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### SSR- Criterion 2- Teaching-learning and Evaluation

#### 2.3.2: Mentor-mentee schemes

Academic year 2018-19 to 2022-23

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(EMPOWERED AUTONOMOUS)  
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Affiliated to University of Mumbai NAAC reaccredited  
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CERTIFIED DOCUMENTS

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25th April 2019

## REPORT OF MENTORING ACTIVITIES

### Academic Year 2018-19

Our college offers mentorship to students with the goal of supporting their academic and personal development by offering them resources and advice. The faculty members informally engaged in mentoring with students in the class.

Through their different faculty members, the college's departments interact with students regarding issues pertaining to their studies and future careers. Mentoring sessions, including one-on-one meetings and group meetings, were conducted by the faculty members. These sessions were helpful in providing students with personalized guidance facing academic and economic challenges.

Mentoring activities were also pursued through alumni interactions, guest lectures and workshops by professionals in the fields concerned. The mentorship sessions help students to understand career opportunities. The college has maintained a counseling cell where a trained counseling psychologist deals with students facing emotional and stress-related issues.

Students could better address their academic concerns and other emotional issues driven by stress factors.

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Principal	



*Uma Shankar*  
Dr. Uma Shankar

**PRINCIPAL**  
**Principal**  
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Sion (West), Mumbai - 400 022.

27th April 2020

**REPORT OF MENTORING ACTIVITIES**

**Academic Year 2019-20**

The mentoring activities at our college aimed to provide guidance, support, and resources to students, fostering their personal and academic growth. In the academic year 2019-2020, the faculty members mentored students informally during interactions in college.

Faculty members engaged with students in one-on-one sessions, group mentoring sessions. In addition to this, the respective departments in the college organized interactions with industry experts, industrial visits, and alumni interactions. During the mentoring activities, the faculty members provide personalized guidance to students facing academic concerns and help them achieve academic success and overall development of students.

Students with emotional and stress-related concerns were advised to visit the college counselor.

With the help of the above institutional initiatives, the students tackled academic concerns and emotional stress better.



Dr. Uma Shankar

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## REPORT OF MENTORING ACTIVITIES

### Academic Year 2020-21

Teaching-learning during 2020-21 was online due to pandemic. ICT tools and techniques were used extensively not only for teaching-learning but also for mentoring during this year. Faculty members regularly interacted with students about academic, career-related issues using MS Teams. Teachers addressed study-related concerns of students during and off the classes. Guidance was provided and mock sessions were organized to appear for online examination.

Although it was not possible to have face-to-face interaction with the students during this academic year, online platforms like MS office enabled the teachers to provide study material, arrange guest lectures and workshops and personalised guidance to the students for their academic well-being.



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## **REPORT OF MENTORING ACTIVITIES**

### **Academic Year 2021-22 (First Term)**

The college undertook mentoring activities to help students grow both personally and academically by offering them resources, support, and direction. Due to the COVID-19 pandemic, all college activities were conducted through online platforms. Mentoring sessions also were conducted online. The college officially adopted MS Teams software for lectures and concerned activities.

Various departments in the college, through the faculty members, engaged with students on academic and career-based concerns on the available online platform. Mentoring sessions on one- on-one and group basis during classes were conducted by faculty members. These sessions were helpful for providing personalized guidance to students facing academic challenges during the pandemic. In addition, the faculty members provided online study materials to students and conducted mock tests to help them to tackle online examinations.

Guest lectures, workshops by industry experts, and alumni interactions were organized which helped students to academically better understand career opportunities in different areas.

The students were thus better equipped to navigate through the changed learning and assessment patterns during the pandemic.



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## Mentoring

### Guidelines for teacher- mentors

Mentoring is a relationship ideally between two people with the goal of professional and personal development. In the context of educational institute like College, teachers are expected to provide 'academic mentoring' to students. This implies, teachers are expected to provide support and encourage students to manage their own learning so that students can maximize their potential, develop their skills and improve their academic performance. To carry out mentoring process uniformly College will follow the steps mentioned below:

#### 1. Allocation of mentees

Henceforth, 'Students' will be referred to as 'mentees' and 'Teachers' will be referred to as 'Mentors'. Based on total number of mentees (FY, SY and TY) and mentors in college, mentees will be roughly equally allocated to each mentor.

Roll numbers of FY and SY mentees allotted to each mentor will be given by Mentoring committee.

For all MSC and TY classes, Head of the Department should equally distribute the mentees to each mentor of the Department, (teaching for these classes) by consulting the Department colleagues.

#### 2. Meetings with mentees

Mentors are expected to have regular meetings with the mentees assigned to them (minimum one per semester) and maintain record of the same in the format attached herewith.

Attendance of meetings (group or individual, if any) should be maintained by each mentor.

#### 3. Roles of mentors/ Guidelines for mentors

Mentor should schedule meeting with mentees allotted to them (mentors are not expected to arrange individual meeting with each mentee. However, if any mentee wants to have separate discussion with mentor to discuss academic issues/ career related issues then mentor may arrange an individual meeting.



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Mentor should make the purpose and benefits of mentoring relationship clear to the mentees. (Please note, as mentioned above, purpose of mentoring here is listening, supporting, encouraging and guiding students for **ACADEMIC** progress)

During the initial meeting, mentor should build rapport with mentees and understand academic strengths and challenges of each mentee, their academic and career related goals.

Within the boundaries of one's competence mentor should help mentees to deal with academic challenges. If the challenge is related to a specific subject or mentee requires guidance about a particular subject, then mentor should connect the student with the concerned subject teacher or HOD of that particular department.

Mentors must clearly note that mentees whose academic difficulties are due to personal/ adjustment/ relationship/ behavioural issues should be advised to seek help from College counselor.

**Mentors MUST refrain from playing the role of a counselor and give advises about personal issues.** With due sensitivity and empathy mentee should be referred to College Counselor.

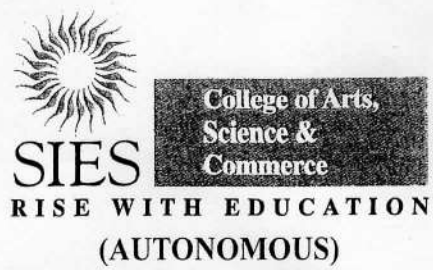
**Contact number of college counselor is Ms Aditi Rajadhyaksha: 9769690880.**



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## NOTICE

### MENTORING COMMITTEE

Mentoring is to be undertaken for all MSC and TY students by the respective departments. The first online meeting between Mentor (teacher) - Mentee (students) should be scheduled during the period from 27<sup>th</sup> January 2022 to 5<sup>th</sup> February 2022. Follow the Guidelines and format attached.

25-1-22



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## NOTICE

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### Mentoring Committee

Mentoring for Second year and First year students is to be conducted as per the following batches.

An online meeting between Mentor (Teacher) and Mentee (Students) to be scheduled during the period from 16th March to 23rd March 2022. Attendance record should be maintained.

The same format used for TY mentoring should be followed. Report should be prepared only in the format. Follow the guidelines used for TY mentoring.



*J. J. J.*  
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*S. S. S.*  
Principal

### MENTORING REPORT 2021-22 (Second Term)

Formal Mentoring Committee was constituted in the Second Term of Academic year 2021-22. The Committee defined the Guidelines for mentoring students. Informative Webinar on Mentoring: The Art of Making Every Student Special by Dr Vidya Satish Director of Sies Institute of Comprehensive Education on 20th January 2022.

The Mentoring Committee was instrumental in allocating students of First and Second year to all teachers. Head of Departments allocated mentees of Third year and Post Graduate level to teachers engaged with them.

During the mentoring sessions certain common problem were mentioned by the mentees.

1. Difficulty in planning studies and time management.

**Action:** A study planner was discussed with them along with easy methods of understanding and learning. Strategies for studying & time management were discussed.

2. Another important issue raised was related to health problems and anxiety.

**Action:** Basic healthy practices, exercise, yoga and eating nutritious food was discussed to maintain overall good health.

3. A few students were working due to financial problem and so could not focus properly on studies.

**Action:** Mentees were provided information about scholarships and freeships which would take care of fee payment.

4. The TY and MSc students had career related queries and wanted guidance on pursuing post graduate courses, MBA and other professional courses. Mentees also had queries about pursuing studies in foreign universities.

**Action:** Mentees were advised and guided with information about other universities and important web sites were shared with them. information about coaching classes for entrance exams were also shared with them. Mentees were directed to apply through placement cell of the college.

The overall interactions with the students helped them cope with the difficult times of pandemic and focus better on their academic skills.



Convenor

Mentoring Committee



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NOTICE  
MENTORING COMMITTEE

Mentoring is to be undertaken for all TY students by the respective departments.


The first OFFLINE or ONLINE meeting between Mentor (teacher) – Mentee (students) should be scheduled before 10<sup>th</sup> August 2022.

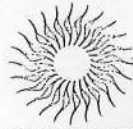
Follow the Guidelines and use the format attached.

25-7-22

  
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12-9-2022.

### MENTORING COMMITTEE

Mentoring for SY students to be conducted as per the following batches.

Kindly refer to the SY student's batches attached.

The meeting between the Mentor (Teacher) -Mentee (student) can be held offline/online during the period from 13th September to 30th September 2022.

The same format and guidelines used for TY mentoring should be followed. Attendance record should be maintained.

Kindly note that FY students mentoring distribution batches will be shared by the committee at a later date.

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Date: 24/11/2022

## MENTORING COMMITTEE

Mentoring for MSc students to be conducted on department level.

The first meeting between the Mentor(Teacher) -Mentee(student) can be held offline/online up to 6th December 2022. The same format and guidelines used for SY/ TY mentoring should be followed. Attendance records should be maintained.

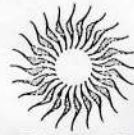
**Kindly note - All mentors should inform the mentees that no form of unfair means practices should be used during the exam.**



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Date: 24/11/2022

## MENTORING COMMITTEE

Mentoring for FY students to be conducted as per the following batches.

The first meeting between the Mentor(Teacher) -Mentee(student) can be held offline/online up to 6th December 2022. The same format and guidelines used for SY/ TY mentoring should be followed. Attendance records should be maintained.

**Kindly note - All mentors should inform the mentees that no form of unfair means practices should be used during the exam.**

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2022-23

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Date: 23-1-2023

### Mentoring Notice

Mentoring should be carried out for all students during this semester as per the following:

- 1) MSc Part I SEM II and MSc Part II SEM IV at department level.
- 2) TY students SEM VI at department level.
- 3) SY students SEM IV as per the details shared by the mentoring committee for SEM III.
- 4) FY students SEM II as per the details shared by the mentoring committee for SEM I. The same format and guidelines should be followed. Attendance record should be maintained.

All Heads of Departments are requested to complete the mentoring and mail the details of student mentoring latest by 26th February 2023 to the following email Id only:  
[mentoringcommitteesies@gmail.com](mailto:mentoringcommitteesies@gmail.com)

**The necessary documents are** Attendance record of mentoring session conducted along with excel sheet containing details of the mentoring session. HODs are also required to send an overall brief report of the mentoring conducted by the department.

Mentoring Committee.

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### Mentoring report 2022-23


Mentoring Committee allocated the students of FY and SY to each teacher and requested Department Heads to allocate the TY and MSc students to their department colleagues. Mentoring sessions were organised in hybrid mode. The students were encouraged to express the issues and problems they face and discuss the potentials for career prospects.


During the mentoring sessions certain common concerns were mentioned by the mentees.

1. Some general concerns were lack of communication and presentation skills and time management.
  - **Action:** Students were counselled on how to make a good presentation and given practice sessions. They were guided to set priorities and follow a schedule which would help in time management
2. Many students raised issues related to health, stress and anxiety faced in the post pandemic era.
  - **Action:** Basic healthy practices, eating nutritious food, techniques like yoga and meditation were suggested to students to cope up with anxiety and stress to maintain overall well-being.
- 3) Some mentees had difficulty in theory subjects while others in learning numerical based subjects and mainly learning and study habits.
  - **Action:** Extra revision lectures were conducted and queries about the syllabus, paper pattern, doubts about laboratory experiments were addressed. Remedial coaching was conducted for ATKT students. A study plan was discussed with them along with easy methods of understanding and learning.
- 4) The TY and MSc students specially had queries related to further studies, other professional courses, career opportunities and competitive exams..
  - **Action:** Guidance and counselling on further studies, career opportunities, government and other competitive exams was provided. Information on important web sites, alumini contacts and coaching classes were discussed. Mentees were directed to apply through placement cell of the college.

Mentees are directed to the Counsellor of the college: Ms Aditi Rajadhyaksha contact no-9769690880 if needed.

The mentoring sessions were found to be very helpful to the mentees in providing guidance, support, and encouragement to help them to navigate their educational journey and explore potential career paths.

  
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Mentoring Committee

  
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