



**Minutes of Meeting
of
Mentor-Mentee Meetings**

**Department of Humanities and Social
Sciences**

**Bachelor of Arts (Hons)
(Semester: 1st)**

Session: 2019-20

Quantum University, Roorkee



G. Kaur

A. K. Singh
Registrar
Quantum University



Quantum University

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

Minutes of Mentor-Mentee

Date: 24/11/19

A meeting of the Mentor-Mentee of the **Department of Humanities and Social Sciences, Quantum University**, academic session 2019-20 was held on 27 September 2019, at **2:30 p.m. venue Dean's Office**. The meeting was held between the Dean and the Coordinators of the department for the nomination and approval of the Mentor for the Academic Session 2019-20.

The following faculty members were assigned as the Mentors for the Academic Session 2019-20.

Sr. No	Programme	Year	Name of Class advisor	Total Number of Students
1	Bachelor of Arts (Hons)	1st	Mr. Abdulla Malik	15
2	Bachelor of Arts (Hons)	2nd	Mr. Varun Agarwal	10

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 Humanities and Social Sciences, Quantum University**, academic session 2019-20 was held on **30 September, 2019 Venue: A-**



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012. The meeting was preceded by the mentor **Mr. Abdulla Malik**, in which 15 mentees were present and none of them were absent.

In this meeting Mentees: Kaushik Himral, Avigyata Sarkar, Akiriti Rawat, Shailja, Preeti Devi, Shrishty Kumari addressed the issue of internet connectivity, particularly the need for high-speed internet. Mentor discussed the issue of internet connectivity with the coordinator which was forwarded to LMD. The LMD began to monitor the internet connectivity continuously in order to improve the speed of internet connectivity. All mentees were kept in touch to ensure that their needs are being addressed on time and would be aware of the improvements in the hi-speed internet. Thus, the problem was attempted to be resolved in two weeks.

Some other problem was raised by the mentees: Sayyad Mohammad, Hammad, Smruty Shudha Pradhan, Jeetender Patro, Payal Bhusari, Huma Naaz, Vanshika Bisht asked the format of assignment and wanted to know about the details of submission on ERP within the stipulated date. Mentor discussed this issue with the concerned faculty and asked him/her to provide the details of assignment to the students so that they can submit their assignments in the required format and upload on ERP within the stipulated time.

Mentees: Tooba Shamshad, Ritika requested to their mentor to arrange extra classes for clearing all doubts before the internal exams. Mentor communicated the purpose and expectations of the extra classes with the mentees. After that the request was conveyed to the concerned faculty member to provide extra classes for doubt clearing session so that students can have the maximum learning benefits.

In the Second meeting date: 15/10/2019 venue A-007 Mentees: J. Jeetender Patro, Payal Bhusari, Huma Naaz asked to increase the timeline for their project based assignment so that they can finish the assignment followed with practical learning. Mentor discussed this problem with concerned faculty and him/her to grant some more time to the students so that they can finish their assignments on time and submit it in the required format.

Mentees: Sayyad Mohammad Hammad, Smruty Shudha Pradhan, J Jeetender Patro, Payal Bhusari and Huma Naaz requested to provide the link of E-study materials and E library. Mentor forwarded this request to the library and asked them to provide the links of e-study material and e-library to the students so to maintain academics in an uninterrupted way.

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Mentees: Priyanka and Bharti Pundir have shown their concern about their career after passing out from the university. Mentor listened this problem with a great concern and advised them to attend the career counseling sessions, resume writing sessions, workshops on interview preparation, online career courses, connect to alumni and develop soft skills.

In the Third meeting date: 16/11/2019 venue A-007 Mentees: Smruty Shudha Pradhan, J Jeetender Patro, Payal Bhusari enquired about their performance in the mid-semester exam and wanted to know the tips to make further improvement in upcoming end semester examinations. Mentor asked students about the problems faced by students during examination. After listening to all of them, mentor guided students to develop time management skills and the technique of writing answers to the point.

Mentees: Akiriti Rawat, Shailja, Km Preeti Devi, Shrishty Kumari, Sayyad Mohammad Hammad discussed that they are facing problems in communication. Mentor asked students to first develop the habit of active listening skills, create regular sessions of healthy discussions on particular topics and role playing exercises so as to improve their communication skills.

Mentees: Kaushik Himral, Avigyata Sarkar, Akiriti Rawat asked for extra Classes for revision. Mentor assessed the need for extra classes and helped the mentees identify specific areas or topics where they are struggling or need further assistance. Mentor also asked mentees to emphasize the importance of effective time management and help them to create a study schedule that balances regular coursework with revision classes. Encourage them to allocate dedicated time for revision.



Signature:
(Head of the Department)





Signature:
(Mentor)



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Minutes of Meeting

Mentor-Mentee

Department of Hospitality & Tourism

Session: 2019-20
(Semester: 4th)

Quantum University, Roorkee



Chaudhary

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

ROORKEE- 247167 (UK)

Minutes of Mentor-Mentee (Online)

Date: 30-05-2020

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

A mentor-mentee meeting of in Bachelor of Hotel Management was held on the behalf of the Department of Hotel Management for academic session 2019-20.

The following member was present in the meeting:

1. Ms. Sarika (Mentor)

Bachelor of Hotel Management (2nd year) (Total Students Strength: 15 students)

The first mentor-mentee meeting of the Department of Hotel Management, Quantum University, academic session 2019-20 (Odd Sem) was held on 22/02/2020. The meeting was preceded by the mentor Ms. Sarika, 10 mentees were present and 5 of them were absent.

In this meeting mentees: Some mentees, namely Harsh Kamboj and Golu Kumar have raised concerns regarding their financial constraints as a restraint to registering in the ERP. They also asked information regarding the availability, eligibility criteria, and application processes for scholarships offered by the University.

Mentees were advised to register on ERP and mentor discussed their financial issue with the Department Coordinator. The department coordinator escalated this matter to the University Registrar, who, after due consideration, granted a one-month extension for fee submission.



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Another problem was raised by the mentees, They wanted to know all about the upcoming Industrial Training program. They need this information to get ready for their interviews and be well-prepared

Mentor gave details about industrial training such as-

After the end of the semester, DEEPRO will provide students with a training letter. Subsequently, students will require presenting this letter to the respective company as part of their process to commence their industrial training.

Hostel residents have voiced concerns regarding two critical issues. Firstly, there were sanitation and hygiene issues in the hostel toilets that need immediate attention and resolution. Secondly, the availability of clean and safe drinking water.

Mentor discussed this issue with the Warden of the hostel.

To address these concerns, the hostel management (warden) had initiated immediate measures to improve sanitation and hygiene in the hostel toilets. A thorough cleaning schedule and routine inspections have been implemented to ensure a cleaner environment. Additionally, steps have been taken to provide a continuous supply of clean and safe drinking water, with regular quality checks to maintain water purity.

In the **second meeting** date: 15/04/2020 (via online mode) 12 mentees were present and 3 of them were absent. Mentees: Aashish Giri, Abhinav Rana, Gaurav Singh Bisht have issue that they are unable to connect online class properly due to network issue.

Problem in connecting online class due to poor network connectivity matter was noted and this matter discussed with department coordinator. Class notes will be shared with the students through class whatsapp group.

Two students Aashish Giri and Gaurav Singh Bisht give health reasons for not joining the class regularly.

Students who gave the health reason and unable to join class issue was noted and discussed with the coordinator. Coordinator decided that extra classes will be arranged for these students and class notes provided to the students through whatsapp group and Google derive.

A short counseling was given by the mentor to the students on taking care of health.



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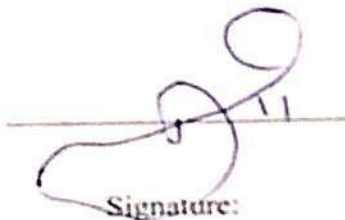
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Another problem was shared by the mentees that they have exhibited low attendance, citing health-related reasons and challenges associated with poor network connectivity as contributing factors.

Mentor advised students having low attendance to join classes regularly.

Mentor also recommended that students be encouraged to sit within areas with reliable network connectivity during classes to ensure their active participation and uninterrupted attendance. Students who gave the health reason and unable to join class issue was noted and discussed with the coordinator. Coordinator decided that extra classes will be arranged for these students and class notes provided to the students through whatsapp group and Google drive. A short counseling was given by the mentor to the students on taking care of health.

No other issue raised by the mentees in these meetings.



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(Head of the Department)

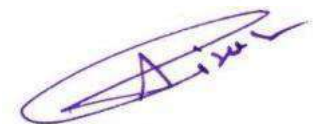


Signature:

(Mentor)



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Minutes of Meeting
Mentor-Mentee Meetings
Department of Computer Applications
Session: 2019-20
(Semester: 1st)

Quantum University, Roorkee

Ghoshan



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

Minutes of Mentor-Mentee

Date: 22/11/2019

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. In department of Computer Applications program 09 mentors were nominated and under each mentor 18 mentees assigned during the 2019-2020.

The First mentor-mentee meeting of in Bachelor of Computer Applications was held on the behalf of the Department of Computer Applications for academic session 2019-20 Semester 1st, on 26th September, 2019.

The following member was present in the meeting:

2. Mr. Gaurav Krishna (Mentor)
Bachelor of Computer Applications (Batch 2019-20) Semester 1st (Strength: 18 Students)

On the behalf of the Department of Computer Applications,

in academic session 2019-20 the first mentor-mentee meeting was held on 26th September, 2019, at venue Class Room A-110. This meeting was preceded by the mentor Mr. Gaurav Krishna. In this meeting, 14 mentees were present and 04 were absent.



Gaurav Krishna

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Agenda:


- ✓ **In the First meeting**, held on dated 26th September, 2019 mentor told the mentees about University System, Courses, Exam Procedure and all. Mentees Ayush Sharma, Bharat Chauhan, Chandan Kumar, Deepak Barwaliya wanted to know the university's mentorship program and also sought information regarding the ERP system, credit system, and GP certificates evaluation. Mentor explained extensively to mentees about the university's credit system, aware the students about the importance of GP Certificates. Also, mentor explained the process to get the certificates. Mentor also performed demonstration regarding ERP system.
- ✓ Mentees Amrendra Kumar Mehta, Anas, Himanshu Tyagi was asked about the various clubs running within the University. Mentor gave students in-depth insights on the university's many clubs like Music Club, Sports Club, Gardening Club, Creative Arts Club and many more. Also, Mentor emphasized the benefits of participating in extracurricular activities, and urged students to join groups that matched their interests. Mentor highlighted the necessity of following one's interests in addition to academic aspirations.
- ✓ **In the Second meeting**, dated 16/10/2019, 17 mentees were present and 1 were absent. Mentees: Gautam Singh, Gourav Tyagi and Harsh Vardhan expressed concerns about the absence of curtains in their classrooms, which was affecting their visibility of the board. Mentor brought up this issue in front of LMD office. They stated that they will find the solution of this issue within 3-4 days. And after this solution has been resolved and curtains have been hanged in the room by LMD office.
- ✓ Another problem was raised by Mentees: Ayush Sharma, Bharat Chauhan and Chandan Kumar asked about the two or three PCs in the lab that are not working properly. Mentor brought up this problem in front of the Head of IT Cell and requested that they address it right now. The problem was detected, according to the head of the IT cell, and it would be fixed in two to three days. After two days mentor assured that problem has been resolved by IT Cell and informed the students.

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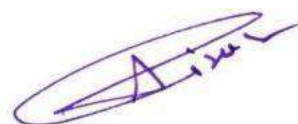
- ✓ **In the Next meeting dated 13/11/2019**, 15 mentees were present and 3 were absent. Mentees: Abhishek Verma, Gourav Tyagi, Harsh Vardhan and Devesh Saini requested a revision in certain topics in Discrete Mathematics and Programming in C. Mentor discussed this issue with first year coordinator and concerned faculty members. Following these conversations, the coordinator decided to schedule extra classes for the students and time table of revision classes will be shared with the students.
- ✓ Another problem was forwarded by the Mentees: Mentees: Anshika Goyal and Avisekh Routh, were feeling anxious about their upcoming end semester examination and they also seeking for some reference books, study notes to help them with their preparations. Mentor provided encouragement to the students regarding their upcoming end-term examinations. Additionally, the mentor held discussions with relevant faculty members, who committed to sharing study materials with the students and addressing their subject-related doubts in class.
- ✓ No other issue has been raised by the mentees.



Signature:
(Head of the Department)



Signature:
(Mentor)



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