



# St. Albert's College (Autonomous)

An initiative of Educational and Charitable Trust of Archdiocese of Verapoly

Accredited by National Assessment and Accreditation Council (NAAC) at 'A' Grade with a CGPA of 3.24, IOS 9001: 2015 Certified | to Mahatma Gandhi University, Kottayam, Kerala

## DEPARTMENT OF BOTANY

### MENTORING CIRCULAR

#### 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 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.

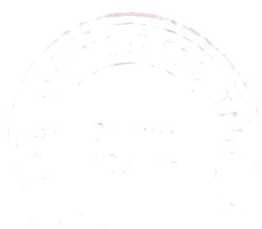
#### Mentors are requested:

- 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 of M.Sc. Botany for the academic year 2018-20 is attached herewith.**

Sl. No.	Name of the Teacher	Name of the Student	Class No.	Class
1	Dr. Siju M. Varghese	Mary Biya P J	4501	MSc 2018-20 batch
2	Dr. Siju M. Varghese	Asha Mendez	4502	„
3	Dr. Siju M. Varghese	Ashmy PG	4503	„
4	Dr. Siju M. Varghese	Meera V M	4504	„
5	Dr. Siju M. Varghese	Merrin Delna	4505	„
6	Dr. Siju M. Varghese	Nicey Antony	4506	„
7	Ms. Drishya K. Reghuvaran	Treesa Vineetha	4507	„
8	Ms. Drishya K. Reghuvaran	Sofia Jacob	4508	„
9	Ms. Drishya K. Reghuvaran	Archana Remesan	4509	
10	Ms. Drishya K. Reghuvaran	Bini K S	4510	„
×	×	×	×	×
11	Ms. Drishya K. Reghuvaran	Aishwarya Johny	4511	„
12	Ms. Drishya K. Reghuvaran	Yadhupriya P R	4512	„



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# St. Albert's College (Autonomous)

Banerji Road, Ernakulam, Kochi – 682018 Kerala, India

## MENTORING REPORT

Name of Department : *BOTANY*

Name of Programme : *M.Sc BOTANY*

Batch : *2018 - 2020*

# INDEX

[illegible]

## ENTRY DETAILS

Name of Mentor

: Drishya K Reghuvaran

Name of Mentee

: Archana Remesan

Class Number

: 4509

Mobile Number

: 82 8185 9923 .

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

Future goal

: ☐ Literature ☒ Creative Arts

Guidance/help required if any


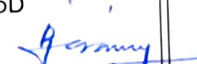





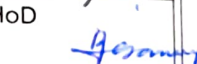
: ☐ Academic ☒ Counselling

Signature of the Mentor with Date




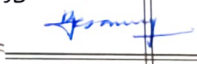

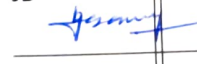


Outstanding performance in any field



# MENTORS OBSERVATION ON ACADEMIC PROGRESS AND ACHIEVEMENT I YEAR


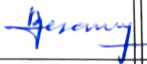





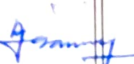
	Performance indicators	Mentor's Observations	Recommendation
Semester 1 Session 1 Date : 9/10/18 Time :	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
	b) Academic level	Excellent <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 type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Seldom <input type="checkbox"/>	
Mentor			
HoD			
Semester 1 Session 2 Date : 18/12/18 Time :	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input 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 type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Seldom <input type="checkbox"/>	
Mentor			
HoD			
Semester 2 Session 1 Date : 18/12/19 Time :	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input 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 type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Seldom <input type="checkbox"/>	
Mentor			
HoD			
Semester 2 Session 2 Date : 21/3/19 Time :	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input 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 type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Seldom <input type="checkbox"/>	
Mentor			
HoD			

## MENTORS OBSERVATION ON ACADEMIC PROGRESS AND ACHIEVEMENT

	Performance indicators	Mentor's Observations	Recommendation
Semester 3 Session 1 Date : 11/6/19 Time :	a) Regularity of attendance	Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
	b) Academic level	Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
	c) Participation in Social Outreach Programmes	Regular <input type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	
Mentor			
HoD			
Semester 3 Session 2 Date : 20/8/19 Time :	a) Regularity of attendance	Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
	b) Academic level	Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
	c) Participation in Social Outreach Programmes	Regular <input type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	
Mentor			
HoD			
Semester 4 Session 1 Date : 11/12/19 Time :	a) Regularity of attendance	Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
	b) Academic level	Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
	c) Participation in Social Outreach Programmes	Regular <input type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	
Mentor			
HoD			
Semester 4 Session 2 Date : 5/6/19 Time :	a) Regularity of attendance	Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
	b) Academic level	Excellent <input type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
	c) Participation in Social Outreach Programmes	Regular <input type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	
Mentor			
HoD			

# MENTORS OBSERVATION ON ACADEMIC PROGRESS AND ACHIEVEMENTS

## II YEAR

	Performance indicators	Mentor's Observations	Recommendations
Semester 3 Session 1 Date : 11/6/19 Time : Mentor:  HoD: 	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input 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"/>	
Semester 3 Session 2 Date : 20/8/19 Time : Mentor:  HoD: 	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input 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"/>	
Semester 4 Session 1 Date : 11/12/19 Time : Mentor:  HoD: 	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input 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"/>	
Semester 4 Session 2 Date : 5/6/19 Time : Mentor:  HoD: 	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input 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"/>	