



PATRICIAN MENTORING & COUNSELLING SERVICES CIRCULAR

ACDEMIC MENTORING SESSION I

1/23/22, 1:54 PM

Patrician College of Arts and Science Mail - Academic Mentoring Session I for 2020-2021 Odd Semester



Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>

Academic Mentoring Session I for 2020-2021 Odd Semester

1 message

Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>
To: Head of Department at Patrician College <hod@patriciancollege.ac.in>

Thu, Jun 18, 2020 at 2:43 PM

Respected Heads of Departments,

Greetings from Mentoring & Counselling Committee!

As presented in the All faculty meeting, We have scheduled our Academic Mentoring Session I for AY 2020-2021 odd semester before 30-06-2020. Right now, the online classes schedules are being prepared and circulated by the heads to the respective faculty members and the students. Also, the heads have assigned class teachers for all sections. Usually, we go for the academic mentoring session at the first hour of the class with alternate arrangements but now we are changing this and going along with the online classes schedule prepared by the heads.

"The Academic Mentoring Session I for a class/section will be assigned by respective heads of department during the scheduled slot of the class teacher on any one of the days between 22-06-2020 to 30-06-2020."

Also, We request the help of heads of departments in two important tasks which are to be completed and submitted to this mail id on or before 30-06-2020

1. To get the details in the attached **Mentoring Details AM and PM 2021.xlsx** file. This is similar to last year's exercise and it is very important for the database of mentoring and counselling committee. Without this database, we cannot move forward with online mentoring in this academic year given the pandemic situation.

2. To circulate the following google form link to **all the class groups**. This form collects the basic info of students and their awareness about online learning and mentoring. We believe this google form reduces the documentation burden of academic mentors during AMS I. We request the heads to make sure this link reaches all of our students and they submit as early as possible. Google form Link - <https://forms.gle/VPVskRLEJSqytNoB8>

Thank you very much for your time and consideration.

You can contact me at 8 123 763 723 or 95 006 30 594 for any suggestions/clarifications.

Regards

<https://mail.google.com/mail/u/6/?ik=74e265501b&view=pt&search=all&permthid=thread-a%3Ar-1044252604738583310&simpl=msg-a%3Ar-1042600...> 1/2



1/23/22, 1:54 PM

Patrician College of Arts and Science Mail - Academic Mentoring Session I for 2020-2021 Odd Semester

Senthil Kumaran J
Assistant Professor of Psychology
Coordinator - Mentoring and Counselling cell
Patrician College of Arts and Sciences,
Adyar,
Chennai - 600020.

**Mentoring Details AM and PM 2021.xlsx**

12K



PATRICIAN MENTORING & COUNSELLING SERVICES CIRCULAR

PERSONAL MENTORING SESSION I

1/23/22, 2:01 PM

Patrician College of Arts and Science Mail - Personal Mentoring Session I - July 2020

PATRICIAN COLLEGE
OF ARTS AND SCIENCE

Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>

Personal Mentoring Session I - July 2020

1 message

Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>
To: Head of Department at Patrician College <hod@patriciancollege.ac.in>

Mon, Jul 20, 2020 at 2:36 PM

Respected Heads/Coordinators,

The Personal mentoring session I for this academic year is scheduled to be conducted before 31.07.2020 through online. We request the heads/coordinators to follow the guidelines given below for the smooth conduct.

1. The date and time of the session I is to be decided by the Head/coordinator after discussing with the personal mentors and communicated to mentoring and counselling committee members assigned to departments.

2. The points to be discussed in the PMS I with students are as follows.

a) The students should be aware of the presence of Academic mentor and Personal mentor with their contact details/mode.

b) The students should be aware of KFAs that our mentoring system addresses. (i.e., i. Attendance, ii. Academic Performance, iii. Discipline issues, iv. Health, Family and Peer Adjustment issues, v. Talents, Achievements & extracurricular activities).

c) Special concern is to be given for the issues/difficulties with regard to online classes. The issues to be brought to the notice of Heads/Coordinators and copy of information to mentoring and counselling committee.

d) All the students should be aware of administrative channel of grievance redressal mechanism. (i.e. Academic/Personal Mentors - > Heads/Coordinators - > Authorities)

e) The personal mentors are requested to share atleast one technique per KFA to students so that they excel in them.

In addition, the committee wants to share the following.

1. The committee expresses sincere thanks to all the departments of Shift I and Shift II for submitting the mentoring database for 2020 -2021

2. The class wise status of students responses in AMS I google form is attached for your kind reference and requesting action to make it attempted by all students of your departments.

Thank you and have a nice day

Mentoring and Counselling Committee (2020-2021)
Patrician College of Arts and Sciences, Chennai
Email - mentoring@patriciancollege.ac.in
Mobile: +91 9500630594



Patrician Mentoring & Counselling Services - Google Forms.PDF
103K



PATRICIAN MENTORING & COUNSELLING SERVICES CIRCULAR

ACADEMIC MENTORING SESSION II

1/23/22, 2:01 PM

Patrician College of Arts and Science Mail - Academic Mentoring Session II - August 2020

PATRICIAN COLLEGE
OF ARTS AND SCIENCE

Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>

Academic Mentoring Session II - August 2020

1 message

Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>
To: faculty@patriciancollege.ac.in

Fri, Aug 7, 2020 at 3:25 PM

Respected Class Teachers/Academic Mentors! Greetings of the day!

We have successfully conducted Academic Mentoring Session I in June and Personal Mentoring Session I in July. This means that we have established a professional connect with the students during this difficult time and assured our support for his/her learning experience at Patrician College of Arts and Sciences.

As a continuation, the committee has scheduled Academic Mentoring Session II to be conducted **on or before 31-08-2020, Monday**.

For the smooth conduct of AMS II, Class Teachers are to follow the steps given below.

1. Schedule and conduct the AMS II on or before **31-08-2020**.
2. The Key Focus Areas (KFAs) need to be assessed for each student.
3. Prepare the Attendance percentage of the students before the day of the session.
4. Prepare the Academic Performance of the students based on CIA I (i.e. This can be done only after CIA I valuation).
5. Prepare the Discipline status of the students in terms of online class active participation, regularity in submission of online tasks, Online class behaviour/etiquettes.
6. Try to find out any issues present in students with respect to their Health, Family and Peer adjustment.
7. **The main agenda of the AMS II is to interact with the students and to identify a talent and/or a skill in each one of them (Co-curricular /Extra curricular).**

The KFAs need to be assessed for each student and entered in the attached [Academic Mentoring Session II - August 2020.xlsx](#) file.

The options of entry for each KFA in the excel sheet is given below.

Attendance	Academic Performance	Discipline	Health, Family, Peer Adjustment	Talents, Skills & Achievements
CRITICAL (Less than 49%)	CRITICAL	CRITICAL	Issues Reported	IDENTIFIED
BELOW AVERAGE (50-64%)	BELOW AVERAGE	BELOW AVERAGE	No Issues Reported	UNIDENTIFIED
AVERAGE (66-80%)	AVERAGE	AVERAGE		
ABOVE AVERAGE(81-95%)	ABOVE AVERAGE	ABOVE AVERAGE		
EXCELLENT (96-100 %)	EXCELLENT	EXCELLENT		

(For your kind information, Sample entries are shown in the attached excel sheet)

8. After entering the suitable options in the attached excel sheet, kindly send it to mentoring@patriciancollege.ac.in with cc to [Head of Department](#) and [Personal Mentor\(s\)](#) of your class students on or before **4th September, 2020**

The committee solicits your cooperation and timely action in conducting the AMS II and submitting the excel sheet.

Thank you and have a nice day.

Mentoring and Counselling Committee
Patrician College of Arts and Sciences, Chennai
Email - mentoring@patriciancollege.ac.in
Mobile: +91 9500630594



PATRICIAN MENTORING & COUNSELLING SERVICES CIRCULAR

PERSONAL MENTORING SESSION II

1/23/22, 2:02 PM

Patrician College of Arts and Science Mail - PMS II for Second & Third Years and AMS I for First Years during September 2020



Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>

PMS II for Second & Third Years and AMS I for First Years during September 2020

1 message

Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>
To: "faculty@patriciancollege.ac.in" <faculty@patriciancollege.ac.in>

Wed, Sep 9, 2020 at 10:03 AM

Respected Faculty Members!
Greetings of the day!

The Personal Mentoring Session II for 2nd & 3rd year students and Academic Mentoring Session I for 1st year students are scheduled to be conducted on or before 30 - 09 -2020.

Kindly follow the guidelines for the smooth conduct of the sessions

1) Personal Mentoring Session - II for Second and Third Year Students

- Personal mentors of II/III years are to establish communication with the students and discuss them about the importance of skills in the contemporary world.
- Identify at least one skill in each of your personal mentee and update in the attached file.
- The skills can be from their curricular, co-curricular and extracurricular areas. However, the skill must give him/her economic safety, uniqueness and job prospects in the future. (Examples: Blog writing, oration, coding, media & designing science communication, storytelling, performing arts, secretarial skills, leadership skills, literature & linguistic skills and strategic skills etc)
- In nutshell, Personal Mentors are to find a valuable skill in all their personal mentees, update in the attached file and submit to the committee by **30 09 2020**.
- The meeting can be either with an individual student or with a group of students giving importance to the convenience of both the personal mentor and the personal mentee.

2) Academic Mentoring Session I for First Years

- Class teachers are to meet the First year students during working hours for Academic Mentoring Session I via google meet platform.
- Class teachers are to present the attached ppt to the first year students and orient them regarding the Mentoring Process.
- The aim of this session is to make sure that the students are made aware about the Mentoring process in our campus and most importantly, they should not feel alone when they face difficulties during their three-year association with us.
- The google meet session has to be recorded and the link needs to be submitted along with attendance of the session in excel format by the respective class teachers to the committee on or before **30 09 2020**

*We request our faculty members to inculcate **positivity** and **hope** in our students during your mentoring tasks.*

Thank you.

P.S. We request support from Heads of Departments in accomplishing above mentioned tasks.

Mentoring and Counselling Committee (2020-2021)
Patrician College of Arts and Sciences, Chennai
Email - mentoring@patriciancollege.ac.in
Mobile: 99 5208 5408



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Mentoring and Counselling Committee (2020-2021)

Patrician College of Arts and Sciences, Chennai

Email - mentoring@patriciancollege.ac.in

Mobile: 99 5208 5408

2 attachments

 **Personal Mentoring Session II - September 2020.xlsx**
13K

 **AMS I for First Year Students - September 2020.pptx**
223K



PATRICIAN MENTORING & COUNSELLING SERVICES CIRCULAR

ACADEMIC MENTORING SESSION III

1/23/22, 2:02 PM

Patrician College of Arts and Science Mail - Academic Mentoring Session III - October 2020



Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>

Academic Mentoring Session III - October 2020

5 messages

Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>
To: faculty@patriciancollege.ac.in

Thu, Oct 15, 2020 at 12:36 PM

Respected Class Teachers/Academic Mentors! Greetings of the day!

We have successfully conducted Personal Mentoring Session II in September for the 2nd and 3rd Year students. This means that we have established a professional connect with the students during this difficult time and assured our support for his/her learning experience at Patrician College of Arts and Sciences.

As a continuation, the committee has scheduled **Academic Mentoring Session III for 2nd & 3rd Year students** to be conducted **on or before 31-10-2020, Saturday**.

For the smooth conduct of AMS III, Class Teachers are to follow the steps given below.

1. Schedule and conduct the AMS III on or before **31-10-2020**.
2. The Key Focus Areas (KFAs) need to be assessed for each student.
3. Prepare the Attendance percentage of the students before the day of the session.
4. Prepare the Academic Performance of the students based on CIA I.
5. Prepare the Discipline status of the students in terms of online class active participation, regularity in submission of online tasks, Online class behaviour/etiquettes.
6. Try to find out any issues present in students with respect to their Health, Family and Peer adjustment.
7. **If any student is referred to the Personal Mentor or Counselling then the details can be filled in the Remarks Column.**

The KFAs need to be assessed for each student and entered in the attached [Academic Mentoring Session III - October 2020.xlsx](#) file.

The options of entry for each KFA in the excel sheet is given below.

Attendance	Academic Performance	Discipline	Health, Family, Peer Adjustment	Remarks
CRITICAL (Less than 49%)	CRITICAL	CRITICAL	Issues Reported	NIL
BELOW AVERAGE (50-64%)	BELOW AVERAGE	BELOW AVERAGE	No Issues Reported	Referred to Personal Mentor / Counselling
AVERAGE (66-80%)	AVERAGE	AVERAGE		
ABOVE AVERAGE(81-95%)	ABOVE AVERAGE	ABOVE AVERAGE		
EXCELLENT (96-100 %)	EXCELLENT	EXCELLENT		

(For your kind information, Sample entries are shown in the attached excel sheet)

8. After entering the suitable options in the attached excel sheet, kindly send it to mentoring@patriciancollege.ac.in with cc to [Head of Department](#) and [Personal Mentor\(s\)](#) of your class students on or before **5th November, 2020**.

The committee solicits your cooperation and timely action in conducting the AMS III and submitting the excel sheet.

Thank you and have a nice day.

Regards



Mentoring and Counselling Committee (2020-2021)
Patrician College of Arts and Sciences, Chennai
Email - mentoring@patriciancollege.ac.in
Mobile: 99 5208 5408

 Academic Mentoring Session III - October 2020.xlsx
14K





PATRICIAN MENTORING & COUNSELLING SERVICES CIRCULAR

PERSONAL MENTORING SESSION III

1/23/22, 2:03 PM

Patrician College of Arts and Science Mail - AMS II for First Years & PMS III for Second & Third Years during December 2020



Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>

AMS II for First Years & PMS III for Second & Third Years during December 2020

2 messages

Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>
To: faculty@patriciancollege.ac.in

Wed, Nov 11, 2020 at 9:32 PM

Respected Class Teachers/Academic Mentors/Personal Mentors! Greetings of the day!

We have successfully conducted Personal Mentoring Session I in October for the 1st Year UG Students and Academic Mentoring Session III in October for the 2nd and 3rd year students. We have assured our support for his/her learning experience at Patrician College of Arts and Sciences during this pandemic situation.

As a continuation, the committee has scheduled Academic Mentoring Session II for the 1st year students and Personal Mentoring Session III for the 2nd & 3rd year students to be conducted **on or before 30-11-2020, Monday**.

For the smooth conduct of AMS II, Class Teachers are to follow the steps given below.

1. Schedule and conduct the AMS II on or before **30-11-2020**.
2. The Key Focus Areas (KFAs) need to be assessed for each student.
3. Prepare the Attendance percentage of the students before the day of the session.
4. Prepare the Academic Performance of the students based on CIA I (i.e. This can be done only after CIA I valuation).
5. Prepare the Discipline status of the students in terms of online class active participation, regularity in submission of online tasks, Online class behaviour/etiquettes.
6. Try to find out any issues present in students with respect to their Health, Family and Peer adjustment.
7. **The main agenda of the AMS II is to interact with the students and to identify a talent and/or a skill in each one of them (Co-curricular /Extra curricular).**

The KFAs need to be assessed for each student and entered in the attached [Academic Mentoring Session II - November 2020.xlsx](#) file.

The options of entry for each KFA in the excel sheet is given below.

Attendance	Academic Performance	Discipline	Health, Family, Peer Adjustment	Talents, Skills & Achievements
CRITICAL (Less than 49%)	CRITICAL	CRITICAL	Issues Reported	IDENTIFIED
BELOW AVERAGE (50-64%)	BELOW AVERAGE	BELOW AVERAGE	No Issues Reported	UNIDENTIFIED
AVERAGE (66-80%)	AVERAGE	AVERAGE		
ABOVE AVERAGE (81-95%)	ABOVE AVERAGE	ABOVE AVERAGE		
EXCELLENT (96-100 %)	EXCELLENT	EXCELLENT		

(For your kind information, Sample entries are shown in the attached excel sheet)

8. After entering the suitable options in the attached excel sheet, kindly send it to mentoring@patriciancollege.ac.in with cc to [Head of Department](#) and [Personal Mentor\(s\)](#) of your class students on or before **4th December, 2020**

For the smooth conduct of PMS III, Personal Mentors are to follow the steps given below.

1. Schedule and conduct the PMS III on or before **30-11-2020**.
2. Since you are a personal mentor, you will have an Excel Sheet of PMS II which was conducted in the month of September for the mentees under your personal mentoring. Open that excel file.
3. You would have identified their skills in the PMS II. Now in this PMS III, you are going to give direction according to their skills. For example, if they are good in writing, then encourage them to start a blog and let them write on it. If they are good in sports then guide them to find the appropriate teams with the help of the



1/23/22, 2:03 PM

Patrician College of Arts and Science Mail - AMS II for First Years & PMS III for Second & Third Years during December 2020

Physical Director and the students should be encouraged to enroll. If they are good in technical skills then encourage them to participate in workshops which are related to their technical skills.

4. This helps the students to gain more platforms for their livelihood in near future.

The committee solicits your cooperation and timely action in conducting the AMS II for the 1st year UG Students & PMS III for the 2nd & 3rd Year students. Kindly submit the excel sheet on time.

Thank you and have a nice day.

Regards

Mentoring and Counselling Committee (2020-2021)

Patrician College of Arts and Sciences, Chennai

Email - mentoring@patriciancollege.ac.in

Mobile: 99 5208 5408

2 attachments



Academic Mentoring Session II - November 2020.xlsx

14K



Personal Mentoring Session III - November 2020.xlsx

13K

Subramaniam P K <subramaniampks@patriciancollege.ac.in>

To: Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>

Mon, Nov 30, 2020 at 10:01 PM

Personal mentoring- II and III B.Sc- CS

[Quoted text hidden]



Copy of Personal Mentoring Session III - November 2020.xlsx

14K



PATRICIAN MENTORING & COUNSELLING SERVICES CIRCULAR

ACADEMIC MENTORING SESSION IV

1/23/22, 2:03 PM

Patrician College of Arts and Science Mail - AMS IV for First Years, Second & Third Years during March 2021



Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>

AMS IV for First Years, Second & Third Years during March 2021

1 message

Patrician Mentoring and Counselling <mentoring@patriciancollege.ac.in>

Sat, Mar 6, 2021 at 11:59 AM

To: faculty@patriciancollege.ac.in

Respected Class Teachers/Academic Mentors! Greetings of the day!

We have successfully conducted Academic Mentoring and Personal Mentoring Sessions for the UG Students. We have assured our support for his/her learning experience at Patrician College of Arts and Sciences during this pandemic situation. Now we have resumed the physical mode classes partially.

As a continuation, the committee has scheduled Academic Mentoring Session IV for the 1st, 2nd and 3rd year students to be conducted **on or before 31-03-2021, Wednesday**.

For the smooth conduct of AMS IV, Class Teachers are to follow the steps given below.

1. Schedule and conduct the AMS IV on or before **31-03-2021**.
2. Prepare the Attendance percentage of the students before the day of the session.
3. Prepare the Discipline status of the students in terms of online/offline class active participation, regularity in submission of online/offline tasks, Online/offline class behaviour/etiquettes.
4. Try to find out any issues present in students with respect to their Online/Offline mode classes (Rotational basis).

The KFAs need to be assessed for each student and entered in the attached [Academic Mentoring Session IV - March 2021.xlsx](#) file.

The options of entry for each KFA in the excel sheet is given below.

Attendance	Discipline	Issues with Online/Offline Classes (Rotational Basis)
CRITICAL (Less than 49%)	CRITICAL	Issues Reported
BELOW AVERAGE (50-64%)	BELOW AVERAGE	No Issues Reported
AVERAGE (66-80%)	AVERAGE	
ABOVE AVERAGE(81-95%)	ABOVE AVERAGE	
EXCELLENT (96-100 %)	EXCELLENT	

(For your kind information, Sample entries are shown in the attached excel sheet)

5. After entering the suitable options in the attached excel sheet, kindly send it to mentoring@patriciancollege.ac.in with cc to Head of Department and Personal Mentor(s) of your class students on or before **5th April, 2021**



1/23/22, 2:03 PM

Patrician College of Arts and Science Mail - AMS IV for First Years, Second & Third Years during March 2021

The committee solicits your cooperation and timely action in conducting the AMS IV for the 1st, 2nd & 3rd year UG Students. Kindly submit the excel sheet on time.

Thank you and have a nice day.

Regards

Mentoring and Counselling Committee (2020-2021)

Patrician College of Arts and Sciences, Chennai

Email - mentoring@patriciancollege.ac.in

Mobile: 99 5208 5408



Academic Mentoring Session IV - March 2021.xlsx

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