



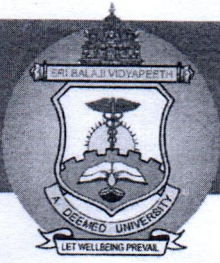
SRI BALAJI VIDYAPEETH (SBV)
(Deemed to be University)
U/S 3 of UGC Act 1956
Puducherry-607402

2.3.4

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

This Document is attested from pages (1-15)

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



SCHOOL OF PHARMACY

MAIN CAMPUS OF SRI BALAJI VIDYAPEETH

(DEEMED TO BE UNIVERSITY DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)
ACCREDITED BY NAAC WITH 'A' GRADE




OFFICE OF THE PRINCIPAL
SOP/SBV/2020/MM-06

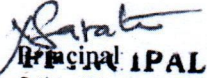
Date: 11.06.2020

CIRCULAR

Dear Sir/Madam,

Greetings! This is to inform you that the Mentor-Mentee Committee of School of Pharmacy has been finalized 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. The Mentor Mentee allotment list is enclosed herewith. We solicit your most cooperation.


Member secretary


Principal
SCHOOL OF PHARMACY
Sri Balaji Vidyapeeth,
Deemed University
Pillaiyarkuppam, Puducherry-607 402.

REGISTRAR
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(Deemed University (U/S of UGC Act, 1956)
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Pillaiyarkuppam, Pondicherry-607 402.

SBV Main Campus, Pillaiyarkuppam, Pondicherry 607 402, India
University Board : +91 413 2615449 to 55 Ext. 742 | Fax : +91 413 2615457
E-mail : pharmacy@sbvu.ac.in | Website : <http://sop.sbv.ac.in>, <http://sbvu.ac.in>



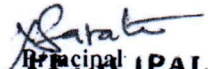
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SCHOOL OF PHARMACY Mentor Mentee Committee

Name /Designation	Position
Prof.Dr.I.Sarath Chandiran Principal, School of Pharmacy, SBV	Chairperson
Mr.M.Prabhu Associate Professor, School of Pharmacy, SBV	Member secretary
Ms.P.Monisha Assistant Professor, School of Pharmacy, SBV	Co-ordinator
Dr.N.Selvasudha Associate Professor, School of Pharmacy, SBV	Member
Mr.S.G.Raman Associate Professor, School of Pharmacy, SBV	Member
Mr.Thamizh .S Assistant Professor, School of Pharmacy, SBV	Member


Principal
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SCHOOL OF PHARMACY

18-09-2019

MENTOR - MENTEE COMMITTEE (2019-2020)

Convenor	Dr.I.Sarath Chandiran Principal, School of Pharmacy, SBV.
Member Secretary	Mr. M. Sakthiganapathi Assistant Professor School of Pharmacy, SBV.
Members	Dr.N.Selvasudha Associate Professor School of Pharmacy, SBV Ms. P. Monisha Assistant Professor School of Pharmacy, SBV. Mr.Thamizh .S Assistant Professor School of Pharmacy, SBV.

Functions of the Committee

1. To meet at the beginning of the academic year and allocate the faculty as mentors to the students.
2. To review the actions and monitor the implementation of the mentor-mentee system periodically.
3. The committee will review the necessary actions and provide adequate support to the mentors and the mentees.
4. To change or reallocate mentors as and when necessary.

Frequency of the meetings

To meet at least twice a year.

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Sarath
PRINCIPAL
SCHOOL OF PHARMACY
SRI BALAJI VIDYAPEETH
DEEMED TO BE UNIVERSITY,
PILLAIYARKUPPAM, PUDUCHERRY-607402

Ashwin
REGISTRAR
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SCHOOL OF PHARMACY

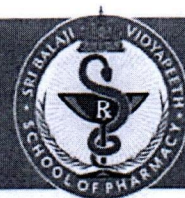
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MENTOR-MENTEE SYSTEM

Academic Year - 2019 to 2020



S.no	UIN	Student/Mentee Name	Mentor Name with Designation
1	1805003007	D.Pradeep Raj , Ph.D Scholor (Full time – 2019 Batch)	Prof.Dr.I.Sarathchandiran (Principal)
2	1805002023	Ms.Devireddy Sujana,Ph.D Scholor (PartTime external– 2019 Batch)	
3	1805002022	Ms.Manchikalapati Bhargavi,Ph.D Scholor (PartTime external– 2019 Batch)	
4	1905001018	Mr.M. Prabhu,Ph.D Scholor (Part Time- Internal– 2020 Batch)	
5	1905001009	Mr. S.G.Raman ,Ph.D Scholor (Part Time- Internal– 2020 Batch)	
6	1905001017	Mr. Thamizh.S, Ph.D Scholor (Part Time- Internal– 2020 Batch)	
7	1905003001	Ms.M.Kiruba Mohandoss,Ph.D Scholor (Full Time– 2020 Batch)	
8	1905002017	Mr.Abdul rasheed .A R (PartTime external– 2020 Batch)	
9	1906324013	Leader – Keerthana .C	Dr.N.Selvasudha (Associate Professor)
10	1906324023	Sub- Leader- Vinitha. V	
11	1906324012	Kavya .K	
12	1906324035	Balamurugan .B	
13	1906324031	Nivetha .B	
14	1906324032	Vikram .K	
15	1906324010	Kamatchi .P	
16	1906324026	Yokesh. S	
17	1906324016	Leader – Rajkumar .K	Mr.S.G Raman (Associate Professor)
18	1906324011	Sub- Leader- Karthika .M	
19	1906324004	Arthi .R	
20	1906324034	Mithra .G	
21	1906324015	Preethi .L	
22	1906324037	Karthik Raj .S	
23	1906324021	Vijay .R	
24	1906324022	Vimal Raj .A	
25	1906324028	Leader -Yuvanishi .R	Mr.M.Prabhu (Associate Professor)
26	1906324040	Sub-Leader-Vishwarohan. P	
27	1906324006	Bharani .K	
28	1906324014	Keerthivasan .P	
29	1906324038	Ganeshan .T	
30	1906324029	Rizwana .S	
31	1906324025	Joy Pricilla .T	
32	1906324027	Yokesh .A	
33	1906324007	Leader – Devi .U	Mr.Thamizh.S (Assistant Professor)
34	1906324018	Sub- Leader- Sahana Philip .J	
35	1906324008	Gokulvasan .S	
36	1906324030	Priya .B	
37	1906324017	Sabarinath .I	
38	1906324003	Anubharathi .M	
39	1906324027	Vinoliya .A	
40	1906324019	Sindhu .M	
41	1906324005	Leader – Balavignesh .B	Ms.P. Monisha (Assistant Professor)
42	1906324020	Sub- Leader- Vidya. V	
43	1906324002	Afreen Tabasum .M	
44	1906324001	Anjali Rana .A	
45	1906324039	Aravindhnan .J	
46	1906324009	Jayaseelan .S	
47	1906324033	Santhosh .M	
48	1906324036	Narayanan .P	

Member Secretary

Principal

SCHOOL OF PHARMACY
Sri Balaji Vidyapeeth,
Deemed University

Pillaiyarkuppam, Pondicherry - 607 402.

SBV Main Campus, Pillaiyarkuppam, Pondicherry 607 402, India

University Board : +91 413 2615449 to 55 Ext. 742 Fax : +91 413 2615457

E-mail : pharmacy@sbvu.ac.in Website : http://sop.sbvu.ac.in, http://sbvu.ac.in

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Mentor-Mentee Committees and minutes of the
meeting, samples of Mentee Issues and action taken

SOP

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SCHOOL OF PHARMACY Mentor Mentee Committee

OFFICE OF THE PRINCIPAL
LETTER REF NO: SOP/SBV/2019/04

Circular

Prof. I. Sarathchandiran
Principal and Head

21.03.2020

To

All Committee Members

Dear All,

Sub: Regarding meeting on 21st March 2020

This is to inform you that all committee members will have meeting at 11.30 am to 12.00 pm on Saturday 21st March 2020. There will be a discussion regarding Agenda are provided below.

Venue: Board room, School of Pharmacy, SBV.

Date: 21.03.2020

Time: 11:30 am to 12.00 noon

Meeting to be presided by: Prof.Dr. I. Sarathchandiran

Agenda of the staff meeting:

- Progress of Mentor Mentee system.
- Revision of Logbook for Mentor Mentee system.
- Any complaints raised.

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SCHOOL OF PHARMACY Mentor Mentee Committee

The meeting of Mentor Mentee Committee was held on 21.03.2020 in the Board room, School of Pharmacy, SBV at 11.30am to 12.00 noon.

MINUTES OF THE MEETING

SL. NO.	AGENDA	DISCUSSION POINTS IF ANY	RESOLUTIONS & RESPONSIBILITY
1	Calling of meeting to order	Dr. I. Sarathchandiran Chairperson, Committee, Principal, School of Pharmacy, SBV.	
2	Quorum confirmation	6/6	
3	Apologies if any	nil	-----
4	Approval of the minutes of previous meeting	NA	
New Matters/Agenda			
5	Agenda : To discuss about Progress of mentor mentee system & Revision of log book	<ol style="list-style-type: none">Progress of mentor mentee system: Discussed about Roles and responsibilities of Mentors and mentees. Member secretary presented the work flow of mentor mentee system to all the faculty members.Revision of log book for mentor mentee system: The log book prescribed for the mentor mentee program has to be revised after getting appropriate feedback from the faculty members.No complaints	Unanimously approved by the committee
6	Plan for next meeting	-----	
7	Closure of meeting	<ul style="list-style-type: none">To circulate the minutes to committee members, following the approval by Principal.Meeting ended at 12.00 noon.	

Signature of the Member-Secretary:

Name of the Member-Secretary: M.Prabhu

Date: 21/03/2020

Signature of the Chairman:

Name of the Chairman: Dr. I.Sarathchandiran

Date: 21/03/2020

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SCHOOL OF PHARMACY Mentor Mentee Committee

Attendance Register

Name /Designation	Position	Signature
Prof.Dr.I.Sarath Chandiran Principal, School of Pharmacy, SBV	Chairperson	
Mr.M.Prabhu Associate Professor, School of Pharmacy, SBV	Member secretary	
Ms.P.Monisha Assistant Professor, School of Pharmacy, SBV	Co-ordinator	
Dr.N.Selvasudha Associate Professor, School of Pharmacy, SBV	Member	
Mr.S.G.Raman Associate Professor, School of Pharmacy, SBV	Member	
Mr.Thamizh .S Assistant Professor, School of Pharmacy, SBV	Member	

Principal
SCHOOL OF PHARMACY
Sri Balaji Vidyapeeth,
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SCHOOL OF PHARMACY Mentor Mentee Committee

OFFICE OF THE PRINCIPAL
LETTER REF NO: SOP/SBV/2019/03

Circular

Prof. I. Sarathchandiran
Principal and Head

12.09.2019

To

All Committee Members

Dear All,

Sub: Regarding meeting on 16th September 2019

This is to inform you that all faculty members will have meeting at 11.30 am to 12.00 pm on Tuesday 16th September 2019. There will be a discussion regarding Agenda are provided below.

Venue: Board room, School of Pharmacy, SBV.

Date: 16.09.2019

Time: 11:30 am to 12.00 noon

Meeting to be presided by: Prof.Dr. I. Sarathchandiran

Agenda of the staff meeting:

- Allotment of the Mentors to the Mentees.
- Design Logbook for Mentor Mentee system.
- Any complaints raised.

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SCHOOL OF PHARMACY Mentor Mentee Committee

The meeting of Mentor Mentee Committee was held on 16.09.2019 in the Board room, School of Pharmacy, SBV at 11.30am to 12.00 noon.

MINUTES OF THE MEETING

SL. NO.	AGENDA	DISCUSSION POINTS IF ANY	RESOLUTIONS & RESPONSIBILITY
1	Calling of meeting to order	Dr. I. Sarathchandiran Chairperson, Committee, Principal, School of Pharmacy, SBV.	
2	Quorum confirmation	6/6	
3	Apologies if any	nil	-----
4	Approval of the minutes of previous meeting	NA	
New Matters/Agenda			
5	Agenda : To discuss about allotment of mentor mentee & responsibility of the members	<ol style="list-style-type: none"> Allotment of the mentors to the mentees: As required to provide support and encourage a harmonious learning environment. It is decided to allot the fresh batch of students to respective mentors. The meeting is called to decide on the appropriate allotment process. 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 getting appropriate feedback from the faculty members. No complaints 	Unanimously approved by the committee
6	Plan for next meeting	-----	
7	Closure of meeting	<ul style="list-style-type: none"> To circulate the minutes to committee members, following the approval by Principal. Meeting ended at 12.00 noon. 	

Signature of the Member-Secretary:

Name of the Member-Secretary: Mr.M.Sakthi Ganapathy

Date: 16/09/2019

Signature of the Chairman:

Name of the Chairman: Dr. I.Sarathchandiran

Date: 16/09/2019

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SCHOOL OF PHARMACY Mentor Mentee Committee

Attendance Register

Name /Designation	Position	Signature
Prof.Dr.I.Sarath Chandiran Principal, School of Pharmacy, SBV	Chairperson	<i>Sarath</i>
Mr.M.Sakthi Ganapathi Assistant Professor, School of Pharmacy, SBV	Member secretary	<i>Sakthi</i>
Dr.R.GopalaKrishnan Associate Professor, School of Pharmacy, SBV	Member	<i>Gopala</i>
Dr.N.Selvasudha Associate Professor, School of Pharmacy, SBV	Member	<i>Selvasudha</i>
Mr.Thamizh .S Assistant Professor, School of Pharmacy, SBV	Member	<i>Thamizh</i>
Ms.P.Monisha Assistant Professor, School of Pharmacy, SBV	Member	<i>Monisha</i>

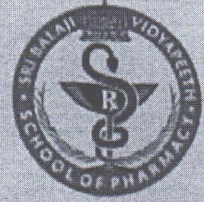
Sarath
Principal
SCHOOL OF PHARMACY
Sri Balaji Vidyapeeth,
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SCHOOL OF PHARMACY

Mentor Mentee Committee

OFFICE OF THE PRINCIPAL
LETTER REF NO: SOP/SBV/2020/05

18.06.2020

Circular

Prof. I. Sarathchandiran
Principal and Head

To

All Faculty Members

School Of Pharmacy

Dear All,

Sub: Regarding meeting on 22nd June 2020

This is to inform you that all faculty members will have meeting at 11.30 am to 12.30 pm on Monday 22nd June 2020. There will be a discussion regarding Agenda are provided below.

Venue: Board room, School of Pharmacy, SBV.

Date: 22.06.2020

Time: 11:30 am to 12.30 noon

Meeting to be presided by: Prof.Dr. I. Sarathchandiran

Agenda of the staff meeting:

- Progress of Mentor Mentee System.
- Review of Mentor Mentee file.
- Any complaints raised.

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X. Sarath
Principal
PRINCIPAL
SCHOOL OF PHARMACY
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SCHOOL OF PHARMACY

Mentor Mentee Committee

The meeting of Mentor Mentee Committee was held on 22.06.2020 in the Board room, School of Pharmacy, SBV at 11.30am to 12.30 noon.

MINUTES OF THE MEETING

SL. NO.	AGENDA	DISCUSSION POINTS IF ANY	RESOLUTIONS & RESPONSIBILITY
1	Calling of meeting to order	Dr. I. Sarathchandiran Chairperson, Committee, Principal, School of Pharmacy, SBV.	
2	Quorum confirmation	6/6	
3	Apologies if any	Nil	
4	Approval of the minutes of previous meeting	NA	
New Matters/Agenda			
5	Agenda : To discuss about the progress of Mentor Mentee system & Review of Mentor Mentee file.	<ol style="list-style-type: none"> Progress of Mentor Mentee System: Discussed about the contents of the Mentor Mentee manual checklist and its implementation process. Review of Mentor Mentee file: At the end of each academic year, the Mentor Mentee file of the each Mentor will be reviewed by a chairperson/Member secretary according to the checklist in a formal meeting. No complaints 	Unanimously approved by the committee
6	Plan for next meeting	-----	
7	Closure of meeting	<ul style="list-style-type: none"> To circulate the minutes to committee members, following the approval by Principal. Meeting ended at 12.30 noon. 	

Signature of the Member-Secretary:

Name of the Member-Secretary: M. Prabhu

Date: 22/06/2020

Signature of the Chairperson:

Name of the Chairperson: Dr. I. Sarathchandiran
PRINCIPAL

Date: 22/06/2020
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SCHOOL OF PHARMACY

Mentor Mentee Committee

Attendance Register

Name /Designation	Position	Signature
Prof.Dr.I.Sarath Chandiran Principal, School of Pharmacy, SBV	Chairperson	
Mr.M.Prabhu Associate Professor, School of Pharmacy, SBV	Member secretary	
Ms.P.Monisha Assistant Professor, School of Pharmacy, SBV	Co-ordinator	
Dr.N.Selvasudha Associate Professor, School of Pharmacy, SBV	Member	
Mr.S.G.Raman Associate Professor, School of Pharmacy, SBV	Member	
Mr.Thamizh .S Assistant Professor, School of Pharmacy, SBV	Member	

Principal

PRINCIPAL
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