

# Office of the Principal, Government P.G. College Naraingarh

## Mentor Meeting

Notice No.: 295

Dated: 06/03/24


All the staff members to kindly note that the Mentor Mentee meeting is scheduled to be held on 14.03.2024 at 12:00PM to 1:00 PM. All the mentors to maintain the list of the mentees in their Attendance Register. All the mentors will deliver the agenda of mentor mentee meeting by explaining each agenda in detail and will not leave the students till the time is over and share the list of absentees (Annexure-A) at the office with Ms. Kiran (Peon), the same day itself before leaving the college.

### Agenda for the Mentor-Mentee Meeting

Important points to be discussed in the mentor mentee meeting are:-

- All the students to enter the college wearing their ID Cards. No student will be allowed to enter the college without their ID Cards.
- All the students should attend their classes regularly. The students should have atleast 75% attendance in their respective classes for appearing in final examinations. If any student is absent from the class continuously for 7 working days and has not taken readmission after the first NSO will not be given University Roll Numbers.
  - NSO student needs to present an application for readmission duly signed by their parents within 10 working days from the date of NSO.
  - The readmission of such students will be purely on recommendation of concerned subject teacher who had struck off their name from college rolls.
  - Readmission of the students is allowed only twice during the entire UG/PG courses. If the name of the student is struck off for the third time, then such student will not be allowed to readmit in the college again.
- Students of First year classes should ensure that their ABC account is created. To create their ABC account the students should contact following teachers at their earliest :
  - Ms. Sunita Rani (Computer Instructor)
  - Ms. Sapna Gupta (Computer Instructor)
- All the students to ensure proper use of Dustbins for throwing the garbage and litter. No student will throw litter in classrooms, corridors or green spaces. If any student is found throwing litter here and there will be punished.
- It is the responsibility of the students to maintain discipline and to take care of the college property.
- The students should ensure switching off the lights and fans before leaving the classrooms.
- Any student found damaging the college property will be rusticated from the college.
- Entry of outsiders in the campus is strictly prohibited no student will encourage outsiders to accompany them.
- All the students to visit Library in their free lectures. It is mandatory for all the students of PG classes to get themselves registered with INFLIBNET, which is available at the Library or students may contact Mr. Swarnjeet Singh, faculty in the Department of Computer Science.
- The college library is fully computerized. The students can get the books issued and can get their library account checked with the help of Barcodes printed on their ID Cards.
  - The books once issued should be returned within 14 days. The students can reissue the same book upto maximum of 3 times.
  - If any student fails to return the book within the stipulated time period then fine will be imposed on the student of Re.1 per day upto 2 months, thereafter the fine of Rs 2 per day, until the book is returned.
- The college conducts Parent Teacher Meeting once a semester and all the students to share this information with their parents and make their parents meet all their subject teachers at the time of PTM whenever it is scheduled.
- All the students are requested to visit College website on regular basis. Our college website is <http://gcnaraingarh.edu.in>

Convener

  
Principal,  
Govt. College  
Naraingarh (Ambala)

**Annexure-A**

**Minutes of Mentor-Mentee Meeting**

**Date of Meeting:**

**Class:**

**Name of Mentor:**

**Number of Students Present:**

**Timing and Venue:**

**Points Discussed with the Mentees:**

**Issues Raised by the Mentees:**

**Students Signatures (any five):**

**Signature of Mentor**

Name of the Mentor	Class	Students Allotted	Room No.
Dr. Apurva Chawla	B.A.-II	1220041002001-2070	1
Dr. Deepika Parashar	B.A.-II	1220041002071-2149	2
Sh. Joga Singh	B.A.-II	1220041002150-2228	4
Sh. Shubham	B.A.-II	1220041002229-2308	6
Dr. Parveen Kr (Eng.)	B.A.-II	1220041002309-2410	8
Ms. Gauri	B.A.-II	1220041002414-2441, 120004002065, 1210041002316	9
Mohammad Ali	B.A.-III	1210041002002-2053	10
Jagjeet Kaur	B.A.-III	1210041002054-2119	18
Devinder Singh	B.A.-III	1210041002120-2183	19
Ritu Nara	B.A.-III	1210041002185-2258	20
Preeti	B.A.-III	1210041002259-2326	21
Sh.Satish Kumar	B.A.-III	1210041002330-2415	11
Ms. Neelu Rani	B.A.-III	1210041002416-2491	12
Ms. Indu Dhiman	B.A.-III	1210041002493-2536	13
Asha	B.A.-I	1230359001-9060	15
Mohammad Rafi <i>Mr. Nismal</i>	B.A.-I	1230359061-9120	28
Mridul Dhingra	B.A.-I	1230359121-9180	30
Dr. Baldev Singh	B.A.-I	1230359181-9240	31
Priya Malik	B.A.-I	1230359241-9300	44
Dr Jagdeep Singh	B.A.-I	1230359300-9360	44
Parveen Kumar (Pol. Sc.)	B.A.-I	1230359361 onwards	Seminar Hall Right
<del>Vandana Saini</del> <i>Ms. Sonica</i>	B.C.A.-I	1232329001-9040	Seminar Hall Left
Dipti Dhingra	B.C.A.-I	1232329041-9080	32
Dr. Rahul Kumar	B.C.A.-II	1220041011001-40	45
Dr. Deepak Saini	B.C.A.-II	1220041011041-81	45
Reema Sandhu	B.C.A.-III	1210041011001-52	26
Sh. Rajinder Kumar	B.Com.-II	1220041003001-3050	C-1
Ms. Manisha Devi	B.Com.-II	1220041003051-3100	C-1
Ms. Sapna Gupta	B.Com.-II	1220041003101-3150	C-3
Ms. Sapna Saini	B.Com.-II	1220041003151-3206	C-3
Rakesh Kumar	B.Com.-III	1210041003001-3050	C-4
Raj Rani	B.Com.-III	1210041003051-3101	C-4
Manisha Arora <i>Jmaged</i>	B.Com.-III	1210041003103-3157	C-6
Ashima Thakur	B.Com.-III	1210041003158-3223	C-6
Mukesh	B.Com.-I	1230365001-5070	C-10
Daljeet Kumar	B.Com.-I	1230365071-5140	C-9
Nisha Devi	B.Com.-I	1230365140 onwards	C-8
Priya	B.Sc.-II	1220041015001-59	33
Dr. Pooja Deep	B.Sc.-III	1210041015001-40	35
Sonu Rani	B.Sc.-III	1210041015041-85	32
Ritu Mittal <i>Ms. Neha Nalia</i>	B.Sc.-I	1230371001-1061	Library GF

Swarnjeet	PGDCA	2231970001 Onwards	37
Sanjeev Kumar (Eng)	M.A.-I (Eng)	2232426001 Onwards	Language Lab
Naresh Kumar	M.A.-I (His)	2231968001 Onwards	Audi – Back Row
Chanchal Rani	M.Com II	140001 Onwards	SCR
Sanjeev Aggarwal	M.Sc. Geo II	130001 Onwards	Library FF
Seema Rana	MA II Eng	110002 Onwards	Audi Left Row
Sanjeev Kumar (His)	MA II History	120001 Onwards	Audi Right Row
Renu Kumari	M.COM I	2231969001 Onwards	Audi Middle Row

#### Teachers on Observation Duty

Sanjeev Kumar (Geography)	Overall Discipline In-Charge
Subhash Kumar	Department of Arts
Renu Gupta	Department of Arts
Suman Lata	Department of Commerce
Anil Saini	Department of Science
Dr. Rajiv Goyal	Department of Science