



**S.N.D.T. College of Arts & S.C.B. College of Commerce & Science for Women Mumbai-400020.**

**Mentorship Policy**

College offers a 'Mentoring System' through which a group of students are assigned to a group of faculty members at the commencement of their academic program. The main objective of this mentoring system is to provide a reliable and comprehensive support system, to motivate students to excel in both academic and non-academic fields and to make the most of their life at the college. The mentoring system of our College ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful careers.

**Benefits of Mentorship Mechanism**

- Students get access to a support system during the crucial stages of their academic, professional and intellectual development.
- Enhances the students' confidence and challenges faced by them setting higher goals
- Offers psychosocial support for the students
- Helping the students to develop the interpersonal skill
- Offers the students an exposure to diverse academic and professional perspectives, and experiences in various fields.
- Offers the foundation for the students to reach greater heights in their professional lives

**\*Roles and responsibilities of Mentors:**

- Provide guidance and help to increase the mentee's exposure to new experiences.
- Teach to provide learning opportunities.
- Counsel to enhance the mentee's self-esteem through supportive, non-judgmental discussions.
- Communicate through active listening. Focus fully on the mentee and show active verbal and non-verbal signs of listening.
- Share experiences and be open to sharing mistakes, failures and lessons learned.
- Maintain strict confidentiality of the information shared by the mentee.
- Be a role model to walk the talk and exhibit the behaviours essential for success
- If at any time, the mentor feel that the mentees need special counselling, the mentor may encourage the students to seek counselling with the professional expert
- If any student needs special academic tutoring, the mentor may direct the mentees to an appropriate faculty and may even ask the faculty to help their mentees in a particular area.

#### **\*Roles and responsibilities of Mentees:**

- Mentee is responsible for initiating all contact with the mentor and should be prepared and punctual for the mentoring sessions.
- Mentee is responsible for establishing the agenda for the conversation. The student might even email topics to the mentor ahead of time.
- At the beginning of each session, the mentee should provide a brief update on progress since the last conversation.
- Mentee should share his/her ideas, concerns, and professional goals so that the mentor is able to place the situation in perspective.
- Mentee should establish a mutually agreeable plan for mentoring sessions. He/she should schedule the sessions on his/her calendar and build in enough time around the sessions to prepare.
- By ensuring that conversations start and end on time, the mentee will demonstrate respect and responsibility.
- Mentee should focus on the relationship, rather than outcomes. Mentor's role is not to provide a job; it is to share valuable experience with the mentee.
- Mentee should ask direct questions about what he/she most want to know and shouldn't be shy about asking. Mentee is responsible for ensuring, the conversation meets, his/her needs.

#### **\*Process of Mentorship Mechanism**

- The mentor meets the student mentees in a group or sometimes individually as requested. It is through personal meetings, whatsapp, phone calls, mentors communicating with the mentees.
- Individual and group mentoring is undertaken to build rapport with the students and to help students solve various academic problems. It also contributes to understanding student's behaviour and culture.
- The mentor listens to the problem and provides support while guiding the student to make healthy choices. If required, the mentor refers the student to the counselling cell in college for further help.
- With the help of mentoring, mentees get required guidance and are able to concentrate on their studies. Parents are also called for counseling if necessary.

#### **\*Methods of Mentoring**

- Helping students from vernacular medium who are facing problems in comprehending English as a medium of instruction.
- Helping students in dealing with issues related to attendance, academic performance, discipline, submissions, participation in extracurricular activities, placements etc.
- Mentors will help the students to understand the challenges and opportunities present in the college and develop a smooth transition to campus life
- Mentors will play the major role in pointing out the slow learners. Mentors will pay special attention for them. This may help the institution reduce the rate of dropout at very initial level



- By taking inputs from the mentees certain need-based programmes and training sessions were also conducted by the college such as career counseling and training workshops, Placement drive, orientations on various environmental and gender issues
- Other activities like study tours, environmental visits, field trips, seminars, rural and urban extension work etc. where students are accompanied by staff, bringing a close contact between students and teachers, promoting positive interaction, giving opportunities for advice/ guidance and mentoring.
- Students are made aware about various government scholarships available for them
- Some mentors facilitate the fund to pay the fees of financially challenged students.
- At the end of each academic session the mentors will submit a brief summary on the status of his mentoring group to the team of core mentoring committee.
- **Mentorship during Pandemic/Lockdown:** During Covid 19 Pandemic, several students went through stress, anxiety and insecurities. Many students migrated to their hometown. Several students' parents lost their jobs and livelihood. Exams were cancelled. Few students got infected with the corona. It is during this tough time Mentors held various online meetings with mentees to show their support and to help them to cope up with the situation. However, it is through the mentoring system teachers and students were constantly communicating and providing the necessary information and much needed guidance to them.

### **Student Mentoring Committee**

1. **Dr. Sonali Hazare, Mr Suhas Chavan (FYBA)**
2. **Dr. Ram Pradhan, (SYBA) Coordinator**
3. **Dr. Pandurang Barkale (TYBA)**
4. **Rahul Shinde. (FY B.Com)**
5. **Ms. Sushma Ahire (SY.B.Com)**
6. **Dr. Nilendra Lokhande (TY B.COM)**
7. **Mr. Sanjay Ranveer (FY B.Sc IT/ SY.B.Sc.IT/ TY B.Sc.IT)**
8. **Ms. Rekha Yadav- (FY/SY/TY B.M.S )**



*[Handwritten Signature]*

**Principal**

**S.N.D.T. College of Arts & SCB College of  
Commerce & Science for Women  
New Marine Lines, Mumbai - 400 020.**