

MENTOR CELL

About the Committee:

In order provide guidance to the students, our institute has constituted Student Mentoring Cell, where mentors from among seniors students or more and Lecturers are appointed for a batch of 20 students or more, and they will counsel the respective students, to solve the problems come across during their course of study. This is a continuous process till the end of academic career of the student. During the last semester of study students are advised for entrepreneurship, seek jobs through campus interviews/elsewhere or higher along with proper career guidance. Placed and/or settled seniors in turn guide their juniors as well even after completion of their studies.

The following are the issues which motivated us to implement the mentoring system.

- Inculcating discipline, punctuality and motivation among the students is the main objective in career building of a student.
- The scheme aims at addressing conflicts in attitudes, habits, and knowledge of the students towards learning practices.

Composition of the Committee

Name Of Mentor	Number of Mentees				
	F Y B Pharm	F Y D Pharm	S Y B Pharm	S Y D Pharm	T Y B Pharm
Dr. Rakesh Somani					15
Mr. Pratip Chaskar			15		10
Mr. Pravin Naik			15		10
Mr. Pravin Jagtap			15		10
Mr. Amey Deshpande			15		10
Mrs. Jyoti Katkar				15	10
Mr. Aditya Ghuge				22	
Dr. Snehalatha Boddu				23	
Mrs. Pallavi Patil		20			
Ms. Pranali Band		20			
Mrs. Shefali Thakkar		20			
Dr. Priyanka Prabhu	20				
Dr. Harish Kundaikar	20				
Mrs. Pratiksha Shrikhande	20				
Dr. Ganesh Deshmukh	20				

Vision, Mission, goals & Objectives of the committee

Mentor Cell is constituted with a vision to extend support and guidance to students for the betterment of their academic and professional careers and thus contribute towards nation-building. Mentoring is the continuous process till the end of the academic career of the student and aimed at educating the students rightly and take the right step towards building their career.

Objectives:

- To generate awareness about professional ethics and professionalism in the students.
- To counsel the student for solving their problems and provide confidence to improve their quality of life.
- To enrich the student-teacher relationship.
- To guide the students to choose the right path for the job, higher studies, entrepreneurship.
- To monitor the student regularity and discipline.
- To hold their hands so as to make them better human beings and ideal pharma professionals.

Procedure of Functioning

We plan 4 mentor-mentee meetings (Online Mode) or 3 mentor-mentee meetings (Offline Mode) in every academic year. As per calendar we conduct mentor-mentee meeting. After conduction of meeting every mentor prepare a report for the same and submitted to the coordinator and HOI. On based of report appropriate actions take place.

Function of Committee

- Mentees shall be assigned to the mentors right from the first year of the programme.
- The mentees preferably be attached to the same mentor for the entire duration of the programme.
- The mentor shall meet the mentees regularly and record the outcome of the meeting in the hard copy. The details about each mentee will be recorded and periodically updated.
- The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institution/department for providing further motivation to advanced/gifted learners.
- The mentor shall also identify the students whose performance/attendance is below par. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior. If required the mentor will involve the parents, head of the department for reforming the student.
 - a. Attendance: The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up action with regard to students who do not meet the attendance norms of the college.
 - b. Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term and examination and help the mentee through counselling or by arranging remedial teaching, if necessary
 - c. Behavioural and discipline matters
 - d. Health and physical well being
 - e. Achievements, talents and co-curricular activities

Duties & Responsibilities of the committee

Duties/ Responsibilities of Mentor:

- Calculating, monitoring and communicating attendance to students and parents
- Internal marks monitoring and communication to students and parents
- Distributing Marks sheets.
- Conducting Faculty Feedback.
- Taking mentoring session attendance
- Each mentor will update students' performance to the HOI
- Identification of specific skills of the mentees by the mentor so that appropriate guidance can be provided.
- Regular mentor mentee sessions to resolve their problems (such as academic, social and behavioural issues)
- Conducting Parents interaction students with students
- Encouraging student's participation in various activities
- Career guidance sessions.
- Personality & Skill development.
- Higher education counselling.

Duties/ Responsibilities of Mentee

- Attend meeting regularly.
- Seek advice from mentor whenever required.
- Provide all the necessary data with relevant documents (Previous Academic Performance Records, documents for participation in extra/co curricular activities and academic advancement) Know what you want and ask for what you need.
- Identify special goals that you want to achieve and discuss it clearly with your mentor.
- Seek information regarding resources that you need from various sources.
- Conduct Peer Mentoring to help your mentor.
- Have a positive attitude
- Accept feedback respectfully & cordially & discuss future course of action
- Attend mentor meetings regularly & punctually
- Provide feedback and communicate healthy developments in you Reciprocity in interaction is the key to a successful mentor-mentee relationship.

Duties / Responsibilities of the Coordinator

- Allocate mentors to all the students.
- Review the mentor – mentee system on regular intervals.

- Support and advise the mentors for effective discharge of their duties.
- Keep the head of the institute informed.