



# BONAM VENKATA CHALAMAYYA INSTITUTE OF TECHNOLOGY & SCIENCE

(Approved by AICTE, New Delhi, Accredited by NAAC 'A' Grade  
Permanently Affiliated to JNTUK, Kakinada)

POST BOX: 26, AMALAPURAM 533 201, EAST GODAVARI DT., ANDHRA PRADESH

☎: 08856-235416,235489; e-mail: [bvts@bvcgroup.in](mailto:bvts@bvcgroup.in); visit us: [www.bvcits.edu.in](http://www.bvcits.edu.in)

## STUDENT COUNSELLING & MENTORING CELL MINUTES OF MEETING

AY 2019-20

Date 27/06/2019

Student Counselling & Mentoring Cell meeting held at 1.30PM in the S C M Cell, meeting started with welcoming greetings.

### Members

Members of Student Counselling & Mentoring Cell						
S.No	Name	Designation	Department	Position	Status	Signatures
1	Dr.GMV PRASAD	Principal	ECE	Chairman	present	[Signature]
2	Dr M C S MADAN	HOD	CIVIL	Coordinator	present	[Signature]
3	Ms. Y PAVANI	Asst. Prof	CIVIL	Member	present	[Signature]
4	Mr. PONNAGANTI SIVA PRASAD	Asst. Prof	EEE	Member	present	[Signature]
5	Mr. PRANAV SAGAR. SALADI	Assoc. Prof	MECH	Member	present	[Signature]
6	Mr. ADITHE.SARMA	Assoc. Prof	ECE	Member	present	[Signature]
7	Mrs. T.S.N.CHANDRESWARI	Assoc. Prof	MCA	Member	present	[Signature]
8	Dr.D. SATYANARAYANA	Professor	MBA	Member	present	[Signature]
9	Mrs. G.GEETHA RANI	Asst. Prof	CSE	Member	on leave	[Signature]
10	Ms.P.POOJITHA PALLAVI	Student	CIVIL	Member	present	P.Poojitha
11	Mr. A.VINAY	Student	CIVIL	Member	present	A.VINAY
12	Mr. N.RAJESH	Student	CIVIL	Member	present	N.Rajesh
13	Ms.N.BHARATHI DEVI	Student	CIVIL	Member	present	N.Bharathi
14	Ms .P.AKANSHA	Student	EEE	Member	present	p.Akansha
15	Mr. K.Veerababu	Student	EEE	Member	present	k.Veerababu
16	Mr. L.LOKESH	Student	EEE	Member	present	L.Lokesh
17	Ms .SIDHVI	Student	EEE	Member	present	Sidhvi
18	Ms.D.PREMA JYOTHI	Student	ECE	Member	present	Jyothi
19	Ms. B.RUPA DEVI	Student	ECE	Member	present	Rupa
20	Ms. J.NAGA SREYA	Student	ECE	Member	present	J.Naga Sreya
21	Ms. B.ANUSHA	Student	ECE	Member	present	B.ANUSHA
22	Mr. J G RAJU	Student	MECH	Member	present	J.Raju
23	Mr. T SRIKAR	Student	MECH	Member	present	T.Srikar
24	Mr. D JAGADEESSH	Student	MECH	Member	present	D.Jagadeesh
25	Mr. M S S TEJA	Student	MECH	Member	present	M.S.S Teja
26	Ms. A.K.L.NIHARIKA	Student	CSE	Member	present	A.k.l.niharika
27	Ms. P.NAVIKA	Student	CSE	Member	present	Pnavika
28	Mr. K.V.RAMANA	Student	CSE	Member	present	k.v.Ramana
29	Ms. K.VASANTHI	Student	CSE	Member	present	k.vasanthi



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## AGENDA

**Agenda item 1-** Introducing newly nominated cell members by the coordinator.

- Discussing meeting agenda with members which includes Purpose and functions of the cell.
- Identifying the students needed counselling based on last semester end results.
- Discussing Plan of action for smooth conduction of cell activities during the covid pandemic time.

**Agenda item 2-** Creating Mentor and Mentee list

**Agenda item 3-** Plan of action and programs for this academic year due to the tough time situation any other point with the permission of the chair

After discussion, it was decided to approve the proposals received from of various departments, Student and Counselling & mentoring cell members.

**Points discussed and decisions taken:** The following decisions were taken after detailed discussion among the members:

### Other matters:

It was decided to conduct counselling and mentoring to those required and orientation/induction program online mode sessions for this new academic year 2019-20 to IstBTech students before the commencement of classwork, simultaneously for remaining senior students about counselling if required based on semester end results and failed in more subject. To prepare the mentor and mentee list for the academic year 2019-20 and also take measures for effective mentoring for those needed. in all the departments. It is also decided to update the students proctorial records at the earliest and identify the dull students for taking necessary follow up measure to improve pass percentage. It is decided to conduct some counselling sessions for students by arranging an external expert. Identify students from first year to final year students who is needed counselling or guidance and attach them mentor to pay special attention on such students in regular counselling hours.

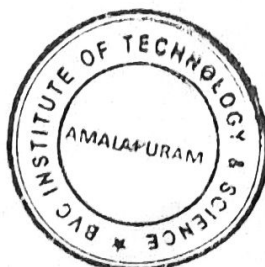
## Resolutions

Agenda point	Resolution	Responsible Person
1	Effective mentoring	Concerned mentors of the section
2	Need and resulted oriented supportive counselling	Concerned counselors of the section
3	Updating proctorial records	Counsellors of the class


The meeting ended with Vote of Thanks by the Chairperson/Principal Dr.GMVPrasad, .

The meeting came to an end by 2.30 PM.

  
COORDINATOR



CHAIR PERSON

  
PRINCIPAL  
BVC Institute of Technology & Science  
BATLAPALEM, AMALAPURAM - 533 221