



SGT UNIVERSITY

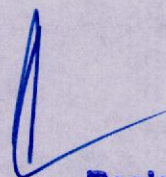
SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC Approved) Gurugram, Delhi-NCR




Registrar
SGT University
Gurugram, Delhi-NCR

MENTOR'S DIARY

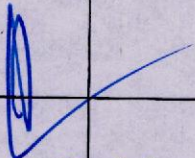
Mentor's Name : Deepa Mukherjee
Associate Professor, Community
Health Nursing Department
Faculty of Nursing, SGT University.
BATCH : 2019-2020
GROUP :
SESSION : 2022-2023



Registrar
SGT University
Budhera, Gurugram

Parent's Details

Sr. No.	Students Name	Parents Name	Father's Mobile No.	Mother's Mobile No.	Parents E-mail Id
1	Muskan				
2.	Kajal	Mother - Nallam Father - Satish	9250172192	9625579200	
3.	Ritika	Mother - Meenakshi Father - Somveer	9212730590	9953765673	
4.	BhumiKa	Mother - Pushpa Father - Sadyantkayen Yadav	9899416888	9205532043	Pushpa.yadav0002@gmail.com
5	Himaushu	Mother - Mona Father - Ajit	7988964741	8570870297	
6	Rahul	Mother - SAnula Father - Ramavtra	9671601299	9991926544	
7	Nikita .				
9	Debashish	Mother - Sumita Sharma Father - Parmanand Sharma	9718478262	701120046	Parmanand 1480170471@gmail.com
10	Vishal	Mother - kalpana Father - Rajkumar	7303048765	8383003487	


Registrar
 SGT University
 Budhera, Gurugram

Mentor's Diary

Class: 4th Year
 Roll No: 190401068
 Registration No.
 Address: Mundhela Kalan
 New Delhi - 110073
 Group:
 Name: Ritika
 Contact No. 9599649258
 E-mail ID: ritikaichauhan83@gmail.com



Academic performance

Semester	Original Result	Supplementaries if any	No of supplementaries Cleared so far	No of supplementaries & still pending	Subject name of pending Supplementary or current score
1st	474				
2nd					
3rd	449				
4th					
5th	465				
6th					
7th					

Aggregate Score up to current Semester/ Total number of pending Supplementary

Participation in extracurricular activities

Names of Activity	Achievement
Decoration	

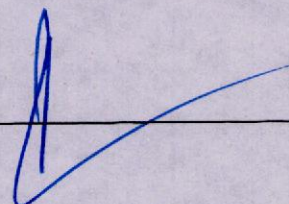
Areas of Interest	Sports
Awards/ Rewards	
Punishment, If any	


Registrar
 SGT University
 Budhera, Gurugram

Mentor's Signature

Interaction Record

Sr. No.	Date of Meeting	Issue Discussed	Remark's of Mentor
1.	8/9/22	- Starting of 1 st year & concerns. Related to new subjects.	- Brief overview about course & subjects given. - Advised to come for further questions.
2.	22/9/22	- Concentration issues.	- Develop reading habit to improve concentration.
3.	06/20/22.	- Academic load, how to manage & concentrate on studies.	- Advised to prepare a time table for each subject for better management of Academic load.
4.	27/10/22	- Future prospects of nursing & abroad scope.	- Shared relevant materials & web information for future prospects.
5.	3/11/22.	- Practical requirement related concerns.	- Discussed how to schedule each assignment & complete it.
6.			
7.			
8.			
9.			
10.			
11.			
12.			



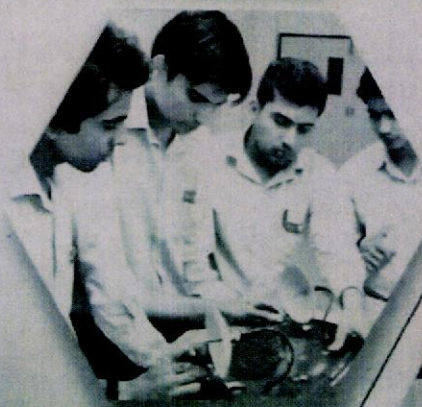
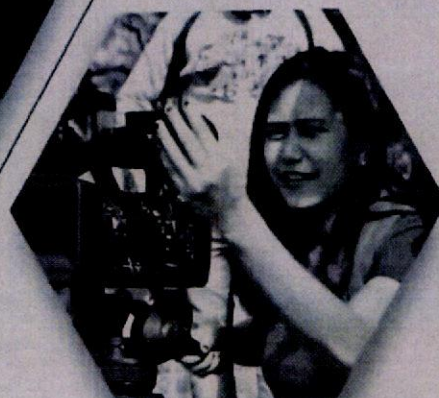
Registrar
SGT University
Budhera, Gurugram



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC Approved)

Gurugram, Delhi-NCR



Registrar
SGT University
Budhera, Gurugram

MENTOR'S DIARY

Mentor's Name : Dr. Namita Mangla

BATCH : MBA (G) 2020-2022

GROUP :

SESSION : 2021-22


Registrar
SGT University
Budhera, Gurugram

Parent's Details

1 MBAth Sem (2022)

Sr. No.	Students Name	Parents Name	Father's Mobile No.	Mother's Mobile No.	Parents E-mail Id
1	Sheetal Kumari	Mela Devi Umesh Paswan	9871420158	7048932483 931578871	—
2	Nitin Lohchab	Shamsher Singh Lohchab Rabita Lohchab	9811127963 8813986507	8813986507	
3	Om Kumar	Smt. Parvati Devi Shree. Ramashray	9968818020 9318425184	9650589416 —	—
4	Devangee Ghatak	Siddhanta Ghatak Tanushree Ghatak	9810406548 9810593861	9810593861	siddsank@gmail.com
5	Vikas Kumar	Sanjeev Kumar Singh Neetu Singh	9911444102	9910444102	—
6	Saiyam Chaliha	Surinder Chaliha	9958420048	9958420048	
7	Sumit Kumar	Mr. Rajiv Singh	9911895666	9911250666	—
8	Hermanshu	Mr. Mahavir Singh	9811321805	9250838431	—
9	Mohit Dahiya	Devender Singh Soni.	9716037102		—
10					
11					
12					


Registrar
SGT University
Budhera, Gurugram

Mentor's Diary

Mail ID: MBA-4	Group:
II No: 200609001 Registration No.	Name: Abhishek Bhardwaj
Address: 1130 Sector-2, Bahadurgarh, Haryana	Contact No: 7058855874 E-mail ID: Abhishek8401@gmail.com



Academic performance

Semester	Original Result	Supplementaries if any	No of supplementaries Cleared so far	No of supplementaries & still pending	Subject name of pending Supplementary or current score
1st	8.00	N/A	N/A	N/A	N/A
2nd	7.00	N/A	N/A	N/A	N/A
3rd	6.92	N/A	N/A	N/A	N/A
4th					
5th					
6th					
7th					
Aggregate Score up to current Semester/ Total number of pending Supplementary					73.00/ N/A

Participation in extracurricular activities

Names of Activity	Achievement
Business Plan	Participation certificate

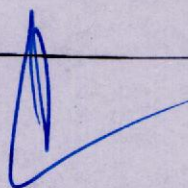
Areas of Interest	Business Plan; Venture Idea creation
Awards/ Rewards	Participation certificate in Business Plan
Punishment, If any	


Registrar
 SGT University
 Budhera, Gurugram

Mentor's Signature

Interaction Record

Sr. No.	Date of Meeting	Issue Discussed	Remark's of Mentor
1.	09-07-2022 (HR & Operation)	1. No. issue related to department. 2. Haven't received 1st year marksheets yet. 3. Facing health issues, (Nemo, fainting, Anea)	The student reviewed industry & placement from college but did not int for the placements.
2.			
3.			The student has attended only one class of T2D.
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
2.			



Registrar
SGT University
Budhera, Gurugram

Mentor's Dia

Class : <u>M.B. A-4th</u>	Group :
Roll No : <u>200609004</u>	Name : <u>Vishal Ahlawat</u>
Registration No.	
Address : <u>A-21 Laxmi garden</u> <u>Najafgarh, New Delhi - 43</u>	Contact No. <u>9911908270</u> E-mail ID : <u>Vishal Ahlawat43@gmail.com</u>



nt's Pic

Academic performance

Semester	Original Result	Supplementaries if any	No of supplementaries Cleared so far	No of supplementaries & still pending	Subject name of pending Supplementary or current score
1st	7.00	—	—	—	—
2nd		3	—	3	Operations, Finance, HRM
3rd	6.58	—	—	—	—
4th					
5th					
6th					
7th					
Aggregate Score up to current Semester/ Total number of pending Supplementary					

Participation in extracurricular activities

Names of Activity	Acheivement
Business Plan	Participant Certificate
NGO	Certificate & ID

Areas of Interest	Online Business, HR
Awards/ Rewards	Certificates from NGO & Business Plan activity.
Punishment, If any	

Registrar
SGT University
Budhera, Gurugram

Mentor's Signature

Vishal

Interaction Record

[illegible]

Mentor's Diary

Class : MBA 4th SEM	Group :
Roll No : 200609005	Name : <u>Shivam Garg</u>
Registration No.	
Address : 7/1 Sheela Enclave PH-3 Gurgaon	Contact No. 8506902584 E-mail ID : shivamgarg2502@



Academic performance

Semester	Original Result	Supplementaries if any	No of supplementaries Cleared so far	No of supplementaries & still pending	Subject name of pending Supplementary or current score
1st	8.41	—	—	—	
2nd	7.74	—	—	—	
3rd	6.81	—	—	—	
4th					
5th					
6th					
7th					
Aggregate Score up to current Semester/ Total number of pending Supplementary					

Participation in extracurricular activities

Names of Activity	Acheivement

Areas of Interest	HR , e-commerce
Awards/ Rewards	
Punishment, If any	

Registrar
SGT University
Budhera, Gurugram

Mentor's Signature Nand

Interaction Record

Sr. No.	Date of Meeting	Issue Discussed	Remarks of Meeting
1.	09-07-22	① Classes were not regular. ② Faced some medical challenges like eye infection & fever.	The student is not facing any challenges related to department or personal life.
2.		③ Not satisfied in terms of placement, further evaluation	
3.		revealed that the person was placed in 2 companies but did not join	
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			


Registrar
 SGT University
 Budhera, Gurugram

Mentor's Diary

ass : MBA 4th Sem	Group :
Ill No : 200609012 Registration No.	Name : Menka Jha.
Address : L-2, Mohan Garden, Vasant Nagar, New Delhi 110059	Contact No. 99902868 E-mail ID : monkeyha140@gmail.com



Academic performance

Semester	Original Result	Supplementaries if any	No of supplementaries Cleared so far	No of supplementaries & still pending	Subject name of pending Supplementary or current score
1st	8.41	N/A	N/A	N/A	N/A
2nd	7.78	N/A	N/A	N/A	N/A
3rd	7.67	N/A	N/A	N/A	N/A
4th					
5th					
6th					
7th					

Aggregate Score up to current Semester/ Total number of pending Supplementary

Participation in extracurricular activities

Names of Activity	Achievement

Registrar
SGT University
Budhera, Gurugram

Areas of Interest	HR
Awards Rewards	
Penishment, if any	

Mentor's Signature

[Handwritten Signature]

Interaction Record

Sr. No.	Date of Meeting	Issue Discussed	Remark's of Mentor	Da
1.	11-07-22	① Alignment b/w student section and account section	The student is willing to take feedback and improve.	
2.		② Personal development & career growth.		
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				


Registrar
 SGT University
 Budhera, Gurugram

Mentor's Diary

MBAC (6th)	Group :
4th Sem	
No: 200609016	Name : Dhruv Singh Tanwar
Station No.	
B-47 Raynagar	Contact No. 7011655291
Part - 1 Palam	E-mail ID : dhruvsinghtanwar@gmail.com
Chang New Delhi 45	



Academic perform:

Semester	Original Result	Supplementaries if any	No of supplementaries Cleared so far	No of supplementaries & still pending	Subject name of pending Supplementary or current score
1st	5.45	NA	NA	NA	NA
2nd		4	NA	4	NA
3rd		2	NA	2	NA
4th					
5th					
6th					
7th					

Aggregate Score up to current Semester Total number of pending Supplementary

Participation in extracurricular activities

Names of Activity	Achievement

Registrar
SGT University
Budhera, Gurugram

Areas of Interest	Sports
Awards/Rewards	Entrepreneurship
Unishment, if any	

Mentor's Signature

Interaction Record

Sr. No.	Date of Meeting	Issue Discussed	Remark's of Meeting	D.
1.	11-07-22	① Alignment problem between account section and student section.	Student's not facing any other challenge.	
2.		②		
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

Registrar
SGT University
Budhera, Gurugram

Mentor's Dia

Class: MBA-6	Group:
Roll No: 200609008	Name: Nishant
Registration No.	
Address: 2556/10, Ram Gopal Colony, R.K.	Contact No. 7700061164 E-mail ID: Nishant@798 Jindal



Academic performance

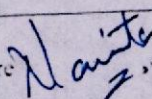
Semester	Original Result	Supplementaries if any	No of supplementaries Cleared so far	No of supplementaries & still pending	Subject name of pending Supplementary or current score
1st	7.	N/A	N/A	N/A	N/A
2nd		2	-	2	HR, operation
3rd					
4th					
5th					
6th					
7th					
Aggregate Score up to current Semester Total number of pending Supplementary					

Participation in extracurricular activities

Names of Activity	Acheivement
Sports	Basketball (district, state level) (SGT college)
Fashion show	Participation certificate


Registrar
SGT University
Budhera, Gurgaon

Areas of Interest	Fitness, Digital Marketing
Awards/Rewards	Basketball (state, district level certificate) Fashion Show participation certificate
Punishment, If any	

Mentor's Signature 

Interaction Record

University

Sr. No.	Date of Meeting	Issue Discussed	Remarks of the
1.	13-07-2022	① The student has joined digital marketing and is happy with everything.	The recom- -endation is provided
2.		Wants to improve communi- -cation.	to work on improving the comm through reading books and practicing tests online.
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			


Registrar
 SGT University
 Budhera, Gurugram

Mentor's Diary

Class : <u>PGP A/G/4th Sem</u>	Group :
Roll No : <u>200609011</u>	Name : <u>Gunjan Solanki</u>
Registration No.	Contact No. <u>9555018829</u>
Address :	E-mail ID : <u>Solankigunjan15@gmail.com</u>



Academic performance

Semester	Original Result	Supplementaries if any	No of supplementaries Cleared so far	No of supplementaries & still pending	Subject name of pending Supplementary or current score
1st	7.59	N/A	N/A	N/A	N/A
2nd	6.89	N/A	N/A	N/A	N/A
3rd	7.00	N/A	N/A	N/A	N/A
4th					
5th					
6th					
7th					

Aggregate Score up to current Semester Total number of pending Supplementary

Participation in extracurricular activities

Names of Activity	Achievement

Registrar
SGT University
Budhera, Gurugram

Areas of Interest	<u>HR</u>
Awards/Rewards	
Punishment, If any	

Mentor's Signature

[Signature]



STUDENT SKILL PROFILING

(MENTOR – MENTEE PROGRAMME)

Nurturing
Future
Excellence



www.sgtuniversity.ac.in

☎ 1800 102 5661

Background

Student profiling is a career-long procedure under Mentor – Mentee programme, whereby students voluntarily develop and maintain a documentary record of their learning and growth experiences at the SGT University right from the admission till the time students Pass out. If implemented by student in true spirit, skill profiling becomes the basis of student's career plan and management of lifelong learning. Skill profiling helps student in documenting its overall journey of self development at the SGT University. Students are required to prepare their SWOT (with the help of academic staff) to identify their own strengths, weaknesses, opportunities and threats, to identify & prepare roadmap for planning and actions to leverage its SWOT analysis. SGT University supports the student (using course skills maps) by either providing training in their weak areas or by focused assessment in their areas of strength. Overall, skill profiling provides motivation for students to engage with their learning experience and get inspiration from their self growth during the process.

The Skill Profiling Programme has been well researched and tested by many of the leading universities of the world. To support the student, Skill Profiling Programme has been embedded into the Academic calendar of each of the seventeen faculties at SGT University. The value of skill profiling program shall become self evident to those who are involved in it, when they start exhibiting improvements in their initial SWOT analysis and personal growth.

What is Skill Profiling?

Profiling is a procedure that helps you to take responsibility for your work and managing your activities at SGT University while enrolled in a course in a way that will help student to succeed academically and to lay the foundations for their future career by building your SWOT.

Profiling is all about recording your achievements, identifying your strengths and weaknesses, and setting clear targets for the future based on opportunities and threats. It is a continuous process of appraisal, reflection and planning that starts in beginning of each semester until beginning of next semester (approximately six monthly reviews). You will have a meeting with a Mentor to discuss your profile once each semester, but maintaining skill profile and managing learning is up to the student. Research has proven that those students who engage in skill profiling process rigorously and regularly exhibit skill improvement.

The overall objective of skill profiling enables you to build up a personal profile or portfolio of skill knowledge and experience sets that includes a record of your academic success, of the skills that you have acquired and of the experience that you have gained during your stay at SGT University. Active skill profiling help student to make choices about how to develop their programme of study, and to identify the portfolio of skills, knowledge and experience that they can carry forward into your future career.

Benefits of Skill Profiling

Skill Profiling enables student:

- To learn and practice self-appraisal and personal / career management.
- To take responsibility for their own learning.
- To manage time and activities effectively.
- To maintain, review and record achievements in structured manner.
- To identify and consolidate upon strengths.
- To identify and prepare action plan to overcome weaknesses identified.
- To improve their academic performance.
- To develop skills that will increase employability by leveraging opportunities.
- To set realistic and clear goals, semester wise.
- To assemble regular information to update CV and job applications.
- To build an impressive portfolio of skills, knowledge and experience to improve selection chances with potential employers.
- Action plan form can be used as supporting document along with CV to substantiate claims.

The Skills Profiling Process

Each student would be given a Skill Profiling Handbook that would have all the information along with necessary forms at the beginning of their course at each faculty of SGT University. During Orientation and Induction respective faculty would allot mentors to each student and an overview of the process would be provided at the start of course. Student is required to read the entire Skills Profiling Handbook of Mentor Mentee process and understand the modalities involved in each semester.

The handbook contains:

1. "Skills Profiles and Priorities" form,
2. "Action Plan" form,
3. "Semester Record" form that contains record of meetings with Mentor,
4. Form to record information on work experience or extra-curricular activities and

By the time student leaves the university their folder will be an impressive Student Profile.

Skill Profiling Handbook helps student to develop the habit of thinking hard about what they are doing, what benefits they will get out of it, and what the student should be aiming to achieve in the immediate future. As part of that student will keep a record of activities, make notes on targets and achievements as they progress throughout course curriculum, and have meetings with skills profiling Mentor to discuss student's profile. Skill Profiling Handbook helps student with documents that they can fill in and keep as a record of their developing profile. Skill Profiling Mentor will invite student for a meeting once each semester begins. Mentor will keep a record of meetings with a student, but it will be up to the student to keep their profiling documents up to date, to keep all the forms together as they develop into a substantial portfolio of skill knowledge and experience, and to take charge of the management of their skill profile.

Meetings with Student's Mentor

Profiling Mentor will invite a student to a meeting once during beginning of each semester. The meeting will last about 15 minutes, and it will provide the student with an opportunity to:

- Identify strengths and weaknesses in academic profile.
- Develop a brief Action Plan for the following semester.
- Discuss any other matters that the student may wish to raise.

It is essential for student to bring their skill profiling handbook, with everything up-to-date, to each meeting.

Student will be invited to first meeting early in the first semester. It is student's responsibility to make sure they attend. In advance of this meeting student must:

- Complete the "Student Registration cum Information Form (Annexure- I)" form.
- Complete the Meeting 1 "Skills Profile and Priorities" form (Annexure- III).

Student must take all these documents to the meeting.

Following the meeting students will:

- Complete the "Plan" sections of the Meeting 1-2 "Action Plan" form (Annexure- IV)".

Following the meeting Mentors will:

- Retain the "Student Registration cum Information Form (Annexure- I)" forms.
- Complete and retain the "Meeting 1" section of each student's Attendance Record Form (Annexure- II).

Student will be invited to a meeting with their SGT Mentor in the early part of each semester. Student must remember to take all their profiling documents to the meeting.

In advance of each meeting student must:

- Complete the "Outcome" section of the previous meeting's "Action Plan" form (Annexure- IV).
- Complete the "Skills Profile and Priorities" form (Annexure- III) for the present meeting.
- Complete the "Semester Record Form" (Annexure- V)
- Submit copies of the "Work Experience and Activities" form (Annexure- VI) as appropriate.

Following each meeting students will:

- Complete the "Plan" sections of the meeting's "Action Plan" form (Annexure- IV).

Following each meeting Mentors will:

- Complete and retain each student's Attendance Record Form (Annexure- II).


Registrar
SGT University
Budhera, Gurugram

STUDENT SKILL PROFILING
(Mentor-Mentee Programme)
Student Registration cum Information Form (Annexure- I)
"Hello Form"

Student Name _____ Registration No. _____

Course: _____ Date / Year of Admission _____

Father/ Mother's Name _____ Profession _____ Mobile No. _____

Education Loan: Yes/No

1. What led you to choose this course?

2. What interests or hobbies do you have outside academic work?

3. What do you consider to be your main achievements, academic or otherwise? (e.g. in sports, community work, music, professional work, or personal life.)

4. What do you most want to get out of your time at SGT University? (e.g. vocational skills, new friends, develop non-academic interests, qualification for employment?)

5. How do you rate your academic skills and learning so far in your career and what do you see as your greatest (academic) strengths and weaknesses?

6. Do you have a specific career in mind for when you finish your degree at this University?

Student Signature : _____


Registrar
SGT University
Bulandshahr, Gurugram

STUDENT SKILL PROFILING
(Mentor-Mentee Programme)
Attendance Record Form (Annexure- II)
to be filled by Mentor

Profiling Mentors will record attendance in Attendance Record Form (Annexure- II). Profiling is not assessed, but if students decline to take advantage of the opportunity to take part in profiling, their non-attendance or poor performance will be recorded in their file.

Student Name _____ Registration No _____

Course: _____ Date / Year of Admission _____

Meeting	Date	Attendance	Skill Based Issues Discussed
1			
2			
3			
4			
5			
6			
Space for additional meetings or comments			

Mentor Name & Signature _____

STUDENT SKILL PROFILING
(Mentor-Mentee Programme)
Skills Profile and Priorities Form (Annexure- III)
Self Declaration

Student Name: Registration No.

Course: For Profiling Meeting no. Date:

Skills: self-appraisal

Please rate your performance or ability in each of the skills listed below on a scale 1 to 10

(1 being poor and 10 being excellent). Take your time to think carefully about your abilities, and answer honestly and realistically. Do not worry if some of your grades are low: it is important to identify areas that need attention, as well as areas where you are already doing well.

SKILL	Personal Rating	SKILL	Personal Rating
STUDY SKILLS (e.g. information searching, note taking, etc...)		GRAPHICACY (e.g. producing visual materials such as maps/posters/diagrams)	
WRITING GOOD ENGLISH (Grammar, spelling, construction, etc)		COGNITIVE SKILLS (e.g. conceptualising, problem solving, reflection...)	
VERBAL COMMUNICATION (e.g. presentations, seminars, discussion...)		INTERPERSONAL SKILLS (e.g. teamwork, dealing with people...)	
IT (Information Technology) (e.g. computers, word processing, e-mail...)		CURRENT AFFAIRS (knowledge of world events relevant to your subject)	
NUMERACY (e.g. maths, data handling...)		EMPLOYMENT (e.g. work experience, careers...)	
FINAL GRADE (TOTAL SCORE /100)			

Grading "A" (9-10 score) for excellent, "B+" (7-8 score) for good, "B-" (5-6 score) for average, "C" (3-4 score) for poor, or "D" (1-2 score) for very poor.

Priorities

Please identify below the skills that you feel you most need to improve, listing up to three in order of priority. Take into account not only your self-appraisal (above) but also your academic requirements for success, your personal aspirations, and your career plans. The three skills you most want to work on improving are:

Student Signature:

Registrar
SGT University
Budhera, Gurugram

**STUDENT SKILL PROFILING
(Mentor-Mentee Programme)
Action Plan Form (Annexure- IV)**

Student Name: _____ Registration No. _____

Course: _____ For action between meetings _____

Immediately after your profiling meeting, you should complete the "Plan" sections of this form in the light of the discussions you had with your Mentor and the items you listed on your "Skills Profile and Priorities" form.

You should complete the "Outcomes" sections of this form immediately before your next profiling meeting, to record what progress you have made towards achieving your plans.

Skills	
Plan	
Outcomes	

KNOWLEDGE	
Plan	
Outcomes	

PERSONAL EXPERIENCE	
Plan	
Outcomes	

CAREERS	
Plan	
Outcomes	

STUDENT SKILL PROFILING
(Mentor-Mentee Programme)
Work Experience and Other Activities (Year End) Form (Annexure- VI)

You can use these forms to keep a record of your main activities outside university, and what you have learned from them. Give examples of the problems you have dealt with and the qualities or skills you have demonstrated. (You can photocopy this form if you need additional copies).

Student Name: _____ Roll No. _____

Course: _____ Dates / Period: _____

Employer / Organisation / Location / Contact
Nature of job / activity
Skills developed / Qualities demonstrated (give evidence and examples)
Relevance to academic studies or career plans
Main benefit to you arising from this activity
Other Comments


Registrar
SGT University
Gurgaon, Gurugram