

**Ajeenkya DY Patil School of Engineering, Lohegaon, Pune.**



# **Mentoring System**

## **Standard Operating Procedure**

SoP No: SoP/ 2019 /2.1.1



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## *Vision*

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Empowerment through quality technical education

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## *Mission*

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M1: To achieve excellence in teaching, learning and research

M2: To impart skill based education to meet the needs of industry and Society

M3: To excel as a center of excellence in technical education

M4: To inculcate social & ethical values among the students

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## *Quality Policy*

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We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders.

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# Mentoring System

## Standard Operating Processes (SOPs)

The role of a mentor in an engineering college is crucial in providing guidance, support, and mentorship to fellow students. Student mentors play a significant role in fostering a positive and inclusive academic environment and promoting the personal and academic development of their mentees.

### Step 1- Assign mentors to Students:

- a. **Check Mentor Availability:** Assess the availability and workload of potential mentors to ensure they can commit sufficient time and effort to the mentoring role. Consider factors such as their teaching schedule, research commitments, and other responsibilities.
- b. **Mentor-Mentee Pairing:** Based on the mentor availability, carefully match mentors with students.

**Step 2 – Communicate to both the faculty and students:** Notify both mentors and mentees about their assigned pairing. Provide clear instructions on the next steps and expectations for the mentoring relationship

**Step -3 Arrange Mentor-Mentee Introduction:** Facilitate an introductory meeting or session where mentors and mentees can get acquainted. Provide guidelines for an initial discussion to establish rapport and set the foundation for ongoing mentoring interactions.

### Step 4 – Being in Touch with Students

1. **Establish Communication Channels:** Set up effective communication channels to stay in touch with the students. This can include email, messaging platforms, virtual meeting tools, or a dedicated mentoring platform. Here, mentor could create a WhatsApp group of mentees.
2. **Initial Contact:** Reach out to students shortly after the mentor-mentee pairing to initiate contact. Introduce yourself as their mentor and express your willingness to support them throughout their academic journey.
3. **Schedule Regular Meetings:** Arrange regular meetings with the mentees on a weekly basis to discuss their progress, challenges, and any other concerns they may have. Establish a schedule that works for both parties.
4. **Active Listening:** During meetings, actively listen to your mentees' experiences, academic goals, and any difficulties they are facing. Show empathy, ask relevant questions, and provide guidance and support based on their individual needs.
5. **Academic Support:** Offer academic assistance to your mentees. Help them with study strategies, time management, course selection, or understanding complex concepts. Provide resources, recommend workshops or tutoring services, and encourage them to seek additional help when needed.
6. **Personal Development:** Foster the personal development of the mentees by discussing their interests, hobbies, and extracurricular activities. Encourage them to explore opportunities for leadership, community involvement, and skill development outside the classroom.
7. **Provide Guidance:** Share your own experiences and insights to guide the mentees through their academic and personal challenges. Offer advice on career planning, internships, research opportunities, and professional development activities relevant to their field of study.
8. **Track Progress:** Keep track of the mentees' progress and milestones. Monitor their academic achievements, involvement in campus activities, and any notable accomplishments. Celebrate their successes and provide constructive feedback when necessary.



9. **Maintain Confidentiality:** Respect and maintain confidentiality regarding any personal or sensitive information the mentees share with you. Create a safe and trusting environment where they feel comfortable discussing their concerns openly.
10. **Stay Accessible:** Be available to the mentees beyond scheduled meetings. Encourage them to reach out to you with questions, concerns, or urgent matters. Respond promptly to their messages or emails and provide guidance or assistance as needed.
11. **Encourage Reflection:** Encourage the mentees to reflect on their academic progress, personal growth, and challenges they encounter. Help them set goals, identify areas for improvement, and develop strategies to overcome obstacles.
12. **Celebrate Achievements:** Acknowledge and celebrate the mentees' accomplishments. Recognize their efforts and achievements, both big and small, to boost their confidence and motivation.

#### **Step 5 – Maintain a proper mentoring record of the students**

1. **Documentation System:** Establish a structured and organized system for maintaining mentoring records. This can be a digital platform, a spreadsheet, or a dedicated folder for each mentee.
2. **Record Key Details:** Create a record for each mentee that includes essential information such as their name, contact details, academic program, year of study, and any specific challenges or goals discussed.
3. **Meeting Notes:** Take detailed notes during mentoring meetings. Record the date, time, and duration of each meeting, as well as the topics discussed, action items, and any recommendations or advice provided.
4. **Progress Tracking:** Monitor and document the progress of each mentee over time. Keep a record of their academic achievements, extracurricular involvements, and milestones reached. Note any notable improvements, challenges overcome, or areas requiring further attention.
5. **Goal Setting:** Document the goals set by each mentee and track their progress towards achieving those goals. Make notes on the steps taken, resources provided, and support offered to help them work towards their objectives.
6. **Follow-up Actions:** Document any follow-up actions agreed upon during mentoring meetings. This can include tasks assigned to the mentee, resources or contacts shared, or specific deadlines to meet.
7. **Communication History:** Maintain a log of all communication with mentees, including emails, messages, and other forms of correspondence. This helps to have a comprehensive record of interactions and ensures continuity of support.
8. **Periodic Reviews:** Regularly review and update the mentoring records to ensure accuracy and completeness. This can be done at the end of each semester or academic year, or at agreed-upon intervals, to capture the mentees' progress and changes in their academic journey.
9. **Mentor Feedback:** Encourage mentors to provide feedback on their mentoring experiences and any observations or insights they have gained. This feedback can be documented and used to enhance the overall mentoring process.
10. **Mentee Feedback:** Solicit feedback from mentees about their experience with the mentoring program. Capture their thoughts, suggestions, and any specific areas where they felt supported or required additional assistance. Use this feedback to improve future mentorship opportunities.



Mentors can collect the following documents from Mentee

1. Resume/Curriculum Vitae (CV)
2. Transcripts and Academic Records
3. Professional Certifications



## Department.....

Department.....

**HoD Sign**

### Mentee Details

**Name of the Mentor Faculty:**

[illegible]

## Sign of the Mentor



## Mentoring System

### Mentee Parent Details

Department..... Class..... Division..... Batch....

| Sr. | Name of the student | Parent         | Occupation | Phone No | Email ID |
|-----|---------------------|----------------|------------|----------|----------|
|     |                     | Father         |            |          |          |
|     |                     | Mother         |            |          |          |
|     |                     | Brother/Sister |            |          |          |
|     |                     | Father         |            |          |          |
|     |                     | Mother         |            |          |          |
|     |                     | Brother/Sister |            |          |          |
|     |                     | Father         |            |          |          |
|     |                     | Mother         |            |          |          |
|     |                     | Brother/Sister |            |          |          |
|     |                     | Father         |            |          |          |
|     |                     | Mother         |            |          |          |
|     |                     | Brother/Sister |            |          |          |
|     |                     | Father         |            |          |          |
|     |                     | Mother         |            |          |          |
|     |                     | Brother/Sister |            |          |          |
|     |                     | Father         |            |          |          |
|     |                     | Mother         |            |          |          |
|     |                     | Brother/Sister |            |          |          |
|     |                     | Father         |            |          |          |
|     |                     | Mother         |            |          |          |
|     |                     | Brother/Sister |            |          |          |
|     |                     | Father         |            |          |          |
|     |                     | Mother         |            |          |          |
|     |                     | Brother/Sister |            |          |          |
|     |                     | Father         |            |          |          |
|     |                     | Mother         |            |          |          |
|     |                     | Brother/Sister |            |          |          |



**Sign of the Mentor**



## Mentoring System

### Mentor - Mentee Meetings

Class .....

Batch.....

Meeting No.....

Date: ..... Time: .....

| Sr. | List of points discussed |
|-----|--------------------------|
| 1   |                          |
| 2   |                          |
| 3   |                          |
| 4   |                          |
| 5   |                          |
| 6   |                          |
| 7   |                          |
| 8   |                          |

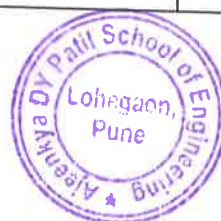
Geotagged Photo:



Sign of the Mentor

## Defaulter List

**Batch...**

[illegible]

## Sign of the Mentor

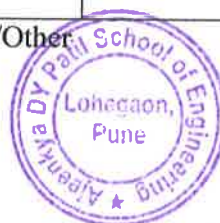
## Mentoring System

### Students Issues/Problems if Any

Department..... Class..... Division..... Batch....

| Sr. | Name of the student | *Issues/Problems Identified and its Type | Date of Identification | Solution Provided |
|-----|---------------------|--|------------------------|-------------------|
|     |                     |  |                        |                   |
|     |                     |  |                        |                   |
|     |                     |  |                        |                   |
|     |                     |  |                        |                   |
|     |                     |  |                        |                   |
|     |                     |  |                        |                   |
|     |                     |  |                        |                   |
|     |                     |  |                        |                   |
|     |                     |  |                        |                   |
|     |                     |  |                        |                   |
|     |                     |  |                        |                   |

\* Type of Problem – Academic /Financial/Habit/Relation/Other



Sign of the Mentor

## Overall Progress

[illegible]

**Name and Sign of the Mentor**

