



Sinhgad Institutes

Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF MANAGEMENT
(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by NAAC)

S. No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041
Telefax: (020) 24356592 E-mail: director_siom@sinhgad.edu Website: www.sinhgad.edu

6.5.1 IQAC Contribution:

Counselling Through Mentor- Mentee Scheme

Sinhgad Institute of Management exists with strong Mentor- Mentee system. The mentor is called Teacher Guardian and Mentee is a student. Depending on the strength of the students and specialization, approximately 50 students are under one teacher for mentoring. The teacher guardian maintains the academic record of the students and conducts meetings with students to resolve any academic and non-academic related issues. Students are also counselled regarding placement and placement-related activities.

Parents are also informed about the academic performance and attendance of the students through Parent Teacher Meetings. Students are also given guidance regarding career opportunities, certification courses, and pre-placement activities. Students and parents are also informed about academic and non-academic activities through telephone calls. Records of parent and student meetings are maintained in the Teacher Guardian book.



Sinhgad Institutes

Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF MANAGEMENT
(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by NAAC)

S. No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041
Telefax: (020) 24356592 E-mail: director_siom@sinhgad.edu Website: www.sinhgad.edu

NOTICE REGARDING MENTORING PROGRAMME

DATE: 17/01/2022

This is hereby informed to all MBA & MCA students that, every student has been allocated a faculty as a mentor. Students are supposed to meet your mentor as early as possible.

Purpose of the mentoring program:

The purpose of the mentoring program is to provide support and guidance to the students. Mentors can help mentees with academic advising, career planning, and personal development. Mentees can also learn from mentors' experiences and get advice on how to navigate through the college life.

Expectations for Mentors and Mentees:

Mentees are expected to meet with their mentors at least once in a month to discuss academic progress, career goals personal development, and any other problems or difficulties faced by the students.

SIOM Mentorship Committee

Dr. Daniel Penkar	Director	Head
Dr. Chandrani Singh	Director -MCA	In-charge
Dr. Shriram Dawkhar	Associate Professor	Member
Dr. Ankush Kudale	Associate Professor	Member
Dr. Sanmath Shetty	Assistant Professor	Member
Dr. Manisha Badgujar	Assistant Professor	Member
Prof. Shobha Mishra	Assistant Professor	Member

Dr. Daniel Penkar

Director





Sinhgad Institutes

Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF MANAGEMENT
(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by NAAC)

S. No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041
Telefax: (020) 24356592 E-mail: director_siom@sinhgad.edu Website: www.sinhgad.edu

Guidelines Regarding Mentoring Programme

Date: 10/01/2022

Objectives:

- To provide support and guidance to the students towards academic and research activities.
- To support the professional advancement of the mentees by relaying experiences and knowledge of mentors in the key performance areas of teaching.
- To address psychosocial issues of the mentees for in time remedy and to avoid things deteriorate further.
- To improve the study environment by improving relationships between teachers and their students to make the teaching more effective.


Roles and Responsibilities of Mentor:

Every student will be allotted a Mentor, who shall be responsible for the student throughout the four semesters. The following shall be the responsibilities of the mentor.

- Analysis and understanding the student
- Classification/grading/Profiling
- Interview techniques/GD/Aptitude/ Current Awareness
- Grooming
- Taking corrective actions
- Every Mentor shall maintain, a mentoring form, which shall be reviewed and commented by respective mentors as and when necessary.
- The mentor may ask assistance of class coordinators, Domain faculty, and placement cell for respective students on the mentoring form.

Mentoring:

- Same mentor to remain for the entire duration of the MBA/MCA program.
- MBA Student should be offered faculty support to solve specialization specific placement queries.
- Training and Placement Officer has to share, all placement related information with Mentor, that will help the mentor guide and counsel the student
- Mentor has to record student information in Mentoring form.
- Mentor to counsel and groom the student in developing a profile; including skill sets, in the area of specialization of the student.
- Meeting with the student, at least once every month for grooming and counseling from career perspective; thereby leading to profile development.
- Maintaining a copy of student records.
- Assisting the Training and Placement Officer with counseling the student for participation in placement activities.


Dr. Daniel J. Penkar
Director



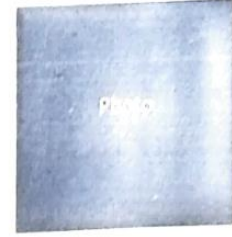


Sinhgad Institutes

Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF MANAGEMENT
(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by NAAC)

S. No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041
Telefax: (020) 24356592 E-mail: director_siom@sinhgad.edu Website: www.sinhgad.edu

Sinhgad Institute of Management
Mentorship Card



Personal Details

Name: _____

Student PNR No: _____

Address: _____

Email Id: _____ Mobile: _____

Parents Name: _____

Email Id: _____ Mobile: _____

Academic Record:

Semester	% SGPA/ CGPA	Backlogs (if any)	Mentor Remark
SEM I			
SEM II			
SEM III			
SEM IV			

Placement Record:

Placement	Name of Organization	Package	Location
Internship			
Final Placement			

Special Suggestions Given: _____

Handwritten signature





Sinhgad Institutes

Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF MANAGEMENT
(Affiliated to Savitribai Phule Pune University, Approved by AICTE
& Accredited by NAAC)

S. No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041
Telefax: (020) 24356592 E-mail: director_siom@sinhgad.edu Website: www.sinhgad.edu

Table with 4 columns and 12 rows for data entry.

Areas for Improvement

Communication:
Writing Skills:
Presentation Skills:
General Awareness:
Domain Knowledge:

Remarks:

Signature line for Mentor and Student.

Mentor Sign

Mentor's handwritten signature.



Student Sign