



## **MENTORING**

### **Policy Statement:**

To help and support Mentees to improve academically, personally and guiding them for career development.

### **Objectives of the Mentor Scheme:**

1. Assisting new students with adjustment to college life at ICEM, both academically and socially by understanding their needs & potential.
2. Offer students strong support, helping them to improve their attendance, Academics, personality development and enjoy their studies.
3. To find solutions to academic or behavioral problems of the students by establishing a link with parent.

### **Responsibilities of Institute coordinator:**

1. Coordination of the Mentor Program through departmental mentoring coordinators.
2. Ensuring that mentors have been appointed to every engineering graduate.
3. Keep records of mentor program progress and report this to higher Authority.
4. Plan and execute monthly meetings.
5. Collaborate with the higher authorities to ensure needs of students are met, convey the same to departmental mentor coordinator.
6. Finalize the formats to be maintained by students, mentors, and mentor coordinator.

### **Roles and responsibilities of Departmental mentoring coordinators:**

1. Maintain the record of year down students and allot mentors to them also.
2. First year department coordinator will have to submit the record to respective departments HOD at the end of academic year.
3. To report the specific cases to institute mentoring coordinator through HOD.
4. Coordination of the Mentor Program in the department.



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5. Ensuring that mentors have been appointed to every students.
6. Keep records of mentor program progress and report this to institute mentoring coordinator.
7. Collaborate with the institute coordinator to ensure needs of students are met and convey the same to mentors.
8. Make certain that all the formats are maintained by mentors.

### Guidelines for appointment of Mentors:

1. If possible mentor appointed for the student should be the teacher of the same class.
2. Practical Batch-wise allotment should be preferred.
3. A mentor should be allotted a batch of maximum 20 students.

### Roles and responsibilities of Mentors:

1. To collect the list of allotted students from HOD and formats for updating student's information from departmental mentoring coordinator.
2. To collect the student's information from departmental academic coordinator.
3. To establish the contact with the parents through telephonic discussion.
4. Conduct meeting with students once in two week or as and when required.
5. Approach the mentoring program with an open mind, professionalism and respect.
6. Recognize that student may be uncomfortable asking for help – break ice by sharing some of your experiences.
7. Try not to make assumptions about your student too early. It can take time to build a trusting relationship.
8. To play many roles including coach, teacher, advocate, friend, and opener of doors.
9. To evaluate the student's ability, strengths and weaknesses and help them to overcome their weaknesses and strengthen their abilities.

Abilities	Psychological issues	Financial Issues
Intellectual	Home sickness	Financial stable
Social skills	Subject Phobia	Need Earn and Learn scheme
Artistic	Stress	Loan/Scholarship facility required
Musical Ability	Family issues	Doing part time job
Physical attractiveness	Emotional stability	Financial unstable
Sportsman	Anxiety	
Disciplined		



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10. For the holistic development of student, Mentor should focus on attendance, academics and personal growth. Mentors have to identify their problems and try to find out the best possible solution for the same.

Academic Issues	Personality skills	Career related issues
Attendance	Leadership	Interview Phobia
Subject understanding	Ethics	Communication skills
Slow learning	Personality issues	Introvert
Advance learners	Dressing Sense	Goal setting
Transportation	Soft skills	Interpersonal Communication
Late comers		
Language Problem		
Time management		

11. Use new formats for every semester.
12. To report the specific cases to department mentoring coordinator.
13. To maintain secrecy about the confidential matters disclosed by students.
14. To maintain following records
- Student information
  - Student track record
  - Photocopies of mark sheets of all terms till date.
  - Certificates of their achievement.
  - Parent phone call record
  - Mentoring record with student sign.
  - Academic, psychological, financial and overall parameters.
  - Participation in Co-curricular /Extracurricular or any other activities certificates
  - Undertaking of defaulters
  - Student leave record/Medical certificates
  - Applications if any
  - Specific case record
  - Mentoring report





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15. To check the student progress regularly.
16. To submit the complete file in all respect to the departmental mentoring coordinator/HOD.
17. Mentors can collect files from HOD before the start of next academic year.

### Process:

1. Maximum 20 students is assigned to each Mentors.
2. Mentoring session is conducted, minimum once in the month.
3. Mentoring Report is submitted to the Departmental Mentor Coordinator after each meeting.(3<sup>rd</sup> of every month)
4. Departmental Mentor coordinator submits compiled copy to Institute coordinator.(6<sup>th</sup> of every month)
5. Institute coordinator submits compiled report to Principal.(9<sup>th</sup> of every month)
6. Principal conduct's meeting with concerned persons to discuss the issues.
7. HOD's will take necessary action to resolve the departmental issues.
8. Institute coordinator collaborate with Principal to ensure needs of students are met.
9. Institute coordinator conveys the feasible solution to departmental coordinator.
10. Departmental Coordinator conveys the feasible solution to Mentors.
11. Mentors conveys the feasible solution to Mentees.

### Name of members who have drafted policy

**Member1:** Dr Poorna Shankar

**Member2:** Prof Manjusha Tatiya

**Member3:** Prof..Deepali Dhadwad

*By* *21/12/22*  
**Dr. Sunil Ingole**  
*su* **Principal**

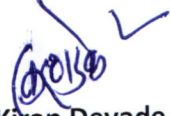




**Department of First Year Engineering**  
**Mentoring Summary**  
**Academic Year 2021-22**

S. No.	Class	Div/Batch	Staff Name	No. of Mentees
1	FE	A	Prof. Dr. Avinash Bansode	16
2			Prof. Pratima Gaikwad	16
3			Prof. Shrikant Jambale	15
4		B	Prof. Dr. Manjusha Tomar	16
5			Prof. Supriya Kumbhar	16
6			Prof. Rupali Salunke	15
7		C	Prof. Dr. Archana Dumure	16
8			Prof. Dhiraj Bhagwate	17
9			Prof. Dharme Ashwin	15

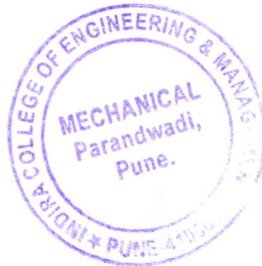



  
**Dr. Kiran Devade**  
**HOD FE**  
**Department of Basic Engineering**  
Indira College of Engineering & Management  
Parandwadi, Pune-410 506.



**Department of Mechanical Engineering**  
**Mentoring Summary**  
**Academic Year 2021-22**

S. No.	Class	Div/Batch	Staff Name	No. of Mentees
1	SE Mech	1	Prof. Hemant Darokar	22
2		2	Prof. Ashwini Admane	22
3		3	Prof. Ashwini Gaiwad	22
1	TE Mech	1	Prof. Sagar Chirade	20
2		2	Prof. Pranali Khatake	20
3		3	Prof. Amit Narwade	19
4	TE MSW	4	Prof. Bhujbal V.D.	18
1	BE Mech	1	Prof. S.S. Shirbhate	23
2		2	Prof. Manwatkar Shubhangi	23
3		3	Prof. Vishal Meshram	23
4		4	Prof. Pushpendra Upadhyay	22
5	BE MSW	5	Prof. Sushil Chopade	20



  
Dr. V. M. Kale  
HOD Mechanical

**Head of Department**  
(Mechanical Engg.)

Indira College of Engineering and Management  
Parandwadi, Pune 410 506



**Department of Civil Engineering**

**Mentoring Summary**

Academic Year 2021-22

S. No.	Class	Div./Batch	Staff Name	No. of Mentees
1	SE	SM1	Prof. Ashwini Joshi	20
2		SM2	Prof. Vishal Chaugule	20
3		SM3	Prof. Sachin Ingle	19
4	TE	TM1	Prof. Vijay Kumar Saini	19
5		TM2	Prof. Madhuri Bore	19
6		TM3	Prof. Monali Ingle	18
7	BE	BM1	Prof. Nikhil Mulik	21
8		BM2	Prof. Shreyas Satpute	21
9		BM3	Prof. Savita Jangale	22

**Dr. Vijay Wairagade**  
**HOD Civil**






**Department of Computer Engineering**  
**Mentoring Summary**  
Academic Year 2021-22

Sr.No	Class	Div/Batch	Mentors	No. of Mentees
1	SE	1	Prof. Manjusha Tatiya	33
		2	Prof. Deepali Dhadwad	33
		3	Prof.Pooja Wale	33
		4	Prof.Tejaswini Mali	33
		5	Dr. Vikas Nandgaonkar	21
2	TE	1	Prof. Pragati Choudhary	33
		2	Prof. Sumit Harale	33
		3	Prof. Rupali Pawar	34
		4	Prof.Anita Patil	34
		5	Dr. Vikas Nandgaonkar	12
		6	Prof. Pragati Malasure	12
3	BE	1	Prof.Pooja Sharma	34
		2	Prof. Sinu Nambair	34
		3	Prof. Shwetkranti Taware	34
		4	Prof. Jayashree Mundada	34
		5	Prof. Pragati Malasure	23



  
Dr. Soumitra Das  
HOD Computer  
H.O.D.


Dept. of Computer Engineering  
Indira College of Engg & Mgt, Pune.





**Department of MCA**  
**Mentoring Summary**  
Academic Year 2021-22

S. No.	Class	Staff Name	No. of Mentees
1	FYMCA	Prof.Priti Kale	23
2		Prof.Nihal Singh Parihar	22
3		Prof. Sanjay Bankar	22
4	SYMCA	Prof.Nihal Singh Parihar	22
5		Prof. Sanjay Bankar	22
6		Prof.Priti Kale	21
7	TYMCA	Prof. Sanjay Bankar	23
8		Prof.Nihal Singh Parihar	22

  
Dr. Darshana Desai  
HOD MCA






**Department of MBA**  
**Mentoring Summary**  
Academic Year 2021-22

S. No.	Class	Staff Name	No. of Mentees
1	FY	Prof.Pravin Thorat	20
2		Prof.Priyanka Pawar	20
3		Aditee Huparikar	22
4	SY	Dr.Archana Salve	20
5		Prof.Pravin Thorat	20
6		Prof.Priyanka Pawar	20



  
**Dr. Archana Salve**  
**HOD MBA**

**HOD-MBA**  
Indira College of Engineering & Management  
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