



Criteria 2- TEACHING LEARNING AND EVALUATION

KEY INDICATOR 2.3- TEACHING LEARNING PROCESS

**2.3.3 – RATIO OF MENTORS TO STUDENTS FOR ACADEMIC AND OTHER
RELATED ISSUES**

DVV Query

Kindly provide issues raised and resolved in the mentor system mentor wise

DVV Response

Mentor meetings are conducted to understand concerns/suggestions/issues raised by the students. Each mentor compiles the same in the form of a report which is communicated to the principal. Action is taken on issues raised based on collective feed back from all mentees and mentor incharge compiles the action taken report of the same which is communicated to all the mentees. The required documents are attached below.

INDEX

S.NO	PARTICULARS
1.	Mentor meeting report even semester AY 2020-21
2.	Mentor meeting report ODD semester AY 2020-21



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CHILKUR BALAJI COLLEGE OF PHARMACY

(Approved by AICTE, New Delhi, Govt of Telangana & Affiliated to JNT University, Hyderabad)

R.V.S. Nagar, Aziz Nagar (Post), Moinabad Road, Near: T.S. Police Academy

HYDERABAD - 500 075.

Mentor Meeting Report – Mentor Wise

Date of the meeting: 5/01/2021

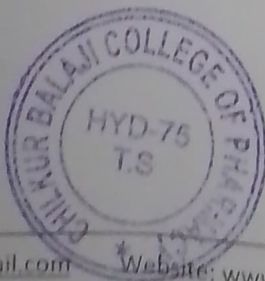
Number of students present : 14

- Students were counseled regarding their future goals and in understanding what career they should be choosing depending on where they see themselves in the future in terms of both academics as well as extra-curriculars.
- Certain family concerns raised by the students were also dealt with. College related issues with regard to infrastructure etc. were discussed and students were advised to take up these issues with the student President of the College and also bring it to the knowledge of the Principal.
- The students were guided towards planning their Time-Tables and Daily Schedules allowing them to go step by step and take one thing at a time and be focused.
- In order to handle stress and allow better focus students were also advised to practice meditation, yoga and mindfulness. Students were guided with regard to the importance of internships and workshops in shaping up and adding value to their professional as well as personal growth.

B. Sushma
B. Sushma

Name of the mentor

B. Sushma
Signature of the mentor



B. Sushma
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Mentor Meeting Report – Mentor Wise

Date of the meeting: 18/01/2021

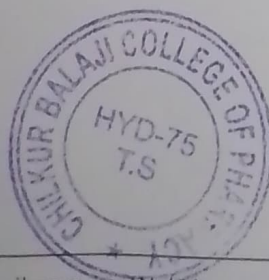
Number of students present : 14

- Being new to college, students of First Years (particularly in first semester) face issues of adjusting to college life which is very different from school.
- Some students needed help with the following: Choosing a college society as per their interest and talents
- Getting accepted in college societies of their choice Learning the importance of self-study in college
- Learning to organise time so that they can cope with various demands on their time including academic work, extra-curricular and department activities, extension activities in the college and their personal and family needs etc.

P. Praveen Kumar

Name of the mentor

Signature of the mentor



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Mentor Meeting Report – Mentor Wise

Date of the meeting: 02/02/2021

Number of students present : 14

- The students interacted and held discussions on various issues during the counseling sessions with the teacher.
- Some of the common issues concerning them related to their future. They sought guidance on the right course to choose from among various options available to them.
- They were counseled to choose an option which they were good at and also had a keen interest in.
- They were advised not to panic and decide in haste. A majority of them were anxious about their career and future.
- The students also expressed their apprehensions about the open book examination as they had never appeared for one.
- But they were advised to look at the positive side of it as they would be safe in their homes and yet able to write the exam.
- They were asked to welcome a new change especially during such testing times and cooperate with the authorities.
- The students were very anxious during the lock down and the covid 19 outbreak.

A. Ramarao

Name of the mentor



Signature of the mentor

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Mentor Meeting Report – Mentor Wise

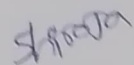
Date of the meeting: 15/02/2021

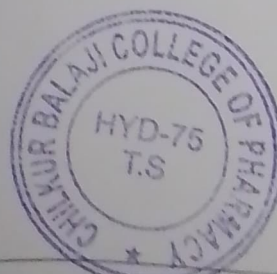
Number of students present : 14

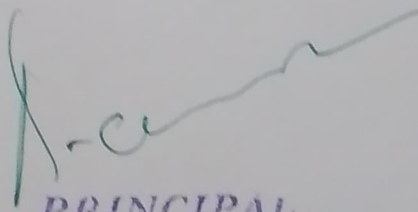
- 1.How to prepare for online exams
- 2.Discussed the concept of OBE exams, the kind of questions that can be asked
- 3.Discussed different anxiety issues regarding lockdown and how it impacts the students
- 4.How to appear for online job interview
- 5.How best utilize time during pandemic. Discussed at length various online free resources that are available.
- 6.Sharing own experiences and other stories to make students feel comfortable and set the platform

Shiroja

Name of the mentor


Signature of the mentor




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Mentor Meeting Report – Mentor Wise

Date of the meeting: 28/02/2021

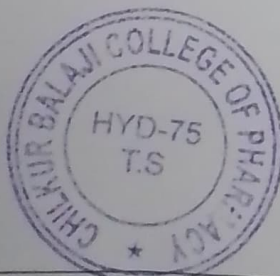
Number of students present : 14

- They had several questions and concerns during each of the mentor ward sessions
- Students expressed concerns related to their safety in commuting long distances.
- The classes were suspended in mid-March due to the pandemic. During the months of March and April, students' concerns were about the efficacy of online classes and completion of courses.
- For some students, connectivity was an issue. Major concerns raised pertained to attendance requirements, medical leave, as well as the exam date sheet.
- Some students were also affected due to Covid-19 patients in their families. Continuous engagement with students was possible through phone and what's app messaging.
- All efforts were made to allay students fears about the Open Book exams and the marking system that would be adopted.

Indira Priya darshinni

Name of the mentor

Signature of the mentor



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Mentor Meeting Report – Mentor Wise

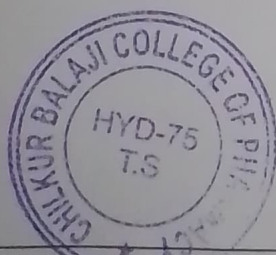
Date of the meeting : 04/03/2021

Number of students present : 15

S.No	Common concerns raised by the student
1	<p>Students are finding medicinal chemistry subject little difficult.</p> <p>Positive feedback shared by students</p> <p>Students confirmed that all the theory and practical subjects are covered with optimum pace and schedule is being followed.</p>
2	<p>Advise given by mentors to group</p> <p>Students have been told the perspective that they should practice while studying this subject</p> <p>They have been advised how to study this subject so that interest will be developed in this core area.</p>

V. Anusha

Name of the mentor



Signature of the mentor

Anusha
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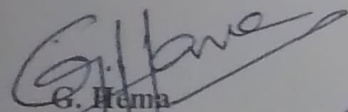
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Mentor Meeting Report – Mentor Wise

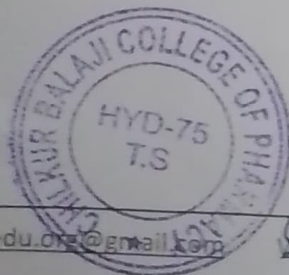
Date of the meeting : 10/04/2021

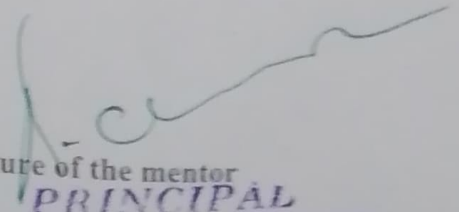
Number of students present : 15

S.No	Common concerns raised by the student
1	<p>Students were concerned about what type of questions would be asked in exam</p> <p>Positive feed back shared by the student</p> <p>Students appreciated teaching of all concerned teachers</p> <p>The gave a positive feedback the understand the lectures thought to them by all concerned teachers</p>
2	<p>Advise given by mentors to group</p> <p>Students were told not to panic during a exam</p> <p>Students were advised to meditate every morning before starting their day especially before exam to keep their mind calm and tension free as the tensed mind tends to make mistakes.</p>


G. Hema

Name of the mentor




Signature of the mentor
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Mentor Meeting Report – Mentor Wise

Date of the meeting 30/04/2021

Number of students present : 14

Issues Raised	Resolved
1.options for higher studies	Various higher education programmes explored and discussed based on their interests and future goals.LORs were also given to those applying to universities abroad
2.placement related preparation queries	Motivated them to be self confident and aware of general knowledge topics to face GD and personal interview

A.Jyothi reddy

Name of the mentor



Signature of the mentor

Jyothi
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Mentor Meeting Report – Mentor Wise

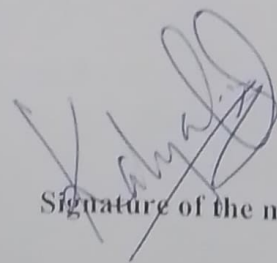
Date of the meeting : 10/05/2021

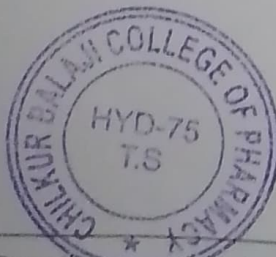
Number of students present : 14


Issues Raised	Action Taken
1.Additional Reading materials	Provided E-books ,Links to E-journals
2.what are future career paths after graduation	Brifed About different options available like further studies,job prospects,business prospects etc

B.lakshmi kalyani

Name of the mentor


Signature of the mentor




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Mentor Meeting Report – Mentor Wise

Date of the meeting: 10/06/2021

Number of students present : 14

Issues Raised	Resolved
1.How to improve CGPA	Provided guidance regarding time management and preparation for specific subjects
2.General dissatisfaction and emotional turbulence in life	Tried to ease the peer pressure and gave examples of great leaders like APJ Abdul kalam who is an epitome of simple living high thinking. Gave them examples from our personal experiences as well

S. Sandhya rani

Name of the mentor

Signature of the mentor



S. Sandhya Rani
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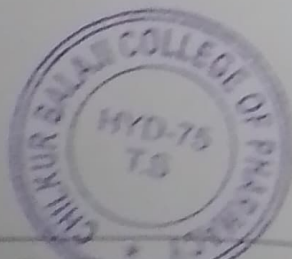
Date of the meeting: 25/07/2021

Number of students present : 14

Issues Raised	Resolved
1.Low morale and lack of confidence	Reminded them of various achievements in the past and motivated them to participate more actively in class as well as extra curricular activities
2.How to take out time to do yoga and other physical activities in between college and other coaching classes	Chair yoga during the college hours Stress reliever activity after a long day at college Better concentration and increased performance levels

N. Swarna
N. Swarna

Name of the mentor



[Signature]
Signature of the mentor

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Mentor Meeting Report – Mentor Wise

Date of the meeting: 10/08/2021

Number of students present : 14

Issues Raised	Resolved
1. How can we reduce the use of personal transport. what are the ways to ensure safety while travelling in public transports .	<p>Carpool with your class mates who live around your house</p> <p>Use metros and autos to commute from college to home and vice versa</p> <p>Walking is also good for shorter distances.</p> <p>Avoid talking to strangers and always carry peppermint spray .</p>
2. How to make balance between professional and personal life especially during lockdown .	Create a to do list to set priorities and manage time effectively.

K.Prasanna Reddy

Name of the mentor

Signature of the mentor

Mentor Meeting Report – Mentor Wise



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Date of the meeting: 10/09/2021

Number of students present: 14

Issues Raised	resolved
1.How to crack interviews	One needs to be well versed with the latest technology Keep yourself updated with the latest skills required Learn to give interviews online. Wear appropriate clothing and always communicate if there is a problem
How to use the technology available to stay connected with your peers and other professionals	Use video as a way of connecting with your friends Organize virtual lunch meetings with your contacts. Use LinkedIn to network with experts and other college students

G.sreeja

Name of the mentor

Signature of the mentor

Mentor Meeting Report – Mentor Wise



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Date of the meeting : 10/10/2021

Number of students present : 14

Issues Raised	resolved
1.Lack of reading habits especially newspapers because of distractions of social media and mobile phone	Advised self discipline and to introduce a habit of reading up ,even if it's a newspaper App on their Smartphone's
2.concerns about job opportunities for those who are unable to get placed through in house placement cell	Explained how they should upscale their job market skills through add on courses before applying for the job.

B.Vidhya

Name of the mentor

Vidhya

Signature of the mentor



[Handwritten Signature]
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Mentor Meeting Report – Mentor Wise

Date of the meeting: 10/11/2021

Number of students present : 14

1. Provided guidance to students regarding career options.
2. Solved problems of students regarding OBE examinations, online classes (connectivity issues) etc.
3. Provided counselling for mental & Psychological support.
4. Guided students in stress related issues caused due to additional burden of household chores.
5. Helped them in problems with respect to their families as more time was being spent at home

Dr. E.Jagadish Kumar

Name of the mentor

E. Jagadish
Signature of the mentor



[Signature]
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Mentor Meeting Report – Mentor Wise

Date of the meeting: 25/11/2021

Number of students present : 14

Topics discussed with the students:

1. Difficulties faced & its solutions regarding their Practical and Theory subjects were discussed in detail to the satisfaction of every student.

2. Methods to score good marks like summary notes for each chapter, reference of previous years question papers, etc were discussed and explained well to the students

3. Covid-19 its impacts on studies were discussed and students were guided to cope up with online classes

4. Some of the students faced Covid problems in the family, they were consoled and encouraged by giving tips.

5. Different aspects related to higher studies were discussed in detail

6. Career opportunities and placements & how to face to interviews

Dr. S.Shruthi Reddy

Name of the mentor

Signature of the mentor



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Mentor Meeting Report – Mentor Wise

Date of the meeting: 10/12/2021

Number of students present : 14

- Helped students to cope up with both academic and personal problems.
- Personal counselling was given to academically weak first year B.Com Prog. students.
- Discussed their exam results and also suggested ways to improve their performance.
- Motivated and helped students to cope up with practical subjects like Mathematics which required extra practice.
- Few mentees even raised issue regarding the discomfort they faced with one male faculty. The matter was further reported to the Teacher In-charge and the Internal Complaints Committee (ICC) of the college. o Action Taken: The Teacher In-charge took it up with the Principal and forwarded it to ICC. The Internal Complaints Committee reacted upon the matter and took necessary action. This matter was resolved in the GB meeting and services of that faculty were terminated.
- Asked mentees to do a Personal SWOT Analysis and discussed how they can work upon their weaknesses and overcome them.
- Helped outstation students to handle the stress and other issues faced during COVID-19 lockdown. Even guided a student facing financial problem to back go to her hometown as the lockdown was to be extended and classes to continue online.
- Guided students on the Open Book Examination and preparations for the same.
- Also suggested students to pursue online courses and to learn new skills during lockdown in order to effectively utilize this period and also remain occupied
- Recommended the students to take up Online internships as it would boost their CVs.
- Advised the mentees to even help their family members in household work and take care of their grandparents during these abnormal times.

Dr.T.Rajitha Sree

Name of the mentor



Rajitha Sree
Signature of the mentor

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Mentor Meeting Report – Mentor Wise

Date of the meeting: 25/12/2021

Number of students present : 14

- Career counselling
- 1.Helped students to decide career options
 - 2.Provided them with tips and tricks to crack interview.
 - 3.Guided them with various online courses they could pursue during lock down.

Professional counselling

- 1.Resolved their issues and concerns regarding online teaching.
- 2.Clarified their doubts and concerns regarding OBE.

Personal counselling

- 1.Helped them remain calm when they could not attend classes due to connectivity issue.

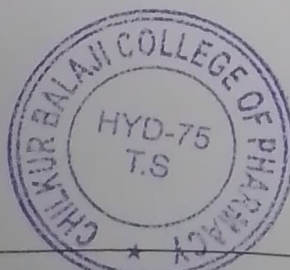
- 2.Counselled them, when there was no clarity regarding OBE.
- 3.Motivated them to study for OBE even when few of their family members were found positive

Dr. S.Nithish

Name of the mentor

A handwritten signature in black ink, appearing to read 'Dr. S. Nithish', is written over the printed name.

Signature of the mentor



PRINCIPAL

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