

"Dissemination of Education for Knowledge, Science and Culture."
- Shikshanmaharshi Dr. Bapuji Salunkhe



SHRI SWAMI VIVEKANAND SHIKSHAN SANSTHA'S

VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS)

2130, "E' Ward, Tarabal Park, Tal. Karveer, Dist. Kolhapur - 416 003. Affiliated to Shivaji University, Kolhapur (M.S.) NAAC Reaccredited: "A" (CGPA - 3.24 in 3rd Cycle)
College with Potential Excellence by U.G.C., New Delhi
"Star College" by D.B.T. Govt. of India
ISO 9001: 2015

Founder Dr. Bapuji Salunkhe President Hon. Chandrakant Dada Patil Higher and Technical Education Minister, Muharashtra Chairman Prin. Abhaykumar Salunkhe M.A.

Ph.: 0231-2658612 Fax: 0231-2658840 Resl.: 0231-2653962 Website: www.vivekanandcollege.ac.in E-mail: info@vivekanandcollege.org

Secretary Prin. Mrs. Shubhangi Gawade M.Sc., B.Ed. Principal
Dr. R. R. Kumbhar
M.Sc., M. Phil., Ph. D.

2.3 Teaching - Learning Process

2.3.2 The institution adopts effective Mentor-Mentee Schemes to address academics and student-psychological issues experiences.

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Dr. R. R. Kumbhar

PRINCIPAL
VIVEKANAND COLLEGE, KOLHAPUR
(EMPOWERED AUTONOMOUS)

"Dissemination of Education for Knowledge Science & Culture"

-Shikshanmaharshi Dr. Bapuji Salunkhe



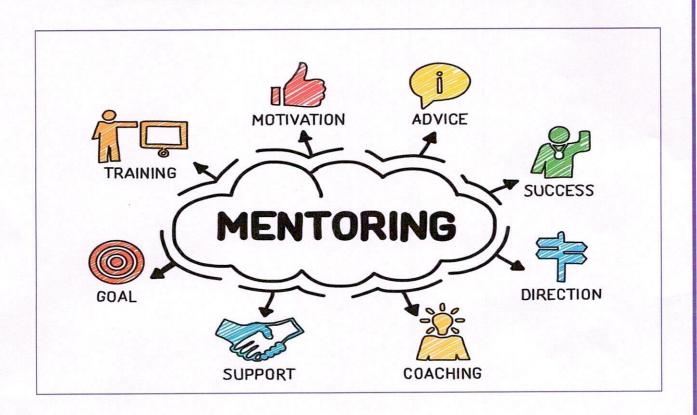
VIVEKANAND COLLEGE, KOLHAPUR



(EMPOWERED AUTONOMOUS)

Internal Quality Assurance Cell

MENTORING POLICY



STUDENTS MENTORING POLICY

The student centric Mentor- Mentee policy of our college is based on our sanstha's motto 'Education for Knowledge, Science and Culture'. Student mentoring system helps for grooming of students and assesses their academic strengths and orients them to choose appropriate academic careers. This system also helps students to adapt to new environment especially for students coming from rural and hilly areas. The College has been on the forefront in mentoring students and imparting to them required knowledge and guidance.

The IQAC of the college has formalized the mechanism to mentor and guide all students seeking admission for all programmes. 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.

❖ OBJECTIVES OF STUDENT MENTORING POLICY

The objective of this Student Mentoring Scheme is to identify fundamental mechanisms that will

- 1) Provide students with career counseling.
- 2) Provide students with information on various skill courses, bridge courses and value added coerces etc. for their academic prosperity.
- 3) Focus and motivate students to achieve learning goals and thereby improve their academic performance.
- Generate curiosity and interest in academics and other institutional activities amongst the students.
- 5) Guide, encourage, and advice the students about their student life, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.

SCHEDULE OF MEETINGS

Mentors and student mentees will meet according to a pre-arranged calendar, as well as per need of the student or the moment. They will be introduced to each other in the first few weeks after admission. Mentors and mentees should meet at least twice in each semester.

*** HUMAN RESOURCES:**

- 1. Mentor- Teacher
- 2. Mentee-Students

❖ MENTOR- MENTEE ALLOCATION

Mentor- Mentee allocation for First and second year of each programme will be done by IQAC and for last year by that concerned department. Mentor serve as a thought partner for students on their academic journey and help empower students to become agents of their own change. They express understanding of student's aspirations and fears, and support their success by acting as an advocate for students' best interests.

* ROLE AND RESPONSIBILITES OF THE MENTOR

A mentor should wear multiple hats. For effective mentoring, the mentor should embrace the ability and willingness to

- 1. Provide guidance and help to the mentee in navigating through her/his difficulties in student
- 2. life and enable them for meaning academic experience.
- 3. Coach to advise the mentees on how to accomplish their goals
- 4. Share mistakes, failures and lessons learned.
- 5. Communicate through active listening. Focus fully on the mentee and show active verbal and non-verbal signs of listening.
- 6. If any student needs special academic tutoring, the mentor may direct the mentees to an appropriate faculty and may even ask the faculty to help their mentees in a particular area
- 7. Maintain strict confidentiality of the information shared by the mentee.

MENTEE'S ROLES AND RESPONSIBILITIES

- 1. Mentee is responsible for initiating contact with the mentor and should be prepared and punctual for the mentoring sessions.
- Mentee is responsible for establishing the agenda for the conversation. The student might even email topics to the mentor ahead of time. At the beginning of each session, the mentee should provide a brief update on progress since the last conversation.

- 3. Mentee should share his/her ideas, concerns, and professional goals so that the mentor is able to place the situation in perspective.
- 4. Mentee should focus on the relationship, rather than outcomes. Mentor's role is not to provide a job; it is to share valuable experience with the mentee.
- 5. Mentee should ask direct questions about what he/she most wants to know and shouldn't be shy about asking. Mentee is responsible for ensuring that the conversation meets, his/her needs

❖ STEPS IN THE MENTORING PROCESS

- 1. Mentor-Mentee allocation to be done at the beginning of the academic year.
- 2. The mentor-teacher should call for a meeting with the allocated students. Mentoring relationship should be characterized by mutual respect, trust and warmth.
- 3. The students are to be asked to fill the SWOT form given by the mentor. The SWOT forms would be submitted to IQAC at the end of the year. In the meeting the mentor- teacher will clarify student's query. In case of emotional issue the mentor-teacher would have to connect the student with the counselor, student counseling cell of the college.
- 4. The frequency of meeting is at least twice in a semester.

*** MENTORING FOCUS**

The mentor teacher can have discussion around the topics mentioned in the table.

For all UG Programmes					
Class	Mentoring Focus				
First Year	Helping mentees deal with adjustment issues and developed self awareness by using SWOT				
Second Year	Providing mentees with subject related guidance for better career choices. Creating awareness about skills required for professional growth.				
Third Year	Creating awareness amongst the mentees about internship opportunities, career and/or academic choices that can be pursued after graduation and the preparation for the same.				

For all PG Programmes					
Class	Mentoring Focus				
First Year	Helping mentees deal with adjustment issues and developing oneself to face challenges. SWOT may be done.				
Second Year	Helping mentees with finding internships and placements. Also creating awareness about research opportunities available.				

❖ THE MENTORING SYSTEM

Sr. no.	Activity	Responsibility
1	Mentor- Mentee allocation	IQAC (for First year and second year)/ Head of the department (For Final year)
2	Send the name of the teachers with the allotted students to the IQAC at the beginning of the semester	IQAC (for First year and second year)/ Head of the department (For Final year)
3	Conduct meeting with the allocated students	Mentor-Teacher
4	Filling of SWOT form given by the Mento	Mentee-Students
5	Follow the goals of mentoring with respect to assigned students	Mentor-Teacher
6	Collect all the SWOT forms at the end of year	Dean of the concerned programme
7	Submit all SWOT form to IQAC at the end of year	Dean of the concerned programme

❖ MENTORING STRUCTURE

- ➤ IQAC Coordinator
- ➤ NAAC Coordinator
- Deans of all programme
- Physical director
- ➤ Counselor (College Counseling Cell)
- > 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 dean. If still the complaint/concern continues then it can be brought to the notice of the Principal.

Dr. Shruti Joshi

Coordinator - IQAC Vivekanand College, Kolhapur ESTD JUNE 1964

Dr. R. R. Kumbhar

PRINCIPAL VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS)

Annexure A

Mentor - Mentee Allocation

Acad	demic Year			Medically		
Sr. no	Roll No.	Name of the Student / Mentee	Class	Mob. No.	Email. Id	Name of the Mentor

Annexure B MENTOR - MENTEE SESSIONS ATTENDANCE RECORD

Class	Roll	Name of the student	Session	1	2	3	4	5	6
	No		Date					-	+0
						12			
				F. Hall		Physical Control			
				THE ST					
		Mentor'	s Signature						
	2.0	Signa	ture of HOD						
		Signa	ture of Dean						

Annexure C MENTOR - MENTEE DISCUSSION REPORT

Sr. no	Date	Name of the Mentee	Class	Roll no.	Points discussed	Mentee's
						Signature
1164						
*						If a whalest
BEND						

Annexure D PHONE CALL RECORD

Sr. no	Date	Name of the Mentee	Class	Roll no.	Ph. No	Time	Points discussed	remark
	A							
Monte	ors signat							

Annexure E IMPROVEMENT STATUS OF MENTEES

Sr.	Class	Roll No.	Name of the Student	Active Participation in Mentor Program (Yes/No)	Areas of Improvements Seen in Student	Remark
,		ř.			,	
Ment	tors signa	iture				

विवेकानंद कॉलेज, कोल्हापूर (अधिकारप्रदत्त स्वायत्त) महत्वाची सूचना

No.NB/ /2023-28

दि. ११.०९.२०२३

सिनिअर कॉलेज विभागातील सर्व प्राध्यापकांना सूचित करणेत येते की, महाविद्यालयातील Mentor-Mentee योजनेअंतर्गत खालीलप्रमाणे कार्यवाही करावी.

- श) भाग १ मधील विद्यार्थ्यांबाबत सर्व विभागप्रमुखांनी आपल्या मेजर विषयासाठी प्रवेशित
 असणाऱ्या विद्यार्थ्यांना विभागातील प्राध्यापकांकडे विभागून द्यावेत.
- २) **भाग २** मधील विद्यार्थ्यांबाबत शैक्षणिक वर्ष २०२२-२३ मध्ये जे विद्यार्थी भाग १ मधून या योजनेअंतर्गत विभागून देणेत आलेले होते त्यांना शै.वर्ष २०२३-२४ मध्ये भाग २ साठी गृहित धरावे.
- ३) भाग ३ मधील विद्यार्थ्यांबाबत विभाग प्रमुखांनी भाग ३ ला प्रवेशित विद्यार्थी संबंधीत विभागातील प्राध्यापकांमध्ये विभागून घ्यावेत.
- ४) **पी. जी.** मधील विद्यार्थ्यांबाबत पी.जी.समन्वयकांनी पी.जी.साठी प्रवेशित विद्यार्थ्यांना संबंधीत विभागातील प्राध्यापकांमध्ये विभागून घ्यावेत.

वरीलप्रमाणे स्कीमचे कामकाज सुरु झाल्यानंतर सर्व प्राध्यापकांनी आपल्याकडे विभागून आलेल्या विद्यार्थ्यांची बैठक घ्यावी व त्यांच्या प्रवेश, शिष्यवृत्ती, फी सवलत, ABC ID, महाविद्यालयातील नियमित उपस्थिती इत्यादी बाबत मार्गदर्शन करावे. (ABC ID संदर्भात अडचणी असल्यास प्रा.डॉ.एस.एस.अंकुशराव यांचेशी संपर्क साधावा.

वरील कार्यवाहीबाबतचा **अहवाल दि.१५.०९.२०२३ पर्यंत IQAC** विभागास सादर करावा.

टीप :

- १) महाविद्यालयातील सर्व विभागामध्ये विद्यार्थ्यांची उपस्थिती असमाधानकारक आहे. तरी या योजनेअंतर्गत वरीलप्रमाणे प्रभावी कार्यवाही करावी.
- २) Mentor-Mentee बुक IQAC मध्ये उपलब्ध आहेत.



डॉ. आर. आर. कुंभार
PRINCIPAL
VIVEKANAND COLLEGE
KOLHAPUR (AUTONOMOUS)

विवेकानंद कॉलेज, कोल्हापूर (स्वायत्त) सूचना

No.NB/ /२०२२-२३

दि. २९.११.२०२२

वरिष्ठ महाविद्यालयातील सर्व प्राध्यापकांना सूचित करणेत येते की, पदवी भाग १ च्या डिसेंबर २०२२ च्या परीक्षेचे फॉर्म दि.०१.१२.२०२२ ते ०६.१२.२०२२ पर्यंत भरणेचे आहेत. महाविद्यालयाच्या Student Mentoring Scheme अंतर्गत प्राध्यापकांना विभागून दिलेल्या विद्यार्थ्यांना सदर परीक्षा फॉर्म भरणेबाबत सूचित करावे तसेच विद्यार्थ्यांना काही अडचणी असल्यास मार्गदर्शन करावे. कोणीही विद्यार्थी परीक्षेपासून वंचित राहणार नाही याची सर्व Mentor नी दक्षता घ्यावी.



डॉ. आर. आर. कुंभार
PRINCIPAL
VIVEKANAND COLLEGE
KOLHAPUR (AUTONOMOUS)

विवेकानंद कॉलेज, कोल्हापूर (स्वायत) सूचना

No.NB/ /२०२२-२३

दि. ०२.०५.२०२३

विद्यालयातील सर्व प्राध्यापकांना सूचित करणेत येते की, सत्र मधील २ मधील परीक्षांचे फॉर्म भरणेचे कामकाज सुरु असून सर्वांनी Mentor Mentee Scheme अंतर्गत विभागून दिलेल्या विद्यार्थ्यांना परीक्षा फॉर्म वेळेत भरणेबाबत सूचित करावे, विद्यार्थ्यांना काही अडचणी असल्यास योग्य ते मार्गदर्शन करावे. कोणताही विद्यार्थी परीक्षेपासून वंचित राहणार नाही याची सर्व Mentor नी दक्षता घ्यावी व याचे Mentor Mentee बुक मध्ये रेकॉर्ड ठेवावे.



हिंद्य____ डॉ. आर. आर. कुंभार PRINCIPAL VIVEKANAND COLLEGE (KOLHAPUR (AUTONOMOUS)

Notice

NB.No.

/2022-23

Date: 02.05.2023

All faculty of Senior College are hereby informed that **Mentor-mentee scheme** is a salient feature of our college. The Mentees have been already allotted to Mentors. Please submit your activities report 2022-23 (offline/online) concerning to Mentor-mentee scheme to IQAC Department on or before 15.05.2023.



Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE
(A KOLHAPUR (AUTONOMOUS)

Notice

NB.No.

/2021-22

Date: 08.11.2021

All faculty of Senior College of Vivekanand College, Kolhapur (Autonomous) are hereby informed that **Mentor-mentee scheme** is a salient feature of our college. As per the allotment of Mentees to the respective mentors, we are herewith circulating/allotting mentees to mentor. Please conduct your effective mentor mentee activities through out the year, in order to uplift students in academics and other means and fulfillment of institutional objectives.



Dr. R. R. Kumbhar

PRINCIPAL

VIVEKANAND COLLEGE

KOLHAPUR (AUTONOMOUS)

NB.No.

/2021-22

Date: 11.07.2022

All faculty of Senior College of Vivekanand College, Kolhapur (Autonomous) are hereby informed that **Mentormentee scheme** is a salient feature of our college. The Mentees have been already allotted to Mentors. Please submit your activities report 2021-22 (online/offline) concerning to Mentor-Mentee Scheme to IQAC department on or before 20-07.2022.



Dr. R. R. Kumbhar
PRINCIPAL
VIVEKANAND COLLEGE
(LKOLHAPUR (AUTONOMOUS)



VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)

2130, E. Tarabai Park, Kolhapur, Tal. Karveer, Dist. Kolhapur-416003 Affiliated to Shi Api University, Kolhapur (M.S.)

NAAC Reaccredited : "A" (CGPA 3.24)
College with Potential for Excellence by U.G.C., New Delhi
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150 9001 : 2015



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Founder Dr. Bapuji Salunkhe President Hon. Chandrakant Dada Patil Chairman Prin. Abhaykumar Salunkhe Secretary
Prin. Mrs. Shubhangi Gavade

Principal

Dr. R. R. Kumbhar

M.Sc. M.Pril. Penn

Ret No VCKI 844/A 12020 - 21

Date 9/12/2020

NOTICE

All the faculty members/ mentors of the senior college are hereby informed that due to covid -19 pandemic situations and as per the guidelines of all concerned authorities, our teaching is conducted through online mode. The mentors are requested to guide and motivate the mentees regularly through online platform and try to conduct activities to improve their academic performance and career growth.



Dr. R. R. Kumbhar
PRINCIPAL
Vivekanand College
Kolhapure

HSC 1074 R-1 DT 8-8-1976 27341301006

ंज्ञान, विज्ञान आणि सुरांस्कार यांसाठी शिक्षण प्रसार' शिक्षणमहर्षी डॉ. बापूजी सार्कुखे

Estri June 1964

Shri Swami Vivekanand Shikshan Sanstha's

VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS) 2130, 'E' Tarabai Park, Kolhapur, Tal. Karveer, Dist. Kolhapur-416003

Affiliated to Shivaji University, Kolhapur (M.S.)

NAAC Reaccredited : "A" (CGPA 3.24) College with Potential for Excellence by U.G.C., New Delhi "Star College" by D.B.T. Govt. of India ISO 9001 : 2015

		150 9001 . 2	www.anandcollege.org E-mail . Into E	Trestantial trestantial states
0231-2658612, 265	8840 Fax : 0231-2658840 Res	.: 0231-2653962 # Website : www	Secretary	Principal
ınder	President Hon, Chandrakant Dada Pati	Chairman	Prin. Mrs. Shubhangi Gavade	M Sc M Phil Ph D
Bapuji Salunkhe D. Lit.	MLA		Date: 9)	12/2020

NO. VCK 844/A 2020-21

NOTICE

All the Head of the departments are hereby informed that, allocate your last year students as a mentee with your faculty members as a mentors for the academic year 2020-21. Follow our Mentoring Scheme to conduct the regular activities. Send the report of mentor- mentee allocation and related records to IQAC.



/ivekanand College

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Shri Swami Vivekanand Shikshan Sanstha's, VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)

NOTICE

Notice No.: VCK/825/2/2020-21

Date: 12.10.2020

All the full time teachers of the senior college are hereby informed that as per the Mentor Mentee Scheme of our college, all are appointed as mentors. The list of mentees assigned to the mentors for the Academic year 2020-21 is given below and the same is available on college website. The mentors are hereby requested to guide and motivate the mentees regularly to improve their academic performance and career growth as well as conduct activities.

ESTD. FROM 1964 #

(Dr. D. B. Patil)

ICPRINCIPAL

Trekanand College

Kolhapur

Notice

NB.No. /2018-19

Date: 08.08.2018

All faculty of Senior College of Vivekanand College, Kolhapur (Autonomous) are hereby informed that **Mentor-mentee scheme** is a salient feature of our college. As per the allotment of Mentees to the respective mentors, we are herewith circulating/allotting mentees to mentor. Please conduct your effective mentor mentee activities through out the year, in order to uplift students in academics and other means and fulfillment of institutional objectives.



Dr. S. Y. Hongekar
PRINCIPAL
VIVEKANAND COLLEGE
KOLHAPUR (AUTONOMOUS)

Notice

NB.No. /

/2018-19

Date: 18.03.2019

All faculty of Senior College of Vivekanand College, Kolhapur (Autonomous) are hereby informed that **Mentor-mentee scheme** is a salient feature of our college. The Mentees have been already allotted to Mentors. Please submit your activities report 2018-19 (online/offline) concerning to Mentor-Mentee Scheme to IQAC department on or before 25.03.2019



Dr. S. Y. Hongekar

PRINCIPAL VIVEKANAND COLLEGE KOLHAPUR (AUTONOMOUS)

Notice

NB.No.

/2019-20

Date: 29.07.2019

All teaching faculty members of our college are hereby informed that we are going to continue the **Mentor Mentee** scheme in the academic year 2019-20 too. Accordingly, you are requested to conduct activities creating rapport with the mentees. The list of allotments of mentees has been attached with this notice. Consider it and maintain the record of your communication with the mentees. Please take note that this activity works in the favour of uplifting the educational standards of our Institute.



Dr. S. Y. Hongekar

PRINCIPAL

Vivekanand College

Kolhanus

Notice

NB.No.

/2019-20

Date: 13.03.2020

All teaching faculty of our college are hereby requested to submit the reports of the activities conducted under **Mentor Mentee scheme** in the academic year 2019-20. The list of allotments of mentees has already been shared with you. Please submit the report in the proper format by this weekend.



Dr. S. Y. Hongekar

PRINCIPAL

Vivekanand College

Kolhaput



"Dissemination of Education for Knowledge, Science and Culture." - Shikshanmaharshi Dr. Bapuji Salunkhe



SHRI SWAMI VIVEKANAND SHIKSHAN SANSTHA'S

COLLEGE, KOLHAPUR (EMPOWERED

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Dr. Bapuji Salunkhe

Hon. Chandrakant Dada Patil Higher and Technical Education Minister, Maharashtra Prin. Abhaykumar Salunkhe

Prin. Mrs. Shubhangi Gawade M.Sc., B.Ed.

Dr. R. R. Kumbhar M.Sc., M.Phil., Ph.D.

2.3 Teaching - Learning Process

2.3.2 The institution adopts effective Mentor-Mentee Schemes to address academics and student-psychological issues experiences.

Mentoring Releated Committees

Sr.No.	Name of the Committee	Name	of the Lecturers	s
		Morning Session		Student Representative
		Mr. K.B.Patil	Convenor	
		Mr. S.P.Thorat	Member	
		Dr. Mrs. P. A. Patil	Member	
		Dr. K.D.Tiwade	Member	
		Dr. S.R.Kattimani	Member	
		Mrs. U S Khot	Member	
1	1 DISCIPLINE COMMITTEE	Mr H.V.Chame	Member	
		Dr. Salma Maner	Member	
		Evening Session		
		Ms. V.V. Pawar	Convenor	
		Mr. SS Ankushrao	Member	
		Mr Rahul Ingwale	Member	
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		Commerce- Sunny S. Kale		History - Dr.S.R.Kattimani
21	PGD	Geoinformatics -		
- 21	Co.Ordinators	Dr.G.S.Ubale	_	

		Translation -		
		Dr.A.S.Mahat		
		Tour & Travels - Mr.Sunil		
		Bhosale		
32	Foreign Language	Dr. K. D. Tiwade		
33	Chief Examination Controller	Prin.Dr.R.R.Kumbhar		Dy.COE : Dr.D.R.Tupe
	Controller of Examination	Dr.G.J.Navathe		
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35	Finance Officer	Mr.R.B.Jog	O.S.	
36	Panjabrao Deshmukh Boys Hostel	Dr.Abhijt J. Patil		
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		Dr.G.J.Navathe	COE	
37		Dr. D.R.Tupe	Dy.COE	
			External Member	
			External Member	
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