INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT
Parandwadi, Pune – 410506, Ph. 02114 661500, www.indiraicem.ac.in

MENTORING

Policy Statement:

To help and support Mentees to improve academically, personally and guiding them for career development.

Objectives of the Mentor Scheme:
1. Assisting new students with adjustment to college life at ICEM, both academically and socially by understanding their needs & potential.
2. Offer students strong support, helping them to improve their attendance, Academics, personality development and enjoy their studies.
3. To find solutions to academic or behavioral problems of the students by establishing a link with parent.

Responsibilities of Institute coordinator:
1. Coordination of the Mentor Program through departmental mentoring coordinators.
2. Ensuring that mentors have been appointed to every engineering graduate.
3. Keep records of mentor program progress and report this to higher Authority.
4. Plan and execute monthly meetings.
5. Collaborate with the higher authorities to ensure needs of students are met, convey the same to departmental mentor coordinator.
6. Finalize the formats to be maintained by students, mentors, and mentor coordinator.

Roles and responsibilities of Departmental mentoring coordinators:

1. Maintain the record of year down students and allot mentors to them also.
2. First year department coordinator will have to submit the record to respective departments HOD at the end of academic year.
3. To report the specific cases to institute mentoring coordinator through HOD.
4. Coordination of the Mentor Program in the department.

5. Ensuring that mentors have been appointed to every students.

6. Keep records of mentor program progress and report this to institute mentoring coordinator.

7. Collaborate with the institute coordinator to ensure needs of students are met and convey the same to mentors.

8. Make certain that all the formats are maintained by mentors.

Guidelines for appointment of Mentors:

1. If possible mentor appointed for the student should be the teacher of the same class.
2. Practical Batch-wise allotment should be preferred.
3. A mentor should be allotted a batch of maximum 20 students.

Roles and responsibilities of Mentors:

1. To collect the list of allotted students from HOD and formats for updating student's information from departmental mentoring coordinator.

2. To collect the student's information from departmental academic coordinator.

3. To establish the contact with the parents through telephonic discussion.

4. Conduct meeting with students once in two week or as and when required.

5. Approach the mentoring program with an open mind, professionalism and respect.

6. Recognize that student may be uncomfortable asking for help – break ice by sharing some of your experiences.

7. Try not to make assumptions about your student too early. It can take time to build a trusting relationship.

8. To play many roles including coach, teacher, advocate, friend, and opener of doors.

9. To evaluate the student's ability, strengths and weaknesses and help them to overcome their weaknesses and strengthen their abilities.

Abilities	Psychological issues	Financial Issues
Intellectual	Home sickness	Financial stable
Social skills	Subject Phobia	Need Earn and Learn scheme
Artistic	Stress	Loan/Scholarship facility required
Musical Ability	Family issues	Doing part time job
Physical attractiveness	Emotional stability	Financial unstable
Sportsman	Anxiety	
Disciplined		

10. For the holistic development of student, Mentor should focus on attendance, academics and personal growth. Mentors have to identify their problems and try to find out the best possible solution for the same.

Academic Issues	Personality skills	Career related issues
Attendance	Leadership	Interview Phobia
Subject understanding	Ethics	Communication skills
Slow learning	Personality issues	Introvert
Advance learners	Dressing Sense	Goal setting
Transportation	Soft skills	Interpersonal Communication
Late comers		
Language Problem		
Time management		

11. Use new formats for every semester.

12. To report the specific cases to department mentoring coordinator.

13. To maintain secrecy about the confidential matters disclosed by students.

14. To maintain following records

    i.   Student information

    ii.   Student track record

    iii.   Photocopies of mark sheets of all terms till date.

    iv.   Certificates of their achievement.

    v.   Parent phone call record

    vi.   Mentoring record with student sign.

    vii.   Academic, psychological, financial and overall parameters.

    viii. Participation in Co-curricular /Extracurricular or any other activities certificates

    ix.   Undertaking of defaulters

    x.   Student leave record/Medical certificates

    xi.   Applications if any

    xii.   Specific case record

    xiii. Mentoring report

15. To check the student progress regularly.

16. To submit the complete file in all respect to the departmental mentoring coordinator/HOD.

17. Mentors can collect files from HOD before the start of next academic year.

Process:

1. Maximum 20 students is assigned to each Mentors.

2. Mentoring session is conducted, minimum once in the month.

3. Mentoring Report is submitted to the Departmental Mentor Coordinator after each meeting.(3rd of every month)

4. Departmental Mentor coordinator submits compiled copy to Institute coordinator.(6th of every month)

5. Institute coordinator submits compiled report to Principal.(9th of every month)

6. Principal conduct's meeting with concerned persons to discuss the issues.

7. HOD's will take necessary action to resolve the departmental issues.

8. Institute coordinator collaborate with Principal to ensure needs of students are met.

9. Institute coordinator conveys the feasible solution to departmental coordinator.

10. Departmental Coordinator conveys the feasible solution to Mentors.

11. Mentors conveys the feasible solution to Mentees.

Name of members who have drafted policy

Member1: Dr Poorna Shankar

Member2: Prof Manjusha Tatiya

Member3: Prof..Deepali Dhadwad

Dr. Sunil Ingole

Principal

Principal

Indira College of Engineering

& Management, Parandwadi, Pune

INDIRA COLLEGE OF ENGINEERING AND MANAGEMENT

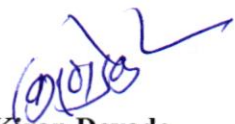Parandwadi, Pune – 410506, Ph. 02114 661500, www.indiraicem.ac.in

Department of First Year Engineering (FE)
Mentoring Summary
Academic Year 2023-24

Sr. No.	Class	Div/Batch	Staff Name	No. of Mentees
1	FE	A-1	Dr. Manjusha Tomar	22
2		A-2	Prof. Supriya Kumbhar	22
3		A-3	Prof. Shelly Sinha	22
4		B-1	Dr. Avinash Bansode	22
5		B-2	Prof. Mayur Napte	22
6		B-3	Prof. Pratima Gaikwad	22
7		C-1	Prof. Satyam Kalyane	22
8		C-2	Prof. Pallavi Javalekar	22
9		C-3	Prof. Dhiraj Bhagwate	22
10		D-1	Prof. Rupali Salunke	19
11		D-2	Prof. Shrikant Jambale	19
12		D-3	Prof. Mandakini Dahiwade	19

Dr. Kiran Devade
HOD FE

Department of Basic Engineering
Indira College of Engineering & Management
Parandwadi, Pune-410 506.

Principal
Indira College of Engineering
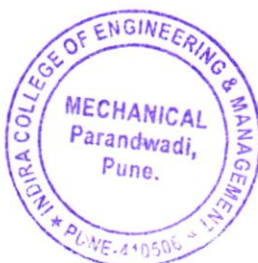& Management, Parandwadi, Pune

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<u>Mechanical Engineering Department</u>

16|5|24

Mentor Summary

Academic Year 2023-24

Sr. No.	Class	Div/Batch	Staff Name	No. of Mentee's
1	SE	1	Prof. Amit Narwade	20
2		2	Prof. Ashwini Gaikwad	15
3		3	Prof. Ashwini Admane	20
4	TE	1	Prof. Vishal Meshram	17
5	TE/SE	2	Prof. Pranali Khatake	13
6	BE /SE	1	Prof. Shubhangi Manvatkar	23
7	BE /SE	2	Prof. Hemant Darokar	24
8	BE	3	Prof. Sagar Chirade	10

Dr. Mahesh Bhong

Head of Department

Principal
Indira College of Engineering
& Management, Parandwadi, Pune

Department of Artificial Intelligence and Data Science

Mentoring Summary

Academic Year 2023-25

Sr. No.	Class	Batch	Staff Name	No. of Mentees
1		1	Prof. Deepa Padwal	25
2	SE AI and DS	2	Dr. Manjusha Tatiya	25
3		3	Prof. Nilesh Joshi	22
1	TE AI and DS	1	Prof. Pallavi Chavan	28
		2		

Prof. Pallavi Chavan

Mentor Coordinator

Dr. Manjusha Tatiya

HOD AI and DS

17/10/2024

Principal Office

Principal
Indira College of Engineering
& Management, Parandwadi, Pune
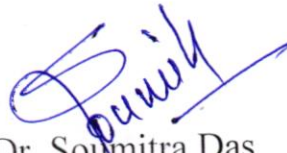
Department of Computer Engineering

Mentoring Summary
Academic Year 2023-24

Sr. No.	Class	Div/Batch	Mentors	No. Of Mentees
1	SE	1	Prof. Dipali Junankar	27
		2	Dr. Vikas Nandgaonkar	27
		3	Prof. Shwetkranti Taware	27
		4	Prof. Pragati Malsure	26
		5	Prof. Malyaj Kumar	26
		6	Prof. Minal Patil	20
2	TE	1	Prof. Deepali Dhadwad	22
		2	Prof. Savitri Pawar	22
		3	Prof. Shraddha Suryawanshi	23
		4	Prof. Pranjali Manmode	23
		5	Prof. Minal Jungare	23
		6	Prof. Dipak Raut	23
		7	Prof. Anita Patil	20
3	BE	1	Dr. Sunil Rathod	31
		2	Prof. Reshma Kohad	31
		3	Prof. Vidya Jayakumar	31
		4	Prof. Harshal Mahajan	30
		5	Prof. Rupali Adhu	30

Dr. Soumitra Das
HOD

Principal
Indira College of Engineering
& Management, Parandwadi

Department of Civil Engineering

<u>Mentor List</u>

Academic Year: 2023 - 2024

S. No.	Class	Batch	Staff Name	No. of students allotted
1	SE	S1	Prof. Madhuri Bore	12
2		S2	Prof. Nikhil Mulik	13
4	TE	T1	Prof. Vrushali Patil	14
5		T2	Prof. Rahul Sawant	14
7	BE	B1	Prof. Vaibhav Kulkarni	21
8		B2	Prof. Shreyas Satpute	21

Prof. Savita Jangale
I/C HOD Civil

Principal
Indira College of Engineering
& Management, Parandwadi, Pune

Department of MCA

Mentoring Summary

Academic Year 2023-2024

S. No.	Class	Staff Name	No. of students allotted
1	FY MCA	Dr. Darshana Desai	11
2	SY MCA		9
3	FY MCA	Prof. Milind Deshpande	14
4	SY MCA		14
5	FY MCA	Prof. Dhanashri Pisal	14
6	SY MCA		14
7	FY MCA	Prof. Shreya Shenai	15
8	SY MCA		14
9	FY MCA	Prof. Tejas Pawar	14
10	SY MCA		14

Mr. Tejas Pawar
Mentoring-Coordinator (MCA),
ICEM, Pune

Dr. Darshana Desai,
HOD-MCA
ICEM, Pune

Principal
Indira College of Engineering
& Management, Parandwadi, Pune

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Department of MBA

Mentoring Summary

Academic Year 2023-2024

Sr. No	Class	Div/batch	Staff Name	No.of Mentees
1	MBA	SEM-I	Dr. Priyanka Pawar	16
1	MBA	SEM-I	Prof. Pravin Thorat	16
2	MBA	SEM-I	Prof. Aditee Huparikar	16
3	MBA	SEM-I	Prof. Priyanka Shinde	16

Dr. Archna Salve

HOD ICEM MBA

Principal
Indira College of Engineering
& Management, Parandwadi, Pune