

## PATRICIAN COLLEGE OF ARTS AND SCIENCE, ADYAR

### Mentoring and Counselling Committee (2022 - 2023) – Meeting Minutes

PATRICIAN COLLEGE OF ARTS AND SCIENCE, ADYAR  
Mentoring and Counselling Committee (2022 - 2023) - Meeting  
Date: 13.10.2022, Thursday / 01:15 PM- 02:00 PM

#### Minutes of the Meeting:

#### 1. FORMAT:

- ❖ Attendance of the committee members will be taken for the monthly meetings.
- ❖ Documentation reports will be collected from the mentors.
- ❖ Direction for counselling services for the students was done.
- ❖ Individual Counselling for the students and staff was done by the Student Counsellor(Dr.A.Josephine Lucy) for Shift -1 and Shift -2  
(Duration- 2hrs (12pm to 2pm) Venue: Counsellor room, first floor in E Block)
- ❖ Internal work –Department wise allocation was done for each member of the Mentoring Working committee

S.No	Names	Department in-charges
1.	Dr. A.Josephine Lucy	Coordinator
2	Mr.Justus Wallis	BSc Computer science ,and BCA
3	Mrs. Prabhalaya	Psychology
4.	Mrs. Usha Jose	BSc Maths and Viscom
5	Mr.Prasanna	BBA and B com CS
6	Mr.Jerome	BCom General
7	Dr. Leethiyal Nancy Crocker	BA English
8	Dr.Kalaimani	Social work
9	Mrs Mary Theresa	Documentation work
10	Ms.Judy	Psychology
11	Ms.Rohini	Psychology
12	Mr.Mohammed Ameen	Shift -1
13	Mrs. Arputha Christy	Shift -2

#### 2. Action Plan

- ❖ Master Hand Dr.Josephine Lucy, Objective of the program, expected outcome and the timeline for life skill session for the students
- ❖ Academic Mentoring
- ❖ Personal Mentoring
- ❖ Individual Counselling
- ❖ Life skill session for the Humanities Departments

Action Plan	Time line	Master hand	Expected outcome
Direction for academic and personal	Ist November 2022	Mentoring and counselling	<ul style="list-style-type: none"> <li>▪ Encourage the student community to involve in the area of decision making in a positive way</li> </ul>

mentors(Data required)	(Agenda before a week)	committee members	<ul style="list-style-type: none"> <li>▪ To enhance the students to master the task making quality skills for their personal development.</li> <li>▪ Take responsibilities for maintaining relationship with the students</li> <li>▪ Be patient as a good listener and have understanding min in dealing with the students</li> <li>▪ To pay attention based on the needs, understand the timely problems and provide valuable mentoring services for them.</li> <li>▪ Motivate the students to build confidence through counselling in their difficult situation</li> <li>▪ Advice the students to utilise the services provided by the college with the help of Personal mentors</li> </ul>
Life skill session for the student	Nov 15 <sup>th</sup> 2022	Dr.A.Josephine Lucy	<ul style="list-style-type: none"> <li>• Gain self-competency and self-efficacy and confidence in their inner self.</li> <li>• Be an integral part of the human being</li> <li>• Help them to develop professional skills in an ethical way</li> <li>• Encourage to develop verbal communication skills</li> <li>• Inculcate self- motivation and to forego low self-esteem in order to develop as a good human being</li> <li>• Students are encouraged to develop strong Interpersonal and Intra personal relationship with the peers as well with their family.</li> </ul>
Academic Mentoring	November month	Mentoring and counselling committee members	<ul style="list-style-type: none"> <li>• To Monitor and evaluate the academic performance of the students with the help of the class teachers</li> <li>• To help the students achieve their career goals</li> <li>• Guide and support students to participate in all the activities happening in the campus</li> <li>• Motivate and guide the students to participate in all the workshop, seminars, and conferences to improve their Intellectual Development.</li> </ul>





S.No	Names	Designation	Signature
1.	Dr. A. Josephine Lucy	Coordinator	<i>[Signature]</i>
2	Mr. Justus Wallis	Committee Member	<i>[Signature]</i>
3	Mrs. Prabhalaaya	Committee Member	<i>[Signature]</i>
4.	Mrs. Usha Jose	Committee Member	<i>[Signature]</i>
5	Mr. Prasanna	Committee Member	<i>[Signature]</i>
6	Mr. Jerome	Committee Member	<i>[Signature]</i>
7	Dr. Leethiyal Nancy Crocker	Committee Member	<i>[Signature]</i>
8	Dr. Kalaimani	Committee Member	<i>[Signature]</i>
9	Mrs. Mary Theresa	Committee Member	<i>[Signature]</i>
10	Ms. Judy	Committee Member	<i>[Signature]</i>
11	Ms. Rohini	Committee Member	<i>[Signature]</i>
12	Mr. Mohammed Ameen	Committee Member	<i>[Signature]</i>
13	Mrs. Arputha Christy	Committee Member	<i>[Signature]</i>

Submitted by: Dr. A. JOSEPHINE LUCY

Coordinator

Mentoring and Counselling cell

PATRICIAN COLLEGE OF ARTS AND SCIENCE, ADYAR

Mentoring and Counselling Committee (2022 - 2023) - Meeting

Date: 3.3.2023, 01:15 PM- 02:00 PM

Minutes of the Meeting:

1. FORMAT:

- ❖ Attendance of the committee members will be taken for the monthly meetings.
- ❖ Documentation reports will be collected from the mentors.
- ❖ Individual Counselling for the students and staff was done by the Student Counsellor(Dr.A.Josephine Lucy) for Shift -1 and Shift -2
- ❖ Department wise Mentoring Working committee members were identifying the students and counselling services was provided for them

2. Action Plan

- ❖ Personal Mentoring
- ❖ Individual Counselling
- ❖ Life skill session for the Humanities Departments

Action Plan	Time line	Master hand	Expected outcome
Life skill session for the student	Feb 10 <sup>th</sup> -- March 2023	Dr.A.Josephine Lucy	<ul style="list-style-type: none"> <li>• Inculcate self- motivation and to forego low self-esteem in order to develop as a good human being</li> <li>• Students are encouraged to develop strong Interpersonal and Intra personal relationship with the peers as well with their family.</li> <li>• Students are motivated to grow and regulate the behaviour in a good discipline manner</li> </ul>
Personal Mentoring	Every month	Personal mentors from the respective departments	<ul style="list-style-type: none"> <li>• To help them and encourage to have study related skills</li> <li>• Exposure to college environment and to participate all the extracurricular activities to exhibit their talents.</li> <li>• Fostering the growth in mind-set</li> <li>• Regular follow up and documentation done</li> </ul>
Counselling services (Individual and group session)	Every day	Dr. A.Josephine Lucy	Individual counselling: 12students Group session: 3sesssion
			<ul style="list-style-type: none"> <li>• Absenteeism</li> <li>• Peer influences issues</li> <li>• Disciplinary issues</li> <li>• Slow learners</li> </ul>





			<ul style="list-style-type: none"><li>• Lack of respect for the elders</li><li>• Lack of self-confidence.</li></ul>

## Committee Members

S.No	Names	Designation	Signature
1.	Dr. A. Josephine Lucy	Coordinator	<i>[Signature]</i>
2	Mr. Justus Wallis	Committee Member	<i>[Signature]</i>
3	Mrs. Prabhalaaya	Committee Member	<i>[Signature]</i>
4.	Mrs. Usha Jose	Committee Member	<i>[Signature]</i>
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Submitted by: Dr. A. JOSEPHINE LUCY

Coordinator

Mentoring and Counselling cell