



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 2020- 2021

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 2020-21 has been attached herewith.

| SL No. | Class No | MENTEE | MENTOR |
|--------|----------|----------------------|---------------------|
| 1 | 209401 | IRENE SARA ZACHARIAH | DEVIKA V. |
| 2 | 209402 | NEENU SHOLY | |
| 3 | 209403 | ANN GRACE JOSEPH | |
| 4 | 209404 | FEMIN MARY JOSEPH | |
| 5 | 209405 | HELNA REBEIRO | |
| 6 | 209406 | BLESSY MOL Y | |
| 7 | 209407 | DAYONA JOHNSON | DILNA RAJU |
| 8 | 209408 | RESHMA W RODRIGUES | |
| 9 | 209409 | CAMILLA P. TOSSY | |
| 10 | 209410 | ANITA FRANCIS | |
| 11 | 209412 | MARIA NEENU JOY | |
| 12 | 209413 | MEGHA ALEXANDER | |
| 13 | 209414 | BHAGYA R SAJEEV | NEENU KURUVILLA |
| 14 | 209415 | SARANYA S | |
| 15 | 209416 | ARATHY BEJOY | |
| 16 | 209417 | SAFNA K S | |
| 17 | 209418 | MARIYA TARSHEES | |
| 18 | 209419 | AASHIYA VIJAYAKUMAR | |
| 19 | 209420 | MARY SHABNA SHAJAN | DAISY ROSHAN REBERA |
| 20 | 209421 | TREASA TANIYA P. G | |
| 21 | 209422 | DEVIKA P R | |
| 22 | 209423 | M M NIDHI | |
| 23 | 209424 | HELNA ELIZABETH T. G | |
| 24 | 209425 | ANJU JAYAKUMAR | |
| 25 | 209426 | BENOY THOMAS | DIANA MARAGARET |
| 26 | 209427 | ASRIN FATHIMA M E | |
| 27 | 209428 | REMYA P. T | |
| 28 | 209429 | LAKSHMI SANTOSH | |
| 29 | 209430 | NANDANA P N | |



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 :

Name of Programme :


Batch: 2020 - 2022

INDEX

| SL NO | MENTEE | MENTOR | PAGE NO |
|-------|-------------------------|-----------------------|---------|
| 1 | GRENE SARA ZACHARIAH | DEVIKA . V | |
| 2 | NEENDU SHOLY. | DEVIKA . V | |
| 3 | ANN GRACE JOSEPH | DEVIKA . V | |
| 4 | FEMIN MARY JOSEPH | DEVIKA . V | |
| 5 | HELNA REBEIRD . | DEVIKA . V | |
| 6 | BLESSY MOL Y. | DEVIKA . V | |
| 7 | DAYONA JOHNSON . | DILNA RAJU | |
| 8 | RESHMA N . RODRIGUES. | DILNA RAJU | |
| 9 | CAMILLA P. TOSSY . | DILNA RAJU | |
| 10 | ANITA FRANCIS . | DILNA RAJU | |
| 11 | MARIA NEE NU JOY . | DILNA RAJU | |
| 12 | MEGHA ALEXANDER . | DILNA RAJU . | |
| 13 | BHAGYA R . SAJEEV . | NEENDU KURUVILLA | |
| 14 | SARANYA . S . | NEENDU KURUVILLA | |
| 15 | ARATHY BEJOY . | NEENDU KURUVILLA . | |
| 16 | SAPNA K . S . | NEENDU KURUVILLA | |
| 17 | MARIYA TARSHEES . | NEENDU KURUVILLA | |
| 18 | AASHIYA VIJAYAKUMAR . | NEENDU KURUVILLA . | |
| 19 | MARY SHABNA SHAJAN . | DAISY ROSHAN REBERA | |
| 20 | TREASA TANVYA P . G . | DAISY ROSHAN REBERA | |
| 21 | DEVIKA P . R . | DAISY ROSHAN REBERA . | |
| 22 | M . M . NIDHI . | DAISY ROSHAN REBERA | |
| 23 | HELNA ELIZABETH T . G . | DAISY ROSHAN REBERA | |
| 24 | ANJU JAYAKUMAR . | DAISY ROSHAN REBERA . | |
| 25 | BENOY THOMAS . | DIANA MARGARET | |
| 26 | ASRIN FATHIMA M . E . | DIANA MARGARET | |
| 27 | REMYA . P . T . | DIANA MARGARET | |
| 28 | LAKSHMI SANTHOSH . | DIANA MARGARET | |

ENTRY DETAILS

Name of Mentor : GAYATHRI A R
Name of Mentee : MARY SHABNA SHAJAN
Class Number : 209420
Mobile Number : 7561817501
Mobile Number of Parent/Guardian : 7736473233
Academic level : Advanced Learner Average Learner Slow learner
English Proficiency : Native Fluent Intermediate Elementary
Interests : Sports Fine Arts Music Dance Theatre
Future goal : Literature Creative Arts
Guidance/help required if any : Teaching
 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: 3/12/20 Time: 09:00 | Mentor <i>[Signature]</i> HoD | a) Regularity of attendance | Excellent <input type="checkbox"/> Very Good <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> | |
| | | b) Academic level | Excellent <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> | |
| | | c) Participation in Social Outreach Programmes | Regular <input checked="" type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/> | |
| Semester 1 Session 2 Date: 12/2/20 Time: 09:00 | Mentor <i>[Signature]</i> HoD | a) Regularity of attendance | Excellent <input type="checkbox"/> Very Good <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> | |
| | | b) Academic level | Excellent <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> | |
| | | 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: 13/5/20 Time: 09:00 | Mentor <i>[Signature]</i> HoD | a) Regularity of attendance | Excellent <input type="checkbox"/> Very Good <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> | |
| | | b) Academic level | Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input checked="" type="checkbox"/> Below Average <input type="checkbox"/> | |
| | | 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 2 Date: 12/5/20 Time: 09:00 | Mentor <i>[Signature]</i> HoD | a) Regularity of attendance | Excellent <input type="checkbox"/> Very Good <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> | |
| | | b) Academic level | Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input checked="" type="checkbox"/> Below Average <input type="checkbox"/> | |
| | | 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: 11/11/20 Time: 09:00 | Mentor <i>[Signature]</i> HoD | a) Regularity of attendance | Excellent <input type="checkbox"/> Very Good <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> | |
| | | b) Academic level | Excellent <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> | |
| | | c) Participation in Social Outreach Programmes | Regular <input checked="" type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/> | |
| Semester 3 Session 2 Date: 16/12/20 Time: 09:00 | Mentor <i>[Signature]</i> HoD | a) Regularity of attendance | Excellent <input type="checkbox"/> Very Good <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> | |
| | | b) Academic level | Excellent <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> | |
| | | 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 1 Date: 20/1/21 Time: 09:00 | Mentor <i>[Signature]</i> HoD | a) Regularity of attendance | Excellent <input type="checkbox"/> Very Good <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> | |
| | | b) Academic level | Excellent <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> | |
| | | 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: 2/3/21 Time: 09:00 | Mentor <i>[Signature]</i> HoD | a) Regularity of attendance | Excellent <input type="checkbox"/> Very Good <input checked="" type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> | |
| | | b) Academic level | Excellent <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/> | |
| | | c) Participation in Social Outreach Programmes | Regular <input checked="" type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/> | |