Student Mentoring System

As stated in First Year Engineering, revised syllabus, University of Mumbai, REV 2019, C Scheme, Circular No UG/65 of 2019-20, following revised protocols for student mentoring will be maintained with effect from current semester of academic year 2020-21.

Mentoring Guidelines (As per First Year Engineering, revised syllabus, University of Mumbai, REV 2019, C Scheme, Circular No UG/65 of 2019-20):

Mentoring and connecting the students with faculty members is the most important part of student induction.

- Mentoring process shall be carried out in small groups, group of 10 students to be formed and allocate one senior student from 3rd year of same program in which new students have taken admission, students mentor will continue for two years, till student mentors graduate from the institute.
- For two (2) such groups one faculty mentor to be allocated from the same department/program, who will remain the mentor till those students graduates from the institute.
- Groups for mentoring to be formed and student mentors and faculty mentors to be introduced to newly inducted students.
- Introduction of mentoring system to be given to new students.
- Minimum one meeting to be conducted every month during semesters with students group by faculty mentors.
- For record keeping appropriate formats to be developed and information to be updated regularly by faculty mentors.

Need of Mentoring:

Mentoring is important as it provides professional socialization and personal support to facilitate academic success for undergraduate students. Mentoring guarantees students that there is someone who cares about them, assures them they are not alone in dealing with day-to-day challenges, and makes them feel like they matter. Mentoring connects a student to personal growth and development, and social and economic opportunity.

Concept:

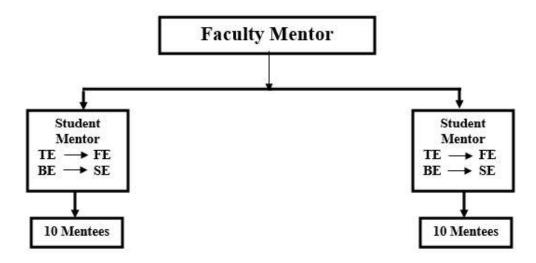
Faculty Mentors are assigned for Second, Third and Final Year Students. Each mentor is for a group of 20 students. Mentor provides a support to the students to get adjusted with the college environment and guide them in achieving their Academic Goals.

Objectives of Mentoring:

The purpose of this System is to identify intervening mechanisms to improve the performance of weak students. In this context few objectives come across to achieve desired result.

- ➤ Addressing weaker Students.
- ➤ Addressing Students with Learning Disabilities.
- ➤ Addressing outstation students.
- > To focus and motivate students to achieve learning goals and thereby improve their academic performance.
- To generate interest in academics and other institutional activities amongst students.
- To strengthen their knowledge skills and attitudes in such subjects, where quantitative and qualitative techniques are involved so that the necessary guidance and training provided may enable the students to pursue higher studies efficiently.
- To prepare slower students for competitive exams.

Mentoring System Mechanism:



Roles and Responsibilities:

Faculty Mentor:

- Minimum one meeting to be conducted every month during semesters with students group by faculty mentors; however, students are free to meet him/her anytime formally and informally.
- To monitor the attendance regularly, record to be maintained for academic, co-curricular and extra-curricular activities.
- Counsel the mentee for any behavioral or psychological problem. Special Counseling is provided for academically weaker students and students with learning disabilities.
- Communicate with the mentee's parents if needed.
- Provide guidance to mentee for internships, higher studies, scholarships, Career etc.

Student Mentor:

- Student Mentor should attend monthly meetings with mentees scheduled by faculty mentors.
- Student Mentor should fill the feedback of assigned mentees for each semester (from sem I to Sem IV) in record maintained by faculty mentor.
- Extend help to mentee for internships, higher studies, scholarships, Career etc.
- Student mentor may help faculty mentor in one on one counselling to address issues faced or raised by assigned mentee.

General Guidelines for Faculty Mentors:

Initiate: Reach out to your mentee by sharing your background and experiences and asking openended questions. Encourage an active dialogue rather than offering a single solution to address your mentee's concerns. Also, inform your mentee if you're not sure about something.

Communicate effectively: Provide timely, honest, and thoughtful responses to your mentee whether it's through email, phone, or in-person meetings. Give plenty of room for your mentee to speak or ask questions and foster a trusting environment.

Be Patient: Many students may not always respond as quickly or professionally as you are accustomed to. Be careful not to insist for information the mentee doesn't want to discuss.

Time management: Offer students ideas on how to manage their time better.

Stay positive: Don't be discouraged if your first or second mentee match doesn't develop into a successful mentorship. There are many students waiting for your help.

Mentorship: If you are uncomfortable with anything being asked of you by a mentee you can decline the request and/or report the instance.

Mentor/Mentee Details

	NAME OF MENTOR - Faculty
	NAME OF MENTOR – Student 1
	NAME OF MENTEES
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
	NAME OF MENTOR – Student 2
	NAME OF MENTEES
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

MANJARA CHARITABLE TRUST RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI (Permanently Affiliated to University of Mumbai)

DEPARTMENT OF MECHANICAL ENGINEERING

(UG Program - NBA- Accredited; PG in Heat Power and Ph.D. Technology)

РНОТО	

Student Mentoring Form

Student's Personal Details							
Name :	Roll No:						
Date of Birth:			Male/Female:				
Current Address:							
Permanent Address:							
Mobile No:		Er	nail ld:				
Father's Name:							
Mobile No.:	Email I	D.:					
Mother's Name							
Mobile No.:	Email I	D.:					
Name of The Student Mentor:							
Mobile No.:	Email I	D.:					
Name of The Faculty Mentor:							
Designation:	Depart	ment:					

Student's Attendance Record

Compostor	Month / Year	:	Month / Year	:	Month / Year	:
Semester	Percentage	Signature	Percentage	Signature	Percentage	Signature
ı						
II						
III						
IV						
V						
VI						
VII						
VIII						

Student's Academic Performance

Semester	Subject	1A	\1	IΑ	. 2	Prelim		End semester		Signature
	Performance	С	N/C	С	N/C	С	N/C	С	N/C	
ı	Remark									
	Performance	С	N/C	С	N/C	С	N/C	С	N/C	
II	Remark									
	Performance	С	N/C	С	N/C	С	N/C	С	N/C	
III	Remark									
D.	Performance	С	N/C	С	N/C	С	N/C	С	N/C	
IV	Remark									
	Performance	С	N/C	С	N/C	С	N/C	С	N/C	
V	Remark									
	Performance	С	N/C	С	N/C	С	N/C	С	N/C	
VI	Remark									
	Performance	С	N/C	С	N/C	С	N/C	С	N/C	
VII	Remark									
\/III	Performance	С	N/C	С	N/C	С	N/C	С	N/C	
VIII	Remark									

Note.:

- 1. C Cleared, write percentage or SGPI in Remarks.
- 2. N/C write subjects not cleared in Remarks.
- 3. If students cleared subjects in next academic year kindly circle "N/C" and click On "C"

Student's Co-curricular Activities

Semester	Professional Society	Internship	Papers Published
ı			
II			
III			
IV			
V			
VI			
VII			
VIII			

Student Mentor's Feedback Semester wise

Semester I	Semester II	Semester III	Semester IV

Student's Extra-Curricular Activities

Semester	5	Sports	NSS /	Social cell	C	Competition / Pa	rticipation /		
1						Prize / /	Awards		
п									
III									
IV									
V									
VI									
VII									
VIII									
Placement	:: - Ye	s / No If ye	es get	following	Detail	s:			
Compan	y:-								
Package	:-								
Higher Stu	dies.								
Exam	s	GRE	TOFEL		-	CAT	GATE		
SCORE									
If Admitted	If Admitted:-								
Universit	University:-								
Country:	-								

Mentor's Document

NAME OF MENTOR:

YEAR:

Improvement/Remark										
Good/ Average/ Weak										
With Learning disability										
Mentoring Session 3 Students Sign										
Agenda of session 3										
Mentoring Session 2 Students Sign										
Agenda of session 2										
Mentoring Session 1 Students Sign										
Agenda of session 1	1									
Name of Students										

Signature of Mentor

Signature of Head of Department

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Suggested Agenda for Mentoring

YEAR	SESSION	AGENDA
SEM I	SESSION 1	Introduction to mentoring program & Get to know each other
	SESSION 2	Discussion related to academic and non-academic activities
		Visit to Central Library
	SESSION 3	Guidance on oral/practical/university examination
SEM II	SESSION 1	Discussion on academic performance related to previous semester & Introduction
		to current semester
	SESSION 2	Guidance for enrolment in program specific student professional bodies
	SESSION 3	Introduction to Mini project and possible research areas, Awareness on Plagiarism
SEM III	SESSION 1	Discussion on academic performance related to previous semester & Introduction
		to current semester
	SESSION 2	Guidance on participating/organizing co-curricular and extra-curricular activities
	SESSION 3	Encouraging students to learn new software/NPTEL/SWAYAM/Coursera etc.
SEM IV	SESSION 1	Discussion on academic performance related to previous semester & Introduction
		to current semester
	SESSION 2	Introduction to Internship/Industrial Visit,
		Guidance on department level electives for upcoming semester
	SESSION 3	Introduction to Honors/Minors degree program
		Encouraging to take up various competitive exams (GATE/GRE/TOEFL)
SEM V	SESSION 1	Discussion on academic performance related to previous semester & Introduction
		to current semester
	SESSION 2	Introduction to soft skill training/Aptitude test conducted by T&P/Language
		Lab/respective dept.
		Discussion related to placements/higher studies/startups etc.
	SESSION 3	Discussion on technical writing (Reports/proposals/research papers/resume etc.)
SEM VI	SESSION 1	Discussion on academic performance related to previous semester & Introduction
		to current semester
	SESSION 2	Guidance on Institute level electives for upcoming semester
	SESSION 3	Discussion on Major project related activities to be conducted in upcoming semester
		(Group formation/Topic selection/ethical standards)
SEM VII	SESSION 1	Discussion on academic performance related to previous semester & Introduction
		to current semester
	SESSION 2	Motivation to participate in various international and national level project
		competitions/workshops/conferences etc.)
	SESSION 3	Discussion on various program specific career opportunities
SEM VIII	SESSION 1	Discussion on academic performance related to previous semester & Introduction
		to current semester
	SESSION 2	Introduction of Institute Alumni Association and role and responsibilities of alumni
		Convocation ceremony
	SESSION 3	Feedback by mentees, Data collection (placement/higher studies/start-ups/special
		achievements)