



*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*

*2019 - 2020*

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

Re-Accredited with 'A' Grade by NAAC (III Cycle)

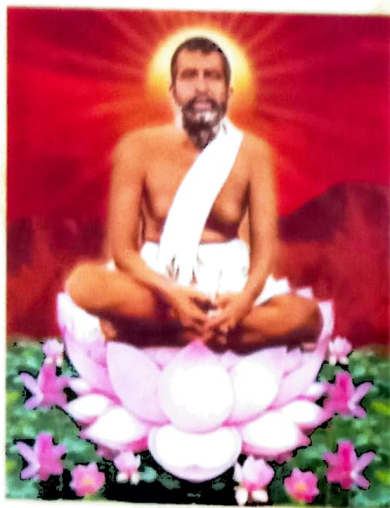
Affiliated to Tamil Nadu Teachers Education University, Chennai

# 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 SUBIRTHA

Designation : ASSISTANT PROFESSOR OF

BIOLOGICAL SCIENCE (2019-2021)

**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 SURESH

**DESIGNATION** : Ass. Prof. of Biological Science

**PERIOD** : 2019-2021

**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.**

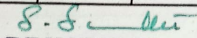
'No one is a stranger, my child; the whole world is your own' - Holy Mother

Academic Year 2020 – 2021 (List of Mentees 2020 – 2022)

S.No.	Reg. No	Name of the Student	Contact No.	Address
1.	2019E05	A. JACQULINE	9994938513	Naranampalayam, Kamalapuram (p) Omaler (K) Salem. 636309
2.	2019E09	G. RABIYA	8778053968	3/1560, Valavaya, Devalagudalur (TK) The Nilgiris - 643270
3.	2019M25	R. PRIYADHARSHINI.	9659033737 9994386993	4/44, Thoppu kade, Amman Kovil, Thirumalargiri (PO) Salem. 636307
4.	2019M27	M. SUBATHRA	6374334110	3/206, A Neringipatty, Saminayakkanpatty (PO) Omaler Taluk Salem. II.
5.	2019P34	M. MONISHA	9159737222	Karanampettai, Parvathi Road Palladam (PO) Tripur 641401
6.	2019B40	E. EZHILARASI.	9842756005	87, Sk Steel City, pagalpatty (PO) Omaler (K) Salem. 636304
7.				

## Mentor - Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date										
			1 29.8.19	2 30.8.19	3 30.8.19	4 30.10.19	5 6.11.19	6 26.11.19	7 26.11.19	8 26.11.19	9 11.1.20	10 9.2.20.	
1	2019E05	A. JACQUINE	a	x	x	x	x	x	x	x	x	x	x
2	2019E09	G. RABIYA	x	x	x	x	x	x	x	x	x	x	x
3	2019M25	R. PRIYADHARSHINI	x	x	x	x	x	x	x	x	x	x	x
4	2019M27	M. SUBATHRA	x	x	x	x	a	x	x	x	x	x	x
5	2019P34	M. MONISHA	x	x	x	x	x	x	x	x	x	x	x
6	2019B40	R. EZHILARASI.	x	x	x	x	x	x	x	x	x	x	x
7	2019												
Signature of the Mentor													
Signature of the Principal													

  
**PRINCIPAL**  
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 (Autonomous)  
 SALEM-636 016

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date												
			11 11-2-20	12 11-3-20	13 16-3-20	14 20-3-20	15 15-4-20	16 28-4-20	17	18	19	20			
1.	2019E05	A. JACQULINE	x	x	x	x	x	x							
2	2019E09	G. RABIYA	x	x	x	x	x	x							
3.	2019M25	R. PRIYADHARSHIM	x	a	x	x	x	x							
4	2019M27	M. SUBATHRA	x	x	x	x	x	x							
5	2019P34	M. MONISHA	x	x	x	x	x	x							
6	2019B40	R. EZHILARASI	x	x	x	x	x	x							
			<i>Rm</i>	<i>Rm</i>	<i>Rm</i>	<i>Rm</i>	<i>Rm</i>	<i>Rm</i>	<i>Rm</i>						
Signature of the Mentor															
R. J → J → E															
Signature of the Principal															

*S. S. ...*  
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### Mentor - Mentees Sessions Report

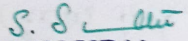
S.No.	Date	No. of students present	Topic of the Discussion
1.	29.8.19	A. Jacqueline (A) Others All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentors are allotted to concerned mentees and orientation to the mentees was given by mentors. Mentors instructed the role and responsibilities of mentees.
2	30.8.19	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Achievement motivation seminar. "who am I?" Mentor-Mentee session.
3	30.8.19	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Achievement motivation seminar. "why am I here?" session.
4	30.8.19	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other All students are observing demonstration classes by experienced school leaders. It is helpful for B.Ed students.
5	6.11.19	M. Subithra (A) Others All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other First year student teachers sharing their reflections and insight after observing the second year students classes in their reflective schools.
6	28.11.19	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mrs. Sasikala Mam, Helix School. Special Lecture on Remedial teaching counselling.

### Mentor - Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7	3.1.20 <del>10.12.19</del>	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Encouraging the student to participate in the district level quiz competition by Sri Ramakrishna Math, Life history of Swami Vivekananda was discussed.
8	6.1.20 <del>20.12.19</del>	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Elaborate discussion. 167 <sup>th</sup> Birth Anniversary of Holy Mother Sri Saradadewi
9	11.01.19	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other After the celebration of National Youth Day, there was a discussion about fongal celebration, cultural activities related to modern Vivekananda birthday.
10	9.02.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guide camp programme arranged for the district level. all the students participated and know the concepts and importance of Guide rules.
11	14.02.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other college day celebration given for each section to discuss particular duties allotted.
12	11.03.20	R. Priyadharsini (a) Others All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other concluded common awareness programme.

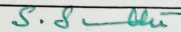
### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13	16.3.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees are allotted to concerned mentors and orientation to the mentees was given by mentors. Mentors instructed the role and responsibilities of mentees.
14	30.3.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Achievement Motivation Seminar "who am I?" – Mentor- Mentee session.
15	15.4.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Achievement Motivation Seminar "why am I here?" session
16	26.4.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Sharing their impression after observing demonstration classes by school experienced teachers
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other

  
**S. S. Srinivas**  
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 SALEM-636 016

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	28.8.20	A. Jacqueline	Academic / Personal / Any other	Advice to participate all the programmes
2.	12.8.20.	G. Rabiya.	Academic / Personal / Any other	Take care for health
3.	15.4.20	R. Priyadharshini	Academic / Personal / Any other	Needed guidance was given
4.	15.9.20	M. Subathra.	Academic / Personal / Any other	Necessary steps to overcome the problem was given
5.	12.8.20.	M. Monisha	Academic / Personal / Any other	Enough guidance was given
6.	15.9.20.	E. Ethilavasi	Academic / Personal / Any other for joining M-Ed programme.	counseling was given to Ethilavasi for joining Higher Education

  
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RE-ACCREDITED BY NAAC WITH "A" GRADE



## MENTOR- MENTEES RECORD

Name : DR. V. PRIYA

Designation : ASSISTANT PROFESSOR  
OF PHYSICAL SCIENCE

**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** : 2019 - 2021

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SALEM – 636016  
MENTORING SYSTEM**

**Objectives**

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- Select a spokesperson/representative for the group
- Collect data of mentees & maintain a file (Profiling the students)
- On locating their need for marked improvement in certain subjects, refer the same to respective faculty members
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- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Counselling Committee
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- Ensure holistic well-being of Mentees

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- 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.	2019T02	T. RAMYA	9659291434	P. Govindasamy 3/33, Karungalkur, Kongarapatti (post) Dharmapuri - 636351
2.	2019E12	V. SIVAGAMI	9600353504	90/19A sarada college Road Near Ramakrishna signal Salem - 636016
3.	2019E13	S.K. VIJAYAPPIYA	6381403646 9566684563	4/217, Singarathoppu, Yerikarai, S. Alayampatti (PO), Mallur (via), Salem - 636203
4.	2019M15	V. ARUKMOZHI	6379799664 9489151951	11/181, NADU STREET, CHENDRAYANPARAYAM (PO) VALAPPADICTK), SALEM - 636111
5.	2019B16	K. DIVYA	9360417008 9942016212	4/233, METTUPATTI (KATTU METTUPATTI (POST) VALAVU) OMALUR (T.K) SALEM - 636455
6.	2019P36	G. VAISALI	9095072492 9095072493	12/1, Periya Pudur Alagapwathpudur, Norappankadu Salem - 636016
7.	2019B45	R. SWARNAMUGI	7708081497 9965135630	4/193-B, Alametakkadu Meyyanoor, Salem - 636004

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1 29.8.19	2 30.8.19	3 30.8.19	4 30.8.19	5 6.11.19	6 28.11.19	7 05.01.19	8 28.1.19	9 11.1.20	10 9.2.20
1.	2019T02	T. RAMYA	X	X	X	a	X	X	X	X	X	X
2.	2019E12	V. SIVAGAMI	X	X	X	X	X	X	X	X	X	X
3.	2019E13	S.K.VIJAYAPRIYA	X	X	X	X	X	X	X	X	X	X
4.	2019M15	V. ARULMOZHI	X	X	X	X	X	X	X	X	X	X
5.	2019B16	K. DIVYA	X	X	X	X	X	X	X	X	X	X
6.	2019P36	G. VATSALI	X	X	X	X	X	X	X	X	X	X
7.	2019B45	R. SWARNAMUGI	X	X	X	X	X	X	X	X	X	X
Signature of the Mentor V. Divya												
Signature of the Principal S.S. M												

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**Sri Sarada College of Education**  
**Re-Accredited with "A" Grade by NAAC**  
**(Autonomous), Salem-636 016**

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date												
			11 14.2.20	12 11.3.20	13 16.3.20	14 20.3.20	15 15.4.20	16 28.4.20	17	18	19	20			
1.	2019T02	T. RAMYA	X	X	X	X	X	X	X						
2.	2019E12	V. SIYAGAMI	X	X	X	X	X	X	X						
3.	2019E13	S.K. VITAYAPRIYA	X	X	X	X	a	X							
4.	2019M15	V. ABULMOZHT	X	X	X	X	X	X	X						
5.	2019B16	K. DIVYA	X	X	X	X	X	X	X						
6.	2019P36	G. VAISALI	X	X	X	X	X	X	X						
7.	2019B45	R. SWARNAMUGT	X	X	X	X	X	X	X						
Signature of the Mentor V. Priya															
Signature of the Principal S. S.															

**PRINCIPAL**

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1.	29.8.19	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees are allotted to concerned mentors and orientation to the mentees was given by mentors. Mentors instructed the role and responsibilities of mentees
2.	30.8.19	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Achievement Motivation Seminar "Who am I?" - Mentor- Mentee Session.
3.	30.8.19	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Achievement Motivation Seminar "Why am I" Here? Session.
4.	30.10.19	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Sharing their impressions after observing demonstration classes by school experienced teachers
5.	6.11.19	T. Ramya Absent (All others present)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other First year student teachers sharing their reflections and insight after observing the second year students classes in their respective schools.
6.	28.11.19	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Impressions about the special lecture on remedial coaching counselling for the upcoming, mid semester, Model and Sem <sup>ester</sup> exams. Peer tutoring was done

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	10.12.19	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Encouraging the students to participate in the district level quiz competition by Sri Ramakrishna Math. Life history of Swami Vivekananda was detailed.
8.	20.12.19	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Elaborate discussion about the event arrangement "167 <sup>th</sup> Birth Anniversary of Holy Mother Sri Sarada Devi".
9.	11.01.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other After the celebration of National Youth Day, there was a discussion about <del>portal</del> cultural activities on <del>commemoration</del> of Swami Vivekananda Birthday.
10.	9.2.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Sharing their memories of the 7 days "Basic guide captains training participation & arrangement for the district level sports cum cultural meet by TNTIEU
11.	14.2.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Academic progress related to II semester theory courses was discussed. Duties for college day celebration given for each tutorial was also discussed.
12.	11.3.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other After the common awareness programme, instructions on maintaining personal hygiene and social distancing were given.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13.	16.3.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other For the up coming practical examination, group counselling was given
14.	20.3.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Sharing of their experiences about the online practical exam. This meeting was joyful, recalling their efforts and experiences
15.	15.4.20	S.K. vijayapriya was unable to attend ENCL workshop Other All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Awareness about the outbreak of pandemic. Students were instructed not to get panic and practice yoga and other health habits
16.	28.4.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions about online resources and video conference tools.
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other

*S. S. Anu*

**PRINCIPAL**


Sri Sarada College of Education  
Re-Accredited with "A" Grade by NAAC  
(Autonomous), Salem-636 016

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	28.8.20	T. RAMYA	Academic / Personal / Any other	T. Ramya is Academically poor, she always needs counselling for Academic activities
2.	12.8.20	V. SIVAGAMI	Academic / Personal / Any other	V. Sivagami completed her M.A. & B.Ed, she needs guidance for preparing PATRA & TET
3.	15.4.20	S.K. VIJAYA PRIYA	Academic / Personal / Any other	S.K. vijaya priya during her Internship, she needs health related counselling. At that time she was pregnant. Her husband met Accident.
4.	15.9.20	V. ARULMOZHI	Academic / Personal / Any other	V. Arulmozhi Joined in school
5.	12.8.20	K. DIVYA	Academic / Personal / Any other / career	K. Divya was placed in Matriculation due to her family socio economic situation
6.	15.9.20	G. VAISALI	Academic / Personal / Any other for joining M. Ed	Counselling was given to Vaisali for joining Higher Edu

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	17.11.20	R. SWARNAMUGI	Academic / Personal / Any other	R. Swarnamugi completed her B.Sc. B.Ed She joined M.Sc in Periyas University
8.	15.9.20	V. Sivagami	Academic / Personal / Any other	V. Sivagami joined M.Ed in Sengunthar College of Education Tharamangalam
			Academic / Personal / Any other	
			Academic / Personal / Any other	
			Academic / Personal / Any other	
			Academic / Personal / Any other	

  
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V. Priya



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RE-ACCREDITED BY NAAC WITH "A" GRADE



## MENTOR- MENTEES RECORD

Name : Dr. K. P. SHANMUGA VADIVU

Designation : ASSISTANT PROFESSOR OF  
EDUCATION

2019-2021

**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. Srinivasa Varadachari

**DESIGNATION** : ASSISTANT PROFESSOR OF EDUCATION

**PERIOD** : 2019-2021

**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

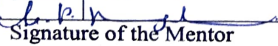
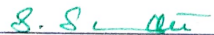
## **Roles and Responsibilities of Mentees**

- 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.	2019 T01	S. KAMALI	8220933497	D/o. S. Thilagani 1154, B6 CH ROAD, Santhar Pella Sankarai - 637301.
2.	2019 E07	P. KAAVIYA	8220693678	D/o, R.D. Prakasam 15/4, Vaishnavi Garden 1st st, Chinna Thirupatti, Salem - 636008
3.	2019 M18	A. KAMALI	9865292684	D/o, C. Annamalai, 4/460, Chinna Veeranam, Pallakodu, Veeran (Po) Salem - 636129
4.	2019 M19	K. KAVIYA SREE	8072146946	D/o M. YesuRaja, Narasim Palayam, Kamalapuram (P.O) Ormalur (T.B), Salem - 636309
5.	2019 P32	S. MADHU BALA	9994445171	D/o <del>M.</del> Sivasubramani P. Sundarajan 76/38, Jaggis Reddy Pathy, Salem - 636305
6.	2019 P33	J. MERCELIN MARY	9698270604	D/o. C. John Annudass, 201, Aupta Nagar, 9th cross, Salem - 636009
7.	2019 B38	S. ABIRAMI	9384723321	D/o. M. Siva Subramani, Arisi Palayam, Salem - 636016.

### 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
			29/8/19	30/8/19	30/8/19	30/10/19	6/11/19	22/11/19	2/1/20	6/1/20	11/1/20	9/2/20
1.	2019 T01	S. KAMALI	X	X	X	X	X	X	X	X	X	X
2.	2019 E07	P. KAAVIYA	X	X	X	X	X	X	X	X	X	X
3.	2019 M18	A. KAMALI	X	X	X	X	X	X	X	a	X	X
4.	2019 M19	K. KAVIYA SREI	X	X	X	X	X	X	X	X	X	X
5.	2019 P32	S. MADUBALA	X	X	X	X	X	X	X	X	X	X
6.	2019 P33	J. MERCELIN MARY	a	a	a	X	X	X	X	X	a	X
7.	2019 B38	S. ABIRAME	X	X	X	X	X	X	X	X	X	X
Signature of the Mentor 			lep	lep	lep	lep	lep	lep	lep	lep	lep	lep
Signature of the Principal  PRINCIPAL Sri Sarada College of Education (Autonomous) SALEM-636 016												

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date											
			11	12	13	14	15	16	17	18	19	20		
			14/2/20	11/3/20	16/3/20	12/3/20	15/4/20	22/4/20						
1.	2019T01	S. KAMALI	X	X	X	X	X	X						
2.	2019E07	P. KAAVIYA	X	X	X	X	X	X						
3.	2019M18	A. KAMALI	X	X	X	X	X	X						
4.	2019M19	K. KAVIYA SREG	X	X	X	X	X	X						
5.	2019P32	S. MADUBALA	X	X	X	X	X	X						
6.	2019P33	J. MERCELIN MARY	X	X	X	X	X	X						
7.	2019B38	S. ABIRAME	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>					
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.	29.8.19	J. Mercelin Mary (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Oriented students about their role and responsibilities
2.	30.8.19	J. Mercelin Mary (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Session on who am I? (Achievement Motivation Seminar).
3.	30.8.19.	J. Mercelin Mary (6)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students expressed their view point on why am I here (Achievement Motivation Seminar)
4.	30.10.19.	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other clarified the students' doubt, after their observation on demonstration classes of the senior teachers.
5.	6.11.19	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussed the performance and insights they've got from the observation of second year student's classes during their internship.
6.	28.11.19.	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other After giving tips for upcoming model & semester exam, students shared their views about the special lecture on Remedial Coaching and the clarifications have been done.



### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	3.1.2020.	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students were motivated to participate in the District level quiz competition by Sr. Ramekishra Math.
8	6.1.2020	S. Kamali	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion on '167 <sup>th</sup> Birth Anniversary of Holy mother Sindade Dei
9.	11.1.20	J. Marcelin Mary	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Roles & responsibilities of students were assigned in line with Pongal celebration.
10.	9.2.20.	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students expressed their experience of the 7 days Basic Aids Officers Training.
11.	14.2.20	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips for progression in Academic aspects were given, and <del>also</del> allotted the duties to students for College day celebration.
12.	11.3.20	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students were instructed about Personal Hygiene & social distancing.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13.	16.3.20	(7)	<p style="text-align: center;">✓</p> Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Audience was given pertaining to upcoming projects / cooperation (About their presentation, Records & TCM usage).
14.	18.3.20	(7)	<p style="text-align: center;">✓</p> Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion <del>on about</del> their experiences about the online practical Exam.
15.	15.4.2020	(7)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Awareness was given about the outbreak of Pandemic & its precautions to prevent it.
16.	28.4.20	(7)	<p style="text-align: center;">✓</p> Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Introducing online resources & Video conferencing tools & its implementation.
17.			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other <div style="text-align: right; margin-top: 20px;">  </div>
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other <div style="text-align: right; margin-top: 20px;">   <b>PRINCIPAL</b> </div>

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	3.9.2019.	P. Kariya.	Academic / Personal / Any other Needs guidance to participate in the Intercollege Power Point Competition Conducted by D.C.	Essential tips were given.
2.	15.10.2019	A. Kamali	Academic / Personal / Any other Difficult to understand the concepts in core papers (Chem)	Suggested to read the difficult concepts through peer tutoring.
3.	13.11.2019.	S. Madhubale	Academic / Personal / Any other Needs guidance to <del>participate</del> give presentation during Jawahar Memorial Biotechnology in the college. Jawahar Memorial Biotechnology celebration.	Discussed the gist of the importance of celebrating.
4.	29.12.2019.	S. Kamala	Academic / Personal / Any other From fear before the Semester Exams.	Suggestions were given to overcome the examination fears. anxiety.
5.	7.1.2020	S. Abirami	Academic / Personal / Any other Psychological problem (Felt down).	Personal <del>issue</del> strategies to overcome from the personal issue was given.
6.	14.2.2020	P. Kariya.	Academic / Personal / Any other Guidance before the performance of College Inauguration day.	Motivation was given to enhance the confidence to give better performance.

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	20.3.20.	S. Madhubala.	Academic / Personal / Any other Needs guidance to Participate in Bhaskar vishle.	Suggestion was given.
8.	17-3-20.	S. Abirami	Academic / Personal / Any other Needs assistance for the Preparation <del>for</del> for practical Examination.	Suggestions were given according to her queries.
9.	18.3.20.	A. Kamali	Academic / Personal / Any other Seeking help for to overcome her fear before the practical Examination.	Tips were given accordingly.
			Academic / Personal / Any other	Dr. P. S. J. K.
			Academic / Personal / Any other	S. S. K.
			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

2019 - 2021

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. Kamala Devi. K

**DESIGNATION** : Assistant Professor of English

**PERIOD** : 2019 - 2021

**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
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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.	2019 E11	M. Sabeeka Banu	9442769665 9025479843	D/o, E. Mohammad Muzaa, 8/3, Sultan line, Kumarasamipatti, Salem - 7
2.	2019 M21	M. Nishanthi	9865413610	D/o, C. Murali, 3/165 Langil Pettai, I street, Yercaud 636 001.
3.	2019 P35	P. Shweta	9976167919	D/o, K. Paneerselvam, 2/648/4 Govindasamy street, Vanniyar Nagar, Alagapurampudur, Salem - 16.
4.	2019 B43	M. Kowsalya	9488194645	D/o A.R. Marimuthu, 78, Ladakarar street, 12 <sup>th</sup> Ward, Kannankurichi Salem - 636 008
5.	2019 B44	K. Sandhya	9578184186	D/o R. Kannan, A/226, Alamarakkadu Meyyanoor, Salem - 636 004
6.	2019 H50	J. Santhiya	8870048042	D/o C. Jayendiran, 308, Alagapuram Periyapudur, Salem - 636 016.
7.				

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1 28.2.19	2 30.8.19	3 30.8.19	4 30.10.19	5 6.11.19	6 28.11.20 <sup>19</sup>	7 8.1.20	8 6.1.20	9 11.1.20	10 9.2.20
1	2019E11	M. Sabeeka Banu	X	X	X	X	X	X	X	X	X	X
2	2019M21	M. Nishanthi	X	X	X	X	X	X	X	X	X	X
3	2019P35	P. Shwetha	X	X	X	X	X	X	X	X	X	X
4	2019B43	M. Kowsalya	X	X	X	X	X	X	X	X	X	X
5	2019B44	K. Sandhiya	X	X	X	X	X	X	X	X	X	X
6	2019H50	J. Santhiya	X	X	X	X	X	X	X	X	X	X
Signature of the Mentor			M. Kulk	M. Kulk	M. Kulk	M. Kulk	M. Kulk	M. Kulk	M. Kulk	(M)	(M)	(M)
Signature of the Principal			S. S. Anu									

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 (Autonomous)  
 SALEM-636 016

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date								17	18	19	20
			11 14.2.20	12 11.3.20	13 16.3.20	14 20.3.20	15 15.4.20	16 28.4.20						
1	2019E11	M. Sabeeka Banu	X	X	X	X	X	X						
2	2019M21	M. Nishanthi	X	X	X	X	X	X						
3	2019P35	P. Shweltha	X	X	X	X	X	X						
4	2019B43	M. Kowsalya	X	X	X	X	X	X						
5	2019B44	K. Sandhiya	X	X	X	X	X	X						
6	2019H50	J. Santhiya.	X	X	X	a	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.	29.8.19	All present.	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Allocation of mentees to concerned mentors and orientation to students about the role and responsibilities of mentees.</p>
2.	30.8.19	All present	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Achievement Motivation Seminar - 'Who am I?' session.</p>
3.	30.8.19	All present	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Achievement Motivation Seminar - 'Why am I here?' session</p>
4.	30.10.19	All present	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Sharing their impressions after observing demonstration classes by senior teachers.</p>
5.	6.11.19	All present.	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Sharing their reflections and insight after observing the second year students' classes in their respective schools.</p>
6.	28.11.19	All present.	<p>Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other</p> <p>Impressions about the Special lecture on Remedial coaching, counselling for the upcoming model &amp; semester exams. Peer tutoring was done.</p>

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	3.1.2020 <del>10.12.19</del>	All present.	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Encouraging the students to participate in the District level quiz competition by Sri Ramakrishna Math, Life history of Swami Vivekananda was detailed. 8-1.
8.	6.1.2020 <del>20.12.19</del>	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Elaborate discussion about the event arrangement "167 <sup>th</sup> Birth Anniversary of Holy mother Sri Sarada'.
9.	11.1.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other After the celebration of National Youth Day, there was a discussion about Pongal celebration, related cultural activities.
10.	9.2.20 evening	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Sharing their memories of the 7 days Basic Guide Captains' Training. Participation & arrangement for the District level sports cum Cultural Meet by TNEU.
11.	14.2.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Academic progress related to II sem theory courses was discussed. Duties for College Day celebration given for each tutorial was also discussed.
12.	11.3.20	All present.	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other - Awareness After the common awareness programme, instructions on maintaining personal hygiene & social distancing were given.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13.	16.3.2020	All present.	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other For the upcoming practical examination, group counselling was given on the display and presentation of TLM & records.
14	20.3.2020	J. Sandhiya was absent. (internet connectivity was poor)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Sharing of their experiences about the online practical exam. This meeting was rejoiceful, recalling their efforts & experiences.
15	15.4.2020	All present online	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other - General Awareness Awareness about the outbreak of pandemic. Students were instructed not to get panic and practice yoga & other health habits.
16.	28.4.20	All present. online	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions about online resources and video conferencing tools.
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other

H. Mohan

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	12.8.2020	A student. (Name may not be revealed) (Over phone)	Academic / Personal / Any other One of the family members got affected by Covid-19	Consolation was given and she was directed to approach right medication.
2.	28.8.20	K. Sandhiya	Academic / Personal / Any other Attending online classes	Helped to set proper location.
3.	15.9.20	P. Shwetha M. Kowsalya	Academic / Personal / Any other seeking guidance to prepare e-quiz	Hands on training was given through virtual mode.
4.	17.11.20	J. Santhiya	Academic / Personal / Any other Accessing online resources-clarification needed.	Orientation about OERs and e-pathshala, ePG pathshala and other websites.
5	10.12.20	M. Nishanthi K. Sandhiya J. Santhiya.	Academic / Personal / Any other Lack of confidence in appearing for exam.	Group study was suggested. Peer members were solicited to arrange a combined/guided study.
6.	6.1.2021	M. Sabeeka Banu	Academic / Personal / Any other seeking guidance in preparing e-content.	Direction was given.

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	10.2.2021	M. Sabeeka M. Kowsalya	Academic / Personal / Any other ✓ Approached for dealing with late bloomers at school.	Remedial measures were suggested.
8.	1.3.2021	M. Sabeeka Banu M. Kowsalya P. Shweta	Academic / Personal / Any other Willing to participate in the Socratic Seminar	Suggestions on effective presentation and voice modulation were given.
9.	5.3.21	P. Shweta	Academic / Personal / Any other Approached for suggestions to appear competitive exams.	Direction & guidance was given.
10.	21.7.21	P. Shweta	Academic / Personal / Any other ✓ Preparation of Seminar volume through online tool <u>fliphtml</u> .	The UGC Students' Seminar volume was published in soft copy, for which she was guided.
			Academic / Personal / Any other	
			Academic / Personal / Any other	

*K. K. K.*  
21/7/21

*S. S. S.*  
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SALEM-636 016

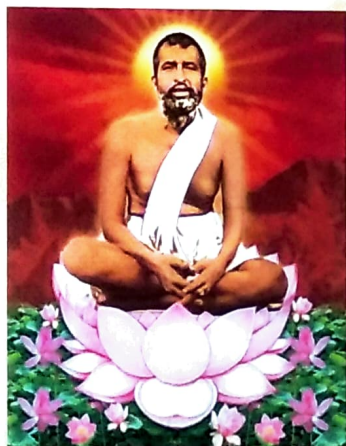


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RE-ACCREDITED BY NAAC WITH "A" GRADE



## MENTOR- MENTEES RECORD

2019 - 2021

Name : Dr. V. Arulselvi

Designation : Assistant Professor of  
Education.

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



**MENTOR'S COMPREHENSIVE STUDENTS RECORD**



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

**MENTOR'S PROFILE**

**NAME** : Dr. V. Arulselvi

**DESIGNATION** : Assistant Professor of Education

**PERIOD** : 2019-2021

# **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.	2019E04	S. Hasmathaa	8610230587	5A, Achiramman Street, Shevapet, Salem - 636002.
2.	2019M17	V. Kalaisaiya	9894155259	Pasakkalor, Paandapuram (P.O), Mettur - (T.K), Salem - 636451
3.	2019P30	B. Kasithika	9025109043	24, Kaliammai Koil Tharu, Kannankuichi (P.O), Salem - 636008
4.	2019B39	S. Dinya	9677405002	1/28, Sengalur, Vandi Tharu, Boominayakanpatti (P.O), Omalur - T.K Salem - 636304
5.	2019B42	I. Jackline Princy	9842147897	Nagaramalai Adivarum, Molakaradu, Reddigeri, Salem - 636004
6.	2019H49	A. Roohi Abisha	9865986507	28, Kalavanas Street, Hasthampatti, Salem - 636007
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
			29.08.19	30.08.19	30.08.19	30.10.19	06.11.19	28.11.19	03.01.20	06.01.20	11.01.20	11.02.20
1.	2019E04	S. Hasmithaa	x	x	x	x	x	x	x	x	x	x
2.	2019M17	V. Kalaipriya	x	x	x	x	x	x	x	x	x	x
3.	2019P30	B. Karthika	x	x	x	x	x	x	x	a	x	x
4.	2019B39	S. Divya	x	x	x	x	x	x	x	x	x	a
5.	2019B42	I. Jackline Princy	x	x	x	x	x	x	x	x	x	x
6.	2019H49	A. Roohi Abisha	x	x	x	x	x	x	x	a	a	a
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			 <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	12	13	14	15	16	17	18	19	20			
			14-02-20	11-03-20	16-03-20	20-03-20	15-04-20	28-04-20							
1.	2019E04	S. Hasmatha	x	x	x	x	x	x							
2.	2019M17	V. Kalaipriya	x	x	x	x	x	x							
3.	2019P30	B. Karthika	x	x	x	x	x	x							
4.	2019B39	S. Divya	x	x	x	a	x	x							
5.	2019B42	I. Jackline Princy	x	x	x	x	x	x							
6.	2019H49	A. Roohi Abisha	x	x	x	a	x	a							
Signature of the Mentor			<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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 SALEM-636 014

### Mentor - Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1.	29.8.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentor & Mentees met for the first time Self introduction & Purpose of Meeting were revealed.
2.	30.8.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentor - Mentees met during 'Who am I?' session and their experiences of Achievement Motivation Seminar was discussed.
3.	30.8.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentor - Mentees met second time today & discussed about their aspirations & ambitions after completing the B.Ed Programme.
4.	30.10.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Views on demonstration classes have been discussed with mentees.
5.	6.11.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Academic guidance given. Mentees were asked to keep learning portfolio for evaluating their self progress.
6.	28.11.19	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentor - Mentees discussed about special lecture given on Remedial Coaching. On the basis of discussion, Peer tutoring was stressed.



### Mentor - Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	03.1.20	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were advised to take up roles in Union activities to get rid of fear.
8.	06.1.20	4	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were given orientation on Out come based Education that may be introduced in our college in future.
9.	11.1.20	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were encouraged to participate in the upcoming Programmes - Pongal celebration.
10.	11.2.20	4	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees happily shared their views on 7 day Basic Guide Captain's Training with mentor. Roles were allotted to participate in District level sports cum Cultural meet at <sup>TANTEU.</sup>
11.	14.2.20	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Academic difficulties & needs were analysed by the mentor. Suitable guidance was given.
12.	11.3.20	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentor - Mentee met to discuss about health related problems and they were given suitable advice.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13.	16.3.20	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were assessed on their Mental readiness to appear for practical examinations & adequate guidance was given.
14.	20.3.20	4	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were given Orientation on Online exams & rules & regulation to be followed by them.
15.	15.4.20	6	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentor - Mentees discoursed about safety Precautions to be taken to safeguard from Covid-19.
16.	28.4.20	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Mentees were given Orientation on Various Online tools & digital etiquettes to be followed till offline classes start.
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other

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 SALEM-636 016

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	29.8.19	A. Rooki Abisha	Academic / Personal / Any other Jealousy issue	Suitable advice given to keep cope up with difficulties.
2.	30.8.19	S. Hashmitha	Academic / Personal / Any other Lack of self-confidence	Advice given based on SWOT analysis.
3.	6.11.19	B. Karthiga	Academic / Personal / Any other Jealousy issues	Appropriate guidance given to come out from the problems.
4.	28.11.19	I. Jackline Permy	Academic / Personal / Any other Covid-19 fear	Health advice given
5.	03.1.20	A. Rooki Abisha	Academic / Personal / Any other Need of Academic Support	Study materials shared to her on time.
6.	06.1.20	V. Kalaiyosya	Academic / Personal / Any other Need of TET Materials.	Reference books were identified and shared to her.

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	11.3.20	A. Roohi Abisha	Academic / Personal / Any other family problem	Parents were met online and enough guidance given.
8.	11.3.20	S. Kirya	Academic / Personal / Any other Covid-19 fear	Suitable guidance given to get ride of fear.
		<i>[Signature]</i>	Academic / Personal / Any other	
			Academic / Personal / Any other	
			Academic / Personal / Any other	
			Academic / Personal / Any other	

*S. S. Chellu*  
**PRINCIPAL**  
**Sri Sarada College of Education**  
**(Autonomous)**  
**SALEM-636 016**

# SRI SARADA COLLEGE OF EDUCATION

(AUTONOMOUS), SALEM - 636 016.

(AFFILIATED TO TAMILNADU TEACHERS EDUCATION UNIVERSITY, CHENNAI)

RE-ACCREDITED BY NAAC WITH "A" GRADE



## MENTOR- MENTEES RECORD

Name : Dr. D. Kamitha

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** : Assistant Professor of Tamil

**PERIOD** : 2019-2021

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

**Objectives**

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## **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)
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- Ensure holistic well-being of Mentees

## **Roles and Responsibilities of Mentees**












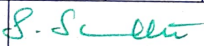
- Provide all the necessary data with relevant documents ( Previous Academic Performance Records, documents for participation in extra /co curricular activities and academic advancement )
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- Have a positive attitude
- Accept feedback respectfully and cordially, and discuss future course of action
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**'No one is a stranger, my child; the whole world is your own' - Holy Mother**








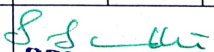
S.No.	Reg. No	Name of the Student	Contact No.	Address
1.	2019T03	D. Subalakshmi	8220331388	D/o. K. Ambika, 35/23 East Street Papanasam, Thanjavur - 614205
2.	2019E10	M. RamyaSri	9994796328	D/o. P. Murugesan, 13/334 Samundi Nagar KanaPathy Palayam, steel plant, Salem-30
3.	2019M23	G. Poorishi	6374701459	G. Poorishi, D/o. P. Govindasamy, Veerappanayakkan Patti, Arur, Dharmapuri 636966
4.	2019P31	K. Keerthana	9976812755	K. Keerthana D/o. G. Kumaresan H/201, Chinnakadu, Seppaiyapuram, Namakkal
5.	2019P37	S. Vijayakamali	8940913906 9600529796	D/o. P. Sivakumar, 62 Thoshuva palli st, Peththanayakkan Palayam, Salem - 636109
6.	2019H47	V. Divyabharathy	9894450394	D/o. P. Vijayakumar, 31/1J. west street-5 Johnsonpettai, Salem - 636007
7.				

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1 29.8.19	2 30.8.19	3 30.8.19	4 30.10.19	5 06.11.19	6 28.12.19	7 10.12.19	8 20.12.19	9 14.01.20	10 09.2.20
1	2019T03	D. Subalakshmi	x	x	x	x	x	x	x	x	x	a
2	2019E10	M. Ramyasri	x	x	x	x	x	x	x	x	x	x
3	2019M23	G. Poovizhi	x	x	x	x	a	x	x	x	x	x
4	2019P31	K. Keerthana	x	x	x	x	x	x	x	x	x	a
5	2019P37	S. Vijayakamali	x	x	x	x	x	x	x	x	x	x
6	2019H47	V. Divyabharathy	x	x	x	x	a	x	x	x	x	x
												
Signature of the Mentor												
Signature of the Principal												

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

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date																	
			11	12	13	14	15	16	17	18	19	20								
			14.2.20	14.3.20	16.3.20	20.3.20	15.3.20	28.4.20												
1	2019T03	D. Subalakshoni	X	X	X	X	X	X												
2	2019E10	M. Ramyasri	X	X	X	X	X	X												
3	2019M28	G. Poovizhi	X	X	X	X	X	X												
4	2019P31	K. Keerthana	X	X	X	X	X	X												
5	2019P37	S. vijayakamali	X	X	X	X	X	X												
6	2019H47	V. Divyabharathy	X	X	X	X	X	X												
																				
Signature of the Mentor																				
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	29.8.2019	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other The roles and responsibilities of their mentees are explained by mentors.
2	30.8.2019	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Achievement motivation seminar - "who am I"?
3	30.8.2019	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Achievement motivation seminar - "why am I here"?
4	30.10.2019	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussing their thoughts after observing school teachers' demonstration classes.
5	16.12.2019	Other Present (Poorvishi, Divya, Abhrajy) absent	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Having observed the second-year students' classes in their respective schools, first year student teachers share their observations.
6	28.11.2019	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Prepared a scheduled plan to midsemesters, Model Exam and Seminar etc

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7	10.12.19	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Manage the time useful in free time Participate in competitions
8	20.12.19	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion about the event arrangement "167th Birth Anniversary of Holy Mother Sri Sarada"
9	14.1.2020	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Encouraging the students to participate related to cultural activities
10	14.3.2020	(Subalakshmi Keerthana) absent Other present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion about 'Crude Camp' and Arrangement for the district level sports cum Cultural meet by TNTEU
11	11.3.20	All present except (Dhivyashrathy)	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Given the suggestion for all curriculum based. Allotted work related to the college day celebration
12	16.3.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Health issue due to Covid. Recommended to consult doctor once.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13	16.3.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance and Counselling was given on the Practical Examination.
14	20.3.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other online Practical Exams of the students' feed back session was conducted.
15	15.4.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidance on depressed students for unknown factors during Pandemic period.
16	28.4.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Guidelines about open Educational resources available online.
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1	31.10.21	v. Divyabharamthy 2019 H47	Academic / Personal / Any other unable to balance house work and study	Prepared a scheduled plan to balance both.
2	8.11.21	K Keerthana 2019P31	Academic / Personal / Any other Travelling Time is very long.	Suggested to listen. useful skills on online Platform.
3	30.11.21	v. Divyabharamthy. 2019H47	Academic / Personal / Any other not used to study in online Platforms	Guided How to use the resources.
4	21.12.21	D. Subalakshmi	Academic / Personal / Any other feeling depressed on unknown factor	Feel free to talk outside of class. Meditation
5	12.01.20	M. Ramyabari	Academic / Personal / Any other developing soft skills	follow up all the conducted sessions.
5	20.2.20	S. Vijayakamali 2019P37	Academic / Personal / Any other How to talk boldly in front of every one	Talk to yourself by seeing Mirror. Talk and practice with help of friends.

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
6	16.3.20	Gr. Poovithi 2019M23	Academic / Personal / Any other <i>Improve geed and possitive vibes</i>	<i>Plant and grow trees water regularly</i>
			Academic / Personal / Any other	
			Academic / Personal / Any other	<i>[Signature]</i> <i>S. S. [Signature]</i> <b>PRINCIPAL</b> in Sarada College of Education (Autonomous) SALEM-636 016
			Academic / Personal / Any other	
			Academic / Personal / Any other	
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(AUTONOMOUS), SALEM - 636 016.

(AFFILIATED TO TAMILNADU TEACHERS EDUCATION UNIVERSITY, CHENNAI)

RE-ACCREDITED BY NAAC WITH "A" GRADE



## MENTOR- MENTEES RECORD

Name : Mrs. R. SARASWATHY

Designation : ASSISTANT PROFESSOR OF MATHEMATICS

2019 - 2021

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



**MENTOR'S COMPREHENSIVE STUDENTS RECORD**



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**NAME** : Mrs. R. SARASWATHY

**DESIGNATION** : ASSISTANT PROFESSOR OF MATHEMATICS

**PERIOD** : 2019-2021

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SALEM – 636016  
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- Preparation of Orientation Monthly Reports
- Ensure holistic well-being of Mentees

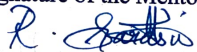

### **Roles and Responsibilities of Mentees**

- 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
- 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.	2019E08	P. J. Preethi	9715620424	D/o P. Jeyaseelan, 1-1/114A, Thirumal Nagar, Vallalar old age home- Opp., Salem.
2.	2019M4	A. Agnelo Shiny	9080436314 8072086038	D/o S. Amalanathan, B 3A2. Puddur st, Thiruvagoundanour, Salem - 636005
3.	2019M24	V. Pritha	8524801701	D/o R. Viruthajalam, Mottupatti, Pattukonampatty, Pappi reddy Patty, Dharmapuri-05
4.	2019P28	A. Anusha	8124136344	D/o R. Antony Samy, 2-655/202, Patima Nagar, Convent Road, Salem - 636016
5.	2019B41	S. Harini	9360056564	D/o S. Saravanan, 26/47 Postal Nagar, Vettukadu, Erode - 638011.
6.				
7.				

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			1	2	3	4	5	6	7	8	9	10
			29/8/19	30/8/19	30/10/19	6/11/19	28/11/19	3/12/19	6/1/20	19/2/20	29/2/20	14/3/20
1.	2019E08	P. J. Preethi	X	X	X	X	X	X	X	X	X	X
2.	2019M14	A. Agnelo Shiny	X	X	X	X	X	X	X	X	X	X
3.	2019M24	V. Pritha	X	a	X	X	X	X	X	X	X	X
4.	2019P28	A. Anusha	X	X	a	X	X	X	X	X	X	X
5.	2019B41	S. Harini	X	X	X	X	X	X	X	X	X	X
Signature of the Mentor												
 R. Sankar			<del>Bl</del>	<del>Bl</del>	<del>Bl</del>	<del>Bl</del>	<del>Bl</del>	<del>Bl</del>	<del>Bl</del>	<del>Bl</del>	<del>Bl</del>	<del>Bl</del>
Signature of the Principal												
 S. S. Srinivas												

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

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date										
			11	12	13	14	15	16	17	18	19	20	
			10/3/20	16/3/20 <small>(online)</small>	20/3/20 <small>(online)</small>	15/4/20	28/4/20						
1.	2019E08	P. J. Preethi	X	X	X	X	X						
2.	2019M24	A. Agnelo Shiny	X	X	X	X	X						
3.	2019M24	V. Priitha	X	X	X	X	X						
4.	2019P28	A. Anusha	X	X	X	X	X						
5.	2019B41	S. Harini	X	X	X	X	X						
Signature of the Mentor <i>R. Senthil</i>			<i>RS</i>	<i>RS</i>	<i>RS</i>	<i>RS</i>	<i>RS</i>						
Signature of the Principal <i>S. J. An</i>													

**PRINCIPAL**  
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 (Autonomous)  
 SALEM-636 016

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
1.	29.8.19	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Allocation of mentees to Concern mentors and Orientation about the role & responsibilities of mentees in this college.
2.	30.8.19	V. Priitha was absent	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Achievement Motivation Seminar - 'Who am I' Session
3.	30.8.19	V. Priitha was absent	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Achievement Motivation Seminar - 'Why am I here' Session
4.	30.10.19	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Sharing their views of today's demonstration class taken by school teachers.
5.	06.11.19	A. Anusha was absent	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Sharing their impressions after monitoring the second year students' classes in their respective schools.
6.	28.11.19	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Sharing their impressions about the today's lecture, how to attend and write their model, Semester Exam and also the method of giving assessment in internal exams.



### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	3.1.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Boosting the mentee for their active participation in the district level quiz Competition by Sri Ramakrishna Math.
8.	6.1.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Elaborate discussion about the event arrangement of Sri Sarada Jayanthi
9.	11.01.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other After the New year Celebration, discussing about the Pongal cultural events.
10.	09.02.20 Evening	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Sharing their memories of basic guide camp & also discussing for the arrangements of District level Sports.
11.	14.02.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussion about the theory courses present in Second Semester with academic progress.
12.	11.03.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions for maintaing personal hygiene and Social distance were given, after the Common awareness Programme.


### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13.	16.03.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Method to display Teaching - Learning material were elaborated to the mentees for the upcoming practical Examination.
14.	20.03.20	All present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Sharing their experiences about mentees effort for the Online practical Examination.
15.	15.04.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Conscious about the safety for mentees. Students were recommended to practice yoga and meditation in the pandemic period.
16.	28.04.20	All Present	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Instructions about accessing online resources and video conference tools. (Zoom, google meet ----)
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other

### Individual Counselling

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	22.03.20	V. Preetha	Academic / Personal / Any other Problem on network to attend Online Class.	Suggested after simcard network based on signal getting your location.
2.	24.03.20	A. Anusha & P.J. Preethi	Academic / Personal / Any other Problem facing to manting their family needs.	After Completing the Course Can joining any job to balance your family needs.
3.	01.04.20	All the students	Academic / Personal / Any other asking suggestion for attending Seminar & Conference	It can improve your knowledge on educationi line and also useful for career development.
4.	24.04.20	A. Agnelo shing (Cover phone)	Academic / Personal / Any other Regarding health issues.	Be Consicious in health and recover completely from the health Issue and can attend the Class.
5.	29.04.20	V.Priitha and Harini	Academic / Personal / Any other Seeking guidance to prepare Teaching-learning material.	Hands On training can be learnt through Online mode.
6.	04.05.20	P.J. Preethi	Academic / Personal / Any other Collecting material for Core papaper & Subjects.	For each Core papers and pedagegical subjects materials can refer in respective Concerned blogs.

**Individual Counselling**

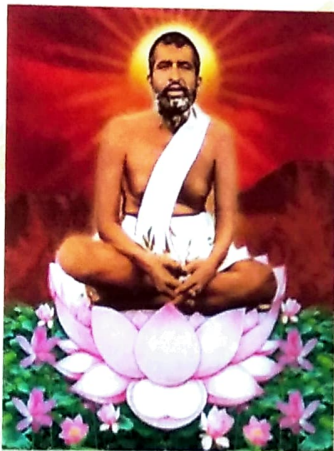
S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	28.05.20	A. Agnelo Shingf	Academic / Personal / Any other Suggestion for attending On line Quiz.	Prepare well in subject related materials
8.	01.06.20	V. Pritha	Academic / Personal / Any other Guidance for TNPSC Preparations.	Pritha can refer more books in library to prepare TNPSC Exams.
			Academic / Personal / Any other	R. Saritha
			Academic / Personal / Any other	 <b>PRINCIPAL</b> Sri Sarada College of Education (Autonomous) SALEM-636 016
			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. S. VELVIZHI

Designation : Director of Physical Education  
2019 - 2021

**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. VELVITHI

**DESIGNATION** : Director of Physical Education

**PERIOD** : 2019-2021

# **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.	2019 E06	R. Jeevitha		5/199. E Tahir Chinnu Ammapalayam Tahir Chir Chinnu Ammapalayam Salem
2.	2019 M26	S. Sathya Vani	9787383497	A.D Colony, Kondapasaletty Dindigul.
3.	2019 B29	A. Gayathri	944384746	149. Amerby line, Dharmapuri Main Road, Pottumudi, Pappireddipatti, Dharmap.
4.	2019 H46	V. Aarthi	8608803857	VIII. A.D Colony, Arasupalayam, Namakkal.
5.	2019 H48	V. Priyanka	9443206574	5/Pr, A, Dharmakatha Nagar, Kaltur, Salem.
6.				
7.				

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date										
			1	2	3	4	5	6	7	8	9	10	
			29.08.19	30.08.19	31.08.19	30.10.19	06.11.19	28.11.19	03.01.20	06.01.20	11.01.20	09.02.20	
1.	2019E06	E. Jeerikka	x	x	x	x	x	x	x	x	x	x	x
2.	2019M26	S. Sathyavani	x	x	x	x	x	x	x	x	x	x	x
3.	2019P29	A. Gayathri	x	x	x	x	x	x	x	x	x	x	x
4.	2019H46	V. Aarthu	x	x	x	x	x	a	x	x	x	x	x
5.	2019H48	V. Priyanka.	x	x	x	a	x	x	x	x	x	x	x
Signature of the Mentor : S. V. Hizhi			S.V	S.V	S.V	S.V	S.V	S.V	S.V	S.V	S.V	S.V	S.V
Signature of the Principal			<p style="text-align: center;">S. Senthil  <b>PRINCIPAL</b>                      Sri Sarada College of Education                      (Autonomous)                      SALEM-636 016</p>										

### Mentor – Mentees Sessions Attendance Record

S.No.	Reg. No	Name of the Mentee	Session No. & Date									
			11 14.02.20	12 11.03.20	13 16.03.20	14 18.03.20	15 15.04.20	16 28.04.20	17	18	19	20
1	2019E06	R. Preethika	x	x	x	x	x	x				
2	2019H26	S. Sathyavani	x	x	x	x	x	x				
3	2019D29	A. Gayathri	x	x	x	x	x	x				
4	2019H46	V. Aarthi	x	x	x	x	x	x				
5	2019H48	V. Priyanka	x	x	x	x	x	x				
Signature of the Mentor : S. rethika			Su	Su	Su	Su	Su	Su				
Signature of the Principal			S. S. [Signature] <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.	29.8.19	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other oriented students about the fees and regulation of the college and shared their views.
2.	30.8.19	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other conducted who am I and participated the students enthusiastically
3.	31.8.19	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other conducted why am I and took part in the programme actively and shared their views.
4.	30.10.19	V. priyanka 4	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discuss with the students classification and motivate them to develop their activities.
5.	6.11.19	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other observed the II year students to class and took the notice of minor teachers.
6.	28.11.19	V. Anitha 5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Special lecture on Remedial coaching class.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
7.	3.1.20	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students were asked to participate the District level Quiz programme.
8.	6.1.2020	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Discussed with the students " 167 <sup>th</sup> Birth Anniversary of Holy Mother Sarada Devi
9.	11.1.20	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Given instruction to the students " How to celebrate Pongal" in college campus.
10.	9.2.20	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students expressed their views about 4 days Guide camp.
11.	14.2.20	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Tips were given about their Academic doubts.
12.	11.3.20	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Students were instructed about their health hygiene.

### Mentor – Mentees Sessions Report

S.No.	Date	No. of students present	Topic of the Discussion
13	16.3.20	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other oriented to the Students about rules and regulations of the college and how to follow it and asked them <sup>where they felt weak</sup>
14	18.3.20	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Session on who am I! was it useful to their B.ed course, and how it was helpful.
15	15.4.20	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other who am I and why am I programmes were conducted and shared their views and it was <sup>useful</sup>
16	28.4.20	5	Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other Introducing online resource and video conference.
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other
			Curricular / Co-curricular / Extra-curricular / Event related / Personal / Any other

*S. Sr. Men*

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
1.	09.09.19	V. Aarthi	Academic / Personal / Any other Fear to participate in Workshop (Practic teaching)	Guidance was given.
2.	22.10.19	S. Sathyaarani	Academic / Personal / Any other Difficult to understand English	Classes handed to the student.
3.	02.12.19	V. Priyanka.	Academic / Personal / Any other Need guidance to the Power point presentation in National Seminar	Tips was given.
4.	30.1.20	V. Aarthi	Academic / Personal / Any other Exam fears before the Semester Exam	Suggestions were given to overcome the examination.
5.	24.2.20	S. Sathyaarani	Academic / Personal / Any other Faced family problem	TIPS were given.
6.	23.3.20	A. Gayathri	Academic / Personal / Any other Fear about the Semi nar.	guidance was given.

**Individual Counselling**

S.No.	Date	Name of the student(s)	Issue	Suggestions / Remarks
7.	13.03.20	R. Jeevitha	Academic / Personal / Any other Need of guidance to to speech in stage	Tips were given.
8.	8.4.20	V. Priyanka	Academic / Personal / Any other Needs for the Practical Exam	Suggestions were given.
9.	22.4.20	A. Gayathri	Academic / Personal / Any other Seeking help for TNPC Exam.	Notes were given
			Academic / Personal / Any other	
			Academic / Personal / Any other	
			Academic / Personal / Any other	