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

2021-22

(Jointly designed by IQAC & Mentoring Committee)

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❖ 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 behavior 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 unfavorable 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.

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

The mentors of FY classes can categorize the mentees as advanced, average and slow learners based on the mentees' performance in the H.S.C. examination and the score of Study Habits Inventory. The following example is to be used to determine the learning levels of mentees:

Name of the Student	50% of the Aggregate Percentage Scored in H.S.C Examination	Score in the Study Habits Inventory (Out of 50 marks)	Total Score (Out of 100)	Remark
ABC	22	20	42	Slow learner
MNP	30	32	62	Average learner
XYZ	40	38	78	Advanced learner

➢ 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 administerOnline Study Habits Inventory to the FY Students?**

1. The Study Habits Inventory is to be set in theGoogle 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 21 without dash; for example, 211234)

8. **Percentage obtained in the HSC examination**

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:

1. Do you plan a study time table?

2. Are you able to follow your study time table?

3. Are you able to pay attention to the teacher in the class?

4. Do you take short notes during a lecture?

5. Do you read a chapter/lesson/unit before it is taught?

6. Is the atmosphere of your home favorable for studies?

7. Is your memory sharp enough to retain all that is taught?

8. Do you tend to forget previous lesson when you receive new information?

9. Do you need to read the same matter many times to grasp it?

10. Do you ask questions/queries/doubts to your teacher?

11. Do you use charts/maps/internet etc. while studying?

12. Do you underline or highlight important points?

13. Do you find new and diverse subjects interesting?

14. Does the influence of your friends affect your studies negatively?

15. Do you multitask?

16. Do you have self-confidence?

17. Do you enjoy your studies?

18. Do you spend more time in studying your favorite topic/subject?

19. Do you postpone/avoid studying the topic/subject that you don't like/find uninteresting?

20. Are you able to answer in your own words during examination?

21. Do you explain the topic/subject taught in the class to your friends?

22. Do you take a break in your studies to drink water or to have snacks?

23. Do you use various memory techniques while studying?

24. Do you have hobbies and interests?

25. Do you complete the task/project undertaken by you?

For Auto -assessment of Study Habits Inventory, as per the characteristics of the advanced learner, following responses are desired:

Question No.	Desired Response (To be selected as correct answer in the Google Form for auto- assessment)
1	Yes
2	Yes
3	Yes
4	Yes
5	Yes
6	Yes
7	Yes
8	No
9	No
10	Yes
11	Yes
12	Yes
13	Yes
14	No
15	Yes
16	Yes
17	Yes
18	Yes
19	No
20	Yes
21	Yes
22	No
23	Yes
24	Yes
25	Yes

After administering online Study Habits Inventory, the mentor must download the response sheet (Excel file) and then combine the marks scored by the student in the inventory with the percentage scored by the student in HSC Examination to determine his/her learning level.

(IMPORTANT: Take 50% of the Total Percentage scored by the student at the HSC Exam for calculation. For example, if a student has scored 66% at HSC exam and has scored 46 in the Study Habits Inventory; the calculation would be 33+ 46= 76 = Advanced Learner)

➢ 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) In case of self-financed courses, the coordinator of the departmentwill 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.

b) 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.

c) 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 a database of the mentees in an excel sheet.

d) Post-registration, each mentor is expected to engage a minimum 01 session of an hour every fortnight in an **online mode after the regular lectures of the allotted mentees.**

e) The attendance of the mentoring sessions is to be taken in aGoogle form specially created for the purpose of attendance.

f) 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.

g) 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.

h) At the end of the academic year, each mentor must hand over the database of registered mentees along with an annual report regarding the mentees, their attendance report to theCoordinator/Head.

i) Each department must preserve all the records regarding the Mentoring Programme.

Mentorscan engage the mentoring sessions on the following topics:

1ˢᵗ Year:

✓ Orienting the menteesabout 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: 2021-22)

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 Stud Approach wit Problem? (Yes/ No)
1						
2						
3						
4						
5						
6						
7						
8						
9						
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12						
13						
14						
15						
16						
17						
18						
19						
20						

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: _____

Format for Mentoring Attendance Report:

Dombivli Shikshan Prasarak Mandal's

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

Attendance Report of Mentees
(Academic Year: 2021-22)

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: _____

Report of Assessment of Learning Levels:

Dombivli Shikshan Prasarak Mandal's

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

Assessment of Learning Levels
(Academic Year: 2021-22)

Name of the Mentor: _____

Class & Division   :_____ Batch No._____

Sr. No.	Roll No.	Name of the Mentee	50% of the Aggregate Percentage Scored in the H.S.C Examination	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						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Signature of the mentor with date: _____

Format for Registration Form (to be created in Google- form by every mentor):

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

Mentee's Profile (Academic Year: 2021-22)

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

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

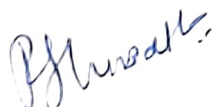### 5. Self-Analysis:
Objectives:

- 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. Shirsath

IQAC Coordinator
Co-ordinator
I.Q.A.C. Committee
DSPM'S K. V. Pendharkar College
Dombivli

Dr. S. S. Mahajan

I/C Principal
I/C Principal
DSPM' S K. V. Pendharkar College
Dombivli