

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

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
22/11/22

Priyanka Nandy
22/11/22
HOD ECE Department
Siliguri 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: Anwasha 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.(4th year)
- 5th 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

Subhra Sekhar Mohanta 18/11/22

Full Signature of Mentor with date:

Subhra
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:

Moumita
28/11/22

HOD ECE Department
Siksha Institute of Technology
Sukna, G. Gopinath

Mentor Name: Anindita Sinha; Designation: Assistant Professor
Department: Electronics & Communication Engineering
1. Mentee List:

Sl.No	Batch	University Roll No	Name	Contact No	Email ID
1	2019-2023	11900319029	Suvajit Gayen	8617298560	suvajitgayen1998@gmail.com
2		11900319030	Sourav Barman	8637596781	souravbarman768728@gmail.com
3		11900319031	Pinakbrata Biswas	8918902938	geetanjali_biswas@gmail.com
4		11900319032	Amit Kumar	9608761612	amitykumar7@gmail.com
5		11900319033	Gourav Agarwal	8250462526	gauravagarwa2028@gmail.com
6		11900319034	Shubhankar	7992417086	shubhankar.sfk001@gmail.com
7		11900319035	Rajeev Kumar Singh	8340227382	rajeevkumarsingh0311@gmail.com

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.

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

REF. NO.: SIT/ECE./Mentor-Mentee/Odd /AY-2022-2023/MMM4

Meeting Date: 17.11.2022; Meeting Time: 01:00 PM ;Meeting Venue: DC meeting room
Meeting Facilitator: Anindita Sinha (Mentor); Minutes Issued By: Anindita Sinha (Mentor)
Meeting Purpose/Agendas: Mentioned in 3; Member Present: All

1. Key Discussion Points on present agendas:
 - a. Try to motivate them to do Class and Project.
 - b. Placement Preparation.
 - c. Awareness on health
 - d. Preparation for GATE and other competitive exam
 - e. Awareness of participation in different clubs and committees.
 - f. Participation in MOOCs course for enhancing technical knowledge.
2. Next Steps: Some necessary actions I have taken in this meeting discussed below and asked them to meet again.
 - a. I have requested them to take care of themselves properly because placements are knocking at their door and in necessary they can take help from my side.\
 - b. I have talked to some subject teachers requesting to share study materials for semester exam. I have requested our central library to provide previous year question papers.
 - c. I have asked them to do regular theory and project classes for better understanding of that course which helps them to face their upcoming interviews.
 - d. I have shared some study materials and important questions to them for upcoming semester exams.
 - e. As a mentor I have motivated them to be confident before facing any job interview weather lots of rejection is there. Do not lose your hope.

Anindita Sinha
Anindita Sinha 19/11/2022
Full Signature of Mentor with date:

Anindita Sinha
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: 1:00PM.; Meeting Venue: Room No. 219

Meeting Facilitator: Mrs. Misti Sarkar ; Minutes Issued By: Mrs. Misti Sarkar

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: ADITYA, GOPI KUMAR, POOJA KUMARI PRASAD, KOUSHIK CHETTRI, AJAY KUMAR ORAON, VISHESH AGARWAL, PUJA BASAK

II. Member Absent: NIL

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

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

Misti Sarkar

14.11.22

Full Signature of Mentor with date:

Misti Sarkar
22/11/22
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 7th semester students I have suggested some sites and free courses for their coding and aptitude practice as per their demand.

For 5th 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 Sengupta
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/AY22-23/MMM2)

Meeting Date: 14.11.2022 Meeting Time: 1:00PM.; Meeting Venue: Room No. 218 ;

Meeting Facilitator: Mrs. Jhumki Das ; Minutes Issued By: Mrs. Jhumki 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 - 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: SRITAM SARKAR, VAISNAVI SONAR, RAJARSHI CHAKRABORTY, ANINDYA DE, MD. EHATASHAM HUSSAIN, SAYAN GHOSH, NIKKI PRASAD, TANMAY SINGH

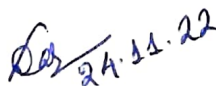
II. Member Absent: NIL

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

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


24.11.22

Full Signature of Mentor with date:


28/11/22

HOD ECE Department
Hiranandani Institute of Technology
Sion, Mumbai

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


REF. NO.: (SIT/ECE/Mentor-mentee/Odd/AY22-23/MMM1)

1) Meeting Date: 17.11.2022; Meeting Time: 1.20 pm,
Meeting Venue (for offline): Room No. 234; Meeting
Facilitator: Mentor; Minutes Issued By: Jayati Routh
(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 (e.g. 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: Jit Ghosh, Ruparna Dutta, Soni Kumari, Shuvankar Debnath, Shiwani Ojha, Sumit Sing.
 - II. Member Present in meeting through phone: Ankit Chakroborty, Biswaroop chakroborty
 - III. Key Discussion Points on present agendas: To be regular in class and the training sessions. Enquired if there is any difficulty in any subject. To plan and execute MAR activities enquired about their health and mind.
 - IV. Next Step: to meet again.

Name and Signature of the mentor: Jayati Routh.


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: 1:00PM.; Meeting Venue: Room No. 218 ;

Meeting 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: SAIKAT SARKAR, RAVI KUMAR BYAHUT, SUBARNO ROY, SUTANNA MAJUMDER, TUSHAR CHOUDHURY, PAYEL RAJBANSHI, SUJATA PAUL

II. Member Absent: SARANI BANDYOPADHYAY

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

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

Saikat Gupta.
24.11.22

Full Signature of Mentor with date:

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