



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

*Criteria - II : Teaching Learning and Evaluation*

*KEY INDICATOR : 2.2 HONOURING STUDENT DIVERSITY*

*Metric No : 2.2.3. There are institutional provisions for categoring to differential student needs: Appropriate learning exposures are provided to students*

*2.2.3 (D) Any other relevant information*

*Tutor - Ward Document  
2018 - 2019*

**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

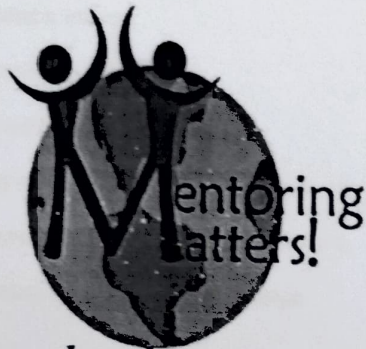
BIOLOGICAL SCIENCE (2018 - 2020)



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 : 2018 - 2020

2018 - 2020



**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.

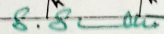


**'No one is a stranger, my child; the whole world is your own' - Holy Mother**

S.No.	Reg. No	Name of the Student	Contact No.	Address
1.	2018E09	B. MANISHA	7806837241	26/5A3, Bharathian Street, Jothu <sup>o</sup> Takes main road, Ammapet, Salem - 636003
2.	2018M12	M. CHANDRAKUMARI	8754002128	D/o M. Muthusamy, 3-209-A1, Thirupathi Nagar Thalavaipatti, Salem - 636302
3.	2018M20	V. R. RAJALAKSHMI	8122493868	D/o S.P. Vairava Rathinam, No. 5 Deva illam, Istcross, Periyasamy Nagar, Periyapudur Salem - 636016
4.	2018P38	S. VIDYA RUBINI	9498178938	D/o, P. Sekar, 405/1/133, AD Street, Mallampampatti, Ayyampesumal -patti (PO) Salem (dt) - 636302
5.	2018B40	P. DIVYA	9578682205	D/o P. Palaniappan, 3/18, Sadaiyappan Velaiva, Ammanakattu, Edapadi (TK) Salem(dt) - 637102
6.	2018H50	D. SINDHU	9786009780	429, Neerkanchimund, Sandynaik, The Nilgiris - 643237
7.				

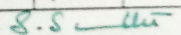


### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1 1.8.18	2 16.8.18	3 18.9.18	4 18.9.18	5 13.10.18	6 17.10.18	7 10.11.18	8 19.11.18	9 27.11.18	10 7.12.18
1.	2018E09	B. MANISHA	X	X	X	X	X		X	X	X	X
2.	2018M12	M. CHANDRA KUMARI	X	X	X	X	X		X	X	X	X
3.	2018M20	V.R. RAJALAKSHMI	X	X	X	X	a	LEAVE	X	X	X	X
4.	2018P38	S. VIDYA RUBINI	X	X	X	X	a		X	X	X	X
5.	2018B40	P. DIVYA	X	X	X	X	a		X	X	X	X
6.	2018H50	D. SINDHU	X	a	X	X	a		X	X	X	X
Signature of the Mentor			P.S-10-745	P.S-10-745	P.S-10-745	P.S-10-745	P.S-10-745			P.S-10-745	P.S-10-745	P.S-10-745
Signature of the Principal			 <b>PRINCIPAL</b> 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 31-12-18	12 11-1-19	13 25-1-19	14 31-1-19	15 4-2-19	16 11-2-19	17 28-2-19	18 25-3-19	19 26-4-19	20 4-7-19
1.	2018E09	B. MANISHA		X	X	a	X	X	X	X	X	
2.	2018M12	M. CHANDRAKUMARI		X	X	X	X	X	X	X	X	
3.	2018M20	V. R. RAJALAKSHMI		X	X	X	X	X	X	X	X	
4.	2018P38	S. VIDYA RUBINI	LEAVE	X	X	X	X	X	X	X	a	LEAVE
5.	2018B40	P. DIVYA		X	X	X	a	X	X	X	X	
6.	2018H50	D. SINDHU		X	X	X	X	X	X	X	X	
Signature of the Mentor				R.S. [Signature]	R.S. [Signature]	R.S. [Signature]	R.S. [Signature]	R.S. [Signature]	R.S. [Signature]	R.S. [Signature]	R.S. [Signature]	R.S. [Signature]
Signature of the Principal												

  
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 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	1.8.2018	All Present (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other In continuation with freshers day celebration students met the concerned & respective tutorial staff. Orientation regarding mentor-mentee session were given to students
2	16.8.18	Present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other In this session, entry level communicative skills were assessed, and the importance of Communicative skills were stressed
3	18.9.18	All present - 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other In Achievement motivation seminar, "who am I?" is one of the session, they are feel free to share or express their thoughts
4	18.9.18	All present - 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other As a portion of Achievement motivation seminar, "why am I?" session was conducted and they expressed who is behind their success?
5	13.10.18	Present - 2 Absent - 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other A talk about "Need based financial Advisor" speech was given, followed by that the mentor discussed with the mentees about the financial management.
6	17.10.18	Present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were given counselling on curricular aspect and how to prepare study materials following the class notes.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7	10.11.18	All present - 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other CCE Orientation programme were given, at the end of that, the mentor clarified their doubts, they did also express their formative assessment technique
8	19.11.18	All present - 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Their observations of the demonstration classes were reviewed. They shared their description and observation of their seniors.
9	27.11.18	All present - 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students expressed their opinions and impressions about Montessori System after the visit of Senthil public school
10	7.12.18	All present - 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance was provided regarding the model examination
11	31.12.18	All present - 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Model exam performance was analysed and instructions, guidance related to semester exam preparation was given
12	11.1.19	All present - 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other In connection with (Pongal celebration) preparatory work for " Pongal Duraisiv " made by our students



### Mentor - Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13	25.1.19	Present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Stressed on Awareness and Importance of Casting votes
14	31.1.19	Present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance was given for the presentation of posters for the competition conducted related to plastic awareness programme
15	4.2.2019	Present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other / Health counselling As part of observing World Cancer Awareness day, mentees were personally advised on the maintainance of proper health practices
16	11.2.2019	All present - 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Preparatory work duties, were allotted for the "Inter Collegiate Competition Organised by our institution"
17	28.2.19	All present - 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students experiences related to the visit to Puritham Learning Center were heard. Healthy discussion on nature Oriented education was performed.
18	25.3.19	All Present - 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance related to "Bharathiyar Vizha" competitions was given. Mid Sem performance was also discussed

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
19	26.4.19	Present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Academic Counselling was given for the model exam preparation
20	8.7.19	All present (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions related to Intensive Teaching practice to be taken up at schools.
21	13.12.19	All present (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other School experiences were shared by the mentees, Instructions and guidance related to 3 <sup>rd</sup> Semester exam was given
22	31.1.2020	All present (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties related to National level workshop was allotted in Sem academic guidance was also given
23	6.3.2020	Present - 5 Absent - 1	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Orientation was given about the practical exam students Impression about the special school visit were shared
24	13.3.2020	All present (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The purpose of lighting Ceremony was detailed. They were guided to keep up the spirit of offering services to the society

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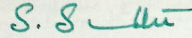


### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1	23.8.2018	M. Chandrakumari	Academic / Personal / Any other Difficult to accommodate and adopt the new curriculum	Needed guidance was given
2	18.9.2018	P. Divya	Academic / Personal / Any other Needed study material in Biological Science	Suitable study material was provided for her
3	11.9.2019	B. Manisha	Academic / Personal / Any other Feeling about her family problem	Necessary steps were given to overcome from the problem.
4	13.10.2018	D. Sindu	Academic / Personal / Any other Manage the time in useful in free time	Read all story and comic books
5	15.10.2018	V.R. Rajalakshmi	Academic / Personal / Any other Difficult in learning	Read Newspaper and story books
6	12.11.2018	S. Vidya Rubini	Academic / Personal / Any other Low self confidence	Advice was given on the basis of SWOT analysis

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7	2.11.2018	D. Sindu	Academic / Personal / Any other Lack in Communication Skill	Encouraged to take part in all group activity
8	14.11.2018	P. Divya B. Hanisha	Academic / Personal / Any other Time Management	Counselling was given
9	10/12/2018	M. Chandrakumar	Academic / Personal / Any other Lack in Social Skills	Encouraged her to express herself
10	25/1/2019	V.R. Rajalakshmi	Academic / Personal / Any other Internet Connectivity	Motivation was given and study material was given through google classroom
11	17/3/2019	S. Vidya Rubini	Academic / Personal / Any other Ways to prepare for TNPSC	Can refer from library
			Academic / Personal / Any other	

  
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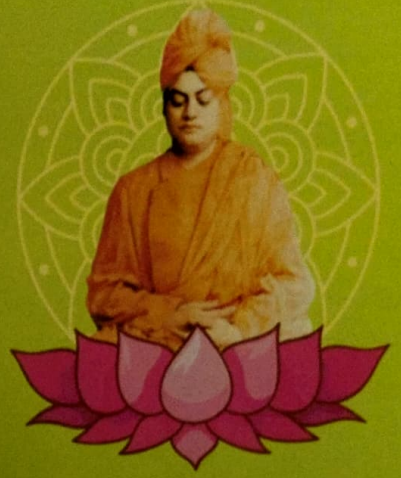
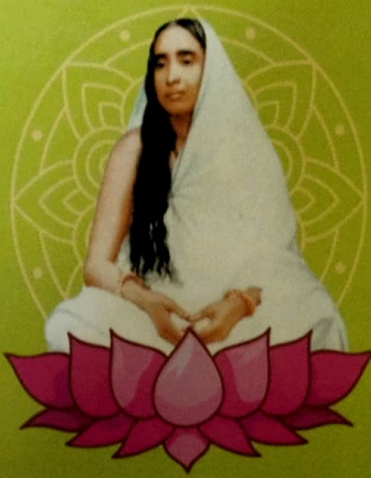
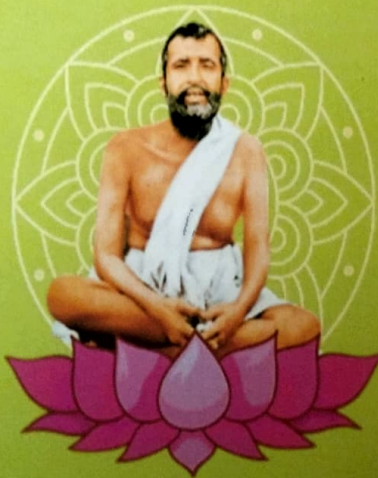


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RE-ACCREDITED BY NAAC WITH "A" GRADE



## MENTOR- MENTEES RECORD

Name : Dr. V. PRIYA

Designation : ASSISTANT PROFESSOR

SSEE

**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. V. PRIYA

**DESIGNATION** : ASSISTANT PROFESSOR OF  
PHYSICAL SCIENCE

**PERIOD** : 2018 - 2020



**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
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**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
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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.
- 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.	2018T01	M. BHUVANA	9159904645 9451881521	9/202A, West street, Kohur, Kohur (post) Kannivadi (village), Dindigul-624705
2.	2018E06	R. KARTHIGA	9600951785 9944978278	114.A - Hari Illam Ayyagounder Street. Valapadi (T.K), Salem-636115
3.	2018M29	N. VIDHYA	6369478996 9940903316	108-1-N- Thattakkal, Nagarasampatti (post) Pocheempalli (T.K) Krishnagiri-635204
4.	2018P31	D. GOWTHAMI	9600272527 9994194439	71-Kamachiyamma Kovil Street Yethapur (post), P.N. Palayam (T.K) Salem (D.T)
5.	2018B43	S. NANDHINI	98427714648 8637464615	380/1, Amman garden Kandappa colony, Annathanapatty Salem-636002
6.	2018H49	G. PRAYEENA	9688503553 9443123980	23/7-A, Chinna Babu street Arisipalayam, Salem-636009
7.				

### Mentor – Mentees Sessions Attendance Record













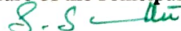
S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1	2	3	4	5	6	7	8	9	10
1.	2018T01	M. BHUVANA	1.8.18	16.8.18	18.9.18	18.9.18	13.10.18	14.10.18	16.11.18	19.11.18	24.11.18	1.12.18
			X	X	X	X	X	X	X	X	X	X
2.	2018E06	R. KARTHIGA	X	X	X	X	X	X	X	X	X	X
			X	X	X	X	X	X	X	X	X	X
3.	2018M29	N. VIDHYA	X	X	X	X	X	X	X	X	X	X
			X	X	X	X	X	X	X	X	X	X
4.	2018P31	D. GOWTHAMI	X	X	X	X	X	X	X	X	X	X
			X	X	X	X	X	X	X	X	X	X
5.	2018B43	S. NANDHINI	X	X	X	X	X	X	X	X	X	a
			X	X	X	X	a	X	X	X	X	X
6.	2018H49	G. PRAVEENA	X	X	X	X	a	X	X	X	X	X
Signature of the Mentor												
Signature of the Principal												

*S. S. [Signature]*

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### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date											
			11 31.12.18	12 11.1.19	13 25.1.19	14 31.1.19	15 4.2.19	16 11.2.19	17 28.2.19	18 25.3.19	19 26.4.19	20 4.7.19		
1.	2018T01	M. BHUVANA	X	X	X	X	X	X	X	X	X	X	X	X
2.	2018E06	R. KARTHIGA	X	X	X	X	X	X	X	X	X	X	X	X
3.	2018M29	N. VIDHYA	X	X	X	X	X	X	X	X	X	X	X	X
4.	2018P31	D. GOWTHAMI	X	X	X	X	X	a	X	X	X	X	X	X
5.	2018B43	S. NANDHINI	X	X	X	X	X	X	X	X	X	a	X	X
6.	2018H49	G. DRAVEENA	X	X	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 Report

S.No.	Date	No. of students present	Topic of the Discussion
1	01.8.2018	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other In continuation with freshers day celebration students met the concerned tutorial staff. orientation regarding mentor – mentee session were given to students.
2	16.8.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other In this session, entry level communicative skills were assessed, and the importance of communicative skills were stressed.
3	18.9.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other In Achievement motivation Seminar, "who am I" is one of the session, they are feel free to express their Ideas
4	18.9.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other As a part of Achievement motivation seminar "why am I" session was conducted and students shared who is behind their success?
5	13.10.18	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other A talk about "Need based financial Advisor" talk was given, followed by that the mentor discussed with the mentees about the financial management.
6	17.10.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were given counselling on circular aspect & how to prepare study materials following the class notes.



### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7	10.11.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other CCE orientation programme were given, at the end of that, the mentor clarified their doubts, they did also express their formative assessment techniques.
8	19.11.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other their observations of the demonstration classes were reviewed. They shared their observation of their seniors also.
9	27.11.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other students expressed their impressions about the montessori system after the visit of Senthil public school.
10	7.12.18	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance was provided regarding the model examination
11	31.12.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Model exam performance was analysed and instructions and guidance related to semester exam preparation were given.
12	11.1.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other In connection with (pongal celebration) preparatory work for 'Pongal Utsavam' made by our students.

### Mentor – Mentees Sessions Report

S.No. Date	Date No	No. of students present	Topic of the Discussion
25.1.19	13	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Awareness and Importance of casting votes was stressed.
31.1.19	14	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance was given for the presentation of posters for the competition conducted related to plastic awareness programme.
4.2.2019	15	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other / Health counselling As part of observing world Cancer Awareness day, mentees were personally advised on the maintenance of proper health practices.
11.2.2019	16	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Preparatory work duties, were allotted for the "Inter-collegiate competition organised by our Institution.
28.2.19	17	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students experiences related to the visit to Puvitham learning center were heard. Healthy discussion on nature oriented education was done.
25.3.19	18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance related to Bhauathiyar Visha competitions was given. Mid Sem performance was also discussed.



### Mentor – Mentees Sessions Report

S.No. <i>Date</i>	Date <i>No</i>	No. of students present	Topic of the Discussion
26.4.19	19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Academic counselling for the model exam preparation
4.7.19	20	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions related to Intensive teaching practice to be taken up at Schools.
13.12.19	21	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other School experiences were shared by the mentees. Instructions related to 3rd semester exam were given.
31.1.2020	22	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties related to national level workshop was allotted IV sem academic guidance was also given.
6.3.2020	23	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other orientation was given about the practical exam Students impressions about the special school visit were shared.
13.3.2020	24	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The purpose of lighting ceremony was detailed. They were guided to keep up the spirit of offering services to the society

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	01.8.2018	M. Bhuvana	Academic / Personal / Any other Difficulty in identify suitable study material	personalised study material was provided through edmodo and whatsapp.
2.	16.8.18	R. Kauthiga	Academic / Personal / Any other " Covid - 19 " - thread	Motivating words to develop the mental health.
3.	18.9.18	N. Vidhya	Academic / Personal / Any other Needed study material in tamil	Suitable study material was provided for her.
4.	28.9.18	D. Gowthami	Academic / Personal / Any other Teaching aids for Physical Science	Teaching aids <sup>model</sup> was shown and explained how to prepare.
5.	25.1.19	S. Nandhini	Academic / Personal / Any other Due to some Family problems, she is not able to concentrate in studies	Motivated and gave necessary directions to concentrate in studies
6.	31.1.19	A. Praveena	Academic / Personal / Any other Stage Fear, while giving assembly speech.	Encouraged through some practices.



### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	23.2.19	M. Bhuvana	Academic / Personal / Any other She needs Study material and [writing problems in Essay type questions]	Personalised study material both formal and e-material were provided
8.	25.2.19	R. Karthiga	Academic / Personal / Any other She is good in academic but, she needs counselling regarding family problems	Suitable directions were given and motivated to concentrate in studies.
9.	21.3.19	N. Vidhya	Academic / Personal / Any other Difficulty to get along with English	needed Instructions were given for language difficulty
10.	13.4.19	D. Gowthami	Academic / Personal / Any other Need an academic support regarding pedagogy course.	guidance was given.
11.	25.4.19	S. Nandhini	Academic / Personal / Any other Health issues & family problems needs academic support.	Motivated words were given to develop the mental health and well being
12.	27.4.19	G. Praveena	Academic / Personal / Any other Low spirit and poor performance in all exams.	Motivated and gave directions in an appropriate manner

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
13	4.5.2019	M. Bhuvana	Academic / Personal / Any other Teaching aid preparation regarding Tamil subject.	Suitable directions were given.
14	2.5.2019	R. Kathiga	Academic / Personal / Any other Teaching aids preparation & tutorial group project needs guidance.	Suggestions were given in this issue.
15	11.5.2019	N. Vidhya	Academic / Personal / Any other problems in completion of lesson plan.	Alternative ways are suggested (seeking help of Arts & science students of SSC)
16	9.5.2019	D. Gowthami	Academic / Personal / Any other Identifying a problem for action research	Suggestions were provided
17	10.5.2019	S. Nandhini	Academic / Personal / Any other "class room management during Internship"	Guidance was given.
18	11.5.2019	G. Praveena	Academic / Personal / Any other Managing the dull bloomers	Remedial teaching techniques were highlighted.



### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
			Academic / Personal / Any other <i>Time management</i>	<i>counselling was given.</i>
19	11.07.2019	M. Bhuvana	Academic / Personal / Any other <i>threat of covid-19</i>	<i>Apt direction was given</i>
20	12.07.2019	R. Kautliga	Academic / Personal / Any other <i>problem in lesson plan submission.</i>	<i>Alternative ways are suggested. and suggestion given to complete the task.</i>
21	15.07.2019	N. Vidhya	Academic / Personal / Any other <i>Needs academic support for tamil material</i>	<i>she is good in academic due to language barrier. Needs proper academic support.</i>
22	19.07.2019	D. Gowthami	Academic / Personal / Any other <i>Needs suggestion to score high marks in Examination.</i>	<i>Encouraged through some of the practices.</i>
23	20.7.2019	S. Nandhini	Academic / Personal / Any other <i>poor performance in exams.</i>	<i>Motivated and gave necessary guidance of Academic</i>
24	22.7.2019	G. Praveena		

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
25	25.7.2019	M. Bhuvana	Academic / Personal / Any other needs study material	Personalised Study material was provided.
26	20.7.2019	R. Kasthiga	Academic / Personal / Any other online class	Extended help for studying and preparing exam.
27	26.7.2019	N. Vidhya	Academic / Personal / Any other Internet connectivity	Suitable motivation was given, and study material pasted through whatsapp.
28	22.7.2019	D. Gowthami	Academic / Personal / Any other needs study material	personalised study material was provided.
29	29.7.2019	S. Nandhini	Academic / Personal / Any other Health Issue	Married Trainee She was pregnant and during her examination, delivery due date. Encouraged to study for exams
30	30.7.2019	S. J. Praveena	Academic / Personal / Any other problem in learning pattern	Suitable directions were given.

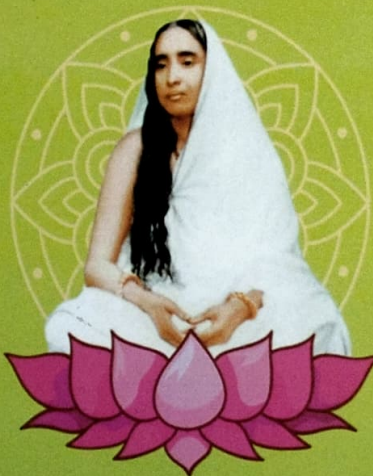


# SRI SARADA COLLEGE OF EDUCATION

(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 VADAN

Designation : ASSISTANT PROFESSOR OF  
EDUCATION [2018-20]

**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** : 2018-20



**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**

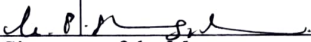










- Provide all the necessary data with relevant documents ( Previous Academic Performance Records, documents for participation in extra /co curricular activities and academic advancement )
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly 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.	2018 E08	S. KOKILA .	7539935513	D/o S. Selvam 289, Masjid Koni St, Permagaram, Dharmapuri - 636810
2.	2018 E 11	P. NIRANJANA .	9150572463.	D/o K. Palanisamy. 5/630, L3A, Valliammal St, Tajir Annampalayam, Salem - 636302.
3.	2018 M21	C. SHARMILA .	9087392170	D/o. Chinna durai, 9/140, Meshi Valasu, Kadayan patti, Salem - 636300
4.	2018 P34	U. KEERTHANA .	9360337389.	D/o. R. D. Umepathi 98/99, Arasamaram Pillaiya Koni St, Salem - 636001.
5.	2018 B24	V. SOUNDARYA .	9790463141	D/o. Venkatachalem, V/398 A, Manthoppukadu, Sivathapuram, Salem - 636307.
6.	2018 H48-	R. PAVITHRA .	9003711067	D/o. P. Ramesh babu, 42, Stali Bank colony, Annampet, Salem - 636003
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
			01.08.18	16.8.18	18.9.18		13.10.18	16.10.18	10.11.18	19.11.18	27.11.18	7.12.18
1	2018 F08	S. KOKILA	x	x	x		x	x	x	x	x	x
2	2018 E11	P. ANURAJA	x	x	x		x	x	x	x	x	x
3	2018 M21	C. SHARMILA	x	x	x		x	x	x	a	x	x
4	2018 P34	U. KEERTHANA	x	x	x		x	x	x	x	x	x
5	2018 B44	B. SOUNDARYA	x	x	x		x	x	x	x	x	x
6	2018 W48	R. PAVITHRA	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 Report

S.No.	Date	No. of students present	Topic of the Discussion
1.	01.08.2018	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other First meeting after the celebration of Freshers' Day and the mentor conducted icebreaking session
2.	16.8.18	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Orientation on Communication skills and the
3.	18.9.18	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Session on who am I? is Achievement motivation seminar.
4.	18.9.18	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Why am I here? → Session (Achievement Motivation)
5.	13.10.18	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion about financial arrangement, after attending the guest lecture on 'Need based financial advisor
6.	16.10.18	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Audience on preparing class notes

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	10.11.18	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students expressed their views on formative assessment techniques after attending the orientation on CCE.
8	19.11.18	C. Sharmila (5)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students shared their observations of demonstration classes.
9	27.11.18	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students shared their feedback about the montessori system after the visit of Senthil Public School.
10.	7.12.18	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips were given for Model exam preparation.
11	24.12.18	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips for semester examination were given after analysed their performance in Model exams.
12	12.1.19	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties were allotted for 'Pongal celebration'.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13.	25.1.19	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion on the importance of casting votes.
14	31.1.19	P. Niranjana C. Sharmila (4)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion on presentation of posters for the competition Plastic Awareness Programme.
15.	4.2.19	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Advice was given on maintenance of health practices after attending World Cancer Awareness Programme.
16.	11.2.19	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties allotted for 'Saras. Jyotsna' - Inter college competitions.
17.	28.2.19.	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students shared their experiences on visit to Puritham Learning Center.
18.	25.3.19.	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance was given on Bharathiar Vixha Competitions.



### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
19.	26.4.19.	R. Pavithra (5)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Audience related to <sup>preparation for</sup> Model Examination was given
20.	27.4.19.	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions were given related to intensive. Perky Perky.
21.	3.12.19.	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students gave their feedback on their school experiences, and instructions related to the same were given.
22.	31.1.20.	V. Soundarya (5)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties were allotted for National level workshop.
23.	6.3.20.	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Orientation was given on practical examination.
24.	13.3.20.	(6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions were given on lighting ceremony.

### Individual Counselling


S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	21. 8. 2018	P. Nisargane.	Academic / Personal / Any other Difficult to accommodate and adapt the new environment <sup>(C.A. not in line)</sup>	Needed Guidance was given.
2.	4. 9. 2018	C. Sharmila	Academic / Personal / Any other Need Tamil materials for reference.	Needed reference Tamil books was given. (Title).
3.	25. 9. 2018	U. Keerthana.	Academic / Personal / Any other Difficulty in understanding the core paper.	Needed Guidance was given.
4.	27. 12. 2018	R. Paritha.	Academic / Personal / Any other Feeling stressed due to her family problems.	Necessary steps to overcome the problems was given.
5.	12. 1. 2019	S. Kotele.	Academic / Personal / Any other Difficult to manage the time during semester exam.	Proper Time management strategies was given.
6.	22. 2. 2019	B. Soundarya.	Academic / Personal / Any other Depressed due to health issues.	Various healthy tips for maintaining health was given.

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	25.2.2019	S. Kollige	Academic / Personal / Any other Difficulty in collect the materials in Tamil	Needed guidance was given. Suggested group discussion for further clarification.
8.	13.3.2019	P. Niranjan	Academic / Personal / Any other Seeking help for preparing Competitive Examin.	Guidance was given accordingly.
9.	28.3.2019	U. Keerthana.	Academic / Personal / Any other Fear to perform in College drama.	Necessary guidance was given.
10.	11.4.2019	R. Parithere.	Academic / Personal / Any other Family problem	Needed guidance was given
11.	27.4.2019	C. Sharmila	Academic / Personal / Any other <del>Dispute</del> Dispute between classroom management strategies for internship.	Guidance was given.
12.	30.4.2019	P. Niranjana.	Academic / Personal / Any other Fear about Covid-19	Motivation was given.



**Individual Counselling**

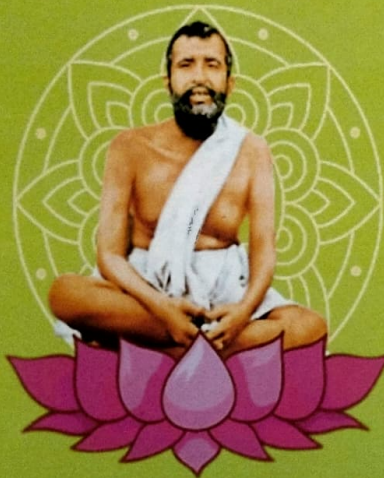
S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
13	21.8.19	C. Sharonila	Academic / Personal / Any other Difficult in attend online classes.	Suggestions were given.
14	19.9.19	P. Niroojana	Academic / Personal / Any other Difficult in handling online gadgets.	Audience was given.
15	21.10.19	R. Parithora	Academic / Personal / Any other Fear on, Online Proctored exam.	Audience was given.
			Academic / Personal / Any other	
			Academic / Personal / Any other	<p align="center">   <b>S. S. Srinivas</b>  <b>PRINCIPAL</b>  <b>Sri Sarada College of Education</b>  <b>(Autonomous)</b>  <b>SALEM-636 016</b> </p>
			Academic / Personal / Any other	

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RE-ACCREDITED BY NAAC WITH "A" GRADE



## MENTOR- MENTEES RECORD

2018 - 2020

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** : Asst. Prof. of English

**PERIOD** : 2018 - 2020



**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
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10. Provisioning a Comprehensive Personal Student Record
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**Expected Outcomes**

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- Better attendance, lesser dropouts and good psychological health of students
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- 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
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**'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.	2018T04	K. Shanmugapriya	9025683436	D/o M. kandasamy, 4/114, Rajaram Colony, Gajalnaickenpatti, Salem - 201
2.	2018 E07	P. Keerthana	9042277907	D/o P. Palanisamy, T/4. 89, Seevahhamarathu koodu, Periyapudur Salem 636 010
3.	2018M22	M. Sivasanjani	8428200440	D/o K. Murali, 320-J Chairman Ramalingam Street, Salem 636 001.
4.	2018M24	S. Soumiya	9994517647	D/o C. Sundaram, 2/188, Andipatti, East Vattam, Parankadu 636307.
5.	2018P30	R. Archana	7502119387 9940680263	D/o, A. Rajendran, Ramamoorthy Nagar, Kethunaickenpatti Village, Kadayanpatti, Salem - 636 354.
6.	2018B45	N.S. Sudhanya	9488403371	D/o Sathesan, Nellakani (H) Pattanayal Po. Vellary, Nilgris - 643 240
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
			2.8.18	16.8.18	18.9.18	13.10.18	16.10.18	10.11.18	19.11.18	27.11.18	7.12.18	24.12.18
1.	2018T04	K.Shanmuga Priya	x	x	x	x	x	x	x	x	x	x
2.	2018E 07	P. Keerthana	x	x	x	x	x	x	x	x	x	x
3.	2018M22	M.Sivaranjani	x	x	x	a	x	x	x	x	x	x
4.	2018M24	S. Soumiya	a	x	x	x	x	x	x	x	x	x
5.	2018P30	R. Archana	x	x	x	x	x	x	x	x	x	x
6.	2018BAS	NS. Sudhanya.	x	x	x	a	a	x	x	x	x	x
Signature of the Mentor												
Signature of the Principal			 <b>PRINCIPAL</b> 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
			11.1.19	25.1.19	31.1.19	4.2.19	11.2.19	28.2.19	25.3.19	26.4.19	12.7.19	13.12.19
1	2018T04	K.Shanmuga Priya	x	x	x	x	x	x	x	x	x	x
2	2018E07	P. Keerthana	x	x	x	x	x	x	x	x	x	x
3	2018M22	M. Sivaranjani	x	x	x	x	x	x	x	x	x	x
4	2018M24	S. Soumiya	x	x	x	x	x	a	x	x	x	x
5	2018P30	R. Archana	x	x	x	x	x	x	x	x	x	x
6	2018B45	Ms. Sudhanya.	x	x	a	x	x	x	x	x	x	x
Signature of the Mentor												
Signature of the Principal			 <b>PRINCIPAL</b>									

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1.	02.08.2018	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Following Freshers' Day celebration, students met the concerned Tutorial staff. Ice-breaking session between the mentor & mentees.
2.	16.8.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Importance of communicative skills was stressed. Entry level communicative skills were assessed.
3.	18.9.18.	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other "Who am I?" session (Achievement Motivation Seminar).
4.	18.9.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other "Why am I?" session (Achievement Motivation Seminar)
5.	13.10.18	4	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Following the talk by the "Need based Financial Advisor", the mentor discussed with the mentees about their financial management.
6.	16.10.18	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were given counselling on curricular aspects & how to prepare study materials following class notes.



### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	10.11.18	6	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>At the end of CCE orientation programme, the mentees met the mentor &amp; clarified their doubts. They did also express their formative assessment techniques.</p>
8.	19.11.18	6	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Their observations of the demonstration classes were reviewed. They shared their observation of their seniors also.</p>
9.	27.11.18.	6	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Students expressed their impressions about the Montessori System after the visit of Senthil Public School.</p>
10.	7.12.18 Summer Holiday	6	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Guidance related to Model exam preparation.</p>
11.	24.12.18	6	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Model exam performance was analyzed and instructions &amp; guidance related to semester exam preparation were given.</p>
12.	11.1.19.	6	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Preparatory work for 'போளா மகாவிளா' (Pongal celebration).</p>

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13	25.1.19.	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Importance of casting votes was stressed
14	31.1.19	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance was given for the presentation of posters for the competition conducted related to Plastic Awareness programme.
15.	A.2.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other / Health counselling. As part of observing World Cancer Awareness Day, mentees were personally advised on the maintenance of proper health practices.
16.	11.2.2019	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Preparatory work duties were allotted for 'Sarada Fiesta - Inter-collegiate competitions'.
17.	22/2/19	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students' experiences related to the visit to Puvitham learning center were heard. Healthy discussion on Natural <del>based</del> oriented education was done.
18.	25.3.19.	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance related to Bharathiar Vigha competitions was given. Mid-sem performance was also discussed.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
19.	26.4.19	6	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Academic counselling for the Model exam preparation.</p>
20.	<del>12.7.19.</del> 12.	6	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Instructions related to Intensive Teaching Practice to be taken up at schools.</p>
21.	<del>15.12.19.</del> 16.12.19	6	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>School experiences were shared by the mentees. Instructions related to III sem. exam were given.</p>
22.	31.1.2020	6	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Duties related to National level Workshop was allotted. IV sem academic guidance was also given.</p>
23.	6.3.2020	6	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Students' impressions about the special school visit were shared. Orientation was given about Practical examination.</p>
24.	13.4.2020	6	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>The purpose of lighting ceremony was detailed. They were guided to keep up the spirit of offering services to the society.</p>



### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	18.08.18	P. Keerthana (English)	Academic / Personal / Any other Family issue.	Emboldened to face critical situations.
2.	13.08.18	M. Sivaranjani (Math).	Academic / Personal / Any other Difficulty to identify suitable study material.	Needed instructions were given.
3.	16.08.18	NS. Sudhanya (Bio. Science).	Academic / Personal / Any other Difficulty to get along with Tamil.	Her mother tongue is Malayalam. Motivated to clarify any issue with the mentor.
4.	14.08.18	K. Shanmuga Priya	Academic / Personal / Any other Need of Tamil Study material.	Peer tutoring was arranged. Needed materials were arranged in the library.
5.	10.11.18	P. Keerthana NS. Sudhanya.	Academic / Personal / Any other Need of academic support for the pedagogy course.	Guidance was given.
6.	24.12.18	S. Soumiya, (Math)	Academic / Personal / Any other She is physically challenged. Mentally upset.	Suitable motivation was given.

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	20.03.19	P. Keerthana (Eng).	Academic / Personal / Any other Need of study material.	Personalised study material was provided.
8.	17.07.19	R. Archana. (Phy. Sci.)	Academic / Personal / Any other Stage fear	Encouraged through some practices.
9.	02.08.19	NS. Sudhanya.	Academic / Personal / Any other Low spirit. Poor performance in exams.	Motivated & gave necessary directions
10.	27.02.20	M. Sivaranjani.	Academic / Personal / Any other Health Issue.	Taken to the local hospital. Suggested to have healthy diet.
11.	14.03.20	P. Keerthana.	Academic / Personal / Any other Problem in writing essays (in exams).	Regular practice was given. Helped to write in detail.
12.	18.4.20	K. Shanmuga Priya.	Academic / Personal / Any other Problem in learning pattern.	Suitable directions were given.

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
15	23.5.20	P. Keerthara Ns. Sudhanya,	Academic / Personal / Any other Clarification in writing lesson plans.	Solved the problem by giving illustrations.
16.	12.6.20	S. Soumiya K. Shanmuga Priya.	Academic / Personal / Any other Teaching aids preparation.	Suggestions given.
17.	15.7.20	S. Soumiya M. Sivaranjani.	Academic / Personal / Any other Teaching aids for Math.	Suitable directions were given.
18.	16.8.20	R. Archana.	Academic / Personal / Any other Classroom management during internship.	Guidance was given.
19.	6.09.20	M. Sivaranjani	Academic / Personal / Any other Managing the late bloomers.	Remedial teaching techniques were highlighted.
20	13.10.20	P. Keerthana.	Academic / Personal / Any other Identifying a problem for Action Research.	Suggestions were given.



**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
21.	21.11.20	R. Archana	Academic / Personal / Any other Time management.	Counselling was given.
22.	23.12.20	NS. Sudhanya.	Academic / Personal / Any other Language problem at school.	Suggestions to seek help from peers were given.
23.	3.1.21	M. Sivaranjani. S. Soumiya.	Academic / Personal / Any other Problem in lesson plan submission.	Alternative ways are suggested. (seeking the help of students of Arts college).
24.	5.2.21	K. Shanmuga Priya.	Academic / Personal / Any other Threat of Covid-19.	Apt direction was given.
25.	28.3.21	''	Academic / Personal / Any other Covid-19.	Emboldened. Motivating words to develop the mental health.
26.	12.4.21	P. Keerthana NS. Sudhanya.	Academic / Personal / Any other Online classes.	Extended help.

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
27.	12.5.21	S. Soumiya P. Keerthana (over phone)	Academic / Personal / Any other Online study materials access.	Suggestions were given.
28.	15.5.21	All students. (over phone)	Academic / Personal / Any other online exam fear.	Emboldened.
29.	20.5.21	All students. (over phone)	Academic / Personal / Any other Online practical exam.	Suggestions were given.
			Academic / Personal / Any other	
			Academic / Personal / Any other	
			Academic / Personal / Any other	

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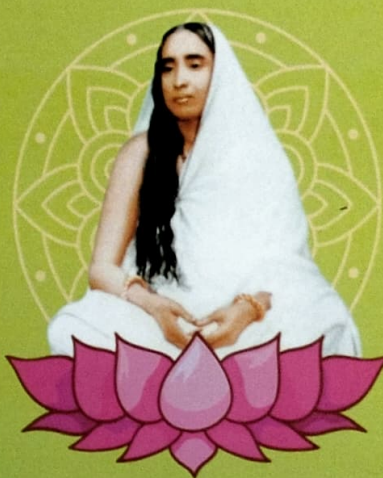


# SRI SARADA COLLEGE OF EDUCATION

(AUTONOMOUS), SALEM - 636 016.

(AFFILIATED TO TAMILNADU TEACHERS EDUCATION UNIVERSITY, CHENNAI)

RE-ACCREDITED BY NAAC WITH "A" GRADE



## MENTOR- MENTEES RECORD

2018 - 2020

Name : Dr. V. Anulselvi

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** : MRS.V. ARULSELVI

**DESIGNATION** : ASSISTANT PROFESSOR

**PERIOD** : 2018 - 2020

**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.	2018E05	K. Karithra	9942651896	149, Manjakuttai, Yerlaud (T.K), Salem - DT - 636602
2.	2018M17	A. Malini	9442854997	2/314-A, Sathya Nagar (Avai route) Thekampatti - (P.O), Dharmapuri - 636705
3.	2018M28	M. Vaishali	8300014332	6-5, Keel Theru, Aarigagoundampatti Palayam, Swamangalam - (P.O), Salem - 636605
4.	2018 P36	R. Rani	9750556374	9/237, திண்டிவனம் சேரலாசி சாலை, 4 <sup>ஆம்</sup> மாடிக் அகிலமணி, சேரலாசி - 636610
5.	2018B39	M. Agila	9566900605	3/109, Groundan Street, Keerakanur, No.3, Kumarpalayam, Namakkal - 636203
6.	2018M13	V. Dharani	9444850310	Chinna Mathur Village, Pelakkadu (P.O), Yerlaud (T.K), Salem - (D.T) - 636602
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
			02.8.18	16.8.18	18.9.18	18.09.18	13.10.18	15.10.18	12.11.18	19.11.18	27.11.18	30.11.18
1.	2018E05	K. Kanitha	x	x	x	x	x	x	x	x	x	x
2.	2018M17	A. Malini	x	x	x	x	x	x	x	a	x	x
3.	2018M28	M. Vaishali	x	a	x	x	x	x	x	x	x	x
4.	2018P36	R. Rani	x	x	x	x	x	x	x	x	x	a
5.	2018B39	M. Agila	x	x	x	x	x	x	x	x	x	x
6.	2018M13	V. Dhavani	x	x	x	x	x	x	x	x	x	x
Signature of the Mentor			<i>Al</i>	<i>Al</i>	<i>Al</i>	<i>Al</i>	<i>Al</i>	<i>Al</i>	<i>Al</i>	<i>Al</i>	<i>Al</i>	<i>Al</i>
Signature of the Principal			<i>S. S. S.</i>									

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 (Autonomous)  
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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
			24.12.18	18.01.19	25.01.19	31.01.19	04.02.19	11.02.19	28.02.19	25.03.19	26.04.19	12.07.19
1.	2018E05	K. Kanithra	X	X	X	X	X	X	X	X	X	X
2.	2018M17	A. Malini	X	X	X	X	X	X	X	X	X	X
3.	2018M28	M. Vaishali	a	X	X	X	X	X	X	X	X	X
4.	2018P36	R. Rani	X	X	X	X	X	X	X	X	a	X
5.	2018B39	M. Agila	X	X	X	X	X	X	X	X	X	X
6.	2018M13	V. Dharani	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			<i>[Signature]</i>									

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### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1.	02.8.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentor & Mentees met for the first time. Mentees introduced themselves so that mentor was able to know their background & aspirations.
2.	16.8.18	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The importance of developing communication skills was elucidated among mentees on the basis of their results of entry level English test.
3.	18.9.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The purpose of participating in the Achievement Motivation Seminar was discussed with mentees.
4.	18.9.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Feedback given on "Who am I? & "Why am I" sessions of Achievement Motivation Seminar.
5.	13.10.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees are encouraged to come to college on time to overcome the Curricular & Co-curricular difficulties.
6.	15.10.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees are given advice to keep the separate note book for class notes, Maintain file to keep all the study materials.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	12.11.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other (On following the CCE orientation Programme, Mentees are asked to share their take away message from the Programme - Doubts were clarified by them.
8.	19.11.18	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentor - mentees met after demonstration class got over. Mentees shared their views & experience on demonstration.
9.	27.11.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees expressed their views on their observations on visit to Senthil Public School, Salem
10.	<del>30.12.18</del> me	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were asked to not to take leave for model exams and advised to prepare for the same.
11.	24.12.18	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were given orientation on self-regulation skills and study habits to score better on exams.
12.	<del>12.1.19</del>	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were encouraged to take part in pongal celebration.


### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13.	25.1.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were given awareness on "Voting rights".
14.	31.1.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were encouraged to take part on posters presentation for Anti-plastic awareness.
15.	4.2.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were advised to come to college regularly & attend the assembly with punctuality.
16.	11.2.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were allotted respective roles to perform for the 'Sarada Fiesta'
17.	28.2.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees shared their experiences on visit to pre primary school visit to Poorvitham learning centre. They were happily expressed their views on it.
18.	25.3.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were encouraged to participate on Bhavathiyar Vizha competitions followed by mid-semester.



### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
19.	26.4.19	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were advised to meticulously plan for Model Examinations followed by Semester exams.
20.	12.7.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were instructed about rules to be followed in Practice Schools during teaching practice. They were advised to be regular, sincere, punctual and systematic to Mentor in the Schools.
21.	16.12.19	V. Dhanani (AB)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other As B.Ed II Year back to College from Intensive Teaching Practice, Mentees – Mentor met to discuss about challenges faced during teaching practice.
22.	6.3.20	V. Dhanani (AB)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees are asked to take active role in National Workshop organizing in our College. Also, they were instructed to on IV Semester.
23.	13.3.20	V. Dhanani (AB)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were shown their experiences on special school visit & asked to be prepared for Practical examination
24.			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.	06.08.18	R. Rani	Academic / Personal / Any other Lack of Presentation skill	Advised to take part in all group activity of the classes & play a key role to develop presentation skills.
2.	13.08.18	K. Kanithra	Academic / Personal / Any other Low Self-confidence	Advice given on the basis of SWOT analysis.
3.	28.09.18	A. Malini	Academic / Personal / Any other Need support from staff to develop teaching skills.	Guidance was given.
4.	24.10.18	M. Vaishali	Academic / Personal / Any other Low Concentration	Adequate guidance was given.
5.	30.10.18	M. Agila.	Academic / Personal / Any other Low esteem [Self-esteem]	Advised to participate in all Co-curricular activities to boost Confidence & esteem.
6.	2.11.18	K. Kanithra.	Academic / Personal / Any other Need educational Counselling for Higher studies.	Some reputed colleges identified & given guidance accordingly.

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	9.11.18	R. Rani A. Malini	Academic / Personal / Any other Lack Moral support to achieve better in studies.	Enough guidance was given
8.	14.11.18	M. Agila K. Kamithra	Academic / Personal / Any other Justice Problems	Suitable advice given
9.	24.12.18	R. Rani	Academic / Personal / Any other Need of Tamil study Materials for Core Papers.	peer tutoring was arranged to share study materials among themselves.
10	12.01.19	A. Malini	Academic / Personal / Any other Lack Communication Skills	Encouraged to take active role in all group activity.
11.	23.01.19	K. Kamithra	Academic / Personal / Any other Low Confidence to go to teaching Practice	Positive Self-talk benefits are oriented to her to boost confidence.
12.	29.01.19	M. Vaishali	Academic / Personal / Any other Self-Management	Appropriate techniques taught to her.



**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
13.	09.02.19	R. Rani	Academic / Personal / Any other <i>problems in writing Test &amp; Measurement second note.</i>	<i>Adequate guidance given.</i>
		<i>Acc. ✓</i>	Academic / Personal / Any other	<p align="center"><i>S. S. ...</i>  <b>PRINCIPAL</b>  <b>Sri Sarada College of Education</b>  <b>(Autonomous)</b>  <b>SALEM-636 016</b></p>
			Academic / Personal / Any other	
			Academic / Personal / Any other	
			Academic / Personal / Any other	
			Academic / Personal / Any other	

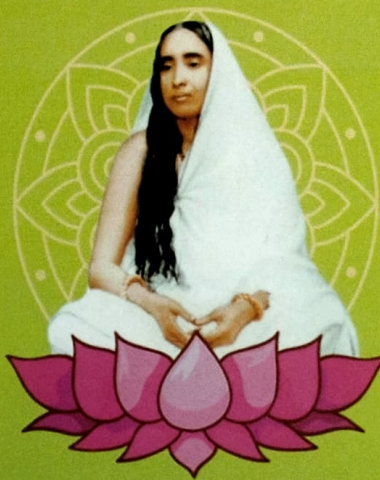
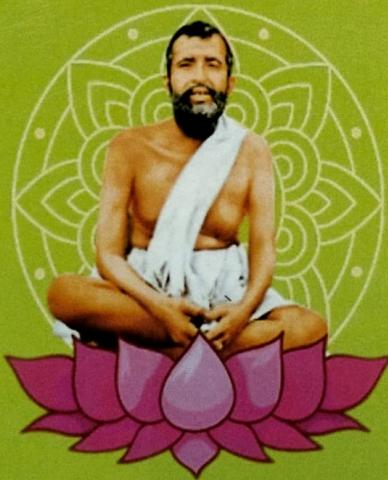


# SRI SARADA COLLEGE OF EDUCATION

(AUTONOMOUS), SALEM - 636 016.

(AFFILIATED TO TAMILNADU TEACHERS EDUCATION UNIVERSITY, CHENNAI)

RE-ACCREDITED BY NAAC WITH "A" GRADE



## MENTOR- MENTEES RECORD

Name : Dr. 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. Kavitha

**DESIGNATION** : Asst. Prof - Paroel

**PERIOD** : 2018 - 2020



**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**

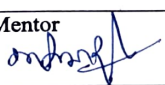












S.No.	Reg. No	Name of the Student	Contact No.	Address
1.	2018T03	S. REVATHI	9943526825	D/o. M. Sakthivel 14, East Street, Old Renga Palayam, Karur
2.	2018M25	N. SRI HARIPRIYA	8608960995	D/o. S. K. NARASHIMAN - 82/2 Nityanagar II Street, Kannankurichi main Road, Salem - 636 008
3.	2018M25	C. SWETHA.	9952632223	D/o. C. Chandramohan - 8/1, Raja Ganapathy Nagar, Chinna thisulathi, Salem - 636 008
4.	2018M18	S. LAVANYA	9585588322	No. 32, Subramaniyapuram Ext., Salem - 7.
5.	2018P33	N. KAVIYA	9943693774	D/o. K. Natayanan, K. Kulathirampatti. Halupuram, Pennagaram T.K 6306810
6.	2018H43	G. RAMYA	8220046614 8903147898	D/o. P. Guna Seelan, 13, Cotton mill II Street Tisuppur - 641 602
7.	2018B47	B. VENNILA	9655868021	D/o. Balaraman, 38701 Kulkthu mettu St, Nainar Palayam, Chinna Salem T.K 606301



### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1 1.8.18	2 16.8.18	3 13.9.18	4 13.10.18	5 16.10.18	6 10.11.18	7 27.11.18	8 7.12.18	9 7.12.18	10 24.12.18
1.	2018P03	S. Revathi	x	x	x	x	x	a	x	x	x	x
2	2018M15	S Lavanya	x	x	x	x	x	x	x	x	x	x
3	2018M25	N. Sri Haripriya	—	a	x	x	x	x	x	x	x	x
4	2018M26	C Swetha	x	a	x	x	x	x	x	x	x	x
5	2018P33	N. Kaviya	x	x	x	x	x	x	x	x	x	x
6	2018B47	B. Vennika	x	x	x	x	a	x	x	a	x	x
7	2018	G. Ramya	x	x	x	x	x	x	a	x	x	x
Signature of the Mentor												
Signature of the Principal			 <b>PRINCIPAL</b>									

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date										
			11 12.1.19	12 25.1.19	13 31.1.19	14 4.2.19	15 11.2.19	16 28.2.19	17 35.3.19	18 26.4.19	19 8.7.19	20 9.12.19	
1	2018M15	S. Lavanya	x	a	x	x	x	x	x	a	x	a	
2	2018M25	N. Sri Haripriya	x	x	x	x	x	x	x	x	x	x	
3	2018M26	C. Swetha	x	x	x	x	x	a	x	x	x	x	
4	2018P33	N. Kaniya	x	x	x	x	x	x	x	x	x	x	
5	2018B47	B. Vennila	x	x	x	x	x	x	x	x	x	x	
6	2018H	G. Ramya	x	x	x	x	x	x	a	x	x	x	
7	2018T03	S. Revathi	x	x	x	x	x	x	x	x	x	a	
Signature of the Mentor 													
Signature of the Principal 													

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### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1	10.8.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentor Conducted ice-breaking session.
2	16.8.18	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Orientation on Communicative Skills
3	18.9.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Session on who am I ? in Achievement motivation Seminar
4	13.10.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other why am I here ? . session (Achievement Motivation)
5	13.12.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion about the financial management
6	16.10.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance on Preparing class notes about guest lecture on Need based financial advisor.



### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7	10.11.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion about their views on formative assessment techniques after attending the orientation on CCE.
8	27.11.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other School visit to Senthil public school after their feed back and share the school system.
9	7.12.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Advice given for Examination.
10	24.12.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips for Semesters Examination were given after analysed their Performance in model Exam.
11	12.1.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Arrangement were allotted for Pongal celebration.
12	25.1.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion on the importance of notes.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13	31.1.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Motivated and Participating of poster presentation for competition of Plastic Awareness Programme.
14	4.2.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Motivated for participating all programmes.
15	11.2.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties allotted for Sarada 'fiesta' - Inter Collegiate Competition.
16	28.2.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students shared their experiences on visit to Punitham Learning Center.
17	25.3.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance was given on Bharathiyar Visha
18	26.4.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips for Time Management to preparing for Model Examination

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
19	8.7.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions were given related to intensive Teaching Practice
20	3.12.19	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students gave feedback on their school Practice Teaching Experiences.
21	31.1.20	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties were allotted for National level workshop.
22	6.3.20	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions given on Practical Examination.
23	13.3.20	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions were given on lightning Ceremony
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other



### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1	2.8.18	S. Lavanya	Academic / Personal / Any other Focus can be given to her speech	Insist Listen to Expert speech
2	18.8.18	Sri Haripriya	Academic / Personal / Any other Motivated to multi talented programmes	Advice to Participate all the programmes.
3	19.9.18	C. Swetha	Academic / Personal / Any other Avoid taking leave	Take care her health.
4	15.10.18	N. Kaniya	Academic / Personal / Any other Manage the time useful in free time	read to all story and comic books.
5	22.10.18	G. Ramya	Academic / Personal / Any other Seeking help for learning materials	Guided to get the resources.
6	12.11.18	B. vennila	Academic / Personal / Any other Difficult to understand English	read the story book and newspaper.

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7	28.11.18	S. Revathi	Academic / Personal / Any other not asking for anything to others	Share your opinion and feelings.
8	10.12.18	S. Lavanya	Academic / Personal / Any other I can not take her own decision in her academics.	Give advice to feel free and to share her dreams
9	2.1.19	B. Vennila	Academic / Personal / Any other Due to certain health issues have taken often leave	Suggested her to take fruits.
10	14.3.20	G. Ramya	Academic / Personal / Any other she had lack of social skills.	Encouraged her to express herself
			Academic / Personal / Any other	
			Academic / Personal / Any other	

  
**S. S. Anu**  
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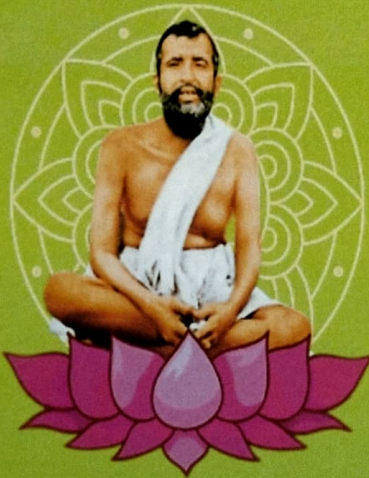


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RE-ACCREDITED BY NAAC WITH "A" GRADE



## MENTOR- MENTEES RECORD

Name : MYS. R. SARASWATHY

Designation : ASSISTANT PROFESSOR OF

MATHEMATICS (2018 - 2020)



**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** : 2018 - 2020

**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
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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
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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**
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- **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**
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- **Seek information regarding resources that you need from various sources**
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- **Accept feedback respectfully and cordially, and discuss future course of action**
- **Attend mentor meetings regularly and punctually**
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- **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.	2018702	R. Deepika	7339007593	D/o A. Rajendra Prasath, 7A, East Street-II, Johnsonpettai Salem - 636007.
2.	2018E10	T. Manoranjani	9976470434	D/o K. Thirupathi, 2/245, Vaniya Nagar, Vivekanandar st, Alagapuram, Periyapudur, Salem - 16.
3.	2018M14	K. Karipriya	9566845768	D/o T. Kanagaraj, Vellalapatti, Pamankaradu, Omalur (Tk), Salem - 636 012.
4.	2018M17	M. Preetha	9943854846	D/o P. Muthusamy, 2/235, East Anaimedu, Chokkanatha puram (Po), Athur (Tk) Salem - 636108.
5.	2018M23	S. Sneha	8148202035	D/o K. Selvam, 102/B, Govinda gunda Thottam, Peramanur, Salem - 636007
6.	2018P37	R. Swathy	9362129779	D/o V. Ravichandram, 96/F, No.185, Seventh Cross, East Street, Meyer Nagar, Salem - 636007
7.				

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1 01.08.18	2 16.08.18	3 18.9.18	4 19.9.18	5 13.10.18	6 27.10.18	7 10.11.18	8 19.11.18	9 27.11.18	10 7.12.18
1.	2018702	R. DEEPIKA	-	X	X	X	X	X	X	X	X	X
2.	2018E10	T. MANORAJANI	-	X	X	X	X	X	X	X	X	X
3.	2018M14	K. KAVIPRIYA	-	X	a	X	X	X	a	X	X	X
4.	2018M17	M. PREETHA	-	X	X	X	X	X	X	X	X	X
5.	2018M23	S. SNEGA	-	X	a	X	X	X	X	X	X	X
6.	2018P37	R. SWAATHY	X	X	X	X	X	X	X	a	X	X
Signature of the Mentor <i>R. Sathya</i>			<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>	<i>R</i>
Signature of the Principal			<i>S. S. Devi</i>									

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SALEM-636 016

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			11 21.12.18	12 11.01.19	13 25.1.19	14 31.01.19	15 4.2.19	16 11.02.19	17 28.02.19	18 25.03.19	19 26.04.19	20 24.7.19
1.	2018T02	R. DEEPIKA	X	X	X	X	X	X	X	X	X	X
2.	2018E10	T. MANORAJANI	X	X	X	X	X	X	X	X	X	X
3.	2018M14	K. KAVIPRIYA	X	X	X	X	X	X	X	X	X	X
4.	2018M17	M. PREETHA	X	X	X	X	X	X	X	X	X	X
5.	2018M23	S. SNEGA	X	X	X	X	X	X	X	X	X	X
6.	2018P37	R. SWAATHY	a	X	X	X	X	X	a	X	X	X
Signature of the Mentor R. Sathya			<del>R</del>	<del>R</del>	<del>R</del>	<del>R</del>	<del>R</del>	<del>R</del>	<del>R</del>	<del>R</del>	<del>R</del>	<del>R</del>
Signature of the Principal S. Sathya												

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### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1.	01.08.2018	2	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Succeeding Freshers' day celebration mentees met tutorial staff. Orientation regarding mentor-mentee session were give to the students. Ice breaking sessions were conducted.
2.	16.08.2018	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Entry level Communicative Skills were assessed by the mentor.
3.	18.09.2018	4	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other In Achievement Motivational Seminar, "Who am I" is one of the session for B.Ed students. They are free to express their ideas.
4.	19.09.2018	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other "Why am I"? Session was conducted.
5.	13.10.2018	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The lecture of "Need based Financial Advisor" was followed by the discussion between the mentor and mentee about their financial management.
6.	29.10.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Counselling the mentees with curricular aspects and how to get study materials followed by class notes

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	10.11.18	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other At the end of the CCE Program, the mentees met the mentor and clarified their doubts. They also demonstrate their formative assessment techniques.
8.	19.11.18	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Their observation of the demonstration class were evaluated. They shared their observation of this Senior students also.
9.	27.11.18	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees manifest their impressions about the montessori System after the visit of Senthil Public School.
10.	7.12.2018	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions were given related to Model Exam Preparation.
11.	24.12.18	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Model Exam Performance was struggled and guidance related to some exam preparation were given.
12.	11.01.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Prior work for "Jeevas Onnisai" were started.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13.	25.1.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Importance of Casting votes were pressured.
14.	31.1.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The mentees were advised for the presentation of posters for the competition conducted related to Plastic Awareness program.
15.	4.2.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Being a component of observing world cancer awareness day, mentees were personally instructed on the maintenance of proper health practice.
16.	11.2.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Preparatory work duties, were allotted for "Sarada Fiesta Inter collegiate competition.
17.	28.2.19	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentee's experience related to visit of Putham learning center were heard. Healthy conservation on nature oriented education was done.
18.	25.3.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instruction related to Bharathiyan vizha competition were given. Mid semester performance were also discussed with mentees.



### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
19.	26.04.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Academic Counselling for model exam preparation.
20.	28.07.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance related to Intensive teaching practice to be taken up at schools.
21.	13.12.19	4	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other School incidents were shared by mentees. Instructions related to 11 <sup>th</sup> Semester Exam were given.
22.	31.1.2020	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tasks related to National level workshop were assigned. Fourth Semester academic instructions were also given.
23.	25.02.2020	4	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentee's impressions about the Special School visit were shared. Orientation were given about Practical Exam.
24.	13.3.2020	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The Purpose of lightning Ceremony was detailed. They were instructed to keep up the spirit of offering services to the Society.

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	20.8.2018	T. MANDRANJANI	Academic / Personal / Any other Regarding health issues.	Be aware in health and get back completely from health issues and attend the class.
2.	28.8.2018	M. PREETHA	Academic / Personal / Any other " Covid - 19 " threat.	Motivation words to develop the mental health.
3	11.9.2018	R. DEEPIKA	Academic / Personal / Any other To prepare teaching aids.	Get references from Seniors students teaching-learning materials.
4.	26.9.2018	S. SNEHA	Academic / Personal / Any other Stage fear, while giving assembly speech.	Encouraged through some practises.
5.	29.9.2018	K. KAVIPRIYA	Academic / Personal / Any other Poor performance in Exams.	Personalized study material were provided and motivated.
6.	14.9.2018	R. SWATHY	Academic / Personal / Any other Health issues & family problems needs academic support.	Motivated words were given given to develop the well being.

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	7.11.2019	R. DEEPIKA	Academic / Personal / Any other Guidance for attending Seminar / conferences.	Can upgrade your knowledge on Education.
2.	12.11.2019	K. KAVIPRIYA	Academic / Personal / Any other Ways to Prepare for TNPSC.	Can refer from library.
3.	16.11.2019	T. MANORANJANI	Academic / Personal / Any other She needs counselling regarding Family Programs	Suitable direction were given to the Students.
4.	10.1.2020	R. SWATHY	Academic / Personal / Any other Teaching aids for Pedagogy Subjects.	Models was shown and explained.
5.	13.3.2020	S. SNEGIA	Academic / Personal / Any other Needed study material for core papers in Tamil medium.	Correct study material was provided for here
6.	14.3.2020	M. PREETHA	Academic / Personal / Any other Identifying a Problem for Action research.	Suggestions were provided to the Students.



**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1	15.3.2020	R. SWATHY	Academic / Personal / Any other Needs suggestion to Score high marks in Examination	Encouraged through Practice.
2.	16.3.2020	R. DEEPIKA	Academic / Personal / Any other Internet Connecting	Motivation was given & Study material posted through whatsapp.
3.	17.3.2020	K. KAVIPRIYA	Academic / Personal / Any other Proper Time management	Counselling was given to the students.
4.	18.3.2020	M. PREETHA	Academic / Personal / Any other Problems in Completion of lesson Plan.	Suggested alternative ways.
			Academic / Personal / Any other	R. Sarda
			Academic / Personal / Any other	S. S. S.

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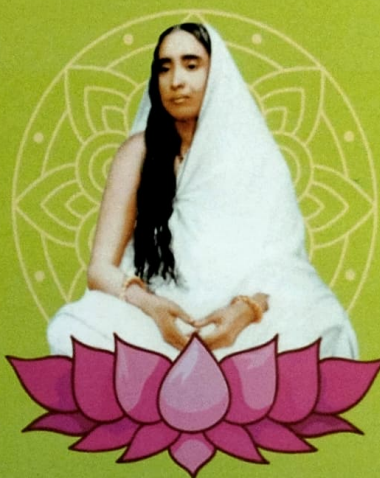
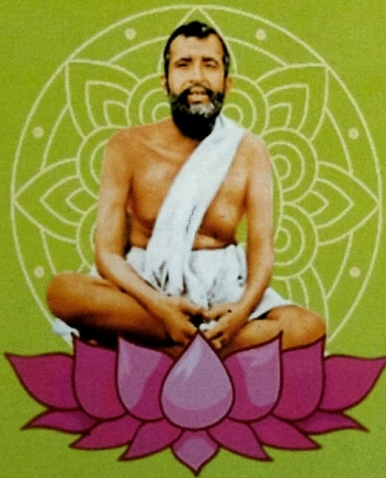


# SRI SARADA COLLEGE OF EDUCATION

(AUTONOMOUS), SALEM - 636 016.

(AFFILIATED TO TAMILNADU TEACHERS EDUCATION UNIVERSITY, CHENNAI)

RE-ACCREDITED BY NAAC WITH "A" GRADE



## MENTOR- MENTEES RECORD

Name : Dr. S. VELVIZHI

Designation : Director of physical Education  
2018 - 2020



**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. VELVIZHI

**DESIGNATION** : Director of physical Education

**PERIOD** : 2018-2020



**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.**

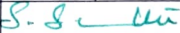
**'No one is a stranger, my child; the whole world is your own' - Holy Mother**

S.No.	Reg. No	Name of the Student	Contact No.	Address
1.	2018M16	K. Mahalalshmi	9384184184	5/8, Nagaramalai Adivaram, Reddiyur, Alagapuram - Salem.
2.	2018M19	R. Preethi	944214981	47-F, TVS Colony, Meekalshi Nagar Thalampatti, Salem-7
3.	2018M27	M. Usha Nandhini	9788228929	2.A. Mounspuram 4 <sup>th</sup> Street, Dindigul.
4.	2018P32	S. Kalavani	902589373	Mangalapuram East, Mangalapuram Rasi puram, Namakkal.
5.	2018P35	M. Keerthika	9751686551	2, 53/57, Mariyamman Kovil St, Valasaiyur P.O Sukkampath, Salem
6.	2018B42	G. Ramya	8920046614	13, Colton Mill, Second Street, P.H. Road, New Bus Stand, Theruppur
7.	2018B46	G. Vasantha Kumari		B,29, Samy Nagar, Colony. Thalampatti, Ammadet, Salem.





### 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
			24.12.18	02.01.19	25.01.19	31.01.19	04.02.19	11.2.19	28.02.19	25.03.19	26.04.19	08.07.19
1.	2018M26	K. mahalakshmi	x	x	x	x	x	x	x	x	x	x
2.	2018M29	R. Preelthi	a	x	x	x	x	x	x	x	x	a
3.	2018M27	M. Usha Nandhi	x	x	x	x	x	x	x	x	x	x
4.	2018P32	S. Kalairani	a	x	x	x	x	x	x	x	x	a
5.	2018P35	M. Kitulkhika	x	x	x	a	x	x	x	x	x	x
6.	2018B42	G. Ramya	x	x	x	x	x	x	x	x	x	x
7.	2018B46	G. Vasanthakumari	x	x	x	x	x	x	x	x	x	x
Signature of the Mentor : S. rethika			S	S	S	S	S	S	S	S	S	S
Signature of the Principal			 <b>PRINCIPAL</b> 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.	1.8.2018	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other celebrated the Fresher's Day and mentor conducted icebreaking game.
2.	16.8.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other orientation on Communicative Skills.
3.	18.9.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Session on Who am I. in Achievement Motivation.
4.	18.9.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Why am I here - Session conducted in Achievement Motivation.
5.	18.10.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion about financial management.
6.	16.10.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance on preparatory class notes.



### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7	10.11.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students expressed the views on formalize assessment.
8.	19.11.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students shared their observation & demonstration.
9.	27.11.18	G. Ramya 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students shared their feedback about the montessori system.
10	7.12.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips were given for model Exam Preparation.
11.	24.12.18	R. preethi S. kalaivani 5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips for semester examination were given.
12.	2.1.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties were allotted for "pongal celebration"

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13	25.1.18	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion on the importance of votes.
14	31.1.19	M. Kirulkika 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion on presentation of "plastic awareness programme".
15	4.2.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Advice was given on maintenance of health problem.
16	11.2.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Dishes allotted for "Sarada festa".
17	28.2.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students shared their experiences Punitham learning center.
18	25.3.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance was given on Bhavathiyar vizha.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
19	26.4.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance related to Prepare for model Exam
20	8.7.19	S. Kalavani R. Preethi 5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Enlightenment given discussed the talent search programme.
21	3.12.19	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students gave feedback on their school experiences
22	31.1.20	M. Usha Nandhini 6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Duties were allocated for National level workshops.
23	6.3.20	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Orientation was given on Practical Exam.
24	13.3.20	7	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions were given on lighting Ceremony



### Individual Counselling

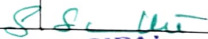
S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	23.8.18	P. preethi	Academic / Personal / Any other Difficult to adopt the new environment	Guidance was given.
2.	11.9.18	S. Vasantha Kumari	Academic / Personal / Any other Need materials for reference	Needed reference books for all subjects.
3.	23.11.18	S. Kalavani	Academic / Personal / Any other Difficulty in understanding the core paper.	Needed guidance was given.
4	13.12.18	S. Ranjya	Academic / Personal / Any other Difficult to manage the time during exam	Time management strategies was given.
5	19.12.18	R. preethi	Academic / Personal / Any other Depressed due to health issues	Various tips for mandatory how to maintain health.
6	23.1.19	K. Mahalakshmi	Academic / Personal / Any other Feeling about her family problem.	Necessary steps to overcome the problem was given

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7	19.2.19	G. Rameya	Academic / Personal / Any other Difficulty in collect the material in English	Needed guidance was given.
8	28.3.19	Kesha Nandhini	Academic / Personal / Any other Seeking help for Preparing competition EXCUM	Guidance was given.
9	13.03.19	H. Kiruthiga	Academic / Personal / Any other Fear to perform in college drama	Necessary guidance was given.
10	17.7.19	R. Preethi	Academic / Personal / Any other Classroom management Strategies for mlti task	Guidance was given
11	06.1.20	S. Rameya	Academic / Personal / Any other Fear about Exam (TET)	Guidance was given
12	21.1.20	K. Mahalakshmi	Academic / Personal / Any other Difficulty in collect the material in Tamil	guidance was given

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
13.	12.03.20	G. Vasanthakumari	Academic / Personal / Any other Difficult to handle online classes.	guidance was given
14.	23.3.20	M. Usha Nandhini	Academic / Personal / Any other Difficult in handling online classes	Guidance was given.
15	16.04.20	M. Kirthika	Academic / Personal / Any other Fear on online practical exam	guidance was given.
			Academic / Personal / Any other	
			Academic / Personal / Any other	
			Academic / Personal / Any other	

  
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