



**M. B. MORE FOUNDATION'S
ARTS, COMMERCE & SCIENCE WOMEN COLLEGE**

Affiliated to Mumbai University

Founder & President : Hon. Mr. Vijayrao Mahadevrao More

ESTD 2012

Outward No.

Date :

Mentor - Mentee Scheme

For a student, 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, institute. 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.

Mentor-Mentee Scheme is being introduced at M. B. More Foundation's Arts, Commerce and Science Women College, from the academic year 2019-20. Following are its aim & objectives:

Aim :

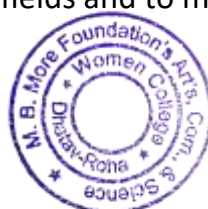
Mentoring is defined as a 'mutually beneficial relationship which involves a more experienced person (Teacher) helping a less experienced person (Student) to identify and achieve their goals'.

A mentee (Student) actively seeks support and guidance in their career development from an experienced mentor (Teacher). A mentor provides support, a sounding board, knowledge, encouragement, guidance, and constructive feedback to the mentee by developing a genuine interest in the growth of their abilities and talents.

Objectives :

Nowadays it is found that student has significant loss in their study due to some stress, pressure and lack of planning to achieve their goals. Mentor-Mentee Scheme is only intended to provide guidance and to solve stress related issues.

- 1) To help undergraduate fresh students understand the challenges and opportunities present in the Institute and develop a smooth transition to campus life.
- 2) To counsel academically weak students and to play an important role in helping troubled students cope with academic, extra-academic and personal problems.
- 3) To provide positive role models to students in the institute.
- 4) To proactively try to identify problems of the general student populace and to bring them to the notice of the concerned authorities.
- 5) Ensuring regularity and punctuality of students through counseling sessions
- 6) 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.



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Guidelines :

Role of Mentor

1. Mentor shall meet respective batches at least twice in a year.
2. Personal counseling is the main role played by Mentor.
3. Mentor shall certainly meet students of their batches in the first meeting and discuss general matters and make them at ease.
4. Subsequently, they shall meet students after the 1st and 2nd semester examinations and discuss their performance and comfort level.
5. Mentor shall counsel the students with difficulty in adjusting to the environment.


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

1. Ask your Mentee to share their class schedule with you. Learn their schedule so you can consistently ask them how each class is going. Always encourage them to get to know their professors.
2. Assist your mentee in identifying key offices and resources on campus i.e. a library, laboratories or other such academic support offices.
3. Assist your mentee in understanding important deadlines and college processes.
4. Take advantage of school breaks to meet face-to-face with your mentee.
5. Identify strengths and weaknesses in all fields of the student mentees by using SWOT analysis.
6. Identify hobbies and fields of their interests.
7. Guide and motivate to improve their results.
8. Know their academic and psychological needs and guiding them accordingly
9. Conduct regular counseling sessions for building discipline at two meetings per year.
10. Encouragement and Orientation provided in developing enthusiasm to participate in multi-skilled activities such as curricular, co-curricular and extra-curricular
11. Collect feedback to strengthen the feedback system and achieve desired results on different aspects.
12. Taking feedback at the end on this Mentor-Mentee Scheme.

Role of Mentee

1. Mentee shall respond to his allotted Mentor in every contact and shall provide the most up-to-date information to facilitate communication.
2. Mentee shall create a list of 3 goals for the academic year, one goal should be an academic goal, one should be an extra-curricular goal, and one should be a personal goal. Mentee shall hold themselves accountable to these goals during the academic year.
3. Mentee shall be mindful to use her time effectively.
4. Mentee shall keep herself updated on her personal/ academic progress, contact her Mentor as needed for support or guidance.
5. Mentee shall be proactive in soliciting her Mentor's support.




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Mentor - Mentee Scheme

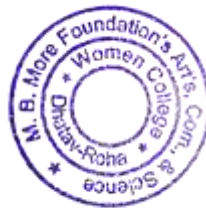
Date : 05/07/2019


Notice

All the staff members are hereby informed that the First Meeting for Mentor- Mentee Scheme will be held at 12:00 pm on Saturday 06/07/2019 at Staff room. All the staff members should be present at the meeting in time.

Agenda of the Meeting :

- 1) Information about the Mentor- Mentee Scheme
- 2) Allotment of Mentor and Mentees.
- 3) Frame work and Guidelines for Mentor – Mentee Scheme
- 4) Any other topic




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Mentor - Mentee Scheme

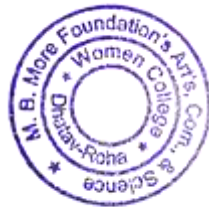
Date : 08/01/2020


Notice

All the staff members are hereby informed that the Meeting for the Planning of Mentor-Mentee Scheme in Second Term will be held at 01:30 pm on Thursday 09/01/2020 at the Staff room. All the staff members should be present at the meeting in time.

Agenda of the Meeting :

- 1) Confirmation of the minutes of previous meeting
- 2) Review of the work of Mentor in First Term.
- 3) Planning of the Scheme for Second Term
- 4) Any other topic




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Mentor - Mentee Scheme

Date : 09/01/2020

Minutes of the Meeting

The Meeting for Mentor-Mentee Scheme was held at 01:30 pm today at the Staff room. The Principal and all staff members were present at the meeting and the following points were discussed.

1) Confirmation of the minutes of previous meeting

The minutes of the previous meeting dated 06/07/2019 were read and confirmed.

2) Review of the work of Mentor in First Term

Each mentor has given the information of their allocated mentees on different aspects related to curricular growth, attendance, participation to activities, etc. Mentor expressed their gratitude to solve the issue of Ladies toilet in time by the Management through efforts of Principal.


3) Planning of the Scheme for Second Term

Principal told Mentor to keep in touch with their allotted mentees. They also said to collect contact numbers and email id of their mentees for communication. Each mentor also promised to continue follow up of allocated mentees in the Second term.

4) Any other topic

There was no more issue for discussion




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Mentor - Mentee Scheme

Date : 14/09/2020


Notice

All the staff members are hereby informed that the First Online Meeting for Mentor-Mentee Scheme will be held at 12:00 on Wednesday 16/09/2020 via Google Meet. All the staff members should join the meeting in time.

Agenda of the Meeting :

- 1) Information about the Mentor- Mentee Scheme
- 2) Allotment of Mentor and Mentees.
- 3) Frame work and Guidelines for Mentor – Mentee Scheme
- 4) Any other topic




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Mentor - Mentee Scheme

Date : 16/09/2020

Minutes of the Meeting

The First Online Meeting for Mentor-Mentee Scheme was held at 12:00 pm today via Google meet. The Principal and all staff members were present at the meeting and the following points were discussed.

1) Information about the Mentor- Mentee Scheme

Mr. P. A. Mhasalkar, Principal-in-charge gave detailed information about the Mentor-Mentee scheme. He said that each faculty should work as a Mentor for all round development of the student and should guide the student for their queries relating to course selection, admission fees, scholarships, examination systems, library, bus pass, etc. The mentor should also help the student to get information about extension activities, career planning and in participation to events at College. He said to communicate the student to solve their difficulties by phone call, email, letter or oral message.

2) Allotment of Mentor and Mentees


By considering total number of students and available full time faculty, the Principal allotted appropriate number of mentees to the mentor.

Class	No of Mentors	Name of the Mentor
FYBA	01	Mr. H. G. Dhavle
SYBA	01	Ms. D. K . Shinde
TYBA	01	Ms. M. T. Jadhav
FYBCom	02	1) Ms. P. M. Mahadik 2) Mr. M. D. Mohite
SYBCom	02	1) Mr. M. H. Pakhar 2) Ms. H. H. Patil
TYBCom	01	Mr. N. S. Ghag
FYBSc	02	1) Ms. Y. B. Nehete 2) Ms. P. V. Bhoir
SYBSc	02	1) Ms. N. M. Mahadik 2) Ms. P. P. Gharge
TYBSc	02	1) Ms. D.S. Warange 2) Mr. P. A. Mhasalkar

3) Any other topic

There was no more issue for discussion




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Mentor - Mentee Scheme

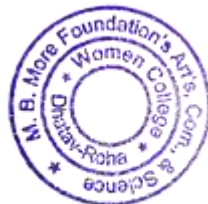
Date : 19/01/2021


Notice

All the staff members are hereby informed that the Online Meeting for the Planning of Mentor- Mentee Scheme in Second Term will be held at 10:30 am on Saturday 23/01/2021 via Google Meet. All the staff members should join the meeting in time.

Agenda of the Meeting :

- 1) Confirmation of the minutes of previous meeting
- 2) Review of the work of Mentor in First Term.
- 3) Planning of the Scheme for Second Term
- 4) Any other topic




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Mentor - Mentee Scheme

Date : 23/01/2021

Minutes of the Meeting

The Meeting for Mentor-Mentee Scheme was held at 10:30 am today via Online Mode on Google meet. The Principal and all staff members were present at the meeting and the following points were discussed.

1) Confirmation of the minutes of previous meeting

The minutes of the previous meeting dated 16/09/2020 were read and confirmed.

2) Review of the work of Mentor in First Term

Each mentor has given the information of their allocated mentees on different aspects related to curricular growth, attendance, participation to activities, etc. Few issues of mentees about online lectures that are solved on discussion with mentor were discussed in detail.


3) Planning of the Scheme for Second Term

Few mentors informed that number of mentees are increased in the FYBA, FYBCom and FYBSc and they have been adjusted under them only. Each mentor also promised to continue follow up of allocated mentees in the Second term.

4) Any other topic

There was no more issue for discussion




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Mentor - Mentee Scheme

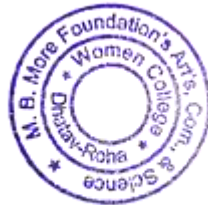
Date : 18/06/2022


Notice

All the staff members are hereby informed that the Meeting for the Planning of Mentor-Mentee Scheme in AY 2022-23 will be held at 12:30 pm on Tuesday 21/06/2022 in classroom G1. All the staff members should present at the meeting in time.

Agenda of the Meeting :

- 1) Confirmation of the minutes of previous meeting
- 2) Information about the Mentor- Mentee Scheme.
- 3) Allotment of Mentor and Mentees
- 4) Any other topic




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Mentor - Mentee Scheme

Date : 21/06/2022

Minutes of the Meeting

The Meeting for Mentor-Mentee Scheme was held at 12:30 pm today in the classroom G1. The Principal and all staff members were present at the meeting and the following points were discussed.

1) Confirmation of the minutes of previous meeting

The minutes of the previous Online meeting held on 23/01/2021 were read and confirmed.

2) Information about the Mentor- Mentee Scheme

The Principal explained the nature of work of the Mentor- Mentee scheme in previous years. The benefit of this scheme in solving problems of the students were explained by giving few examples. Till date this scheme has focused on solving various types of academic problems of students. The principal suggested professors to communicate with the students and help them to fulfil their expectations from the College.

3) Allotment of Mentor and Mentees


By considering total number of students and available full time faculty, the Principal allotted appropriate number of mentees to the mentor.

Class	No of Mentors	Name of the Mentor
FYBA	01	Mr. H. G. Dhavle
SYBA	01	Ms. D. K. Shinde
TYBA	01	Ms. M. T. Jadhav
FYBCom	01	Ms. M. J. Wankhede
SYBCom	01	Mr. M. H. Pakhar
TYBCom	01	Mr. N. S. Ghag
FYBSc	02	1) Ms. N. M. Mahadik 2) Ms. P. V. Bhoir
SYBSc	02	1) Ms. Y. B. Nehete 2) Ms. M. S. Kirkire
TYBSc	02	1) Ms. D.S. Warange 2) Ms. M. R. Bind

4) Any other topic

There was no more issue for discussion




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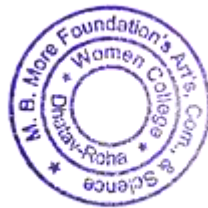
Date : 08/07/2023


Notice

All the staff members are hereby informed that the Meeting for the Planning of Mentor-Mentee Scheme in AY 2023-24 will be held at 01:00 pm on Monday 10/07/2023 in classroom G1. All the staff members should present at the meeting in time.

Agenda of the Meeting :

- 1) Confirmation of the minutes of previous meeting
- 2) Information about the Mentor- Mentee Scheme.
- 3) Allotment of Mentor and Mentees
- 4) Any other topic




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Mentor - Mentee Scheme

Date : 10/07/2023

Minutes of the Meeting

The Meeting for Mentor-Mentee Scheme was held at 01:00 pm today in the classroom G1. The Principal and all staff members were present at the meeting and the following points were discussed.

1) Confirmation of the minutes of previous meeting

The minutes of the meeting held on 21/06/2022 were read and confirmed.

2) Information about the Mentor- Mentee Scheme

The Principal took review of all classes from respective subject teachers and announced the implementation of Mentor- Mentee scheme from today. He explained the objectives of Mentor- Mentee scheme to the newly joined faculty. He suggested to interact with the students to help them solve their academic difficulties and fulfil their expectations from the College. He said to keep learning- friendly atmosphere in the campus by providing psychological support and prevent incidences like ragging.

3) Allotment of Mentor and Mentees


By considering total number of students and available full time faculty, the Principal allotted appropriate number of mentees to the mentor.

Class	No of Mentors	Name of the Mentor
FYBA	01	Mr. H. G. Dhavle
SYBA	01	Ms. D. K. Shinde
TYBA	01	Ms. M. T. Jadhav
FYBCom	01	Ms. S. L. Khade
SYBCom	01	Mr. M. H. Pakhar
TYBCom	01	Mr. N. S. Ghag
FYBSc	02	1) Ms. S. R. Thakur 2) Ms. M. T. Jadhav
SYBSc	02	1) Ms. Y. B. Nehete 2) Ms. N. M. Mahadik
TYBSc (Bot)	01	Ms. D.S. Warange
TYBSc (Che)	02	1) Ms. P. V. Bhoir 2) Ms. M. U. Lahane

4) Any other topic

There was no more issue for discussion




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