



SRI BALAJI VIDYAPEETH (SBV)
(Deemed to be University)
U/S 3 of UGC Act 1956
Puducherry-607402

2.3.4

Circulars pertaining to the formation of mentor-mentee committee, Mentor and the mentees allocation
SSSCON

This Document is attested from pages (1-21)

REGISTRAR
SRI BALAJI VIDYAPEETH
(Deemed University u/s 3 of UGC ACT, 1956)
Accredited by NAAC with 'A' Grade
Pillaiyarkuppam, Pondicherry-607 402.



SHRI SATHYA SAI COLLEGE OF NURSING
THIRUPORUR - GUDUVANCHERY MAIN ROAD, AMMAPETTAI,
SEMBAKKAM POST, CHENGALPET DT, POST - 603108
THIRUPORUR - GUDUVANCHERY MAIN ROAD, AMMAPETTAI,
SEMBAKKAM POST, CHENGALPATTU DT, POST - 603108



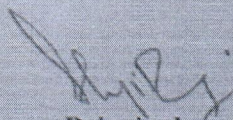
Date: 09/12/2019

REF: SSSCON / 1 A -MM MEETING /2019

CIRCULAR

Dear Sir/Madam,

Greetings! This is to inform you that the Mentor-Mentee Committee of Shri Sathya Sai College of Nursing has finalized the list of Mentors and Mentees for the academic year 2019-20. Active learners and slow learners are distributed equally to all the Mentors. There will be a meeting regarding discussion about roles and responsibilities of Mentors, maintenance of logbook and scheduled meeting to be conducted periodically. Mentor Mentee allocation list is enclosed herewith.


Principal

PRINCIPAL
SHRI SATHYA SAI COLLEGE OF NURSING
AMMAPETTAI,
NELLIKUPPAM - 603 108.

REGISTRAR
SRI BALAJI VIDYAPEETH
(Deemed University u/s 3 of UGC ACT, 1956)
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SHRI SATHYA SAI COLLEGE OF NURSING

THIRUPORUR - GUDUVANCHERY MAIN ROAD, AMMAPETTAI,
SEMBAKKAM POST, CHENGALPET DT., POST - 603108

THIRUPORUR - GUDUVANCHERY MAIN ROAD, AMMAPETTAI,

SEMBAKKAM POST, CHENGALPATTU DT, POST - 603108

REF: SSSCON/IC-MM meeting /2019

Date: 09/12/2019

MENTOR - MENTEE COMMITTEE

I. INTRODUCTION:

The main aim of Mentor - mentee committee is to help the students to understand the challenges and opportunities present in the college and develop a smooth transition to campus life. An academic mentor is a positive role model of a successful student who supports their mentee by giving academic advice, sharing resources, and caring about their students' success. The Mentor - Mentee committee was formed on 09/12/2019.

II. OBJECTIVES:

1. To counsel academically weak undergraduate students and to play an important role in helping troubled students cope with academic, extra-academic and personal problems.
2. To provide positive role models to students in the college.
3. To proactively try to identify problems of the student and to bring them to the notice of the Principal.

III. ACTIVITIES OF MENTOR

1. Offer an outside perspective on development
2. Listen, confidentially, to the things that are worrying about their education or studies
3. Help to sharing their own experience of both failure and success.
4. Give unbiased support.
5. Provide honest and constructive feedback

MEMBERS OF MENTOR - MENTEE COMMITTEE:

	CONVENOR	MEMBERS
MENTOR - MENTEE COMMITTEE	PROF. A L MAHALAKSHMI	PROF. GOLDA SAHAYA RANI MRS EMY JANCY RANI MR DINESH

Signature of the Principal

PRINCIPAL

SHRI SATHYA SAI COLLEGE OF NURSING
AMMAPETTAI,
NELLIKUPPAM - 603 108

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SRI BALAJI VIDYAPEETH

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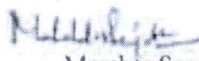
Thiruvanchery - 607 406

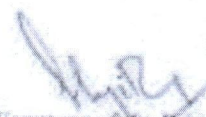


MENTOR-MENTEE SYSTEM

Academic year-2019 to 2020

SINO	UIN	Student/Mentee Name	Mentor Name with Designation
1	1907001001	Ms.Bhagidilha Jayakumar	Dr.Helen Shaji J.C Principal
2	1907001002	Ms.Bhavani	Dr.Jayanthi Professor
3	1907001004	Ms.Devika prasanna	Ms. Meena P Assistant Professor
4	1907001010	Ms.Emmimal	Mrs. A.L. Mahalakshmi Professor
5	1907001009	Ms. Kalyani	Banupriya A Nursing Tutor
6	1907001006	Ms.Kavya	Mrs. Golda Sahaya Rani Professor
7	1907001008	Ms.Kiran baby varghese	Ms Vishnupriya B Nursing Tutor
8	1907001012	Ms.Priya	Mrs. S.Mahalakshmi Professor
9	1907001007	Ms.Sreeraj	Mr. Dinesh.M Nursing Tutor
10	1907001011	Ms.Thilagavathi. V.	
11	1907001005	Ms.Vyshnavi	Mrs.Sheeba B Assistant Professor
12	1907001003	Ms.Ganga prasad	Mrs.Emy Jancy rani Nursing Tutor


Member Secretary


Signature of the Principal

PRINCIPAL
SHRI SATHYA SAI COLLEGE OF NURSING
AMMAPETTAI,
NELLIKUPPAM - 603 108.

REGISTRAR
SRI BALAJI VIDYAPEETH

(Deemed University u/s 3 of UGC ACT, 1956) Off Campus, Tirupurur - Guduvancherry Main Road,
Accredited by NAAC with 'A' Grade Nellikuppam - 603 108, Chengalpattu District, Tamil Nadu.

Pillaiyarkuppam, Pondicherry-607 402.

(Tel. Board: +91 44 27440700 / Ext. 162 | Fax: +91 44 27440138

E-mail: principal@sssmcri.ac.in Website: http://ssscn.ac.in, http://sbvu.ac.in



SHRI SATHYA SAI COLLEGE OF NURSING

THIRUPORUR – GUDUVANCHERY MAIN ROAD, AMMAPETTAI,

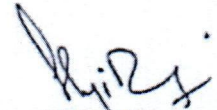
SEMBAKKAM POST, CHENGALPET DT, POST – 603108

REF: SSSCON/1D/PHD-MM Allotment List/02/2020

Date: 9th March 2020

MENTOR-MENTEE SYSTEM LIST

SINO	UIN	Student / Mentee Name	Mentor Name with Designation
1	1905002005	Ms. Lavanya K.	Dr.Helen Shaji J.C Principal
2	1905002007	Ms. Renu S.	


PRINCIPAL

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THIRUPORUR – GUDUVANCHERY MAIN ROAD, AMMAPETTAI,

SEMBAKKAM POST, CHENGALPET DT, POST – 603108

REF: SSSCON/1D/PHD-MM Allotment List/05/2020

Date: 14 th Dec 2020

MENTOR-MENTEE SYSTEM LIST

SINO	UIN	Student / Mentee Name	Mentor Name with Designation
1	1905002019	Annalakshmi S	Dr.Jayanthi.P Professor
2	1905002028	Lingaraju C M	
3	1905002029	Leena Sankar J.L	
4	1905002031	Amudha M	
5	1905002032	Amutha V.K.	


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THIRUPORUR – GUDUVANCHERY MAIN ROAD, AMMAPETTAI,

SEMBAKKAM POST, CHENGALPET DT, POST – 603108

MENTOR-MENTEE SYSTEM LIST

REF: SSSCON/1D/PHD-MM Allotment List/04/2020

Date: 9th March 2020

SINO	UIN	Student / Mentee Name	Mentor Name with Designation
1	1905002003	Nandhini B.	Dr.Jayanthi.P Professor
2	1905001001	Mahalakshmi S.	

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RECTOR
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THIRUPORUR – GUDUVANCHERY MAIN ROAD, AMMAPETTAI,

SEMBAKKAM POST, CHENGALPET DT, POST – 603108

REF: SSSCON/1D/PHD-MM Allotment List/03/2020

Date: 14 th Dec 2020

MENTOR-MENTEE SYSTEM LIST

SINO	UIN	Student / Mentee Name	Mentor Name with Designation
1.	1905001002	Ms.Mahalakshmi A.L	Dr.Helen Shaji J.C Principal
2	1905002023	Ms. Madhurima D	
3	1905002033	Ms. Bindu C.G	
4	1905002026	Ms. Mageswari Mohanram K	
5	1905002018	Ms.Ezhilarasi	

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SHRI SATHYA SAI COLLEGE OF NURSING

THIRUPORUR – GUDUVANCHERY MAIN ROAD, AMMAPETTAI,

SEMBAKKAM POST, CHENGALPET DT, POST – 603108

REF: SSSCON/1D/PHD-MM Allotment List/01/2019

Date: 16th Dec 2019

MENTOR-MENTEE SYSTEM LIST

SINO	UIN	Student / Mentee Name	Mentor Name with Designation
1	1805002016	Ms.Sunitha	Dr.Helen Shaji J.C Principal

PRINCIPAL

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SHRI SATHYA SAI COLLEGE OF NURSING
AMMAPETTAI,
NELLIKUPPAM - 603 108.

REGISTERED
SRI BALAJI UNIVERSITY OF HEALTH
(Deemed University u/s 3 of UGU ACT, 1956)
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Pillaiyarkuppam, Pondicherry-607 402.



SRI BALAJI VIDYAPEETH (SBV)
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Mentor-Mentee Committees and minutes of the
meeting, samples of Mentee Issues and action taken

SSSCON

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SRI BALAJI



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CIRCULAR FOR MEETING



SHRI SATHYA SAI COLLEGE OF NURSING
THIRUPORUR - GUDUVANCHERY MAIN ROAD, AMMAPETTAI,
SEMBAKKAM POST, CHENGALPET DT, POST - 603108

Ref: SSSCON/1-MM meeting/2019

Date: 02/12/2019

Sub: Call for Meeting - Reg

- **Name of the Committee:** Mentor Mentee committee
- **Time/ Venue:** 09/12/2019 -2.00 PM at conference Hall, SSSCON
- All the committee members are requested to attend.
- The Agenda of the meeting is as follows.

SL NO	AGENDA
1.	Calling of meeting to order
2.	Quorum confirmation
3.	Apologies if any
4.	Minutes of the previous meeting
5.	Approval of the minutes of previous meeting
6.	Review of pending action items
7.	New matters/agenda: 1. Allotment of the mentors to the mentees 2. Design of the log book and revision of the mentor mentee regulations
8.	Any point from the floor
9.	Closure of meeting

Member Secretary
Member Secretary

Principal
Signature of the Principal

PRINCIPAL
SHRI SATHYA SAI COLLEGE OF NURSING
AMMAPETTAI,
NELLIKUPPAM - 603 108.

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Page 1 of 1

REGISTRAR
SRI BALAJI VIDYAPEETH
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Pillaiyarkuppam, Guduvanchery, Dist. 02.

SRI BALAJI



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SHRI SATHYA SAI COLLEGE OF NURSING
THIRUPORUR - GUDUVANCHERY MAIN ROAD, AMMAPETTAI,
SEMBAKKAM POST, CHENGALPET DT, POST - 603108

Meeting of the Mentor mentee committee meeting convened on 09/12/2019 at 2.00 pm, at Conference Hall

MINUTES OF THE MEETING

SL. NO.	AGENDA	DISCUSSION POINTS IF ANY	RESOLUTIONS & RESPONSIBILITY
1	Calling of meeting to order	-	-
2	Quorum confirmation	Yes	-
3	Apologies if any	Nil	-
4	Approval of the minutes of previous meeting	Approved	-
5	Pending action	Nil	-
6	New Matters/Agenda		
a.	Agenda	<p>Allotment of the mentors to the mentees: The meeting is called to decide on the appropriate allotment of First batch of students to the respective mentors in order to provide support and encourage a harmonious learning environment.</p> <p>Design of the log book and revision of the mentor mentee regulations: The Log book prescribed for the mentor mentee program has to be revised after taking appropriate feedback form the faculty</p>	<p>Allotted appropriate mentors to all the students of the fresh batch. All the faculty need to participate in the mentor mentee process.</p> <p>A meeting of the faculty is to be called to collect feedback on the current mentor mentee system</p>
7	Any point from the floor	-	
8	Plan for next meeting	Third week of February	
9	Closure of meeting	3 pm	

Signature of the Member-Secretary:

REGISTRAR
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Page 1 of 2

Signature of the Principal:

PRINCIPAL
SHRI SATHYA SAI COLLEGE OF NURSING
AMMAPETTAI,
NELLIKUPPAM - 603 108.



ATTENDANCE OF THE MEMBERS

Meeting of the Mentor mentee committee meeting convened on 09/12/2019 at 2.00 pm, at Conference Hall

SLNO	MEMBERS PRESENT	DESIGNATION	SIGNATURE	APOLOGIES IF ANY
1.	Dr.Helen Shaji J.C	Principal		
2.	A.L Mahalakshmi	Member Secretary		
3.	Dr.Jayanthi	I st year Coordinator		
4.	Mrs. Golda Sahaya Rani	Mentor Mentee Committee member		
5.	Mr.Dinesh M.	Mentor Mentee Committee member		
6.	Mrs.Emy Jancy Rani	Mentor Mentee Committee member		



SRI BALAJI**VIDYAPEETH**ACCREDITED BY NAAC
WITH 'A' GRADEDEEMED UNIVERSITY
DECLARED U/S 3 OF THE UGC ACT, 1956**CIRCULAR FOR MEETING****SHRI SATHYA SAI COLLEGE OF NURSING**
THIRUPORUR - GUDUVANCHERY MAIN ROAD, AMMAPETTAI,
SEMBAKKAM POST, CHENGALPET DT, POST - 603108

Ref: SSSCON/2-MM meeting/2020

Date: 18/02/2020

Sub: Call for Meeting - Reg

- Name of the Committee:** Mentor Mentee committee
- Time/ Venue:** 24/02/2020 - 2.00 PM at conference Hall, SSSCON

- All the committee members are requested to attend.
- The Agenda of the meeting is as follows.

SL. NO	AGENDA
1.	Calling of meeting to order
2.	Quorum confirmation
3.	Apologies if any
4.	Minutes of the previous meeting
5.	Approval of the minutes of previous meeting
6.	Review of pending action items
7.	New matters/agenda: 1. Discussion about the roles & responsibilities of mentors 2. Maintenance of the Log book
8.	Any point from the floor
9.	Closure of meeting

Member Secretary

Signature of the Principal

PRINCIPALSHRI SATHYA SAI COLLEGE OF NURSING
AMMAPETTAI,
NELLIKUPPAM - 603 108.**REGISTRAR**
SRI BALAJI VIDYAPEETH
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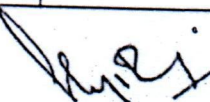
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THIRUPORUR - GUDUVANCHERY MAIN ROAD, AMMAPETTAI,
SEMBAKKAM POST, CHENGALPET DT, POST - 603108

Meeting of the Mentor mentee committee meeting convened on 24/02/2020 at 2.00 pm, at Conference Hall

MINUTES OF THE MEETING

SL. NO.	AGENDA	DISCUSSION POINTS IF ANY	RESOLUTIONS & RESPONSIBILITY
1	Calling of meeting to order	-	-
2	Quorum confirmation	Yes	-
3	Apologies if any	Nil	-
4	Approval of the minutes of previous meeting	Approved	-
5	Pending action	Nil	-
6	New Matters/Agenda		
a.	Agenda	<p>Discussion about the roles & responsibilities of mentors : The meeting is called to discuss about the roles & responsibilities of the mentors in relation to their respective mentee.</p> <p>Maintenance of the Log book: Importance of log book maintenance for the mentees in order to make a follow up of the mentee's academic progress and provision of the suggestions for their improvement.</p>	<p>The various roles & responsibilities were discussed & remedial measures such as individual counselling, Extra coaching schedule for the slow learners were suggested.</p> <p>Log book maintenance was done for mentees by the respective mentors .</p>
7	Any point from the floor	-	-
8	Plan for next meeting	Third week of June	
9	Closure of meeting	3 pm	



Signature of the Member-Secretary:


Signature of the Principal:

PRINCIPAL

SHRI SATHYA SAI COLLEGE OF NURSING
AMMAPETTAI,
NELLIKUPPAM - 603 108.

REGISTRAR
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Page 1 of 2



ATTENDANCE OF THE MEMBERS

Meeting of the Mentor mentee committee meeting convened on 24/02/2020 at 2.00 pm, at Conference Hall

SLNO	MEMBERS PRESENT	DESIGNATION	SIGNATURE	APOLOGIES IF ANY
1.	Dr.Helen Shaji J.C	Principal		
2.	A.L Mahalakshmi	Member Secretary		
3.	Dr.Jayanthi	I st year Coordinator		
4.	Mrs. Golda Sahaya Rani	Mentor Mentee Committee member		
5.	Mr.Dinesh M.	Mentor Mentee Committee member		
6.	Mrs.Emy Jancy Rani	Mentor Mentee Committee member		



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CIRCULAR FOR MEETING



SHRI SATHYA SAI COLLEGE OF NURSING
THIRUPORIUR - GUDUVANCHERY MAIN ROAD, AMMAPETTAI,
SEMBAKKAM POST, CHENGALPET DT, POST - 603108

Ref: SSSCON/3-MM meeting/2020

Date: 18/06/2020

Sub: Call for Meeting - Reg

- Name of the Committee: Mentor Mentee committee
- Time/ Venue: 22/06/2020 - 2.00 PM at conference Hall , SSSCON
- All the committee members are requested to attend.
- The Agenda of the meeting is as follows.

SL NO	AGENDA
1.	Calling of meeting to order
2.	Quorum confirmation
3.	Apologies if any
4.	Minutes of the previous meeting
5.	Approval of the minutes of previous meeting
6.	Review of pending action items
7.	New matters/agenda: Discussion about the mental health issues of the students during pandemic .
8.	Any point from the floor
9.	Closure of meeting

Member Secretary

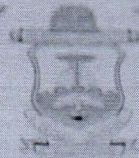
Signature of the Principal

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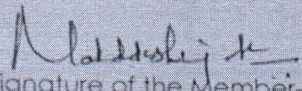
SHRI SATHYA SAI COLLEGE OF NURSING


THIRUPORUR - GUDUVANCHERY MAIN ROAD, AMMAPETTAI,
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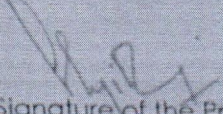
Meeting of the Mentor mentee committee meeting convened on 22/06/2020 at 2.00 pm, at Conference Hall

MINUTES OF THE MEETING

SL. NO.	AGENDA	DISCUSSION POINTS IF ANY	RESOLUTIONS & RESPONSIBILITY
1	Calling of meeting to order	-	-
2	Quorum confirmation	Yes	-
3	Apologies if any	Nil	-
4	Approval of the minutes of previous meeting	Approved	-
5	Pending action	Nil	-
6	New Matters/Agenda		
a.	Agenda	<p>Discussion about the mental health issues of the students during pandemic :</p> <p>The meeting is called to discuss about the about the mental health issues of the students with the mentors in relation to their respective mentee.</p> <p>Enquired about the any problems or burnout or burden faced by the students</p> <p>Suggested guidelines to accept the transition of offline to online classes.</p>	<p>We have formed the SSSCON counselling Cell for the benefits of the student to take care of the mental health issues.</p> <p>We have decided to provide periodic tele counselling to the student by the respective mentors.</p> <p>Informed to all the mentors to share the contact numbers to the student to get in touch during pandemic.</p> <p>Informed to the respective mentors to be ready for 24/7 tele counselling service to the student during pandemic.</p>
7	Any point from the floor	-	-
8	Plan for next meeting	Third week of Feb 2021	-
9	Closure of meeting	3 pm	-


Signature of the Member-Secretary


Internal Quality Assurance Cell (IQAC)
Page 1 of 2


Signature of the Principal

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SHRI SATHYA SAI COLLEGE OF NURSING
AMMAPETTAI
NELLIKUPPAM - 603 108



ATTENDANCE OF THE MEMBERS

Meeting of the Mentor mentee committee meeting convened on 22/06/2019 at 2.00 pm, at Conference Hall

SL NO	MEMBERS PRESENT	DESIGNATION	SIGNATURE	APOLOGIES IF ANY
1.	Dr.Helen Shaji J.C	Principal		
2.	A.I. Mahalakshmi	Member Secretary		
3.	Dr.Jayanthi	Est year Coordinator		
4.	Mrs. Goida Sahaya Rani	Mentor Mentee Committee member		
5.	Mr.Dinesh M.	Mentor Mentee Committee member		
6.	Mrs.Emy Jancy Rani	Mentor Mentee Committee member		





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THIRUPORUR – GUDUVANCHERY MAIN ROAD, AMMAPETTAI,
SEMBAKKAM POST, CHENGALPET DT, POST – 603108

SN O	Name of Faculty (Preferably Senior Faculty)	Issue Faced	Action taken to resolve the issues
1	Mrs. A.L. Mahalakshmi	The student Scored less marks in Internal Examination	<ol style="list-style-type: none">1. Identified the cause and rectification was given2. Individual Counselling was given3. Highlighted the importance of scoring good marks in the internal assessment.4. Stressed to initiate more hard work to get more marks
	Mrs. A.L. Mahalakshmi	Due to health issues frequent absenteeism in theory & Clinical.	<ol style="list-style-type: none">1. Given Individual Student Counselling for the importance of full percentage of attendance in theory & Clinical2. Health issues were taken care.3. Advised her to follow healthy lifestyles to prevent from falling sick (Not to skip meals)
2.	Dr.P.Jayanthi	Language difficulty	<ol style="list-style-type: none">1. Individual counselling given.2. Instructed them to have regular study habits and have a dictionary and understand the meaning of the subject content.3. Encouraged the student to write small paragraph of comprehension according to their area of interest in order to overcome the difficulty.
3.	Dr.P.Jayanthi	Health Issues	<ol style="list-style-type: none">1. Counselling given to the parent and student. Student underwent health check-up and ruled out the cause for the problem and on treatment.2. Informed to warden and

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			individual attention given to the student
	Dr P. Jayanthi	Unable to attend online Term, Revision and Model examination conducted through Google Class Room due to network issue.	1. Term, Revision and Model examination question papers photocopied and sent to the students through courier and instructed the student to send the answer scripts through courier.
3.	Mrs. S. Mahalakshmi	Scored low marks in 1 st term examination due to facing difficulties in external subjects. Difficulty to understanding and remembering of the entire subject.	<ol style="list-style-type: none"> 1. Instructed to read one external subject on every day and made a weekly time table for each subject. 2. Advised to write test daily 2 question in external subjects. 3. Emphasized on regular attendance and instructed to avoid to taking of leave. 4. Asked her to do some exercise and taking of health diet
	Mrs. S. Mahalakshmi	<p>1st term exams performance was poor due to number of subject was more and difficulty to differentiate anatomy and physiology</p> <p>Having allergic wheezing, feeling tired and difficulty to study.</p>	<ol style="list-style-type: none"> 1. Instructed to read one external subject on every day and made a weekly time table for each subject. 2. Advised to write test daily 2 question in external subjects. 3. Instructed to do daily meditation 4. Advised to take steam inhalation and take proper drugs as per doctor's prescription 5. Emphasized to take only nutrient diet and breathing exercises. <p>Motivated to score more marks in next term exams</p>

[Signature]
Member Secretary

[Signature]
Principal

PRINCIPAL

SHRI SATHYA SAI COLLEGE OF NURSING
AMMAPETTAI,
NELLIKUPPAM - 603 108

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