



Siliguri Institute of Technology

Minutes of the Meeting with the Mentees

REF. NO.: (SIT/EE/ Mentor-Mentee /2022-2023/ SP -11-01)

Meeting Date: 15.11.2022;

Meeting Time: 1.20 PM (2022, 2023, 2024 Batch);

Meeting Venue Offline Mode: Project Lab. (EE DEPT.)

Meeting Facilitator: Shrabani Pal , Mahua Debnath

Minutes Issued By: Shrabani Pal

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. In house programs
13. Competitive Exam preparation details and motivation.
14. Placement preparation details.

I. **Member Present:** Priya Chakraborty, Benedick Minj, Shayantuk Dey, Pranjal Sengupta

II. **Member Absent:** Subhrajyoti paul , Suraj Singh ,Shahid Afridhi, Shubhrajit Dutta, , Souradip Das, Danish Das, Isha Paswan , Toohin Hansda, Anshuman Roy, Aritra Pal, Md. Akbal Hussain, Shiba Barman

III. Key Discussion Points on present agendas:

At the beginning of the meeting all the mentees were welcomed and asked about their academic and non-academic related issues. They said that they are satisfied about the teaching-learning method and they do not have any non-academic related issues now.



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Sl.No	Agenda	Key Discussion Points on present agendas
1	Update data in KYS form if any	All the students (Except newly admitted Lateral students) already submitted with their passport size photographs
2	Academic and Non Academic gaps	<ol style="list-style-type: none">1. Students have no issue related to daily class.2. One students proposed to change the schedule for Aptitude class
3.	Enquiry on health-related issue of Mentees and his / her family member(s)	No sever issue they discussed
4.	Participation in Extra-Curricular activities	Encouraged all students
5.	Motivate the member for indulging in positive thought and attitude in their academic activities	Encouraged all students to attend the class regularly and participate in different events. Also one live example discussed with the students to improve their positive thought.
6.	Peer learning activity details (eg. Club Activity, Skill Development, GDPI Session,	Students are suggested to involved in Mini Project. Piya Chakraborty regularly doing some courses to develop the skill for Coding. She was a team member of DEV fest(Coding Fest)
5.	Soft Skill MOOC'S	Already done in previous semester
6.	Project and Research Activity	4 th year students are doing Project and some of the 2 nd , 3 rd year students are mini project. They are motivated to engage in Mini Project.
7.	Attendance for Training activity and academic activity	Students attended the Training and attended the webinar and seminar organized by different department. They are encouraged to attend it in regular basis and note the key point of that.
8.	Placement and Competitive Exam preparation	Already some extra classes regarding this incorporated in class routine of 3 rd and 4 th year. They are asked to attend the class in regular manner.



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9.	To collect information about Scholarship	
10.	Misc.	They have encouraged to participate in different curricular and extracurricular activities and motivate to make them ready in terms of Skill development activities, social activities etc.

I. Next Steps:

- a) To increase the attendance and project related involvement.

SP
22/11/2022 AK
22/11/22
Shrabani Pal and Mahua Debnath

Date: 22.11.2022

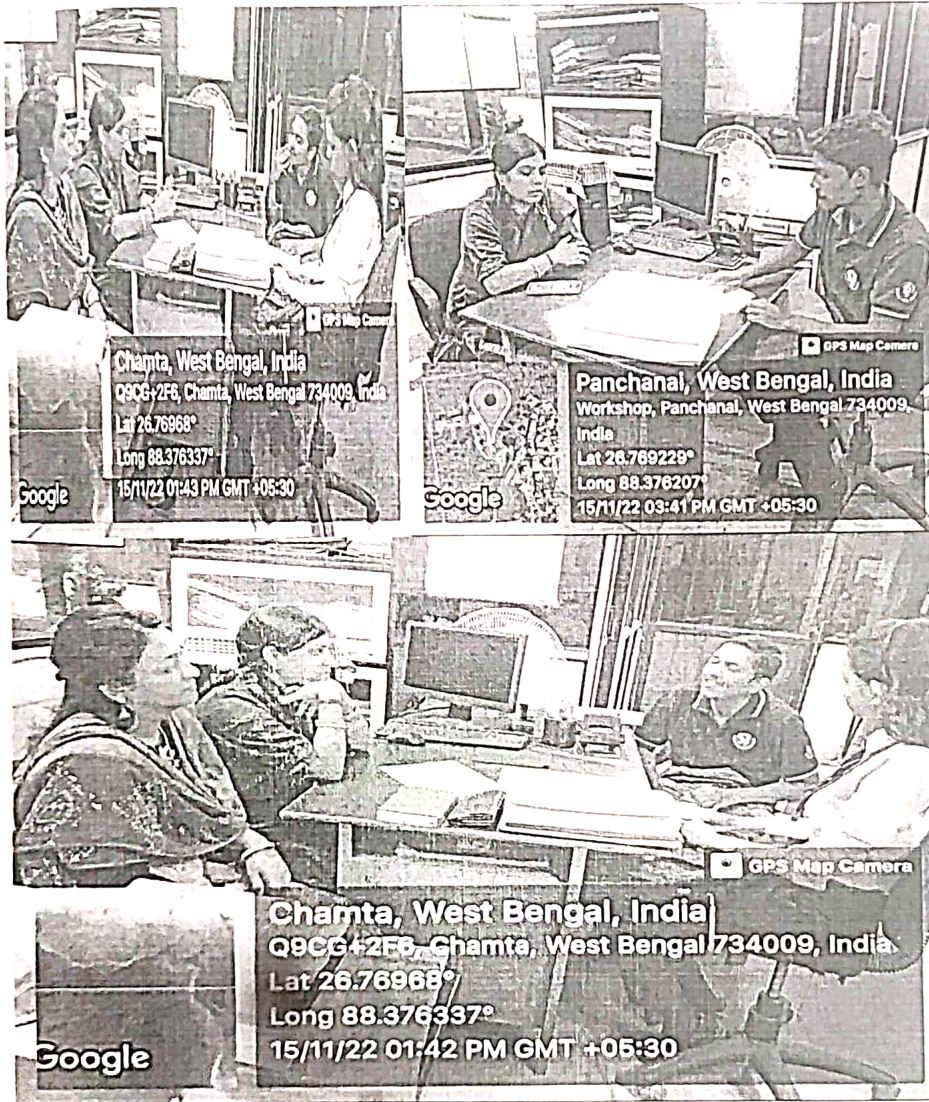
Full Signature of Mentor with date:

AK
22/11/22



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4.3 Event Photograph (Geo tagged):



Handwritten signature and date: 15/11/22



MENTORING SESSION RECORD

Meeting Date: 15.11.2022; Meeting Time: 1.20 PM ; Meeting Venue: Project Lab.(EE DEPT.)

Session Summary:

Name of the Mentee:	Priya Chawaborky
Semester	5 th
Year:	3 rd
Admission Year:	2022 .
Proposed Resolution:	<ol style="list-style-type: none">1. Preparing for coding round for placements2. Contacting with alumni for guidance .3. Aptitude class timing should be changed.

Name of the Mentee:	Shayantuk Dey .
Semester	3 rd
Year:	2 nd
Admission Year:	2021.
Proposed Resolution:	<ol style="list-style-type: none">1. Couldn't perform well in the CAT examination due to the completeness of the subjects .

SRP
15/11/2022



MENTORING SESSION RECORD

Meeting Date: 15.11.2022; Meeting Time: 1.20 PM ; Meeting Venue: Project Lab.(EE DEPT.)

Session Summary:

Name of the Mentee:	Benedick minj
Semester	5th Sem
Year:	4th
Admission Year:	2019 -
Proposed Resolution:	Preparation for gate.

Name of the Mentee:	Bronsal Sen Gupta
Semester	3rd semester
Year:	2nd Year
Admission Year:	2022
Proposed Resolution:	Till now I am not facing any problem.

18/11/2022



MENTOR-MENTEE MEETING ATTENDANCE RECORD

Meeting Date: 15.11.2022; Meeting Time: 1.20 PM ; Meeting Venue: Project Lab.(EE DEPT.)

SL.NO.	NAME	SEMESTER	SIGNATURE
1	Priya Chakraborty	5 th Sem	Priya Chakraborty
2	Shayantule Dey	3 rd	Sh
3	Benedick mrij	4 th (7 th Sem)	Bm
4	Bronsal SenGupta	3 rd sem	<u>P.S-G</u>

APY
15/11/2022