

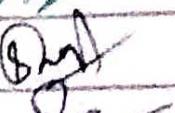
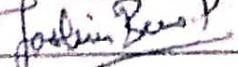
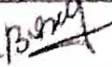
NANJIL CATHOLIC COLLEGE OF ARTS AND SCIENCE
KALIYAKKAVILAI

Circular

The Mentoring and II Criteria Members meeting will be held on 07-10-2022 at 12.15 p.m at the Principal's Room. All are attend without fail.

Convener


(Dr. N. Jeba Jasmine)

Sl.No	Name of the staff	Signature
1.	Dr. A. Meenakshi Sundararajan (Principal)	
2.	Mrs. R. Christobel Merlin Mahil	
3.	Mrs. P. Anisha	
4.	Dr. P. Jasbin Bino	
5.	Mr. K. R. Krishna Prasad	
6.	Dr. T. Little Mary	
7.	Mrs. M. S. Subi	
8.	Mrs. I. Mary Bexy	
9.	Mrs. V. Beena	
10.	Mrs. L. Lisy	
11.	Dr. D. Suja Mary	
12.	Mrs. Amutha Rani	
13.	Dr. Jolly Rosalind Silva	
14.	Dr. M. Sindhu	
15.	Mrs. S. Sanitha	



mentoring cell.

09.00 - 09.30

Date: 07.10.2022

Venue: principal Room

Time: 10.15 p.m

mentoring cell and 8th (circular) members meeting was held on 07.10.2022 in principal's Room. The following agenda were discussed.

Agenda:-

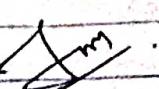
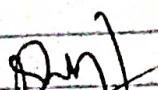
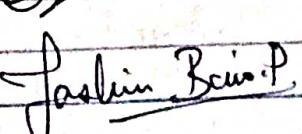
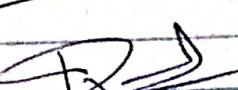
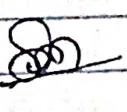
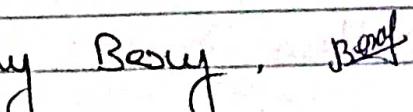
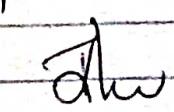
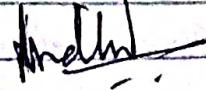
1. Distribute the mentoring book to each mentor.
2. collecting old mentoring book.
3. Any other.

Resolution Passed:

1. The mentoring committee was distribute the mentoring Register to the mentor for new students for uG and pg.
2. Academic year mentoring Register Handover to mentoring cell to the mentor.
3. If mentor identified any problem to the mentee that should be solved by the mentors as well as it should be communicated to co-ordinator and

It must be kept confidential.

members present.

1. Dr. N. Jeba Jasmine 
2. Mrs. R. Christobel merlin malil 
3. ms. p Anusha 
4. Dr. p. Tanbin Bino 
5. mr. k. r. Krishna prasad. 
6. Dr. T. little many 
7. mrs. m. s. Subi
8. mrs D. many Besy, 
9. mrs V. Reena, 
10. mrs. L. Lsy. 
11. mrs. Amutha Rani. 
12. Dr. R. Jolly Rosalind Sling 
13. Dr. m. Sindhu. 

1. 2000/2001
Nanji Catholic College of Arts & Science
Keliyakkavilai - 629 153



Nanjil Catholic College of Arts and Science,Kaliyakkavilai

Mentoring Report-2022-2023

Mentors are student centric teachers-friends-guides who help young learners in their challenging academic times. Mentoring program has been introduced for obtaining a realistic assessment of the learner's performance and for providing inclusive spaces for academic growth and skillful development of the student's community. Our faculty mentors offer their guidance, knowledge, experience and expertise in promoting their mentees overall development.

Mentoring is sincere, confidential partnership between mentor and the student mentee. Our faculty mentors and special mentors serve as reliable guides-like a parent as well as a teacher, throughout their institutional learning.

Nanjil Catholic College of Arts and Science, Kaliyakkavilai provide faculty mentors for all the students and special mentors for those students who need extra care and attention. Mentors' emotional encouragement and motivation during challenging times serve to help students balance their academics and extracurricular activities. The mentors of our college analyze the background, education, personality and academic outcomes of our students. The students are also eager to get career guidance, academic guidance and willing to share their knowledge, disappointments and seek emotional and moral encouragement.

The mentors are supposed to give specific feedback in a book which was allotted for each student. They also note student's performance, in and around the campus and advance the educational, personal growth of the student. Often students come with question and unsolvable problems so mentors are ready to recover them with solution by this student create mutual respect, trust understanding and empathy. Each teacher mentor 20 students in an academic year.

The mentors are able to share life experience and wisdom at any hour. Their Motto is to

make an effort to know, accept and respect the goals and interest of a student.

The quality of individual studies has improved in this academic year. The students establish environments that accomplish this desire and improve their ability.

STUDENTMENTORINGSYSTEM (SMS)

OBJECTIVES:

1. To provide a sound, comprehensive support system to encourage and motivate our students to achieve professional and personal goals.
2. To provide guidance, effective learning, and skillful development of our students and to find out Slow Learners (SL) and Advanced Learners (AL)
3. To help them to understand the challenges and opportunities through guidance and support.
4. Smooth transition to campus life and professional academic life.

EXPECTED OUTCOME

- Healthy Learning Atmosphere
- Improved academic performance
- Confident parents
- Excellent, socially committed professionals
- Find out slow and advanced learning capable students

Advanced learners/students

- The Mentor should be identifying the advance learners and intimate the scopes and new opportunities.
- Help them to participate in outside college activities and excel Reshaping their goals

Weak students/slow learners

- Identify their academic weakness and solving them
- Motivate to set new goals and achieve them
- Suggest remedial training measures to improve
- Help good students to improve their performance

- Guide to improve their skills
- Boost self-confidence

MENTOR'S GUIDELINES:

Role and Responsibilities

- Provide good orientation to the mentees about the academic program, institution and opportunities.
- Provides sustained motivation and boost their self-confidence
- Collect data of mentees and maintain a MENTEE BOOK
- Ensure frequent visits to the library and utilize the facilities.
- Identify mentees learning needs, referring and correcting them
- Create a feeling of comfort and belonging among students
- Refer distressed or disturbed cases to the concerned committees/ department and collect feedbacks
- Monitoring psychological growth and progress
- Locating and solving attendance issues if any.
- Focus on progress oriented personal development
- Ensuring and providing necessary feedbacks to authorities and parents.
- Assisting in developing rights, responsibilities and values.
- Molding an excellent and socially committed dental professional.

Mentee guidelines:

A Mentee should

- Be a responsible learner and active listener
- Give constructive feedback that can be acted upon.
- Have a desire for knowledge and self-development
- Open and honest communication
- Willingness to commit time for meetings with mentor
- Plan goals and try to achieve

- Enhances skill development
- Personal growth and all-round development

The Nanjil Catholic College of Arts and Science maintain a positive communication channel among institution, academic authority, students and parents efficiently. The mentors meet the Academic Head of the institution often to discuss about the mentees academic progress and remedial measures taken. The Mentor- Mentee interaction provides an opportunity to document the academic journey of a graduate which will be a helping tool to find excellence. Student mentoring system (SMS) aspires to transitional positive changes, benefiting the student community to build a healthy relationship with peers, faculty and the institution.

Number of students enrolled in the institution	Number of fulltime teachers Mentor:	Mentee Ratio
1470	77	1:25

Signature of Convener



(Dr. N. Jeba Jasmine)




 — PRINCIPAL
 Nanjil Catholic College of Arts & Science
 Kaliyakkavilai - 629 153