



SRI HARI DEGREE COLLEGE

(Permanently Affiliated to Yogi Vemana University, Kadapa)

Recognized by UGC New-Delhi under Section 2(f) & 12(8)

An ISO 9001:2015 Certified Institution

#45/290-10, Balaji Nagar, Kadapa, A.P., INDIA-516003

E-Mail: sriharidc047@gmail.com Web: www.sriharidegreecollege.ac.in ©9440074132



Mentoring Process



SRI HARI DEGREE COLLEGE

(Permanently Affiliated to Yogi Vemana University, Kadapa)

Recognized by UGC New-Delhi under Section 2(f) & 12(8)

An ISO 9001:2015 Certified Institution

#45/290-10, Balaji Nagar, Kadapa, A.P., INDIA-516003

E-Mail: sriharidc047@gmail.com Web: www.sriharidegreecollege.ac.in ©9440074132

Mentoring Process

We have high aspirations for all of our students and want to help them achieve and surpass their own expectations and those of the people who teach and care for them. This policy aims to identify the strategies deployed to ensure outstanding levels of mentoring and guidance.

Student mentoring in Sri Hari Degree College, Kadapa is defined as a one-to-one relationship between a student and the mentor that occurs over a prolonged period of time. The mentor provides consistent support, guidance and concrete help to a student to provide them with a positive role model.

Some students involved in the mentoring program may be going through a difficult and/or challenging situation, a period of life in which they need extra support, or they may simply need to have another significant adult present in their life.

The goal of student mentoring is to help all students involved in the mentoring program to gain the skills and confidence to be responsible for their own futures and develop to their full academic and personal potential. Sri Hari will ensure that all learners receive the care, guidance and support necessary to maintain and extend their personal development and academic progress.

Guidance:

- It is vital that all students receive regular and informed guidance, have a wide range of experiences and understand where to get further information and advice. This will be evident through a number of initiatives, including;
- Citizenship lessons
- Individual learning reviews and target setting
- Career Guidance
- Guidance for Avenues to Higher Education

- To tackle various academic and stress related issues
- Workplace learning experiences offered
- Regular internal communications with students (e.g., through personal visits and telephonic talks) 'Thought of the day' and 'soft skill' reinforcement initiatives
Community involvement opportunities
- In some cases, the relationship between the mentor and the mentee may be the only stability student knows, and the only time anyone spends quality time with them. Therefore, the Institute stipulates that a student mentor spend a minimum of one hour every week with their mentees.

Responsibilities of the Mentor:

- Maintain Mentor-Mentee Booklet.
- Maintain batch wise student roll call list
- Keep contact details of students & parents
- Record of all results
- Record of Mentor-Mentee meeting
- Student counseling should be done whenever required.
- Maintain record of mentees appeared to be disinterested in academic progress
- To have regular communication with the parents of the Mentees
- To submit a comprehensive Yearly Report on issues handled and resolved by the Mentor.
- Telephonic call record of defaulter student should be maintained.
- Maintain data of students' achievements
- Maintain discipline among students.

Important notes about conduct and support:

- Avoid making negative comments about instructors, assignments, or texts.
- Refrain from doing students' assignments or suggesting grades.
- Be clear about expectations for academic honesty and integrity.
- Draw clear line between friendship and mentoring.
- Encourage students to communicate with professors and use campus support services.
- Seek advice from the Academic Mentoring Program

Peer Mentor:

- Peer mentors can be defined as; A body of students who have volunteered to undertake training so that they can offer support to other students experiencing particular problems, and help to reduce the amount of bullying in the Institute.

The actual role of these students will be agreed among the students and the staff member who coordinates them but could include the following aims;

- To reduce the amount of bullying in the Institute by supporting those involved
- To be a part of call' for students with problems
- To act as an additional service to that provided by staff complementing rather than competing with it
- To be accessible to pupils of any age,sex and background

Any adult in the Institute learning community who becomes a student mentor must be someone who will be a positive influence in a mentee's life. The most crucial role for a student mentor is to be an adult who has time for a mentee person, who cares about them, who believes in them and is committed to a long-term relationship with them.

Requirements to be a Peer Mentor

To become a peer mentor, the program requires:

- An overall average of 55%
- A mark of 60% in specific course for mentoring

Characteristics of a good Student Mentor:

- A good student mentor is someone who engages in a positive relationship with the student and gives them attention.
- The mentor needs to have positive self-esteem, react well to stressful situations and tolerate frustrating situations.
- They need to listen well and communicate on a level that the student can understand and not be judgmental.

- The mentor needs to provide leadership and guidance and be a positive role model, nurturing a relationship that respects the student's dignity.
- The mentor must always show up on time for sessions, be committed and accept their responsibilities.
- A good mentor will reinforce the student's successes and challenge them to do better and be willing to give them a fresh start if there are any lapses.
- They will not break the trust they have established.

Benefits of a Student Mentoring Programme

- Students benefit by receiving the support and guidance of a caring adult or supportive peer and also receiving assistance with their academic studies.
- Students will experience greater self-esteem and be motivated to succeed.
- They will also receive encouragement to stay in education and progress to further and/or higher education and receive assistance in choosing a career path.
- The Mentees will be given courage to avoid the use of drugs and alcohol.
- Students will also improve interpersonal relationships, such as with Institute, the
- Teaching staff and the student's family.

Benefits to Peer Mentors

- Adults who volunteer to mentor students increase their involvement in the learning community and recognize they can make a difference.
- They will gain new experience and knowledge about young people and the Institute community and contribute to the wider aims of community cohesion and regeneration.

Benefits to the Institute:

- Having a student mentoring scheme helps to foster good community relations and contributes to the local and area targets for economic growth.
- Students will be more motivated and aspirational which will improve morale amongst the learning community.
- Mentoring will maximize the achievements of individual students and groups of students who are at risk of underperforming and remove barriers to achievement for

vulnerable groups of students.

- Mentoring enhances the skills of staff and students, improves student attendance and increases student retention.

Peer Mentoring Coordinator:

- A member of the Institute staff will act as a coordinator for peer mentors. This person will be someone who wants to take on this role and is approved of by the group, not just be a staff member who is just given the role as part of a job description.
- The role of the coordinator will be to provide guidance and advice for group members and to look after the emotional welfare of the students involved in the scheme.
- They will ensure that students involved in the scheme can cope with their academic commitments.
- They will organize and provide appropriate training in the areas of confidentiality, boundaries, listening skills, issues that can and cannot be dealt with by the students and when to refer on.
- The coordinator will help the group maintain a flow of new volunteers and give assistance with general administration and access a budget (for publicity, badges etc.)
- They will act as a mediator within the group when problems arise and deal with difficult issues within the group e.g., a member breaching confidentiality.

Benefits of peer mentoring:

- Peermentoringisvoluntaryandthereforethestudentsinvolvedaremotivated. It also helps to boost the self-esteem of those involved.
- Peermentoringprovidesrealisticrolemodelsforotherstudentsandenablesthe volunteers to learn new and transferrable skills.
- Itcanformpartofcommunityservice/citizenshipactivitiesandisofbenefittothe whole Institute community.




Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.

Mentor Diary



SRI HARI DEGREE COLLEGE

(Permanently Affiliated to Yogi Vemana University, Kadapa)

Recognized by UGC New-Delhi under Section 2(f) & 12(8)

An ISO 9001:2015 Certified Institution

#45/290-10, Balaji Nagar, Kadapa, A.P., INDIA-516003

E-Mail: sriharidc047@gmail.com Web: www.sriharidegreecollege.ac.in ©9440074132



MENTOR DIARY

Name: K. Ganga deepa

Programme: B.A Section: 1

Roll Number: 201047036019 Year of Admission: 2020



SRI HARI DEGREE COLLEGE

(Permanently Affiliated to Yogi Vemana University, Kadapa)

Recognized by UGC New-Delhi under Section 2(f) & 12(8)

An ISO 9001:2015 Certified Institution

#45/290-10, Balaji Nagar, Kadapa, A.P., INDIA-516003

E-Mail: sriharidc047@gmail.com Web: www.sriharidegreecollege.ac.in ©9440074132



Mentor's Information

(Academic Year :- 2021-22 -----)

Name of the Mentor	M. Rajeshwari
Department:	Arts
Contact Details with email:	8639682097
No. of Mentees allotted:	32
Classes of the Mentees:	B.A [H.E.P]


Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.



SRI HARI DEGREE COLLEGE

(Permanently Affiliated to Yogi Vemana University, Kadapa)

Recognized by UGC New-Delhi under Section 2(f) & 12(8)

An ISO 9001:2015 Certified Institution

#45/290-10, Balaji Nagar, Kadapa, A.P., INDIA-516003

E-Mail: sriharidc047@gmail.com Web: www.sriharidegreecollege.ac.in ©9440074132

ABOUT STUDENT INFORMATION OR MENTOR MENTEE



- 1) Name of the Student Mr. / Ms. K. Ganga deepa
- 2) Date of Birth 10-09-2002
- 3) Class Intermediate
- 4) Roll No. (College) 2012232496
- 5) Mark of Previous Examination 7.88
- 6) Name of the Father K. Ramannaiah
- 7) Father's Education 10th class
- 8) Occupation of Father farmer
- 9) Name of the Mother K. Ganga devi
- 10) Mother's Education -
- 11) Occupation of Mother House wife
- 12) Contact Number of Parent 9704460948
- 13) Permanent Address 7/23, Chinnakathera palli, Muddanur(M)
- 14) Contact Number Landline _____ Mobile No. 9704460948
- 15) Personal
 - Mark for Identifications A tiny black mole on left Arm
 - Blood Group B⁺
 - Height 150
 - Weight 40
 - Allergy / Illness if any NO
- 16) Name of the Tutor: Mrs. Tyathi



SRI HARI DEGREE COLLEGE

(Permanently Affiliated to Yogi Vemana University, Kadapa)

Recognized by UGC New-Delhi under Section 2(f) & 12(8)

An ISO 9001:2015 Certified Institution

#45/290-10, Balaji Nagar, Kadapa, A.P., INDIA-516003

E-Mail: sriharidc047@gmail.com Web: www.sriharidegreecollege.ac.in ©9440074132

Academic Performance Sheet Semester-I First Year

S.No	Name of the Courses	Internal Marks			External Marks	Total	Grade or %
		TE-1	TE-2	Total			
1	English						A
2.	Telugu						B ⁺
3.	Ethics						C
4.	Tourism						B
5.	History						A
6.	Economics						A ⁺
7.	political science						B ⁺

Academic Performance Sheet Semester-II First Year

S.No	Name of the Courses	Internal Marks			External Marks	Total	Grade or %
		TE-1	TE-2	Total			
1.	English						A
2.	Telugu						B
3.	History						B ⁺
4.	Economics						A ⁺
5.	political science						B ⁺
6.	ICT						A
7.	journalism						P
8.	SWM						P

Academic Performance Sheet Semester-III Second Year

S.No	Name of the Courses	Internal Marks			External Marks	Total	Grade or %
		TE-1	TE-2	Total			
1.	English						B ⁺
2.	Telugu						A
3.	History						A
4.	Economics						A ⁺
5.	political science						A ⁺
6.	Leadership						A
7.	Environment Education						A
8.	Disaster Management						A

Academic Performance Sheet Semester-IV Second Year

S.No	Name of the Courses	Internal Marks			External Marks	Total	Grade or %
		TE-1	TE-2	Total			
1.	History of Anthro						A
2.	History of Modern world						A
3.	Economics-I						A ⁺
4.	Economics-II						A ⁺
5.	political science-II						A
6.	political science -IV						A

Academic Performance Sheet Semester-V Third Year

[illegible]

Academic Performance Sheet Semester-VI Third Year

[illegible]

Student Attendance Performance

Year/Semester	Months	No of Classes		Attendance Cumulative %	Remark
		Held	Attended		
<u>I-Year</u> <u>I-Semester</u>	Jan-21	24	23	95	
	Feb-21	23	20	86	
	Mar-21	25	22	88	
<u>I-Year</u> <u>II-Semester</u>	Sep-21	24	22	91	
	Oct-21	25	24	96	
<u>II-Year</u> <u>III-Semester</u>	Dec-21	23	22	95	
	Jan-22	24	24	100	
	Feb-22	22	21	95	
	Mar-22	24	23	95	
	April-22	23	23	100	
<u>II-Year</u> <u>IV-Semester</u>	June-22	21	20	95	
	July-22	24	23	95	
	Aug-22	25	25	100	
<u>III-Year</u> <u>VI-Semester</u>					
<u>III-Year</u> <u>VI-Semester</u>					

COUNSELLING SHEET-I

Counselling Date: 28/01/2021

Counselling Session: 01

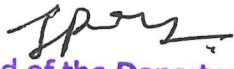
Issue Reported:

Enquired about the mode of examination

Observation and Action taken by Mentor:

proper instructions were given about the mode of examination

Review by HOD:


Head of the Department
Department of Arts
Sri Hari Degree College
Balaji Nagar, Kadapa-516003.


Signature of Mentor


Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.

COUNSELLING SHEET-II

Counselling Date: 24/02/2021

Counselling Session: 02


Issue Reported:

student was not ambitious and lacked focus on his studies

Observation and Action taken by Mentor:

she was motivated by repeated mentoring

Review by HOD:


Head of the Department
Department of Arts
Sri Hari Degree College
Balaji Nagar, Kadapa-516003.


Signature of Mentor


Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.

COUNSELLING SHEET-III

Counselling Date: 24/04/2021

Counselling Session: 03

Issue Reported:


Student was not interested in studies due to various reasons

Observation and Action taken by Mentor:

Motivated by telling him the importance of the education through the stories of successful personalities


Signature of Mentor

Review by HOD:


Head of the Department
Department of Arts
Sri Hari Degree College
Balaji Nagar, Kadapa-516003.


Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.

COUNSELLING SHEET-IV

Counselling Date: 28-09-2021

Counselling Session: 04

Issue Reported:


The student found difficult to write the answer sheet for internal examination

Observation and Action taken by Mentor:

Hence proper guidance has been given to the student for turn in option to right answers.


Signature of Mentor

Review by HOD:


Head of the Department
Department of Arts
Sri Hari Degree College
Balaji Nagar, Kadapa-516003.


Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.

COUNSELLING SHEET-V

Counselling Date: 25-10-2021

Counselling Session: 05

Issue Reported:


she has informed that he was under-going some kind of stress give to online mode.

Observation and Action taken by Mentor:

Stress management classes was conducted for the students.


Signature of Mentor

Review by HOD:


Head of the Department
Department of Arts
Sri Hari Degree College
Balaji Nagar, Kadapa-516003.


Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.

COUNSELLING SHEET-VI

Counselling Date: 18-11-2021

Counselling Session: 06

Issue Reported:


The student asked how to compensate the missed class due to health issue

Observation and Action taken by Mentor:

The material was made available to them after class finished.


Signature of Mentor

Review by HOD:


Head of the Department
Department of Arts
Sri Hari Degree College
Balaji Nagar, Kadapa-516003.


Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.

COUNSELLING SHEET-VII

Counselling Date: 24-12-2021

Counselling Session: 07

Issue Reported:


The student asked some activities need be done to make the session interesting.

Observation and Action taken by Mentor:

Activities were done.


Signature of Mentor

Review by HOD:


Head of the Department
Department of Arts
Sri Hari Degree College
Balaji Nagar, Kadapa-516003.


Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.

COUNSELLING SHEET-VIII

Counselling Date: 10-2-22

Counselling Session: 08

Issue Reported:


student told difficult go through the portion within the stipulated time.

Observation and Action taken by Mentor:

Taught how to manage time.


Signature of Mentor

Review by HOD:


Head of the Department
Department of Arts
Sri Hari Degree College
Balaji Nagar, Kadapa-516003.


Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.

COUNSELLING SHEET-IX

Counselling Date: 18-04-2022

Counselling Session: 09

Issue Reported:


The student asked the conventional method of teaching black board.

Observation and Action taken by Mentor:

It was provided.


Signature of Mentor

Review by HOD:


**Head of the Department
Department of Arts
Sri Hari Degree College
Balaji Nagar, Kadapa-516003.**


**Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.**

COUNSELLING SHEET-X

Counselling Date: 27-07-2022

Counselling Session: 10

Issue Reported:


The student was very keen to know about Placement.

Observation and Action taken by Mentor:

created awareness on quantitative aptitude, technical skills.


Signature of Mentor

Review by HOD:


**Head of the Department
Department of Arts
Sri Hari Degree College
Balaji Nagar, Kadapa-516003.**


**Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.**

COUNSELLING SHEET-XI

Counselling Date: 28-08-2022

Counselling Session: 11

Issue Reported:

student asked the faculty how to develop self learning.

Observation and Action taken by Mentor:

student was encouraged to take seminar then taught the developing the self learning.

Signature of Mentor

Review by HOD:


Head of the Department
Department of Arts
Sri Hari Degree College
Balaji Nagar, Kadapa-516003.


Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.

INTERNSHIPS/PROJECTS/ANY EXTRA CURRICULAR ACTIVITIES

⇒ Ward Sachivalayam

Sachivalayam is a platform that aims to bring government services closer to the people and ensure that they receive the services they require in an efficient, hassle free and timely manner.


Signature of Mentee


Signature of Mentor


Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003

Summary of Mentoring

[illegible]

Head of the Department
Department of Arts

Sri Hari D. gree College
Balaji Nagar, Kadapa-516003.

Principal
Sri Hari Degree College
Balaji Nagar, Kadapa.516003.