

Dr D Y Patil School of Engineering, Lohegaon, Pune.



Mentoring Policy

Overall nurturing of the students

DYPSOE / POLICY/ 2020/ mentor / Version 1

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Vision

Empowerment through quality technical education

Mission

M1: To excel as a center of excellence in technical education

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

M3: To achieve excellence in teaching, learning and research

M4: To inculcate social & ethical values among the students

Quality Policy

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.



1. Objectives:

Following are the objectives of the mentoring policy

- 1) Counseling the students for their academic, non-academic issues
- 2) Emphasizing and motivating students for their overall development

2. Policy:

The policy is used for analyzing and solving mentee's academic and personal problems by keeping appropriate track. During this process of mentoring the parents are also involved, whenever required. This has helped in transparent record keeping of the mentee and helps mentees for the overall progress. The documentation is done using the format mentioned under point 5 below. A group of 20 to 25 mentees is allotted to one mentor. This has helped to the mentees to interact with the mentor comfortably. Mentor to mentee ratio is calculated by total number of students divided by total number of full-time teachers.

3. Schedule of Meetings:

Mentor and mentees meeting is decided by the mentor along-with the class teacher. Mentor can conduct the meetings as per requirement. However, mentees are encouraged to take initiative for meeting with mentors.

4. Role and Responsibilities of Mentor


Each mentee has different requirement of mentoring. The mentees require varied amounts of attention, motivation, guidance and advice. Some students feel comfortable and confident in approaching the mentors, wherein some may be shy and reluctant to seek help. A good mentor is the one who can understand the individual need of a student.

It is expected that the mentor should tackle the academic and personal problems of the students. Through mentoring, the mentor should motivate the students and boost the confidence level of the students. In order to have an effective mentoring and to build faithful relations with mentees, the mentor must try to remove barriers in communication and must give emotional support to mentees.

5. Policy Documentation

Mentor-Mentee Allotment is done with the help of format (a) as shown below. Record of meetings can be kept in the form (b) named as **Meeting Record format**. Furthermore, for mentee's record of academic, financial and other issues need to be maintained separately using form (c) named as **Mentee Record**.

a. Mentor-mentee allotment format

 D. Y. PATIL GROUP		Empowerment Through Quality Technical Education Dr. D. Y. Patil School of Engineering Dr. D. Y. Patil Knowledge City, Charholi (Bk), Lohegaon, Pune - 412 105 Website: https://dypsoe.in/ Department of E & TC Engineering		
Mentor-Mentee Allotment				
A. Y.: 2020-21			Semester: I/II	
Class:			Division:	
Name of Class-Teacher:				
Sr. No.	Name of Mentor	Details of Mentees		
		Roll Number	Name of Student	Contact Details
1.				

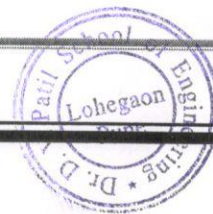
Signature of Class Teacher

Signature of HoD


Name: |

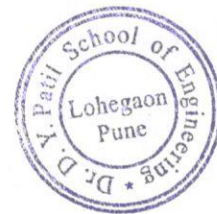
b. Meeting Record Format

Dr. D. Y. PATIL SCHOOL OF ENGINEERING, Lohegaon, Pune Mentor Calling & Meeting Record (Period from to.....)											
Name of Faculty:		Class:		Batch		Sem		Academic Year		Sub Date:	
Mentor Calling Record					Mentor Meeting Record						
Sr. No.	Name of Student	Parents/Students Contact No	Communicated with Parents		Minutes of Meeting I with date	Minutes of Meeting II with date	Sign of Student in mentor meeting		Personal Problem Identified	Measures taken for improvement	Cumulative % Theory attendance
			1st week	2nd week			Meeting I	Meeting II			
1											
2											



c. Mentee Record

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		Mentee Record				
A. Y.:		Semester:				
Class:		Division:				
Name of Class-Teacher:						
Sr. No.	Name of Mentor	Details of Mentees				
		Roll Number	Name of Student	Type of the Issue with Date	Action Taken	Remark
1.						
2.						
3.						
4.						
5.						



6. Policy Details:

Policy drafted by	IQAC
Policy Applies to	All staff and students
Effective from the date	8 June 2020
Approved by	Management and IQAC
Responsible Authority	Principal
Last Reviewed	8 June 2020
Policy No.	DYPSOE / POLICY/ 2020/ mentor / Version 1


Prepared by
IQAC


Approved by
Principal


Approved by
Management

