

4. MENTOR MENTEE MEETING

4.1 Notice-Call for Meeting: REF. NO.:

(SIT/ECE/Mentor-Mentee/EVEN/AY23-24/MMM-I)

Meeting Date: 15.03.2024; Meeting Time: 1:30 PM; Meeting Venue: 236, 2nd Floor, SIT Main Building;

Subject: Mentor Mentee Meeting 1 (To discuss about forthcoming CA3 exam, placement preparation, project outcome and other issues raised by the mentees);

Address to: All Mentees

Copy to: ECE Mentoring Coordinator; HOD (ECE);

4.2 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.

4.3 Event Photograph (Geo tagged):



5. MENTORING SESSION RECORD

Date: 15.03.2024

Time: 1:30PM

Venue: 236, 2nd Floor, SIT main Building

5.1 Session Summary:

Name of the Mentee:	Tina Dalai, Aritra Saha, Biraj Ghosh, Raj Saha, Sourav Paul,
Semester	8 th
Year:	4th
Admission Year:	2020-21
Proposed Resolution:	<ol style="list-style-type: none">1. They are preparing for campus drive and internships.2. They are advised to complete final year project

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

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Meeting Facilitator: Manas Saha; Minutes Issued By: Manas Saha;

1. Meeting Purpose/Agendas: 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.
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 - e. HOD
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14. Placement preparation details.

Member Present: Tina Dalai, Aritra Saha, Biraj Ghosh, Raj Saha, Sourav Paul,

Member Absent: Shrijit Das, Sourik Choudhury, Subhranil Sarkar

- I. Key Discussion Points on present agendas:
 - To be regular in class and complete project work.
 - Enquired if there is any difficulty in any subject.
 - To be regular in training program
 - To take utmost preparation for campus drive
- II. Next Steps: To meet again

Full Signature of Mentor with date: