



**Fergusson College (Autonomous), Pune
Internal Quality Assurance Cell**

**THE MENTORING SYSTEM
2019-2020**

The College attracts student community from all over India and abroad. The ethos of the institution is towards being inclusive and empowering its students.

Hence mentoring of students did take place but with the UGC guidelines it was necessary to formalise the Mentoring system for the College. The IQAC began the task in right earnest in the academic year 2019-20.

In the early months of the academic year there were a series of meetings held to decide the course of action. And the following steps were finalised.

Steps in the Mentoring Process:

- 1. Teacher-Student allocation to be done:** The important step was to allocate students to teachers. Two strategies were put into action.

For the Science Departments:

- 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.
- For FY and SY BSc 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. A meeting will be called for answering any doubts or queries.
- In case of Computer Science, Biotechnology, Animation and B Voc., the Head of the department should allocate students to teachers for all classes from FY to PG.

For Arts Departments:

- 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.

- For the FY BA divisions all departments need to participate. The Head would have to allocate teachers as specified in the table below. Teachers who teach the division should be preferred over others.
 - The students with special needs and foreign students would be mentored with their classmates and not separately.
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 were devised for every class. The mentor teacher can have discussion around the topics mentioned in the table.
 3. **The frequency of meeting:** It was decided that the teacher should have at least two interactions in a semester. The nature of partnership being developmental and voluntary the onus was on the student to seek the time of the mentor as and when required.
 4. **The mentor coordinator held a series of interaction** with small groups of faculty to spread awareness about the objective about mentoring activity.
 5. The activity had to be stopped in March due to the onset of Covid-19 Pandemic.
 6. Efforts to initiate digital system are underway to implement Mentoring System during the pandemic.