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Web : www.srcpnandyal.edu.in

# **SANTHIRAM COLLEGE OF PHARMACY**

Approved by AICTE & PCI, New Delhi - Affiliated to JNTUA, Anantapur  
NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

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## **Mentor-Mentee Committee Minutes of Meetings (ACADEMIC YEAR 2017-22)**

Phone : 08514 - 276211, 276212  
Fax : 08514 - 276213



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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

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## **Mentor-Mentee Committee Minutes of Meetings (ACADEMIC YEAR 2021-22)**



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Approved by AICTE & PCI, New Delhi - Affiliated to JNTUA, Anantapur  
NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

## MENTOR MENTEE COMMITTEE

### **Objectives:**

To take care of the students' performance at all levels and to ensure that they perform academically up to their potential.


### **Roles & Responsibilities:**

- ✓ The institute is committed to inspire students to recognize their potential; to strengthen their varied capabilities.
- ✓ Suggest effective strategies that enable students to thrive in college, leading to successful completion of their education and preparing them for future endeavours.
- ✓ Each faculty in all departments is assigned with the task of mentoring students.
- ✓ Faculty members are directed to monitor the overall growth of the students assigned to them.
- ✓ All mentors should keep a confidential data sheet about their students, "mentors assessment of students" which records a report of mentoring done by the teachers.
- ✓ These reports are periodically evaluated by a team of teachers selected from each department.
- ✓ The mentoring program is monitored by the mentor mentee committee.

### **Web link to MENTOR MENTEE COMMITTEE:**

<https://www.srcpnandyal.edu.in/Committees.php?Committee=MENTOR%20MENTEE%20COMMITTEE>

EE

  
Principal  
Santhiram College of Pharmacy  
NH-40, NANDYAL



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Approved by AICTE & PCI, New Delhi - Affiliated to JNTUA, Anantapur  
NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

## Members Of Mentor Mentee Committee : 2021-2022

S.No	Name of the member	Designation	Signature
1	Dr. C. Madhusudha Chetty, Principal	Chairman	
2	Dr. R.E. Ugandar Prof. of Dept. of Ph.Practice	Member	
3	Dr. S.V. Suresh Kumar Prof. of Dept. of Ph.Cognosy	Member	
4	Dr. M. Sreenivasulu, Prof. of Dept. Ph. Chemistry	Member	
5	Dr. L. Siva Shankar Reddy, Prof. of Dept. Ph. Analysis IQAC member	Member	
6	Dr. Y. Dasthagiri Reddy, Prof. of Dept. Ph. Ceutics	Member	
7	Dr. P. Praveen Kumar Prof. of Dept. Ph. Cology	Member	
8	Mr. K. Ravi Kumar, Prof. of Dept. Indl. Pharmacy	Member	



Principal  
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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Ref No: SRCP/MM/2021-22/C-05

Date: 13/07/2021

## CIRCULAR

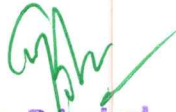
All the members of the MENTOR MENTEE system are requested to attend the Mentor mentee meeting scheduled on 14-07-2021 at 4.00 p.m in the Principal's chamber to discuss the following points.

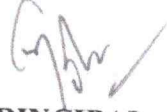
### AGENDA:

In regard to the Mentor-Mentee System the HODs are here by directed to take the following measures-

- For every 20 Students there will be one faculty allotted as mentor. The mentors would be allotted to the students in the 1 Year of the course (B.Pharm / Pharm D).
- The mentor needs to keep a record of each of their 20 students. A file/record book (Mentee book/datasheet) has to be maintained.
- Mentor should meet the mentees regularly and update mentee's data sheet.
- Mentor should keep track the mentees' academic performance, attendance and participation in competition, co-circular and extra circular activities.
- Mentor should identify the advance learners based on the academic performance and advise them to organize and participate in various clubs, committees and skill development programs.
- Mentor should identify the slow learners and advise them to attend remedial and make-up classes.
- Mentor should identify the mentees whose attendance is below than the minimum requirement. He should discuss with the student and try to find out the problem. If required the mentor will involve the parents and Head of the department for reforming the student.
- Mentor should give psychosocial support to the mentees.
- Mentor also should identify the strengths and weakness of the students and motivate them to achieve the goals.

All the HODs are requested to allot the Mentors for each and every student (Mentee) of their respective branch, and forward the list of Mentor-Mentee to the undersigned at the earliest.

  
Principal  
Santhiram College of Pharmacy  
NH-40, NANDYAL

  
PRINCIPAL  
Principal  
Santhiram College of Pharmacy  
NH-40, NANDYAL



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Approved by AICTE & PCI, New Delhi - Affiliated to JNTUA, Anantapur  
NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Date: 14/07/2021

## MENTOR-MENTEE COMMITTEE

### MINUTES OF MEETING

The Committee Meeting was held on 14<sup>th</sup> July 2021 from 3.00 to 4:00 pm in the Principal Cabin.

The Convener welcomed all the committee members. Following are the points discussed.

Mentor-Mentee System procedures Guidelines to be followed by the Departments and Roles & responsibilities of Mentors.


#### **Resolutions:**

Departments should follow the following guidelines.

- ❖ Student shall be assigned Mentor (Teaching faculty) from first year of the program.
- ❖ Mentor shall have a maximum of 20 mentees.
- ❖ Mentees should be attached to the same mentor for the duration of program if possible.
- ❖ Mentor should meet the mentees regularly and update mentees' data sheet.
- ❖ Mentor should keep track the mentees' academic performance, attendance and participation in competition, co-curricular and extra circular activities.
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- ❖ Mentor should give psychosocial support to the mentees.
- ❖ Mentor also should identify the strengths and weakness of the students and motivate them to achieve the goals.

#### **Roles & Responsibilities:**

- ✓ Mentor should introduce and discuss the concept of Mentor-Mentee system with the assigned mentees.
- ✓ Mentor should update mentees data sheet regularly.
- ✓ Mentor should meet the students at least twice in a month.
- ✓ Mentor should maintain semester-wise Course Registration form of the students.
- ✓ Mentor should create WhatsApp group of his/her allotted students for communication.
- ✓ Mentor should keep track of mentees attendance, academic performance and career development.
- ✓ Mentor should intimate the parents about the student attendance and academic performance regularly.

  
Principal  
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- ✓ Mentor should check the attendance of mentees, if anybody's attendance is below the requirement then he should find out the problem and take necessary actions to reform and the same should be communicated to the parents and HOD.
- ✓ Mentor should identify talents (spots, cultural, coding, innovation, interests) of their students. And encourage them to organize and participate in the events.
- ✓ Mentor should support mentees academically and emotionally.

Mentor should ensure that their students following instructions given by college or department.

## The following members who have attended the meeting

S.No	Name	Designation	Sign
1.	Dr. C. Madhusudhana Chetty	Principal & Chairperson	
2.	Dr. D.V. Ashok Kumar	Director for Administration- RGM group of institutions	
3.	Dr. L. Siva Sanker Reddy	HOD-PA& Coordinator - IQAC	
4.	Dr. R.E. Ugandhar	Professor & HOD - Pharmacy Practice	
5.	Dr. M. Srinivasulu	HOD-Pharmaceutical Chemistry & R&D	
6.	Dr. Y. Dastagiri Reddy	HOD- Pharmaceutics & T&P	
7.	Mr. K. Ravi Kumar	HOD- Industrial Pharmacy	
8.	Mr. R. Nirranjan	Asst. Prof., Exam Cell	
9.	Ms. B. Mayuri	Asst. Prof., Women empowerment	
10.	Mr. Sampath	NSS Coordinator	
11.	Mr S. Venu	Coordinator-MM	
12.	Ms. Ghousia Begum	Assistant Professor	

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## **Mentor-Mentee Committee Minutes of Meetings (ACADEMIC YEAR 2020-21)**



# SANTHIRAM COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi - Affiliated to JNTUA, Anantapur  
NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

RefNo: SRCP/MM/2020-21/C-04

Date: 11/09/2020

## CIRCULAR


All the members of the MENTOR MENTEE system are requested to attend the Mentor mentee meeting scheduled on 12-09-2020 at 4.00 p.m by Zoom Meeting to discuss the following points.

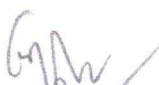
### AGENDA:

In regard to the Mentor-Mentee System the HODs are here by directed to take the following measures-

- Give the Instructions about Covid-19 Guidelines to the students.
- To maintain personal hygiene and social distancing.
- To practice frequent hand washing. Wash hands with soap and water or use alcohol based hand rub. Wash hands even if they are visibly clean.
- To cover your nose and mouth with handkerchief/tissue while sneezing and coughing.
- To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms.
- For any fever/flu-like signs/symptoms, please call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.
- 20 Students there will be one faculty allotted as mentor. The mentors would be allotted to the students in the 1 Year of the course (B.Pharm / Pharm D).
- The mentor needs to keep a record of each of their 20 students. A file/record book (Mentee book/datasheet) has to be maintained.
- Mentor should meet the mentees regularly and update mentee's data sheet.
- Mentor should keep track the mentees' academic performance, attendance and participation in competition, co-circular and extra circular activities.
- Mentor should identify the slow learners and advise them to attend remedial and make-up classes.
- Mentor should identify the mentees whose attendance is below than the minimum requirement. He should discuss with the student and try to find out the problem. If required the mentor will involve the parents and Head of the department for reforming the student.
- Mentor should give psychosocial support to the mentees.
- Mentor also should identify the strengths and weakness of the students and motivate them to achieve the goals.

All the HODs are requested to allot the Mentors for each and every student (Mentee) of their respective branch, and forward the list of Mentor-Mentee to the undersigned at the earliest.

  
Principal  
Santhiram College of Pharmacy  
NH-18, NANDYAL

  
PRINCIPAL  
Principal  
Santhiram College of Pharmacy  
NH-18 NANDYAL



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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Date: 12/09/2020

## MENTOR- MENTEE COMMITTEE

### MINUTES OF MEETING

The Committee Meeting was held on 12<sup>th</sup> Sep 2020 from 3.00 to 4:00 pm by online mode Zoom Meeting

The Convener welcomed all the committee members. Following are the points discussed.

Mentor-Mentee System procedures Guidelines to be followed by the Departments and Roles & responsibilities of Mentors.

#### **Resolutions:**

Departments should follow the following guidelines.

- ❖ Student shall be assigned Mentor (Teaching faculty) from first year of the program.
- ❖ Mentor shall have a maximum of 20 mentees.
- ❖ Mentees should be attached to the same mentor for the duration of program if possible.
- ❖ Mentor should meet the mentees regularly and update mentees' data sheet.
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#### **Roles & Responsibilities:**

- ✓ Mentor should introduce and discuss the concept of Mentor-Mentee system with the assigned mentees.
- ✓ Mentor should update mentees data sheet regularly.
- ✓ Mentor should meet the students at least twice in a month.
- ✓ Mentor should maintain semester-wise Course Registration form of the students.
- ✓ Mentor should create WhatsApp group of his/her allotted students for communication.
- ✓ Mentor should keep track of mentees attendance, academic performance and career development.
- ✓ Mentor should intimate the parents about the student attendance and academic performance regularly.

  
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- ✓ Mentor should check the attendance of mentees, if anybody's attendance is below the requirement then he should find out the problem and take necessary actions to reform and the same should be communicated to the parents and HOD.
- ✓ Mentor should identify talents (spots, cultural, coding, innovation, interests) of their students. And encourage them to organize and participate in the events.
- ✓ Mentor should support mentees academically and emotionally.

Mentor should ensure that their students following instructions given by college or department.

## The following members who have attended the meeting

S.No	Name	Designation	Sign
1.	Dr. C. Madhusudhana Chetty	Principal & Chairperson	
2.	Dr. D.V. Ashok Kumar	Director for Administration- RGM group of institutions	
3.	Mr. K. Ravi Kumar	HOD- Industrial Pharmacy & Coordinator - IQAC	
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7.	Dr. L. Siva Sanker Reddy	HOD-PA	
8.	Mr. D. Maheshwar Reddy	Asst. Prof., Exam Cell	
9.	Ms. B. Mayuri	Asst. Prof., Women empowerment	
10.	Mr. Sampath	NSS Coordinator	
11.	Mr S. Venu	Coordinator-MM	
12.	Ms. Ghousia Begum	Assistant Professor	

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## **Mentor-Mentee Committee Minutes of Meetings (ACADEMIC YEAR 2019-20)**



# SANTHIRAM COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi - Affiliated to JNTUA, Anantapur  
NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Ref No: SRCP/MM/2019-20/C-03

Date: 06/06/2019

## CIRCULAR


All the members of the MENTOR MENTEE system are requested to attend the Mentor mentee meeting scheduled on 07-06-2019 at 4.00 p.m in the Principal's chamber to discuss the following points.

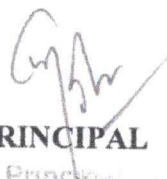
### AGENDA:

In regard to the Mentor-Mentee System the HODs are here by directed to take the following measures-

- For every 20 Students there will be one faculty allotted as mentor. The mentors would be allotted to the students in the 1 Year of the course (B.Pharm / Pharm D).
- The mentor needs to keep a record of each of their 20 students. A file/record book (Mentee book/datasheet) has to be maintained.
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All the HODs are requested to allot the Mentors for each and every student (Mentee) of their respective branch, and forward the list of Mentor-Mentee to the undersigned at the earliest.

  
Principal  
Santhiram College of Pharmacy  
NH-40, NANDYAL

  
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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Date: 07/06/2019

## MENTOR- MENTEE COMMITTEE

### MINUTES OF MEETING

The Committee Meeting was held on 07<sup>th</sup> June 2019 from 3.00 to 4:00 pm in the Principal Cabin.

The Convener welcomed all the committee members. Following are the points discussed.

Mentor-Mentee System procedures Guidelines to be followed by the Departments and Roles& responsibilities of Mentors.

#### **Resolutions:**

Departments should follow the following guidelines.

- ❖ Student shall be assigned Mentor (Teaching faculty) from first year of the program.
- ❖ Mentor shall have a maximum of 20 mentees.
- ❖ Mentees should be attached to the same mentor for the duration of program if possible.
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- ❖ Mentor also should identify the strengths and weakness of the students and motivate them to achieve the goals.

#### **Roles& Responsibilities:**

- ✓ Mentor should introduce and discuss the concept of Mentor-Mentee system with the assigned mentees.
- ✓ Mentor should update mentees data sheet regularly.
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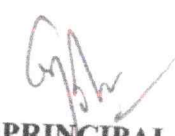
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- ✓ Mentor should support mentees academically and emotionally.

Mentor should ensure that their students following instructions given by college or department.

### The following members who have attended the meeting

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2.	Dr. D.V. Ashok Kumar	Director for Administration- RGM group of institutions	
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10.	Mr. Sampath	NSS Coordinator	
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## **Mentor-Mentee Committee Minutes of Meetings (ACADEMIC YEAR 2018-19)**



# SANTHIRAM COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi - Affiliated to JNTUA, Anantapur  
NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Ref No: SRCP/MM/2018-19/C-02

Date: 04/07/2018

## CIRCULAR


All the members of the MENTOR MENTEE system are requested to attend the Mentor mentee meeting scheduled on 05-07-2018 at 4.00 p.m in the Principal's chamber to discuss the following points.

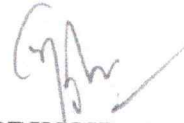
### **AGENDA:**

In regard to the Mentor- Mentee System the HOD sir here by directed to take the following measures-

- For every 20 Students there will be one faculty allotted as mentor. The mentors would be allotted to the students in the 1 Year of the course (B.Pharm/ Pharm D).
- The mentor needs to keep a record of each of their 25 students. A file/ record book (Mentee book/datasheet) has to be maintained.
- Mentor should meet the mentees regularly and update mentee's data sheet
- Mentor should keep track the mentees' academic performance, attendance and participation in competition, co-circular and extra circular actives.
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- Mentor should give psychosocial support to the mentees.
- Mentor also should identify the strengths and weakness of the students and motive them to achieve the goals.

All the HODs are requested to all other Mentors for each and every student (Mentee) of their respective branch, and forward the list of Mentor-Mentee to the undersigned at the earliest.

  
**Principal**  
Santhiram College of Pharmacy  
NH-18, NANDYAL

  
**PRINCIPAL**  
Principal  
Santhiram College of Pharmacy  
NH-18, NANDYAL



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NH - 18, Nandyal, Kurnool District, Andhra Pradesh - 518501.

Date: 05/07/2018

## MENTOR- MENTEE COMMITTEE MINUTES OF MEETING

The Committee Meeting was held on 05<sup>th</sup> July 2018 from 3.00 to 4:00 pm in the Principal Cabin.

The Convener welcomed all the committee members. Following are the points discussed.

Mentor-Mentee System procedures, Guidelines to be followed by the Departments and Roles & responsibilities of Mentors.

### **Resolutions:**

Departments should follow the following guidelines.

- Student shall be assigned Mentor (Teaching faculty) from first year of the program
- Mentor shall have a maximum of 20 mentees.
- Mentees should be attached to the same mentor for the duration of program if possible.
- Mentor should meet the mentees regularly and update mentee's data sheet.
- Mentor should keep track the mentees' academic performance, attendance and participation in competition, co-curricular and extra circular actives.
- Mentor should identify the advance learners based on the academic performance and advise them to organize and participate in various clubs, committees and skill development programs.
- Mentor should identify the slow learners and advise them to attend remedial and make-up classes.
- Mentor should identify the mentees whose attendance is below than the minimum requirement. He should discuss with the student and try to find out the problem. If required the mentor will involve the parents and Head of the department for reforming the student.
- Mentor should give psychosocial support to the mentees.
- Mentor also should identify the strengths and weakness of the students and motivate them to achieve the goals.

### **Roles&Responsibilities:**

- ❖ Mentor should introduce and discuss the concept of Mentor-Mentee system with the assigned mentees.
- ❖ Mentor should update mentees data sheet regularly.
- ❖ Mentor should meet the students at least twice in a month.
- ❖ Mentor should maintain semester-wise Course Registration form of the students.
- ❖ Mentor should create WhatsApp group of his/ her allotted students for communication.
- ❖ Mentor should keep track of mentees attendance, academic performance and career development.
- ❖ Mentor should intimate the parents about the student attendance and academic performance regularly.
- ❖ Mentor should check the attendance of mentees, if anybody's attendance is below the requirement then he should find out the problem and take necessary actions to reform and the same should be communicated to the parents and HOD.
- ❖ Mentor should identify talents (spots, cultural, coding, innovation, interests) of their



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Students and encourage them to organize and participate in the events.

- ❖ Mentor should support mentees academically and emotionally.
- ❖ Mentor should ensure that their students following instructions given by college or department.

The following members who have attended the meeting.

S. No.	Name	Designation	Sign
1.	Dr.C. Madhusudhana Chetty	Principal & Chairperson	
2.	Dr. D.V.Ashok Kumar	Director for Administration- RGM group of institutions	
3.	Dr. L. Siva Sanker Reddy	HOD-PA& Coordinator - IQAC	
4.	Dr. M. Srinivasulu	HOD-Pharmaceutical Chemistry & R&D	
5.	Dr. Y. Dastagiri Reddy	HOD- Pharmaceutics & T&P	
6.	Mr. K.Ravi Kumar	HOD- Industrial Pharmacy	
7.	Mr. D. Maheshwar Reddy	Asst.Prof., Exam Cell	
8.	Ms. B. Mayuri	Asst.Prof., Women empowerment	
9.	Dr. V. Ramnarayana Reddy	Asst. Prof., HOD - Pharmacy Practice	
10.	Mr. Sampath	NSS Coordinator	
11.	Mr S. Venu	Coordinator-mm	
12.	Ms. Gousia Begum	Assistant Professor	

  
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## **Mentor-Mentee Committee** **Minutes of Meetings** **(ACADEMIC YEAR 2017-18)**



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Ref No: SRCP/MM/2017-18/C-01


Date: 14/07/2017

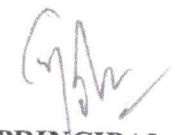
## CIRCULAR

This is to inform that a meeting is scheduled to all the members of Mentor-Mentee committee of the college on 15.07.2017 in Principal Cabin at 3.00pm. All the Committee members requested to be available on time.

The mentor-mentee committee composed of following members:

S.No	Name	Designation
1.	Dr.C. Madhusudhana Chetty	Principal & Chairperson
2.	Dr. D.V.Ashok Kumar	Director for Administration- RGM group of institutions
3.	Dr. L. Siva Sanker Reddy	HOD-PA& Coordinator - IQAC
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8.	Ms. B. Mayuri	Asst.Prof., Women empowerment
9.	Dr. Yanodhaya	Asst. Prof., HOD - Pharmacy Practice
10.	Mr. Sampath	NSS Coordinator
11.	Mr S. Venu	Coordinator-mm
12.	Ms. Ghousia Begum	Assistant Professor

  
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Date: 15/07/2017

## MENTOR-MENTEE COMMITTEE MINUTES OF MEETING

The Committee Meeting was held on 15th July 2017 from 3.00 to 4:00pm in the Principal Cabin.

The Convener welcomed all the committee members. Following are the points discussed.

Mentor-Mentee System procedures, Guidelines to be followed by the Departments and Roles & responsibilities of Mentors

### **Mentor-Mentee system procedures**

Departments should follow the following guidelines

- Students shall be assigned Mentor (Teaching faculty) from first year of the program
- Mentor shall have a maximum of 20 mentees.
- Mentees should be attached to the same mentor for the duration of program if possible.
- Mentor should meet the mentees regularly and update mentees' data sheet.
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