

Action Taken Report

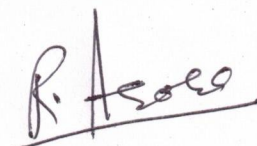
Mentor-Mentee Meeting – Even Semester 2024-25

Target Groups	UG 2 nd & 4 th Sem
Date	07 th April 2025
Time	01:00 p.m. to 02:00 p.m.
Objective of the meeting	To provide holistic academic support, clarify exam and internal assessment formats, create internship awareness, and reinforce institutional responsibilities and expectations.
Details of Agenda-Wise Action Taken	
Agenda Point	Action Taken
Purpose of Mentor Meetings	Explained as a bridge for student mentor interaction, help the students resolve academic and personal challenges.
Academic Guidance	Provided overview of syllabi, internal assessment schemes and exam patterns for all the semesters.
Study Strategies	Importance of revision, and avoiding distractions.
Internship Awareness	<ul style="list-style-type: none">• Process to apply and documents needed• Importance of internship in skill-building and employability
Attendance Requirement	Reiterated KUK's 75% minimum requirement per subject and consequences of shortage including fines and exam disqualification from the exams.
Follow-up and Documentation	All mentors updated their respective mentee WhatsApp groups with meeting highlights and internship links. Mentor files were updated with signed attendance sheets.



(Principal)

Dyal Singh College
KARNAL



(Rajesh Arora)

Incharge

Mentor-Mentee Committee