



SAO CHANG COLLEGE

MENTORING COMMITTEE

NOTICE

This is to inform all the members of the Mentoring Committee that a meeting will be held on Tuesday, **22nd August 2023** at **11:00 am** in the Art's Faculty room or Library, whichever is convenient. All concerned are requested to make time and attend the same.

Agendas:

1. Action plan for 2023-24
2. Division of mentees (1st semester)
3. Biodata format
4. Mentoring Session
5. Any other

Dated: 21-08-2023

Sd/-
Coordinator
Mentoring Committee

Meeting minutes:

1. The meeting was chaired by the Committee coordinator, Ms. Rangbenkumla Chang
2. The Committee discussed the action plan for 2023-24 and further decisions were made.
 - a. To allot the 1st Semester students to their mentors.
 - b. To identify the poorest of the poor among the mentees by their mentors and recommend their names to the Mentoring Committee so that they can be further forwarded to Student's Welfare Committee.
 - c. To organize monthly mentoring sessions (at least 4 per semester).
 - d. To organize a seminar for last semester's students on "Emotional Intelligence".
 - e. To organize a collage-making competition in observance of World Mental Health Day.
 - f. To collect feedback forms from mentees after every mentoring session.
3. The Committee decided to conduct the first general mentoring session on **31st August 2023 from 1:30 to 2:30 pm.**
 - The classrooms for the mentors will be allotted on that day
 - Mentees who fail to attend the session will be imposed with a penalty of ₹100/- and the same amount will be used for student's welfare.
 - The session should be in offline mode i.e., in real-time interaction.
 - Mentoring report to be submitted through soft copy.
4. **Ms. Chideno and Ms. Toninaro** were given the charge for the **allotment of 1st-semester students to their mentors.**
5. **Ms. Rangbenkumla** took charge of creating **biodata and feedback forms, and attendance format.**