



Maratha Vidya Prasarak Samaj's
KSKW ARTS, SCIENCE AND COMMERCE COLLEGE, CIDCO,
UTTAMNAGAR, NASHIK-422 008

STUDENT MENTORING SYSTEM

(Policy Document - Draft)

Mentoring is essentially about extending necessary support to build in confidence and help the mentee to achieve all round development of the personality. Mentoring is not the same as training, teaching or coaching, and a mentor need not be a qualified trainer or an expert in the role the mentee carries out. The concept of mentor is essentially different from class teachers. He should possess the ability to listen and ask questions, which will lead to identify the course of action mentee need to, take in regards to their own development.

According to Oxford Dictionary mentor is an “experienced and trusted adviser”. Ideally, the role of mentor is of confidante who listens patiently and provides scope for mentee to understand the nature of problem and find solutions. He/she provides information, knowledge, and shares informal networks, provides an advice on career development, offers different perspectives, provides support and encouragement, provides an insight on work and career. He is a critical friend, a person with whom you share everything, offers guidance and advice in regards to qualifications, broadens the horizon, encourages self-reflection, helps mentees’ to identify areas for development.

THE BENEFITS OF MENTORING

TO MENTOR

- Job satisfaction from seeing student development.
- Increased recognition from peers, department and institute.
- Challenge and opportunity for orienting mentee on proper way.
- Learning and developing ourselves from the process.
- Satisfaction at the success of the mentee.
- Motivation from self-development and responsibility.

FOR THE MENTEE

- Increased self-confidence and motivation.
- Support and challenge in formulating a clear sense of personal direction.
- Understanding of the formal and informal culture and structures of an institute.
- An opportunity to develop skills by observing others.
- A source of knowledge and experience to tap into.
- A sounding board to discuss ideas and approaches before action is taken.
- An opportunity to think about things in a different way.

FOR DEPARTMENT/COLLEGE

- Increased levels of motivation from those who are involved.
- Employees who have a clear direction and clear objectives.
- Improved communication at all levels and across levels.
- Sharing of knowledge and experiences and best practice as standard working practice.
- Tangible and measurable gains if work tasks and projects are used as a development tool.
- Innovation and continuous improvement in the way that employees approach their work.

GUIDELINES

- The Incharge of Second Criterion (Teaching- Learning and Evaluation) is the coordinator for mentoring system of the college.
- The admission committees will forward the list of mentees to the coordinator and coordinator will randomly allocate them to the mentors selected for that academic year under the supervision of IQAC and Hon. Principal.
- At UG level mentor assigned will perform mentorship of the mentee for three years of his/her graduation.
- At PG level mentor assigned will perform mentorship of the mentee for 2 years of his/her post-graduation.

FACULTY ALLOCATION SYSTEM

| | Under-graduation | Post-graduation |
|--------------------------------|---|----------------------------------|
| | 70 % faculty on roll | 30 % faculty on roll |
| Cycle - I 01 Year | 1/3 faculty members becomes mentor | ½ faculty members becomes mentor |
| Cycle - I 02 Year | 1/3 faculty members becomes mentor | ½ faculty members becomes mentor |
| Cycle - I/II 03 Year | 1/3 faculty members becomes mentor | |
| Cycle - II 01 Year | At this stage about 1/3 mentors of under-graduation level and ½ mentors at post-graduation level shall be exchanged from UG to PG level and vice-versa. | |
| Continue..... | | |

UNDERGRADUATE LEVEL

All the students (mentee) admitted to first year of graduation (All faculties) during the academic year shall be allotted randomly to the faculty members selected by the mentoring committee.

The student allocation shall be in the supervision of IQAC and Hon. Principal.

POSTGRADUATE CLASSES

All the students (mentee) admitted to first year of post-graduation (All faculties) during the academic year shall be allotted randomly to the faculty members selected by the mentoring committee.

ROLE AND RESPONSIBILITIES OF MENTOR:

1. Should conduct at least four meetings in an academic year.
2. Personal counselling and motivation to mentee.
3. Regular communication with mentees.
4. Availability to mentee on demand.
5. Monitoring the academic growth of the mentee.
6. Parental care of the mentee.
7. Guidance for career development and skill achievements.
8. Confidentiality and of personal information of the mentee.
9. Maintenance of mentoring records.
10. Mentor should act as a guide, friend and philosopher for the mentee.

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KSKW Arts, Science and Commerce College, CIDCO, Nashik**

Meeting Report: I/II/III/IV

Name of the Mentor:

Date:

Time:

| | |
|----------------------------------|--|
| Objectives of the Meeting | |
| Discussions | |
| Conclusions | |

Signature of Mentor

Mentoring Committee

**Maratha Vidya Prasarak Samaj's
KSKW Arts, Science and Commerce College, CIDCO, Nashik**

Meeting Attendance Report: I/II/III/IV

Name of the Mentor:

Date:

Time:

| Sr. No. | Name of the Mentee | Signature |
|----------------|---------------------------|------------------|
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Signature of Mentor

Mentoring Committee

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Annual Report:

Name of the Mentor:

Department:

Signature of Mentor

Mentoring Committee

IQAC Coordinator

Principal