



Office of Dean Students Welfare
Guru Ghasidas Vishwavidyalaya, Bilaspur, Chhattisgarh.
 (A Central University established by the Central Universities Act, 2009)

Letter No... 73

Dated 19.07.16

To
 All Heads of Departments
 Guru Ghasidas University, Bilaspur.

Subject: Strengthening Student Mentoring System.

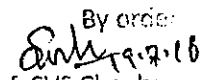
Reference: UGC letter no D.O. No. F-1-11/2014(CPP-II) dated 27th January, 2016

Dear Sir/Madam,

With reference to above and in compliance of the resolutions made in meeting of all Deans held on 10/06/2016, the existing student mentoring system needs to be strengthened and to introduce System for Academic Monitoring & Assistance (SAMA) in the University. In this connection, you may note that,

- i. One faculty member should be appointed as Teacher Counselor for a batch of 25 students in a class. Two senior students should also be involved in each mentoring group.
- ii. Each teacher counselor so appointed should remain in close touch with the students allotted to them throughout the year, cater to their emotional and intellectual needs and guide them to move up in their career at regular interval of time.
- iii. Teacher counselors can coordinate with wardens of hostel and exchange personal details of students, academic record and behavior patterns for prompt pre-emptive or corrective action.
- iv. A report of the activities of each Teacher counselor in your Department should be sent to the Office of the Dean Students Welfare within two weeks at the end of each semester.
- v. The list of Teacher counselors, senior student members and the list of students attached to each Teacher counselor in your Department should be sent to the office of the undersigned by 19th August 2016.

Soliciting your cooperation in this endeavor.

By order:

 Prof. SVS Chauhan
 Dean, Students Welfare

Copy to: 74

1. Secretary to VC for information of HVC
2. PA to Registrar for information
3. All Deans with a request to ensure compliance in all Departments under their respective Schools of Studies.



DSW GGV <dswggv@gmail.com>

Fwd: UGC letter regarding Induction programme and guidelines

Dean student welfare <dswggv@gmail.com>

Tue, Aug 21, 2018 at 2:45 PM

To: Nilakantha Panigrahi <nilakantha.panigrahi@gmail.com>, sushil k shahi <sushilkshahi@gmail.com>, shahi.sk@rediffmail.com, Bhatt1996@yahoo.com, Charu Arora <charuarora77@gmail.com>, charu_arora@yahoo.com, vineet singh <Vineetsingh1@yahoo.co.in>, Pujari.lata@rediffmail.com, manisha dubey <Manu.bilaspur@gmail.com>, chandrashekhavazalwar@yahoo.com, educationggv@gmail.com, anuragchauhanac@hotmail.com, S S Dhuria <ssdhuria@gmail.com>, ramesh kumar Gohe <rameshggvhindi@gmail.com>, historyggv@gmail.com, seema pande <dr.seemapande@gmail.com>, drgopabagchi@gmail.com, Brajesh Tiwari <brajeshtiwari65@gmail.com>, Vinod Rangari <dr.rangarivinod@gmail.com>, Penumarthy P Murthy <ppmurthy@gmail.com>, "P.K. Bajpai" <Bajpai.pk1@gmail.com>, Achyuta Panda <dranpanda@gmail.com>, "Dr. B.S. Rathore" <Vishan_rathore@rediffmail.com>, biswadeep_m@hotmail.com, Pushpraj Singh <contactprsingh@gmail.com>, Vikram Singh <svvikkysingh@gmail.com>, nishant behar <nishant.itggv@gmail.com>, Santosh Soni <Santoshsoni.77@gmail.com>, Nipun Mishra <mishranipun@gmail.com>, Arpita Roychoudhury <arpita1964@gmail.com>, Dr Rajesh Kumar Bhushan <rkbggv@gmail.com>, Shubhendra Saha <Snsaha1957@yahoo.in>, chakradhar Rao <rao.chakradhar@gmail.com>, monika singh bhadauria <monikabhadauria@rediffmail.com>, ah_bharti@yahoo.com, Ratnesh Singh <Ratnesh1975@gmail.com>, directorhrdc@ggu.ac.in, directorhrdcggv@gmail.com, "Dr. A.S. Randive" <Asranadive04@yahoo.co.in>, Anupama Saxena <Anupama66@rediffmail.com>, Manish Shrivastava <manishbilaspur@rediffmail.com>

Cc: vcpaggu@yahoo.com, Registrar ggv <ggv.registrar@gmail.com>, ommadhav27@gmail.com

Respected All,

Please find attached covering letter from UGC and the guidelines for the Induction Program for the students in the trailing mail forwarded from development section for your kind information and necessary arrangement as per the Induction program guideline.

with best regards
Dr Tripathi

----- Forwarded message -----

From: ar development <ardevelopmentggv@gmail.com>

Date: Tue, Aug 21, 2018 at 1:13 PM

Subject: UGC letter regarding Induction programme and guidelines

To: Physics MadhavendraNathTri <ommadhav27@gmail.com>, arggvbsp <arggvbsp@gmail.com>

Cc: <vcpaggu@yahoo.com>, ggv registrar <ggv.registrar@gmail.com>, Manish Shrivastava <manishbilaspur@rediffmail.com>


Respected Sir,

Please find attached the UGC letter regarding Students Induction programme and its guidelines for information and necessary action.

Thanking you,

AR (Dev.)

-
Dr M N Tripathi
Dean Student Welfare
Guru Ghasidas Vishwavidyalaya,
(A Central University)
Bilaspur


DEAN
STUDENT WELFARE
GURU GHASIDAS UNIVERSITY
BILASPUR (C.G.) 495009

2 attachments

 student induction rpprogramme.pdf
55K

 guideliens students Induction.pdf



प्रो. रजनीश जैन
सचिव

Prof. Rajnish Jain
Secretary



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission

(मानव संसाधन विकास मंत्रालय, भारत सरकार)
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह जफ़र मार्ग, नई दिल्ली-110002
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23236288/23239337

Fax : 011-2323 8858

E-mail : secy.ugc@nic.in

2

D.O. No.F.1-5/2018(IP)

16th August, 2018

Dear Sir/Madam,

As you are aware that UGC has notified Quality Mandate along with the initiatives to be taken by both Higher Educational Institutions (HEIs) and UGC, for improving quality of Higher Education.

One of the proposed initiatives is to introduce Induction Programme for students taking admission at the under-graduate and post-graduate level in Universities and Colleges. The Commission in its 534th meeting held on 02.08.2018, has approved, "A Guide to Student Induction Programme." The purpose of Student Induction Programme is to help students adjust and feel comfortable in the new environment, build bonds with fellow students, teachers and institution.

All HEIs are requested to introduce this programme in their institutions. I understand that you would have begun with various academic activities for the current academic session, 2018-19, however, the same may be accommodated in present academic calendar. From the academic session 2019-20 onward provision for student Induction Programme may be included as a regular feature in the academic calendar.

I hope under your able guidance this programme will be implemented in letter and spirit as it would help students in a long way. Your response as to the status of implementation of Induction programme for students by your University shall help UGC in addressing student related issues.

A Guide to Induction Programme is available on UGC website i.e. www.ugc.ac.in

With kind regards,

Yours sincerely,

(Rajnish Jain)

The Vice-Chancellor of all Universities.

Copy to:

Publication Officer, UGC, New Delhi for uploading on UGC website.

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BILASPUR (C.G.) 495009

(Rajnish Jain)



मान-विक्रान् विमुक्तये
प्रो. धीरेन्द्र पाल सिंह
अध्यक्ष
Prof. D. P. Singh
Chairman

विश्वविद्यालय अनुदान आयोग
University Grants Commission
मानव संसाधन विकास मंत्रालय, भारत सरकार
Ministry of Human Resource Development, Govt. of India
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Bahadur Shah Zafar Marg, New Delhi-110002

दूरभाष Phone : कार्यालय Off : 011-23234019, 23236350
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3

Foreword

The Higher Educational Institutions play an important role in development of individual, family and society, laying foundation of a strong nation. The goal is to enrich all fields of knowledge, inculcate sense of responsibility and enhance the inner potential of an individual.

At present Indian Higher Education system enrolls 3.6 Crore students. It is the responsibility of Universities/Colleges to provide quality education to each and every student. The transition of students from secondary to higher education or from undergraduate to postgraduate study needs support of the Institution in a way that they develop a sense of belongingness and an awareness of their rights as well as responsibilities.

University Grants Commission (UGC) has initiated organisation of Induction Programme with a purpose to help students acclimatise with the new surroundings, develop bond with fellow students and teachers, sensitivity towards various issues of social relevance and imbibe human values so as to become the responsible citizens. Ensuring a well designed Induction programme will help both teachers and students for setting the pace of fruitful teaching-learning experiences.

With this aim, I am happy to share, 'A guide to student Induction Programme' and exhort all Universities/Colleges to plan and execute Induction programme for students entering into the realm of Higher Education. I am sure under your able guidance the purpose of this programme will be achieved.

(Prof. D.P. Singh)

Independence Day

15th August, 2018

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Experiencing: Subject lectures, study skills, small-group activities, physical activity, creative and performing arts, literary activities, universal human values, etc.

List of activities to be included:

1. Physical Activity
2. Mentoring
4. Familiarization to Dept./Branch.
5. Creative Arts and Culture
6. Literary Activity
7. Lectures by Eminent People
8. Visits to Local Area
9. Extra-Curricular Activities in College

Besides this a check list is provided at **Appendix 1** to help concerned staff organise induction Programme.

3 Daily Activities

The following activities during Induction Programme would fully engage the students for the entire duration of the Programme.

3.1 Physical Activity

This would involve a daily routine of physical activity with games and sports. There can be games in the evening or at other suitable times according to the local climate. These would help develop team work. Each student should pick one game and learn it for the duration of the induction Programme and hopefully, continue with it later.

3.2 Mentoring

Mentoring and connecting with faculty members is the most important part of induction. Hopefully, it would set up a healthy relationship between the students and the faculty.

Mentoring takes place in the context and setting of universal human values. It gets the student to explore oneself and allows one to experience the joy of learning, stand up to peer pressure, take decisions with courage, be aware of relationships, be sensitive to others, understand the role of money in life, and feeling of prosperity, etc. Human values as enshrined in our constitution like justice, liberty, equality, fraternity, human dignity and the unity and integrity

[Handwritten Signature]
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6

of the Nation can also be part of this discussion. Focus should be on inculcating values of equality and responsibility towards one's fellow citizens of any caste, class or creed. During discussion issues and requirements of SC/ST/OBC students should be assessed and addressed. Mentor- mentee relationship can help students form a bond with faculty members which can be of great help during various tough times in courses.

Methodology of mentoring this content is extremely important. It must not be through do's and don'ts, but by getting students to explore and think by engaging them in a dialogue. It is best taught through group discussions and real life activities rather than lecturing. The role of group discussions, however, with clarity of thought of the teachers cannot be over emphasized. It is essential for giving exposure, guiding thoughts, and realizing values. The teachers must come from all the departments rather than only one department or from outside of the Institute.

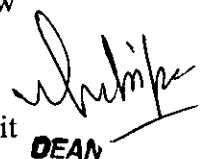
The following topics may be discussed during the Mentoring sessions.

1. Day 1: Student aspirations, family expectations
2. Day 2: Gratitude towards people helping me
3. Day 3: Human needs of (a) self and (b) body
4. Day 4: Peer pressure
5. Day 5: Prosperity
6. Day 6: Relationships

Small groups of about preferably 20 students with a faculty mentor each can be used for discussions and open thinking towards the self. Discussion on Universal Human Values could even continue for rest of the semester and not stop with the induction Programme. A follow up in a later semester could even be considered.

Besides drawing the attention of the student to issues of life and their role in larger society, it would build relationships between teachers and students which last for their upcoming years and possibly beyond. It is important, therefore, that it be conducted by faculty members of the University/College, the ones who would teach them.

A suggestive primer for mentoring on Universal Human Values is at **Appendix 2** for reference.


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BILASPUR (C.G.) 495009



S.No. 268 /DSW/2019

Bilaspur, Date: 08/07/2019

Notification

The following guidelines to strengthen the mentor system of the University as approved by the Standing Committee of Academic Council (SCAC) in its meeting held on 03/07/19 are as under :

- I. The Department must adopt and notify one suitable modality for mentor-student interaction from the different modalities given below :
 - a. The Department may allot atleast one hour in a month for mentor-student interaction in the time table and mentor-student list must be displayed on notice board
 - or
 - b. The mentor may display his availability as per his convenience (at least once in a month) and should inform properly to the students and the head of the Departments.
 - or
 - c. The mentor may display contact hours at his sitting place in the Department for interaction to the students.
- II. The mentor should keep the contact details (mobile number of student and his parent, e- mail address and residential address) for communicating different notifications/activities of the university to the students.
- III. The senior faculty members must be allotted newly admitted students and the girl students may be allotted female faculty member as far as possible.
- IV. The mentor will keep a track of academic performance of student and will encourage student for betterment.
- V. The mentor should support students academically and emotionally. The mentor should focus on inculcating universal human values as mentioned in detail in "A guide to student Induction Programme" issued by UGC, New Delhi.
- VI. The mentor should also keep the record of the interaction with his group. The mentor should submit maximum one page report to the Head of the Department before the end of classes of the semester. The Head of Department will keep the record of Mentor reports of the Department.

The Head of the Teaching Departments must ensure the compliance of the above guidelines.

By Order


Registrar (Acting)

S.No. 269 /DSW/2019

Bilaspur, Date: 08/07/2019

Copy to:

1. PS/PA to HVC/Registrar for kind information to HVC/Registrar
2. All Deans of School of Studies for information
3. All Heads of Teaching Departments for information and necessary action.
4. Coordinator IT-Cell for information and to upload it on University Website.
5. Office Copy



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Dean, Student Welfare