



St. Albert's College (Autonomous)

Accredited by National Assessment and Accreditation Council (NAAC) at 'A' Grade
with a CGPA of 3.24, ISO 9001:2010 certified
Affiliated to Mahatma Gandhi University, Kottayam, Kerala
Banerjee Road, Ernakulam, Kerala, India - 682 018

DEPARTMENT OF ENGLISH

MENTORING CIRCULAR 2019- 2020

Dear Teachers

Mentoring is a unique method of supporting students to improve their learning and leadership skills, motivating them towards their future career development. With this in mind, the College has a mentorship programme wherein the faculty members are given training on mentor system and they meet the students to listen to their issues and guide them on their overall personality development.

Objectives of Mentoring

- To guide students in feeling more connected to the campus and their educational goals
- To support students to improve their ability to articulate and formulate plans to actively pursue and achieve their academic and career goals
- To help students to develop or refine their study skills and time management abilities
- To make students aware of resources available to them on campus and in the community and encourage them to make use of those resources
- To enhance student leadership skills by arranging by capacity development and skill enhancement activities
- To monitor academic performance
- To provide opportunities for students to build academic, social, and professional networks through seminars, events, co-curricular activities, and industry mentors
- To make sure that students attend remedial coaching if needed
- To arrange sessions on Career Counselling and guide mentees to prepare for competitive exams

Mentors are requested:

- to provide, a reliable and comprehensive support system,
- to motivate students to excel in both academic and non-academic fields and to make the most of their life at the college.
- to keep track of their mentees with reference to academics, attendance, discipline and overall development.
- to systematically record their meetings in the mentor's report.
- to help mentees identify their own goals and offer empowerment and encouragement
- to guide them to achieve their goals, or solve any challenges along the way.

The mentor- mentee list for the academic year 2019-20 has been attached herewith.

NO	CLASS NO	MENTEE	MENTOR
1	7801	SHALU JOHNSON	DEVIKA V.
2	7802	ARATHI SALEEF	
3	7803	ANAGHA CHANDRAN	
4	7804	UMAIBA AYOOB T A	
5	7805	ALKKA MARY. K. J	DILNA RAJU
6	7806	ASHNA THOMAS	
7	7807	NAZREEN M.M	
8	7809	SAMERINA MARY. E. B	
9	7810	SENIYA P S	NEENU KURUVILLA
10	7814	JENSHI XAVIER	
11	7815	DEVNA VIJAY	
12	7816	AKHILA KUNJUMON	
13	7817	P AMOLK RAVI	DIANA MARAGARET
14	7818	NIMISHA JOSEPH	
15	7819	ABINA MARIA SELIN	
16	7820	RESHMA ANTONY	
17	7821	BISMI MOIDEEN	DAISY ROSHAN REBERA
18	7822	SUNIT SUDHAKAR	
19	7824	NEENA S MOHAN	



Signature of the HoD – in – Charge

DEPARTMENT OF ENGLISH-SF
ST. ALBERT'S COLLEGE (AUTONOMOUS)
ERNAKULAM, KOCHI-18

Seal



St. Albert's College (Autonomous)

Banerji Road, Ernakulam, Kochi – 682018 Kerala, India

MENTORING REPORT

Name of Department: *ENGLISH S.F*

Name of Programme: *MA ENGLISH*

Batch: *2019 - 2021*

ENTRY DETAILS

Name of Mentor : DEVIKA V
Name of Mentee : SHALU JOHNSON
Class Number : 7801
Mobile Number : 8593855531
Mobile Number of Parent/Guardian :
Academic level : Advanced Learner Average Learner Slow learner
English Proficiency : Native Fluent Intermediate Elementary
Interests : Sports Fine Arts Music Dance Theatre
 Literature Creative Arts
Future goal :
Guidance/help required if any : Academic Counselling



Signature of the Mentor with Date

Outstanding performance in any field

MENTORS OBSERVATION ON ACADEMIC PROGRESS AND ACHIEVEMENTS I YEAR

	Performance indicators	Mentor's Observations	Recommendations
Semester 1 Session 1 Date: 7/7/19 Time: 12 PM	a) Regularity of attendance	Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input checked="" type="checkbox"/> Poor <input type="checkbox"/>	
Mentor	b) Academic level	Excellent <input checked="" type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
HoD	c) Participation in Social Outreach Programmes	Regular <input type="checkbox"/> Often <input checked="" type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	
Semester 1 Session 2 Date: 8/8/19 Time: 1:30pm	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
Mentor	b) Academic level	Excellent <input checked="" type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
HoD	c) Participation in Social Outreach Programmes	Regular <input checked="" type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	
Semester 2 Session 1 Date: 12/12/19 Time: 12 PM	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
Mentor	b) Academic level	Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input checked="" type="checkbox"/> Below Average <input type="checkbox"/>	
HoD	c) Participation in Social Outreach Programmes	Regular <input type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	
Semester 2 Session 2 Date: 13/12/19 Time: 11 AM	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
Mentor	b) Academic level	Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input checked="" type="checkbox"/> Below Average <input type="checkbox"/>	
HoD	c) Participation in Social Outreach Programmes	Regular <input type="checkbox"/> Often <input checked="" type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	

MENTORS OBSERVATION ON ACADEMIC PROGRESS AND ACHIEVEMENTS II YEAR

	Performance indicators	Mentor's Observations	Recommendations
Semester 3 Session 1 Date: 7/11/20 Time: 1 PM	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
Mentor	b) Academic level	Excellent <input checked="" type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
HoD	c) Participation in Social Outreach Programmes	Regular <input type="checkbox"/> Often <input type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Seldom <input type="checkbox"/>	
Semester 3 Session 2 Date: 15/10/20 Time: 10 AM	a) Regularity of attendance	Excellent <input type="checkbox"/> Very Good <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
Mentor	b) Academic level	Excellent <input checked="" type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
HoD	c) Participation in Social Outreach Programmes	Regular <input type="checkbox"/> Often <input checked="" type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	
Semester 4 Session 1 Date: 15/11/20 Time: 12 PM	a) Regularity of attendance	Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input checked="" type="checkbox"/> Poor <input type="checkbox"/>	
Mentor	b) Academic level	Excellent <input checked="" type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
HoD	c) Participation in Social Outreach Programmes	Regular <input checked="" type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	
Semester 4 Session 2 Date: 14/11/20 Time: 12:30 PM	a) Regularity of attendance	Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input checked="" type="checkbox"/> Poor <input type="checkbox"/>	
Mentor	b) Academic level	Excellent <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
HoD	c) Participation in Social Outreach Programmes	Regular <input checked="" type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	