

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.
