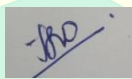
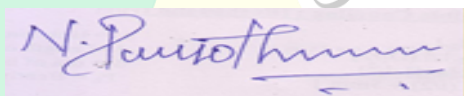
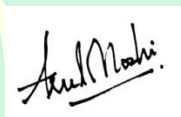
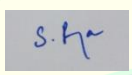



**PATRICIAN COLLEGE OF ARTS AND SCIENCE, ADYAR****Mentoring and Counselling Committee (2021 - 2022) - Meeting****Date, day and time:** 08.09.2021, Wednesday / 01:15 PM- 02:00 PM**Attendance:**

Member	Signature
Justus Wallis C J, Coordinator	
Dr. Purusothaman N	
Ms. Vinya	-
Ms. Arul Mozhi	
Mrs. Ramya	
Ms. Saadhiha Taj M	

Action Plan

1. Format

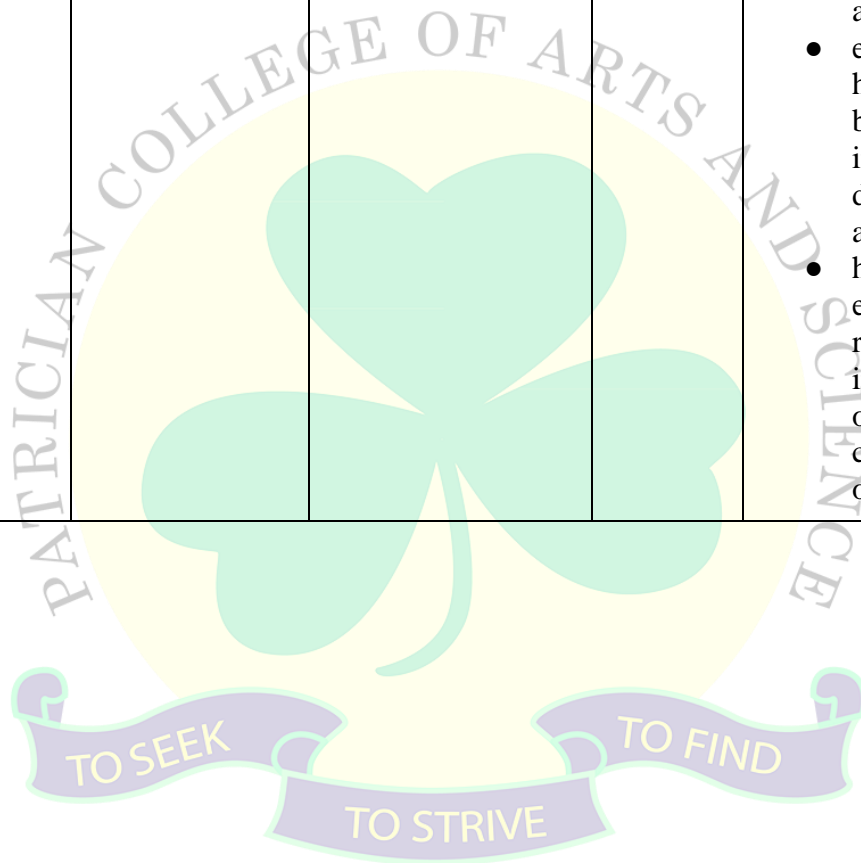
- Meeting ID, Attendance, Meet recording, Documentation from mentors, Instruction manual for HODs Orientation
- Internal work - Department allocation for each member of the committee

2. Action Plan

- Timeline, Deadline, Budget, Resource person, Expected outcome
- Academic mentoring
- Personal mentoring
- Peer mentoring/training for peer mentors
- Life skills program for personal mentors

Action Plan	Timeline	Resource person	Budget	Expected outcome
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Psychosocial support workshop	20th Sep, 21st 2021	Mentoring and Counselling Committee members	-	<p>The purpose of the workshop is to educate the participants about the core psychosocial and mental health concepts:</p> <ul style="list-style-type: none"> • identify the likely psychosocial and mental health consequences arising, • ensure mental health issues are better integrated into emergency / disaster response and recovery, • help to manage emergency responses at an individual, organizational, community and / or national level.
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Orientation for academic and personal mentors (Data required)

01st Oct, 2021
(Agenda before a week)

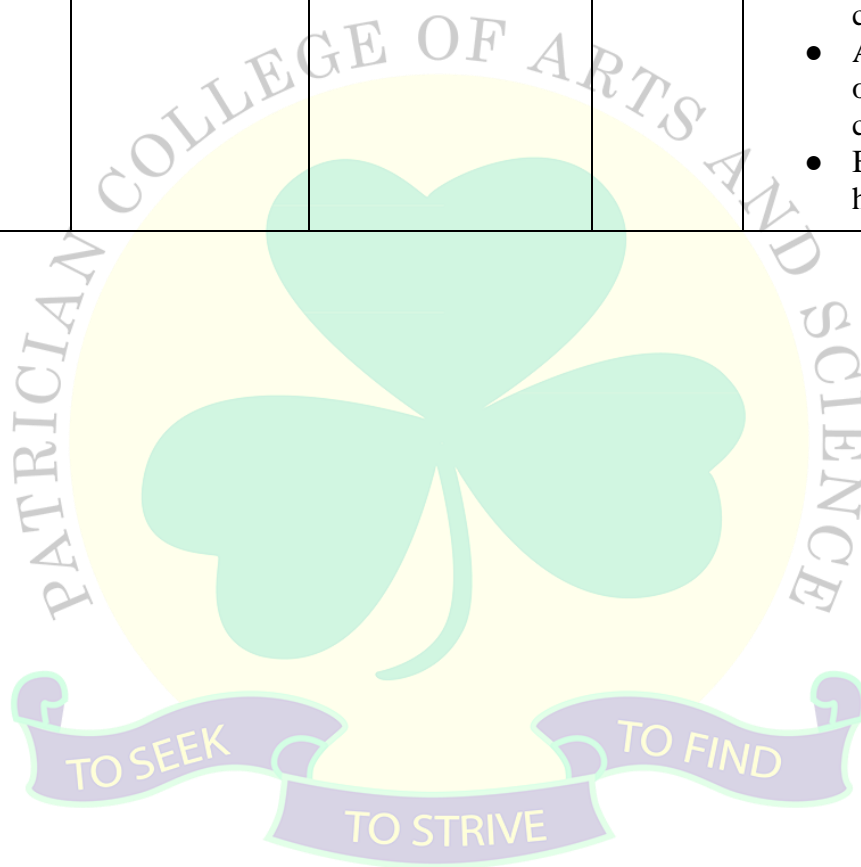
Ms. Vinya, Ms. Ms. Arul Mozhi M

-

Effective mentors will:

- involve youth in deciding how they will spend time together.
- are good listeners.
- are understanding and patient.
- make a commitment to being dependable, maintaining a steady presence in the young people's lives.
- take responsibility for keeping relationships with students alive.
- pay attention to student's needs for fun and understand that enjoyable activities can provide valuable mentoring opportunities.
- respect the viewpoints of youth.
- point out various viewpoints regarding a situation and the people involved, propose various solutions, and facilitate discussions of alternatives.
- offer expressions of confidence and encouragement even when talking about difficult situations.
- find ways to show approval of young people and some of their ideas.
- are sensitive to the different styles of

Life skills program for personal mentors	15th Oct, 2021(tentative date)	Yet to be decided	Yet to be decided	The participants will: <ul style="list-style-type: none"> ● Gain self competency and confidence ● Practice emotional competency ● Gain intellectual competence ● Gain an edge through professional competency ● Aim for high sense of social competency ● Be an integral human being
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Training for peer mentors	Oct last week (tentative)	Mentoring and Counselling Committee members	-	<p>Mentoring Skills:</p> <p>Mentoring Relationship</p> <ul style="list-style-type: none"> Describe the goals, scope, and experience of the mentoring relationship. <p>Communication Skills</p> <ul style="list-style-type: none"> Demonstrate skill identifying and using verbal and non-verbal communication and active listening to foster an open and supportive relationship. <p>Boundaries and Confidentiality</p> <ul style="list-style-type: none"> Identify boundaries in the mentoring relationship. Identify personal boundaries and demonstrate skill in setting boundaries. Understand and adhere to program policies regarding confidentiality. <p>Emotional Intelligence</p> <ul style="list-style-type: none"> Describe components of emotional intelligence. Differentiate behaviours and thoughts associated with high and low emotional intelligence. Identify how to use personal emotional intelligence strengths in a mentoring relationship.
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Personal mentoring	Every month	Mentoring and Counselling Committee members	-	<ul style="list-style-type: none"> • Make students aware of resources available to them on campus and in the community and encourage them to make use of those resources • Help students to develop or refine their study skills and time management abilities • Help students in their transition to the college environment and navigate their programs of study • Inform students of the organizations and clubs that the university has to offer, help them to get involved • Enhance student leadership skills • Provide opportunities for students to build academic, social, and professional networks through seminars, events, co-curricular activities, and industry mentors • Foster a growth mind-set • Regular follow ups and documentation
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Academic mentoring	Every month	Mentoring and Counselling Committee members	-	<ul style="list-style-type: none"> • Monitor academic performance • Support students to improve their ability to articulate and formulate plans to actively pursue and achieve their academic and career goals • Guide students in feeling more connected to the campus and their educational goals • Help connect students to industry mentors, their peers, and their faculty through a variety of activities and events (Academic, Career Development, and Social) <p>Academic Expectations</p> <ul style="list-style-type: none"> • Describe student success habits and expectations at the postsecondary level. <p>Exam Preparation</p> <ul style="list-style-type: none"> • Practice developing an exam study schedule and teaching study strategies. • Regular follow ups and documentation
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Submitted by: Ms. Saadhiha Taj M