



Minutes of Meeting of Mentor-Mentee Meetings

Department of Mechanical Engineering

**Bachelor of Technology in
Mechanical Engineering**

(Semester:1st)

Session: 2018-19

Quantum University, Roorkee



G. Gauran


Registrar
Quantum University

Minutes of Mentor-Mentee

Date: 11/12/2018

A meeting of the Mentor-mentee of the **Department of Mechanical Engineering**, Quantum University was held in **Dean's Office**. The discussion was held between the Dean and the Coordinators of the department for the nomination and approval of the Mentor for the current Academic Session 2018-19.

The following faculty members were assigned as the Mentors for the Academic Session 2018-19.

Sr. No	Programme	Year	Name of Mentor	Batch	Total number of students
1	Bachelor of Technology in Mechanical Engineering	1 st Year-Sec A	Mr. Ankur Jain	A1	17
			Mr. M. Kannan	A2	13
2	Master of Technology in Thermal Engineering	1 st Year-Sec A	Mr. M. Kannan	A1	03

In the following semester three mentor-mentee meetings were conducted. In those meetings mentor empathized with the problems of mentees and provided the best resolutions in the interest of students and institution as a whole. The following agendas are detailed below:

The First mentor-mentee meeting of the Department of Mechanical Engineering, Quantum University, academic session 2018-19 was held on **03 September, 2018**, venue **C-001**. The meeting was preceded by the mentor **Mr. Ankur Jain** and 12 mentees, 5 of them were absent. Mentees: Rohit Kumar Ojha, Chandan Rana and Ankit Soni wanted to know the details of existing syllabus of their course. Mentor forwarded the request of the students to the coordinator of the department. After that with the help of Sub Specialty Group, departmental orientation


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program was extensively conducted to help the students to know about their syllabus, assignments and pattern of the examination.

Another problem was raised by mentees: Pradeep Rawat, Shantanu, Shivansh, Vashistha, Rohit Kumar Ojha, Suhail Ali, Roshif and Sarthak asked about the availability of study material and references books in the library. Mentor informed all the students about the book bank provided by the University itself. Besides she also helped students to locate required study materials and references books in the library.

Mentees: Divyansh Sati, Aniket Rastogi and Chandan Jha showed their anxiety and emotional insecurity as they were first time outside the home. Mentor arranged the counseling session of all the mentees so as to help them settle and adjust in the new place with full comfort and security.

In the **Second meeting** date: 10/10/2018, 15 mentees were present, 2 of them were absent. Some of the mentees: Ganesh Sharma, Ankit Soni, Mukul Tyagi, Pradeep Rawat raised concerns about inadequate hostel facilities, such as internet issue, maintenance issues. (e.g., faulty plumbing or electrical problems) Hostel related issues were forwarded to the concern authorities and the problem has been resolved within 2, 3 days through the LMD Department.

Mentees: Chandan Rana, Shivansh, Aniket Rastogi, Ankit Soni has expressed concerns regarding his low attendance, which was primarily attributed to a delay in the registration process. Mentor discussed the issue with first year coordinator, the first-year coordinator promptly scheduled a meeting with the relevant faculty members and asked them to their assistance in organizing additional classes to help improve and maintain the mentee's attendance.

In the **Third meeting** date: 21/11/2018, 15 mentees were present, 2 of them were absent. The mentees: Ganesh Sharma, Anshu Chandan Jha, have expressed a request for additional sessions or revision classes in certain subjects, including mathematics, physics, Basics of computer and C programming. The mentor initiated a discussion on the matter with the first-year coordinator and the relevant faculty members. Subsequently, the coordinator has asked the faculty members to arrange revision classes in their respective subjects. The schedules for the same classes will be communicated to the students.




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The second issue was related to End Term Examination. In this mentess: Md Ibrahim, Mukul Tyagi, Pradeep Rawat, Rohit Kumar Ojha, Roshif were facing exam anxiety for their end semester assessments. Mentor primarily conducted a counseling session to mitigate students' anxiety. Mentor also consulted the faculty members of the respective subjects to conduct mock tests in classrooms based on the exam module.

Next issue raised by mentees: Rohit Kumar Ojha, Anshu Chandan requested to provide time management skills. Mentor guided all students to prioritize the tasks and set the tentative timeline on their own to complete the tasks on the given time.

Another issue raised by Mentees: Sarthak, Aehtajaz Ahmed, Rohit Kumar Ojha shared that they have Lack of feel to join the institute. Students were encouraged to use online free available lectures in the NPTEL and also advised to study from the books. Students were advised to make friends so they don't feel home sickness. Also, special attention given to such type of students who are living away from the home by faculties.



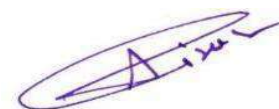
Signature:

(Head of the Department)



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(Mentor)



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Minutes of Meeting of Mentor-Mentee Meetings

Department of Journalism and Mass Communication

**Bachelor of Arts (Hons) in Journalism &
Mass Communication**

Chaudhary

(Semester: 1st)

Session: 2018-19



Quantum University, Roorkee


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Quantum University

Campus: Mandawar, 22 Km Mile Stone, Roorkee-Dehradun Highway (NH-73)

ROORKEE- 247167 (UK)

Minutes of Mentor-Mentee

Date: 15/12/2018

A mentor-mentee meeting was held during each semester in each session twice or thrice as per the requirement of University. Mentor has to take the meeting according to the time-table assigned to them by the department.

The First mentor-mentee meeting of the Department of Journalism and Mass Communication, Quantum University, academic session 2018-19 was held on 24th September 2018, Venue: A-108. The meeting was preceded by the mentor Dr. Arvind Kumar Pal, 13 mentees were present and 4 of them were absent.

In the First meeting date: 24/09/2018, Mentees: Mohan Ram, Harsh Rajput, Anju Kumari and Abhinay Pratap wanted to know the details of their course, exam procedure, assignment and so on. Mentor notified the department coordinator regarding this issue. Then, with the assistance of the Sub Specialty Group, a comprehensive departmental orientation program was held to inform the students of their curriculum, assignments and exam format.

Another issue was raised by the mentees: Prakshika Kamboj, Jessica Chauhan and Kanak Aggarwal they asked about the procedure of issuing books from the library. Mentor explained the procedure of issuing the books and also asked the librarian to assist students.

Mentees: Abhinay Pratap, Amey Mehta, Parvi Saxena, and Jessica Chauhan queried about the ERP system. They also asked the registration deadline and asked their mentors about the process of registration on the ERP system. Mentor gave mentees a thorough explanation of the

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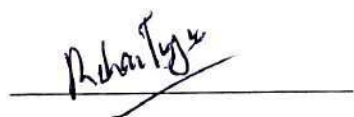
Arvind
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registration process. The mentor arranged for the students to visit the ERP cell on their own at a mutually suitable time, assuring their successful registration.

In the Second meeting date: 10/10/2018, Venue: A-108, 16 mentees were present and 1 mentee was absent Mentee: Khushboo, Kanak Aggarwal, Ajay Kumar and Amey Mehta have expressed concerns regarding their low attendance, which was short due to medical issues. Mentor informed the students about medical certificate and told them that Medical certificate will be submitted within one week Medical is verified and considered for further reference in case of low attendance.

Mentees: Kanak Aggarwal also asked links for the E- study materials. Mentor conveyed this request to the library and asked them to give the students access to the e-study materials and e-library so that classes could continue without disruption.

Mentees: Khushboo and Saurabh Ranjan discussed the challenges of managing their studies and extra co-curricular activities. The mentor recommended the mentees to learn methods for time-management so they could manage their time properly and balance their extracurricular activities, coursework, and assignments.



Signature:
(Head of the Department)



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(Mentor)



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**Minutes of Meeting
of
Mentor-Mentee Meetings
Department of Commerce and Finance
Bachelor of Commerce
Session: 2018-19
(Semester-1st)**

Quantum University, Roorkee

Chauhan



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Quantum University
Campus: Mandawar, 22 Km Mile Stone, Roorkee-Dehradun Highway (NH-73)
ROORKEE- 247167 (UK)

Minutes of Mentor-Mentee

Date: 10/12/2018

A meeting of the Mentor-mentee of the **Department of Commerce and Finance**, Quantum University was held on **13th September, 2018** at **2:30 p.m.** venue **Dean's Office**. The discussion was held between the Dean and the Coordinators of the department for the nomination and approval of the Mentor for the current Academic Session 2018-19.

The following faculty members were assigned as the Mentors for the Academic Session 2018-19.

Session-2018-19						
S. No.	Semester	Mentor Name	Year	Class	Batch	No of Students
1	1 st Sem	Mr. Amit Saini	2018	1st Year Sec-A	A1	17
		Dr. Anshul Sharma		1st Year Sec-A	A2	17
		Mr. Vinay Pal Singh		1st Year Sec-A	A3	17
		Ms. Neeta Sharma		1st Year Sec-A	A4	09



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In the following semester three mentor-mentee meetings were conducted. In those meetings mentor empathized with the problems of mentees and provided the best resolutions in the interest of students and institution as a whole. The following agendas are detailed below:

The **First mentor-mentee meeting** of the Department of Commerce and Finance, Quantum University, academic session 2018-19 was held on **19th September, Venue: A010**. The meeting was preceded by the mentor **Mr. Amit Saini**, in which 10 mentees were present and 7 of them were absent.

In the first meeting date: 19- 09-2018, Mentees (Aman Kumar & Ankit Singh) who missed the registration deadline have asked mentor to understand the process of registration on the ERP system in order to ensure that their attendance records are accurately reflected in ERP also they could access to critical resources such as the timetable, syllabus, assignments, and other relevant materials through the ERP system. Mentor provided mentees with a comprehensive overview of the registration procedure, emphasizing the requirement for the submission of a minimum of 75 percent of the fees. Subsequently, during a mutually convenient time, the mentor facilitated individualized visits for the students to the ERP cell, ensuring their successful registration.

Another problem was raised by the mentees: Ayushi Choudhary and Aman Kumar. They asked about various aspects such as syllabus discussion, credit system, GP marks, assignment and exam pattern. Mentor described a comprehensive and detailed explanation of the entire curriculum to the mentees.

Mentees Deepanshi, Ajay Pratap Singh, Ankit Singh asked about the various clubs available at the university and sought guidance on the enrollment process for these clubs. Additionally, some mentees inquired about the procedures for participating in sports activities. Mentor gave information about different clubs at the University, explained how to join them, and encouraged the mentees to get involved enthusiastically.

In the second meeting date: 17-10-2018, venue: A010, 12 mentees were present 05 of them were absent. Some mentees (Akarshita Gupta and Anchal Kalra) expressed their concern about not yet receiving their uniforms. Mentor brought up this issue with the University's Uniform in-charge, and received a commitment that the problem would be resolved within a week.


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Another problem was forwarded by the mentees Ayushi Choudhary, Amjed Ali, Aditi Srivastava, Aman Kumar and Ayushi Baliyan. They have expressed concerns regarding the malfunctioning of the projector in the classroom and occasional difficulties in obtaining a functional projector for their classes. Mentees (Ayushi Choudhary, Amjed Ali, Aditi Srivastava, Aman Kumar, Ayushi Baliyan) have expressed concerns regarding the malfunctioning of the projector in the classroom and occasional difficulties in obtaining a functional projector for their classes. Mentor addressed the matter by holding a discussion with the first-year coordinator. Subsequently, the first-year coordinator issued instructions to the system administrator concerning the project-related issues. Mentor also conveyed to the class representative the importance of initiating the project prior to commencing the lecture, ensuring timely submission to the system administrator, and class representative also take responsibility of projector.

Some Mentees: Ayushi Baliyan and Ankit Singh from non-commerce background faced challenges in comprehending accounts lectures. Mentor discussed this issue with concern faculty member and requested him to provide extra help and explanations on accounting topics for students who are finding it difficult, through additional tutoring or study sessions.

In the third meeting date: 28-11-2018 venue: A010, 11 mentees were present and 6 of them were absent. Some mentees (Abdul Raziq, Aashi Pasricha) who are hostellers raised their concern about the quality of hostel food. Following a discussion between the mentor and the mess manager, where the latter committed to improving food quality, a food mess committee was established for ongoing supervision. This committee will conduct periodic food quality audits to ensure consistent adherence to standards (taste, hygiene, variety, menu, nutritional value).

Mentee (Amjed Ali) was feeling anxious about his end-term exams. Additionally, he was eager to receive the end-term exam date sheet to plan and prepare effectively for his upcoming exams. Mentor offered encouragement to the students, assuring them that there's no need to feel anxious about the upcoming end-term exams. Mentor also informed the students that the end-term date sheet will be made available on the ERP and mentor also share it via Whatsapp group at least 10 to 15 days before the examinations commence.


Signature:

(Head of the Department)






Signature:
(Mentor)


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Minutes of Meeting of Mentor-Mentee Meetings

**B.VOC-Automotive Manufacturing Technology
(Semester: 1st)**

Session: 2018-19

Quantum University, Roorkee

Ghoshan



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Campus: Mandawar, 22 Km Mile Stone, Roorkee-Dehradun Highway (NH-73)

ROORKEE- 247167 (UK)

Minutes of Mentor-Mentee

Date: 13/12/2018

A meeting of the Mentor-mentee of the **Department of Mechanical Engineering**, Quantum University was held in **Dean's Office**. The discussion was held between the Dean and the Coordinators of the department for the nomination and approval of the Mentor for the current Academic Session 2018-19.

The following faculty members were assigned as the Mentors for the Academic Session 2018-19.

Sr. No	Programme	Year	Name of Mentor	Batch	Total number of students
1	B.VOC-Automotive Manufacturing Technology	1 st Year-Sec A	Mr. Mukesh Kumar	A1	18
			Mr. Naveen Rana	A2	18
			Mr. Surinder Kumar	A3	18
			Mr. Soumya Mohan Sharma	A4	06
		1 st Year-Sec B	Dr. V.K Goel	B1	18
			Mr. Vivek Kr. Sharma	B2	18
			Mr. Ashok Kumar Seth	B3	18
			Mr. Soumya Mohan Sharma	B4	06
		1 st Year-	Mr. Naveen Rawat	C1	18
			Ms. Rakhi Sharma	C2	18



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	B.VOC-Automotive Manufacturing Technology	Sec C	Ms. Renu Choudhary	C3	18
			Mr. M. Kannan	C4	06
		1 st Year- Sec D	Mr. Krishna Kumar Pandey	D1	18
			Mr. Vaibhav Gupta	D2	18
			Mr. Soumya Mohan Sharma	D3	04

In the following semester, three mentor-mentee meetings took place. In these sessions, the mentor demonstrated empathy towards the challenges faced by the mentees and offered optimal solutions in the best interests of both the students and the institution.

The specific agendas for these meetings are outlined below:

The First mentor-mentee meeting of the Department of Mechanical Engineering in B.VOC-Automotive Manufacturing Technology, academic session 2018-19 was held on 10 September, 2018, venue C-002. The meeting was preceded by the mentor **Mr. Mukesh Kumar** and 10 mentees were present, 8 were absent.

Mentees Aravind Kumar, Chatra Pal, Akash Gangwar, and Bhagwat Singh Sammal conveyed their interest in learning about their current course syllabus. The mentor forwarded the students' request to the department coordinator, leading to the organization of a comprehensive departmental orientation program in collaboration with the Sub Specialty Group. This program aimed to provide valuable insights into syllabus details, assignment requirements, and examination patterns for the students.

Another issue was raised by mentees:

During the session, mentees Bhupendra Singh, Ankit Badoni, and Chetan Kumar Palariya raised concerns about accessing study materials and reference books in the library. The mentor addressed these queries by informing all students about the university's book bank services. Additionally, the mentor personally assisted the mentees in locating the required study materials and reference books within the library.

In the **Second meeting** date: **15 Oct 2018**, 16 mentees were present, 2 of them were absent.



Chetan

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Ashok Singh Nagarkoti highlighted challenges, including decreased concentration, sleep disturbances, and emotional strain due to stress. The mentor suggested stress management strategies, such as incorporating regular breaks, practicing mindfulness exercises, and seeking professional support for a balanced well-being.

Another problem was raised by mentees:

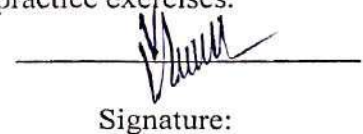
During the meeting, mentees Abhishek Kumar, Abhishek Maheshwari, and Bheem Singh sought advice from the mentor on time management. The mentor offered guidance by emphasizing the importance of prioritization, creating structured schedules, and incorporating breaks into their routines. The mentees were encouraged to implement these suggestions.

In the Third meeting date: 26/11/2018, 15 mentees were present, 3 of them were absent.

In the meeting, mentees Ashok Singh Nagarkoti, Anup Majhi, and Chandra Mohan Pandey expressed the need for additional sessions and revision classes in subjects like manufacturing process quality control, inspection, and computer awareness. Simultaneously, Chatra Pal and Chandra Mohan Pandey sought guidance on developing answer writing skills. The mentor promptly initiated discussions with the first-year coordinator and relevant faculty members to address these concerns. As a result, the coordinator instructed faculty members to organize revision classes for the specified subjects, and the schedules for these sessions will be communicated to the students. Additionally, in response to the inquiries about answer writing skills, the mentor outlined a plan involving focused guidance and practice exercises.


Signature:

(Head of the Department)


Signature:

(Mentor)




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