of Mentor with date:

*Manas Saha*

Manas Saha, November 16, 2022

*Manas Saha*  
28/11/22

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/2022-Odd/Memo No.2)

Meeting Date: 16.11.2022(Offline) ; Meeting Time: 1:30 pm, Meeting Venue: Mentor's Cabin ;

Meeting Facilitator: Sarmistha Mondal ;

Minutes Issued By: Sarmistha Mondal

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Meeting Purpose/Agendas: .....

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**To discuss the agenda mentioned in SOP** .....

- I. Member Present: Parthib Roy, Vivek Vikash Chakravarty, Aditya Gupta, Yash Raj Ghosh, Tamalika Bhowal; Rahul Kumar
- II. Member Absent: Sapraparna Goswami and Arpan Dutta
- III. **Key Discussion Points on present agendas:** Determination of student Academic and Non Academic gaps, Mental and Health-related issue of Mentees, Peer learning activity details, Preparing for upcoming end semester examination (both theory and practical), Attendance details, Soft Skill details, MOOC'S attended details.
- IV. Next Steps: to meet again (date will be fixed by competent authority or as per academic calendar)

*Sarmistha Mondal*  
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*Sarmistha Mondal*

Sarmistha Mondal

17.11.2022

Full Signature of Mentor with date:

*Mentee*  
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20/11/22

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/AY22-23/MMM2)

Meeting Date: 16.11.2022; Meeting Time: 1:20PM.; Meeting Venue: Mentor

Cabin and Google meet (<https://meet.google.com/jhv-inpw-ryx>);

Facilitator: Mentor ; Minutes Issued By: Mentor;

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
  - d. Training and Placement
  - e. HOD
  - f. In house programs
13. Competitive Exam preparation details and motivation.
14. Placement preparation details.
  - I. Member Present: Tina Dalai, Shrijit Das, Aritra Saha, Biraj Ghosh, Raj Saha, Subhranil Sarkar, Sourik Choudhury, Sourav Paul
  - II. Member Absent: Nil
  - III. Key Discussion Points on present agendas: To be regular in class

and laboratory. Enquired if there is any difficulty in any subject.

To plan and execute MAR activities

Enquired about their health and mind

IV. Next Steps: To meet again. In case of urgency meet with the mentor.

Full Signature of Mentor with date:

*Manas Saha*

Manas Saha, November 16, 2022

*Saha*  
28/11/22

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/2022-Odd /Memo No.2)

Meeting Date: 16.11.2022(offline) ; Meeting Time: 1:30 pm , Meeting Venue: Mentor's Cabin ;

Meeting Facilitator: Sarmistha Mondal ;

Minutes Issued By: Sarmistha Mondal

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Meeting Purpose/Agendas:

### To discuss the agenda mentioned in SOP

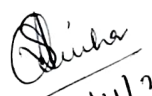
- I. Member Present: Parthib Roy, Vivek Vikash Chakravarty, Aditya Gupta, Yash Raj Ghosh, Tamalika Bhowal; Rahul Kumar
- II. Member Absent: Saptaparna Goswami and Arpan Dutta
- III. **Key Discussion Points on present agendas:** Determination of student Academic and Non Academic gaps, Mental and Health-related issue of Mentees, Peer learning activity details, Preparing for upcoming end semester examination (both theory and practical), Attendance details, Soft Skill details, MOOC'S attended details.
- IV. Next Steps: to meet again (date will be fixed by competent authority or as per academic calendar)

Sarmistha Mondal

Sarmistha Mondal

17.11.2022

Full Signature of Mentor with date:

  
28/11/22  
HOD ECE Department  
Siliguri Institute of Technology  
Sukna, Siliguri

REF. NO.: (SIT/ECE./Mentor-Mentee/2022 Even /2)

Meeting Date: 15/11/22 & 17/11/22 ; Meeting Time: 1:30pm

Meeting Venue: Microprocessor & Microcontroller Lab of ECE Department

Meeting Facilitator: Priyanka Nandy Das; Minutes Issued By: Priyanka Nandy Das

**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 like NSS, Dance, Sing, Music, Poetry, Sports to earn MAR points.
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.

I. Member Present: 7

II. Member Absent: 1

III. Key Discussion Points on present agendas:

1. Determination of student Academic and Non Academic gaps.
2. No. of Academic / Extra Curricular activities attended and motivation to attend future events.
3. Participation in Extra- Curricular activities like Dance, Singing, Music, Poetry, Sports.
4. Competitive Exam preparation details and motivation.
5. Placement preparation details.
6. To be prepare for upcoming Semester exam.

IV. Next Steps: To meet again.

Full Signature of Mentor with date: Priyanka Nandy  
21/11/22

Priyanka  
28/11/22  
HOD ECE Department  
Sikuri Institute of Technology  
Sukna, Siliguri

**Department: Electronics & Communication Engineering**

**Mentor Name: Arpita Roy Sarker**

**Designation: TA**

**Period: July-Dec, 2022**

**5.1 Minutes of the Meeting (To be submitted to HOD):**

**REF. NO.:** (SIT/ECE/Mentor-Mentee/Odd /AY 2022 -23 /MMM-02)

**Meeting Date:** 14.11.2022; 17/11/2022

**Meeting Time:** 01.45 pm, 02:05pm

**Facilitator:** Arpita Roy Sarker;

**Minutes Issued By:** Mentor;

**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.



**I. Member Present:** Anwesha Saha, Anirudra Paul, Pianta Saha, Riya Kundu, Aiswarya Maitra

**II. Member Absent:** Subhrajit Roy, Subhra Sekhar Mohanta

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

- To make a structured academic planning for upcoming semester exams.
- Encourage them to give their best performance in different running and upcoming placement exams.(4<sup>th</sup> year)
- 5<sup>th</sup> semester students were also asked to get prepared for their upcoming placement which will start from next semester.
- To plan and execute MAR activities.
- To be proficient in coding skill.
- Encourage them to work on innovative project.
- Enquired about their health and mind.

**IV. Next Steps:** To meet again

*Apita Roy Sarkar* 18/11/22  
Full Signature of Mentor with date:

*Quila*  
28/11/22  
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/AY22-23/MMM2)

Meeting Date: 14.11.2022; Meeting Time: 12PM & 1pm.; Meeting Venue: Room No. 219, 220 ;

Meeting Facilitator: Mrs. Moumita Chakraborty ; Minutes Issued By: Mrs. Moumita Chakraborty;

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
  - d. Training and Placement
  - e. HOD
  - f. In house programs
13. Competitive Exam preparation details and motivation.
14. Placement preparation details.

I. Member Present: SUVRANGSHU ROY, SOURAV GHOSH, RITWIK CHOWDHURY,  
NEHA, SUVADIP DAS, AFROJA AKHTER (2019-2023)  
GARGI PANDIT, TRISA SENAPATI (2020-2024)

II. Member Absent: NIL

III. Key Discussion Points on present agendas: To be regular in class, join club and study.

Enquired if there is any difficulty in any subject.


To plan and execute MAR activities

Enquired about their health and mind

IV. Next Steps: To meet again

Moumita Chakraborty  
24/11/22

Full Signature of Mentor with date:

  
28/11/22  
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/AY22-23/MMM2)

Meeting Date: 15.11.2022 (for 3rd year); 17.11.2022 (for 4th year); Time: 1:20pm; Venue: Mentor's cabin;

Meeting Facilitator: Aditi Sengupta; Minutes Issued By: Aditi Sengupta

Meeting Purpose/Agendas: Described in point number 4.2

- I. Member Present: 7
- II. Member Absent: 1
- III. Key Discussion Points on present agendas: 1. Attendance 2. Academics and extracurricular 3. project 4. Health issues 5. Taking part in upcoming events 6. Campus interviews.
- IV. Next Steps:

For the 7<sup>th</sup> semester students I have suggested some sites and free courses for their coding and aptitude practice as per their demand.

For 5<sup>th</sup> semester students shared some mini project ideas for their skill development according to their demand.

They demanded more aptitude classes per week. Conveyed to competent authority.

To meet again.

Full Signature of Mentor with date :

*Aditi Sengupta*  
24/11/22

*Aditi*  
28/11/22

HOD ECE Department  
Siliguri Institute of Technology  
Sukna, Siliguri

## 5.2 Minutes of the meeting:

REF. NO.: SIT/ECE/Mentor-Mentee/ODD/ AY 22-23/MMM-2

Meeting date: 15.11.2022 AND 16.11.2022 Meeting Time: 13:20 hrs Venue: Room No-213  
Meeting facilitator: Mr. Soumen Bidyanta (mentor) Minutes issued by: Mr. Soumen Bidyanta

Meeting purpose/agenda: Mentioned in point 4.2

Member present: 07(Physical mode )

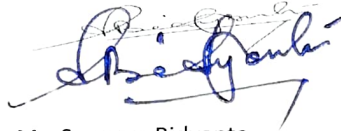
Member absent: nil

1) Key discussion points on present agendas:

- a) Class and lab attendance.
- b) Enquired about their health and mind.
- c) Completion of MAR activity for current semester.
- d) Preparation for forthcoming semester exam.
- e) Participation in MOOCs course for enhancing technical knowledge.
- f) Participation of extra-curricular activities and skill enhancement program.
- g) Preparation for competitive examination.
- h) Encourage them to work on innovative project.

2) Next Steps:

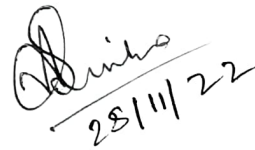
Progress on all above mentioned points will be reviewed in the next meeting and corrective measure will be discussed.



Mr. Soumen Bidyanta

Mentor

Date: 23/11/2022



23/11/22

HOD ECE Department  
Siliguri Institute of Technology  
Sukna, Siliguri