



THE DALE VIEW COLLEGE OF PHARMACY & RESEARCH CENTRE

Approved by PCI, AICTE and Affiliated to Kerala University of Health sciences
An ISO 9001-2015 Certified Institution **Accredited by NAAC**
Recognized under Section 2 (f) of the UGC Act 1956
Punalal.P.O., Thiruvananthapuram, Pin :695575. Phone: 0472-2853763, 2852394, 9446802073
Website:www.daleviewcollege.com/ Email : dvpharma@gmail.com

MINUTES OF MENTOR - MENTEE MEETING

Minutes of the Meeting of the College Mentor Mentee Committee for the academic year 2020-2021 held on 16th July 2020 in the Principal's Office at 10.00 A.M

A meeting was held on 16th July, 2020 by the mentoring committee to discuss the plan of action for the academic year 2020-21 in the presence of Dr. P Manoj Kumar (Principal) and all the other mentors. This meeting was conducted to provide an insight to the mentors about the difficulties and issues faced by students during the covid pandemic situation that may affect their academic performance.

The following members were present

Dr P Manoj Kumar : Principal, The Dale view college of Pharmacy and
Research Centre

Mr. Dipin Das C S : Director, The Dale View Group of Institutions

Mrs.Deena Das : Chairman, The Dale view college of Pharmacy and
Research Centre

Mr. Arun J L : Associate Professor

Mrs. Seena H : Associate Professor

Ms. Rejini Pradeep, Ms. Ananya Nair, Ms.Benita Benny, Ms. Sunina, Ms. Reshma M, Ms
Mekhna K, Ms Shifana, Ms. Princy R, Ms Arya S Kumar, Ms Ganga P, Ms Sandra Prasanth,
Ms. Neethu R : Student representatives

The agenda for the Mentor Mentee Meeting was as follows,

1. Allotment of mentees
2. To discuss the role and responsibilities of mentors
3. To discuss the frequency of meetings to be conducted
4. To minimize drop-out rates among students.
5. To identify slow learners and advanced learners.
6. Discuss the results of the semester with the mentors

The following points were discussed in the meeting

1. Mentees shall be assigned to the mentors right from the first year of the programme.
2. A mentor shall not have more than 30 mentees at a time.
3. The Mentor shall Introduce and discuss the concept of mentor- mentee system with the assigned mentees.




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4. The mentor shall meet the mentees regularly and record the outcome of the meeting.
5. The details about each mentee will be recorded and periodically updated.
6. The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institution/department for providing further motivation to advanced/gifted learners.
7. The mentor shall interact with the student and try to find out the reason for their difficulty to concentrate in studies
8. Provide a guidance for students who may be facing problems in both academic and personal aspects
9. All mentors should ensure that students are clear about the Course Structure, Evaluation system, attendance, and credits.
10. The mentees are advised to write their Class, Internal and End Semester Examinations Well.
11. The grievance related to exams should be addressed by the exam committee members and further the actions can be taken with the guidance of the SGRC
12. Mentors should share reports of the various issues raising by mentees with the HOD/Principal and the clarifications to the same are informed to the mentees by the mentors themselves
13. The Mentor shall Keep a track of the attendance, academic performance and behavioural aspects of the students by interacting with exam department and the hostel authorities etc.
14. The Mentor shall contact parents to inform the progress of their ward and maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
15. It has been decided to conduct the mentor-mentee meetings twice in a year
16. Members of the committee should actively take part in taking right decisions on right time.




Prof. (Dr.) P. Manoj Kumar, M.Pharm., Ph.D.
Principal