



॥ प्रज्वलितो ज्ञानमयः प्रदीपः ॥

जनसेवा शिक्षण मंडळाचे

प्राचार्य : 8169684112

9930285222

ऑफिस : 9260588591

शांतारामभाऊ घोळप कला, विज्ञान व गोटीरामभाऊ पवार वाणिज्य महाविद्यालय, शिवळे.

मु. पो. शिवळे, ता. मुरबाड, जि. ठाणे. पिनकोड ४२१ ४०१.
(Permanently Affiliated to the University of Mumbai)
NAAC Re-Accreditation (3rd Cycle) Grade 'B' (C.G.P.A. 2.29)
An ISO. 9001 : 2015 Certified College
उत्कृष्ट महाविद्यालय पुरस्कार २००८ - ०९ मुंबई विद्यापीठ

प्राचार्य डॉ.एस.एम.पाटील

M.A., M.Phil., Ph.D. M.B.A., DLL&LW, D.C.A.

ई-मेल : shivlecollege@rediffmail.com

shivlecollege@gmail.com

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जा.क्र. :- SGASGPCCS:.....

Date:05-08-2022

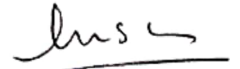
Mentor & Mentee Circular

The responsibilities of the Head of Department (HOD) include:

1. Conduct monthly meetings with all departmental mentors to ensure effective implementation of the mentoring system.
2. Providing guidance and advice to mentors as needed to support their roles effectively.
3. Taking necessary administrative actions concerning students when required.
4. Contacting parents or guardians through the Head of the Institution in cases of academic irregularities or behavioral changes.
5. Instructing mentors to organize mentor-mentee meetings and parent meetings.

The duties of the Mentor entail:

1. Offering guidance on professional goals, career selection, and opportunities for higher education.
2. Advising on self-employment opportunities, entrepreneurship development, and the importance of morale, honesty, and integrity for career growth.
3. Maintaining records of attendance and performance.
4. Gathering feedback from staff members, parents, and students.
5. Conduct regular meetings to assess student progress, and analyze internal and university examination performance, university rankings, and other activities.
6. Educating students on attitudes and moral values essential for personal and professional development.


HOD PRINCIPAL
Janseva Shikshan Mandal's
Shantarambhai Gholap Arts, Science &
Gotrambhai Pawar Commerce College,
Shivajinagar, Tal. Murbad, Dist. Thane 421401

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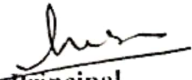
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Mentor & Mentee Circular

The Instructions are provided herein for the continuation of the mentoring system for the academic year 2022-2023. Each faculty member is assigned the role of mentor for a group of 40 to 45 students, based on the student roll number in each program. Every mentor is required to compile a comprehensive list of their assigned students, including details such as name, class, division, roll number, contact number, and email address. The mentor's primary responsibility is to oversee the well-being of their mentees, offering career and personal counseling, and academic support, and facilitating remedial coaching as needed.

The mentor's role encompasses several key functions:

1. Regular Meetings organize group sessions at least twice monthly to create a supportive atmosphere for students.
2. Academic Support provides continuous monitoring, counseling, and guidance to keep students motivated and on track academically.
3. Advisory Role of offering advice on elective courses, project selection, and summer training opportunities to enhance students' educational experiences.
4. Communication with Parents/Guardians reach out to parents or guardians as needed, particularly regarding academic or behavioural concerns.
5. Career Guidance offers inspiration and guidance to students as they navigate their career paths, fostering confidence and ambition for their futures.
6. Maintaining regular communication with students even after graduation and diligently documenting progress and discussions to ensure a comprehensive support system.


Principal
Janseva Shikshan Mandal's
Shantarambhou Gholap Arts, Science &
Gotrambhou Pawar Commerce College,
Shivde, Tal. Murbad, Dist. Thane 421401





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Mentor & Mentee Notice

The faculty members listed below have been designated as mentors for the mentoring program during the academic year 2022-2023. The register numbers of the assigned mentees are provided for reference and record-keeping purposes.

17/Principal

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