

# **SREE NARAYANA COLLEGE OF EDUCATION**

(Affiliated to MG University, Approved by NCTE)

**Muvattupuzha, Ernakulam Dist, Kerala, Pin-686661**

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## **KEY INDICATOR**

### **1.2 Academic flexibility**

#### **METRIC:1.2.4**

Students are encouraged and facilitated to undergo self-study courses online/offline

**Document showing teachers' mentoring and assistance to students to avail of self-study courses**



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## MENTOR'S COMPREHENSIVE STUDENT RECORD

"If you cannot see where you are going, ask someone who has been there before."

### MENTOR'S PROFILE

NAME : Sunamol.T  
DEPARTMENT : Commerce.



  
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## Mentor's Diary 2021-23

Programme	B Ed
Semester I	2021 November 2022 March.
Semester II	2022 March 2022 September.
Semester III	2022 September 2023 February.
Semester IV	2023 February 2023 August



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## MENTORING

Mentoring is a partnership between Mentor and Mentee. Mentors are student-centric teacher- friends who help young adult learners in their transitory phases and challenging times. It is based on mutual trust and respect. It has been introduced for obtaining a holistic assessment of the learners' performance and providing inclusive spaces for growth and development. Mentors apply their guidance, experience and expertise in promoting their mentees professionally and personally, through interpersonal engagement.

The prime objective being:

- Give suggestions based on your own experiences and act as a sounding board.
- Motivate and support the student, based on the student's own situation and level.
- Make sure that what you tell each other stays between the two of you.



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## **Objectives**

- Creating opportunities amongst college groups & communities for bonding
- Refining teacher-student communication outside classroom
- Maintaining data base of student performance, attendance details & drop outs
- Supporting personal & professional growth & monitoring psychological growth & progress
- Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
- Locating & solving attendance issues
- Providing sustained motivation
- Ensuring & providing feedback for parents
- Identifying learning needs
- Assisting in developing rights, responsibilities & values
- Provisioning a Comprehensive Personal Student Record
- Cultivating a healthy learning environment in college

## **Expected Outcomes**

- A healthy Learning Environment
- Vibrant Peer Group Exchanges
- Creation of positive communication channel among Principal, Parents, Staff & Students
- Enhancing a feeling of belonging among students
- Self confident, bold & an active ,enthused student community
- Better attendance, lesser dropouts and good psychological health of students
- Confident Parents
- Improved Performance
- Mentor Certificate

In short, Mentoring aspires to transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement. Please note that neither coaching nor counseling is the prerogative of mentoring, though they can be done sometimes.

## **Roles and Responsibilities of Mentors**

- Conduct an orientation meeting for the freshers by first month of the semester for appraising them of the process & prepare an Orientation Report
- Select a spokesperson/representative for the group
- Collect data of mentees & maintain a file (Profiling the students)



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- On locating their need for marked improvement in certain subjects, refer the same to respective Heads of Departments
- Track the attendance record & identify drop outs , if any, and prepare a Review Report
- Identify those in need of midday meal scheme and refer the same to the respective committee
- Ensure frequent value added student visits to the library
- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Counseling Committee through the Mentors' CC
- Notify Cultural Committee about students with special talents
- Motivate them to take part in activities that can accrue more credits
- Compile their progress in performance through a Performance Chart & discuss the details with them, the details
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them twice in a month and record the same as a Review Report , to be sent to the Mentors' Core Committee
- A total of FOUR reports to be prepared (One Orientation & THREE Monthly Reports)
- Provide a Mentor Certificate to the mentee
- Ensure holistic well being of Mentee

### **Roles and Responsibilities of Mentees**

- Provide all the necessary data with relevant documents ( Previous Academic Performance Records, documents for participation in extra/cocurricular activities and academic advancement )
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor
- Seek information regarding resources that you need from various sources
- Conduct Peer Mentoring to help your mentor
- Have a positive attitude
- Accept feedback respectfully & cordially & discuss future course of action
- Attend mentor meetings regularly & punctually
- Provide feedback and communicate healthy developments in

you Reciprocity in interaction is the key to a successful mentor-mentee relationship.

### **Parameters for Mentee Assessment**

Assessment by Mentors is a continually evolving process. It should be engaging and student-centric. Assessment rather than evaluation, supports student initiatives to help themselves in improving their performance. It focuses on

  
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certain criteria for grading the mentee. The Mentee-

1. Is **Punctual**
2. Undertakes **responsibilities**-Spokesperson/Leader/Peer Mentor or any other
3. Engages in **Quality Voluntary Interaction, frequently**
4. Undertakes Supportive/Positive/ **Roles**
5. Employs **Personal Development Strategies**-Seeks suggestions/is cordial in taking advice/is prompt in following instructions/ applies given inputs for personal improvement/ is meticulous in providing feedback
6. Develops **Team Spirit** & Team building initiatives
7. Cultivates **commitment**/remains **accountable** for his or her omissions & commissions
8. Has **creative** impulses & exhibits them in extra/co-curricular activities
9. Demonstrates healthy **Interpersonal Skills**
10. **Promptly furnishes** all the required **data**

**Note:** All the above criteria are graded equally. Each criterion is ascribed a value of 1 and the scores are calculated on a scale of 1 to 10.

#### SCORING KEY

Performance	Range	Scores (100)
Excellent	>90	
Very Good	Between 70-89	
Good	Between 50-69	
Satisfactory	<50	

The Mentor-Mentee interaction provides an opportunity to document the journey of a learner's life. It is a portal for the mentee to carry his/her progress into the larger world space. Therefore, kindly generate with care and precision, the Certificate, as the mentees produce the Mentor Certificate for career mobility and advanced studies.



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**Name of Mentor: Sunimol T**

**Name of Mentees**

<b>JEREENA JOSE</b>	<b>B Ed 2021-23 Batch II year student</b>
<b>KAMILA SHAKKEER</b>	<b>B Ed 2021-23 Batch II year student</b>
<b>KAVYA SASI</b>	<b>B Ed 2021-23 Batch II year student</b>
<b>KEERTHANA P C</b>	<b>B Ed 2021-23 Batch II year student</b>
<b>MANEESHA HARIHARAN</b>	<b>B Ed 2021-23 Batch II year student</b>
<b>AIFFA ABDUL SALIM</b>	<b>B Ed 2021-23 Batch II year student</b>
<b>ANCY JOY</b>	<b>B Ed 2021-23 Batch II year student</b>
<b>ANEESHA MATHEW</b>	<b>B Ed 2021-23 Batch II year student</b>



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Affiliated to Mahatma Gandhi University and Accredited by the NAAC

**Two Year B Ed Programme 2021-2023**

**STUDENT PROFILE**



Pedagogy: Commerce

University Application No. (CAP): 78 2054

Name	: <u>Aneesha Mathew</u>	Male/Female:	: <u>Female</u>
Aadhaar No.	: <u>773431370333</u>	Mob. No.:	: <u>623579497</u>
E mail Id	: <u>aneesha.mathew1998@gmail.com</u>	Blood group:	: <u>O+ve</u>
Date of Birth	: <u>13 April 1998</u>	Married	: <u>Yes/No</u> ✓
Religion	: <u>Christian</u>	Community:	: <u>General</u>
Name of Father/Guardian	: <u>John Mathew</u>	Occupation:	: <u>Govt. Employee</u>
Name of Mother	: <u>Laly Mathew</u>	Occupation:	: <u>Home maker</u>
Mobile No. of Father/Guardian	: <u>9961907922</u>	Mob.No.of Mother:	: <u>9207967601</u>
No. of Brothers	: <u>2</u>	No. of Sisters	: <u>-</u>
Address- Permanent		Address-Present	
<u>Aneesha Mathew. Vengachavattil (Ch) Chathamattom PO Chathamattom 686671</u>		<u>Aneesha Mathew. Vengachavattil (Ch) Chathamattom PO Chathamattom.</u>	

**Educational Qualifications**

Sl.No.	Course	Subject	University	Month/year	Class/Grade	% of marks	Rank/ NET
1	B A/B Sc B Com	B Com - Computer application	MGU	2018	A	80%	
2	M.A - M.Sc/ M Com	Finance		2020	B+	82%	
3	Others						

Achievement in sports : \_\_\_\_\_

Achievement in Games : \_\_\_\_\_

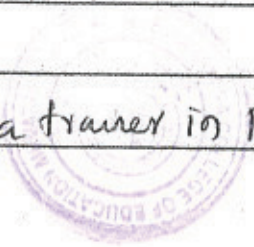
Achievement in Arts competition : 1st Prize for story writing in College.

Position held in College/ Organization : \_\_\_\_\_

Special Talents if any : \_\_\_\_\_

Experience if any : Worked as a trainer in Poppy for Software Ltd.

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SEMESTER 1

SL NO:	NAME OF PRACTICAL/PRACTICUM	SUBMISSION		REMARKS
		LATE	ON TIME	
	PRACTICUMS		✓	
1	EDU101		✓	
2	EDU102		✓	
3	EDU103		✓	
4	EDU104		✓	
5	EDU105		✓	
6	EDU106		✓	
	PRACTICALS		✓	
7	Project on socially/educationally relevant issue(EDU 101)		✓	
8	Preparation of a material for a theme of any adolescent problem (EDU102)		✓	
9	Creation of blog and uploading of any learning material in the blog(EDU 103)		✓	
10	Study on prevailing practices of respective elective course in schools/community		✓	
11	Micro teaching lesson plans-3 skills for each student		✓	
12	Micro teaching class-1 skills by each student complete cycle(preferably video record)		✓	
13	Link Practice -lesson plan and class @1		✓	



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14	Development and presentation of learning resource materials for school pupils-ICT supported materials, and the like(school based topic)-Extension Activity		✓	
15	Student teacher portfolio(practicals and practicums of all courses)		✓	
16	Demonstration of various Yogic Asanas/Meditations by Student (Any two asanas)		✓	
17	Demonstration of first aid (any two)		✓	
18	Theatre Practice-participation in workshop/training		✓	
19	SUPW-Service and product-1		✓	

### SEMESTER 2

SL NO:	NAME OF PRACTICAL/PRACTICUM	SUBMISSION		
		LATE	ON DATE	REMARKS
	PRACTICUMS		✓	
1	EDU 201		✓	
2	EDU202		✓	
3	EDU203		✓	
4	EDU204		✓	
5	EDU205		✓	
	PRACTICALS		✓	
6	School profile and practices (student support systems like P.T.A,Alumni,various forums and clubs,NCC/NSS,SPC,JRC, Scouts and Guides,School Assembly		✓	



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	and the like)(EDU201)			
7	Awareness class on adolescent problems (based on the learning material prepared in first semester)(Edu 202)		✓	
8	Critical Analysis of the status of exceptional children in the school (statistics of children with special needs and their characteristics)Edu202		✓	
9	Analysis of prevailing assessment practices in schools(Edu 203)		✓	
10	Student teacher portfolio (practicals and practicums of all courses)		✓	
11	Discussion lesson plans-5		✓	
12	Demonstration class observation -5		✓	
13	Criticism lesson plans ,class observation and evaluation-5 Criticism class @5		✓	
14	Classroom teaching during school induction @5 classes		✓	
15	Credible participation in games and sports		✓	
16	Organizing sports meet and rules and regulations of long jump and shot put		✓	
17	Interview a local folk artist and prepare a report on the the local community art forms		✓	
18	Preparation of criteria for evaluating different artforms- Drawing,painting,Music,Dance,Dr ama,Creative writing(any 2)		✓	



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SEMESTER 3

	NAME OF PRACTICAL/PRACTICUM	SUBMISSION		REMARKS
		LATE	ON DATE	
	PRACTICUMS		✓	
1	EDU301		✓	
	PRACTICALS			
2	Value education class @2(focus on values like honesty, cleanliness, punctuality, et c.)(EDU 101 & 201)		✓	
3	Case study based on learning problems of school pupils (EDU 102 & 202)		✓	
4	Action research @1 (EDU203)		✓	
5	Unit plan @1		✓	
6	50 lesson plans 50 classes-teaching competencies		✓	
7	Lesson plan and classes based on Language Across the curriculum@2		✓	
8	Subject club/forum activities		✓	
9	Improvised teaching aids charts and models @2 each(Institution shall conduct workshop for the preparation of the teaching aids.		✓	
10	Self Assessment Tool among the school pupils to assess learning performance in the subject preparation and administration.		✓	
11	Peer evaluation of classes @2 any subject		✓	
12	Achievement test and analysis and interpretation@1		✓	



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13	Diagnostic test analysis and interpretation@1 Remedial programme preparation and administration		✓	
14	Physical education lesson plan and class @3 S		✓	
15	Health Education 2 Lesson plan and class@2		✓	
16	Yoga lesson plan and class @3		✓	
17	Class on different artforms and cultural heritage of india		✓	
18	Organize an activity among students to conscientise National integration/patriotism/universal brotherhood etc.(Quiz/competition/seminar)		✓	
19	Student teacher portfolio(practical and practicum of all courses)		✓	

#### SEMESTER 4

SL NO	NAME OF PRACTICALS/PRACTICUM	SUBMISSION		REMARKS
		LATE	ON DATE	
	PRACTICUMS		✓	
1	EDU 201		✓	
2	EDU202		✓	
3	EDU203		✓	
	PRACTICALS		✓	
4	Community citizenship training camp (Edu 401)		✓	
5	Conduct an interview with an eminent teacher on educationist of your locality on the vision and		✓	



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	mission of educator(Edu 402)			
6	Documentary/short film presentation on student abuse in school campus and POCSO rules(Edu 402)			
7	Study tour(Edu 402)			
8	Extension activities @ 2 (Edu402)			
9	Student teacher portfolio (practical and practicums of all courses)EDU 401,402			
10	Developing vision and mission as a teacher-SWOT Analysis			
11	Educational journal review(5 research articles)			
12	Project on any topic of pedagogic relevance			
13	Preparation and uploading of self designed article of pedagogic relevance in the blog			
14	Credible participation in games and sports -minimum 2 events			
15	Rules and regulations of volleyball and shuttle badminton			
16	Film review			
17	Credible participation in Arts fest minimum 2 events			
18	Script on street play			
19	Internal test-written			
20	Internal Test -Oral			
21	Practical in accordance with the syllabus @1 item			



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**ACADEMIC DETAILS  
SEMESTER 1**

SUBJECT	INTERNAL/ CLASS TEST	INTERNAL /2 MODEL EXAM	PRACTICUM	TOTAL INTERNAL	SEM EXAM
	SCORE	SCORE	SCORE	SCORE	SCORE
EDU 101	5	5	10	20	94
EDU102	5	5	10	20	92
EDU103	2.5	2.5	5	10	53
EDU104	2.5	2.5	5	10	55
EDU105	2.5	2.5	5	10	55
EDU106	2.5	2.5	5	10	55
EDU 107.1				38	38
EDU 107.2				78	78
EDU 107.3				18	18
EDU 107.4				20	20



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**ACADEMIC DETAILS  
SEMESTER 2**

SUBJECT	INTERNAL/C LASS TEST	INTERNAL/2 MODEL EXAM	PRACTICUM	TOTAL INTERNAL	SEM EXAM
	SCORE	SCORE	SCORE	SCORE	SCORE
EDU 201	5	5	10	20	95
EDU202	4.5	4.5	10	20	94
EDU203	2.5	2.5	5	10	57
EDU 204	2.5	2.5	5	10	55
EDU 205	2.5	2.5	5	10	55
EDU 206.1				78	78
EDU 206.2				98	98
EDU 206.3				18	18
EDU 206.4				20	20



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**ACADEMIC DETAILS  
SEMESTER 3**

SUBJECT	INTERNAL/C LASS TEST	INTERNAL/2 MODEL EXAM	PRACTICUM	TOTAL INTERNAL	SEM EXAM
	SCORE	SCORE	SCORE	SCORE	SCORE
EDU 301	2	2	5	9	56
EDU 302.1				76	76.
EDU 302.2				345	345
EDU 302.3				38	38
EDU 302.4				19	19.



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**ACADEMIC DETAILS  
SEMESTER 4**

SUBJECT	INTERNAL/C LASS TEST	INTERNAL/2 MODEL EXAM	PRACTICUM	TOTAL INTERNAL	SEM EXAM
	SCORE	SCORE	SCORE	SCORE	SCORE
EDU 401	4	4	10	18	93
EDU 402	5	5	10	20	94
EDU 403	2.5	2.5	5	10	55
EDU 404.1				134	134
EDU 404.2				114	114
EDU 404.3				17	17
EDU 404.4				17	17
EDU 404.5				34.	34



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**Academic Needs Identified**

She was forward looking and enthusiastic.  
Always looked at creative activities.

**Difficulties Experienced**

She had a short attention span and hurried to complete work before the stipulated times.

**Remediation Attempts**

Teacher gave team work and provide suggestions and tips to complete the tasks easier.

**Development of Professional attributes of students**

At the end of the 4<sup>th</sup> semester the professional attributes of Aneesha Mathew remarkably and appreciably.

**Date/Activity Details**

Collaborative and group work provide opportunities to overcome stage fear and enhance confidence.



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	poor	Average	Good	Excellent	Remarks
Working in Teams				✓	
Dealing with student diversity				✓	
Conduct of self with colleagues and Authorities				✓	
Balancing home and work stress			✓		
Keeping oneself abreast with recent development				✓	



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