



## REPORT OF MENTOR SYSTEM 2023-2024

### DEPARTMENT OF VISUAL COMMUNICATION SHIFT- 1

NAME OF THE MENTOR	ISSUES RAISED BY THE MENTEE	ACTION TAKEN
Rev Bro John Thomas .G Ms. Kalaiarasi.D MS. C. HELEN REBECCA Mr. Gokul Boominath	Need More Seminar on Film Making	Conducted webinar and outreach programme
	Need Outreach Program For More Exposure	
	Provide Camera for Practical class	Informed management and action taken
	Increase screening hour for third years	
	Need Edit Suite	Edit Suite constructed
	Provide Practical Knowledge	Arranged more practical classes
	Need industrial connect with television directors	Conducted Film making workshop. Planning to have more technical sessions with television directors
	Need Outreach Program For More Exposure	
	Improve lighting in photo studio	Informed to management
	Need More Practical Class	Arranged more practical class
	Provide More Drinking Water Facility	Facility provided

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**DEPARTMENT OF COMMERCE ACCOUNTING & FINANCE- SHIFT I**

<b>NAME OF THE MENTORS</b>	<b>ISSUES RAISED</b>	<b>ACTION TAKEN</b>
R.Selvi Mr. M. Parthiban Ms. Prema. M Ms. Leena Thomas Ms. E. Felicit Beneta Ms. C. Navukkarasi Gomathy Ms. V. Subha Ms.R.Umamaheswari	Books are not available in the department for the students reference	Made arrangement to collect the books from alumni. Most of the students and staffs donated many books to the department library. It has been provided to the poor students for their reference from the next semester.
	Required for up gradation of Ground for track events	Informed to Management Smart class under proposal
	No proper light facility in the rest room	Light facility has been arranged through the management
	Request to have course other than academics.	Planning to have in the next Academic year
	Request to have improved drinking water facility	Informed management and made it available
	Needs first aid kit with all necessary needs	
	Required career guidance for life aspect & PG Studies	Provided Career guidance by Alumni
	Need more lively classes	Conducted more practical classes like Product planning, logo designing.
	Required industrial visit	planning to have Industrial visit
	Need to get professional course like beautician	Planning to have in the next Academic year
	Class rooms has not been swept	Instructions has been given to the sweepers by the head of the department to clean the class rooms regularly and it has been kept neatly
	Need more counters for the canteen	Extra counters provided
	More space for Parking of the two wheeler should be provided	Provided additional places for students parking
	Price list should display in the entrance of the canteen	Informed to canteen in charge and action taken
	Boys rest rooms are much away from the class rooms try to provide rest rooms near to the class room	Informed to the Management and instructed the scavenger to clean often



**DEPARTMENT OF COMMERCE GENERAL- SHIFT I**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>ACTION TAKEN</b>
Mr.Balachandar.T	More attention needed in Problem papers	Informed to subject handler to give more attention
Ms.Leena Rani. S	Due to his personal issues he could not concentrate on studies.	Sent the student for counseling
Mr.Hariswaran.B	Problems could be made easy to understand	Discussed with staff who are handling quantitative papers
Ms.Papitha.T	More department activities are to be done.	Planning to have in the next year
Dr. Venkatesan. M	Need industrial visit	Planning to arrange for the next academic year
Ms. M. Elakkiya	OD is to be properly communicated for attending NCC activities	Informed to the respective in charges
Ms. D. Mythily	TNPSC coaching is needed	Planning to have in the near future
Ms. S. Bhavani	Not able to understand the subjects	Special remedial coaching were arranged
Ms. Saranya T	Missed so many classes due to NCC activities	Counseled to balance both studies and NCC
Mr. R.	Could not attend the classes due to family issues	Sent to counselor for counseling
Chandrasekaran	Spoken English Classes are needed	Planning to have in near future
Dr. R. Murugan	He could not attend the classes as he suffered a lot from health issue	Counseled and motivated
Dr. Elumalai.M.C	He lost the interest in studies due family issue	Counseled and motivated
Ms. L.S. Sugapriyanka	He could not carry out more NSS work	Counseled to balance both studies and NCC
Mr. Raj Kumar	Help needed for finding a good job	Given guidance and informed to placement cell
Ms. K. Nivetha	More quizzes are to be	Motivated to participate in quizzes conducted by inside and outside college
Ms. Tanya	Requested to have coaching classes for competitive exam	Organized coaching classes for competitive exam
Dr. Devaraj.C	Classes are not interactive	Informed to subject handler to give more attention
Dr. Ashwini. K	Spoken English Classes are needed	Planning to have in near future
	Competitions can be held through online	Motivated to participate in other college online Competition
	Health issues	Advised to take medical treatment
	Doubt clarification classes should be conducted	Organized Tutorial classes to clarify doubts
	College time is not comfortable as she is going for part time job	Counseled to make him available for classes
	No coaching class for competitive exams	Planning to have in near future
	Could not buy books due to lack of	Provided staffs reference book for



	funds	preparation
	Classes are monotonous	Action taken to make the class more interactive
	Classes are not interactive	Action taken to make the classes more interactive
	Unable to concentrate due to personal issues	Counseled and motivated to concentrate in studies
	Due to financial situation, students going for part time jobs	Counseled to manage time for studies
	Could not attend the classes due to family issues	Sent to counselor for counseling

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**DEPARTMENT OF BUSINESS ADMINISTRATION SHIFT – 1**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>ACTION TAKEN</b>
Mr. R. Leonard Solomon	Needs more books in library and library hour.	Planned to have in next year
Ms. Gabriyala Gladys. P	Raised an issue of windows bombarding and without stoppers causing disturbances in class	It was informed to the office superintendent and Windows are repaired.
Ms. Preethi Anilkumar	Need coaching for competitive exams and for higher studies entrance.	Will be provided in the next academic year
Dr. A. Shamim Banu	College timings can be changed from 8:30 a.m. to 9.00am	Informed to management
Ms. Gunachithra S	Has financial problem and goes for part time job which makes him weak.	Counseled to balance both health and job
Ms. Ann Hepzibah Niraja. S	Needs notes for all the subjects	Addressed to the subject teachers and sorted. E content provided in the website
Ms. Janani. J	Is a good dancer and needs some extracurricular training in campus.	Will be informed to management
Ms. Faeza Riaz	Needs good healthy food at canteen.	Informed to canteen in charge
	Needs hygienic toilet facility and regular cleaning	Necessary action was taken by campus in charge
	Need more outlets for canteen for easily reachable.	Planned to construct new canteen
	Reported as fans are not working properly	Informed to the management. Fans and Lights has been replaced as per the requirement
	Raised an issue that there are no latches / stoppers in windows.	Latches and stoppers are replaced
	Needs coaching for government exams.	Planned to conduct from next academic year
	Not having enough time to study due to part time job	Counseled to balance both studies and job
	Facing health issues	Enquired her health issue and counseled to take care her health



**DEPARTMENT OF BUSINESS ADMINISTRATION SHIFT – II**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>ACTION TAKEN</b>
Dr.Christina Febiula Mr.V. Senthil Murugan Ms. Rajalakshmi. A Mr. A. Kamalakannan	Struggling to clear more Arrears	Remedial Coaching provided. Question banks given to clear the arrears
	Need good restroom facility	Informed to campus in charge to maintain the campus clean
	Unclean Restroom	
	Not able to concentrate due to Family Problem	Sent for personal counseling
	Canteen facility	Informed to management New canteen under construction
	Needs digital library	Provided digital library
	Water purifier is not working properly	Water purifier serviced
	Need Wi-Fi facility in campus	Provided Wi-Fi facility in campus
	Need variety of food items in canteen	Informed to canteen in charge to prepare a chart
	Need special class	Conducting Remedial and Tutorial classes

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**DEPARTMENT OF COMPUTER APPLICATIONS SHIFT- I**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>ACTION TAKEN</b>
Dr. Hemalatha.B Dr. Indumathi. T	Fan and Tube lights were not in proper condition	Informed to the management and Fans and Lights has been replaced
Ms. K.Rajalakshmi Ms. Sathiyajeya. C	Requirement library hour	One hour per week will be allotted as Library hour for I and II year students from the next academic year
Ms. Vasuki Ms. Sasikala	Windows are not in proper condition	It was informed to the campus in charge and Windows are repaired
	No proper light facility in the rest room	Light facility has been arranged through the management
	Napkin wending machine not in working condition	Informed to the management and it was repaired
	Need coaching for competitive exams and for higher studies entrance.	Action taken through IAS academy of the College to plan for the next academic year
	Needs notes in all subjects	Addressed to the subject teachers and sorted. E content provided in the website
	Needs cultural activities	Planned to have in the next academic year
	Class rooms has not been swept	Instructions has been given to the sweepers by the head of the department to clean the class rooms and it has been kept neatly

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**DEPARTMENT OF CORPORATE SECRETARYSHIP SHIFT II**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>ACTION TAKEN</b>
Ms. Reshma Mary	Certain Books are not available in the Library	Requested the librarian to add some more books
Ranjith	Not able to concentrate in studies due to Family Issue	Sent for counseling
Ms. Sonal	No Opportunities in sports	Informed to physical director to provide opportunity
Mr. Latheep S	Fan and Tube lights were not in proper condition	Informed to the management and Fans and Lights has been replaced as per the requirement
Dr. Arunagiri. M	Difficult to understand Corporate accounting	Requested subject handlers to explain clearly
Ms. Subhashini.K	Requirement of library hour	One hour per week is allotted as Library hour for all the 1 <sup>st</sup> & 2 <sup>nd</sup> year students from the next academic year
	Drinking water is not available during break time	Informed to the management and made available
	Water facilities are not available to wash hands in the canteen	Water taps has been arranged to wash their hands
	Girls rest rooms are not in clean	Rest rooms has been cleaned and kept neat by sweepers
	Napkin wending machine not in working condition	Informed to the management and it was repaired

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**DEPARTMENT OF COMMERCE CORPORATE SECRETARYSHIP –SHIFT I**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>ACTION TAKEN</b>
Ms. Lavanya Devi.P	Irregular to college	Counseled to change behavior, Asked to be regular, and study well
Ms. Rajalakshmi. V	Problems in family	Problem was enquired and Counseled.
Mr. Selvakumar.A		
Ms. Nalini. B	Doing part time job, no time for studies	Guided to balance Job and Studies
Mr. Sebastian	Problem in family not good in studies	Problem was enquired and motivated to study well.
Ms. Malathi. A		
Ms. Dikshitha J	Not able to clear arrear	Remedial coaching given. Question bank for all the subjects were provided
Dr.Magendiran.C		
Mr.Rajavelu.K	Not able to understand corporate accounting	Subject handling staff was requested to take care
Mr. A. Bharath Kumar	Need addition drinking water facilities	Provided water facilities
Dr. Kannaki. A	Due to financial reason he is going part time job. Not able to concentrate on studies	Counseled to balance the studies and job
Dr. G. D Jasper Jemima		
Dr. Jemila.D	Required library hour in the time table	Will be provided from next academic year
Ms. A. Ashmi	Not providing sufficient quality of food in canteen	Informed to the canteen committee. And They arranged a staff member to check the quality of the food from canteen
Ms. Chandravadhana.		
Ms. Arockiya Princey	Not regular in class	Informed to their parents about their irregularity and counseled personally
	Not regular in class,	
	Family issues	Sent for counseling
	Not able to concentrate on studies	Counseled to concentrate and motivated
	Class rooms has not been swept	Instructions has been given to the sweepers by the head of the department to clean
	Requesting food items in canteen along with snacks	Information given to management regarding canteen issue
	Not able to understand Quantitative paper	Requested subject handlers to take care
	More Eatable items should be Provided	Instruction has been given to the canteen
	Price list should display in the entrance of the canteen	
	Health problem	Advised to take medical treatment
	Required College Bus	Informed to management
	Add on courses can conduct	Planned to have in the next



		academic year
	Need common room for female students	Common room provided for female students
	Girls rest rooms are not in clean	Rest rooms has been cleaned and kept neat
	Not having enough time to study due to part time job	Counseled to balance both studies and job
	Facing health issues	Enquired her health issue and counseled to take care of her health
	No proper light facility in the rest room	Light facility has been arranged through the management
	Cleanliness of canteen is bad	Management asked the canteen workers to keep canteen clean.
	In order to help the family taking leave frequently	Informed her parents about her irregularity and counseled
	Due to severe health issue, could not attend college	Enquired her health issue and counseled to take care of her health
	Couldn't continue studies due to family issues	Met her parents and adviced them to allow the student to continue her studies
	As single parent to support family engage with part time job,so not attending classes regularly.	Counseled to balance both studies and job

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**DEPARTMENT OF COMPUTER SCIENCE SHIFT II**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>Action taken</b>
Ms. Anitha. R	No proper light facility in the rest room	Light facility has been arranged through the management
Ms. T. Sarah Jebajency	Cleanliness of canteen and no water to wash the hands	Action taken by the canteen committee. They asked canteen staffs to keep canteen clean. Water taps has been arranged to wash their hands
Ms. S. Deepa	Windows, benches and fans are not in proper condition	It was informed to the office supertinent and Windows are repaired, benches are provided and fans has been repaired
Ms. Shanmuga Sundari	Not able to understand quantitative paper	Subject handler was requested to take care
	Lack of concentration in studies	Reason enquired and tips were given for improvement
	Requirement of library hour	One hour per week is allotted as Library hour for the students from the next academic year
	Fan and Tube lights were not in proper condition	Informed to the management and Fans and Lights has been replaced as per the requirement
	Napkin wending machine not in working condition	Informed to the management and it was repaired
	Drinking water is not available during break time	Informed to the management and made available the RO water

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**DEPARMENT OF ENGLISH SHIFT- I**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>Action taken</b>
Ms.K. Y. Indhumathy	Not able to communicate in English	Asked to participate in classroom conversations
Ms. G.Pradha		
Ms.Rekha.T.N	Class rooms has not been swept	Instructions has been given to the sweepers by the head of the department to clean the class rooms and it has been kept neatly
	Not providing sufficient quality of food in canteen	Informed to the canteen personals And They arranged a staff member to check the quality of the food from
	Girls rest rooms are not in clean	Rest rooms has been cleaned and kept neat
	Sufficient books are not available in the library	Provided books for students reference
	Lack of concentration in studies	Reason enquired and tips were given for improvement

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**DEPARTMENT OF TAMIL SHIFT- I**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>ACTION TAKEN</b>
DR.T.PREMA	Long Absentee	Met their parents and reason was enquired and given advice
	Long Absentee	
	As he faced family problem not able to attend the class	Sent for counseling
	As family struggle with poor, in order to help family doing part time job , not able to attend class regularly	Counseled to balance both studies and job

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**DEPARTMENT OF MATHEMATICS**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>ACTION TAKEN</b>
Mrs. T.N. Rekha	Due to financial situation, not able to concentrate on studies	Sent for counseling
	Weak in studies due to part time job	Counseled to balance both studies and job
	Expected extra time for break	Informed to management
	Lack of concentration in studies	Reason enquired and tips were given for improvement

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**DEPARTMENT OF COMPUTER APPLICATION-SHIFT II**

NAME OF THE MENTOR	ISSUES RAISED	ACTION TAKEN
Mr.S.Ranganathan	Advised to clear Arrears	Provided question banks for the university exam preparation
Mrs.C.Dhanalakshmi	To increase the number of books in the library	Updating periodically
Ms.S. Lingeshwari	Requested Coaching for sports	Informed to physical director to provide opportunity
Mrs.S.Anitha	Lacks in communication	Motivated to improve communication skills through reading habits
Mr. M. Nithyanandan	Need coaching for competitive exam	Will be arranged from next academic year
	Need some additional courses	Motivated to do SWAYAM NPTEL courses
	Not able to get good marks	Counseled to work hard to get more marks
	Difficult to clear arrears	Provided question banks for the university exam preparation
	Class rooms has not been swept	Instructions has been given to the sweepers by campus in charge and it has been kept neatly
	Requirement of library hour	One hour per week is allotted as Library hour for all the 1 <sup>st</sup> & 2 <sup>nd</sup> year students from the next academic year
	Needs hygienic toilet facility and regular cleaning	Necessary action was taken by campus in charge
	Need coaching for competitive exams and for higher studies entrance.	Planning to provide in next academic year
	Requested to conduct add on courses	
	Need industrial visit	Will be provided in the next academic year



**DEPARTMENT OF ELECTRONICS AND COMMUNICATIONS SHIFT – I**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>ACTION TAKEN</b>
Prof. V. Savithri Prof. S. Fabbiyola	Reported as fans are not working properly	Informed to the management and Fans and Lights has been replaced as per the requirement
	Provide Practical Knowledge	Arranged for more practical classes
	Improve Canteen Facility	Temporarily arranged. Permanent canteen under construction
	Needs RO. Drinking water	Provided RODrinking water
	More microprocessor kit	Provided More microprocessor kit

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**DEPARTMENT OF COMMERCE SHIFT- II**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>ACTION TAKEN</b>
Ms.Prasanna. S	Family issues	Sent for counseling
Ms. S Nandhini	Not able to concentrate on studies	Counseled to concentrate and motivated
Ms. P.S. Athiramol	Class rooms has not been swept	Instructions has been given to the sweepers by the head of the department to clean
Dr. A Sri Devi	Requesting food items in canteen along with snacks	Information given to management regarding canteen issue
Dr. P. Loganathan	Not able to understand Quantitative paper	Requested subject handlers to take care
Ms.C.S.Annaline	More Eatable items should be Provided	Instruction has been given to the canteen
Dr. P. Sivasankari	Price list should display in the entrance of the canteen	
	Health problem	Advised to take medical treatment
	Required College Bus	Informed to management
	Girls rest rooms are not in clean	Rest rooms has been cleaned and kept neat
	Not having enough time to study due to part time job	Counseled to balance both studies and job
	Facing health issues	Enquired her health issue and counseled to take care of her health
	In order to help the family taking leave frequently	Informed her parents about her irregularity and counseled
	Due to severe health issue, could not attend college	Enquired her health issue and counseled to take care of her health
	Couldn't continue studies due to family issues	Met her parents and adviced them to allow the student to continue her studies
	As single parent to support family engage with part time job,so not attending classes regularly.	Counseled to balance both studies and job



**DEPARTMENT OF COMPUTER SCIENCE, SHIFT-I**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>ACTION TAKEN</b>
Mr.S.James Benedict Felix	To extend Canteen facility	Informed management, under process
Mrs.W.Shamila	Asked arrange Job Fair	Informed placement and planning to have Job Fair
Mrs.N.Vaishali	To arrange for coaching classes for TNPSC,UPSC exams	Will be provided from next academic year
Mrs.N.Vaishali	To improve Lab infrastructure	Provided Lab infrastructure Printer facility in Computer Lab
Mr. Jerome Robinson.A	To provide Printer facility in Computer Lab	
Mr. Selvaraj.D	To extend break time	
Mrs.Sujdha C	Change in the College timings	Informed to Management
	To consider Late comers who are going for part time jobs.	10 minutes grace time is given for Late comers
	Sports opportunities	Informed to physical director to give
	Clean and sophisticated benches	Requested campus manager to maintain benches
	Need more snacks items in Canteen	Instruction given to canteen incharge
	Provide OD for NCC	Provided OD & attendance NCC & Cultural works
	Provide Attendance for Cultural works	
	To provide free wifi to PG students Projects	Provide in the library
	To reduce the price of foods in Canteen	Instruction given to the canteen in charge

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**DEPARTMENT OF COMMERCE COMPUTER APPLICATION SHIFT – II**

<b>NAME OF THE MENTOR</b>	<b>ISSUES RAISED</b>	<b>ACTION TAKEN</b>
Mr.A.Sahaya Nixon	Conduct a certificate course to develop techno skills	Planning to organize in the next academic year
Mr.D.Lakshmanan	Conduct Bank Exam Coaching classes	Workshop and seminar was organized for competitive exam
Ms. Maria Gloria. C. V	Conduct a program about scope of Higher Studies	Workshop and seminar was organized for career development
Ms. Maria Gloria. C. V	Conduct Competitive Exam coaching classes	Will be provided from next academic year
Ms. Priyakumari. S	Provide Transport facility	Informed to management
	Needs library facility and library hour.	Requisition sent librarian
	Requested for more placement opportunities	Informed placement cell and planning to have Job Fair
	Requesting library hour	Planning to provide for 1 <sup>st</sup> and 2 <sup>nd</sup> year students in the next year
	Sports opportunities	Informed to physical director to provide more opportunity

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