

MAHARSHI DAYANAND COLLEGE OF ARTS, SCIENCE AND
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॥ बुद्धिज्ञानेन शुद्ध्यति ॥

Standard Operating Procedure [SOPs] for Mentoring

Maharshi Dayanand College of Arts, Science & Commerce Parel Mumbai-12

MENTORING – STANDARD OPERATING PROCEDURE

➤ Objectives of the Mentoring Program: -

1. To focus and motivate students to **achieve learning goals** and there by improve their academic performance.
2. **To generate interest** in academics & Institutional activities among the students.
3. To **provide institutional information** to students.

Mentoring -SOP

1. The Mentor and Mentee have to follow the Mentoring agenda.
2. Engagement is on a voluntary basis for both the Mentor and the Mentee.
3. The Mentoring relationship is confidential.
4. It is a relationship built upon trust and mutual respect
5. The Mentor empowers the Mentee to take responsibility for their own learning & career development.
6. Keep relationship professional

Meeting No: 1

1. Issue of Mentees list to the mentors.
2. Mentors and Mentee Knowing each other.
3. Collect students' personal data & Hobbies.
4. Collect Academic details of your mentees.
5. Create whatsapp Group for mentoring.
6. Send the self-assessment survey to your mentees. (To know about your student Caliber) Collect co-curricular and extracurricular details of your mentees.
7. Motivate Students for Coursera Free Courses.

Meeting No: 2

• Before CIE 1 Exam: -

1. Interaction with your mentees.
2. Verification of Subject notes and books and attendance.
3. **Motivate Students for Coursera Free Courses.**

Meeting No: 3

• After CIE-1 Exam: -

1. Update CIE marks in the mentoring Booklet (before the meeting date- (Get marks from the Tutor)
2. Interact with your mentees based on their performance Obtain the reasons.
3. Collect information related to Mentees Participation in Extra and Co-curricular activities. Ask students to scan their certificates and send a mail to Mentors.

Meeting No:04

- **Before CIE- 2 Exams: -**
 - 1 Interaction with your mentees.
 2. Verification of Subject notes and books and attendance.

Meeting No: 05

- **After CIE-2 Exam: -**
 1. Update CIE marks in the mentoring Booklet (before the meeting date) Interact with them based on their performance.
 2. Obtain the reasons.
(Get marks from the Tutor)
 3. Issue of Information regarding the following Awards
 1. Library usage Award
 2. Net Usage Award
 3. Class Topper Award
 4. Subject Scorer Award
 5. 100 % Attendance Award
 6. Best Volunteer Award

Meeting No: 6

- **After CIE Exams: -**
 1. Update CIE marks in the mentoring Booklet (before the meeting date) Interact with them based on their performance.
 2. Obtain the reasons (Get marks from the Tutor)
 3. Giving Instruction regarding: -
 1. Article/Paper presentation Preparation
 2. Video Resume preparation and so on.
 3. Issue of Awards

Semester End: Updating the mentoring Register with University results.