



*Internal Quality Assurance Cell (IQAC)*  
**K. C. DAS COMMERCE COLLEGE**

Chatribari, Guwahati - 781008

Estd. - 1983

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Ref. No : .....

Date : .....

**NOTICE**

Dated: 27<sup>th</sup> January, 2021

It is notified for all concerned that the guidelines of Mentor Mentee have been prepared by the IQAC of the college. The allotment of students per faculty member has also been planned out and attached herewith.

So all the students of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Semester of B. Com, BBA and BCA and 1<sup>st</sup> and 3<sup>rd</sup> Semester of M. Com are requested to contact their respective mentors at the earliest and act accordingly.

(Dr. Runjun Phookun)

Coordinator, IQAC

K. C. Das Commerce College

## GENERAL GUIDELINES FOR MENTOR-MENTEE RELATIONSHIP

The mentor-mentee relationship can be an invaluable one for both the parties, the mentor as well as the mentee. The mentor's role is to teach, guide and help to shape the professional growth and learning of the mentee and to serve as a positive role model. The mentee's role is to seek guidance and constructive feedback on his/her academic pursuits and professional development and career goals. However, to make the relationship work, each party needs to understand the role they play.

### *The role of the mentor is to act as:*

- **Advisor and coach:** A mentor should provide advice, guidance and feedback. He/ she must be a patient listener and approachable. He/ she should listen to both what is being said and how it is being said. Mentor must offer constructive and meaningful advice to the mentee. They can share their experience and expertise and also act as a sounding board for ideas and action plans.
- **Champion and cheerleader:** The mentor must offer encouragement and support to try new things. They can help the mentees move out their comfort zones. The mentors can also celebrate milestones and achievements with mentee.
- **Resource and recommendations:** the mentor can identify resources that will help the mentees with personal development and growth, such as recommending books, references or other learning tools. They can also encourage mentees to join seminars and workshops too.
- **Devil's advocate and Confidante:** It should be the duty of the mentor to provide the tough feedback that mentees need to hear in order to move forward. They need to push the mentees to take risks when appropriate. Lastly, The mentor must maintain confidentiality at all times. They should develop mutual trust and respect.

### *Mentees too have their own responsibilities:*

- Mentee must maintain the time and regular contact with the mentor.
- Mentee must assess his/ her academic/ professional strengths, learning and developmental needs, values and short and long term goals. The mentee must develop a plan with the mentor for achieving these goals.
- He/ she must share openly with the mentor his successes and failures.
- He/ she must always be receptive to feedback and coaching. The mentee must take advantage of the opportunities presented by the mentor.

The goal of K.C. Das Commerce College in this regard is to create a vibrant teaching-learning and self exploring environment where the students can understand and access their own potential. A healthy body and healthy mind can only contribute towards nation building.



## CLASS OF B. COM

SL	NAME OF FACULTY	SEMESTER	RANGE OF ROLL NOS.
01.	DR. BIJOY KALITA	SEM I	1-20
		SEM III	1-15
		SEM V	1-15
02.	DR. BIPUL CH. KALITA	SEM I	21-40
		SEM III	16-30
		SEM V	16-30
03.	DR. SAFIQL HAQUE	SEM I	41-60
		SEM III	31-45
		SEM V	31-45
04.	MANOJ KR. KEDIA	SEM I	61-80
		SEM III	46-60
		SEM V	46-60
05.	BIKASH KR. JAIN	SEM I	81-100
		SEM III	61-75
		SEM V	61-75
06.	DHRUBAJYOTI SARMA	SEM I	101-120
		SEM III	76-90
		SEM V	76-90
07.	MS. RIMJIM BORAH	SEM I	121-140
		SEM III	91-105
		SEM V	91-105
08	DR. BHABABHUTI SARMA	SEM I	141-160
		SEM III	106-120
		SEM V	106-120
09.	DR. MALAMONI DUTTA	SEM I	161-180
		SEM III	121-135
		SEM V	121-135

10.	DR. KUKIL BORAH	SEM I	181-200
		SEM III	136-150
		SEM V	136-150
11.	MS. CHAITALI DAS	SEM I	201-220
		SEM III	151-165
		SEM V	151-165
12.	SOUVICK BARUAH	SEM I	221-240
		SEM III	166-180
		SEM V	166-180
13.	HARJYOTI KALITA	SEM I	241-260
		SEM III	181-195
		SEM V	181-195
14.	MS. INDRANI BHAGOWATI	SEM I	261-280
		SEM III	196-210
		SEM V	196-210
15.	DR. MURALI KRISHNA SARMA	SEM I	281-300
		SEM III	211-225
		SEM V	211-225
16.	DR. RUNUMONI LAHKAR DAS	SEM I	301-320
		SEM III	226-240
		SEM V	226-240
17.	MS. PALLAVI KAKATI	SEM I	321-340
		SEM III	241-255
		SEM V	241-255
16.	DR. DHANI KANTA KALITA	SEM I	341-360
		SEM III	256-270
		SEM V	256-270
17.	DR. SATYAJIT SARMAH	SEM I	361-380
		SEM III	271-285
		SEM V	271-285

18.	DR. ROHIT BHATTACHARJEE	SEM I	381-400
		SEM III	286-300
		SEM V	286-300
19.	DIPANKAR HAZARIKA	SEM I	401-420
		SEM III	301-315
		SEM V	301-315
20.	DR. UPASANA CHAKRAVARTY	SEM I	421-440
		SEM III	316-330
		SEM V	316-330
21.	DR. ANANTA PEGU	SEM I	441-460
		SEM III	331-345
		SEM V	331-345
22.	MS. NITUMONI BORA	SEM I	461-480
		SEM III	346-360
		SEM V	346-360
23.	MS. JAYSHREE PATHAK	SEM I	481-500
		SEM III	361-375
		SEM V	361-375
24.	SANTANU BORAH	SEM I	501-520
		SEM III	376-390
		SEM V	376-390
25.	DR. CHANDANA GOSWAMI	SEM I	521-540
		SEM III	391-405
		SEM V	391-405
26.	DR. PRARTHANA BARUA	SEM I	541-560
		SEM III	406-420
		SEM V	406-420
27.	MS. ANJITA BORA	SEM I	561-580
		SEM III	421-435
		SEM V	421-435

28.	MS. ARCHANA BORA	SEM I	581-600
		SEM III	436-450
		SEM V	436-450
29.	SANKAR JYOTI CHOUDHURY	SEM I	601-620
		SEM III	451-465
		SEM V	451-465
30.	DR. DIPAK BARMAN	SEM I	621-640
		SEM III	466-480
		SEM V	466-480
31.	DR. SWAPNA SMRITI MAHANTA	SEM I	641-660
		SEM III	481-495
		SEM V	481-495
32.	DR. SHRABANI BHADRA	SEM I	661-680
		SEM III	496-510
		SEM V	496-510
33.	MS. KALPANA DUTTA DHAR	SEM I	681-700
		SEM III	511-525
		SEM V	511-525
34.	MS. PURNIMA SINGH	SEM I	701-720
		SEM III	526-540
		SEM V	526-540
35.	JITUMONI BORAH	SEM I	721-740
		SEM III	541-555
		SEM V	541-555
36.	APURBA HALOI	SEM I	741-750
		SEM III	556-570
		SEM V	556-570
37.	HIRAJYOTI SARMA	SEM I	750 onwards
		SEM III	571-585
		SEM V	571-585

38.	DR. PRASANTA KR. DEKA	SEM I	--
		SEM III	585 onwards
		SEM V	585 onwards

(Dr. Runjun Phookun)  
Coordinator, IQAC

### CLASS OF BBA

SL	NAME OF FACULTY MEMBER	SEMESTER	RANGE OF ROLL NOS.
01	RASHMI TIWARI	SEM I	1-15
		SEM III	1-15
		SEM V	1-15
02	MOROMI MONI CHOUDHURY	SEM I	16-30
		SEM III	16-30
		SEM V	16-30
03	SUDIPTA KARMAKAR	SEM I	31-45
		SEM III	31-45
		SEM V	31-45
04	JAYSHREE TALUKDAR	SEM I	46-60
		SEM III	46-60
		SEM V	46-60
05	DR. JAYANTA KR DAS	SEM I	61 ONWARDS
		SEM III	61 ONWARDS
		SEM V	61 ONWARDS

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## CLASS OF BCA

SL	NAME OF FACULTY MEMBER	SEMESTER	RANGE OF ROLL NOS.
01	TABIRUDDIN AHMED	SEM I	1-12
		SEM III	1-12
		SEM V	1-12
02	TONY BAYAN	SEM I	13-24
		SEM III	13-24
		SEM V	13-24
03	BHISHMA P BARUAH	SEM I	25 ONWARDS
		SEM III	25 ONWARDS
		SEM V	25 ONWARDS

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### CLASS OF M. COM

SL	NAME OF FACULTY MEMBER	SEMESTER	RANGE OF ROLL NOS.
01	DR. CHANDRAPRABHA BOHRA	SEM I	1-15
		SEM III	1-15
02	MS. GARGI SARMA	SEM I	16-30
		SEM III	16-30
03	KULDIP SARMA	SEM I	31-45
		SEM III	31-45
04	DR. JAYANTA KR DAS	SEM I	46-60
		SEM III	46-60
05	AMIT DAS	SEM I	61 ONWARDS
		SEM III	61 ONWARDS

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