

Mentoring in Parvatibai Chowgule College of Arts and Science, Autonomous

2022-23

In the AY 2022-23 a new mentoring committee was formulated with Dr. Sobita Kirtani as the convenor and Alberto Ian Barreto, Judith Dias Barreto, Malati Desai, Lactina Gonsalves, Aduja Naik, Madhu Vanagondi, Sneha Andrade and Sumedha More as members.

On 19th August, 2022 an orientation session on mentoring for all teaching faculty was conducted in the upper auditorium from 2.30-3.15 by Ms. Judith Barreto and Dr. Debashish Bagchi.

Judith Barreto addressed the following topics:

1. Process of mentoring
2. Number of mentor-mentee meetings in a semester
3. Weekly/monthly schedule for mentoring of First Year students
4. Attendance of mentoring meetings to be maintained, intake forms, target setting
5. Process of target setting
6. Reports to be submitted to mentoring committee
7. Issues that need to be addressed by authorities or when the mentors are unsure about the answers/solutions to be directed to the mentoring committee
8. Personal problems/issues to be directed to counsellors

Dr. Bagchi conducted an orientation on NEC so that the mentors are clear about the same.

On 7th September all HODs were directed to allocate students (mentees) to the faculty (mentors) preferably to those who do not teach the students. The mentoring guidelines were also shared with the HODs.

On 14th September, a mentoring committee meeting was conducted to discuss the plan of action for the year, forms to be shared with mentors and specific agenda for the 1st meeting. In this meeting each committee member was assigned some departments to ensure smooth process of mentoring.

Subsequently on 16th September, all mentors were intimated about filling up intake form and target setting form for their independent record and feedback form to be submitted for the record of the mentoring committee. Mentors were asked to maintain attendance records and share the same along with the feedback form. To ensure clarity about the mentoring meeting and the processes involved therein, a meeting with all mentors was conducted on 20th September in which Dr. Sobita Kirtani explained the process in detail to all the mentors.

Accordingly, the first mentor-mentee meeting was scheduled on 23rd September, 2022. The second meeting was held on 4th November, 2022. In the even semester, the first mentor-mentee meeting was held on 20th January, 2023. The second mentor-mentee meeting was held on 10th March from 2.30pm to 3.30pm. the last meeting was held on 21st April, 2023. In each meeting timely check was done on whether the students are doing the necessary academic actions like joining the classrooms, answering their CAs, and attending classes. Any issues raised by students were then directed to the authorities for necessary action.



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Minutes of the meeting

Mentoring Committee		Date: 14 th September, 2022 Venue: Psychology Lab Time: 2.15pm	
Conducted by		Dr. Sobita Kirtani, Convenor – Mentoring Committee	
Attendees		Dr. Sobita Kirtani Ms. Judith Dias Barreto Mrs. Malati Desai Dr. Lactina Gonsalves Dr. Aduja Naik Ms. Sumedha More Ms. Sneha Andrade	
Members absent without intimation		Alberto Ian Barreto, Dr. Madhu Vanagondi	
Sr. no	Agenda	Discussion/Suggestions	Actions required
1	POA	The plan of action for the entire year was discussed.	An orientation to departments (by mentoring committee members) on the process of mentoring.
2.	Schedule and agenda of mentor-mentee meetings	The number of meetings and the agenda for all meetings were discussed.	Mentor Mentee Meet to be conducted in September, October, November, January, February, March and April.
	AOB	It was decided that Google forms will be used for the purpose of gathering mentoring related data from students.	Each teaching staff member was given the responsibility of overseeing mentoring related matters of 3 to 4 departments. The counselors were

			given the responsibility of compiling the consolidated data received from the mentors and preparing a report.
Minutes prepared by: Dr. Sobita Kirtani Date: 14/01/2023			

Departments assigned to Mentoring Committee

Sr. no	Mentor	Departments
1	Sobita Kirtani	Economics History Philosophy Psychology
2	Alberto Ian Barreto	BVoc English French
3	Judith Dias Barreto	Botany Computer Science Chemistry Geology
4	Malati Desai	Physics Mathematics Zoology
5	Lactina Gonsalves	Hindi Konkani Marathi
6	Aduja Naik	Biotechnology Biochemistry Sociology Geography
7	Madhu Vanagondi	MA Psychology MA English MSc. IT MSc. Chemistry

Schedule of Mentor-mentee Meetings in the odd semester

1st meeting – 16th September

Whether students have joined all google classrooms

Whether students have any issues with classes/classrooms

Availability of resources/ study material

Whether students have enrolled in clubs/NSS/NCC

Whether students have understood the course evaluation methodologies for all courses

Attendance policy

Target setting

Any other issue raised by mentees

2nd meeting – 7th October

Whether they have answered all CAs; any issues pertaining to the CAs

Any issues pertaining to classes

Availability of resources

Whether students are meeting their attendance

Any other issue raised by mentees

3rd meeting – 4th November

Whether they have answered all CAs; any issues pertaining to the CAs

Any issues pertaining to classes

Availability of resources

Whether students are meeting their attendance

Whether students are clear about the SEE and examination time table

Any other issue raised by mentees

Schedule of Mentor-mentee Meetings in the Even semester

1st meeting – 13th January

Whether students have joined all google classrooms

Whether students have any issues with google classrooms

Availability of resources - reference books and ppts

Performance of students – comparison with targets set / analysis of results

Target setting for the courses of even semester

Any other issue raised by mentees

2nd meeting – 3rd February

Whether they have answered CAs; any issues pertaining to the CAs

Any issues pertaining to classes

Availability of resources

Whether students are meeting their attendance

Any other issue raised by mentees

3rd meeting – 3rd March

Whether they have answered all CAs; any issues pertaining to the CAs

Any issues pertaining to classes

Availability of resources

Whether students are meeting their attendance

Whether students have submitted their internship reports

Any other issue raised by mentees

4th meeting – 7th April

Whether they have answered all CAs; any issues pertaining to the CAs

Any issues pertaining to classes

Availability of resources

Whether students are meeting their attendance

Whether students are clear about the SEE and examination time table

Any other issue raised by mentees

Report from Mentors

Name of mentor

Class of mentees

Total number of mentees assigned

Number of mentees who attended the meeting

Issues pertaining to classes/classrooms

Issues pertaining to availability of resources/ study material

Any other issue raised by mentees

Counsellors' role in mentoring committee

1. Inform the mentors about departments/faculty who have not sent mentor-mentee meeting report
2. Compile data
3. Identify common issues
4. Resolve issues and reply to the concerned faculty
5. Prepare a report and submit to office

Counsellors should also engage sessions on:

1. Effective study habits and time management
2. Cultural differences and change in perspective as a result of interaction with peer group; peer influences



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Minutes of the meeting

Mentoring Committee		Date: 06/01/2023 Venue: Principal's office Time: 4.30pm	
Conducted by		Dr. Ananya Das, Officiating Principal	
Attendees		Shri Kumaresh C., Vice Principal Dr. Sobita Kirtani, Convenor – Mentoring Committee	
Sr. no	Agenda	Discussion/Suggestions	Actions required
1	Approval of Agenda of the first mentor-mentee meet in the even semester	The following agenda was deliberated upon and approved. 1. Whether students have joined all google classrooms 2. Whether students have any issues with google classrooms 3. Availability of resources - reference books and ppts 4. Performance of students – comparison with targets set / analysis of results 5. Target setting for the courses of even semester 6. Any other issue raised by mentees	1. Date of meeting and the agenda needs to be announced by the convenor from the Principal's office. 2. An orientation to departments (by mentoring committee members) on how to analyse the results and get targets set by students for the even semester.
2.	Approval of feedback form to obtain feedback from mentors	The following items were deliberated upon and approved to be included in the feedback form: 1. Name of the mentor 2. Department 3. Class wise number of mentees assigned 4. Class wise number of mentees who attended the meeting 5. Reasons shared by mentees who failed to achieve the target	

		<p>6. Actions recommended by mentor to the mentees to reach the target in the even semester</p> <p>7. Issues raised by mentees if any pertaining to google classrooms</p> <p>8. Issues raised by mentees if any pertaining to availability of resources – books and ppts</p>	
3	Date of 1 st Mentor-mentee meeting	<p>20th January, 2023 is the date finalized for the 1st meeting</p> <p>Subsequent meetings will be held in the third week of every month. Thus, a total of 04 meetings will be conducted by mentors in the even semester.</p> <p>It was decided that mentors will be required to fill up feedback form for only the first and the last meeting. For the second and the third meeting mentors will only share the attendance sheet with the committee.</p>	Link for the feedback to be provided to the mentors.
Minutes prepared by: Dr. Sobita Kirtani			
Date: 09/01/2023			
Minutes approved by:			



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Minutes of the meeting

Mentoring Committee		Date: 13/01/2023 Venue: Psychology Lab Time: 2.15pm	
Conducted by		Dr. Sobita Kirtani, Convenor – Mentoring Committee	
Attendees		Dr. Madhu Vanagondi Dr. Aduja Naik	
Members absent without intimation		Alberto Ian Barreto, Judith Dias Barreto, Malati Desai, Lactina Gonsalves, Sneha Andrade Sumedha More	
Sr. no	Agenda	Discussion/Suggestions	Actions required
1	Feedback form format	In the field for target setting, mentors should be asked to give any 3 major reasons stated by students for not reaching the target	
2.	Target Analysis	Target analysis form was prepared during the meeting. The same is to be filled by mentors and submitted as a report to the committee for record purpose.	An orientation to departments (by mentoring committee members) on how to analyse the results and get targets set by students for the even semester.
Minutes prepared by: Dr. Sobita Kirtani Date: 14/01/2023			
Minutes approved by:			