



VELS
UNIVERSITY



PALLAVARAM - CHENNAI - INDIA

VELS INSTITUTE OF SCIENCE, TECHNOLOGY & ADVANCED STUDIES (VISTAS)
(Deemed to be University Estd. u/s 3 of the UGC Act, 1956)

Circular

23.7.2015

I am by direction to inform that all the HOD's are requested to submit their Mentor - Mentee list for the students (Both UG & PG) on or before 30th July 2015 without fail.

B.K.

Registrar

17.02.2016

CIRCULAR

Sub: Entries in the Mentor-Mentees Register – Instructions issued – Regarding.

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I am by direction to inform all the Deans, Directors and HODs that the Mentor-Mentees Register maintained in their School/Department should be filled up with all the required information.

However, the Committee appointed to verify the registers has found so many shortcomings in almost all the Departments and some of the deficiencies are given below:

- Student's Aadhar Number entry to be done in First Page.
- Student's Photo to be pasted in the First Page.
- Mentor's (Staff) and Mentee's (students) should specifically mention their position under their Signature to distinguish the themselves.
- The End Semester results should be updated in the respective pages of Academic Records.
- The Name of the Mentor in the respective Semester to be updated in the last page of the Mentor Book.
- Student's Community details should be entered.

Making entry in the entire column in the Mentor-Mentees Register is mandatory.

No Register should be kept empty and the Register will be reviewed on 15th April 2016.

Kind co-operation of the Faculty members are solicited.


REGISTRAR

20.7.2016

CIRCULAR

Sir/Madam,

The following directives were given by the Vice-President (Planning and Development) relating to maintenance of mentor mentees records

Mentor-Mentee Mode and Register

1. Mentors must meet their students twice a month.
2. Regularity of Attendance of students needs monitoring and where warranted, parents concerned should be informed.
3. Discussion on the previous semester results of the individual student will enable students to have an inward look this should also include their performance in Internal Tests including the Model Examinations.
4. Personal Problems of students, their discipline, transportation, library visits and their hostel issues need to be discussed by Mentors and reparative measures should be taken to alleviate them and the same should be recorded and informed to the HOD concerned.

MATTER IN THIS MAIL AS INSTRUCTED BY THE VICE-PRESIDENT.

B.K.

REGISTRAR

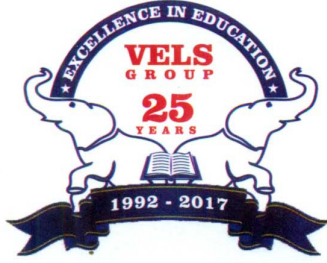
Circular

22.2.2017

I am by direction to inform that all the HOD's are requested to submit their Mentor - Mentee list for the students (Both UG & PG) on or before 15th March 2017 without fail.



REGISTRAR



17.07.2017

CIRCULAR

Sub: Entries in the Mentor-Mentees Register – Instructions issued – Regarding.

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I am by direction to inform all the Deans, Directors and HODs that the Mentor-Mentees Register maintained in their School/Department should be filled up with all the required information.

However, the Committee appointed to verify the registers has found so many shortcomings in almost all the Departments and some of the deficiencies are given below:

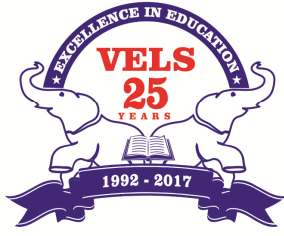
- Student's Aadhar Number entry to be done in First Page.
- Student's Photo to be pasted in the First Page.
- Mentor's (Staff) and Mentee's (students) should specifically mention their position under their Signature to distinguish the themselves.
- The End Semester results should be updated in the respective pages of Academic Records.
- The Name of the Mentor in the respective Semester to be updated in the last page of the Mentor Book.
- Student's Community details should be entered.

Making entry in the entire column in the Mentor-Mentees Register is mandatory.

No Register should be kept empty and the Register will be reviewed on 13th August 2017.

Kind co-operation of the Faculty members are solicited.

REGISTRAR



13.2.2018

CIRCULAR

Sir/Madam,

The following directives were given by the Vice-President(Planning and Development) relating to maintenance of mentor mentees records

Mentor-Mentee Mode and Register

1. Mentors must meet their students twice a month.
2. Regularity of Attendance of students needs monitoring and where warranted, parents concerned should be informed.
3. Discussion on the previous semester results of the individual student will enable students to have an inward look. This should also include their performance in Internal Tests including the Model Examinations.
4. Personal Problems of students, their discipline, transportation, library visits and their hostel issues need to be discussed by Mentors and reparative measures should be taken to alleviate them and the same should be recorded and informed to the HOD concerned.

MATTER IN THIS MAIL AS INSTRUCTED BY THE VICE-PRESIDENT.

REGISTRAR



HOD Dept of MCA Vels University <hodmca@velsuniv.ac.in>

Fwd: Lesson Plan and Mentor- Mentee Records.

4 messages

HOD Dept of English Vels University <hodsl@velsuniv.ac.in>
To: hods@velsuniv.ac.in

Sun, Dec 23, 2018 at 6:28 AM

----- Forwarded message -----

From: **HoD English VISTAS** <hodenglish@velsuniv.ac.in>
Date: Sun, Dec 23, 2018 at 6:26 AM
Subject: Fwd: Lesson Plan and Mentor- Mentee Records.
To: <hodsl@velsuniv.ac.in>

----- Forwarded message -----

From: **HoD English VISTAS** <hodenglish@velsuniv.ac.in>
Date: Sat, Dec 22, 2018 at 4:15 PM
Subject: Lesson Plan and Mentor- Mentee Records.
To: HOD Dept of Biochemistry Vels University <hodbiochem@velsuniv.ac.in>, <hodeco@velsuniv.ac.in>, <hodviscom@velsuniv.ac.in>, <hodtamil@velsuniv.ac.in>

Sir/Madam,

The following directives were given by the Vice-President(Planning and Development) relating to maintenance of records mentioned above:

Lesson Plan

- 1.Lesson Plan should be in handwriting.
- 2.Teachers of science and other technical subjects should provide details regarding practical classes.
- 3.directives on Reference Books with page numbers are to be entered on lesson plan pages.
- 4.Usage of ICT needs entry.
- 5.Expose of students to Edu.Tech and Edu.Sat programmes should be mentioned.
- 6.Lesson Plan register must be presented to the HOD every fortnight and the HOD concerned should record his/her observations before signing the Register.
- 7.Where needed,the HOD concerned should offer suggestions as might be thought befitting,to be carried out by the teacher concerned.

Mentor-Mentee Mode and Register

- 1.Mentors must meet their students twice a month.
- 2.Regularity of Attendance of students needs monitoring and where warranted ,parents concerned should be informed.
- 3.Discussion on the previous semester results of the individual student will enable students to have an inward look.this should also include their performance in Internal Tests including the Model Examinations.
- 4.Personal Problems of students,their discipline,transportation,library visits and their hostel issues need to be discussed by Mentors and reparative measures should be taken to alleviate them and the same should be recorded and informed to the the HOD concerned.

MATTER IN THIS MAIL AS INSTRUCTED BY THE VICE-PRESIDENT.

Yours faithfully,
Dr.R.Venkataramn
Dept. of English.



HOD Dept of ECE Vels University <hodece@velsuniv.ac.in>

Mentor - Mentee List - Reg.

2 messages

Registrar Vels University <registrar@velsuniv.ac.in>

29 July 2019 at 12:35

To: deans@velsuniv.ac.in, directors@velsuniv.ac.in, hods@velsuniv.ac.in

Cc: vc@velsuniv.ac.in, provc@velsuniv.ac.in, dean.academiccourses@velsuniv.ac.in

Circular

29.07.2019

I am by direction to inform that all the HOD's are requested to submit their Mentor - Mentee list for the students (Both UG & PG) on or before 30th July 2019 without fail to hodeco@velsuniv.ac.in in the enclosed format.

Registrar**Mentor - Mentee Formet.docx**

13K

HOD Dept of ECE Vels University <hodece@velsuniv.ac.in>

29 July 2019 at 14:08

To: "Dr. A. Vijayalakshmi" <vijayalakshmi.se@velsuniv.ac.in>, "Dr. Jerritta S" <jerritta.se@velsuniv.ac.in>, Ebenezer Abishek <ebenezerabishek@gmail.com>, kumudham R <kumudham.se@velsuniv.ac.in>, Monisha Vels University <monisha.se@velsuniv.ac.in>, "Mr. Arul Stephen" <arulstephenc@gmail.com>, "Mr. Ravi Kumar" <ravi.se@velsuniv.ac.in>, "Mr. Sathish Kumar" <sathish.se@velsuniv.ac.in>, "Mrs. Jaya Vels University" <jaya.se@velsuniv.ac.in>, "Mrs. Jothilakshmi" <jothi.se@velsuniv.ac.in>, "Mrs. Meena M" <meena.se@velsuniv.ac.in>, "Mrs. Vijayalakshmi.P Vels University" <viji.se@velsuniv.ac.in>, Sharanya Vels University <sharanya0608.se@velsuniv.ac.in>

[Quoted text hidden]

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With Regards

Dr V.Rajendran,

Professor / HoD Department of ECE,

VELS University,

Velan Nagar, P V Vaidyalingam Road,

Pallavaram,

Chennai - 600 117.

Tel: 044-2266 2500, Ext.:204

www.veluniv.edu / Mobile No:9445394824**Mentor - Mentee Formet.docx**

13K

VISTAS

Department of -----

School of _____

S. No	Name of the class/ Year	Name of the Students	Name of the Mentor

REGISTRAR



HOD Dept of ECE Vels University <hodece@velsuniv.ac.in>

Schedule for Students Counselling - Reg.

2 messages

Registrar Vels University <registrar@velsuniv.ac.in>

17 December 2019 at 16:48

To: deans@velsuniv.ac.in, directors@velsuniv.ac.in, hods@velsuniv.ac.in

Cc: provc@velsuniv.ac.in, coe@velsuniv.ac.in, psvc@velsuniv.ac.in, pschancellor@velsuniv.ac.in, dr.admin@velsuniv.ac.in

17.12.2019

Circular

I am by direction to inform all the Heads of Departments that VISTAS is organizing a programme of "Students Counselling" during the months of December 2019, January, February and March 2020.

Ms. Usha Krishnamurthy, Student Counsellor, deputed from Apollo Shine is giving counselling to students at Lecture Theatre (Engineering Block) from 18.12.2019 to 04.03.2020 as per the schedule attached.

In this connection, I request all the HODs to kindly inform the students concerned as mentioned in the schedule. The Department Mentor-Mentee systems in-charge and the class in-charge should accompany the students to Lecture Theatre in time.

The time schedule should be strictly adhered.

Registrar

 **2019_20_Even_Counseling_Schedule (1).xlsx**
16K

HOD Dept of ECE Vels University <hodece@velsuniv.ac.in>

18 December 2019 at 10:12

To: "Dr. A. Vijayalakshmi" <vijayalakshmi.se@velsuniv.ac.in>, "Dr. Jerritta S" <jerritta.se@velsuniv.ac.in>, Ebenezer Abishek <ebenezerabishek@gmail.com>, kumudham R <kumudham.se@velsuniv.ac.in>, Monisha Vels University <monisha.se@velsuniv.ac.in>, "Mr. Arul Stephen" <arulstephenc@gmail.com>, "Mr. Ravi Kumar" <ravi.se@velsuniv.ac.in>, "Mr. Sathish Kumar" <sathish.se@velsuniv.ac.in>, "Mrs. Jaya Vels University" <jaya.se@velsuniv.ac.in>, "Mrs. Jothilakshmi" <jothi.se@velsuniv.ac.in>, "Mrs. Meena M" <meena.se@velsuniv.ac.in>, "Mrs. Vijayalakshmi.P Vels University" <vjji.se@velsuniv.ac.in>, Sharanya Vels University <sharanya0608.se@velsuniv.ac.in>

With Regards

Dr.D.Ravikumar,

HoD - Department of ECE,

Vels Institute of Science, Technology &Advanced Studies (VISTAS)

Velan Nagar, P V Vaithiyalingam Road,

Pallavaram,

Vels Institute of Science, Technology and Advanced Studies (VISTAS)

Students Counselling - 2019-2020 - Even Semester

Venue : Lecture Theatre (Engineering Block)

Sl. No.	Department	Program	Class	No of Students	Date	Time
1	Pharmacy	B.Pharm	II Year A	53	08.01.2020	10:30 am to 11:15 am
			II Year B	49		
			III Year A	50	08.01.2020	11:30 am to 12:15 pm
			III Year B	49		
			IV Year A	48	22.01.2020	10:30 am to 11:15 am
			IV Year B	49		
		Pharm D	II Year	27	22.01.2020	11:30 am to 12:15 pm
			III Year	29		
IV Year	24					
V Year	31					
2	Mechanical Engineering	B.E (MECH)	II Year A	56	18.12.2019	10:30 am to 11:15 am
			II Year B	62		
			III Year A	67	29.01.2020	10:30 am to 11:15 am
			III Year B	70		
			III Year C	73	29.01.2020	11:30 am to 12:15 pm
3	Mechatronics	B.E (Mechatronics)	III Year	29		
4	ECE	B.E (ECE)	II Year	54	05.02.2020	10:30 am to 11:15 am
			III Year	88		
5	CIVIL	B.E (CIVIL)	II Year	37	05.02.2020	11:30 am to 12:15 pm
			III Year A	44		
			III Year B	43		
6	EEE	B.E (EEE)	II Year	26	12.02.2020	10:30 am to 11:15 am
			III Year	65		
			IV Year	57		
7	CSE	B.E (CSE)	II Year A	59	12.02.2020	11:30 am to 12:15 pm
			II Year B	58		
			III Year A	62	18.12.2019	11:30 am to 12:15 pm
			III Year B	64		

Sl. No.	Department	Program	Class	No of Students	Date	Time
8	IT	B.TECH (IT)	II Year	29	19.02.2020	10:30 am to 11:15 am
			III Year	33		
9	Automobile Engineering	B.E (Automobile Engineering	II Year	29		
			III Year	30		
10	Biomedical Engineering	B.E (Biomedical Engewering)	II Year	28	19.02.2020	11:30 am to 12:15 pm
			III Year	32		
11	Bio Technology	B.Tech (BioTech)	II Year	28		
			III Year	39		
12	HCM	B.Sc in Hotel and Catering Management	II Year	42	26.02.2019	10:30 am to 11:15 am
			III Year	35		
		Diplomo in Hotel and Catering Management	II Year	29	26.02.2019	11:30 am to 12:15 pm
			III Year	15		
	Diplamo in Hotel Catering Management	I Year	25			
	B.Sc in Hotel and Catering Management	I Year	57	04.03.2020	10:30 am to 11:15 am	
13	Pharmacy	Pharm D	I Year	30	04.03.2020	11:30 am to 12:15 pm
		B Pharm	I year	94		

Note :

The department mentor - mentee systems incharge and the class incharge should accompany the students.



HOD Dept of ECE Vels University <hodece@velsuniv.ac.in>

Mentor- Mentee Records - Reg.

2 messages

Registrar Vels University <registrar@velsuniv.ac.in>

24 February 2020 at 10:35

To: deans@velsuniv.ac.in, directors@velsuniv.ac.in, hods@velsuniv.ac.in, schools@velsuniv.ac.in

Cc: "Faculty of Law, VELS University (VISTAS), Velan Nagar, P.V. Vaithiyalingam Road, Pallavaram, Chennai - 600 117" <vc@velsuniv.ac.in>, provc@velsuniv.ac.in, coe@velsuniv.ac.in, dr.admin@velsuniv.ac.in, pschancellor@velsuniv.ac.in, psvc@velsuniv.ac.in

Circular

24.02.2020

I am by direction to inform that an Inspection Team – Dr. S. N. Sugumaran, HOD of Economics & Dr. V. Vanitha, HOD of Biochemistry, will visit the Departments to verify the Mentor- Mentee Records from 10th March to 20th March 2020.

S. No	Name of the School
1	School of Basic Sciences (Chemistry, Physics, Maths)
2	School of Life Sciences (Biochemistry, Microbiology, Biotechnology, Bioinformatics)
3	School of Hotel & Catering Management
4	School of Computing Sciences (MCA, BCA&IT, Computer Science)
5	School of Pharmaceutical Sciences (P ^o logy, P ^o ceutics, P ^o cognosy, Pharmacy Practice, P ^o ceutical Chemistry & Analysis)
6	School of Education
7	School of Management Studies & Commerce (MBA, BBA, Commerce & Economics)
8	School of Engineering (ECE, EEE, Mechanical, Automobile, Civil, CSE, Biomedical Engg., B.Tech.Biotech Engg.)
9	School of Mass Communication (Visual Communication, Animation)
10	School of Law
11	School of Languages (English, Tamil, Hindi, French)
12	School of Music & Fine Arts
13	School of Ocean Engineering
14	Department of Aviation

REGISTRAR i/c



HOD Dept of ECE Vels University <hodece@velsuniv.ac.in>

Entries in the Mentor-Mentees Register – Instructions issued – Regarding.

2 messages

Registrar Vels University <registrar@velsuniv.ac.in>

8 April 2021 at 12:55

To: deans@velsuniv.ac.in, Dean Academic Courses Vels University <dean.academiccourses@velsuniv.ac.in>, Dean Student Affairs Vels University <dean.studentaffairs@velsuniv.ac.in>, dean.academicresearch@velsuniv.ac.in, directors@velsuniv.ac.in, director.iqac@velsuniv.ac.in, director.card@velsuniv.ac.in, director.sports@velsuniv.ac.in, hods@velsuniv.ac.in, Placement - Vels University <placement@velsuniv.org>, Library Vels University <librarian@velsuniv.ac.in>, Vels PHYSICAL DIRECTOR <velspd@gmail.com>, sports@velsuniv.ac.in, vennila.sms@velsuniv.ac.in, hodanimation@velsuniv.ac.in

Cc: Vice Chancellor VISTAS <vc@velsuniv.ac.in>, Controller of Exams Vels University <coe@velsuniv.ac.in>, Preethaa VISTAS <preethaa@velsuniv.ac.in>, pschancellor@velsuniv.ac.in, Vice Chancellor Secretary Vels University <psvc@velsuniv.ac.in>

VISTAS/R/CIR/APR/141/2021**08.04.2021****CIRCULAR**

Sub: Entries in the Mentor-Mentees Register – Instructions issued – Regarding.

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However, the Committee appointed to verify the registers has found so many shortcomings in almost all the Departments and some of the deficiencies are given below:

- Student's Aadhar Number entry to be done in First Page.
- Student's Photo to be pasted in the First Page.
- Mentor's (Staff) and Mentee's (students) should specifically mention their position under their Signature to distinguish the themselves.
- The End Semester results should be updated in the respective pages of Academic Records.
- The Name of the Mentor in the respective Semester to be updated in the last page of the Mentor Book.
- Student's Community details should be entered.
- Mentor-Mentee's Signature are to be affixed in the Second Page of the Book.

Making entry in all the column in the Mentor-Mentees Register is mandatory.

No Register should be kept empty and the Register will be reviewed on 15th May 2021.

Kind co-operation of the Faculty members are solicited.