



Shri Narayanrao Babasaheb Education Society's
SHRI VENKATESH MAHAVIDYALAYA, ICHALKARANJI
Mentor Mentee Department Report-2022-23

Mentor Mentee Department-2022-23

The Mentor Mentee Department has been implemented various programmes in the academic year 2022-23 for B.com., M.com., B.B.A. and B.com-I(IT) students. Each faculty member was assigned one division (120 students). Mentor- Mentee Department (Formerly known as Tutor-Ward Department) has been established in the college with a vision to extend support and guidance to the students studying in the college for the betterment of their academic and professional career and thereby contribute towards nation building. It is very effective system that is aimed to narrow down the gap between the mentee and the mentor. The students may come across difficulties during the degree programmes and have to face academic and adjustment challenges. To cope up with such problems and to enable them to excel in academics and profession as per their potential, a Mentor- Mentee programme for the students of the institution has been developed.

We are providing counselling to the students through personal attention and regular dialogues in the class room during the college hours as well as on the telephone after the college hours. We have been providing them tips on studies personal counselling, guidance regarding career choices, to get success in the university examinations. We have also been supporting the mentees in the form of precise content on courses, fees, reviews, college admission process and scholarships etc. The scheme has become very successful in bridging the gap between the teacher and the student. It has become instrumental in blending the harmonious relationship between the learner and his/her family and the institution. It has definitely created an atmosphere of security and faith among the student. As a result every year the enrolment ratio of girl-students from all sections of society has been rapidly increasing

Aims and Objectives

- To bridge the gap between the mentor and the mentee.
- To ensure the quality performance of the students in academics.
- To deal with the related issues for the overall development of the students.
- To provide mutual support and secured learning environment.
- To inspire and motivate for higher studies and competitive examinations.
- To discuss stress related issues.
- To regulate the academic involvement and assess the outcome.



Programme Details

- ❖ Mentees has been assigned to the mentors right from the first year of programme.
- ❖ A mentor has to call the two meeting in the each term
- ❖ The mentees preferably be attached to the same mentor for the entire duration of the programme.
- ❖ The mentor shall meet the mentees regularly and record the outcome of the meeting in the hard copy. The details about each mentee will be recorded and periodically updated.
- ❖ The mentor shall identify the students' performance in curricular or co-curricular activities and report to the head of the institution/department for providing further motivation to advanced/ slow learners.
- ❖ The mentor shall also identify the students whose attendance is below as per set standard or norms of college (75% to 80%).
- ❖ The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior.
- ❖ If required the mentor will involve the parents, head of the department for reforming the student.
- ❖ The mentor shall observe and monitor the attendance of the mentee.
- ❖ Mentor shall advise and take necessary follow up action with regard to students who do not meet the attendance norms of the college.
- ❖ The mentor shall also keep a record of the academic performance of mentees including continuous assessment, term examination and help the mentee through counselling or by arranging remedial teaching,
- ❖ Mentor should inculcate Behavioral and discipline matters
- ❖ Mentor should handle the Stress related issues

Duties/Responsibilities of Mentor

1. Introduce and discuss the concept of mentor- mentee system with the assigned mentees.
2. Call a meeting of all mentees and record their necessary details in the designated form.
3. Note any specific requirement of a students and discuss with them the complete schedule of future meetings.
4. Discuss the students about syllabus, exam pattern, going on courses run under lifelong department, syllabus completion etc.
5. Keep a track of the attendance, academic performance and behavioural aspects of the students by interacting with exam department
6. Support students academically and emotionally
7. Contact to parents in the teacher parent meeting and to inform the progress of their ward.
8. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
9. To guide students and also to arrange for remedial teaching if required.



10. To maintain the Email id and PRN record of the students.

Duties/Responsibilities of Mentee

1. Attend meeting regularly
2. Fill personal information in the form at the time of joining the mentor- mentee system.
3. To attend the continuous Internal Exam, to attend the programme on co-curricular, extra- curricular activities.
4. To maintained the discipline in the college.
5. To attend the classes regularly.
6. To fill up the exam form, scholarship forms, feedback form, anti-ragging form as per schedule provided by university or college.
7. To provide the academic and personal information to the college whenever necessary.
8. To complete the courses provided by the college for skill development of the students.
9. To complete the courses based on life skill and personal skill.

Following is the list of Mentor.(Academic year 2022-23)

Sr. no.	Name of Mentor	Class
1	Dr.S.H.Ambawade	B.Com-I-A
2	Dr.B.N.Kamble	B.Com-I-B
3	Miss. M.S.Anchaliya	B.Com-I-C
4	Mr. T.H.Naikawade	B.Com-I-D
5	Miss S.A.Hogade	B.Com-I-IT
6	Shri S.M.Vanjire	B.Com-II-IT
7	Shri A.B.Vibute	B.Com-II-A
8	Dr. S.N.Jarandikar	B.Com-II-B
9	Mrs S.T.Biranje	B.Com-II-C
10	Mrs S.A.Bandar	B.Com-II-D
11	Dr .P.R.Gaikwad	B.Com-III-A
12	Mr.T.N.Mulla	B.Com-III-B
13	D.S.Kamble	B.Com-III-C
14	Dr. Dr.S.R.Thakar	B.Com-III-D
15	Mrs.K.V.Jagnade	B.B.A-I
16	Miss P.P.Daingade	B.B.A.-II
17	Mr. U.B.Nadaf	B.B.A.-III
18	Dr.S.R.Thakar	M.Com-I
19	Dr.S.H.Ambawade	M.Com.-II

Mentor mentee programme implemented by the mentor effectively and successfully. All the exam related, course related and syllabus related and scholarship related problems of the mentee were solved by the mentor during the meeting called by the mentor. The mentor programme is monitored by the principal head of the department and experienced senior faculty.

I am thankful to principal Dr.V.A.Mane , Mrs. S.T.Biranje and all the office staff who have directly or indirectly helped me to implement mentor –mentee programme.



Sign of Teacher in Charge:

(Dr. S.H. Ambawade)

Sign of the Principal

PRINCIPAL,
Shri Venkatesh Mahavidyalaya
ICHALKARANJI - 416 115.