



MENTORING COMMITTEE

NOTICE

Date: 24th August, 2022

The changing life style, the highly competitive world, the advancement in science and technology have raised immense stress. A good mentor helps a mentee to walk through these scenarios and achieve his or her goals in a better way. The process of mentoring involves advising, training, counselling and guiding a mentee.

All the teaching staff of Degree College, are hereby instructed to start mentoring sessions, as per the guidelines provided, from September 2022. Mentors can choose the mode of session i.e. Online or Offline as per the convenience of mentor and mentees.

Separate Whatsup group shall be prepared, if needed, for effective communication with mentees. At the end of the academic year, each mentor must hand over the database of registered mentees along with annual report regarding the mentees, their attendance report to the Coordinator/ Head.

Teachers acting as mentor for F.Y. classes are expected to assess the learning levels of the students as per the mechanism given.

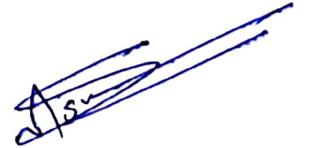
Any suggestion for improvement of the guidelines will be entertained.


Mr. Premkumar Nair

Chairperson – Mentoring Committee


24/08/2022

Mr. B. T. Shirsath
IQAC – Coordinator



Dr. S. V. Lasune
Principal
PRINCIPAL

K. V. PENDHARKAR COLLEGE OF
ARTS, SCIENCE & COMMERCE
DOMBIVLI (EAST)

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**DOMBIVLI SHIKSHAN PRASARAK MANDAL'S
K.V. PENDHARKAR COLLEGE OF ARTS, SCIENCE & COMMERCE,
(AUTONOMOUS), DOMBIVILI (EAST)
THANE 421203, (M.S.), INDIA**

Reaccredited with 'A' Grade (CGPA: 3.14) by NAAC in 3rd Cycle

**Mentor – Mentee Programme
2022-23**

(Jointly designed by IQAC & Mentoring Committee)

❖ **INTRODUCTION:**

The process of mentoring involves advising, training, counseling and guiding a mentee. A good mentor helps a mentee to achieve his or her goals in a better way.

In the past there were close-knit extended families and the children in the family used to acquire skills informally from the elders. However, due to the recent shift in the family structure, from an extended family to a nuclear one; the children in the family do not receive sufficient time, attention and guidance from the seniors of the family.

Moreover, the changing life style, the highly competitive world, the advancement in science and technology have given rise to immense stress. As a result, skills such as stress management, time management, decision making, goal directed behaviour etc. need to be inculcated in the students. Therefore a teacher needs to step into the shoes of a mentor.

Each student is unique in his/ her intellectual and emotional make up. His/ her capacity to withstand stress during adverse situations is also unique. The chief objective of mentoring is to help a student battle negative emotions and unfavourable life situations effectively. A good mentor is able to gauge the hidden potential of a mentee. He successfully inspires a mentee to convert his or her dreams into reality. The mentoring sessions will yield results if a mentor focuses on the individual problems of the mentee and develops a friendly relation with him/ her rather than a formal one.

❖ **OBJECTIVES:**

1. To enable mentors to establish a healthy rapport with the students and their parents.
2. To make students realize their potential.
3. To build students' self-confidence.
4. To understand students' qualities, interests and habits.
5. To make students socially competent.
6. To facilitate the development of students' personality.

❖ **ASSESSMENT OF THE LEARNING LEVELS OF THE STUDENTS:**

Each department is expected to assess the learning levels of the students of the F.Y. class. The teachers, who are the **mentors of FY classes**, besides regular mentoring will assess the learning levels of the students and will categorize them into advanced learners, average learners and slow learners.

➤ **Study Habits Inventory**

The mentors of FY classes can categorize the mentee as advanced, average and slow learner based on the mentee's performance in the Study Habits Inventory.

Criteria for identification:

1. Students scoring less than 45% are to be considered as **Slow learners**
2. Students scoring more than 45% but less than 75% are to be considered as **Average learners**
3. Students scoring more than 75% are to be considered as **Advanced learners**

➤ **How to administer Online Study Habits Inventory to the FY Students?**

1. The Study Habits Inventory is to be set in the Google drive of the respective department's email account.
2. There should be 25 dichotomous questions [consisting of only 02 options (YES/NO) for each question] of 2 marks each.
3. The teachers are expected to ensure that they are connected with the WhatsApp groups of all the FY divisions.
4. The link of the Study Habits Inventory should be shared by the respective Mentor two minutes prior as per the schedule given well in advance.
5. Google form (of Study Habits Inventory) should be divided into two sections:

I. **Section A:**

- College Name: Dombivli Shikshan Prasarak Mandal's K.V.Pendharkar College of Arts, Science and Commerce (Autonomous), Dombivli (East)
- Under Form Description following things are to be mentioned:

Online Study Habits Inventory:

DD/MM/YYYY (Respective date to be mentioned)

1. Email ID
2. First Name
3. Middle Name
4. Last Name
5. Class
6. Division
7. Roll No. (Starting with 22 without dash; for example, 221234)

II. Section B:

25 Dichotomous questions with the options of YES/NO carrying 02 marks each

Make all questions compulsory (Keep "Required" option on)

Questions:	Desired Response (To be selected as correct answer in the Google Form for auto-assessment)
1. Do you plan a study time table?	Yes
2. Are you able to follow your study time table?	Yes
3. Are you able to pay attention to the teacher in the class?	Yes
4. Do you take short notes during a lecture?	Yes
5. Do you read a chapter/lesson/unit before it is taught?	Yes
6. Is the atmosphere of your home favourable for studies?	Yes
7. Is your memory sharp enough to retain all that is taught?	Yes
8. Do you tend to forget previous lesson when you receive new information?	No
9. Do you need to read the same matter many times to grasp it?	No
10. Do you ask questions/queries/doubts to your teacher?	Yes
11. Do you use charts/maps/internet etc. while studying?	Yes
12. Do you underline or highlight important points?	Yes
13. Do you find new and diverse subjects interesting?	Yes
14. Does the influence of your friends affect your studies negatively?	No
15. Do you multitask?	Yes
16. Do you have self-confidence?	Yes
17. Do you enjoy your studies?	Yes
18. Do you spend more time in studying your favorite topic/subject?	Yes
19. Do you postpone/avoid studying the topic/subject that you don't like/find uninteresting?	No

20.	Are you able to answer in your own words during examination?	Yes
21.	Do you explain the topic/subject taught in the class to your friends?	Yes
22.	Do you take a break in your studies to drink water or to have snacks?	No
23.	Do you use various memory techniques while studying?	Yes
24.	Do you have hobbies and interests?	Yes
25.	Do you complete the task/project undertaken by you?	Yes

After administering online Study Habits Inventory, the mentor must download the response sheet (Excel file). Each mentor must share the list of advanced and slow learners with HODs/ Coordinators.

Based on the list the Heads/Coordinators need to plan special programmes for advanced and slow learners.

The department can take following efforts for advanced learners and slow learners:

Advanced Learners	Slow Learners
Encouraging advanced learners to participate and present papers in conference/seminars	Remedial Coaching
Encouraging advanced learners to participate in various intercollegiate co-curricular and extracurricular activities.	Solving previous years' question papers
Encouraging them to pursue online courses of NPTEL/MOOCs	Encouraging slow learners to participate in various intercollegiate co-curricular and extracurricular activities.
Encouraging them to write article for departmental Magazine	Asking slow learners to get in touch with the counseling cell of the college so that they get to know and acquire good study habits.
Encouraging them to undertake field projects.	

Note:

The above table is merely suggestive; departments can plan other efforts as well, for the benefit of the advanced and slow learners.

❖ **Guidelines for Mentors:**

- a) Every mentor will keep tabs on the attendance of the mentees allocated to him/her. If the mentee is absent for 3 consecutive days, the mentor is expected to call and inform the parents of the mentee regarding the absence.
- b) In case of self-financed courses, the coordinator of the department will assign mentors to mentees through an official notice. (The allotment made must be shared with the concerned staff members and students). Whereas for B.A. B.Sc. B.Com., the Mentoring Committee will assign the mentors to mentees.
- c) The teacher as a mentor of a specific group of students will form a WhatsApp group for his/her mentees and share the link of the group with the allotted students so that they are able to join the group.
- d) After ensuring the joining of all the students in the WhatsApp group, the teacher will circulate the link of registration form with the students in order to create database of the mentees in an excel sheet.
- e) Post-registration, each mentor is expected to engage minimum 01 session of an hour every fortnight in an **online mode after the regular lectures of the allotted mentees.**
- f) The attendance of the mentoring sessions is to be taken in a Google form specially created for the purpose of attendance.
- g) The teachers who are the **mentors for F.Y. classes** will assess the learning levels of **allotted FY students** (mentees) and share the list of advanced and slow learners with the Heads/Coordinators.
- h) A teacher as a mentor can identify a promising student from the group allotted and appoint him as a 'co-mentor' to understand the mentees better.
- i) At the end of the academic year, each mentor must hand over the database of registered mentees along with annual report regarding the mentees, their attendance report to the Coordinator/Head.
- j) Each department must preserve all the records regarding the Mentoring Programme.

Mentors can engage the mentoring sessions on the following topics:

1st Year:

- ✓ Orienting the mentees about good study habits and how to acquire them.
- ✓ Motivating mentees to participate in various activities (Sports/ DLLE/ NSS/ NCC/ Cultural/ Performing Arts/Social Welfare/Research Projects/Add-on Courses) of the College for their holistic development.
- ✓ Session on 'Assertiveness' to say "NO"
Enabling mentees to identify the situations in which they are unable to say 'NO'
- ✓ Exam- preparation
- ✓ Discussion on 'performance in previous examination' and measures for improvements, if required
- ✓ Session with the Parents.
- ✓ Review on mentees' participation in various College activities (Listed above)
- ✓ Session on 'Career Planning'

2nd Year:

- ✓ Session on 'Self-analysis' where mentees will be noting down their own strengths and weaknesses as an individual
- ✓ Motivating mentees to participate in various activities (Sports/ DLLE/ NSS/ NCC/ Cultural/ Performing Arts/Social Welfare/Research Projects/Add-on Courses) of the College for their holistic development.
- ✓ Session on 'Effective Communication Skills'.
- ✓ Session on 'exam- preparation'
- ✓ Discussion on 'performance in previous examination' and measures for improvements, if required
- ✓ Review on mentees' participation in various College activities (Listed above)
- ✓ Session with the Parents.
- ✓ Time management
- ✓ Stress Management

3rd Year:

- ✓ Review of 'Career Planning'
- ✓ Motivating students to participate in various activities (Sports/ DLLE/ NSS/ NCC/ Cultural/ Performing Arts/Social Welfare/Research Projects/Add-on Courses) of the College for their holistic development.
- ✓ Ideal daily schedule
- ✓ Session on 'exam- preparation '
- ✓ Discussion on 'performance in previous examination' and measures for improvements, if required
- ✓ Review on mentees' participation in various College activities (Listed above)
- ✓ Session with the Parents.
- ✓ Techniques to enhance Emotional Quotient (EQ)
- ✓ Techniques to enhance Spiritual Quotient (SQ)

Besides the sessions specified above, a mentor may engage a session on any relevant topic in order to guide and motivate the allotted group of students. All mentors must be ready to provide individual guidance/support to the needy students (Students facing serious personal issues).

The formats for 'Annual Report of the Mentor', 'Attendance of Mentees', 'Assessment of Learning Levels of FY Mentees' and 'Mentee's Profile' are given below:

Dombivli Shikshan Prasarak Mandal's

K.V.Pendharkar College of Arts, Science & Commerce (Autonomous), Dombivli (E)

Annual Report of the Mentor

(Academic Year: 2022-23)

Name of the Mentor: _____

Class & Division : _____ Batch No. _____

Sr. No.	Roll No.	Name of the Mentee	Performance in the Last Semester Exam (Pass/ ATKT)	Name of the College Activities in which the Student Participated	Attendance in the Class (Poor/Avg./ Good)	Did the Student Approach with a Problem? (Yes/ No)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Note: At the end of the year, the mentor must collect certificates/any other supporting documents from the mentees proving their participation in the College activities.

Signature of the mentor with date: _____

Dombivli Shikshan Prasarak Mandal's
K.V.Pendharkar College of Arts, Science & Commerce (Autonomous), Dombivli (E)
Attendance Report of Mentees
(Academic Year: 2022-23)

Name of the Mentor: _____

Class & Division : _____ Batch No. _____

Sr.N	Roll No.	Name of the Mentee	Session	Session	Session	Session	Session	Session
			I	II	III	IV	V	VI
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Signature of the mentor with date: _____

Report of Assessment of Learning Levels:

Sr.	Roll No.	Name of the Mentee	Score in the Study Habits Inventory (Out of 50 Marks)	Total Score (Out of 100)	Remark (Slow/Average/Advanced Learner)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature of the mentor with date: _____

Dombivli Shikshan Prasarak Mandal's
K.V. Pendharkar College of Arts, Science and Commerce (Autonomous), Dombivli (E)

Registration Form

Mentee's Profile (Academic Year: 2022-23)

Name of the Student **Mr/Ms.** _____
(Starting with Surname)

Class and Division: _____

Roll No.: _____

Subject Group: _____

Contact No.: _____

Email Id: _____

Parent's Contact No.: _____

Information about Hobbies/ Sports Activities/ Special Talents/ Other Interests:

Do you face any problem (in terms of family issues or any other learning related problem) while pursuing education?

For the Reference of the Mentors:

1. Study Skills and Memory Techniques:

Objectives:

- Introducing effective study techniques to the students
- Teaching memory techniques (organize your space, visualize the information etc.).

2. Assertiveness (Learning to say 'NO'):

Objectives:

- Helping students to be assertive as well as positive so that they are able to prioritize their own work responsibilities
- Teaching students to say 'No'
- Developing assertive communication style

3. Time and Stress Management:

Objectives:

- Raising students' awareness about the importance of effective time management
- Helping students use time management techniques in day-to-day life
- Enabling students to develop systematic and organized approach towards studies and other daily activities.
- Teaching students various stress relief techniques to manage their stress

4. Communication Skills:

Objectives:

- Making students realize the importance of effective communication skills
- Guiding students to develop their communication skills

5. Self-Analysis:

Objectives:

- Emphasizing how self-awareness is directly related to both emotional intelligence and success.

6. **EQ & SQ:**

Emotional Quotient (EQ) is the ability of an individual to manage his/her emotions and this ability is required to live a successful personal & professional life.

Spiritual Quotient (SQ) is all about honesty & integrity of individuals.

Wish you all the very best in the mentoring endeavors of yours!!!


Mr. B. T. Shirsat
IQAC Coordinator




Dr. S. V. Lasune
Principal
PRINCIPAL
K. V. PENDHARKAR COLLEGE OF
ARTS, SCIENCE & COMMERCE
DOMBIVLI (EAST)



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NOTICE

Date: 11th August, 2022

List of mentors (Commerce Faculty) (2022-23)

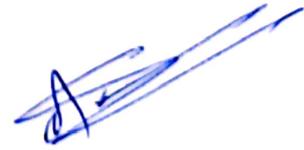
Sr. No.	Class and Division	Roll. No.	Name of Mentor	Number of Mentee
1	F.Y.B.Com. A	22-3701 to 22-3760	Mr. Yuvraj Morgha	60
2	F.Y.B.Com. A	22-3761 to 22-3820	Ms. Hemalata Waghchaure	60
3	F.Y.B.Com. B	22-3851 to 22-3910	Mr. S. B. Patil	60
4	F.Y.B.Com. B	22-3911 to 22-3970	Ms. Supriya Gawas	60
5	F.Y.B.Com. C	22-4001 to 22-4060	Ms. Mohini Savedkar	60
6	F.Y.B.Com. C	22-4061 to 22-4120	Ms. Reshma Mulani	60
7	F.Y.B.Com. D	22-4151 to 22-4210	Dr. Ajaykumar Lokhande	60
8	F.Y.B.Com. D	22-4211 to 22-4270	Mr. Kapil Ashtekar	60

Sr. No.	Class and Division	Roll. No.	Name of Mentor	Number of Mentee
1	S.Y.B.Com. A	22-5031 to 22-5150	Ms. Usha Gupta	120
2	S.Y.B.Com. B	22-5181 to 22-5301	Ms. Vinita Punjabi	120
3	S.Y.B.Com. C	22-5331 to 22-5451	Mr. Aakash Gangavane	120
4	S.Y.B.Com. D	22-5481 to 22-5540	Ms. Lavnya Samala	60
5	S.Y.B.Com. D	22-5541 to 22-5601	Mr. Omkar Kadam	60

Sr. No.	Class and Division	Roll. No.	Name of Mentor	Number of Mentee
1	T.Y.B.Com. A	22-6371 to 22-6427	Ms. Tejashree Gawde	57
2	T.Y.B.Com. A	22-6428 to 22-6485	Ms. Tejashree Gawde	57
3	T.Y.B.Com. B	22-6521 to 22-6575	Ms. Pramila Yadav	55
4	T.Y.B.Com. B	22-6576 to 22-6630	Ms. Sanjana Singh	55
5	T.Y.B.Com. C	22-6671 to 22-6726	Ms. Neha Salagare	56
6	T.Y.B.Com. C	22-6727 to 22-6783	Ms. Tejal Bagrao (CS)	56
7	T.Y.B.Com. D	22-6821 to 22-6876	Ms. Jayashree Sen	56
8	T.Y.B.Com. D	22-6877 to 22-6931	Mr. B.T. Shirsath	55


Mr. Premkumar Nair
Convenor – Mentoring Committee


Mr. B. T. Shirsath
Coordinator – IQAC


Dr. S. V. Lasune
Principal



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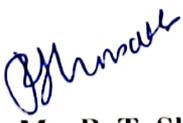
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Date: 11th August, 2022

List of mentors (Science Faculty) (2022-23)

Sr. No.	Class	Division	Roll No.	Name of the mentor	Number of Mentee
1	F.Y.B.Sc.	A	22-4301 to 22-4320 22-4386 to 22-4390	Dr. N. S. Suryawanshi	25
			22-4321 to 22-4340	Ms. Utkarsha Dhuri	20
			22-4341 to 22-4360	Ms. Aarati Nandapure	20
			22-4361 to 22-4385	Dr. K. R. Jagdeo	15
2	S.Y.B.Sc.	A	22-5631 to 22-5645	Dr. S. S. Dhabarde	15
			22-5646 to 22-5660	Dr. Varsha Narvade	15
			22-5661 to 22-5671	Dr. Sumita Kalekar	10
3	T.Y.B.Sc.	A	Botany	Dr. Abhijit Sahasrabudhe	All
			Chemistry	Dr. Jagruti Suroshe	All
			Physics	Mr. Suyash Agnihotri	All
			Zoology	Dr. S. S. Mahajan	All

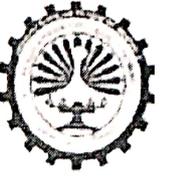

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List of mentors (Arts Faculty) (2022-23)

Sr. No.	Class	Division	Roll No.	Name of the Mentor	Number of Mentee
1	F.Y.B.A.	A	223401-223440	Ms. Pallavi Sonawane	40
			223441-223480	Dr. S.J. Mishra	40
2	F.Y.B.A.	B	223551-223590	Mr. D.T Pagare	40
			223591-223630	Dr. B. S. Lahor	40
3	S.Y.B.A.	A	224731-224780	Ms. Sheetal Dhobale	50
			224781-224843	Mr. Harshvardhan Naik	63
4	S.Y.B.A.	B	224881-224930	Dr. Madhuri Ramdharne	50
			224931-224972	Mr. S.J Abhyankar	42
5	T.Y.B.A		Economics	Mr. D.T. Pagare	All
			English	Dr. S.J. Mishra	All
			Geography	Ms. Sheetal Dhobale	All
			History	Mr. P.B. Kusmude	All
			Marathi	Dr. B.S. Lahor	All
			Psychology	Mr. S.J Abhyankar	Mar. Med.
	Ms. Pallavi Sonawane	Eng. Med.			


Mr. Premkumar Nair
Convener – Mentoring Committee


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Dr. S. V. Lasune
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MENTORING COMMITTEE

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List of mentors (Self – Financing Programmes) (2022-23)

Department of Biotechnology

Class	Name of faculty Mentor	Roll No. of students	Number of Mentee
T.Y. Biotechnology	Dr. Suman Satyarum	227365 to 227377	13
	Ms. Sandeeptha Rathindran	227351 to 227364	14
S.Y. Biotechnology	Ms. Seema Dalvi	256011 to 226025	15
	Dr. Seema Agashe	226026 to 226040	15
F.Y. Biotechnology	Ms. Sneha Pande	224681 to 224698	19
	New Faculty	224699 to 224617	19

Department of Banking and Insurance

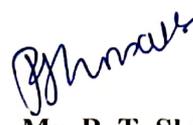
Class	Name of faculty Mentor	Roll No. of students	Number of Mentee
T.Y. BBI 'A'	Ms. Priyanka Ambre	228961 to 229006	45
S.Y. BBI 'A'	Ms. Priya Popale	228401 to 228453	53
S.Y. BBI 'B'	Ms. Kinnari Shinde	228481 to 228508	26
F.Y. BBI 'A'	Ms. Priya Mishra	227841 to 227882	45

Department of Computer Science (CS)

Class	Name of faculty Mentor	Roll No. of students	Number of Mentee
T.Y. CS 'A'	Ms. Jyotsna Tari	227271 to 227321	51
S.Y. CS 'A'	Ms. Mamta Devre	225901 to 225991	61
F.Y. CS 'A'	Mr. Avinash Dongare	224601 to 224667	66


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List of mentors (Self – Financing Programmes) (2022-23)

Department of Management Studies (BMS)

Class	Name of faculty Mentor	Roll No. of students	Number of Mentee
T.Y. BMS 'A'	Dr. Nikita Aurange	228801 to 228861	58
T.Y. BMS 'B'	Dr. Prasad Supekar	228881 to 228931	51
S.Y. BMS 'A'	Mr. Nishant Shirsat	228241 to 228303	63
S.Y. BMS 'B'	Mr. Shailendra Mishra	228321 to 228382	62
F.Y. BMS 'A'	Mr. Tejas Pednekar	227681 to 227139	59
F.Y. BMS 'B'	Ms. Sushma Jadhav	227761 to 227818	58

Department of Information Technology (IT)

Class	Name of faculty Mentor	Roll No. of students	Number of Mentee
T.Y. IT 'A'	Ms. Rupali Patil	228721 to 228745	24
	Ms. Jayashree Pawar	228746 to 228768	24
S.Y. IT 'A'	Ms. Rohana Randive	228161 to 228186	27
	Ms. Pradnya Uttekar	228187 to 228214	27
F.Y. IT 'A'	Ms. Anuja Chavan	227601 to 227634	30
	Ms. Megha Marathe	227635 to 227667	30

Department of Multimedia and Mass Communication (BAMMC)

Class	Name of faculty Mentor	Roll No. of students	Number of Mentee
T.Y. BAMMC 'A'	Dr. Mrinal Kulkarni	2212122 to 2212134	13
S.Y. BAMMC 'A'	Dr. Deepika Chaudhary	2211961 to 2211981	21
F.Y. BAMMC 'A'	Dr. Mrinal Kulkarni	2211801 to 2211820	21


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List of mentors (Self – Financing Programmes) (2022-23)

Department of Bachelor in Accounting and Finance (BAF)

Class	Name of faculty Mentor	Roll No. of students	Number of Mentee
T.Y. BAF 'A'	Ms. Bhakti Pawaskar	229121 to 229177	57
T.Y. BAF 'B'	Mr. Rakesh Chavan	229201 to 229253	53
T.Y. BAF 'C'	Mr. Premkumar Nair	2212041 to 2212093	53
S.Y. BAF 'A'	Ms. Jyoti Dwivedi	228561 to 228621	61
S.Y. BAF 'B'	Ms. Prachi Jadhav	228641 to 228698	56
S.Y. BAF 'C'	Ms. Shruti Bhosle	2211881 to 2211942	62
F.Y. BAF 'A'	Ms. Sweta Patel	228001 to 228054	53
F.Y. BAF 'B'	Ms. Sweta Patel	228081 to 228134	53
F.Y. BAF 'C'	Ms. Anila Alakkal	2211701 to 2211762	60

Mr. Premkumar Nair
Convener – Mentoring Committee

Mr. B. T. Shirsat
Coordinator – IQAC

Dr. S. V. Lasune
Principal