

2.3.3 Ratio of mentor to students for academic and other related issues (data for the academic year 2020-21)

2.3.3.1 Circulars pertaining to assigning mentors to mentees

Mentor-Mentee Scheme 2020-21

This file contains the details of the Mentor-Mentee Scheme implemented during the academic year 2020-21.

These details include:

- Circulars pertaining to assigning mentors to mentees
- Consolidated reported of the Mentor Mentee Scheme (2020-21)
- The activities conducted by the mentors, issues raised by the mentees and the solutions provided by the mentors to those issues
- Evidences of the activities performed under the Mentor-Mentee Scheme during 2020-21





Nagpur Shikshan Mandal's

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19 October 2020

Mentor-Mentee Scheme 2020-21

All the concerned faculty members are hereby informed that for the session 2020-21 following batches have been allotted to you as mentee batches. You are requested to immediately form WhatsApp groups for respective batches and start communicating with your mentees at your earliest. The mentees need to be informed about the scheme and various activities performed under the Mentor-Mentee Scheme. The priority should be given to acclimatizing mentees with the online mode of teaching-learning process.

Following is the list of batches assigned to various mentors:

Sr. No.	Subject Combinations	Batches	Names of the teacher mentors
1	CBZ	B1	Dr. A. A. Fulzele
2		B2	Dr. S. K. Giri
3		B3	Dr. Mrs. U. R. Sonparote
4		B4	Dr. P. U. Gajbe
5	PCM	M1	Dr. M. S. Atone
6		M2	Dr. J. N. Ramteke
7		M3	Dr. S. G. Goswami
8		M4	Mr. S. T. Rathod
9		M5	Dr. C. B. Talwatkar
10	PME	E	Dr. N. D. Meshram
11	CS	CS1	Dr. D. V. Nandanwar
12		CS2	Dr. J. A. Janbandhu
13	PCG	G1	Dr. S. P. Joshi
14	MCG	G2	Dr. Mrs. R. R. Gupta
15	CBG	G3	Ms. S. D. Khalatkar
16	CZG	G4	Dr. N. V. Palande
17	IcCM	IC(M)	Dr. M. G. Dhonde
18	IcCB	IC(B)	Dr. Mrs. A. M. Sawane

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Mentor-Mentee Scheme 2020-21

Information to be displayed on the college website under 'Students' Corner'

All the students of BSc Semester I are hereby informed that they have been divided in different batches and teacher mentors have been assigned for every batch. The contact numbers of the mentors are also given here. The students will be added to subject specific WhatsApp groups and there they can communicate with their mentors for further instructions. Following is the list of mentors assigned to various batches:

Sr. No.	Subject Combinations	Batches	Names of the teacher mentors	Contact Numbers
1	CBZ	B1	Dr. A. A. Fulzele	9890233688
2		B2	Dr. S. K. Giri	8237822466
3		B3	Dr. Mrs. U. R. Sonparote	9422812931
4		B4	Dr. P. U. Gajbe	9890758748
5	PCM	M1	Dr. M. S. Atone	9850949949
6		M2	Dr. J. N. Ramteke	9763187401
7		M3	Dr. S. G. Goswami	9822239578
8		M4	Mr. S. T. Rathod	9423632180
9		M5	Dr. C. B. Talwatkar	8329774824
10	PME	E	Dr. N. D. Meshram	9657860865
11	CS	CS1	Dr. D. V. Nandanwar	9422332767
12		CS2	Dr. J. A. Janbandhu	9423512141
13	PCG	G1	Dr. S. P. Joshi	9226209565
14	MCG	G2	Dr. Mrs. R. R. Gupta	9158772825
15	CBG	G3	Ms. S. D. Khalatkar	8600044153
16	CZG	G4	Dr. N. V. Palande	9011093421
17	IcCM	IC(M)	Dr. M. G. Dhonde	9421840992
18	IcCB	IC(B)	Dr. Mrs. A. M. Sawane	9881376376

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Mentor-Mentee Scheme 2020-21

Report of activities performed under Mentor-Mentee Scheme during 2020-21 academic year

Mentoring is a unique method of supporting students to improve their learning and leadership skills, motivating them towards their future career development. With this in mind, the college has established a mentor-mentee program wherein all the teachers are involved in the process of mentoring.

Each batch consisting of 20-25 students of B.Sc. Semester I was assigned to every mentor (faculty) of the college for effective mentoring. Every mentor prepared a list of all the students allotted to him/her with details of- name, class, division, roll number, contact number and e-mail-id. The mentors took care of all the mentees such as to provide them career counseling, to provide them personal counseling, to support them for any kind of difficulty in their curriculum as and when required.

The mentors also worked for finding out hidden talent of the students in various aspects of academic, co-curricular, extra-curricular activities so that they can be promoted to do various activities in the concerned area for their holistic development. Each mentor also contacted and met the parents (ONLINE MEETING) of his/her mentee batch to discuss their progress and /or any other matter, as and when required. The topic for discussion usually included-

- Issues related to coping up with the new environment of the college and its functioning.
- Issues faced by them on personal, academic, financial grounds.
- The male and female students were guided on gender specific issues separately, whenever required.
- The students' strengths and weaknesses were analyzed through interactions and tests to find out slow and advanced learners. The slow learners were helped to improve their knowledge base by providing them links of videos on basics of the subjects and advanced learners were provided with links of advanced subject videos and e-library.
- Advanced learners were also motivated to participate in competitions, seminars, conferences and were motivated to study for the competitive examinations and various entrance tests.
- Due to COVID 19, those students who were facing mental stress were also counselled through telephonic conversations.
- Since the 2020-2021 academic session was gripped by COVID 19, and RTMNU conducted examinations in ONLINE mode, each and every mentor ensured that their mentee did not face any problem in appearing in this mode of examination.
- All mentors remained in touch with their mentee batch throughout the session through WhatsApp/Google meet, Google classroom etc.
- The students were made aware about the efforts of the institution for their all-round development. For further improvement the students were asked to give fair and frank feedback.

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Details of the mentor-mentee scheme implemented in 2020-21

Name of the Teacher	Name of the Department	Designation	Mentee batch	Support rendered by the mentor	Issues raised by the mentees and their parents	Solutions provided by the mentors
Dr. A. A. Fulzele	Department of Botany	Associate Professor	B1	<ul style="list-style-type: none"> • Parent teacher meet • Students meet 	Queries were raised about 1. Examination and internal assessment patterns 2. Inability to perform practical 3. Notes, books and reference material	1. Detailed information was provided about the mode and pattern of internal assessments and university examinations. 2. The theory and practical classes were conducted online and the difficulties were solved using videos. 3. The information about books and reference materials was provided to them in addition to notes.
Dr. S. K. Giri	Department of Botany	Associate professor	B2	<ul style="list-style-type: none"> • Parent teacher meeting was held in online mode. • Difficulties and syllabus were discussed. 	Queries were raised about 1. Topics from the syllabus 2. Completion of syllabus in online mode	1. All the difficulties were resolved and the students were also advised for meeting the teachers of other subjects for solving difficulties from the respective subjects. 2. The students were assured and the syllabi were completed in online mode in the best possible way.
Dr. U. R. Sonparote	Department of Zoology	Assistant Professor	B3	<ul style="list-style-type: none"> • Informed mentees about discipline, online classes and online exams. • Created WhatsApp group for communication and discussion. • Conducted Parent- Teacher meeting. 	Queries were raised about 1. Examination pattern 2. Getting practical knowledge 3. Books and reference material 4. Inability to attend all the classes due to network connectivity related issues.	1. Detailed information was provided about the mode and pattern of internal assessments and university examinations. 2. The theory and practical classes were conducted online and the difficulties were solved using videos. 3. The information about books and



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					reference materials was provided to them in addition to notes. 4. They were assured that the mentors and the college office will take care of filling up of examination forms, payment of fees, etc. and this was eventually taken care of by the college. 5. The genuine cases of absence in classes were separately considered while assessing their performances.	
Dr. P. U. Gajbe	Department of Zoology	Associate Professor	B4	<ul style="list-style-type: none"> • Students were provided information regarding their syllabus, examinations, and difficulties regarding their studies. • Students were informed about institutional scholarship fund and equal opportunities fund. • Parent-Teacher meeting was conducted. 	Grievances were not raised by the - mentees and they were satisfied with the facilities available in the college.	
Prof. D. V. Nandanwar	Department of Physics	Professor	CS1	<ul style="list-style-type: none"> • Parents teacher meet was conducted using Google Meet. 	<p>Queries were raised about completion of syllabi and examination patterns.</p> <ol style="list-style-type: none"> 1. The syllabi were completed after assuring the mentees. 2. The mode of examination and internal evaluation were explained to the mentees and they were also guided on how to secure more marks by focusing on certain aspects of the syllabus and the examination pattern. 	
Dr. J. A. Janbandhu	Department of Languages	Associate Professor	CS2	<ul style="list-style-type: none"> • Cleared doubts about taught syllabus • Conducted tests/ exams based on curriculum 	<p>Queries were raised about</p> <ol style="list-style-type: none"> 1. Examination pattern 2. Topics from the syllabus 3. Books and reference material 	<ol style="list-style-type: none"> 1. Detailed information was provided about the mode and pattern of internal assessments and university examinations.



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				<ul style="list-style-type: none"> ● Encouraged students for better studies ● Provided notes/ summaries of taught syllabus etc. 		<ol style="list-style-type: none"> 2. Doubts were cleared regarding languages and they were referred to the teachers of other subjects for solving the doubts about certain topics from the respective subjects. 3. The information about books and reference materials was provided to them in addition to notes.
Dr. N. D. Meshram	Department of Electronics	Associate professor	E	<ul style="list-style-type: none"> ● Communicated with mentees through WhatsApp Group. ● Reference material was shared using Google Classroom. ● Parent-teacher meeting was conducted. 	Mentees expressed difficulties which they faced while using online platforms of teaching-learning.	<ol style="list-style-type: none"> 1. Mentees were taught to optimally use online platforms of teaching-learning by providing information through WhatsApp groups and then through Zoom. 2. Additionally, videos of topics from electronics were uploaded on YouTube and were shared with mentees and other students.
Dr. S. P. Joshi	Department of Geology	Associate Professor	G1	<ul style="list-style-type: none"> ● Attendance and their unit test performance were noted. ● Academic counseling was done by sending E books and notes on Google Classroom and WhatsApp. ● Students were encouraged to participate in intercollegiate competitions. ● Mentees were encouraged to read reference books to improve expression power. ● Parents teacher meet was conducted. 	<p>Following grievances were reported by the mentees and their parents.</p> <ol style="list-style-type: none"> 1. As geology is a field-based subject, the practical knowledge is necessary which can't be provided online. Therefore, the mentees and their parents were worried. 2. Lack of information about pattern of studies, preparation and patterns of both theory and practical examinations 	<ol style="list-style-type: none"> 1. Due to the pandemic the field excursions or the offline practical couldn't be arranged. However, efforts were made to provide this knowledge using virtual programs. 2. Detail information was provided to mentees and their parents about the preparation and exam patterns. 3. Practical exams were conducted online in the form of MCQ's based on the virtual information provided during practical classes.
Dr. R. R. Gupta	Department of Chemistry	Associate Professor	G2	<ul style="list-style-type: none"> ● Guidance about subject papers and syllabus was given. 	<p>Queries were raised about</p> <ol style="list-style-type: none"> 1. Examination pattern 	<ol style="list-style-type: none"> 1. Detailed information was provided about the mode and pattern of internal



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- Information about books to be referred was shared.
- University examination pattern was discussed.
- All communication and guidance given through WhatsApp group.
- One online PTM conducted.

2. Getting practical knowledge
3. Books and reference material

assessments and university examinations.

2. The theory and practical classes were conducted online and the difficulties were solved using videos.
3. The information about books and reference materials was provided to them in addition to notes.
4. They were assured that the mentors and the college office will take care of filling up of examination forms, payment of fees, etc. and this was eventually taken care of by the college office.

Ms. S. D. Khalatkar	Department of Botany	Assistant Professor	G3	<ul style="list-style-type: none"> ● The WhatsApp group for the mentee batch was created and all students were added to it. Regular communication with the students was done through the group. ● The students were provided with the college timetable, difficulties regarding the same were addressed through telephonic conversations and chats, regular college updates were made available, and students were motivated to participate in various extra-curricular activities. ● Meetings with mentees were conducted online. ● Issues regarding filling of examination form, problems faced during online university 	<p>Following grievances were raised.</p> <ol style="list-style-type: none"> 1. Lack of awareness about the teachers teaching various subjects and some students joined respective WhatsApp subject groups and Google Classroom quite late due to late commencement of academic sessions due to COVID-19 pandemic induced lockdown. 2. Parents requested that during this online teaching period, internal assessment marks should not be given based on attendance as the students face internet connectivity issues. 3. Parents requested that due to 	<ol style="list-style-type: none"> 1. It was informed that the list and contact details of batch-wise teachers was made available on the college website. 2. It was told that criteria for internal assessment marks are decided by every individual teacher and that must be followed, though relaxation can be given in genuine cases. 3. The resources were be uploaded on Google Classroom or other platforms. 4. The university examination pattern was explained to the students. Also, the practicals which could be performed were demonstrated to the students and/or videos of the same were shared. 5. The mentees were advised to
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examination were also addressed.

- The performance of mentees in the unit tests, university examinations, and test practical examination was also analyzed.
- The meeting between the parents and guardians and Ms. S. D. Khalatkar, mentor teacher for G3 batch was also conducted.

non-availability of books, teachers should provide notes, reference books, presentations, or other resources.

4. Queries were regarding examination and practical classes.

5. Scholarship related issues were also raised.

submit the scholarship form and meet the concerned clerk in the college office.

Dr. N. V. Palande	Department of Zoology	Assistant Professor	G4	<ul style="list-style-type: none"> • Detailed contact information about all the mentees was collected. • The information about the functioning of the college was provided to them. • For communication, WhatsApp group was formed. • Detailed information about online teaching, evaluation was provided to the mentees. • Information and necessary help was provided to the mentees about filling up online examination forms, payment of fees, etc. • Information of all the programmes organized by the college and other institutions was conveyed to the mentees through WhatsApp groups. • Mentees were encouraged to participate in various activities, competitions organized to 	<p>Queries were raised about</p> <ol style="list-style-type: none"> 1. The technical aspects of online mode of teaching and learning 2. Submission of examination forms and payment of fees online 3. Patterns of examinations and internal assessment 4. Co-curricular programmes especially during lockdown 5. Completion and effectiveness of online practical course 6. Books and reference material 	<ol style="list-style-type: none"> 1. The mentees were introduced to the online mode of teaching and learning and were helped to set up the online platforms. 2. The mentees were given information about the important procedures to be followed regarding the submission of examination forms and payment of fees online. They were introduced and were helped along while using the complete online system established by the college to receive applications and payments for examinations. 3. The students including mentees were given detail information on examination patterns and they were also introduced to the examination portal created by MasterSoft and procured by the college which is similar to the one deployed by the university. 4. Guest lectures, competitions, etc.
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celebrate different days of academic and social importance.

were organized for the students and the information was shared with mentees through the WhatsApp group. Also the information of competitions and lectures organized by other institutions was also shared with the mentees.

5. The mentees and their parents were assured about the completion of part of the practical course which is based on observations. However, the actual performance based practicals were not possible to conduct in online mode. But, for such practicals the teachers used virtual tools wherever possible and this was communicated to the students and their parents.

6. The detail information about the text books, reference books, online free resources and resources made available by the UGC was given to the mentees from time to time. Also multiple resources were provided through Google Classroom created for all the students including mentees.

Dr. A. M. Sawane	Department of Botany	Associate professor	ICB	<ul style="list-style-type: none">• Information regarding timetable, short term courses, examination links, hall tickets, various guest lectures was provided through WhatsApp group created for the same.• Parent-teacher meeting was	Queries were raised about 1. The attendance of the mentees 2. Networking issues during online classes	1. The attendance records as well as the performances of the mentees were shared with the parents. 2. The mentees were provided sufficient reading material to compensate for the missed class due to networking issues in addition to
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				conducted.		personal counseling whenever required.
Prof. M. G. Dhonde	Department of Chemistry	Professor	ICM	<ul style="list-style-type: none"> • Attendance and Unit Test Examination Performance records were discussed. • Academic Counseling Record was shared with parents. • Guidance for Intercollegiate competition and Campus Recruitment Training (CRT) was provided from time to time. 	<p>Queries were raised about</p> <ol style="list-style-type: none"> 1. The attendance of the mentees 2. Networking issues during online classes 	<ol style="list-style-type: none"> 1. The attendance records as well as the performances of the mentees were shared with the parents. 2. The mentees were provided sufficient reading material to compensate for the missed class due to networking issues in addition to personal counseling whenever required.
Dr. M. S. Atone	Department of Physics	Associate professor	M1	<ul style="list-style-type: none"> • Parent teacher meeting 	<p>Queries were raised about examination patterns, internal assessment.</p>	<p>The pattern of assessment was described in details to the mentees and their parents too.</p>
Prof. J. N. Ramteke	Department of Physics	Professor	M2	<ul style="list-style-type: none"> • Unit tests were conducted. • Parent teacher meet was conducted. 	<p>Queries were raised about examination patterns, internal assessment.</p>	<p>The pattern of assessment was described in details to the mentees and their parents too.</p>
Dr. S. G. Goswami	Department of Physics	Associate professor	M3	<ul style="list-style-type: none"> • Parent-teacher meeting 	<p>Queries were raised about examination patterns, internal assessment.</p>	<p>The pattern of assessment was described in details to the mentees and their parents too.</p>
Dr. S. T. Rathod	Department of Mathematics	Assistant Professor	M4	<ul style="list-style-type: none"> • Parent Teacher Meeting • Information was provided regarding conduction of online classes, internal assessment and importance of attendance in classes. • Guidance was provided for improvement in performance in examinations. • Mentees were guided on improvement in physical, social and academic state. 	<p>Queries were raised about</p> <ol style="list-style-type: none"> 1. Examination patterns, internal assessment 2. Informing the parents about the performances of the mentees prior to the parent-teacher meeting. 	<ol style="list-style-type: none"> 1. The pattern of assessment was described in details to the mentees and their parents too. 2. The mentor agreed to follow the pattern of providing the detail information about the performance of the mentees to their parents well in advance.



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Dr. C. B. Talwatkar	Department of Chemistry	Associate Professor	M5	<ul style="list-style-type: none">● Parents-teacher meeting was conducted and difficulties about syllabus and examinations were discussed.● A separate session was conducted for the mentees to discuss the problems regarding the attendance, examinations, syllabus, patterns of question papers, time table.● Notes on the topics from the syllabus as well as different allied topics were provided to the students.	Queries were raised about <ol style="list-style-type: none">1. Examination patterns, internal assessment2. Attendance of the mentees (query from the parents)3. Notes about various topics	<ol style="list-style-type: none">1. Patterns of assessment were explained.2. Notes on the topics from the syllabus as well as different allied topics were provided to the students and the mentees were suggested to approach the respective teachers for the notes of those subjects.
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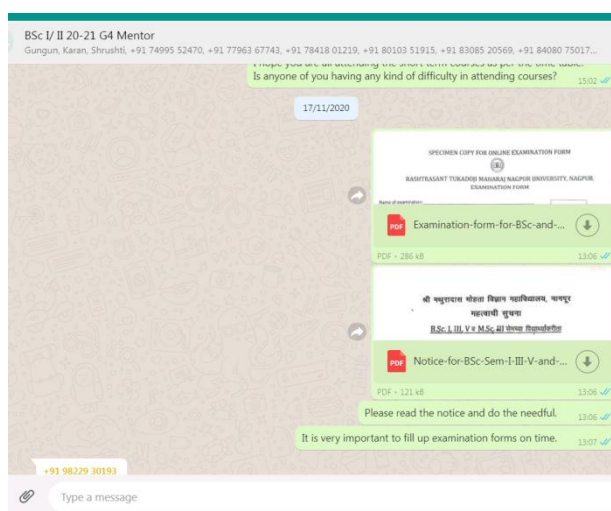
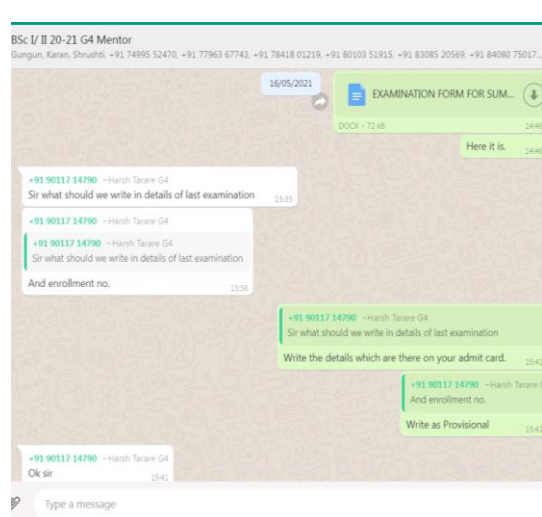
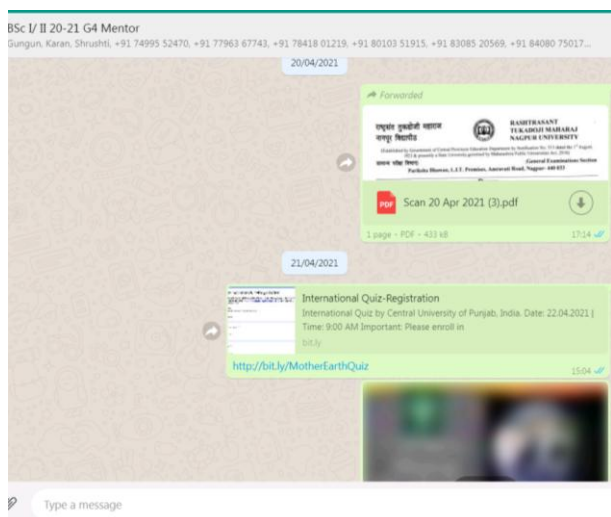
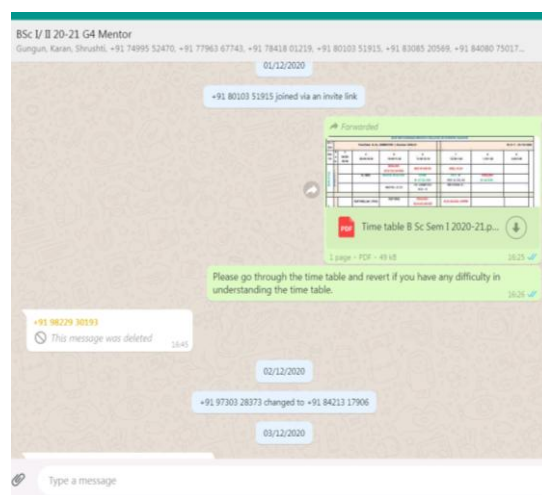
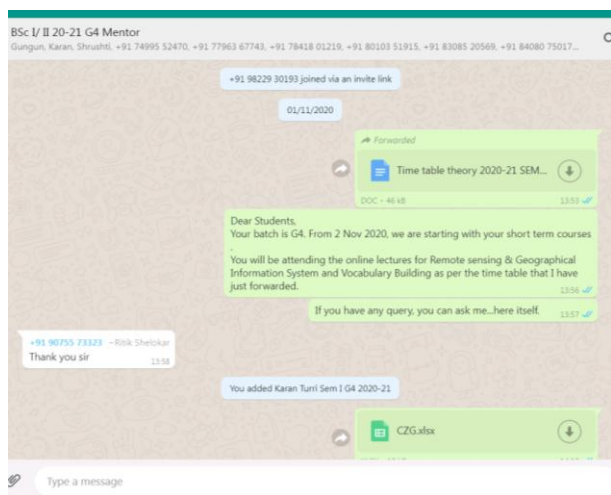
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Evidences of implementation of mentor-mentee scheme in 2020-21

Assistance for academic activities



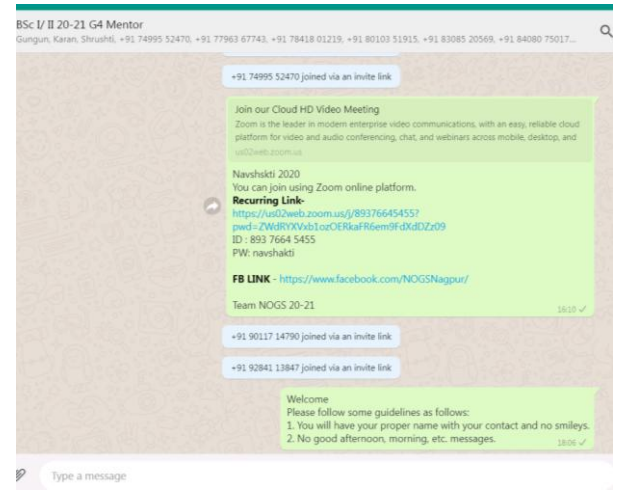
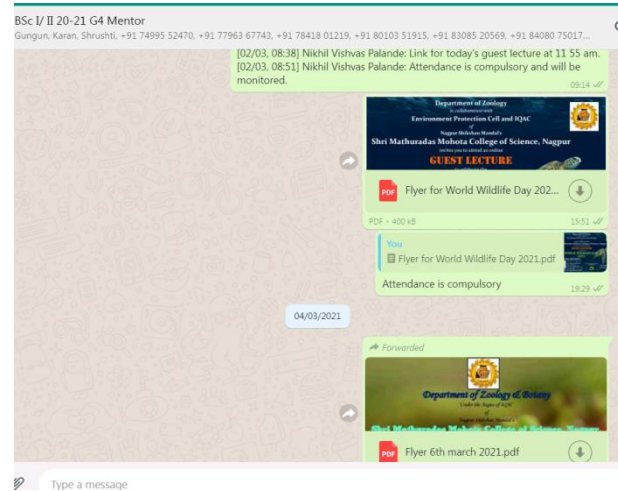
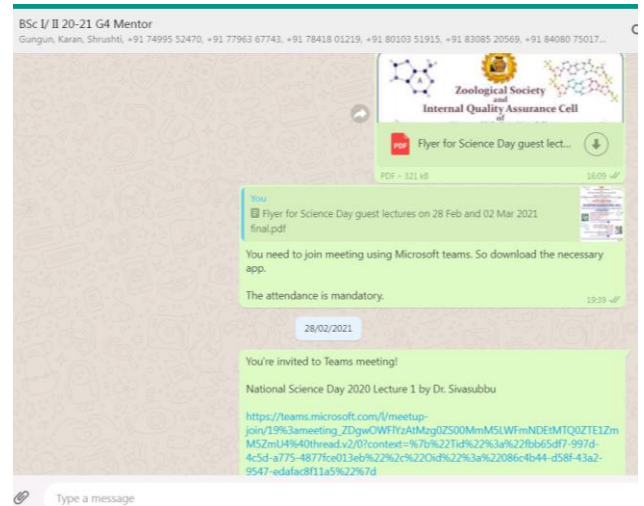
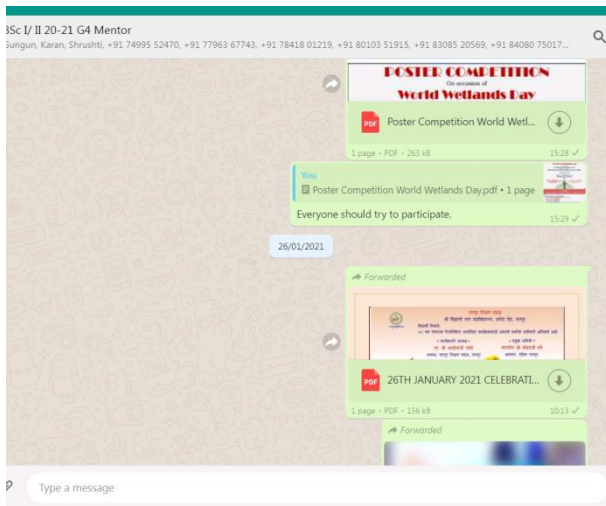
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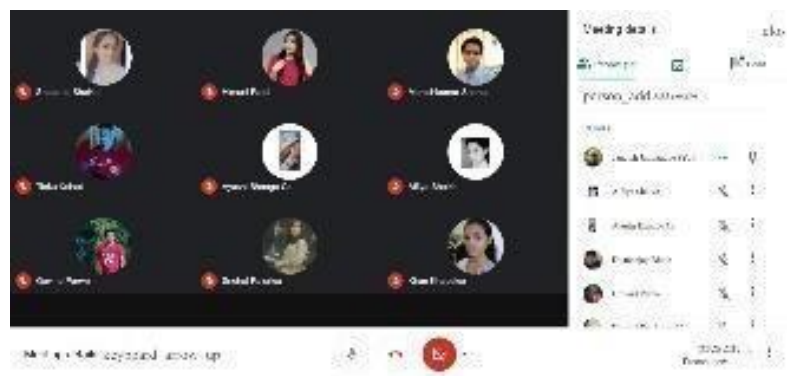
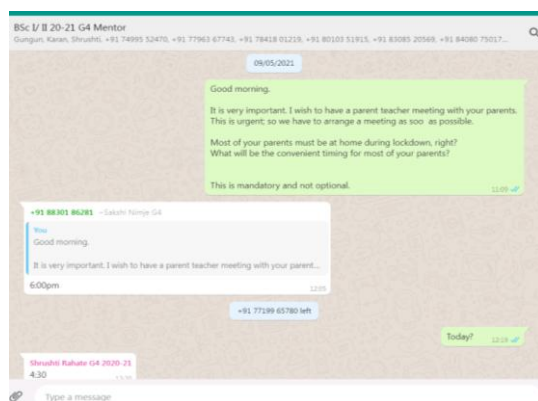
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Encouragement for participation in various events of academic and national/ international importance



Communication regarding Parent-Teacher and Mentor-Mentee Meetings



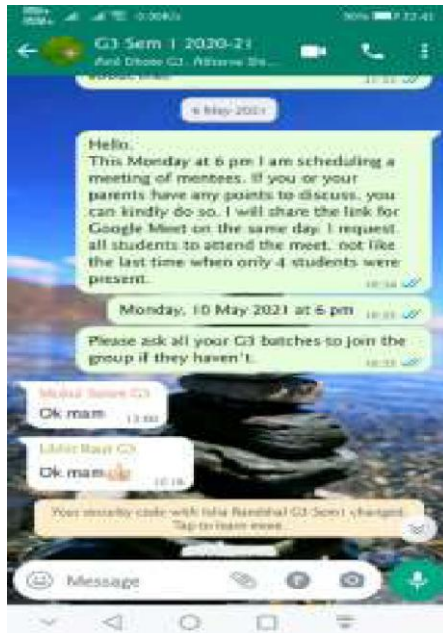
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▪ *Invitation to Parents for PTM on Whatsapp*



**Shri Mathuradas Mohota College of Science
Department of Geology**

Dear Parents/Guardian,
Greetings.

You are cordially invited to the Parent-Teacher meeting scheduled on Sunday, 23th May 2021 from 9:15 am onwards to discuss the overall development of your ward.

Please make it convenient to be present on virtual platform (Google meet) through the following link as this healthy interaction will help for the betterment of your ward.

Looking forward to meeting you soon.

Best Regards,
Dr. S.P. Joshi

(Head, Department of Geology)

Online meeting details:

Date: 23th May 2021 (Sunday)

Time: 9:15 am to 10:00 am

<https://meet.google.com/ehu-umjv-xqg>

Dr. Rashmi R. Gupta
Coordinator, Mentor-Mentee Scheme,
S. M. Mohota College of Science, Nagpur

Dr. Jeevan R. Dantulwar
Principal,
S. M. Mohota College of Science, Nagpur