



*SRI SARADA COLLEGE OF EDUCATION
(AUTONOMOUS), SALEM - 16*

Criteria - II : Teaching Learning and Evaluation

KEY INDICATOR : 2.2 HONOURING STUDENT DIVERSITY

Metric No : 2.2.2. Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution

2.2.2 (E) Any other relevant information

Tutor - Ward Document

2017 - 2018

Sri Sarada College of Education (Autonomous), Salem – 636 016

Re-Accredited with 'A' Grade by NAAC (III Cycle)
Affiliated to Tamil Nadu Teachers Education University, Chennai

SRI SARADA COLLEGE OF EDUCATION

(AUTONOMOUS), SALEM - 636 016.

(AFFILIATED TO TAMILNADU TEACHERS EDUCATION UNIVERSITY, CHENNAI)

RE-ACCREDITED BY NAAC WITH "A" GRADE



MENTOR- MENTEES RECORD

Name : Dr. R. SELVAMATHI SUGIRTHA

Designation : ASSISTANT PROFESSOR OF

BIOLOGICAL SCIENCE (2017-2019)

**SRI SARADA COLLEGE OF EDUCATION
(AUTONOMOUS),
SALEM – 636016**



MENTOR'S COMPREHENSIVE STUDENTS RECORD



"I will help you be whoever you want to be."

MENTOR'S PROFILE

NAME : Dr. R. SELVAMATHI SUGIRTHA

DESIGNATION : Asst. Prof. of Biological Science

PERIOD : 2017 - 2019

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS),
SALEM – 636016
MENTORING SYSTEM**

Objectives

1. Creating mutual trust between the mentor and mentees for bonding
2. Refining teacher-student communication outside classroom
3. Maintaining data base of student performance, attendance details & drop outs
4. Supporting personal & professional growth & monitoring psychological growth & progress
5. Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
6. Locating & solving attendance issues
7. Providing sustained motivation
8. Ensuring and providing feedback for parents
9. Identifying learning needs of the students and ensure appropriate learning strategies
10. Provisioning a Comprehensive Personal Student Record
11. Cultivating a healthy learning environment in college

Expected Outcomes

- A healthy Learning Environment
- Creation of positive communication channels among Principal, Parents, Staff and Students
- Enhancing a feeling of belonging among students
- Self confident, bold and active, enthusiastic student community
- Better attendance, lesser dropouts and good psychological health of students
- Confident Parents
- Improved Performance in the college and during practice teaching / internship as well

In short, Mentoring aspires to transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement. Please note that neither coaching nor counselling is the prerogative of mentoring, though they can be done sometimes.

Roles and Responsibilities of Mentors

- Conduct an orientation meeting for the freshers by first month of the Semester for appraising them of the process
- Select a spokesperson/representative for the group
- Collect data of mentees & maintain a file (Profiling the students)
- On locating their need for marked improvement in certain subjects, refer the same to respective faculty members
- Track the attendance record and ensure their regularity.
- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Counselling Committee
- Notify the College Union about students with special talents
- Motivate them to take part in activities that can accrue more credits and in competitions conducted both in our college and in other institutions.
- Compile their progress in performance and discuss about further improvement
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them twice in a month and record the same as a Review Report , to be sent to the Principal
- Preparation of Orientation Monthly Reports
- Ensure holistic well-being of Mentees

Roles and Responsibilities of Mentees

- Provide all the necessary data with relevant documents (Previous Academic Performance Records, documents for participation in extra /co curricular activities and academic advancement)
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor
- Seek information regarding resources that you need from various sources
- Conduct Peer Mentoring to help your mentor
- Have a positive attitude
- Accept feedback respectfully and cordially, and discuss future course of action
- Attend mentor meetings regularly and punctually
- Provide feedback and communicate healthy developments in you
- Reciprocity in interaction is the key to a successful mentor-mentee relationship.

'No one is a stranger, my child; the whole world is your own' - Holy Mother

S.No.	Reg. No	Name of the Student	Contact No.	Address
1.	2017E05	K. ANUSHA	9842575075 9788315579	5/272, Maideen Nagar, Busstand backside Palacode (TK), Dharmapuri 636808
2.	2017M12	V. BHUVANESHWARI	9629768292 7502603949	256/17, MGR NAGAR, Amaikattu Road, Erode. 638009.
3.	2017M24	R. SRIVIDHYA DEVI	9677307721	3/15, Pappangadu, Kalparapatti (PO) Salem. 637504.
4.	2017P28	R. CHANDRA	8148337133 8825451793	139/163-A, Karungalpatty main Road, Guga, Salem. 636006
5.	2017B37	A. ARUNA DEVI	98123071251	Vanniyar Nagar, pulliampatti, Omaler. Salem. 636455.
6.	2017B43	K. ROHINI	9566385690	5/199A Thayaragadu, omaler, main Road, Five roads, Salem-4
7.	2017H46	S. ANANDHI	9952267884	4/257, Sri Ram Nagar, Alagapuram, Salem. 636016.

Mentor – Mentee Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1	2	3	4	5	6	7	8	9	10
			2/8/17	21/8/17	20/9/17	23/9/17	21/10/17	30/11/17	28/11/17	6/12/17	29/12/17	17/1/18
1	2017E05	K. ANUSHA	X	X	X	X	X	X	X	X	X	X
2	2017M12	V. BHUVANESWARI	X	X	X	X	X	X	X	X	X	X
3	2017M24	R. SRIVIPHYA DEVI	X	X	X	X	X	X	X	X	X	X
4	2017P28	R. CHANDRA	X	X	X	X	X	X	X	X	X	X
5	2017B37	A. ARUNA DEVI	X	X	X	X	X	X	X	X	X	X
6	2017B43	K. ROHINI	X	X	X	X	X	X	X	X	X	X
7	2017H46	S. ANANDHI	X	X	X	X	X	X	X	X	X	X
Signature of the Mentor			<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Signature of the Principal			<p style="text-align: center;"><i>[Signature]</i> PRINCIPAL Sri Sarada College of Education (Autonomous) SALEM-636 016</p>									

Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date										
			11	12	13	14	15	16	17	18	19	20	
			25/1/18	24/1/17	14/2/18	1/3/18	24/3/18	3/4/18	12/4/18	21/4/18	4/5/18	5/7/18	
1.	2017E05	K. ANUSHA	X	X	X	X	X	X	X	X	X	a	X
2.	2017M12	V. BHUVANEJWARI	X	X	X	a	X	X	X	X	X	X	X
3	2017M24	R. SRIVIDHYA DEVI	X	X	X	X	a	X	X	X	X	X	X
A	2017P28	R. CHANDRA	X	X	X	X	X	a	X	a	a	a	X
5	2017B37	A. ARUNA DEVI	X	X	X	X	X	X	X	X	X	X	X
6	2017B43	K. ROHINI	X	X	X	X	X	X	X	X	X	X	X
4	2017H46	S. ANANDHI	X	X	X	X	X	X	X	X	X	X	X
Signature of the Mentor			R.S + 10	R.S + 10	R.S + 10	R.S + 10	R.S + 10	R.S + 10	R.S + 10	R.S + 10	R.S + 10	R.S + 10	R.S + 10
Signature of the Principal			<p style="margin: 0;">S.S. PRINCIPAL Sri Sarada College of Education (Autonomous) SALEM-636 016</p>										

Mentor - Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1	2.8.17	All present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The first meeting of Mentor - Mentee was conducted to know about each other and explained their duties and responsibilities.
2	21.8.2017	Present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other They discussed the activities and guidance were given in event with Sri Sarada College of Education "Talent Search Programme".
3	20.9.17	All present (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties and responsibilities were allotted and guidance were given in time with Saradha Jayanthi Celebration.
4	23.9.17	Present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Doubts were clarified and cleared, related to micro-teaching.
5	21.10.17	All present (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Who am I? and why am I here? Sessions were conducted to self reflect it.
6	30.11.17	All present (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions regarding Internship were provided to second year B.Ed Trainees.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7	30.10.17	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students doubts were rectified regarding model Examination
8	6.12.17	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips and tricks to get good marks in the semester Examination were given to the students.
9	20.12.17	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Orientation on subject club was given and students were motivated to stage their talents
10	17.1.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students were allotted to various types of duties in accordance with Sarada Fiesta
11	25.1.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other A Brief introduction about group project was given and instructions related to "Republic Day" was given
12	24.11.17	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Directions were given to the pylon presentees who have participated in the UGC Students Seminar on "Foundations & Innovations of Education and participants were instructed about how to take notes during Seminar programme.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13	14.2.18	All present (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Bharathiya Vitha was conducted in our college in which the students were motivated to participate and received prizes.
14	1.3.18	Present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other we are conducted District level 'Sports meet' every student's college girls participated and won various prizes and some of the girls also provided necessary assistance for sports competition.
15	24.3.18	Present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students shared their experiences pertained to their participation in seven days Basic Guide Camp training.
16	03.4.18	Present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other (Career Guidance) The requirements needed for campus Interview. (Placement)
17	12.4.18	All present (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other (Career Guidance) TRB, TET, clearly explained, pattern of question paper for BEd students & M.Ed students. NET/SET related doubt clarified.
18	21.4.18	Present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance for model examinations preparation.

Mentor – Mentees Sessions Report

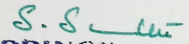
S.No.	Date	No. of students present	Topic of the Discussion
19	4.5.18	Present - 4 Absent - 2	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discuss - Orientation about the Semester examination and model Question paper pattern to explain in detail manner.
20	5.7.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Group project discussed. Practicum components was given, as how to handle, prepare lesson plan and how to use the content, how to prepare improvised aids.
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
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Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	27.07.2017	K. Rohini.	Academic / Personal / Any other Seeking help for Government on Studies.	Needed tips were given to enhance her concentration on studies.
2	28.17	K. Chandhra	Academic / Personal / Any other Feeling difficult to understand the concepts in core papers.	Suggested peer tutoring & arranged new requirements for it.
3	21.08.2017	K. Anusha	Academic / Personal / Any other seeking help for family problem.	Counselling was given.
4	24.01.2018	R. Srividhya devi	Academic / Personal / Any other seeking help for clear TET Exam.	Suggestion was given.
5	19.02.2018	A. Aruna devi	Academic / Personal / Any other Feeling difficult to understand English	Necessary motivation was given.
6	24.03.2018	S. Anandhi R. Chandra	Academic / Personal / Any other ways to prepare teaching aids	Learnase can refer pinterrest app and senior students.

Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7	12.04.2018	V. Bhuvaneshwari	Academic / Personal / Any other Suggestions for TNPSC preparations	Can refer more books in library
8	4.05.2018	K. Rohini	Academic / Personal / Any other Seeking help for Learning Materials.	Guided how to get the materials.
			Academic / Personal / Any other	<p align="center">  PRINCIPAL Sri Sarada College of Education (Autonomous) SALEM-636 016 </p>
			Academic / Personal / Any other	
			Academic / Personal / Any other	
			Academic / Personal / Any other	

SRI SARADA COLLEGE OF EDUCATION

(AUTONOMOUS), SALEM - 636 016.

(AFFILIATED TO TAMILNADU TEACHERS EDUCATION UNIVERSITY, CHENNAI)

RE-ACCREDITED BY NAAC WITH "A" GRADE



MENTOR- MENTEES RECORD

Name : DR. V. PRIYA

Designation : ASSISTANT PROFESSOR

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SRI SARADA COLLEGE OF EDUCATION
(AUTONOMOUS),
SALEM – 636016



MENTOR'S COMPREHENSIVE STUDENTS RECORD



"I will help you be whoever you want to be."

MENTOR'S PROFILE

NAME : DT. V. PRIYA

DESIGNATION : ASSISTANT PROFESSOR
OF PHYSICAL SCIENCE

PERIOD : 2017-2019

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS),
SALEM – 636016
MENTORING SYSTEM**

Objectives

1. **Creating mutual trust between the mentor and mentees for bonding**
2. **Refining teacher-student communication outside classroom**
3. **Maintaining data base of student performance, attendance details & drop outs**
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5. **Identifying special talents, skills, slow learners & passing this information on, to the relevant committees**
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10. **Provisioning a Comprehensive Personal Student Record**
11. **Cultivating a healthy learning environment in college**

Expected Outcomes

- **A healthy Learning Environment**
- **Creation of positive communication channels among Principal, Parents, Staff and Students**
- **Enhancing a feeling of belonging among students**
- **Self confident, bold and active, enthusiastic student community**
- **Better attendance, lesser dropouts and good psychological health of students**
- **Confident Parents**
- **Improved Performance in the college and during practice teaching / Internship as well**

In short, Mentoring aspires to transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement. Please note that neither coaching nor counselling is the prerogative of mentoring, though they can be done sometimes.

Roles and Responsibilities of Mentors

- Conduct an orientation meeting for the freshers by first month of the Semester for appraising them of the process
- Select a spokesperson/representative for the group
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- On locating their need for marked improvement in certain subjects, refer the same to respective faculty members
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- Ensure holistic well-being of Mentees

Roles and Responsibilities of Mentees

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- Have a positive attitude
- Accept feedback respectfully and cordially, and discuss future course of action
- Attend mentor meetings regularly and punctually
- Provide feedback and communicate healthy developments in you
- Reciprocity in interaction is the key to a successful mentor-mentee relationship.

'No one is a stranger, my child; the whole world is your own' - Holy Mother

S.No.	Reg. No	Name of the Student	Contact No.	Address
1.	2017M13	N. DEEPA	714476160866	2/47, Ballakuli Agraharam, Shenbagamadevi, Attayampatti (via) Namakkal CDT) - 637501
2.	2017M14	V. KALAJARASI	8610762695	352, SMC Colony, Kitchipalayam, Salem 636005
3.	2017P30	M. DIVYA	9994868594 9384386299	63-A/3, Annamaya Kovil Street Odaithurai (Post) - 638455 Bharavani (TK), Erode (Dist)
4.	2017B38	T. GOMATHI	9080767727 9750046278	262, West Street 3, opposite to Love-o - Company Dadagopatty gate, Salem 636006
5.	2017B44	K. TAMIL ARASI	9442276365 91080530254	11/31, Kesavan Nagar, Kannankurichi, Salem - 636008
6.	2017B47	G. DHIVYA	8903980801 9486932400	8/46, Main Road, R. Pudukpalayam (Post) Rasipuram (TK), Namakkal (DT)
7.	2017M15	M. KIRUTHIKA	9789183480	90, 13 Ward Govindhasamy colony Kannankurichi (Po) Salem - 636008

Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date										
			1	2	3	4	5	6	7	8	9	10	
1	2017M13	N. DEEPA	X	X	X	X	X	X	X	X	X	X	X
2	2017M14	V. KALAIARASI	X	X	X	X	X	X	X	X	X	X	X
3	2017P30	M. DIVYA	X	X	X	X	X	X	X	X	X	X	X
4	2017B38	T. GOMATHI	X	X	a	X	X	X	X	X	X	X	X
5	2017B44	K. TAMBARASI	X	X	X	X	X	X	X	X	X	a	X
6	2017B47	G. DHIVYA	X	X	X	X	X	X	X	X	X	X	X
7	2017M15	M. KIRUTHIKA	X	X	X	X	X	a	X	X	X	X	X
V. Deiva Signature of the Mentor			X	X	X	X	X	X	X	X	X	X	X
Signature of the Principal S. S.													

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 Sri Sarada College of Education
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Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date										
			11	12	13	14	15	16	17	18	19	20	
1	2017MB	N. DEEPA	X	X	X	X	X	X	X	X	X	X	X
2	2017M14	V. KALATARASI	X	a	X	X	X	X	X	X	X	X	X
3	2017P30	M. DIVYA	X	X	X	X	X	X	X	X	X	X	X
4	2017B38	T. GOMATHI	X	X	X	X	X	X	X	X	X	X	X
5	2017B44	K. TANIKARASI	X	X	X	X	X	X	X	X	X	X	X
6	2017B47	G. DHIVYA	X	X	X	X	X	X	X	X	X	X	X
7	2017M15	M. KIRUTHIKA	X	X	X	X	X	X	X	X	X	X	X
V. Divya Signature of the Mentor			X	X	X	X	X	X	X	X	X	X	X
Signature of the Principal S. S. [Signature] PRINCIPAL													

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1	2.7.2017	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The first meeting of Mentor-Mentee was conducted to know each other and explained their roles and responsibility
2	21.8.2017	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussed the activities and guidance were given in event with Sri Sarada college of Education "Talent Search programme"
3	20.9.2017	T. Gomathi Absent others present.	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties were allocated and guidance were given in line with saradha jayanthi celebration
4	23.9.2017	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Doubts were clarified, related to microteaching
5	21.10.2017	M. Kiruthika (AB) others All present On that day	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Who am I? and why am I here sessions were conducted to self reflect th.
6	30.10.17	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions regarding Internship were provided to second year B.Ed Trainees

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	28.11.17	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students doubts were clarified regarding model Examination
8.	10.12.17	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips to get good marks in the semester Examination were given
9.	28.12.17	K. Tamilasevi Absent due to Physical Illness	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Orientation on subject club was given and students were motivated to stage their talents.
10.	17.1.18	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students were assigned various duties in accordance with sarada fiesta
11.	25.1.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other A Brief introduction about group project was given and instructions related to Republic day was given.
12.	24.11.17	G. Dhivya (AB) Family Function Others Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Directions were given to the paper presenters who have participated in the VAC Students seminar on "Foundations & Innovation of education and the participants were instructed about how to take notes & ask questions during the seminar programme.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13.	14.2.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students were motivated to participate in Bharathiya Visha in accordance with their innate talents.
14.	1.2.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Introduction were given regarding "District level sports." meet and motivated to take incharge for various activities
15.	24.3.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students shared their experiences pertained to their participation in seven days Basic Guide Caption Training
16.	03.4.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other <i>career guidance</i> The requirements needed for campus Interview were discussed.
17.	12.4.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other <i>career guidance</i> NET/SET related queries were clarified.
18.	21.4.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance for model Examination preparation were given.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
19.	4.5.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion on how to face the semester examination without fear and anxiety
20.	5.4.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other orientation on practicum component was given particularly there was a discussion on group project
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other

S. S. 
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Individual Counselling

S.No.	Date & Register no	Name of the student(s)	Issue	Suggestions / Remarks
1.	21.8.2017 2017M13	N. DEEPA	Academic / Personal / Any other	N. Deepa needs ^{to score} good marks in semester II, [↑] she needs personal suggestions
2.	23.9.2017 2017M14	V. KALAIARASI	Academic / Personal / Any other	V. Kalaiarasi is good in academic and she needs suggestions to score more marks.
3.	24.3.18 2017P30	M. DIVYA	Academic / Personal / Any other	M. Divya needs guidance for practical aspects
4.	24.3.18 2017B38	T. Gomathi	Academic / Personal / Any other	She needs career and personal counselling. She is single parent child
5.	0.3.18 2017B44	K. TAMIZARASI	Academic / Personal / Any other	K. Tamizarasi, she needs personal counselling for concentrating in Academic papers
6.	12.4.18 2017B47	G. DHIVYA	Academic / Personal / Any other	G. Dhivya is good in sports. The days she went Athlats match needs, BACKclass were given to her

Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	21.4.18 2017M15	M. KIRUTHIKA	Academic / Personal / Any other	M. Kiruthika needs Academic guidance, she is above average student.
8.	5.7.2018 2017M13	N. DEEPA	Academic / Personal / Any other	N. Deepa is good in Academic, she needs tips to score more marks.
9.	5.7.2018 2017M14	V. KALATARASI	Academic / Personal / Any other <i>career</i>	she needs guidance regarding her employment career She joined in School as B.T.A
10.	5.7.2018 2017P30	M. DIVYA	Academic / Personal / Any other <i>career</i>	M. Divya, preparing for her competitive examination
11.	5.7.2018 2017B38	T. GOMATHI	Academic / Personal / Any other	she joined M.Sc Botany in Periyar university.
12.	18.7.2018 2017B44	K. TAMILARASI	Academic / Personal / Any other	she joined M.Sc zoology in Periyar university

Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
13	18.7.2018 2017B44	G. DHIRYA	Academic / Personal / Any other ^(Higher Education)	G. Dhirya, joined M.Sc (physics) in Kirshnagiri Arts and Science college.
14	18.7.2018 2017B47	M. Kiruthika	Academic / Personal / Any other	M. Kiruthika, she needs personal counselling for her job. She joined in S.S.V. School as B.T and in Maths.
			Academic / Personal / Any other	
			Academic / Personal / Any other	
			Academic / Personal / Any other	

S. S. [Signature]

PRINCIPAL
Sri Sarada College of Education,
(Autonomous)
SALEM-636 016.

V. Praya

SRI SARADA COLLEGE OF EDUCATION

(AUTONOMOUS), SALEM - 636 016.

(AFFILIATED TO TAMILNADU TEACHERS EDUCATION UNIVERSITY, CHENNAI)

RE-ACCREDITED BY NAAC WITH "A" GRADE



MENTOR- MENTEES RECORD

Name : Dr. K. P. SHANMUGA VADIVU.

Designation : ASSISTANT PROFESSOR OF EDUCATION

2017-2019

**SRI SARADA COLLEGE OF EDUCATION
(AUTONOMOUS),**

SALEM – 636016



MENTOR'S COMPREHENSIVE STUDENTS RECORD



"I will help you be whoever you want to be."

MENTOR'S PROFILE

NAME : Dr. K. P. SHANMUGA VADIVU

DESIGNATION : ASSISTANT PROFESSOR OF EDUCATION

PERIOD : 2017 - 2019

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS),
SALEM - 638016
MENTORING SYSTEM**

Objectives

1. Creating mutual trust between the mentor and mentees for bonding
2. Refining teacher-student communication outside classroom
3. Maintaining data base of student performance, attendance details & drop outs
4. Supporting personal & professional growth & monitoring psychological growth & progress
5. Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
6. Locating & solving attendance issues
7. Providing sustained motivation
8. Ensuring and providing feedback for parents
9. Identifying learning needs of the students and ensure appropriate learning strategies
10. Provisioning a Comprehensive Personal Student Record
11. Cultivating a healthy learning environment in college

Expected Outcomes

- > A healthy Learning Environment
- > Creation of positive communication channels among Principal, Parents, Staff and Students
- > Enhancing a feeling of belonging among students
- > Self confident, bold and active, enthusiastic student community
- > Better attendance, lesser dropouts and good psychological health of students
- > Confident Parents
- > Improved Performance in the college and during practice teaching / internship as well

In short, Mentoring aspires to transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement. Please note that neither coaching nor counselling is the prerogative of mentoring, though they can be done sometimes.

Roles and Responsibilities of Mentors

- Conduct an orientation meeting for the freshers by first month of the Semester for appraising them of the process
- Select a spokesperson/representative for the group
- Collect data of mentees & maintain a file (Profiling the students)
- On locating their need for marked improvement in certain subjects, refer the same to respective faculty members
- Track the attendance record and ensure their regularity.
- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Counselling Committee
- Notify the College Union about students with special talents
- Motivate them to take part in activities that can accrue more credits and in competitions conducted both in our college and in other institutions.
- Compile their progress in performance and discuss about further improvement
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them twice in a month and record the same as a Review Report , to be sent to the Principal
- Preparation of Orientation Monthly Reports
- Ensure holistic well-being of Mentees

Roles and Responsibilities of Mentees

- Provide all the necessary data with relevant documents (Previous Academic Performance Records, documents for participation in extra /co curricular activities and academic advancement)
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor
- Seek information regarding resources that you need from various sources
- Conduct Peer Mentoring to help your mentor
- Have a positive attitude
- Accept feedback respectfully and cordially, and discuss future course of action
- Attend mentor meetings regularly and punctually
- Provide feedback and communicate healthy developments in you
- Reciprocity in interaction is the key to a successful mentor-mentee relationship.













'No one is a stranger, my child; the whole world is your own' - Holy Mother

S.No.	Reg. No	Name of the Student	Contact No.	Address
1.	2017T03	S. SELVARANJ	887 0069145	D/o. S. Maninapalai, 1/51, Mosth St, Rayappanur, Chinnadalem (96) Vilupuram (D.T.) - 606201
2.	2017E08	J. LINCY	9943180407	D/o. Inbaraj D.No. 49 Pensionline, Mosth St, Anpasi, Salem - 636006.
3.	2017M17	M. KOWSALYA	9843651025	D/o. M. Velu - 2/301, Pennagarom, Dharmapuri - 636810.
4.	2017M15	M. KIRUTHIGA	9789183480	D/o. S. Manivannan. 90, 13 th Ward, Govinda Swamy Colony, Kannankuruchi, Salem - 8.
5.	2017P29	K. DHIVYA	9943234326	D/o. K. Kannappan. 2/58/2. Pajjani's Koil St, Pennagarom, Dharmapuri - 636810.
6.	2017B39	P. KAVIBALA	9442623228	D/o. M. Panner Selvam. Mannargudi - 614705
7.	2017B45	S. THILAGAVATHI	9843480086	D/o. S. Selvaraj 1/8A, Perumanur, Salem - 636122.

Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1	2	3	4	5	6	7	8	9	10
			2.8.17	21.8.17	20.9.17	23.9.17	21.10.17	30.10.17	24.11.17	08.11.17	6.12.17	29.12.17
1	2017T03	S. SELVARAMI	a	x	x	x	x	x	x	x	x	x
2	2017E08	T. LENNY	x	x	x	x	x	x	x	x	x	x
3	2017M17	G. KOWSALYA	x	x	x	x	x	x	x	x	x	x
4	2017M15	M. KRUTHIGA	x	x	x	x	x	x	x	x	x	x
5	2017P29	K. DHANYA	x	x	a	x	x	x	x	x	x	x
6	2017B39	P. KARTHALA	x	x	x	x	x	x	x	x	x	x
7	2017B45	S. TASLAGA VATHI	x	x	x	x	x	x	x	x	x	x
Signature of the Mentor C. P. S. [Signature]			leg	leg	leg	leg	leg	leg	leg	leg	leg	leg
Signature of the Principal S. S. [Signature] PRINCIPAL												

Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			11	12	13	14	15	16	17	18	19	20
			17.1.18	25.1.18	14.2.18	30.1.18	24.3.18	3.4.18	12.4.18	21.4.18	4.5.18	5.7.18
1	2017T03	S. SELVARAJ	x	x	x	x	x	a	x	x	x	a
2	2017E08	S. LINDY	x	x	x	x	x	x	x	x	x	x
3	2017M17	G. KOWALYA	x	x	x	x	x	x	x	x	x	x
4	2017M15	M. KIRUTHIGA	x	x	x	x	x	x	x	x	x	x
5	2017P29	K. DHARVA	x	x	x	x	x	x	x	x	x	x
6	2017B39	P. KARBALA	x	x	x	x	x	a	x	x	a	x
7	2017B45	S. THILAKAVATHI	x	x	x	x	x	x	x	x	x	x
Signature of the Mentor C. P. 												
Signature of the Principal S. S.  PRINCIPAL												

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1.	2.8.2017	5. Selvarani (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The first meeting of mentor-mentee was conducted to know each other and explained their roles and responsibilities.
2.	21.8.2017	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussed the activities to be performed in Talent Search Programme.
3.	20.9.2017	K. Divya (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties were allocated and guidance were given inline with the Sister Nivedita ^{Sister Nivedita} Jayanthi celebration.
4.	23.9.2017	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Doubts were clarified, related to Microteaching.
5.	21.10.2017	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Who am I? and why am I? these sessions were conducted to self reflect themselves in accordance with Achievement Motivation.
6.	30.10.17	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions were given for the Internship.
7.	24.11.17	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Directions were given to the ^{Paper Presenters} participants who've participated in the UIC Students Seminar on 'Foundations & Innovations of Education' and the participants were instructed about 'how to take notes & ask questions' during the seminar programme.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
8.	28.11.17	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students' doubts were clarified, regarding Model Examination.
9.	6.12.17	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips to get good marks in the Semester Examination were given.
10.	29.12.17	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Orientation on subject club was given and students were motivated to shape their talents.
11.	17.1.18	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students were assigned various duties in accordance with Sruadafiesta.
12.	25.1.18	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other A brief introduction about Group project was given and instructions related to Republic Day was given.
13	14.2.18	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students were motivated to participate in Bhadrakya Vih in accordance with their innate talents.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
14	30.1.18	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other. Instructions were given regarding District level sports meet and motivated to take charge for various activities.
15	24.3.18	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students shared their experiences pertained to their participation in Serendays Base Camp Captain's Training.
16	02.4.18	S. Selva sani P. Kavibala (5)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The requirements needed for the Campus activities were discussed.
17	12.4.18	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other TET related queries were clarified.
18	21.4.18	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips for model examination were given.
19	4.5.18	P. Kavibala (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussed about the semester examination, Discussion on how to face the semester examination, without fear & anxiety.


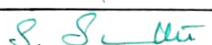
Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
20.	5.7.18	S. Selva sani (6)	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p style="text-align: center;">Orientation on Practicum Component was given. especially there was a discussion on group project.</p>
21.	10.7.19.	(7)	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p style="text-align: center;">Discussion on Group project and Practicum Component</p>
22.	6.5.19.	(7)	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p style="text-align: center;">Tips for Semester Examination</p>
			<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p>
			<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p>
			<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p>

Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	27.7.2017	J. Linay.	Academic / Personal / Any other Difficult to accommodate the new situation (Institution) ^{Adapt}	Needed Counselling was given.
2.	16.8.2017	S. Selvanani	Academic / Personal / Any other Feeling difficult to understand the concepts in core papers.	Suggested Peer tutoring & arranged necessary requirements for it.
3.	24.8.2017	K. Dhivya.	Academic / Personal / Any other Feeling stressed due to her poor health condition.	Necessary health tips were given (if necessary have a plan to meet her Parents.)
4.	26.9.2017	M. Kiruthiga.	Academic / Personal / Any other Not able to attend the class regularly due to her personal problems (Not able to reveal the problem)	Proper guidance was given to overcome her problems.
5.	19.12.2017	J. Linay.	Academic / Personal / Any other Seeking help for preparing for competitive exam.	Suggestions were given accordingly.
6.	25.1.2018	P. Kavitha.	Academic / Personal / Any other Dispute between her & her family due to their economic condition.	Counselling was given to adapt the situation.

Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	25.4.18.	G. Kowsalya.	Academic / Personal / Any other Seeking help for improving her communication presentation skills.	Necessary guidance was given
8.	28.9.18.	S. Thilagavathi	Academic / Personal / Any other Seeking help for concentration on studies.	Needed tips were given to enhance her concentration on studies.
9.	22.2.19.	G. Kowsalya.	Academic / Personal / Any other Feeling depressed fear to face examination due to her health condition.	Needed tips were given to get rid of her fear.
10.	19.3.19.	I. Liney.	Academic / Personal / Any other Seeking help to clear TET Exam	Suggestion was given accordingly.
			Academic / Personal / Any other	 H. P. ...
			Academic / Personal / Any other	 S. S. ... PRINCIPAL Sri Sarada College of Education (Autonomous) SALEM-636 016

SRI SARADA COLLEGE OF EDUCATION

(AUTONOMOUS), SALEM - 636 016.

(AFFILIATED TO TAMILNADU TEACHERS EDUCATION UNIVERSITY, CHENNAI)

RE-ACCREDITED BY NAAC WITH "A" GRADE



MENTOR- MENTEES RECORD 2017 - 2019

Name : Dr. K. KAMALA DEVI

Designation : Assistant Professor
of English

**SRI SARADA COLLEGE OF EDUCATION
(AUTONOMOUS),
SALEM – 636016**



MENTOR'S COMPREHENSIVE STUDENTS RECORD



"I will help you be whoever you want to be."

MENTOR'S PROFILE

NAME : Dr. K. Kamala Devi

DESIGNATION : Assistant Professor of English

PERIOD : 2017 - 2019

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS),
SALEM – 636016
MENTORING SYSTEM**

Objectives

1. Creating mutual trust between the mentor and mentees for bonding
2. Refining teacher-student communication outside classroom
3. Maintaining data base of student performance, attendance details & drop outs
4. Supporting personal & professional growth & monitoring psychological growth & progress
5. Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
6. Locating & solving attendance issues
7. Providing sustained motivation
8. Ensuring and providing feedback for parents
9. Identifying learning needs of the students and ensure appropriate learning strategies
10. Provisioning a Comprehensive Personal Student Record
11. Cultivating a healthy learning environment in college

Expected Outcomes

- A healthy Learning Environment
- Creation of positive communication channels among Principal, Parents, Staff and Students
- Enhancing a feeling of belonging among students
- Self confident, bold and active, enthusiastic student community
- Better attendance, lesser dropouts and good psychological health of students
- Confident Parents
- Improved Performance in the college and during practice teaching / internship as well

In short, Mentoring aspires to transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement. Please note that neither coaching nor counselling is the prerogative of mentoring, though they can be done sometimes.

Roles and Responsibilities of Mentors

- Conduct an orientation meeting for the freshers by first month of the Semester for appraising them of the process
- Select a spokesperson/representative for the group
- Collect data of mentees & maintain a file (Profiling the students)
- On locating their need for marked improvement in certain subjects, refer the same to respective faculty members
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- Refer distressed or disturbed cases to the Counselling Committee
- Notify the College Union about students with special talents
- Motivate them to take part in activities that can accrue more credits and in competitions conducted both in our college and in other institutions.
- Compile their progress in performance and discuss about further improvement
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them twice in a month and record the same as a Review Report , to be sent to the Principal
- Preparation of Orientation Monthly Reports
- Ensure holistic well-being of Mentees





Roles and Responsibilities of Mentees

- Provide all the necessary data with relevant documents (Previous Academic Performance Records, documents for participation in extra /co curricular activities and academic advancement)
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor
- Seek information regarding resources that you need from various sources
- Conduct Peer Mentoring to help your mentor
- Have a positive attitude
- Accept feedback respectfully and cordially, and discuss future course of action
- Attend mentor meetings regularly and punctually
- Provide feedback and communicate healthy developments in you
- Reciprocity in interaction is the key to a successful mentor-mentee relationship.

'No one is a stranger, my child; the whole world is your own' - Holy Mother












S.No.	Reg. No	Name of the Student	Contact No.	Address
1.	2017E06	S. BHAARKAVI	9443668780	D/o A.K. Sevigounder, 330/149E, Alagapuram Periyapudur, Vanniyar Nagar, Salem - 636 016
2.	2017E09	D. MONICA	9483807215 9443864855	D/o P. Dhanapal, 14/3 - 129, Amman Nagar Mecheri, Chamrajpet (Po), Mettur Tk. 63645
3.	2017M18	M. MAHALAKSHMI	9629092570	W/o S. Sasikumar, Thinnapatti post, Omalur Tk, Salem.
4.	2017M20	T. NIKSHAYA	9629928887	D/o S. Thennarasu, 24 D North Street, Pasukidaivilai, Vikramasingapuram. 627 425
5.	2017P34	S. NIVEDHA	9276643427 9994121367	D/o K. Shaktivel, 1/360, Kadayampatti Village, Thippampatti (Po), Karimangalam, Dharmapuri
6.	2017B40	T. KEERTHIGA.	9442384724	D/o R. Thangaraj, Senaigoundanur, Moongilpadi, Po. Omalur Tk. 636 012
7.				

Mentor - Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1	2	3	4	5	6	7	8	9	10
			8/8/17	21/8/17	29/8/17	22/9/17	21/10/17	30/10/17	24/11/17	22/11/17	10/12/17	22/12/17
1	2011E06	S. Bhaarkavi	x	x	x	x	x	x	x	x	x	x
2	2011E09	D. Monica	x	a	x	x	x	x	x	x	x	x
3	2011M18	H. Mahalakshmi	x	x	x	x	x	x	x	x	x	x
4	2011M20	T. Nikshaya	x	x	x	x	x	x	x	x	x	x
5	2017P24	S. Nivedha	x	x	x	x	x	x	x	x	x	x
6	2017B40	T. Keerthiga	x	x	x	x	x	x	x	x	x	x
Signature of the Mentor												
Signature of the Principal			 PRINCIPAL									

Sri Sarada College of Education
 (Autonomous)
 SALEM-636 016

Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			11	12	13	14	15	16	17	18	19	20
			11/1/18	25/1/18	14/2/18	30/2/18	24/3/18	3/4/18	12/4/18	21/4/18	4/5/18	5/7/18
1	2017E06	S. Bhaarkavi	X	X	X	X	X	X	X	X	X	X
2	2017E09	D. Monica.	X	X	X	X	X	X	X	a	X	X
3	2017M18	M. Mahalakshmi	X	X	X	X	X	X	X	X	X	a
4	2017M20	T. Nikshaya	X	X	X	X	X	a	X	X	X	X
5	2017P34	S. Nivedha	X	X	X	X	X	X	X	X	a	X
6	2017B40	T. Keerthiga.	X	X	X	X	X	X	X	X	X	a
Signature of the Mentor												
Signature of the Principal			 PRINCIPAL									

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1	8.8.2017	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Ice-breaking session between mentor and mentees. Roles and Responsibilities were detailed.
2	21.8.2017	(5)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Suggestions were given for Talent Search programme.
3	29.8.17	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Regarding the participation in the 150 th birth anniversary of Sister Nivedita, organized by Sri Ramakrishna Mission Ashram.
4	23.9.17	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Suggestions and clarifications related to Micro-teaching.
5	21.10.17	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The sessions "Who am I?" and "Why am I here?" in relation to Achievement Motivation Programme.
6	30.10.17	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions regarding Intensive Teaching Practice.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	24.11.17	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other 4 of the tutorial group students are going to present papers in the UGC Students' Seminars. Guidance was given to them while for others, direction to critically listen & raise questions.
8.	28.11.17	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Preparation for Model Examination. Doubts were clarified.
9.	10.12.17	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Reflections on Model exam performance and suggestions for semester exam.
10.	28.12.17.	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Clarifications related to subject club activities
11.	17.1.18.	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties related to the event arrangement were allotted. 'Sarada Fiesta - Inter-collegiate competitions.
12.	25.1.18.	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion related to the Tutorial Group project.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13.	14.2.18.	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion related to Bharathiar Vigha. Events from the life history of Bharathiar were discussed.
14.	20.1.18	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties related to 'District level Sports Meet' were discussed. D.Monica, who was good at Javelin throw was motivated.
15.	24.3.18	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students shared their experiences of the seven days Basic Guide Captains' Training Camp.
16	3.4.18	(5)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Regarding the forthcoming campus interviews: Both arrangements and training to face interviews.
17.	12.4.18	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Personal doubts clarifications related to TET.
18.	21.4.18.	(5)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Academic counselling related to model examination

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
19.	4.5.18.	(5)	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Model examination performance was discussed along with preparation for semester examination.</p>
20.	5.7.18	(4)	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Practicum components were discussed for the Practical exam. Tutorial group Project was detailed by the students (chapterwise)</p>
21	19.2.19.	(6)	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Discussion on the chapters of Group project & other practicum components.</p>
22.	8.5.19.	(6)	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Preparation and suggestions for Semester examination.</p>
			<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p>
			<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p>

Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	21.8.2017.	D. Monica.	Academic / Personal / Any other Stage fear.	Encouraged & motivated.
2.	18/9/17	T. Nikshaya & T. Keerthiga.	Academic / Personal / Any other Selection of second pedagogy course.	Suggestions were given.
3.	24/11/17	S. Bhaarkavi.	Academic / Personal / Any other Shy & doesn't mingle with others.	Boosted up her confidence.
4.	29/12/17	D. Monica S. Bhaarkavi.	Academic / Personal / Any other Regarding the activity of English club.	Directions were given.
5.	12/1/18	M. Mahalakshmi.	Academic / Personal / Any other Preparation for Mid-sem.	Guidance was given.
6.	3/4/18	T. Keerthiga.	Academic / Personal / Any other Health issue	Proper direction was given.

Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	24/5/18	S. Bharkavi.	Academic / Personal / Any other Reading practice for UGC Students' Seminars.	Enough practice was given for effective presentation.
8.	5/5/18	T. Keerthiga.	Academic / Personal / Any other Needed more study materials.	Directions were given.
9.	7/5/18	D. Monica.	Academic / Personal / Any other She was a bright learner.	Learning enrichment activities were suggested.
10.	8/5/18	D. Monica.	Academic / Personal / Any other Sports. Good in Javelin throw.	Motivated to concentrate more on Sports also.
11.	8/5/18	S. Bharkavi	Academic / Personal / Any other Shy & reserved.	Motivated to come forward.
			Academic / Personal / Any other	

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S. S. ...
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SRI SARADA COLLEGE OF EDUCATION

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MENTOR- MENTEE'S RECORD

2017-2019

Name : Dr. V. Arulselvi

Designation : Assistant Professor of
Education.

**SRI SARADA COLLEGE OF EDUCATION
(AUTONOMOUS),
SALEM – 636016**



MENTOR'S COMPREHENSIVE STUDENTS RECORD



"I will help you be whoever you want to be."

MENTOR'S PROFILE

NAME : ARULSELVI V

DESIGNATION : ASSISTANT PROFESSOR OF EDUCATION

PERIOD : 2017 - 2019

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS),
SALEM – 636016
MENTORING SYSTEM**

Objectives

1. Creating mutual trust between the mentor and mentees for bonding
2. Refining teacher-student communication outside classroom
3. Maintaining data base of student performance, attendance details & drop outs
4. Supporting personal & professional growth & monitoring psychological growth & progress
5. Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
6. Locating & solving attendance issues
7. Providing sustained motivation
8. Ensuring and providing feedback for parents
9. Identifying learning needs of the students and ensure appropriate learning strategies
10. Provisioning a Comprehensive Personal Student Record
11. Cultivating a healthy learning environment in college

Expected Outcomes

- A healthy Learning Environment
- Creation of positive communication channels among Principal, Parents, Staff and Students
- Enhancing a feeling of belonging among students
- Self confident, bold and active, enthusiastic student community
- Better attendance, lesser dropouts and good psychological health of students
- Confident Parents
- Improved Performance in the college and during practice teaching / internship as well

In short, Mentoring aspires to transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement. Please note that neither coaching nor counselling is the prerogative of mentoring, though they can be done sometimes.

Roles and Responsibilities of Mentors

- Conduct an orientation meeting for the freshers by first month of the Semester for appraising them of the process
- Select a spokesperson/representative for the group
- Collect data of mentees & maintain a file (Profiling the students)
- On locating their need for marked improvement in certain subjects, refer the same to respective faculty members
- Track the attendance record and ensure their regularity.
- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Counselling Committee
- Notify the College Union about students with special talents
- Motivate them to take part in activities that can accrue more credits and in competitions conducted both in our college and in other institutions.
- Compile their progress in performance and discuss about further improvement
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them twice in a month and record the same as a Review Report , to be sent to the Principal
- Preparation of Orientation Monthly Reports
- Ensure holistic well-being of Mentees

Roles and Responsibilities of Mentees

- Provide all the necessary data with relevant documents (Previous Academic Performance Records, documents for participation in extra /co curricular activities and academic advancement)
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor
- Seek information regarding resources that you need from various sources
- Conduct Peer Mentoring to help your mentor
- Have a positive attitude
- Accept feedback respectfully and cordially, and discuss future course of action
- Attend mentor meetings regularly and punctually
- Provide feedback and communicate healthy developments in you
- Reciprocity in interaction is the key to a successful mentor-mentee relationship.

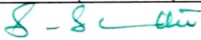
'No one is a stranger, my child; the whole world is your own' - Holy Mother

S.No.	Reg. No	Name of the Student	Contact No.	Address
1.	2017T01	S. KalpanaDevi	9976190908	10/23, Natarajan Kovil Street, Muthugoundanur, Palaspathi (P.O), Coimbatore - 642109.
2.	2017T02	P. Mohanapriya	9488684156	2/40, Kelakadu (P.O), Kallimalai, Namakkal (D.T) - 637411
3.	2017E04	C. Afsin	9360179974	29-2/8, 4th Dharma Nagar, Swiamangalam, Salem - 636005
4.	2017M11	A. Afsina Sultana	9865306715	170/4/58 D, Indira Nagar, ITI Road, Kanangakuruchi, Salem - 636008.
5.	2017B36	K. Alamelu	9952426848	316, Thirupathi (T.K), Kuttai Thenu, Alagapuram, Salem - 636016.
6.	2017B42	K. Pushpalatha	98942911215	1/34, Thangavel Street, Alagapuram, Salem - 636016.
7.				

Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1	2	3	4	5	6	7	8	9	10
			20/1/18	14/2/18	28/2/18	24/3/18	3/4/18	12/4/18	21/4/18	4/5/18	5/7/18	11/3/19
1.	2017T01	S. Kalpana Devi	X	X	a	X	X	X	X	a	X	X
2.	2017T02	P. Mohanapriya	X	X	X	a	X	X	X	X	X	X
3.	2017E04	C. Apin	X	X	X	X	X	X	a	X	X	X
4.	2017M11	A. Afrina Sultana	X	X	X	a	X	X	a	a	a	X
5.	2017B36	K. Alamelu	X	X	X	X	X	X	X	X	X	X
6.	2017B42	K. Pushpalatha	X	X	X	X	X	X	X	X	X	X
Signature of the Mentor			<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
Signature of the Principal			S. <i>[Signature]</i> PRINCIPAL Sri Sarada College of Education (Autonomous) SALEM-636 016									

Mentor – Mentees Sessions Attendance Record

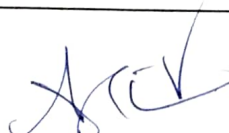
S.No.	Reg. No	Name of the Mentee	Session No. & Date											
			11	12	13	14	15	16	17	18	19	20		
			01.04.19	10.04.19										
1.	2017T01	S. Kalpanadevi	x	x										
2.	2017T02	P. Mohanapriya	x	x										
3.	2017E04	C. Apin	x	x										
4.	2017M11	A. Apina Sultana	x	x										
5.	2017B36	K. Alamehu	x	a										
6.	2017BA2	K Pushpalatha	x	x										
			/	/										
Signature of the Mentor														
Signature of the Principal														

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 SALEM-636 016

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1.	30.1.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Group project status were assessed & given adequate guidance to complete the task quickly.
2.	14.2.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were encouraged to participate in various competitions to be held at our College.
3.	24.3.18	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were asked to be prepared for seven days Basic Guide Captain Training Camp.
4.	03.4.18	4	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were given guidance to appear for Campus interview arranged in our College to get exposure.
5.	12.4.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees are asked to apply for TET exam & clarified their doubts on preparing for TET.
6.	24.4.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other As Model exam approaches, mentees are given advice on keeping appropriate study habits.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	4.5.18	4	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were given adequate feedback on model examination feedback to secure better scores in the semester examinations.
8.	5-7-18	4	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Group project status was analysed & evaluated for correction.
9.	11.3.19	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Each Chapter of group project were checked & given adequate feedback
10.	01.04.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were guided to keep appropriate study materials for semester examinations.
11	10.4.19	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Academic needs of mentees were assessed and suitable remedial instructions given to them.
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other 


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Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	24.01.18	S. Kalpanadevi	Academic / Personal / Any other family issue, disturbed by Mother's health issue.	Adequate arrangement made to set tone for academic progress.
2.	31.01.18	C. Ajeem	Academic / Personal / Any other low self-confidence	Given guidance on the basis of SWOT analysis.
3.	19.02.18	S. Kalpanadevi	Academic / Personal / Any other Need of study materials in Tamil for Core Papers.	She was taken to library & related books were highlighted for her perusal.
4.	21.03.18	K. Anamela C. Ajeem	Academic / Personal / Any other Health issue	Health Counselling related to Diet & exercises given.
5.	02.04.18	K. Pushpalatha	Academic / Personal / Any other Difficulties in identifying study materials for Elective subject	Study materials shared to her via gmail.
6.	10.04.18	S. Kalpana Devi A. Ajeem Subhram	Academic / Personal / Any other stage fear	Motivation given to participate in the College Programmes to get rid of stage fear.

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MENTOR- MENTEES RECORD

Name : Dr. D. Kavitha .

Designation : Asst. Prof Tamil

**SRI SARADA COLLEGE OF EDUCATION
(AUTONOMOUS),
SALEM – 636016**



MENTOR'S COMPREHENSIVE STUDENTS RECORD



"I will help you be whoever you want to be."

MENTOR'S PROFILE

NAME : Dr. D. Karilka

DESIGNATION : Assistant Professor of Tamil

PERIOD : 2017-2019.

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS),
SALEM – 636016
MENTORING SYSTEM**

Objectives

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In short, Mentoring aspires to transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement. Please note that neither coaching nor counselling is the prerogative of mentoring, though they can be done sometimes.

Roles and Responsibilities of Mentors

- **Conduct an orientation meeting for the freshers by first month of the Semester for appraising them of the process**
- **Select a spokesperson/representative for the group**
- **Collect data of mentees & maintain a file (Profiling the students)**
- **On locating their need for marked improvement in certain subjects, refer the same to respective faculty members**
- **Track the attendance record and ensure their regularity.**
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- **Refer distressed or disturbed cases to the Counselling Committee**
- **Notify the College Union about students with special talents**
- **Motivate them to take part in activities that can accrue more credits and in competitions conducted both in our college and in other institutions.**
- **Compile their progress in performance and discuss about further improvement**
- **Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)**
- **Meet them twice in a month and record the same as a Review Report , to be sent to the Principal**
- **Preparation of Orientation Monthly Reports**
- **Ensure holistic well-being of Mentees**

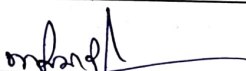










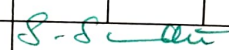
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- **Provide all the necessary data with relevant documents (Previous Academic Performance Records, documents for participation in extra /co curricular activities and academic advancement)**
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- **Identify special goals that you want to achieve and discuss it clearly with your mentor**
- **Seek information regarding resources that you need from various sources**
- **Conduct Peer Mentoring to help your mentor**
- **Have a positive attitude**
- **Accept feedback respectfully and cordially, and discuss future course of action**
- **Attend mentor meetings regularly and punctually**
- **Provide feedback and communicate healthy developments in you**
- **Reciprocity in interaction is the key to a successful mentor-mentee relationship.**

'No one is a stranger, my child; the whole world is your own' - Holy Mother




S.No.	Reg. No	Name of the Student	Contact No.	Address
1.		P. Kalaiarasi	9042877777	D/o. M. Periyasamy 82 - A/60, Valluvar Nagar, II Street, Annadhara Patti, 636602
2.		S. Nivedha	9994121367	D/o. K. Sakthivel, 1/360 Kadayampatti Thippampatti po, Karimangalam T.K
3.		S. Sangeetha	9043831730	D/o. N. Sankaram 2/90, Chintakapadi Pappireddipatti - Dharmapuri
4.		G. Anul Priya	7667880291	D/o. K. Govindaraj 4/153 Manickanar Paigur, Krishnagiri T.K.
5.		M. Kavipriya	8098113993	M. Kavipriya 1/428, Manjanayakanattalli, Pennagaram, Dharmapuri.
6.				
7.				

Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1	2	3	4	5	6	7	8	9	10
			25.1.18	14.2.18	28.2.18	24.3.18	3.4.18	12.4.18	21.4.18	4.5.18	5.7.18	11.3.19
1		P. Kalaisasi	x	x	x	x	x	x	x	x	x	x
2		S. Nivedha	x	x	x	x	x	x	x	x	x	x
3		S. Sangeetha	x	x	x	x	x	x	a	x	x	x
4		A. Arulpriya	x	x	x	a	x	x	a	x	x	x
5		M. Kavipriya	x	x	x	x	x	x	x	x	x	x
												
Signature of the Mentor												
Signature of the Principal												

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Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date											
			11	12	13	14	15	16	17	18	19	20		
			6.5.19											
1		P. Kalaiarasi	X											
2		S. Nivedha	X											
3		S. Sangeetha	X											
4		C. Arulpriya	X											
5		M. Kavipriya	X											
 Signature of the Mentor			 Signature of the Principal											
 Signature of the Principal														

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Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1	25.1.18	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students share their views about the significance of the Republic Day and Country development.
2	14.2.18	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion about Bharathiyar vishva
3	28.2.18	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Information was provided regarding a district level sporting event and Cultural event.
4	24.3.18	Anupriya. G-ab.	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students expressed their opinions about taking part in Science day.
5	3.4.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips given on Campus interview.
6	12.4.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion about Competitive Exam views.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7	21.4.18	S. Sangeetha G. Anulpriya (Lab)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Hints for a Model Exam.
8	4.5.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students received orientation regarding the Practical Exam.
9	5.7.18	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion on, how to write the project and how to interrupt the group project.
10	11.3.19	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussed the method of preparing for competitive exams was also told while studying.
11	6.5.19	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other TIPS for Semester Examination and gave some values about future
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other

Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1	25.1.18	S. Sangeetha	Academic / Personal / Any other Difficult to accommodate the new situation.	Insist , Share her thoughts to Peco Group
2	14.2.18	G. Anulpriya	Academic / Personal / Any other feeling difficult to understand English	read the newspaper in English
3	28.2.18	P. Kalaiyarsi	Academic / Personal / Any other Seeking help for Learning materials	Guided how to get the materials -
4	24.3.18	P. Kalaiyarsi	Academic / Personal / Any other Seeking help to Previous Model questions.	Suggested some of the website links.
5	3.4.18	S. Nivedha	Academic / Personal / Any other fear to face the health condition	Change the diet to be more plant-based.
6	12.4.18	G. Anulpriya	Academic / Personal / Any other Seeking help for family problem	Care Counselling on how to handle family issues.

Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7	21.4.18	S. Sangeetha	Academic / Personal / Any other unable to balance house work	Prepared a scheduled plan to balance both.
8	4.5.18	M. Kavi priya	Academic / Personal / Any other cannot used to study materials	guided how to use the resources.
9	5.7.18	G. Anul priya,	Academic / Personal / Any other Manage the time useful in free time	Participate club activities
10	11.3.19	P. Kalaisroasi	Academic / Personal / Any other Developing out of book thinking	Research teaches to broaden the mind and skills
11	6.5.19	S. Ninetha	Academic / Personal / Any other unable to keep up with the speed of teachers	Contact them after college.
			Academic / Personal / Any other	


P. Sangeetha
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RE-ACCREDITED BY NAAC WITH "A" GRADE



MENTOR- MENTEES RECORD

Name : Mrs. R. Saraswathy

Designation : ASSISTANT PROFESSOR OF MATHEMATICS

2017 - 2019

**SRI SARADA COLLEGE OF EDUCATION
(AUTONOMOUS),**

SALEM – 636016



MENTOR'S COMPREHENSIVE STUDENTS RECORD



"I will help you be whoever you want to be."

MENTOR'S PROFILE

NAME : Mrs. R. Saraswathy

DESIGNATION : Assistant Professor of Mathematics

PERIOD : 2017-2019

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS),
SALEM – 636016
MENTORING SYSTEM**

Objectives

1. Creating mutual trust between the mentor and mentees for bonding
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- **Select a spokesperson/representative for the group**
- **Collect data of mentees & maintain a file (Profiling the students)**
- **On locating their need for marked improvement in certain subjects, refer the same to respective faculty members**
- **Track the attendance record and ensure their regularity.**
- **Allow & guide Peer Mentoring**
- **Refer distressed or disturbed cases to the Counselling Committee**
- **Notify the College Union about students with special talents**
- **Motivate them to take part in activities that can accrue more credits and in competitions conducted both in our college and in other institutions.**
- **Compile their progress in performance and discuss about further improvement**
- **Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)**
- **Meet them twice in a month and record the same as a Review Report , to be sent to the Principal**
- **Preparation of Orientation Monthly Reports**
- **Ensure holistic well-being of Mentees**

Roles and Responsibilities of Mentees

- **Provide all the necessary data with relevant documents (Previous Academic Performance Records, documents for participation in extra /co curricular activities and academic advancement)**
- **Know what you want and ask for what you need**
- **Identify special goals that you want to achieve and discuss it clearly with your mentor**
- **Seek information regarding resources that you need from various sources**
- **Conduct Peer Mentoring to help your mentor**
- **Have a positive attitude**
- **Accept feedback respectfully and cordially, and discuss future course of action**
- **Attend mentor meetings regularly and punctually**
- **Provide feedback and communicate healthy developments in you**
- **Reciprocity in interaction is the key to a successful mentor-mentee relationship.**

'No one is a stranger, my child; the whole world is your own' - Holy Mother

S.No.	Reg. No	Name of the Student	Contact No.	Address
1.	2017E10	S. Sunmathi	9095956806	D/o A. Sugaraju, 2/144, New Colony, Thulukkanur, Kallanatham (Po), Attur (Tk) - 636141
2.	2011M21	P. Ramya	9245123755	D/o M. Pachamuthu, 38/78, K.A.S. Nagar, III rd cross st, Court Road, Salem - 636007.
3.	2017P33	S. Kariya	9788104062	D/o P. Sanjar, 304, TN Housing Board, Vennampatty, Dharmapuri.
4.	2017P35	M. Shammuga priya	7402009829	w/o Prabakaran, 3/52, Kattu Valava, Periya gounda Puram, Karipatti, Salem - 636106.
5.	2017B41	M. Leema Rose	9965912503	D/o T. Madalaimuthu, Eachampatti Post & Village Nallampalli, Dharmapuri.
6.				
7.				

Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			11	12	13	14	15	16	17	18	19	20
			17/01/18	25/1/18	01/02/18	14/2	24/2/18	03/03	12/04/18	21/04/18	04/05/18	05/07/18
1.	2017E10	S. Sumathi	X	X	X	X	X	X	X	X	X	X
2.	2017M21	P. Ramya	X	X	X	X	X	X	X	X	X	X
3.	2017P33	S. Kariga	X	X	X	X	X	a	X	X	X	X
4.	2017P35	M. Sharmugapriya	X	X	X	X	X	X	X	X	X	X
5.	2017B41	M. Leemarose	X	X	X	X	X	X	X	X	X	X
Signature of the Mentor												
Signature of the Principal												

Mentor - Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1.	02.07.17	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The first gathering of mentor-mentee was conducted to know about each other and explained roles and responsibilities of mentees.
2.	21.08.17	All Present (Except Ramya)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The activity to be performed in Talent Search Program were discussed.
3.	20.09.17	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties were allocated and guidance well given in line with Savada Jayanthi celebration.
4.	23.09.17	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Microteaching related doubts explained & clarified by mentor.
5.	21.10.17	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Who am I? & Why am I here sessions were conducted to self reflect themselves in accordance with achievement motivation.
6.	30.10.17	Sumathi & Ramya absent.	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions regarding Internship were provided to B-Ed II year trainees.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	24.11.17	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Directions were given to the paper presenter who have participated the Ugc Students Seminar.
8.	28.11.17	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The doubts regarding model examinations for students were clarified.
9.	10.12.17	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The easy method to score good marks in Semester Examinations were given.
10.	28.12.17	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Orientation in each subject club activities was given and students were motivated.
11.	17.01.18	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students are allocated various duties in accordance with Sarada Fiesta.
12.	25.01.18	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The detailed introduction about group project were explained & instructions.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13.	01.02.18	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Introduction were given regarding 'District level sports' meet and mentees were motivated to take incharge for various activities.
14.	14.02.18	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students were motivated to participate in Bharatliya Vixha in accordance with their intrinsic & natural talents.
15.	24.03.18	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students shared their experiences pertained to their participation in 7 days guide camp.
16.	03.04.18	S. Kariya was Absent.	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The requirements needed for campus interview were discussed.
17.	12.04.18	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Queries related to TET were clarified.
18.	21.04.18	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance for model examinations were given.


Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
19.	04.06.18	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion about Semester examination without Fear and anxiety.
20.	06.07.18	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Orientation on practicum component- was given.
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other

Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	21.08.17	S. Sunmathi	Academic / Personal / Any other Scoring average marks.	required to score good marks in Semester <u>II</u> .
2.	22.08.17	P. Ramya	Academic / Personal / Any other Suggestions for TNPSC Preparations.	Ramya can refer more books in library.
3.	06.09.17	M. Shanmuga priya	Academic / Personal / Any other Guidance for higher Education.	Shanmuga priya is good in academic and can continue higher Education without stopping here.
4.	21.09.17	S. Kaniya.	Academic / Personal / Any other Suggestions for developing the extra-curriculum activities.	Suggesting Kaniya to participate in many competitions conducted by various colleges.
5.	22.10.17	S. Sunmathi	Academic / Personal / Any other Searching subjected related materials.	Sunmathi suggested to refer many encyclopedias, journals, and apart from text books.
6.	10.12.17	M. Leemarose	Academic / Personal / Any other Ways to prepare teaching aids.	Leemarose can refer senior students teaching-learning materials of concern subjects.

Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	24.03.18	Kariya.s	Academic / Personal / Any other family problem	Kariya needs personal counselling to solve the problems and can concentrate in academic papers.
8.	12.04.18	P. Ramya	Academic / Personal / Any other Accessing on line resources clarification needed	She was oriented about OERs & other websites.
9.	04.05.18	Leemarose	Academic / Personal / Any other Guidance for practical aspects.	Leemarose needs Guidance for practical aspects.
			Academic / Personal / Any other	
			Academic / Personal / Any other	<p>S. S. Srinivas PRINCIPAL Sri Sarada College of Education (Autonomous) SALEM-636 016</p>
			Academic / Personal / Any other	

SRI SARADA COLLEGE OF EDUCATION

(AUTONOMOUS), SALEM - 636 016.

(AFFILIATED TO TAMILNADU TEACHERS EDUCATION UNIVERSITY, CHENNAI)

RE-ACCREDITED BY NAAC WITH "A" GRADE



MENTOR- MENTEES RECORD

Name : Dr. S. VELVICHU

Designation : Director of Physical Education
2017- 2019

**SRI SARADA COLLEGE OF EDUCATION
(AUTONOMOUS),
SALEM – 636016**



MENTOR'S COMPREHENSIVE STUDENTS RECORD



"I will help you be whoever you want to be."

MENTOR'S PROFILE

NAME : Dr. S. VELVILATH

DESIGNATION : Director of Physical Education

PERIOD : 2017 - 2019

**SRI SARADA COLLEGE OF EDUCATION (AUTONOMOUS),
SALEM – 636016
MENTORING SYSTEM**

Objectives

1. Creating mutual trust between the mentor and mentees for bonding
2. Refining teacher-student communication outside classroom
3. Maintaining data base of student performance, attendance details & drop outs
4. Supporting personal & professional growth & monitoring psychological growth & progress
5. Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
6. Locating & solving attendance issues
7. Providing sustained motivation
8. Ensuring and providing feedback for parents
9. Identifying learning needs of the students and ensure appropriate learning strategies
10. Provisioning a Comprehensive Personal Student Record
11. Cultivating a healthy learning environment in college

Expected Outcomes

- A healthy Learning Environment
- Creation of positive communication channels among Principal, Parents, Staff and Students
- Enhancing a feeling of belonging among students
- Self confident, bold and active, enthusiastic student community
- Better attendance, lesser dropouts and good psychological health of students
- Confident Parents
- Improved Performance in the college and during practice teaching / internship as well

In short, Mentoring aspires to transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement. Please note that neither coaching nor counselling is the prerogative of mentoring, though they can be done sometimes.

Roles and Responsibilities of Mentors

- Conduct an orientation meeting for the freshers by first month of the Semester for appraising them of the process
- Select a spokesperson/representative for the group
- Collect data of mentees & maintain a file (Profiling the students)
- On locating their need for marked improvement in certain subjects, refer the same to respective faculty members
- Track the attendance record and ensure their regularity.
- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Counselling Committee
- Notify the College Union about students with special talents
- Motivate them to take part in activities that can accrue more credits and in competitions conducted both in our college and in other institutions.
- Compile their progress in performance and discuss about further improvement
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them twice in a month and record the same as a Review Report , to be sent to the Principal
- Preparation of Orientation Monthly Reports
- Ensure holistic well-being of Mentees

Roles and Responsibilities of Mentees

- Provide all the necessary data with relevant documents (Previous Academic Performance Records, documents for participation in extra /co curricular activities and academic advancement)
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor
- Seek information regarding resources that you need from various sources
- Conduct Peer Mentoring to help your mentor
- Have a positive attitude
- Accept feedback respectfully and cordially, and discuss future course of action
- Attend mentor meetings regularly and punctually
- Provide feedback and communicate healthy developments in you
- Reciprocity in interaction is the key to a successful mentor-mentee relationship.


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S.No.	Reg. No	Name of the Student	Contact No.	Address
1.	2017 M19	J. Mohana	9942198372	41538, Vilamallurkodu, Aniyaroor P.O. Salem.
2.	2017 M 24	K. Shakila Banu	9442747431	471 Ramal Thottam - Kalalampatti Road Salem.
3.	2017 M 25	J. Usha Nandhini	9994769958	85-1, Pandu Nagar Maniyaroor - Salem.
4.	2017 M 26	M. Vinitha	9943705151	Y88 - Korangi Nayateer Alla, Paikku Alla, Dharmadurai
5.	2017 H 47	J. Pavithra		15/28, 3 rd Cross St, V.O.C. Nagar, Salem
6.	2017 H 48	M. Poon guzhali	9791845518	5/198, O, Palanisamy Selli Kaliyammai Koil St, Periyapudur, Salem
7.	2017 H 49	R. Ramya.	9976223299	2/3/13. Indira Gandhi St, Annai Nagar. Pazhaya Palayam. Erode.

Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1	2	3	4	5	6	7	8	9	10
1.			2.08.17	21.08.17	20.09.17	23.09.17	21.10.17	30.10.17	24.11.17	28.11.17	06.12.17	29.12.17
1.	2017M19	P. Mohana.	a	x	x	x	x	x	x	x	x	x
2.	2017M24	S. Shakila Banu	x	x	x	x	x	x	x	x	x	x
3.	2017M25	J. usha Nandhini	x	a	x	x	x	x	x	x	x	x
4.	2017M28	M. Vinitha	x	x	x	x	x	x	x	x	x	x
5.	2017M47	T. parithra.	x	x	x	x	x	x	x	x	x	x
6.	2017M48	m. poonglambali	x	x	x	a	x	x	x	x	x	x
7.	2017H49	R. Ramya	x	x	x	x	x	x	x	x	x	x
Signature of the Mentor			P. Vebizhi SR									
Signature of the Principal			S. S. C. C. C. PRINCIPAL									

Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date										
			11 17.01.18	12 25.01.18	13 14.02.18	14 28.02.18	15 24.03.18	16 03.04.18	17 12.04.18	18 21.04.18	19 04.05.18	20 05.07.18	
1.	2017M19	J. Mohana	x	x	x	x	x	x	x	x	x	x	x
2.	2017M24	S. Shakila Banu	x	x	x	x	a	x	x	x	x	x	x
3.	2017M25	J. Usha Nandhini	x	x	x	x	x	x	x	x	x	x	x
4.	2017M28	M. Vinitha	x	x	x	x	x	x	x	x	x	x	x
5.	2017M47	J. Parvitha	x	x	x	x	a	x	x	x	x	x	x
6.	2017M48	M. Poonguzhali	x	x	x	x	x	x	x	x	x	x	x
7.	2017M49	R. Ramya	x	x	x	x	x	x	x	x	x	x	x
Signature of the Mentor			J. Mohana	SM	SM	SM	SM	SM	SM	SM	SM	SM	SM
Signature of the Principal			 PRINCIPAL Sri Sarada College of Education (Autonomous) SALEM-636 016										

Mentor - Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1.	2.8.2017	J. Mohana. (6) (7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The first meeting of mentor-mentee was conducted to know each other and explained their roles & responsibilities.
2.	21.8.2017	J. Usha Nandhini (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussed about the activities of talent search programme.
3.	25.9.2017	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties were allocated and guidance were given.
4.	23.9.2017	M. Poonguzhali 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Doubts were clarified related to class work.
5.	21.10.2017	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Who am I and why am I sessions were conducted.
6.	30.10.2017	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions were given to the students about internship.

Mentor - Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7	24.11.17	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance were given to the paper presentors who have participated in the Students Seminars
8	28.11.17	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Doubts were clarified and gave the guidance to the students.
9	6.12.17	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips to remember have given to the students for semester examination.
10	29.12.17	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Course to the students, those who were going to speak in the stage first time.
11	17.1.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Various duties were given to students for Santa's fiesta.
12	25.1.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions were given about Republic day and also how to write the group project.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13.	14.2.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students were motivated to participate in Bharatiyar Visha.
14	28.2.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions were given about "District level sports and cultural meet" and to take incharge for various activities
15	24.3.18	S. Shalika Banu T. Paritha. 5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students shared their views to the participation in Science day.
16.	3.4.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Oracles were given to the student regarding 'Campus initiatives'
17	12.4.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Clarified the queries about TET Exam.
18	21.4.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips to remember for given to students regarding model Exam.

Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
19.	4.5.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion on final examination and how to rectify the fear
20	5.7.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Orientation were given to students regarding practical exam.
21.	11.3.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion on, how to write the project and how to interpret the group project.
22.	6.5.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips for semester examination and gave some values about future.
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other

Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1	7.8.17	P. Mohana	Academic / Personal / Any other Difficult to assimilated the new material	Needed counselling was given
2	18.8.17	J. Ushamandini	Academic / Personal / Any other Feeling difficult to understand English	Necessary motivation was given
3	18.9.17	P. parithra	Academic / Personal / Any other Seeking help for preparing compelim exam	Suggestion was given
4	13.10.2017	P. Mohana	Academic / Personal / Any other Seeking help to clear TET Exam	Suggestion was given
5	4.12.2017	M. Pronguzhah	Academic / Personal / Any other Fear to face the health condition	Needed tips was given.
6	7.4.2018	R. Ramya	Academic / Personal / Any other Seeking help for family problem	counselling was given.

Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
8.	30.7.2018	T. parithra	Academic / Personal / Any other Seeking help for TNPSC Exam	guidance & notes were given.
9.	21.1.2019	M. Venilka	Academic / Personal / Any other Seeking help for TET Exam	Notes were given.
10.	4.3.2019	J. Ushawardhini	Academic / Personal / Any other Seeking help for Subject notes	Reference books were given.
			Academic / Personal / Any other	
			Academic / Personal / Any other	
			Academic / Personal / Any other	


S. Senthil
 PRINCIPAL

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SALEM-636 016