



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, ISO 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 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 of M.Sc Botany for the academic year 2019-21 has been attached herewith.

Sl. No.	Name of the Teacher	Name of the Student	Class
1	Dr. J. Jameson	Joemol	1 MSc 2017-19 batch
2	Dr. Siju M Varghese	Arpana Jayan	"
3	Dr. K. Madhusudhanan	Dhanya Mathew	"
4	Mrs. Drishya K Reghuvaran	Mary Sruthi	"
5	Ms. Mary Joseph	Shahanas KB	"
6	Ms. Drishya Reghuvaran	Shara Twinkle	"
7	Dr. Anna Ancy Antony	Pravitha Pradeep	"
8	Dr. Anisha S	Lhea Blue	"
9	Dr. J. Jameson	Mary Glid Gonsalvez	"

Tutor

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Head of the Department

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ENTRY DETAILS

Name of Mentor : J. JAMESON
Name of Mentee : JOEMOL PG
Class Number : 8601
Mobile Number : 9281080886
Mobile Number of Parent/Guardian : 9496067229
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
Teaching
Guidance/help required if any : ☒ Academic ☐ Counselling

Signature of the Mentor with Date

Jameson J. J. 21.4.21

Outstanding performance in any field - Nil

MENTORS OBSERVATION ON ACADEMIC PROGRESS AND ACHIEVEMENTS I YEAR

	Performance indicators	Mentor's Observations	Recommendations
Semester 1 Session 1 Date: 12/12/2019 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"/>	Need quality time Management for completion of record work.
Mentor Fay	b) Academic level	Excellent <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
HoD Genny	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: 16/12/2020 Time: 3 PM	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
Mentor Fay	b) Academic level	Excellent <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
HoD Genny	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: 30/4/2020 Time: 11 00 am	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
Mentor Fay	b) Academic level	Excellent <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
HoD Genny	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: 25/5/2020 Time: 1.30 PM	a) Regularity of attendance	Excellent <input checked="" type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/>	
Mentor Fay	b) Academic level	Excellent <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
HoD Genny	c) Participation in Social Outreach Programmes	Regular <input checked="" type="checkbox"/> Often <input 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 : 18/12/20 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"/>	<i>Very sincere & hard working student. Should focus on UGC NET / Research side.</i>
	b) Academic level	Excellent <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
Mentor <i>July</i>	c) Participation in Social Outreach Programmes	Regular <input checked="" type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	
HoD <i>gearing</i>			
Semester 3 Session 2 Date : 11/10/20 Time : 1:30 pm	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 checked="" type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
Mentor <i>July</i>	c) Participation in Social Outreach Programmes	Regular <input checked="" type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	
HoD <i>gearing</i>			
Semester 4 Session 1 Date : 6/1/21 Time : 10 am	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 checked="" type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
Mentor <i>July</i>	c) Participation in Social Outreach Programmes	Regular <input checked="" type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	
HoD <i>gearing</i>			
Semester 4 Session 2 Date : 26/3/21 Time : 12:30 pm	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 checked="" type="checkbox"/> Above Average <input type="checkbox"/> Average <input type="checkbox"/> Below Average <input type="checkbox"/>	
Mentor <i>July</i>	c) Participation in Social Outreach Programmes	Regular <input type="checkbox"/> Often <input type="checkbox"/> Occasionally <input type="checkbox"/> Seldom <input type="checkbox"/>	
HoD <i>gearing</i>			