

**Dombivli Shikshan Prasarak Mandal's  
K.V.Pendharkar College, Dombivli (E)**

**Mentor-Mentee Programme  
2020-21**

**Dombivli Shikshan Prasarak Mandal's**  
**K.V.Pendharkar College, Dombivli (E)**  
**Guidelines to the mentors**

**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 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.

**Wish you all the very best in the mentoring endeavour of yours!!!**

**Objectives:**

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

**General Guidelines****Assessment of Learning Levels of the students:**

Department is expected to assess the learning levels of the students at the F.Y. level. Teachers who are the mentors of F.Y.classes will assess the learning levels of the students and categorized them into advanced learners and slow learners.

**The formula for assessing the learning levels of mentees**

In the first session with the mentees, the mentor should introduce and explain the concept and importance of mentoring. He also should administer the Study Habit Inventory to the mentees. Then mentor is expected to categorize the mentees as advanced, average and slow learners based on the mentees performance in the H.S.C. examination and Study Habit Inventory. The following example is to be used to determine the learning levels of mentees,

<b>Name of the Students</b>	<b>50% of the Aggregate Percentage scored in H.S.C examination</b>	<b>Score in the Study Habit Inventory (out of 50 marks)</b>	<b>Total score (Out of 100)</b>	<b>Remark</b>
ABC	22	20	42	Slow learner
XYZ	30	32	62	Advanced learner

**Criteria for identification:**

1. Students scoring less than 45% are to be considered as **Slow learner**
2. Students scoring more than 60% are to be considered as **Advanced learner**

### Marking scheme for assessing the Study Habit Inventory

- 02 marks to be given for every correct response
- As per the characteristics of the advanced learner, following responses are desired

Statement No.	Desired response
1	Yes
2	No
3	Yes
4	Yes
5	Yes
6	No
7	No
8	Yes
9	Yes
10	Yes
11	Yes
12	No
13	Yes
14	Yes
15	Yes
16	Yes
17	Yes
18	Yes
19	No
20	No
21	Yes
22	No
23	Yes
24	Yes
25	Yes

Mentor must share the list of advanced and slow learners with Co-coordinators (self-finance programmes)/faculty in charge i.e. Vice-Principals (Aided programmes) and Chairperson of Criterion –II to plan the special programme for advanced and slow learners.

Department can take following efforts for advanced learners and slow learners:

<b>Advanced Learners</b>	<b>Slow Learners</b>
Encouraging to participate & present papers in Conference/seminars	Remedial Coaching
Encouraging to Participate in various intercollegiate Co-curricular & Extracurricular activities.	Solving previous year's question papers
Encouraging to pursue online courses of NPTEL/MOOCs	Asking to meet counseling cell of the college to understand study habits and to improve the same.
Encouraging to write article for departmental Magazine	
Encouraging to undertake field projects.	

**Note:**

Above list of efforts is suggestive, departments can plan other efforts to benefit the advanced learners and slow learners.

**Guidelines to perform the duties as a Mentor:**

a) Teachers who are the mentors for F.Y. Classes are expected to engage induction programme for F.Y. students and their parents (Power Point Presentation)

b) Each mentor is expected to engage minimum 06 sessions (Session/hour) in an academic year. (three sessions/semester)

c) Teachers who are the mentors for F.Y. Classes will engage 07 Sessions. 1<sup>st</sup> Session to be used for assessing the learning levels of allotted students (mentee) and must share the list of advanced and slow learners with faculty in charge (Vice-Principals) and Chairperson of Criterion –II to plan the special programme for advanced and slow learners

**1<sup>st</sup> Semester:**

1<sup>st</sup> session for assessing the learning levels of the allotted students by following the formula designed for the same. (Only by mentors of F.Y.classes)

2<sup>nd</sup> session orienting students on about Study Habits and how they can improve the same.

3<sup>rd</sup> session will be meeting with the parents of defaulter students.

4<sup>th</sup> session Right study habits (exam preparation).

**2<sup>nd</sup> Semester:**

5<sup>th</sup> session discussion with parents on performance in exam and measures for improvements, if required (semester I0

6<sup>th</sup> session on Assertiveness to say NO

7<sup>th</sup> session will be on their participation in various activities conducted at college.

**3<sup>rd</sup> Semester:**

1<sup>st</sup> session will be on identifying the situations where student feels stressful

2<sup>nd</sup> session will be meeting with the parents of defaulter students

3<sup>rd</sup> session on Self analysis where students will be noting down their strengths and weaknesses as an individual

**4<sup>th</sup> Semester:**

4<sup>th</sup> session will be on discussion with parents on performance in semester III examinations

5<sup>th</sup> session about Communication skills of a student on basis of certain parameter and improvement in the same.

6<sup>th</sup> session will be of the mentor's own choice

**5<sup>th</sup> Semester:**

1<sup>st</sup> session will be on planning for their future career

2<sup>nd</sup> session will be about information regarding their daily schedule and expected improvement.

3<sup>rd</sup> session with parents of defaulter students

**6<sup>th</sup> Semester:**

4<sup>th</sup> session on enhancement to improve EQ and SQ

5<sup>th</sup> session for exam preparation and time management.

d) Besides above specified sessions a mentor must be ready to provide individual guidance/support to needy students (Students facing serious personal issues). Depending upon the seriousness of the issue, mentor can suggest such students to meet **Mrs. Kavita Joshi** the counselor of the College.

e) At the end of the academic year mentor must hand over the profile forms of the mentees along with annual report regarding the mentees, their attendance report to Co-ordinator/Head of Department. Department must preserve all the records regarding mentoring Programme.

For aided programmes (T.Y.classes): Heads of the Dept. will be the mentor and for F.Y and S.Y classes as per the list displayed.

Self financing programme coordinators can conduct mentoring programmes at departmental level and submit the record/data to the mentoring committee at the end of academic year

Classrooms allotted to conduct mentoring sessions (only for F.Y. and S.Y aided programmes):

**Note:**

Every mentor has to book the classrooms in advance to conduct mentoring sessions (Register will be with Dept. of Botany)

Annual report can be submitted in the following manner

**Dombivli Shikshan Prasarak Mandal's  
K.V. Pendharkar College, Dombivli (E)  
Annual Report of the Mentor  
(Academic Year: 2020-21)**

Name of the Mentor: \_\_\_\_\_

Class & Division : \_\_\_\_\_ Batch No. \_\_\_\_\_

<b>Sr. No</b>	<b>Roll No.</b>	<b>Name of the mentee</b>	<b>Performance in last semester Exam (Pass/ATKT)</b>	<b>Participation in College Activities (In number)</b>	<b>Attendance in the class (Poor/Avg./ Good)</b>	<b>Did the student approach with a problem (Yes/ No)</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**Signature of the mentor with date:** \_\_\_\_\_



Attendance report in the following format

**Dombivli Shikshan Prasarak Mandal's  
K.V. Pendharkar College, Dombivli (E)  
Attendance report of mentees  
(Academic Year: 2020-21)**

Name of the Mentor: \_\_\_\_\_

Class & Division : \_\_\_\_\_ Batch No. \_\_\_\_\_

Sr.No	Roll No.	Name of the mentee	Session I	Session II	Session III	Session IV	Session V	Session VI
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Signature of the mentor with date: \_\_\_\_\_

Mentee's level sheet in the following format

**Dombivli Shikshan Prasarak Mandal's  
K.V. Pendharkar College, Dombivli (E)  
Annual Report of the Mentor  
(Academic Year: \_\_\_\_\_)**

Name of the Mentor: \_\_\_\_\_

Class & Division : \_\_\_\_\_ Batch No. \_\_\_\_\_

Sr. No	Roll No.	Name of the mentee	50% of the Aggregate Percentage scored in H.S.C examination	Score in the Study Habit Inventory (out of 50 marks)	Total score (out of 100)	Remark (slow/advanced learner)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Signature of the mentor with date: \_\_\_\_\_

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

**Mentee's Profile Form (A.Y: \_\_\_\_\_)  
(For F.Y. Classes)**

**Name of the Student: Mr/Ms.** \_\_\_\_\_

**Class and Division:** \_\_\_\_\_

**Roll No.:** \_\_\_\_\_

**Subject Group:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

**Email Id:** \_\_\_\_\_

**Parent's Contact No.:** \_\_\_\_\_

Paste your  
recent  
photograph  
here

Information about hobbies/ sports activities/ special talents/ other interests:

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Signature of the student: \_\_\_\_\_

Below information to be filled by the students under the guidance of mentor during mentoring sessions

**Performance in the previous examinations:**

Examination	Percentage	Remarks

**Study habits:**

Present Study Habits	Improvement

**Assertiveness to say ‘NO’**

Identify the situations in which you are unable to say **NO**:

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**Participation in school/ college activities/ events:**

Previous Participation in Activities	Benefits Derived from the Participation

Problems / Issues (if any):

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Name and Signature of the Mentor: \_\_\_\_\_

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

**Mentee's Profile Form (A.Y: \_\_\_\_\_)  
(For S.Y. Classes)**

**Name of the Student: Mr/Ms.** \_\_\_\_\_

**Class and Division:** \_\_\_\_\_

**Roll No.:** \_\_\_\_\_

**Subject Group:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

**Email Id:** \_\_\_\_\_

**Parent's Contact No.:** \_\_\_\_\_

Paste your  
recent  
photograph  
here

Information about hobbies/ sports activities/ special talents/ other interests:

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Signature of the student: \_\_\_\_\_

Below information to be filled by the students under the guidance of mentor during mentoring sessions

**Performance in the previous semester examinations:**

Examination	Percentage	Remarks

**Identify the situations which make you feel stressful:**

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**Self analysis:**

Strengths	Weaknesses

**Communication Skills:**

Rate your communication skills on the following parameters:

(Rate on the scale of 1 to 5)

- |                          |                      |
|--------------------------|----------------------|
| 1. Active listening      | <input type="text"/> |
| 2. Confidence            | <input type="text"/> |
| 3. Ability to respond    | <input type="text"/> |
| 4. Command over language | <input type="text"/> |
| 5. Presence of mind      | <input type="text"/> |

Plan of action to improve your communication skills

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Problems / Issues (if any):

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Name and Signature of the Mentor: \_\_\_\_\_

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

**Mentee's Profile Forms (A.Y: \_\_\_\_\_)  
(For T.Y. Classes)**

**Name of the Student: Mr/Ms.** \_\_\_\_\_

**Class and Division:** \_\_\_\_\_

**Roll No.:** \_\_\_\_\_

**Subject Group:** \_\_\_\_\_

**Contact No.:** \_\_\_\_\_

**Email Id:** \_\_\_\_\_

**Parent's Contact No.:** \_\_\_\_\_

Paste your  
recent  
photograph  
here

Information about hobbies/ sports activities/ special talents/ other interests:

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Signature of the student: \_\_\_\_\_

Below information to be filled by the students under the guidance of mentor during mentoring sessions

**Performance in the previous examinations:**

Examination	Percentage	Remarks

**Plan for future career:**

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**Information regarding daily schedule:**

<b>Present Daily Schedule</b>	<b>Expected Improvement</b>

**Plan of action to enhance your EQ (Emotional Quotient) and SQ (Social Quotient)?**

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**Problems / Issues (if any):**

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**Name and Signature of the Mentor:** \_\_\_\_\_



## **For Mentor's Reference**

### **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
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### **4. Communication skills**

#### **Objectives:**

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

### **5. Self analysis**

#### **Objective:**

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

