



**Deccan Education Society's
Fergusson College (Autonomous), Pune
Internal Quality Assurance Cell**

Policy for Mentoring of Students

Preamble

Mentoring is one of the key aspects of higher educational institutes. Mentoring is essential for grooming of students and assess their academic strengths and orient them to choose appropriate academic careers. It also helps students to adapt to new environment especially for students coming from rural/ semi-urban areas.

The College has been on forefront in mentoring students and imparting them required knowledge and guidance. However, this aspect dealt in a non formal way, with department of Psychology being the sole guidance center. Now, the IQAC has formalized the mechanism to mentor and guide all students seeking admission for all courses/ programmes. The process/ mechanism to be followed by each teacher is also mentioned in 'teacher's diary'. It is expected that each teacher conducts at least two sessions of mentoring per semester and maintains the record of such sessions in their respective department. Teacher- student allocation/ Mentor- Mentee allocation will be done by IQAC.

Purpose

As mentoring happens to be one of the integral part of student education, it is necessary to describe the policy for mentoring each and every student of the college and develop a process, wherein each student gets benefitted from this process.

Policy

The policy is to mentor each and every registered student of the college especially those at the entry level. Each student will get a platform to express himself/herself and discuss mainly about career/ academic progression with the mentor teacher. Each teacher will be trained by an expert and create awareness about mentoring and set of standard practices to be followed while mentoring students.

Steps in the Mentoring Process

1. Teacher-Student allocation to be done.
2. The mentor-teacher should call for a meeting with the allocated students. Mentoring relationship should be characterised by mutual respect, trust and warmth. The students are to be asked to fill the **SWOT** form given in the teacher diary. The SWOT forms would be submitted to IQAC at the end of the year. In the meeting the mentor-teacher will clarify academic doubts or any other student query. In case of emotional issue the mentor-teacher would have to connect the student with the Psychology department. The following mentoring goals are devised for every class. The mentor teacher can have discussion around the topics mentioned in the table.

Class	Mentoring Focus
FY BA/BSc	Helping mentees deal with adjustment issues and developing self awareness by using SWOT
SY BA/BSc	Providing mentees with subject related guidance for better career prospect. Creating awareness about skills required for professional growth.
TY BA/BSc	Creating awareness amongst the mentees about internship opportunities and the courses that can be pursued for post-graduation and the preparation for the same.
FY MA/MSc	Helping mentees deal with adjustment issues and developing one-self to face challenges of the workplace. SWOT may be

	done.
SY MA/MSc	Helping mentees with how to find internships and placements. Also creating awareness about research opportunities available.

3. The frequency of meeting is twice in a semester.

Allocation of mentor-teacher is proposed as follows:

For all Science Departments

1. The mentor teachers for the TY and PG students should be allocated by the Head of the department in consultation with the class in-charges. The name of the teachers with the allotted students should be sent to the IQAC at the beginning of the semester.
2. For F.Y and S.Y.B. Sc students it is proposed that one department will take the role of Parent /In-charge for a particular Division. The Head of that department along with the class in-charge should assign students to teachers. There will be interface meeting for answering all queries regarding mentoring.
3. The class allotment and the parent department are as follows:

Class	Parent/Incharge Department
F. Y. B. Sc. (Division A) Groups: CPMS, PMSG	Statistics
F. Y. B. Sc. (Division B) Groups: PMSE, PMEPH, PME-EEM, PCMPH	Electronic Science
F. Y. B. Sc. (Division C) Groups: CBZG (1)	Botany
F. Y. B. Sc. (Division D) Groups: CPMG, CPBZ	Geology
F. Y. B. Sc. (Division E) Groups: CPME	Chemistry
F. Y. B. Sc. (Division F) Groups: CBZMicro, CBZEvs	Microbiology
S. Y. B. Sc. (Division A) Groups: PME, PEEEM, PMPh, PEPH, PMG, PCPh, MEEEM	Mathematics
S. Y. B. Sc. (Division B) Groups: PMS, PCE, PCM, PCS, PGS,	Physics

CMS, MGS	
S. Y. B. Sc. (Division C) Groups: BZG, CBG, CBZ, CZG, PCG, CBVoc. BT., BZVoc. BT	Zoology
S. Y. B. Sc. (Division D) Groups: BZMicro, CBMicro, CZMicro, CBEvs, CZEvs, BZEvs	Environmental Science

4. In case of Animation, Biotechnology, B Voc. and Computer Science the Head of the department should allocate students to teachers for all classes from FY to PG.

For all Arts Departments

1. The mentor teachers for the SY, TY and PG students should be allocated by the Head of the department in consultation with other teachers. The name of the teachers with the allotted students should be sent to the IQAC at the beginning of the semester.
2. For the FY BA divisions all departments need to participate. The Head of department will be allocating teachers as specified in the table below. Teachers who teach the division should be preferred over others.

Class	Div	Department with number of teacher to be allocated							
FY BA	A and B	Engl sh (2)	Philosop hy (1)	French (1)	Germ an (1)	Mat hs (1)	Statist ics (1)	Psych ology (1)	Econo mics (1)
FY BA	C	Marat hi (1)	Hindi (1)	Sanskrit (1)	Geogr aphy (1)	Hist ory (1)	Econo mics (1)		
FY BA	D	Econ omics (1)	Psychol ogy (1)	Political Science (2)	Sociol ogy (1)				

3. The students with special needs and foreign students would be mentored with their classmates and not separately.

Mentoring Structure (roles and responsibilities)

IQAC Coordinator

- Mentor Coordinator

- Mentor Facilitator (UG Science)
- Mentor Facilitator (PG Science)
- Mentor Facilitator (UG Arts)
- Mentor Facilitator (PG Arts)
- Mentor Facilitator (Students with Special Needs)
- Mentor Facilitator (International Student)
- Counsellor (Psychology Department)

- Mentor teacher

Grievance Redressal

In-case there is any complaint/concern from a student or the mentor teacher the issue should be discussed with respective Mentor Facilitator/ Mentor Coordinator. If still the complaint/concern continues then it can be brought to the notice of the Principal.

- The format in which Head of Departments should send the information.

Department Name:

Mentor Teacher Name:

Sr No	Class	Name of Student	Roll No.

Signature of the Mentor Teacher

Signature of the Head of The Department

SOP for the Mentoring System

Sr. No	Activity	Responsibility
1	Teacher-Student allocation	Head of the Department
2	Send the name of the teachers with the allotted students to the IQAC at the beginning of the semester	Head of the Department
3	Conduct meeting with the allocated students	Mentor-Teacher
4	Filling of SWOT form given by the Mentor	Mentee-Students
5	Follow the goals of mentoring as per the assigned class	Mentor-Teacher
6	Collect all the SWOT forms at the end of year	Mentor Facilitator of respective stream
7	Submit all SWOT form to IQAC at the end of year	Mentor Facilitator of respective stream



Dr. Sheetal Ruikar
Coordinator- Mentoring Programme



Dr. Ravindrasing Pardeshi
PRINCIPAL