



ST. ALOYSIUS' COLLEGE

AUTONOMOUS
JABALPUR- 482001
MADHYA PRADESH, INDIA

CRITERION-7

INSTITUTIONAL VALUES AND BEST PRACTICES

Key Indicator – 7.1

Institutional Values and Social Responsibilities



Metric No.: 7.1.1

Promotion of Gender Equity



Document Name

Mentoring Counseling





ST. ALOYSIUS' COLLEGE

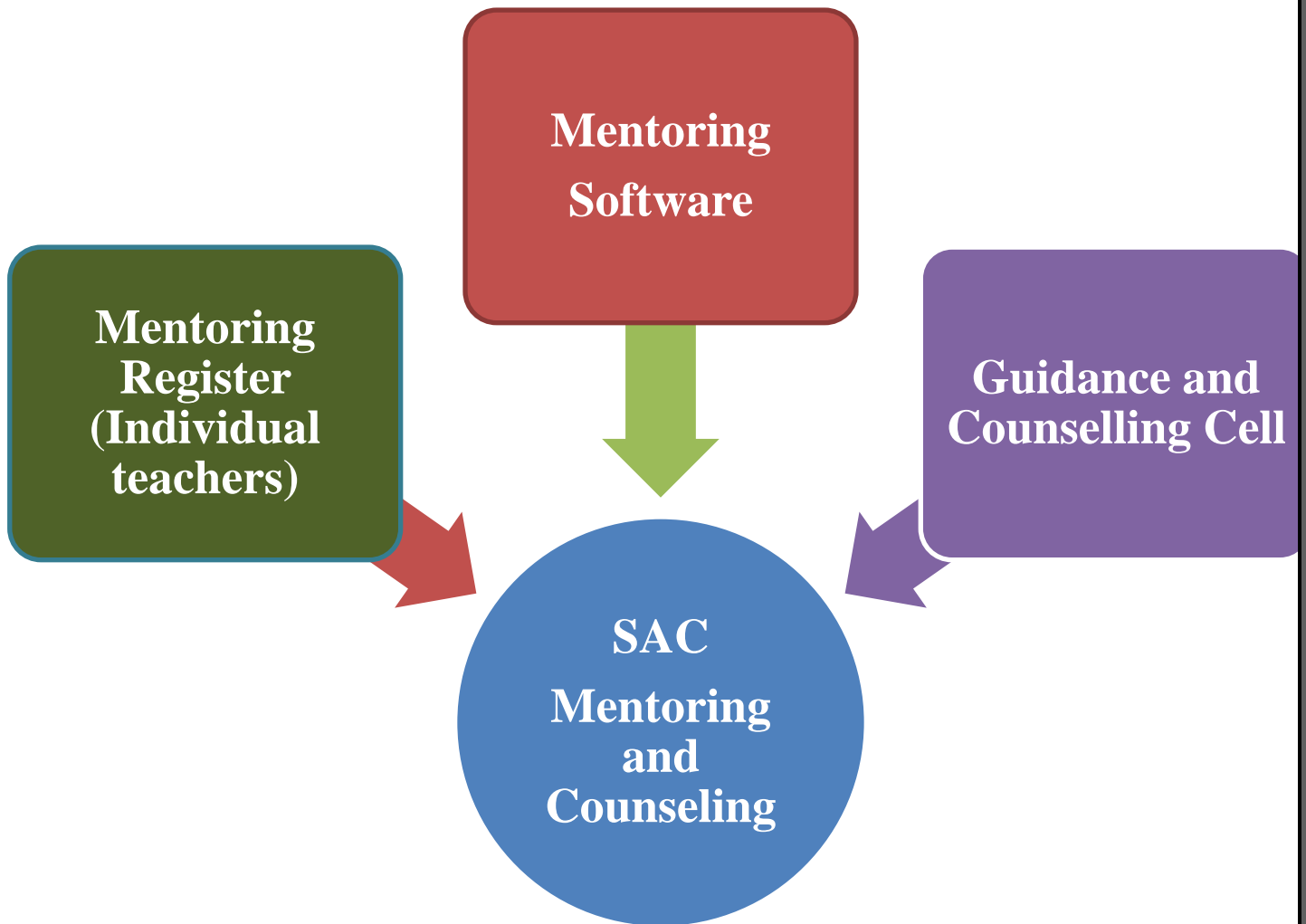
(AUTONOMOUS), JABALPUR(M.P.)

Reaccredited 'A+' Grade by NAAC (CGPA 3.68/4.00)

College with Potential for Excellence (CPE) by UGC

DST-FIST Supported & Star College Scheme by DBT.

Mentoring and Counseling in SAC





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Guidance and Counseling Cell

Dr. Kiran Mishra (In-charge)

21 November 2020 personal counselling

Name of the student - Chakshu Chauhan
M.Sc. III Sem.

Problem - reduce concentration (stress)


Action taken by Counsellor - Discussion

Suggestion - meditation

Analysis - girl is very studies & Ambitious

Feedback by the student - after discussion with Counsellor I'm feeling better. your suggestion very useful.

Chauhan



27 November 2020


Group Counselling

Topic - Interview skill./ How to face Interview

Venue - Room NO. 118

Resource Person - Ms. Madri Khanna.

Target Audience - BBA.



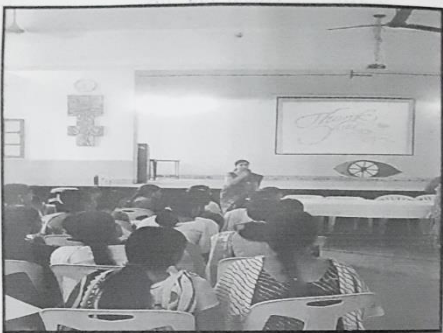
No. of students Participated - (46)

In this counselling session, Ms Khanna introduced some tips & body language. Demo given by them.

15 December 2020

Topic: Career options for girls

Venue - online



No. of students participated - (79)

Dr. Kiran Mishra spoke about different career options for girls. It was the open discussion and many girls shared their family problem, social problem, and academic problems.

8 April 2021

Topic - How to reduce the stress level.


Mode - online on google meet.

No. of Participants - (64) [open for all]

Dr. V Assali discussed about the increasing level of stress level in the students. With the help of meditation & time management [Art of Living] student can reduce their stress.

Task given by Dr. Assali -

- Meditation
- Breathing Exercise
- Music





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11 June 2021
 personal Counselling - (Online)
 Name of the student -
 Problem - Deep depression

Cause - lost his parent in the month of may.
 Felt insecurity and loneliness.

Discussions - Day 1 - simple introduction
 Day 2 - About the family.
 Day 3 - Discussions about the family.
 Day 4 - Discussions about peer group.
 Day 5 - Discussions about hobbies.
 Day 6 - Discussions about Achievements.
 Day 7 - Confidence and aim of life

Feedback - इस Counselling से मुझे बहुत जायदा हुआ क्योंकि 20 दिन पहले मुझे Covid के कारण बिल्कुल अच्छा नहीं लगता था बहुत Negativity आ गई थी कुछ जीवन खत्म करने का मन करने लगा था।-पारो और निराशा ही थी।
 But the Man की counselling के बाद बहुत Positivity आ गई है। life को जीने का मन करने लगा है। मेरा mental level 9A होक हो


9 June 2021 personal Counselling
 Name of the student - sharily joy
 Problem - mood swing



The girl of first year is faced the problem of mood swing because of hormonal disbalance. I suggested her to meet the gynaecologist.

1st meeting - After medical checkup it was observed that she was in good condition. The main pro cause of the problem was to give attentions of their parents.

22/08/2021
 Topic - Goal Setting
 Resource person - Mr. Naser Khan
 No. of Participant - 92



In the talk Mr. Khan asked about the strength, weakness and opportunities of the students. He asked to the students to understand their capability and set the priority.

Students feedback -
 सर के लेक्चर से हमें अपने लक्ष्य को लक्ष्य को कैसे set कर पता चला। हमें अपनी क्षमता के अनुसार लक्ष्य निर्धारित करना चाहिए और उसका दिशा में जागरण प्रयास करना चाहिए।

23/08/2021
 Personal Counselling
 Name of the student - A student of B. com.
 Problem - Depression and anxiety
 Cause - Not got the highest marks

Discussions - 1st meeting (23/8/2021) - General discussions.

2nd Meeting (7/9/2021) - Discussions of family background. [All are science background]

3rd Meeting (27/9/2021) - Discussions -
 • The root cause is family background.
 • Second cause - Over ambitions. [Analysis]

4th Meeting (6/10/2021) - Discussions with the student & family members. Given suggestions to the family members.



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6/10/2021 (Personal Counselling)

Problem - Adjustment in the family and workplace.


Name of Candidate -
Actions taken by Counsellor - Discussion

After discussion it is found that she is newly married and working woman. She has to maintain the time.

⇒ Tips given by the counsellor.

15/10/2021 - 2nd meeting with the Candidate.
Discussions and follow-up

Condition is better. Candidate is trying to manage both the side family & work place.




16/11/2021

Group Counselling.

Topic - How to overcome from the Exam fear.

Resource person - Ms. Richa (Delhi)

Total No. of participant - 104



- The lecture was too good. In the Lecture it mention- at the time of Examination Rest (SIRP) is very important. I will follow the tips of given by Richa Ma'am.

AK


18/02/2022 Personal Counselling.

Name of the student - Akash Keshavnani

Problem - Not regular and enthusiastic

Actions taken by the Counsellor -
observations and discussion

After discussion and observations some suggestions given by the counsellor



After counselling I understand the importance of B.Ed. As already I completed my B.E. but inspite of it to become a good teacher, discipline, interest and dedication is needed.

I am very thankful to you for next fruitful session/counselling

Akash



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Google

Jabalpur, Madhya Pradesh, India
Penty Naka Sadar, Sadar Main Rd, Cantt, Jabalpur, Madhya Pradesh 482001, India
Lat 23.153432°
Long 79.952994°
16/04/24 01:04 PM GMT +05:30

GPS Map Camera



Google

Jabalpur, Madhya Pradesh, India
Penty Naka Sadar, Sadar Main Rd, Cantt, Jabalpur, Madhya Pradesh 482001, India
Lat 23.153432°
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GPS Map Camera



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Individual teachers Mentoring Register

Vinny Ramnani

Date: _____ Page: _____

Father name : Jaike Ramnani
Mother name : Heera Ramnani
Father occupation : Businessmen
Contact no : 9131485104
Email id : Vinnysramnani@gmail.com



Blood group :-
Religion : Sindhi
Category : General
Hobbies : Dancing, singing
Home address : Trinwathi nagar,
- Ambedkar Colony, Jabalpur.

D.O.B. :- 25/1/2002
Future goals - self Business
Difficulties - Account's, MATHS
Favourite subject - business Law.


Accounts & maths में problem है।
मे मुझे half yearly के बाद परा
Exams देने के बाद English फिर
में problem जाती है। Accounts
maths में practicals में problem
जाती है।

6 March 2020 Suggestion by Teacher
Kindly concern with you subject to
with respect to the problem that you are
you can also use video lectures available
library in our digital library.

Sonal Mehta

Date: _____ Page: _____

FATHER NAME :- Mr. PANKAJ MEHTA
FATHER OCCUPATION :- GOVERNMENT EMPLOYEE
No. of FAMILY MEMBERS :- 4
CONTACT No. :- 7067567486
MOTHER NAME :- Mrs. REENA MEHTA
E-MAIL ID :- Sonalmehta.892@gmail.com



BLOOD GROUP :- B⁺
RELIGION :- PUNJABI
CATEGORY :- GENERAL
HOBBIES :- READING, NOBAL
HOME ADDRESS :- NEW KANCHANPUR SHARDA COLONEY
ADHARTAL (JABALPUR)
D.O.B. :- 07/01/2000
FUTURE GOAL :- FRM (FINANCIAL RISK MANAGER)
IQ :- 52%
Self (ONWARD) :- DISCIPLINE
DIFFICULT SUB :- BUSINESS LAW
FAVOURITE SUB :- Comp, ACCOUNTANCY
X FACTOR :- SINGING



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YASHIKA SHARMA

Father's Name :- Mr. Vijendra Sharma
Father's Occupation :- Businessman
No. of family members :- 05
Contact No. :- 9301777721
Mother's Name :- Mrs. Smiti Sharma
Email ID :- yashu22k@gmail.com

Blood Group :- O⁺
Religion :- Hindu
Category :- General
Hobbies :- sports
Home address :- Behind phamapuri police station Kanchnar H. No. 662/1.

D.O.B :- 18/02/2002
Future goal :- Play for Country.
IQ :- 65%
Self (one word) :- Helping
Difficult subject :- Accountancy, Maths.
Favorite subject :- Computer.
X-factor :- Designing




Yashika

YASHU LODHI

Father's Name :- Mr. Dilip Kumar Lodhi
Father's Occupation :- Businessman
No. of family Members :- 5
Contact no :- 9424988882
Mother's name :- Mrs. Uma Lodhi
E-mail ID :- Yashu lodhi01@gmail.com

Blood group :- A⁺
Religion :- Hindu
Category :- OBC
Hobbies :- Reading Books
Home address :-

D.O.B :- 24/03/2001
Future goal :- Professor.
IQ :- 83.4%
Self (one word) :- Discipline.
Difficult Subject :- Maths.
Favorite Subject :- Computer.
X-Factor :- Drawing.



Yashu

Tanisha Rohilla

Father's Name - Late Vijay Rohilla
Mother's Name - Late Rinku Rohilla
Father's occupation - Contractor
No. of family members - 4
Contact No. - 6261443173
Email ID - Tanisha Rohilla@gmail.com

Blood group - B⁺
Religion - Hindu
Category - General
Hobbies - Singing
Home address - Narayan Nagar Guzara Chowk Barha. 521/1.

Do.B - 22-11-2001
Future goal - New achievements.
Self - Caring, Caring, helping others.
Difficulty - Accounts, Maths, Entrepreneurship.
Favorite subject - English, Computer, Business law
X-factor - Drawing, Painting.



Tanisha



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Career Counseling Cell

Dr. Chitranshi Verma (In-charge)

S.No	Name	Class	Contact details	Counselor	Sign
1	Pratishtha Funde	BBA III yr	8720083629	She queried about enrolment in T.E. Y.T.E Programme. This was advised and indicated the same.	[Signature]
2	Shreya Patel	B. Com III	9340108421	Wanted to know about campus selection.	[Signature]
3	Dushyant Kumar	BA (Pol)	6266213528	How to prepare for interment. Sessions were provided.	[Signature]
4	Nikhil Pawar	BBA III	700071072	Problem in English communication. He was told about the language lab in the college where he got enrolled.	[Signature]

S.No	Name	Class	Contact details	Counselor	Sign
1	Shreya Patel	BBA III	8462-XXXXXX	How to prepare for MBA? He was given guidance about various campus selection process for MBA. He was advised about placement of college. Information was given to him and was added in the group of college.	[Signature]
2	Anish Vishwakarma	BBA III	7951923315	Wanted to prepare for O.S. He was advised about the procedure for O.S. He was also advised about placement of college.	[Signature]



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S. No.	Name	Class	Contact Details	Counselling provided	Sign
27-12	Pooja Khatke	B.Sc.	9871266773	She wanted to know about safety security etc. was given the link to the website.	[Signature]
28-12	Sonal Khatke	B.Com.	9871266773	She wanted to know about about 10 marks. She was informed about various relation for such preparation and security questions was given.	[Signature]
29-12	Ayush Khatke	B.Sc.	9871266773	Inquired about safety security etc. was given the link to the website.	[Signature]
30-12	Sanjay Khatke	B.Sc.	9871266773	Preparation of various necessary guidelines was given to him.	[Signature]

S. No.	Name	Class	Contact Details	Counselling provided	Sign
31-12	Ganga Khatke	B.Sc.	9871266773	Career opportunities after graduation.	[Signature]
32-12	Yash Khatke	B.Com.	9871266773	Had query regarding about the website.	[Signature]
33-12	Diyanka Khatke	B.Com.		Difficulty in filling of 24 form. Query solved.	[Signature]
34-12	Surbanshi Khatke	A.Com. (P.A.)		Career options after graduation.	[Signature]
35-12	Miyanshi Khatke	B.Com.		Wanted to know about about about the process of safety security etc. necessary guidelines was given to her.	[Signature]
36-12	Adithya Khatke	B.Com.	9871266773	Inquired about the complete details. She was connected to college placement group.	[Signature]



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2-1-22	Pratikha Singh	B.Com	920162021	Inquired about applying in IAS & PS.
2-1-22	Krunal Dubey	BBA	920162021	How to apply for jobs and get qualification for TCS and other companies
1-22	Pankaj Gupta	BBA	920162021	Inquired about MBA colleges in India and membership and fees for MBA. Also inquired about career options in marketing.
1-22	Pragati Mishra	BSC	920162021	Career options after graduation including government jobs.
2-22	Krunal Dubey	B.Com	920162021	How to prepare for bank PO exam. Guidance was given to him.

10-1-22	Rishu Arora	BBA	920162021	Learned about CA and Banking. Inquired about internships and jobs.
10-1-22	Rishu Arora	BBA	920162021	Learned about different fields of marketing and job options.
11-1-22	Ayushi Keshri	BBA	920162021	Wanted to get more CV checks regarding careers were advised to her.
13/7/22	Chayansh Pandey	BBA	920162021	Got ideas about the opportunities in IAS.
14/7/22	Govind Mishra	BBA	920162021	Got information about MBA.



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Automated Mentoring System

Step 1- Firstly visit on college website and select the Student Attainment and Mentoring option below the page

- > Syllabus
- > ARIIA
- > Student Login
- > Result Portal
- > Swayam Portal
- > Student Satisfaction Survey
- > NIRF
- > LMS
- > e – Lectures
- > Digital Library
- > Teachers Diary
- > Feedback of Curriculum



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Step 2:- Select the SAC Mentoring Portal

[Click Here to enter the "SAC Attainment" Portal](#)

[Click Here to enter the "SAC Mentoring" Portal](#)





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Create Account
Please sign-up to continue!

Ms.Arifa Anjum

Computer Science

itsariffa@gmail.com

.....

.....

Signup

Welcome Back
Please sign-in to continue!

itsariffa@gmail.com

.....

Signin

Step 4:- To register enter your full name, Email id and create your password and click on signup button



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Step 6:- To upload the list of students click on Student option

Meeting Name	Created At	Total Students	Student Responded	Student Not Responded	
first meeting	23/01/2024	1	0	1	

Step 7:- The file should contain the following attributes

ADMNO	NAME	FATHER NAME	MOTHER NAME	DOB	GENDER	ADDRESS	PH1	PH2	EMAIL	COURSE	ADMYR	SEM/YEAR



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Step 8:- Select the Import Students tab

Admission Number	Full Name	Course	Semester/Year	Phone	Email
53669	SOMYA RAJAK	B.COM	I	8966872101	noddyrajak@gmail.com
54762	SOMYATA AYETEKAR	B.COM	I	9754876844	SOMYATAAYETEKAR@GMAIL.COM

Step 9:- Click on choose file option to select your file and click on upload button

Admission Number	Full Name	Course	Phone	Email	Father's Name	Father's Phone
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Step 10:- To generate the virtual meeting with student select the Dashboard option click on + icon i.e. Recent Virtual Interaction

The screenshot shows a dashboard with a purple sidebar on the left containing 'Dashboard', 'Student', 'Teacher', and 'Report'. The main content area has a purple header 'Recent Virtual Interaction' with a '+' icon on the right. Below the header is a search box labeled 'Search Meeting By Keywords' with the placeholder text 'Enter Keywords'. A yellow arrow points from the 'Dashboard' option in the sidebar to the 'Recent Virtual Interaction' button. Another yellow arrow points from the '+' icon to the search box.

The screenshot shows the 'Generate Virtual Interaction' page. The purple sidebar on the left includes 'Dashboard', 'Student', 'Teacher', 'Report', 'Account', and 'Logout'. The main content area has a purple header 'Generate Virtual Interaction' with a '+' icon on the left. Below the header are two search boxes: 'Search Student By Keywords' containing 'SOMYATA AYETEKAR' and 'Meeting Name' containing 'MEETING 1'. A 'Generate Meeting' button is to the right. Below these is a table with columns: Admission Number, Full Name, Course, Semester/Year, Phone, Email, and Father's Name. A yellow arrow points from the '+' icon to the 'Search Student By Keywords' box. Another yellow arrow points from the 'Meeting Name' box to the 'Generate Meeting' button. A third yellow arrow points from the 'Generate Meeting' button to the table.

	Admission Number	Full Name	Course	Semester/Year	Phone	Email	Father's Name
<input checked="" type="checkbox"/>	54762	SOMYATA AYETEKAR	B.COM	I	9754876844	SOMYATAAYETEKAR@GMAIL.COM	DEEPAK KUMAR AYETEKAR



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Step 13:- To do the face to face meeting with student click on student tab and click on eye icon

View Students | Transfer Students | Promote Students | Import Students

Search Student By Keywords: Teacher:

Admission Number	Full Name	Course	Semester/Year	Phone	Email	Father's Name	
53669	SOMYA RAJAK	B.COM	I	8966872101	noddyrajak@gmail.com	ANIL RAJAK	
54762	SOMYATA AYETEKAR	B.COM	I	9754876844	SOMYATAAYETEKAR@GMAIL.COM	DEEPAK KUMAR AYETEKAR	

← Meeting Details

Date Of Meeting:

Subject Of Meeting:

Student's Comment:

Parent's Comment:

Teacher's Remark:



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Step 16:- To see the responses of the students click on Dashboard option

Meeting Name	Created At	Total Students	Student Responded	Student Not Responded
MEETING 1	24/01/2024	1	0	1

Student's Name	Course	Date Of Meeting	Subject Of Meeting	Student's Comment	Mentor's Remark	Parent's Comment
YUVASHREE PILLAI	B.COM	2024-02-29	B. Com 2nd semester	Everything is going good. Thank you ma'am	If u have any issues please feel free to contact	
KHUSHI KUMARI	B.COM	2024-02-27	B. Com 2nd semester	All teachers are good of my college	IF U HAVE ANY ISSUE , PLEASE FEEL FREE TO CONTACT	
KHUSHI GUPTA	B.COM	2024-02-27	B.com	Their is no issue regarding anything till now if their will be any kind of problem I'll let you know	I u have any problem in study , or in college . Please feel free to contact	
KHUSHI KUMARI	B.COM	2024-04-04	B. Com 2nd semester	I teachers are good and they teach so nicely	IF U HAVE ANY ISSUE OR ANY PROBLEM IN COLLEGE OR STUDIES PLEASE FEEL FREE TO CONTACT	
ZEBA	B.COM	2024-04-04	B. Com (banking and insurance)	I don't have any issues at the moment	IF U HAVE ANY ISSUE OR ANY PROBLEM IN COLLEGE OR STUDIES PLEASE FEEL FREE TO CONTACT	



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Step 18:- Then after printout of the mentoring report can be taken by print option .

Student's Name	Course	Date Of Meeting	Subject Of Meeting	Student's Comment	Mentor's Remark	Parent's Comment
SOMYA RAJAK	B.COM	2024-01-29	regarding attendance	not well	xyz	xyz

4/29/24, 1:36 PM SAC Mentoring

Student's Name	Course	Date Of Meeting	Subject Of Meeting	Student's Comment	Mentor's Remark	Parent's Comment
YUVASHREE PILLAI	B.COM	2024-02-29	B. Com 2nd semester	Everything is going good. Thank you ma'am	If u have any issues please feel free to contact	
KHUSHI KUMARI	B.COM	2024-02-27	B. Com 2nd semester	All teachers are good of my college	IF U HAVE ANY ISSUE , PLEASE FEEL FREE TO CONTACT	
KHUSHI GUPTA	B.COM	2024-02-27	B.com	Their is no issue regarding anything till now if their will be any kind of problem I'll let you know	I u have any problem in study , or in college . Please feel free to contact	
KHUSHI KUMARI	B.COM	2024-04-04	B. Com 2nd semester	I teachers are good and they teach so nicely	IF U HAVE ANY ISSUE OR ANY PROBLEM IN COLLEGE OR STUDIES PLEASE FEEL FREE TO CONTACT	
ZEBA	B.COM	2024-04-04	B. Com (banking and insurance)	I don't have any issues at the moment	IF U HAVE ANY ISSUE OR ANY PROBLEM IN COLLEGE OR STUDIES PLEASE FEEL FREE TO CONTACT	