



**Kr. Vasant Rao Narayan Rao Naik Shikshan Prasarak Sanstha's**  
**Arts, Commerce and Science College Nashik**  
**Canada Corner, Dongare Vastigruh Parisar Nashik-422002**

## **Students Mentoring Programme**



**Academic Year: 2019-2020**



# Mentoring Program Guidelines

FOR

*"Mentees and Mentors"*



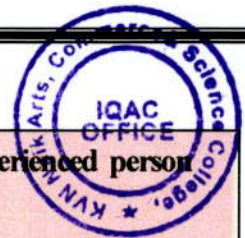
## Introduction:

The mentoring system has been introduced recently in our college. The students are equally distributed to the teachers in the department including the Head himself/herself. The teacher concerned is supposed to be the mentor of that particular group of students. The teacher concerned is expected to guide, advise, support and counsel the group of students whenever and wherever necessary.

In routine lecture sessions during the subject teaching, the mentor gives information about various professions, skills, jobs, and present socio-economic, cultural, and political activities in the country and the world. The mentor helps the students not only in the academic and professional areas but also personal issues and the problems of the students. The mentor is also expected to look into the personal difficulties and problems of the mentees and try to find a solution to the problems. This practice helps build a bonding between the mentor and the mentees and best or healthy practices are fostered in the academics. The ratio of the Mentor and Mentees is decided on the basis of the number of students and the faculty in the departments. It is expected by the mentor to monitor a progress/performance record of the students and share it with their parents in the parent teacher association (PTA) meetings.



## What is Mentoring?



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

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.

A mentee actively seeks support and guidance in their career development from an experienced mentor (Teacher). A mentee always has ultimate responsibility for their career development.

## Objectives:

- ✦ To establish a rapport with the students.
- ✦ To cater to the individual needs of the students.
- ✦ To build confidence in them.
- ✦ To provide guidance about higher education and personal issues.
- ✦ To provide guidance regarding the placement opportunities.
- ✦ To pay more attention to slow learners.
- ✦ To inspire and motivate the advanced learners towards innovation and creativity through active participation.
- ✦ To share the progress report of students to parents in PTA meeting.

## Responsibilities of Mentor and Mentee:

- ✦ Act ethically and with respect towards all;
- ✦ Maintain strict confidentiality;
- ✦ Commitment to attend all meetings;
- ✦ Discuss expectations of mentor and mentee in the first meeting and review as meetings progress

## Mentor-Mentee Committee:-

1. Prin. Dr. S.P. Badgujar (Chairman)
2. Dr. R. B. Zolekar (Co-ordinator)
3. Prof. C. G. Kamble (Member)
4. Dr. V. S. Naukudkar (Member)
5. Dr. R.R. Shinde (Member)
6. Prof. S. L. Bhabad (Member)

**Principal**  
Kr. V. N. Naik Shikshan Prasarak Sanstha's  
Arts, Commerce & Science College,  
Canada Corner, Nashik.

**Date:**

**Mentoring Programme guidelines for Mentor and Mentee has been approved by Mentor-Mentee Committee of Kr.Vasantrao Narayanrao Naik Shikshan Prasarak Sanstha's Arts, commerce and science College, Nashik**





**Krantiveer Vasantrao Narayanrao Naik Shikshan Prasarak Sanstha's**



# ARTS, COMMERCE & SCIENCE COLLEGE, NASHIK

Dongare Vastigruh Parisar, Canada Corner, Nashik-422002. (M.S.) Ph. (O) (0253) 2576692, (Jr.) 2318692  
Affiliated to University of Pune, Sr. College (ID No. PU/NS/ASC/53/1998) Jr. College (No. J-13-17-027)  
Email : vnnai\_col@rediffmail.com, vnnai\_college@gmail.com Visit us : www.kvnacs.in Fax No. (0253) 2576692

**NAAC Re-accredited "B" Grade**

**Dr. S. P. Badgujar**  
Principal

Date : 06 / 07 / 2019

Ref. No. KVNN/ASC/

## MENTORING PROGRAMME

### NOTICE

All the staff members are hereby informed that the First Meeting for Mentoring programme will be held at 12.00 on Monday 08/07/2019 in room no 20. All the staff members should present in time.

#### **Agenda of the Meeting:**

- 1) Information about the mentoring programme
- 2) Allotment of Mentors and Mentees.
- 3) Framework and guidelines of mentor - mentee scheme.
- 4) Any other issues

  
Chairman  
Mentor Mentee Committee



  
Principal  
Kr. V. N. Naik Shikshan Prasarak Sanstha's  
Arts, Commerce & Science College,  
Canada Corner, Nashik.



Krantiveer Vasantrao Narayanrao Naik Shikshan Prasarak Sanstha's

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**Dr. S. P. Badgujar**  
Principal

Date : 08 / 07 / 2019

## MENTORING PROGRAMME MINUTES OF THE MEETING

Ref. No. KVNN/ASC/

**The First Meeting for mentoring programme was held at 12.00 on Monday 08/07/2019 in room no 20 under the guidance of the Principal.**

### 1) Information about the scheme:

Hon. Principal Dr. Shantaram P. Badgujar gave detailed information about the mentoring programme. He said that each faculty should work as Mentor for all round development of the students and to guide the students for their problems relating to admissions, all types of scholarships, examinations system and procedures, S.T. concession, etc. It is also decided that all mentors should give the detailed information about various extension activities (i.e N.S.S, Cultural, literary association, Vasant Karandak, etc) and its functioning, career planning and opportunities of personality development to the mentees in the college. The mentoring committee allotted Mentees to mentors teaching for the first year of each faculty and the Head of the Department allotted mentees in their department to their departmental mentors. The HOD's have been advised to tell the teachers in their department to understand and find solutions to the problems and difficulties to concerned mentees. Mentors should share their email id and mobile numbers with the Mentee. The mobile numbers and email ID's of the mentees should also be taken by the Mentors.

### 2) Allotment of Mentors and Mentees:


With detailed discussion and by considering total number of students of the college and available number of full time faculty, it is decided that each faculty should work as a Mentor and allocated 35 to 45 students as a mentee to him/her.

### 3) Framework and guidelines of mentor - mentee scheme:

It is decided that mentor - mentee committee should prepare a model framework which gives definition of mentor, mentee, guidelines, roles, responsibilities of mentor mentees. Issues, topics to be covered in the mentoring programme.

### 4) Any other issues:

There was no, more issue for discussion.

  
Chairman  
Mentor Mentee Committee



  
Principal

Kr. V. N. Naik Shikshan Prasarak Sanstha's  
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**Krantiveer Vasantao Narayanrao Naik Shikshan Prasarak Sanstha's**

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**Dr. S. P. Badgujar**  
Principal

Date : / /20

## **MENTORING PROGRAMME**

Ref. No. KVNN/ASC/

### **NOTICE**

All the staff members are hereby informed that the second Meeting for mentoring programme will be held at 12.00pm on Thursday 24/10/2019 in room no 20. Kindly be present for meeting in time and cooperate.

Agenda of the Meeting:

- 1) Confirmation of the minutes of previous meeting
- 2) Review and Submission of first term record of Mentor- Mentee scheme.
- 3) Any other issues.

Chairman  
Mentor Mentee Committee

Principal  
V. N. Naik Shikshan Prasarak Sanstha's  
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**Dr. S. P. Badgujar**  
Principal

Date : 24 / 10 / 2019

Ref. No. KVNN/ASC/

## MENTORING PROGRAMME

### MINUTES OF THE MEETING

The first semester end Meeting for mentoring programme was held at 12.00 pm on Thursday 24/10/2019 in common staff room.

**1) Confirmation of the minutes of the previous meeting:**

The minutes of the previous meeting dated 08/07/2019 were read and confirmed.

**2) Review and Submission of first term record of Mentor- Mentee scheme:**

Each Mentor gave information about the performance of the Mentees in the first term. Every Mentor has given information about scholarship schemes, filling examination forms and subject related issues. They motivated for participation in various extension activities, to visit library and taken the continuous follow up of allocated mentees and submitted the record of the first term.

**3) Any other issues:**

No more issues raised for discussion.

  
Chairman  
Mentor Mentee Committee



  
Principal  
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**Dr. S. P. Badgujar**  
Principal

Date : 25 / 11 / 2019

Ref. No. KVNN/ASC/


## **MENTORING PROGRAMME NOTICE**

All the staff members are hereby informed that the Meeting of mentoring programme is scheduled at 11:00 on Tuesday 26/11/2019 in common Staffroom. Kindly be present for meeting in time. Agenda of the Meeting:

- 1) Confirmation of the minutes of previous meeting
- 2) Planning of the scheme for the second term.
- 3) Any other topic.

  
Chairman  
Mentor Mentee Committee



  
Principal  
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**Dr. S. P. Badgujar**  
Principal

Date : 26 / 11 / 2019

## **MENTORING PROGRAMME**

Ref. No. KVNN/ASC/

### **MINUTES OF THE MEETING**

The Meeting for mentoring programme was held at 11:00 on Tuesday 26/11/2019 in common staffroom.

**1) Confirmation of the minutes of the previous meeting:**

The minutes of the previous meeting dated 24/10/2019 were read and confirmed.


**2) Planning of Mentor- Mentee scheme for second term:** It is decided that teacher as mentors should communicate issues related to scholarships, project submission, exam form submissions, university activities, problem raised in teaching and learning process, ect. to students.

**4) Any other issues:**

No more issues raised for discussion.

  
Chairman  
Mentor Mentee Committee



  
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**NAAC Re-accredited "B" Grade**

**Dr. S. P. Badgujar**  
Principal

Date : 18 / 04 / 2020

Ref. No. KVNN/ASC/


## MENTOR-MENTEE SCHEME

### NOTICE

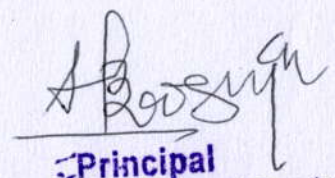
All the staff members are hereby informed that the Meeting of mentoring programme is scheduled at 1.00 pm on Monday 20/04/2020 through zoom meeting (online platform) staffroom. The link, meeting ID and password will send college whatsapp group. Kindly join in time

#### Agenda of the Meeting:

- 1) Confirmation of the minutes of previous meeting
- 2) Discussing the problems of mentees during the COVID pandemic:
- 3) Any other topic.

  
Chairman  
Mentor Mentee Committee



  
Principal  
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Principal

Date : 20 / 04 / 2020

Ref. No. KVNN/ASC/

## MENTOR-MENTEE SCHEME

### MINUTES OF THE MEETING

The third Meeting for mentoring programme was held 1.00 pm on Monday 20/04/2020, by online (Zoom Platform). Following topics were discussed as per agenda.

#### 1) Confirmation of the minutes of the previous meeting:


The minutes of the previous meeting dated 26<sup>th</sup> Nov 2019 were read and confirmed.

#### 2) Discussing the problems of mentees during the COVID pandemic

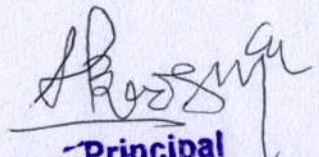
Many students reported that due to their poor network they could not attend lectures online. Many have reported power cuts in the villages. Hence it has been decided that each mentor should provide notes, Videos, on the syllabus through Whatsup and Google classroom. So that student can access whenever their devices are in range.

#### 3) Any other topic:

No more point for discussion.

  
Chairman  
Mentor Mentee Committee



  
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