

KRISHNARAO SITARAM DESAI SHIKSHAN MANDAL'S
S. K. PATIL SINDHUDURG MAHAVIDYALAYA,

MALVAN, DIST. SINDHUDURG (MAHARASHTRA STATE)-416 606
(Regd.No.Bombay Public Trust F-10/(Sindhudurg)
(Affiliated to Mumbai University)

CRITERIA-II
EVIDENCE(S) AS PER SOP

METRIC NO.

- 2.3.3 Ratio of mentor to students for academic and other related issues**
(Data for the latest completed academic year)

**3. Manual of Mentor-Mentee
Scheme**



11
2.3.3-4

Student Mentoring System

IQAC

**KRISHNARAO SITARAM DESAI SHIKSHAN MANDAL'S
S. K. PATIL SINDHUDURG MAHAVIDYALAYA, RAMBHAU PARULEKAR
JUNIOR COLLEGE AND PATRIOT LATE SHANKARRAO GAWANKAR
SCIENCE COLLEGE, MALVAN (DIST-SINDHUDURG-416606)**

Students Mentoring System

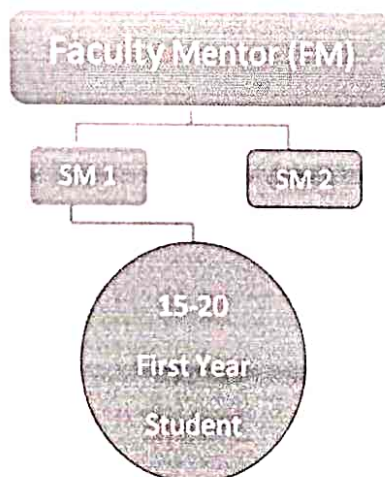
What is a mentor?

Faculty mentors play a crucial role in mentoring graduates. Students and their mentors share responsibility for ensuring productive and rewarding mentoring relationships. Both parties have a role to play in the success of mentoring. For graduate students, a mentor is someone who serves as a guide throughout their institutional training. They provide both professional and personal advice in transitioning into, and out of, graduate school. They give constructive feedback on writing, teaching and other elements of career design. They can serve to help students balance professional goals with their personal lives or give emotional encouragement during challenging times.

Students Mentoring system is being introduced at S. K. Patil Sindhudurg Mahavidyalaya, Malvan from the session 2019- 20. Following are its objectives:

1. Enabling constructive interaction, guidance and mentorship of junior students by senior students
2. Providing a reliable and comprehensive support system to motivate students to excel in both academic and non-academic fields and to make the most of their life at the Institute.

Following is the structure of this program



Faculty mentor (FM)

Student Mentor (SM) (from Final year UG program)

First Year Student (FS)

FM, SM and FS will be of same course or faculty

Objectives of SMS (Student Mentoring System)



The objectives of the SMS include:

- To help undergraduate fresh students understand the challenges and opportunities present in the Institute and develop a smooth transition to campus life.
- To counsel academically weak undergraduate first year students and to play an important role in helping troubled students cope with academic, extra-academic and personal problems.
- To provide positive role models to first year undergraduate students in the institute.
- To proactively try to identify problems of the general student populace and to bring them to the notice of the concerned authorities.
- Ensuring regularity and punctuality of students through counselling sessions.

The SMS attempts to track these objectives by carefully identifying those who can act as an anchor and guide for a fresh first year student or an academically weak student to bank upon. Student Mentors will be selected to play this role and are given the authority to pursue the mission of this programme.

Student Mentors are respected, well-balanced students usually belonging to the IIIrd year B.Sc, B.Com, B.A courses.

The implementation of the SMP and its details are covered subsequently in this document.

Programme implementation will be in following phases:

Phase I: Selecting Student mentors from Final year students.

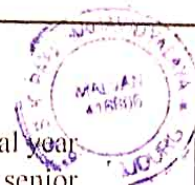
Phase II: Allotment of students to the mentors.

Phase III: Interaction of first year students with the mentors and identifying strengths and weaknesses of the mentees. Forming whatsapp group, if possible, to keep contact among the group.

Phase IV: Periodic meeting of the mentees with the mentors and remedial training of the learners, training students to take up higher skills.

Phase V: Obtaining feedback from the first year students at the end of the session.

Structure of the SMS



This programme primarily deals with first year undergraduate students. The UG final year students in charges will be allocated as mentors of first year UG students. The senior students, called Student Mentors (SMs) are responsible for helping a set of fresh first year students adjust to the new environment and subsequently monitor their progress throughout the year. Every undergraduate fresh first year student is covered by this programme.

Faculty involved in the Student Mentor Programme are as follows.

Sr. No	Name of Committee Member	Designation
1	Dr. S. B. Mandale	Chairperson, Principal
2	Mr. B. H. Chougule	Coordinator, IQAC
3	Dr. U. Y. Samant	Member, Asst. Professor
4	Dr. D. V. Hargile	Member, Asst. Professor
5	Mr. H. M. Chougale	Member, Asst. Professor
6	Dr. S. S. Naik	Member, Asst. Professor
7	Dr. M. R. Khot	Member, Asst. Professor
8	Mr. S. P. Khobare	Member, Asst. Professor
9	Miss S. S. Masurkar	Member, Asst. Professor

Student Mentors (SMs)

Selected students from the III year B.Sc., B. Com or BA course will constitute the team of Institutional SMs. Each of them would be assigned a group of first year students. Each Student Mentor reports directly to the Faculty Mentor. He/she would be the direct point of interaction with the first year students and may report special cases for the consideration to Faculty vice Principal.

Essential Qualities of a Student Mentor (SM)

The qualities mentioned below are guidelines used in selecting the new Mentor team. A Student Mentor is normally a student from the UG final year graduation. Empathy and humility are the most essential qualities for any mentor to possess. It is necessary for a mentor to empathize with the wide variety of situations his mentees could face and be humble enough not to impose their own opinions but to tailor advice to the mentee's needs.

- Ethics are of paramount importance for SMs and they should be able to instill the same in their mentees.
- SMs should be academically inclined and capable of persuading others to be the same.
- SMs should be someone as a role model people can look up to, because of their achievements and personality.



Functioning of the SMP

The Student Mentor body is vested with the following powers:

- Every Students mentor has the power to halt any activity that involves freshmen. Such activities include, but are not limited to: introduction sessions conducted by seniors, either personal or relating to extracurricular activities.
- In matters pertaining to academics, which require preventive or curative action to be taken in the interest of the wards, the mentor has the responsibility and the right to bring the case to notice of the concerned Faculty Mentor, who would in turn take the necessary action.
- In matters that affect the wards, and can only be resolved at the institute level, the Student Mentors have the right to bring the problem to the notice of the Principal, and demand prompt action for the same. It is however desired that the mentor team works in harmony with the student council.
- In case of fresher who needs additional help, Students Mentors shall co-ordinate with Faculty Mentor as well as Faculty Advisor. Student Mentor will also receive inputs/guidance from Faculty Mentor.

Role of Faculty Mentor (FM)

- Faculty Mentor shall meet respective batches at least twice in a year.
- Personal counselling is the main role played by FM.
- FM shall certainly meet students of their batches in the first meeting and discuss general matters and make them at ease.
- Subsequently, they shall meet students after the 1st and 2nd semester examinations and discuss their performance and comfort level.
- FM shall counsel the students with difficulty in adjusting to the environment. The responsibility of each mentor extends to the entire three years for the batch.

Role of the Student Mentor (SM)

Each Institute Student Mentor is assigned a group of 10-15 students, who would henceforth become his/her mentees. Under normal circumstances, it is the primary duty of the SM to guide the group of students assigned to him/her through their first year in the institute.

- The Mentor should ensure to the best of his/her ability that the freshmen (especially his/her mentees) are able to adjust comfortably to college life.
- The student mentor should establish a close rapport with his mentees.
- The Mentor should see to it that he/she meets them at certain critical junctures of the first year such as the first few weeks of the semester, well before end semester exams and at the time of results.
- The Mentor must act on any complaint of misbehaviour by a senior. The institute has strict policies against ragging of any form.
- The Mentor should be ready to help his/her mentee overcome any problems (academic or social) in an advisory role and act as a responsible role model. At the same time, he must realize the importance of making his/her mentee independent and self-reliant. Spoon-feeding is a strict no-no.
- Mentors should immediately inform the FM regarding any potentially serious case related to their mentees or any other student (if they come to know of it).

- Mentors are expected to play their role as responsible seniors using their own discretion.



Here are some of the strategies to help faculty members stay in tune with the needs of students:

- Identify strengths and weaknesses in all fields of the student mentees by using SWOT analysis.
- Identify hobbies and fields of their interests.
- Guide and motivate to improve their results.
- Know their academic and psychological needs and guiding them accordingly.
- Conduct regular counselling sessions for building discipline at two meetings per year.
- Encouragement and Orientation provided in developing enthusiasm to participate in multi-skilled activities such as curricular, co-curricular and extra-curricular.
- Collect feedback to strengthen the feedback system and achieve desired results on different aspects.
- Taking feedback at the end on this Student Mentor system.

To do List for Faculty Mentor and Student Mentor:

- Identify strengths and weaknesses in all fields of the student mentees by using SWOT analysis.
- Identify hobbies and fields of their interests.
- Guide and motivate to improve their results.
- Knowing their academic and psychological needs and guiding them accordingly.
- Conducting regular counselling sessions for building discipline.
- Encouragement and Orientation provided in developing enthusiasm to participate in multi skilled activities such as curricular, co-curricular and extra-curricular.
- Collect feedback to strengthen the feedback system and achieve desired results on different aspects.
- Taking feedback at the end on this Student Mentor system.

Checklist for Student Mentor (SM)

Ten things a mentor should definitely know about his/her mentees by the end of the first month:

1. Name and contact number and residential address.
2. Whether he/she is at ease in interacting with others? Is he/she too reserved?
3. If he/she faces any Language problems.
4. If he/she suffers from any medical issues.
5. If he/she hails from a remote village/town/metropolis.
6. Whether he/she is enthusiastic for academics.
7. His/her hobbies?
8. Whether he/she is able to cope up with the academics or has he/she given up?
9. Attendance (rough estimate).
10. How well he/she has settled in (to the institute)?
11. Personal SWOT Analysis


CHAIRMAN

I.Q.A.C.
S.K.Patil Sindhudurg Mahavidyalaya, Malvan.


PRINCIPAL
S. K. P. S. MAHAVIDYALAYA
MALVAN / DIST-SINDHUDURG

Student Mentoring Cell

Mentoring Record Sheet

(Academic Year 20.....)

Mentor (Teacher) Name: _____ Group No. _____

Designation: _____ Name of Department: _____

Personal Information of Student (Mentee)

Mentee (Student) Name: _____

Faculty: _____ Class: _____

DOB: _____

Contact No. : _____

Email Address: _____

Address: _____

Name of Parent/ Guardian: _____

Contact No. _____

Goal Setting and Action Planning

Goals	Set up by Student	Reviewed by Mentor	Action required
Academic Goals			
Career Aspirations			

Signature:

Student.....

Teacher.....

Date:



SWOC ANALYSIS OF THE STUDENT

Strengths What do you do well? What unique resources can you draw on? What do others see as your strengths?	Weaknesses What could you improve at? Where do you have fewer resources than others? What are others likely to see as your weaknesses?
Opportunities What opportunities are open to you? What trends could you take advantage of?	Challenges What key challenges do you find? What difficulties do you find to overcome these challenges?

Reviewed by:

Date:
Signature.....



Mentoring Session Record

Date:	Time:	Place:
Summary:		
Signature of Student:		Signature of Teacher:

Date:	Time:	Place:
Summary:		
Signature of Student:		Signature of Teacher:

Date:	Time:	Place:
Summary:		
Signature of Student:		Signature of Teacher:

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Summary:		
Signature of Student:		Signature of Teacher:

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Student Mentoring Cell

Annual Report

(Academic Year 20.....)

Mentor (Teacher) Name: _____ Group No. _____

Designation: _____ Name of Department: _____

A brief Annual Report of Student Mentoring

Date:

Signature of Mentor

Coordinator

Faculty Incharge

IQAC Coordinator

Principal