

MENTORING SYSTEM (2020-21)

A robust mentoring system is developed at Bengal School of Technology and involves a monthly meeting between the faculties (Mentor) with the students (Mentee). All aspects of the academic and non-academic (Extra-curricular) development of the students are noted and the improvement areas for each of the students are discussed.

Number of students (Mentee) enrolled in the institution (2020-21): 496 (B. Pharm & M. Pharm)

Number of full time teachers (Mentor): 23

Mentor: Mentee ratio (approx.) -- 1:22

1. For a group of 20 to 25 students a faculty member is assigned as Mentor who provides unbiased advice to their Mentees in developing specific skills and knowledge that will enhance the Mentee's professional and personal growth.
2. A senior faculty member is assigned as Head Mentor or class representative of respective year/batch. The role of Head Mentor is to collect feedbacks of their concerned sections periodically from the Mentors and to analyze and/or prepare a report for every semester.
3. A senior faculty member is also assigned as Chief Mentor to look after the entire mentoring process.

Role of Mentor

1. Section Mentors and Mentees will meet once every month.
2. The points which can be discussed by the Mentors are:
 - a) Any discipline specific goal/target to be achieved by the mentees for better career opportunities
 - b) Guide the mentees to look at their current studies in new ways and introduce them new ideas or concepts
 - c) Aware the mentees, where to find the resources which can help in the course of study
3. To encourage open and honest dialogue, and listen to and respond to the needs of the mentee.
4. To help the mentee develop and work to achieve realistic and meaningful goals.
5. To create awareness about the systems of the college.
6. To answer mentee's question on all academic and extra-curricular issues and to encourage them to participate in different academic (online classes, virtual labs, attending webinar, online entrepreneur, internship project etc.) and extra-curricular (special activities during lockdown period for MAR, NSS, etc.) activities.
7. To collect attendance report from class teachers every month and to evaluate the report at the end of every month and to collect the documents regarding medical certificate / special cases and keep in the file.

8. To fill up **Mentor Report Forms (MRFs)** of both University (as guided by SPOC, MAKAUT) and College once for each semester, taking information from both class teachers and mentees.
9. To maintain confidentiality of the mentees (sensitive / personal issue).
10. The Section Mentor is expected to gradually understand which of the mentees are academically weaker than the others. They should be counseled even more carefully.
11. Mentors should meet once with Head Mentors every month and give feedbacks of their concerned sections.

Role of Head Mentor

1. Head Mentors are the class representatives of respective year/batch.
2. To distribute **Mentor Report Forms (MRFs)** of both University and College to mentors and to collect it at the end of each semester.
3. To collect attendance report from class teachers / mentors every month and to evaluate the report at the end of every month.
4. Head Mentors should meet once with Mentors every month to take feedbacks of their concerned sections and should prepare a report for every semester. In case of poor attendance of students, Head Mentors should interact with parents/guardians once in a month in consultation with Chief-Mentor, Principal and keep documentation.
5. The information regarding unusual behavior like drug addiction, smoking, alcohol intoxication, ragging etc. should be provided to Principal.

Role of Chief Mentor

1. To look after the entire mentoring process
2. To take feedbacks from Head Mentors
3. To interact with students and/or their guardian regarding academic (attendance, examination performance etc) and extra-curricular performances in consultation with Principal.
4. To provide feedback / action taken to Principal as and when required.

Up-gradation of Mentoring System during COVID-19 pandemic situation

1. As guided by University all mentors are advised to be remain connected with the students to guide and advise them in terms of (i) special activities during lockdown period for MAR, (ii) taking advantage of lockdown period by enrolling fee MOOCs courses in different national/international platform for earning academic credits, (iii) mentor them for online classes, virtual labs, attending webinar, online entrepreneur and internship project activities and other online activities to enhance their knowledge and skill.

2. Mentoring process is also upgraded from Off-line to On-line mode (Great Learning / Zoom meeting / Google meet) or any other suitable mode (Google form, E-mail, WhatsApp etc), as an when required by the mentors and with proper documentation (date of mentoring, capturing photo / screen shot of mentoring etc).

3. Meanwhile, University has created a Mentoring portal (<https://mr.makautwb.net>) for uploading Mentee's data A Student Database comprising Mentor Report Form (as guided by SPOC, MAKAUT) is maintained by each faculty mentor for specific details like:

1. Information about the student, Attendance etc.
2. Any unusual behaviour of the student (due to any problem)
3. Characteristic behaviour of the student
4. Involvement in extracurricular activity or passing of free time
5. Outreach Programme (NSS, Social activity, Blood donation camp etc.)
6. Effort for carrier development (MOOCS/ Skill Development / etc.)
7. Communication pattern (Verbal, Body language etc.)
8. Health issue (Height, Weight etc.)
9. Physical issue (Blood group, Normal or Challenged etc.)
10. Mental Health

MENTOR LIST (2020-21)

Batch	Roll No.	Name of Faculty	Designation	Contact No.
		Dr. Sudip Kumar Kar	Chief Mentor	9830357354
D. Pharm 2020-22		Mr. Utpal Misra	Head Mentor	9433475303
	DPH20-001 to 020	Dr. Nihar Ranjan Pal	Mentor	9433579494
	DPH20-021 to 040	Mr. Gouranga Sundar Roy	Mentor	8194831385
	DPH20-041 to 060	Ms. Sangita Panja	Mentor	8145367451
B. Pharm 2020-24 (UG-I)	19301920001 to 21	Dr. Ramesh Kumari Dasgupta	Mentor	9836090092
	19301920022 to 42	Mr. Ayon Dutta	Mentor	6290747946
	19301920043 to 63	Mr. Saikat Sarkar	Mentor	8924046006
	19301920064 to 84	Mr. Kausik Bhar	Mentor	8886322911
	19301920085 to 105	Dr. Sankhadip Bose	Head Mentor	9932641201
B. Pharm 2019-23 (UG-II)	19301919001 to 19	Ms. Saumya Das	Head Mentor	9533878056
	19301919020 to 38	Ms. Sudipta Roy	Mentor	8944953297
	19301919039 to 57	Mr. Sougata Mallick	Mentor	8017457949
	19301919058 to 62 19301919073 to 86	Mr. Dharmajit Pattanayak	Mentor	9533727372
	19301919087 to 103, 19301920107 to 115 (Lateral)	Mr. Atanu Chatterjee	Mentor	6291910580
B. Pharm 2018-22 (UG-III)	19301918012 to 34	Ms. Dishari Dutta	Head Mentor	9703732736
	19301918035 to 57	Mr. Raja Majumder	Mentor	8260616605
	19301918058 to 80	Mr. Partha Pratim Das	Mentor	8334019509
	19301918081 to 103	Ms. Rituparna Das	Mentor	8981400296
	19301918104 to 116, 19301919063 to 72 (Lateral)	Ms. Sasmita Dash	Mentor	7008002173
B. Pharm 2017-21 (UG-IV)		Mr. Kh. Hussan Reza	Head Mentor	8420579337
	19301917008 to 30	Dr. Biswajit Basu	Mentor	9724142699
	19301917031 to 53	Dr. Anandamoy Rudra	Mentor	8697851515
	19301917054 to 76	Mr. Abhijit De	Mentor	8274847571
	19301917077 to 100	Dr. Durgesh Ranjan Kar	Mentor	9831879365
	19301917101 to 122	Ms. Joyeeta Maiti	Mentor	8272968516
	19301917123 to 131, 19301918001 to 11, 117 (Lateral)	Mr. Shaibal Chandra	Mentor	8016282225
M. Pharm (Pharmaceutics)	All students	Dr. Paramita Dey	Mentor	9051477424
M. Pharm (Pharmacology)	All students	Mr. Abhijit De	Mentor	8274847571

Note: Mentor list remain fixed for the entire academic session.

Mentor Report Form: B. Pharm 2nd year, 4th sem

April - June, 2020

The name and photo associated with your Google account will be recorded when you upload files and submit this form

Not spocbst193@gmail.com? [Switch account](#)

* Required

Email *

Your email

Name of the student *

Your answer

Father's Name / Gurdian Name *

Your answer

Date of Birth *

Date

mm/dd/yyyy 

Aadhaar Number *

Your answer

Program *

Choose

Batch *

Choose

University Roll No. *

Your answer

University Registration No. *

Your answer

Year & Semester *

Your answer

Name of the Mentor *

Choose ▾

Name of the Head Mentor *

Choose ▾

Name of the Chief Mentor *

Your answer _____

Academic activity: Attended the virtual online theory classes *

Yes

No

Attended the virtual online practical classes *

Yes

No

Nature of platform used for virtual online classes (Can select more than one) *

Google Classroom

Zoom Meeting

YouTube Channel

Satisfaction level of virtual classes *

Choose ▾

Study materials supplied by subject teacher *

Yes

No

Mode of distribution of study materials (Can select more than one) *

Email

Google Classroom

Online continuous assessment test conducted by subject teacher *

Yes

No

Mode of continuous assessment (Can select more than one) *

- MCQ
- Assignment
- Others

If 'Others', please specify

Your answer _____

Attended MOOCs courses or any other online courses *

- Yes
- No

If 'Yes', please mention the name of the course

Your answer _____

Whether appeared in Online assessment test on MOOCs / Online courses *

- Yes
- No

Extra-curricular activity: Participated in special MAR activity during Lockdown *

- Yes
- No

If 'Yes', please select the activity (Can select more than one)

- Theme Photography
- Video Film Making inside house using mobile phone
- Writing of poetry, story, blog
- Reviewing of story books, novels, films, documentaries, YouTube videos
- Cooking recipes and/or cooking
- Recording of Song/Music
- Gardening within the house
- Helping parents and family members in household work/matters
- Creation of Social Networking Groups to spread social awareness
- Writing of technical (scientific & management oriented) review article
- Mobile App development/Coding Solution
- Learning of Foreign Languages with certification
- Others

If 'Others' please specify

Your answer _____

Self-declaration: I do hereby declare that the details furnished here above by me are true to the best of my knowledge & belief. *

- Yes
- No

Digital Signature *

[Add file](#)

Submit



Upload Information

Please provide the details about the Student:

(i) Name of the Student	<input type="text"/>	
(ii) Roll No.	<input type="text"/>	
(iii) Name of the Mentor attached	<input type="text" value="Khandeker Hussan Reza"/>	
(iv) Students attendance	<input type="text"/>	
(v) Any unusual behaviour of the student (due to any problem)	<input type="text" value="a. No or any personal problem"/>	
(vi) Characteristic behaviour of the student	<input type="text" value="Very clam"/>	
(vii) Involvement in extracurricular activity or passing of free time	<input type="text" value="a. Games - To be specified (i.e. football /cricket /volley /T.T. /Carom/ etc)"/> <input type="text" value="b. Sports – Specific event should be mentioned, (sprint/ Long distance runner/Jumper/ any other event)"/> <input type="text" value="c. Music - Vocal/ Instrumental"/> <input type="text" value="d. Dance - Bharat Natyam/ kathak/ Kunchipuri/ Creative etc."/> <input type="text" value="e. Passing free time by Watching T.V. or busy with mobile or any other"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(viii) Participation in out reach programme	<input type="text" value="Social activity outside the campus"/>	
(ix) Effort for career development	<input type="text" value="MOOCS"/>	
(x) Verbal communication pattern	<input type="text" value="a. English"/> <input type="checkbox"/> Fluent <input type="checkbox"/> Stammering <input type="checkbox"/> Fumbles <input type="text" value="b. Bengali"/> <input type="checkbox"/> Fluent <input type="checkbox"/> Stammering <input type="checkbox"/> Fumbles <input type="text" value="c. Hindi"/> <input type="checkbox"/> Fluent <input type="checkbox"/> Stammering <input type="checkbox"/> Fumbles <input type="text" value="d. Body Language"/> <input type="text" value="Free while speakin"/>	
(xi) Health Issue	<input type="text" value="a. Height"/> <input type="text" value="b. Weight"/>	<input type="text"/> <input type="text"/>
(xii) Physical	<input type="text" value="a. Blood Group"/> <input type="text" value="b. Normal or challenged"/> <input type="text" value="c. Eye Spect with spot or without"/>	<input type="text"/> <input type="text"/> <input type="text"/>
(xiii) Mental Health	<input type="text" value="Very nervous"/>	
(xiv) Any other facet felt by the mentor to be of worth mentioning	<input type="text"/>	
(xv) Comment of the Mentor	<input type="text"/>	