## ANNAI JKK SAMPOORANI AMMAL COLLEGE OF PHARMACY

Approved by: Pharmacy Council of India, New Delhi &

Affiliated to The Tamilnadu Dr. M.G.R Medical University, Chennai.



Ethirmedu, B. Komarapalayam - 638183, Namakkal Dist. Tamilnadu, India.

Website: www.jkkmmrfpharmacy.edu.in/e.mail: principal@jkkmmrfpharmacy.edu.in Contact No: +919789456750, +919943066944, +919943069944

Dr. N. SENTHILKUMAR, Ph.D.,

Principal

Date: 27/09/2023

#### CIRCULAR

This is to inform that a meeting is scheduled to all the members of Mentor-Mentee committee of the college on 27/09/2023 in board room at 1130 AM. All the IQAC Committee member and faculties are requested to be available on time.

The agenda of the meeting is to discuss the Allotment of Mentors to the Mentees (Students).

### Copy to:

- 1. IQAC Coordinator
- 2. All HODs
- 3. Library
- 4. Concerned Faculty
- 5. Students Notice Board

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Dr. N. SENTHILKUMAR,

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### SUB: MENTORING THE STUDENTS - REG.

In regard to the Mentor-Mentee System the HODs are hereby directed to take the following measures-

- For every member there will be around 10-20 students as mentor.
- The mentors would be allotted to the students.
- . The mentor needs to keep a record of each of their mentors. A file/record book (Mentee book/data sheet) has to be maintained.
- · Mentor should meet the mentees regularly and update mentees' data sheet.
- Mentor should keep track the mentees' academic performance, attendance and participation in competition, co-circular and extra circular actives.
- Mentor should identify the advance learners based on the academic performance and advise them to organize and participate in various clubs, committees and skill development programs.
- · Mentor should identify the slow learners and advise them to attend remedial and make-up classes.
- · Mentor should identify the mentees whose attendance is below than the minimum requirement. He should discuss with the student and try to find out the problem. If required the mentor will involve the parents and Head of the department for reforming the student.
- Mentor should give psychosocial support to the mentees.
- Mentor also should identify the strengths and weakness of the students and motive them to achieve the goals.

All the HODs are requested to allot the Mentors for each and every student (Mentee) of their respective branch, and forward the list of Mentor-Mentee to the underside ed at the earliest.

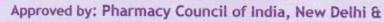
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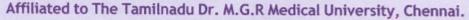
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Dr. N. SENTHIL PRINCIPAL.

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Date: 27/09/2023

### CIRCULAR

It is to inform all the faculty and students that the following is the Mentor - Mentee list of all the Departments.

All the Mentors allotted are instructed to follow the Roles & Responsibilities as mentioned:

- Mentor should introduce and discuss the concept of Mentor-Mentee system with the assigned mentees.
- Mentor should update mentees data sheet regularly.
- 3. Mentor should meet the students at least twice in a month.
- 4. Mentor should maintain semester-wise Comse Registration form of the students.
- Mentor should keep track of mentees attendance, academic performance and career development.
- Mentor should intimate the parents about the student attendance and academic performance regularly.
- Mentor should check the attendance of mentees, if anybody's attendance is below the requirement then he should find out the problem and take necessary actions to reform and the same should be communicated to the parents and HOD.
- Mentor should identify talents (sports, cultural, coding, innovation, interests) of their students and encourage them to organize and participate in the events.
- 9. Mentor should support mentees academically and emotionally.
- 10. Mentor should ensure that their students following instructions department by college.

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#### MENTOR - MENTEE COMMITTEE

#### MINUTES OF MEETING

The Committee Meeting was held on 27/09/2023, 11.30 AM in board room. Following points were discussed.

Mentor-Mentee system procedures, Guide Lines to be Followed by the Departments and Roles & Responsibilities of Mentors.

Mentor - Mentee system procedures

Departments should follow the following guidelines

- Student shall be assigned Mentor (Teaching faculty) from start of every academic year/ semester of the program.
- 2. Mentor shall have maximum of 25 mentees
- 3. Mentees should be attached to the same mentor for the duration of academic year/semester.
- 4. Mentor should meet the mentees regularly and update mentees' data sheet
- Mentor should keep track the mentees 'academic performance, attendance and participation in competition, co-circular and extra circular actives.
- Mentor should identify the advance learners based on the academic performance and advise them to organize and participate in various clubs, committees and skill development programs.
- Mentor should identify the slow learners and advise them to attend remedial and make-up classes.
- 8. Mentor should identify the mentees whose attendance is below than the minimum requirement. They should discuss with the student and try to find out the problem. If required the mentor will involve the parents and head of the department for reforming the student.
- 9. Mentor should give psychosocial support to the menaces.
- 10. Mentor also should identify the strengths and weakness of the students and motivate them to achieve the goals.

Dr. N. SENTHILMUMAR

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### **ROLES & RESPONSIBILITIES**

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- 2. Mentor should update mentees data sheet regularly.
- 3. Mentor should meet the students at least twice in a month.
- 4. Mentor should maintain year/semester-wise Course Registration form of the students.
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- Mentor should intimate the parents about the student attendance and academic performance regularly
- Mentor should check the attendance of mentees, if anybody attendance is below the requirement then he should find out the problem and take necessary actions to reform and the same should be communicated to the parents and HOD.
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- 9. Mentor should support mentees academically and emotionally.
- Mentor should ensure that their students following instructions given by college or department.

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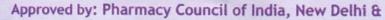
Dr. N. SENTHILKUMAR, Ph.D., Principal

### The List of Committee members attended the meeting

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27	SATHEESH KUMAR.P	Pr->

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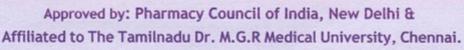
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37	THAMOTHARAN.G	my C.
38	VENKATACHALAM.T	Don
39	VENUGOPAL	person
40	SOMIREDDY SIVAKAMESWARI	S. Sivakameswan
41	SENTHIL KUMAR.B	B.3-1-4
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## I- Pharm-D Mentor and Mentees List for the Academic year 2023-2024

NAME OF THE MENTOR	NAME OF THE MENTEES
	AGILAN M
	AKZA MATHEW
Mr. DEEPAN	BERTINA ALDORA D
MI. DEEI AIN	BROWMING J M
	DEVBHARATH K
	DHANYASRI S
	DHARANISHA D
	DHARUN T
	DHEEPTHIKA P S
Mr. R. SURESH	GIRINATH M
M. R. SORESII	GOPINATH V
	KEERTHANA B
	MADHURAM S
	MANISHA T
Mrs. P. RAGAVI	MARIA SHRINE KAMALESH B
	MOWLEESWARAN R
Mas. I. ICIOA VI	NAVAPRAGADEESH V
	NIKITHA JOSELIN D
	NIRANJAN B
	PREETHIKA P
	RANJITHKUMAR S
Mr. R. VIJAY AMIRTHARAJ	SASIDHARAN K
	SASIPRIYA M
	SHARMILA D
	SHARMITHA S
	SUDHARSHAN V
Ms. GAYATRI	SWETHA M
	TAMIL MOZI SELVAN K

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Principal

### II- Pharm-D Mentor and Mentees List for the Academic year 2023-2024

NAME OF THE MENTOR	NAME OF THE MENTEES
	AJAY MILAN. P
Dr. THALU VAHANA	AJAY SRINIVAS. M
	AZHAGURAJA. B
	DHARENI. M
	GOBIKA. G
	HARINI. M
Mrs. S. KAVIBHARATHI	HARSHINI REETHU. S
	HASAN MOHAMED. K
	JAGAN. S
	JOHN BERLIN JOE. J. U
	KANIMOZHI. K
Dr. E. THILAGAM	KARTHICK. J
	KIRANKUMAR. V
	MOHANRASU.P
	MOHIT. R
	PARTHASARATHY. S
Dr. R. KANNAN	PAVITHRA.M
	PRASANTHI. R
	PUNITHKUMAR. V
	SARANYA. R
	SARATHY. S
Ms. A. RAMYA	SHYAM. S. S
	SIVAPRASATH. G
	SREESANTHEYA. S. G
	SUBASH. B
	SUHITHA SREE. M
Dr. ARCHANA NAIR	THIRUMALAIVASAN. V
	THIRUSELVAM. C
	USMAAN. C



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### III- Pharm-D Mentor and Mentees List for the Academic year 2023-2024

NAME OF THE MENTOR	NAME OF THE MENTEES
	ALSHADA SHARF
Mr. G. THAMODHARAN	ANCY B
	ARCHANA B
	BALAJI S
	BHARATH M
	DHILIP KUMAR M
Dr. P. KALAISELVI	DONY D
	GODWIN S
	JACKSON SELVIN Y
Mr. A. SRINIVASAN	JAYA PRIYA N
	JEBIN MISHAEL DAVIS S
	JEEVITHA M
	JOSEPH CHINNAPPA RAJ J
Mr. A. SHEIK ALISHA	JOTHIMANI S
	KIRUTHIGA O B
	MAHALAKSHMI M
	NAVEENA S
Mr. R. VIJAY AMIRTHARAJ	PRABHAT KUMAR GUPTA
	PRADESH C
	RAMYA G K
	SILAMBARASAN M
Dr. B. SENTHIL KUMAR	SURENDHARAN P
	TAMILSELVAN S
	THOMAS JUDE RODRIGUES

Dr. N. SENTHIER

HYMUNIRAJAH MEDICAL RESEARCH FOURT ANNALUKK SAMPOORANI AMMAL COLLEGE OF PHARMAN ETHIRMEDU, KOMARAPALAYAM - 638 183.

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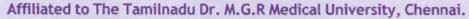
NAME OF THE MENTOR	NAME OF THE MENTEES
	ABIRAMI S
Dr. C.J. GLADY GLORIA GRANT	AKESH S
	CHARANKUMAR C
	DHANUSHKUMAR S
	EDWIN V REJI
	FALAHUDDHARAIN R
	GEHESH S V
Dr. K.C. ARUL PRAKASAM	GUNASEKAR M
	KALAIKARUNA K
	KARTHIKEYAN K
	KEERTH VASAN A
	KEERTHIVEL T S KESTIN K SABU
Mrs. RAMYA	KESTIN K SABU
	KIRTHIGA A
	MAGCELINE CHRISTOPHER
	MARSHAL RAJ S
	MUKESHKUMAR M
Mrs.S. NIRMALA	MUKILAN S
	RAGUL VIGNESHAA K
	RAJASEKAR R
	RAKSHANA B
	SABARINATHAN A
Mrs. S. SANGEETHA	SHEPHIA S S
	SHYLA I
SRINITHI C G	SRINITHI C G
Mr. G. MUTHUKUMARAN	SURYA R
	SURYA S
	TAMILARASAN P
	VASANTH KUMAR C
	VINYA BHAGATH B



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	GODWIN S
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	JAYA PRIYA N
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	VIMALRAJ G



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