

From

Abirami, S

Sneha, S

Shanthipriya, S.

Abielakiya, M

III B.Com. C.A.

J.J.College of Arts and Science (Autonomous)

Pudukkottai.

To

The Head of the Department,

Department of Commerce with Computer Applications

J.J.College of Arts and Science (Autonomous)

Pudukkottai.

Respected sir,

We have attending classes regularly for the past two months even Saturday are often working days. We feel all tensed up. We will happy if you could have arranged for a short trip to some near by spot as study tour.

Thanking you

Yours faithfully,

1. S. Abiramy

2. R. Sneka

3. A. Sarathi Priya.

4. M. Abi Elakiya

T. Raju [T. Raju] Menbar.

Wys V. Lavanya Mentor.

Forwarded to
HOD

From

Dr.S.Adeakalavan

Assistant Professor,

J.J.College of arts and science (Autonomous) ,

Pudukkottai.

To

The Principal,

J.J.College of arts and science (Autonomous) ,

Pudukkottai.

Respected sir,

Subject: Study tour for 2nd and 3rd B.com (CA) students

Our students have requested that they should be taken on a short excursion to some nearby spot. We have arranged to take our 2nd and 3rd year students to Thanjavur and Trichy respectively. Kindly permit as to do so the trips are slated for (21.01.2023) and (04.02.2023). We intend to make use of our college bus facility.

Thanking you

Dr.J.PARASURAMAN, M.A., M.B.A., M.C.A.
M.Phil., B.Ed., Ph.D

PRINCIPAL

J.J. College of Arts and Science
(Autonomous)

J.J. Nagar, Sivapuram Post,
PUDUKKOTTAI - 622 422

Yours faithfully

21/1/2023

J.J. COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

PUDUKKOTTAI

PG AND RESEARCH DEPARTMENT OF BUSINESS ADMINISTRATION

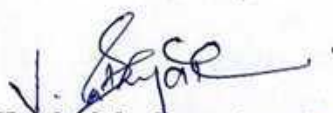
PARTICULARS OF ISSUES SETTLED THROUGH MENTORING

SL.NO	NAME AND CLASS	ISSUE	ACTION TAKEN
1	GANESAN.S II MBA	Habitual late coming to classes – especially after tea-break	Counseled, warned, parent informed, constantly monitored, letters taken from a few, parents advised to see that student boards bus after break fast.
2	GEETHA.K I MBA	Use of cell phone during class	Cell taken away and kept with HOD- returned at close of session for first offence, during the weekend for habitual offenders, instrument returned only to parent in extreme cases, letters of regret taken
3	VISHNU RAM.J I MBA	Unauthorised long absence	Student called and questioned, parent intimated through phone call, both parent and student counseled if the reason given is illness or distance. Students coming from far away advised to stay in hostel. Counseling given on arising early, punctuality and regularity of routine
4	ABDULLAH.R III BBA A	Noisy behavior	Counseled in good manners. Kept under watch . In extreme cases parents are informed and advised to keep track of student's contact s, their cell use, absence from home and attendance,etcand keep in touch with teaching staff and HOD
5	ABDUL RINEESHKHAN.B III BBA A	Mal practice in exam	Student warned and given a re examination if it is CIA (Mid term or Model). If it is the end semester examination, COE is informed and he debars the student according to rules and regulations



6	SABARINATHAN.M II BBA	Inability to pay fees in time	Letter taken from student countersigned by parent. The Principal and the Management decide cases on merit under mentor's recommendation
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Besides this the mentors give special attention to freshers and help them to overcome home sickness and any feelings of dislocation and isolation they may feel In the initial days at College. Student behaviour with in the campus is steadily monitored and corrective guidance offered whenever necessary.


Head of the Department
Dr.V.Srinivas Rekha, Ph.D.,
 Head & Assistant Professor
 Department of Business Administration
 J.J.College of Arts and Science (Autonomous)
 Sivapuram-Post, Pudukkottai.




Principal
Dr.J.PARASURAMAN, M.A., M.B.A., M.C.
 M.Phil., B.Ed., Ph.D.
PRINCIPAL
J.J. College of Arts and Science
(Autonomous)
J.J. Nagar, Sivapuram Post,
PUDUKKOTTAI - 622 422

J.J. COLLEGE OF ARTS AND SCIENCE (Autonomous), Pudukkottai.

DEPARTMENT OF ENGLISH

MENTOR AND MENTEE (Issues raised and Action taken) (2022- 2023)

Every teacher is allotted twenty students as his/her wards .The teachers take special care of their regularity to classes and progress in studies. They also attend to problems in fee payment, habitual absenteeism etc. Following is a list of such problems settled.

S. No	Name	Reg. No.	Class	Mentor	Issues	Action Taken
1	1.I.Kavi	U22EG2008	I B.A	R.Sivakumar	Irregular to class.	1.Advised and warned to be regular to the class. 2.Their parents were informed to monitor them
	2.S.Udaya	U22EG2012	I B.A			
	3.S.Karthick Raja	U22EG2013	I B.A			
2	1.K.Renuga	U20EG1022	III B.A	R.Ramya	Remained in the hostel without permission during class hours.	1.They were counselled not to remain in the hostel without informing to the Deputy Warden and the Head of the Department
	2.A.Nandhini	U20EG1014	III B.A			

Besides this the Mentors give special attention to the hostellers and take efforts to bring their inner talents of the students particularly in cultural and sports activities.


Head of the Department

S.SELVI, M.A., M.Ed., M.Phil.,
HEAD
DEPARTMENT OF ENGLISH
J.J. COLLEGE OF ARTS AND SCIENCE (Autonomous)
PUDUKKOTTAI - 622 422.




Principal
Dr.J.PARASURAMAN, M.A., M.B.A., M.C.A.,
M.Phil., B.Ed., FI
PRINCIPAL
J.J. College of Arts and Science
(Autonomous)
J.J. Nagar, Sivapuram Post,
PUDUKKOTTAI - 622 422