

1. Title of the practice: Systematic Mentees Record (SMR)

2. The context that required the initiation of the practice (100 – 120 words)

IQAC found that a separate and permanent record of the Mentor- Mentee transactions on the following grounds will make the system even better than the existing practice.

- Meetings conducted with the Mentees by the respective mentors
- Mentees Attendance
- Key Issues Addressed and Key Points discussed
- mentees responses and suggestions
- Issues/Grievances Addressed
- Counselling offered/Action Taken

IQAC strongly felt that a standard Mentor-Mentee Record will uphold all the transactions in a meaningful way and will elicit appropriate actions in the due time.

3. Objectives of the practice (50 – 60 words)

- To systematically conduct and record the General Mentor-Mentee Sessions.
- To Promote Special Counselling for Individual Mentees

4. The Practice (250 – 300 words)

A Mentor- Mentee Record is printed in the form of a Register and is given to all the Mentors. The register has three major divisions:

- I. Student Information
- II. Details of General Mentor-Mentee Sessions
- III. Details of Special Counselling for Individual Mentees

The first part of the register records the following:

- Register Number
- Name
- Student's Mobile Phone Number
- Parent's Phone Number
- Address of the Mentee

The first part of the register records the following:

- Date of the Session
- No. of Mentees present
- Key Issues Addressed/Key Points Discussed
- Responses/ Suggestions of Mentees

- Signature of Mentors and Heads of the Departments

The second part of the register records the following:

- Name and Phone number of the Mentee
- Issues/Grievances
- Counselling Offered/ Action Taken
- Signature of Mentor and Mentee

5. Obstacles faced if any and strategies adopted to overcome them (150 –200 words)

- Cost in printing the Mentor-Mentee Record
- Time taken to prepare the record
- Repeated announcements were given by the teachers to make all students to download the app

6. Impact of the practice (100 – 120 words)

- Systematic Conduct of the Mentor-Mentee Transactions
- Systematic Record of the Mentor-Mentee Transactions
- Students and parents felt better after the counseling sessions
- Students self worth realisation
- Disciplinary and psychological problems of students decreased considerably
- Appropriate actions were taken timely

7. Resources required

- Record
- Printing
- Mentor and Mentee Time

8. About the Institution:

- vii. Name of the Institution: Chikkanna Government Arts College
- viii. Year of Accreditation: 2015
- ix. Address: College Road, Tiruppur. 641602. Tamilnadu, India.
- x. Grade awarded by NAAC: B
- xi. E-Mail: cgactpr@gmail.com
- xii. Contact person for further details: Principal
Website : <http://cgac.in/index.php>

Mentor-Mentees Record:

Chikkanna Government Arts College - Tirupur 641 602

Mentees Record

Name of the Department	CHEMISTRY
Name of the Programme	MSc
Period of the Programme	2021 - 2023
Name of the Mentor	DR. M. SUDHHA

SN	Register Number	Name of the Mentee	Mobile Phone	Parent's Phone	Address
1	2132D0012	AMUTHA . T	939477308	995238189	e. Thangavel, 3/117 Dheeranpalayam, Bangalore, Pulicher
2	2132D0013	NANDHINI . T	6379967439	9781817969	R. Jambikaran, 3/115 T. Goundampalayam, Thidumal, NKK
3	2132D0014	VIDYHA . S	9952541212	7812031315	T. Sathish Kumar, 6/11/2 Vinayagar Koil St. Kallipalayam, Tirupur
4	2132D0015	ABHI . H	6382615918	9520153169	T. H. Rathappan, 6/214 Rangapuram, Pennagaram, DPI
5	2132D0016	BHARATHI . M	9090308554	9940338515	H. Harimulku, 1/123 Kilakutham Kalayam, Dindigul
6	2132D0017	HARIKRISHNAN . N	6381219547	7010088042	a. Naryanan, 26/61 Kalthaman Nagar, Tirupur
7	2132D0018	VARINTH . T	6383573419	790640720	G. Thirumanikaran, 4/72/2 KPG Gudun backside, Samudharam, Tirupur
8	2132D0019	KARTHIK . S	9003577730	994730102	S. Selvaraj, 3/4 Netaji Nagar, Anupampalayam, Tirupur
9	2132D0020	KARTHIK . D	9944945691	978876047	P. Duraisamy, 5/111 Kalipalayam, Karamalkur Avinash
10	2132D0021	KRISHNAN . H	950034436	9692823868	R. Mulkusay, 3/332 Vadaku Kuttam, Suler, CBE
11	2132D0022	PRABHU . K	9385331079	9524732721	Kumar, 2/37 Kariyapalli, Anur, Coimbatore
12	2132D0023	ROHITH PRABHU . G	959729340	9364358367	Gurusamy A, 2/1631 Penyakampalayam, Avinash
13	2132D0024	SANJEEV DURAI . T	7868022347	9663411607	C. Thangadurai, 2/15/2 B Church St, Tirunelveli
14	2132D0025	SARITHOSH . S	9346085206	8778956758	C. Sampath, 3/285 Udayapur, Veerapandiyan, Tirupur
15	2132D0026	SATHYARAJ . S	9597931899	9787978569	S. Sundaram, 1/520 Velakattu thottam, Tirupur
16	2132D0027	SEENU . G	9360491470	9842043024	Uthiyasu . P, 3/91 Kadamb, Kulkai Nalampalli, DP
17	2132D0028	UNNIKRISHNAN . P	9085977164	9965319395	Penmal . H, Esarpatti Village, Pennagaram, DPI
18	2132D0029	VEERAKUMAR . M	9300305938	9345057587	P. Muthiah, 22/61 Natesan Nagar, Vellakudi, Tirupur
19	2132D0030	VENKATESHARI . S	8825916160	9578542016	N. Shanmugam, 3/251 Chinrauppd, Pennampalayam, Tirupur
20	2132D0031	SOJESH RAJA . K . A	7578226634	944344958	P. Kumaraja, 7, Kolampalayam, Tirupur

Details of General Mentor-Mentee Sessions					
Date of the Session	No. of Mentees Present	Key Issues Addressed	Key Points Discussed	Responses / Suggestions of Mentees	Signatures
30/1/21	S. Santhosh K. Prashanth	Attended two hours Lately for online class		Advised the students to attend the classes properly	M. Jir Mentor A. M. Jir Head
2/11/21	R. Hira [Student were absent during online class]	Not participation in online class for the whole day		Informed 12 students to be present for the classes regularly	M. Jir Mentor A. M. Jir Head
23/2/22	R. Sivarajini	Rejoined during IV semester		Advised her to be sincere to attend class without lack of attendance	M. Jir Mentor A. M. Jir Head
23/2/22	D. Koolthik	Internship in Pyrotechnist NIT, Tiruvananthapuram		Encouraged him to attend the internship and to be a good active participant	M. Jir Mentor A. M. Jir Head
25/3/22	H. Varadham	To get admitted to hostel		Guided him to avoid mischievous behaviors	M. Jir Mentor A. M. Jir Head

Details of Special Counselling for Individual Mentees				
Date	Name and Phone Number of the Mentee	Issues / Grievances	Counselling offered / Action Taken	Signatures
10/5/22	D. Koolthik	Scored 91% in University Isem exams	Motivated him to secure University Rank.	D. Lakshmi Mentee M. Jir Mentor A. M. Jir Head
10/5/22	S. Vidhya	Secured 90% in all subjects during Isem examination	Encouraged her to improve performance to achieve University Rank.	S. Lakshmi Mentee M. Jir Mentor A. M. Jir Head
10/5/22	J. Haritha	Got 90% in Isem examination	Advised him to concentrate more in studies.	J. Haritha Mentee M. Jir Mentor A. M. Jir Head
26/5/22	M. Abi	Failed in physical methods in chemistry I	Gave special coaching to secure pass mark in the failed subject	S. Lakshmi Mentee M. Jir Mentor A. M. Jir Head

Details of General Mentor-Mentee Sessions				
Date of the Session	No. of Mentees Present	Key Issues Addressed / Key Points Discussed	Responses / Suggestions of Mentees	Signatures
18/1/23	S. Sathyaaj	Training programme in Central University Tirunelveli	suggested to be sincere in training program	H. J. J. Mentor A. Srinivasan Head
18/1/23	M. Veeramani	Training programme in Central University Tirunelveli	Advised to take up training session and maintain discipline	H. J. J. Mentor A. Srinivasan Head
18/1/23	D. Kasthik	Training programme in Central University Tirunelveli	Encouraged the students to participate in future seminar programmes	H. J. J. Mentor A. Srinivasan Head
14/2/23	D. Kasthik	Training programme in Central University of TN, Tirunelveli	Gave instruction to the student & motivated to be an active participant	H. J. J. Mentor A. Srinivasan Head
				Mentor

Details of Special Counselling for Individual Mentees				
Date	Name and Phone Number of the Mentee	Issues / Grievances	Counselling offered / Action Taken	Signatures
26/01/23	G. Rohit Prabhu	Failure in a subject during I sem examination	Gave counselling & motivated him to study properly & attend coaching class.	G. Rohit Prabhu Mentee H. J. J. Mentor A. Srinivasan Head
				Mentee
				Mentor
				Head
				Mentee
				Mentor
				Head
				Mentee
				Mentor



PRINCIPAL
Chikkanna Govt. Arts College
Tirupur