

***Confidential Document***

(To be perused by Staff Advisor and HOD only)

**SAINTGITS COLLEGE OF APPLIED SCIENCES**



**STUDENT MENTORING RECORD**

*".....Genuine Care & Concern....."*

NAME OF MENTOR :

NAME OF MENTEE :

BATCH :

ROLL NO :



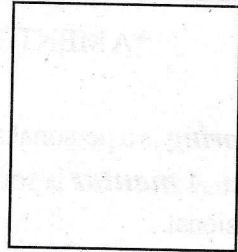
*[Signature]*

**Dr. K. K. John**  
Principal

**Saintgits College of Applied Sciences**  
**Kottukulam Hills, Pathamuttom P. O.**  
**Kottayam 686 532, Kerala**



## MENTEE PROFILE



### HISTORY OF MENTEE

Name of Student	Roll No.	Contact No. & e-mail ID	Present Address

Date of Birth :

### ACADEMIC HISTORY

% of Marks/ Grade in 10 <sup>th</sup> & Name of school	
% of Marks/ Grade in 12 <sup>th</sup> & Name of school	

### MEDICAL HISTORY

Blood Group :		Name of Doctor with Ph. No:	
Allergic to any medicine ?			
Medicine you carry all the time :			
Undergoing any treatment ? If yes, give details.			

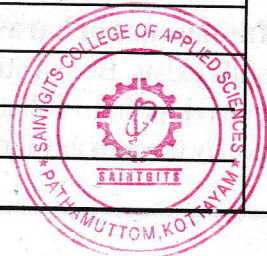
### RELIGION & COMMUNITY

### FAMILY HISTORY

Name	Occupation	Address with phone no.
a. Father-		
b. Mother		
c. Siblings -1-		
2		
3		
d. Local guardian		
Any relative studying or working in this Institution? Give details.		

### CONTACT NOS & E-MAIL ID

Father-		
Mother-		
Guardian-		





## TRAITS & HABITS OF MENTEE

(Self evaluation of Mentee)

Mentees must be provided with an environment to evaluate himself /herself & to respond honestly. Mentees must mark on table 1 & 2 given below (either positive or negative trait -whichever is applicable.)

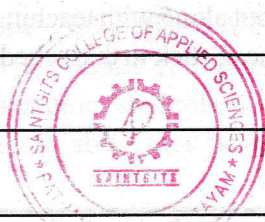
1. Character traits	
Character Traits	Related Traits
1. Honesty	Truthfulness, Loyalty, Integrity
2. Responsibility	Dependability, Reliability
3. Perseverance	Diligence, Patience
4. Caring	Kindness, Compassion, Generosity, Cheerfulness, Charity, Helpfulness
5. Respect	Self Respect, Respect for others
6. Self-Discipline	Self control
7. Integrity	Honesty, Truthfulness, Trustworthiness
8. Courage	Fortitude, Determination

### Personality Traits

Personality Traits are a combination of Inherited behaviour (traits) & Learned behaviour (characteristics). The Inherited behaviour cannot be changed because they are neurologically hardwired and thus fixed. Learned behaviour (Characteristics) can be changed as they are acquired through external influences and experiences.

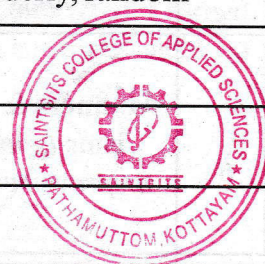
## ATTITUDES

Positive Traits	Negative Traits
accepts authority, loyal, devoted	rebellious
aspiring ambitious, motivated	self-satisfied, unmotivated
cheerful	cheerless, gloomy, sour, grumpy
determined	indecisive, unsure
does what is necessary, right	does what is convenient
enthusiastic	rude, impolite
faith in oneself	lack of faith in self
faith in others	others can't be relied on
flexible	inflexible, rigid, unbending, stubborn
forgiving	unforgiving, resentful, spiteful





focused	unfocused, scattered
hard working	lazy
honest	dishonest, deceiving, lying
humble	arrogant, conceited, ego-centric
mature	immature
optimistic	pessimistic
perfects	allows imperfection
practical	impractical, not viable
punctual	late, not on time
realistic	unrealistic, impractical
reliable	unreliable, undependable
respectful	disrespectful, rude, impolite
take responsibility	blames others
responsible	unreliable, undependable
self confident	lack of self confidence, insecure
self directed	directed by externals
self-disciplined	undisciplined unrestrained, indulgent
self-reliant	dependent
sensitive	insensitive, indifferent
social independence	social approval required
systematic	unsystematic, disorganized, disorderly, random
takes others point of view	insists on own view
trusting	suspicious, mistrusting
work-oriented	convenience first



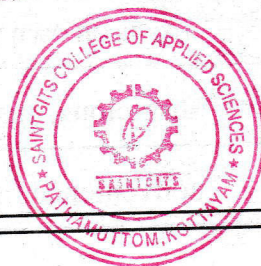


## Traits & Habits of Mentee

(During the first sitting Mentee must fill up the columns & Mentor add his/her note after assessing the mentee (before end of first semester). From next semester onwards both mentee & mentor must add the development. Mentees must be provided with an environment to evaluate themselves & to respond honestly, Mentors must add down specific comments if any or details of discussions with seniors regarding any specific traits of the mentee)

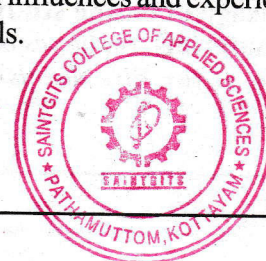
### Semester 1

Sl. no.	Habits/Traits	Evaluation/Description	Mentors Note (With date)
1	<b>Goal in life</b> (if no goal then set the goal & write it down)		
2	<b>Character traits</b> (Mark on the table given & specify where you need help for improvement)		
3	<b>** Personality Traits</b> (Mark on the table given & specify where you need help for improvement)		
4	<b>Learning ability (Grasping power):</b> (Quick learner, Moderate, Slow)		
5	<b>Moral &amp; ethical values :</b> (the strength, will and motivation to resist the forces of evil within oneself and do what is right)		
6	<b>Manners &amp; Mannerisms</b> (good, need improvement etc....)		



7	<b>Leadership Quality</b> (excellent, good, satisfactory, Not a good leader)		
8	<b>Innovative thinking</b> (high, medium, low, want to develop)		
9	<b>Language skill</b> (excellent, good, satisfactory, wish to develop more)		
10	<b>Group Dynamics</b> (Cooperative, good in team work etc.)		
11	<b>Sincerity Accountability &amp; Punctuality</b>		
12	<b>Physical, Mental &amp; Spiritual status : (with specific reference to emotional stability)</b>		

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## Curricular & Co curricular activities

(Record suggestions given by Mentor & improvements if any)

Sl. no.	Activity / Habits	INVOLVEMENT/RESULTS (to be filled by mentee)	MENTORS REMARKS
1	<b>Results of University exams</b> (compare the status w.r.t. previous results & state improvements)		
2	<b>Working / Study Habits</b> (Hard working, systematic, studying in exam point of view etc. ... Also state <b>Time management habits</b> )		
3	<b>Reading Habits</b> (specify the type of reading materials - News papers, Magazines, books... etc... name each one)		
4	<b>Involvement in sports, games, cultural events &amp; other extra activities</b>		
5	<b>Involvement in social activities</b> (Interested or not, past involvements, any new plans etc...)		
6	<b>Pursuit of knowledge</b> (specify area of interest, study/reading in this area, additional courses undertaken or plan to do etc....)		
7	<b>Obedience to existing rules &amp; Regulations</b> (Yield if agreeable, give response if not agreeable or generally rebellious in nature.)		
8	<b>Usage of online study materials</b> (write yes or no. If yes, give details)		



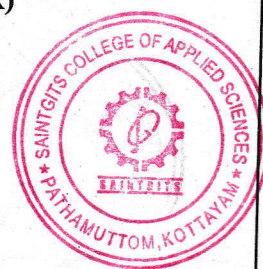
**ASSESSMENT OF THE MENTOR ON COMPLETION OF EACH SEMESTER.** (Give specific remarks on academic status - No. of papers failed - remedial steps taken - details of improvement)

**SPECIFIC ACHIEVEMENTS OF THE MENTEE DURING THE CURRENT SEMESTER**

**DETAILS OF MEETING WITH PARENTS WITH DATE & PURPOSE**

**ANY DISCIPLINARY ACTIONS INITIATED DURING CURRENT SEMESTER**

**COUNSELLING DETAILS (ADD DETAILS FROM THE COLLEGE COUNSELLOR)**





**DETAILS OF PERIODIC INTERACTION** (Give the date & time of interaction, specific remarks on discussed, any positive improvement etc.....)

**ANY OTHER DETAILS**

