

**MATOSHRI EDUCATION SOCIETY'S**  
**MATOSHRI COLLEGE OF EDUCATION, EKLAHARE, NASHIK**

**MENTRING POLICY AND PROCEDURE**

**Policy Statement**

Matoshri College of Education, Nashik hereby declares and adopts 'Mentoring Policy' for the students studying in the institution with predefined specific objectives. The Policy and Procedure of the mentoring scheme is defined hereby with the objectives of carrying out the activity in the structured form for attainment of the objectives cherished.

**Purpose :**

The purpose of the mentoring scheme is to provide the students mentoring support on academic and issues related to their strengths, weaknesses, prospective opportunities and challenges faced in relation to curricular, co-curricular and extra-curricular with the motto of strategy based progress through setting and achieving personal and professional goals. The skills and expertise, knowledge, wisdom, experience of the mentor set the path of achieving the predefined objectives. It also includes ice breaking activities to reduce the gap between teacher and learner and aims at creating healthy and friendly relations among mentor and mentee in order to provide a platform for students to create self-awareness and open up with their academic, interpersonal, interpersonal and employability skills, Student mentoring system provides mentoring for career planning goal setting, communication, presentation skill set development, fear for study, involvement exposure, technical skills required for the field, social, cultural psychological issues, and study concentration issues.

**Definition :**

To practice and practically implement Mentoring scheme at institutional level, Matoshri College of Education, Nashik has accepted following definitions and explanations for various sources for operational purpose.

Mentoring and connecting with faculty members is the most important part of induction. Hopefully, it would set up a healthy relationship between the students and the faculty. Mentoring takes place in the context and setting of universal human values. It gets the student to explore oneself and allows one to experience the joy of learning stand up to peer pressure, make decisions with courage, be aware of relationships, be sensitivity to others understand the role of money in life , and feeling of prosperity, etc. Human values as enshrined in our constitution justice, liberty, equality, fraternity, human dignity and the unity and integrity of the Nation can also be part of this discussion. Focus should be on inculcating values of equality an responsibility toward one's fellow citizens of any caste, class or creed. During discussion issues and requirements of SC/ST/OBC students should be assessed and addressed. Mentor-Mentee relationships can help students from a bond with faculty members which can be of great help during various tough times in courses.

Methodology of mentoring this content is extremely important. It must not be through do's and don't but by getting students to explore and think by engaging them in a dialogue. It is best taught through group discussions and real life activities rather than lecturing. The role of group discussions. however, with clarity of thought of the teachers cannot be over emphasized. It is essential for giving exposure, guiding thoughts and realizing values.

Mentorship is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person. The mentor may be older or younger than the person being mentored, but he or she must have a certain area of expertise. It is a learning and development partnership between someone with vast experience and someone who wants to learn. Interaction with an expert may also be necessary to gain proficiency with / in cultural tools. Mentorship experience and relationship structure affect the “ amount of psychological support , career guidance, role modeling, and communication that occurs in the mentoring relationship in which the protégés and mentors engaged ”

Scope:

1. Addressing curricular, co-curricular and extra-curricular issues of the students.
2. Identifying and setting personal goals.
3. Choosing right career plans and help.
4. Focusing on academic growth and locating the related issues.
5. Developing leadership skills.
6. Setting learning directions.
7. Addressing study and examination related issues.
8. Developing professional, social and life skills set.

Responsibilities :

• Responsibilities of Mentor :

1. Schedule meeting with mentees on a timely basis and give them time as promised.
2. Take initiative for contacting their mentees.
3. Carefully listen and Understand expectations of mentee.
4. Document all the exchanges between mentor and mentee.
5. Maintain confidentiality of the information shared by mentees.

• Responsibilities of Mentee :

1. Seeing timely information about mentor allotted and awareness about mentoring policy of the institution.
2. Discuss and compare expectations for both the mentor and mentee roles.
3. Establish proper and clear communication with mentors.
4. Sharing your goals and fears openly.
5. Practice your skills as a good listener.
6. You value the mentor’s support.

Structure action plan:

1. Student mentoring system plan includes preparing schedule of mentoring in academic calendar of the year.
2. Communication of Mentoring scheme and its policy, procedures to all the students.
3. Notification of mentoring scheme of the year.
4. Teacher wise distribution and allotment of classes / students to full time teachers.
5. Display allotment notification of mentee to the full time teachers for the year.



Periodical Review:

1. The progress and implementation of student mentoring system monitored by mentoring committee and IQAC and finally reported to the Institutional authorities and bodies.
2. The issue reported, if any be discussed and solutions be communicated.
3. The institutional provision to review preplanned minimum three interaction between mentor and mentee during the academic year.

Record of mentoring session :

1. Well-designed mentor- mentee record form / sheet / diary.
2. All necessary information filled in and records the details informed by the mentee and are documented.
3. The mentee selected areas of priority for mentoring and provides details for SWOC analysis.
4. The sessions / sitting are recorded along with issues and suggestions.
5. Follow up and review the gradual progress of the mentee.

Measuring outcomes of mentoring :

1. Using inputs provided by mentee, mentors provide suggestions and they are recorded.
2. The students are selectively provided with a platform for self-exposure, developing various skills as mentioned / reported in the form and through the participation their progress be monitored.
3. On the basis of mentor mentee interaction, there is a provision to recommend individual needy cases to experts counselors for further guidance counseling.

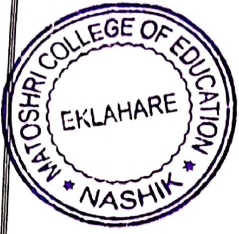
Confidentiality :

All Meeting / sessions held between mentor and mentee will be confidential to those Individuals and will not be shared with anyone except the authorities and members actually involved in the process.



*Adarsh*  
IQAC Co-ordinator  
Matoshri College of Education  
Eklahare Nashik

*Joshi*  
**PRINCIPAL**  
Matoshri College of Education  
Eklahare, Tal. & Dist. Nashik



**Matoshri Education Society's  
Matoshri College of Education, Eklahare, Nashik**

**Mentoring Committee**

**Academic Year**

**2017 – 2018**

**Date : 13/09/2017**

**Notice**

This is to inform all the professor of Matoshri College of Education that there will be a meeting regarding mentoring procedure of academic year 2017-2018, on 15/09/2017. All are requested to please attend the meeting on aforesaid date.

**PRINCIPAL  
Matoshri College of Education  
Eklahare, Tal. & Dist. Nashik**

**IQAC Co-ordinator  
Matoshri College of Education  
Eklahare Nashik**




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**Matoshri College of Education, Eklahare, Nashik**

**Mentoring Committee**

**Academic Year**

**2017-2018**

<b>Sr.No</b>	<b>Name of Faculty</b>	<b>Designaion</b>
1	Dr. Suryawanshi .V.P	Principal
2	Asst.Prof. Nikam S.T	Co-ordinator / Mentor
3	Asst. Prof. Pawar S.B	Mentor
4	Asst. Prof. Bhoj R.B	Mentor
5	Asst.Prof. Ramraje A.A	Mentor

  
IQAC Co-ordinator  
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**Academic Year**

**2018 - 2019**

**Date : 08/09/2018**

**Notice**

This is to inform all the professor of Matoshri College of Education that there will be a meeting regarding mentoring procedure of academic year 2018-2019, on 10/09/2018 . All are requested to please attend the meeting on aforesaid date.

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**Mentoring Committee**

**Academic Year**

**2018-2019**

<b>Sr.No</b>	<b>Name of Faculty</b>	<b>Designaion</b>
1	Dr. Suryawanshi .V.P	Principal
2	Asst.Prof. Nikam S.T	Co-ordinator / Mentor
3	Asst.Prof. Ramraje A.A	Mentor
4	Asst. Prof. More K.C	Mentor
5	Asst. Prof. Chaudhari N.P	Mentor

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**Matoshri College of Education**  
**Eklahare Nashik**

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**Academic Year**


**2019 – 2020**

**Date : 08/01/2019**

**Notice**

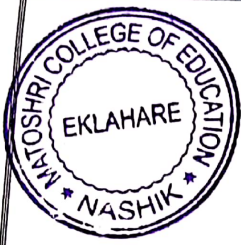
This is to inform all the professor of Matoshri College of Education that there will be a meeting regarding mentoring procedure of academic year 2019-2020, on 16/09/2019. All are requested to please attend the meeting on aforesaid date.



  
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**Mentoring Committee**

**Academic Year**

**2019-2020**

<b>Sr.No</b>	<b>Name of Faculty</b>	<b>Designaion</b>
1	Dr. Suryawanshi .V.P	Principal
2	Asst.Prof. Nikam S.T	Co-ordinator / Mentor
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4	Asst. Prof. More K.C	Mentor
5	Asst. Prof. Chaudhari N.P	Mentor
6	Asst. Prof. Deshmukh S.D	Mentor

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**Mentoring Committee**


**Academic Year**

**2020 – 2021**

**Date : 25/01/2021**

**Notice**

This is to inform all the professor of Matoshri College of Education that there will be a meeting regarding mentoring procedure of academic year 2020 – 2021, on 27/01/2021. All are requested to please attend the meeting on aforesaid date.

  
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Mentoring Committee


Academic Year

2020-2021

Sr.No	Name of Faculty	Designaion
1	Dr. Suryawanshi .V.P	Principal
2	Asst.Prof. Nikam S.T	Co-ordinator / Mentor
3	Asst.Prof. Ramraje A.A	Mentor
4	Asst. Prof. Chaudhari N.P	Mentor
5	Asst. Prof. Deshmukh S.D	Mentor
6	Asst. Prof. Dhikle U.B	Mentor



  
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**Academic Year**

**2021 - 2022**

**Date :08/01/2022**

**Notice**

This is to inform all the professor of Matoshri College of Education that there will be a meeting regarding mentoring procedure of academic year 2021 – 2022, on 10/01/2022. All are requested to please attend the meeting on aforesaid date.

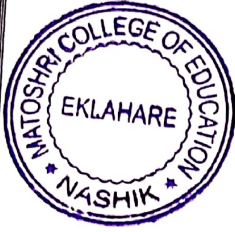


*Phavan*

**IQAC Co-ordinator  
Matoshri College of Education  
Eklahare Nashik**

*[Handwritten Signature]*

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Matoshri College of Education  
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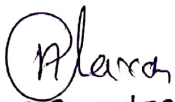
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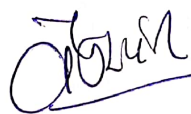
Mentoring Committee

Academic Year

2021-2022

Sr.No	Name of Faculty	Designaion
1	Dr. Suryawanshi .V.P	Principal
2	Asst.Prof. Chavan A.N	Co-ordinator / Mentor
3	Asst.Prof. Nikam S.T	Mentor
4	Asst.Prof. Ramraje A.A	Mentor
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