



Prof. Dr. Avinash S. Jagtap
M.Sc. Ph.D.
PRINCIPAL

E-mail : principal.tccollege@gmail.com

॥ सिद्धिरनेकान्तात् ॥

Anekant Education Society's

TULJARAM CHATURCHAND COLLEGE

of Arts, Science and Commerce, Baramati - 413102.

Dist. Pune. Maharashtra, India.

Empowered Autonomous Status

Religious Minority Institute

NAAC Reaccredited 'A+' Grade, CGPA 3.55

NAAC-SSR

Cycle IV

2019 - 2024

Criterion-II: Teaching Learning and Evaluation

2.2.1
QLM

The institution assesses the learning levels of the students and organises special programmes to cater to differential learning needs of the student

Mentor Mentee Scheme



Anekant Education Society's
TULJARAM CHATURCHAND COLLEGE
Of Arts, Science & Commerce, Baramati

I.Q.A.C. NOTICE

Notice No. *Staff Notice - 138*

Date : 20/08/2019

STUDENT MENTORING 2019-20

Committee of following members is constituted for planning and implementation of student mentoring. Members are informed to distribute the students among the respective faculty and submit the report to IQAC on or before 23/09/2019.

- a. **Arts faculty** – Mrs. Mukta Ambhere, Mr.Sunil Lokhande, Mr.Sushil Deshmukh, Dr.Arun Magar, Mr.Vinayak Lashkar, Dr. Rahul Dhumal
- b. **Science faculty**- Mr. Maharudra Dudhe, Mr.Shivaji Gawade, Mr.Ravikiran Gandhi, Dr. Mahadeo Kanade, Mr.Abhijit Mankar, Mr.Sadashiv Puranik, Dr.Vaishali Patil
- c. **Commerce faculty** – Dr.Janardhan Pawar, Dr.Mrs.Megha Badave, Dr.Niranjan Shah, Mr.Vivek Bale, Mrs.Dipali Anpat, Mrs.Sudha Deshmukh, Mrs.Pooja Vhora, Mrs. Madhuri Sehgal, Mrs. Archana Kadam
- d. **B.Voc. faculty** – Mr. Ranjeet Pandit, Mr.Mahesh Phule


Chairman

Student Mentoring


IQAC

Coordinator


Principal



Anekant Education Society's
Tuljaram Chaturchand College of Arts, Science & Commerce, Baramati
Department of Commerce

Date: 23/08/2019

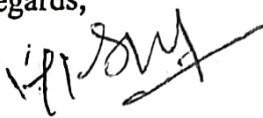
To,
The Principal,
Tuljaram Chaturchand College of Arts, Science and Commerce,
Baramati
Subject: Submission of Classwise Students Mentoring Report
Reference: Notice No. Staff Notice-138 dated 20/08/2019

Dear Sir,

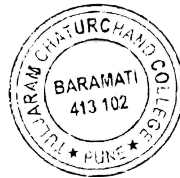
With reference to the above mentioned subject, we would like to request you to accept the Classwise report of student mentoring report of Commerce department. As per the notice issued by IQAC we have made distributed students among the faculty members. Classwise students are distributed among the faculty members for mentoring purpose. The detail distribution report is attached herewith for your kind perusal.

Thank you.

With Regards,



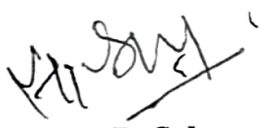
Dr. Mahendra S. Salve
Head, Dept. of Commerce

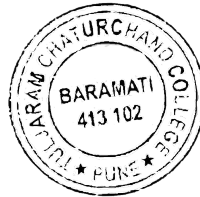


Anekant Education Society's
Tuljaram Chaturchand College of Arts, Science & Commerce, Baramati
Department of Commerce

**Report of Students Mentoring
For the Academic Year 2019-20**

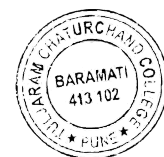
Sr. No.	Name of the Mentor	Class	Students allocated From --- To	Total Students Allocated
1	Prof. S.P. Pawar	F.Y. B.Com (A)	6951 to 7046	94
2	Prof. M.B. Bhosale	F.Y. B.Com (B)	7101 to 9193	121
3	Dr. N.R. Shah	F.Y. B.Com (C)	7251 to 7395	140
4	Prof. P.A. Vhora	F.Y. B.Com (D)	7396 to 7522	132
5	Prof. S.T. Hivarkar	F.Y. B.Com (E)	14501 to 14627	134
6	Prof. D.S. Gore	S.Y. B.Com (A)	7551 to 7653	103
7	Prof. S.M. Borawake	S.Y. B.Com (B)	7701 to 7820	117
9	Dr. J.K. Pawar	S.Y. B.Com (C)	7851 to 7930	124
10	Prof. S.R. Doshi	S.Y. B.Com (D)	8001 to 8095	95
11	Prof. S.P. Pawar	T.Y. B.Com (A)	8165 to 8231	88
12	Prof. M.S. Purnj	T.Y. B.Com (B)	8301 to 8421	121
13	Prof. V.A. Bale	T.Y. B.Com (C)	8451 to 8453	92
14	Prof. S.T. Hivarkar	M.Com I (A)	12601 to 12677	47
15	Dr. M.R. Badve	M.Com I (B)	12671 to 12730	57
16	Prof. K.R. Pagar	M. Com II (A&B)	12741 to 12777 12811 to 12847	71
17	Prof. S.R. Doshi	DTL (A&B)	12881 to 12934	50


Dr. Mahendra R. Salve
Head, Dept. of Commerce

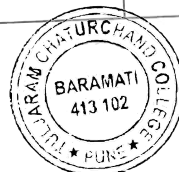


Student Mentoring Arts Faculty (2019-20)

Sr. No.	Department	Name of the Mentor	Class	Students allocated From ---To	Total Students Allocated
	Politics	1.Dr. H.V. Phatak	SYBA	5763 to 5817	20
			TYBA	6427 to 6464	10
		2. Prof. A.N.Sawalkar	SYBA	5827 to 6002	20
			TYBA	6367 to 6424	10
		3.Prof .R.D.Pande	TYBA	6466 to 6564	10
			MA -II	12301 to 12320	20
		4.Dr. Kailas Mante	MA - I	12321 to 13336	30
			Geography	1.Dr. Asaram Jadhav	FYBA
2. Dr.Arun Magar	FYBA			5086 to 5106	20
3.Prof. Mahesh Gawade	FYBA			5172 to 5191	20
4.Dr. Chavan Vinayak	SYBA			5752 to 6001	24
5. Prof . Shinde Prashant	TYBA			6371 to 6560	24
3	English	1.Prof.Kavthekar M.B	FYBA	5001 to 5024	20
		2.Prof.Dhawale A.A	MA - I	11881 to 11902	22
		3.Prof.Deshmukh S.A	SYBA	5751 to 5995	21
		4.Dr .Mane S.B	FYBA	5024 to 5044	20
		5.Dr.Gadekar S.N	TYBA	6351 to 6513	16
		6.Dr.Raut .S.M	FYBA	5258 to 5340	24
		7.Prof.Rathod S.V	MA- II	11951 to 11975	24
		8.Prof .Gore S.H	FYBA	5580 to 5597	17



Sr. No.	Department	Name of the Mentor	Class	Students allocated From ----To	Total Students Allocated
	English	9.Prof.Bhosale A.K	FYBA	5537 to 5557	20
4.	Psychology	1.Dr.Shinde V.B	FYBA	5424 to 5442	25
			MA II	12571 to 12587	16
		2.Prof . Khomane	MA-1	12441 to 12464	24
		3.Prof .Dhame G.M	SYBA	5788 to 5920	11
		4.Prof. Awate J.N	FYBA	5443 to 5466	20
		5.Prof.Londhe D.V	MA II – Politics	12371 to 12390	20
			TYBA	6362 to 6557	08
6. Prof. R.D Jagtap	FYBA	5361 to 5381	20		
5.	History	1.Dr.Tardalkar Sandip	SYBA	5753 to 5997	19
		2.Dr. Sunil Lokhande	FYBA	5382 to 5402	20
			SYBA	5803 to 5988	13
		3.Prof.Digambar Mohite	MA I	12161 to 12200	39
		4. Miss.Shobha Kanade	TYBA	6354 to 6562	15
MA II	12231 to 12255		24		
6.	Hindi	1.Dr.Sarvade Pradeep	FYBA	5558 to 5579	20
			TYBA	6364 to 6565	06
		2.Dr.Pratibha Jawale	FYBA	5235 to 5256	20
			MA I	11741 to 11750	09
			MA II	11811 to 11817	07
		4.Prof. Pawar Sandip	SYBA	5824 to 5986	16
7.	Marathi	1.Dr .Ranjana Nemade	TYBA	6355 to 6554	18
		2.Dr.Seema Naik – Gosavi	MA -II	11671 to 11695	25
		3. Prof. Tarade Sir	SYBA	5761 to 6004	14



Sr. No.	Department	Name of the Mentor	Class	Students allocated From ----To	Total Students Allocated
	Marathi	4.Prof.Mukta Ambhere	MA -I	11601 to 11622	21
		5.Dr.Sandip Tapkir	FYBA	5045 to 5064	20
		6.Dr.Sunil Khamgal	FYBA	5065 to 5085	20
8.	Sociology	1.Prof .Lashkar Vinayak	FYBA	5107 to 5125	20
			SYBA	5760 to 5859	10
			TYBA	6356 to 6446	09
		2.Prof. Chavan Nitin	FYBA	5215 to 5234	20
			SYBA	5860 to 5998	13
			TYBA	6447 to 6545	09
09.	Defence Studies	1.Prof.Devidas Bhosale	FYBA	5403 to 5423	20
			TYBA	6353 to 6559	07
		2.Prof.Awad Ramkisan	FYBA	5341 to 5360	20
			3. Prof. Lokhande	SYBA	5803 to 5988
		MA -II- politics		12391 to 12413	20
		10.	Economics	1.Dr.Patil Samadhan	MA -II
2.Prof .Sable Sandip	SYBA				5866 to 6003
3.Dr.Kamble Chandrakant	TYBA			6352 to 6450	18
	4.Dr.Dhumal Rahual			TYBA	6451 to 6550
5.Prof.Kulkarni Krushna	MA -I			12021 to 12054	33
6.Dr.Raut Mohit	FYBA			5192 to 5214	20
7.Dr.Ghadge Jotiram	SYBA			5755 to 5853	20
8. Prof. Sable Sandip	FYBA			5514 to 5535	20
12	Sanskrit	Prof .Killedar	FYBA	5492 to 5513	20
13.	Philosophy	Prof. Nagare	FYBA	5467 to 5491	20

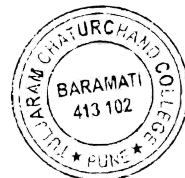
Total B.A. - 879

M.A - 375

Total - 1236

Dr. Mukta Rajendra Ambhere
Chairman Student Mentoring (Arts Faculty)

3

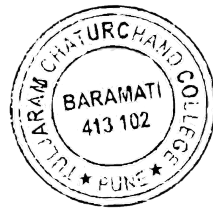


Ancient Education Society's
**Tuljaram Chaturchand College of Arts, Science and
Commerce, Baramati.**

Department of BBA (C.A)

List of Teachers and Student Mentors :(2019-20)

Sr. No	Name of Teacher	Student Mentors	Total
1	Mrs. M.R.Saste	FYBBA(C.A) 10901 to 19050	50
2	Miss. R.D.Babar	FYBBA(C.A) 10951 to 19088 SYBBA(C.A) 11001 to 11012	50
3	Mrs. R.S.Babar	SYBBA(C.A) 11013 to 11063	50
4	Mrs. P.U.Gunjawate	SYBBA(C.A) 11064 to 11079 TYBBA(C.A) 11101 to 11135	50



Adha
HOD

Department of BBA (C.A)



Anekant Education Society's
Tuljaram Chaturchand College of Arts, Science & Commerce, Baramati

Department of Commerce


Parent Teachers 2019-20

- 1) F.Y. B.Com (A) – Prof. S.P.Pawar
- 2) F.Y.B.Com (B) – Prof. M.B.Bhosale
- 3) F.Y. B.Com (C) – Dr. N.R.Shah
- 4) F.Y. B.Com (D) – Prof. P. A. Vhora
- 5) F.Y. B.Com (E) – Prof. S. T. Hivarkar

- 6) S.Y.B.Com (A) – Prof. D.S.Gore
- 7) S.Y. B.Com (B) – Prof. S.M. Borawake
- 8) S.Y. B.Com (C) – Dr. J.K.Pawar
- 9) S.Y. B.Com (D) – Prof. S.R.Doshi

- 10) T.Y. B.Com (A) – Prof. S.P.Pawar
- 11) T.Y. B.Com (B) – Prof. M.S. Punj
- 12) T.Y. B.Com (C) – Prof. V.A. Bale
- 13) M.Com I (A) Prof. S.T. Hivarkar
- 14) M.Com-I (B) Dr. M.R.Badve
- 15) M.Com II (A) Prof. K.R.Pagare

- 14) DTL Prof. S. R. Doshi


Head, Dept. of Commerce




Principal



उत्तुंग क्षमताशील महाविद्यालय
स्थापना : २३ जून १९६२

Anekant Education Society's
Tuljaram Chaturchand College
of Arts, Science and Commerce, Baramati
Autonomous

Internal Quality Assurance Cell



Mentor-Mentee Handbook
2020-21



Mentor-mentee Programme

The motto of Tuljaram Chaturchand College is “We for the Students” and we aspire for students to reach the highest level of academic achievement possible for them. Along with excellence, the college strives hard to nurture a healthy relationship between the students and the college.

This policy aims to identify the strategies deployed to ensure outstanding levels of mentoring and guidance.

Student mentoring in Tuljaram Chaturchand College of Arts, Science and Commerce is defined as a one-to-one relationship between a student and the mentor that occurs over a prolonged period of time.

Mentoring is a very valuable developmental activity implemented in the education field. At the core of mentoring is the relationship between the mentor and the mentee. The focus of the activity is the development of the mentee as a result of their mentor's advice, guidance and knowledge. It can be a short or long-term relationship, where the goals may change but are always set by the learner i.e. the mentee. The learner owns both the goals and the process.

Aims & Objectives of Mentoring Programme

The main focus with mentoring is to assist the students individually or collectively for academic, career, personal and financial decision making. The mentor is not there to provide 'the answers' but to guide the mentee towards 'the answer' that is right for them. The mentee must lead in identifying issues, and with the guidance from the mentor, resolve them. In this context the following objectives defined the mentoring activity implemented by the college:

- i. To provide consistent support, guidance and concrete help to the students and provide them with a positive role model.
- ii. To focus and motivate students who have significant challenges like low self-esteem, poor achievement, low aspiration and insufficient guidance or motivation.
- iii. To identify and help weak students who may need additional support guidance for becoming productive citizen.
- iv. To provide positive feedback and an adult relationship that can be a “life-line” for a struggling student.
- v. To give special guidance to the advanced and talented students so that they develop social skills to relate better to their peers.
- vi. To facilitate areas of interest and help the advanced students to go beyond classroom instruction.
- vii. To monitor the students' regularity and discipline. To enable the parents to know about the performance & regularity of their ward.

As most of the students are freshly admitted they may face challenges in the following aspects such as adaptation to new environment and academic schedule, to understand the needs of the curriculum, to develop healthy interpersonal relationship and also for personality development. ●

The student mentoring is a unique scheme which can address the varying requirements of the students and help them to improve their skills and build self- confidence so that they recognize their social responsibility as well as excel in their academic and professional career.

Standard Operating Policy of Mentoring Programme

- Mentoring programme to be carried out in each semester of every academic year.
 - Forming group of students. Each group should not include more than 30 students.
 - Appointment of teachers as mentors by the coordinator for each group to bridge the gap between learning skills and improve student's performance.
 - The weak/advanced students are to be identified at the beginning of the semester.
 - Mentor teacher will prepare a schedule of meeting with mentees. Schedule of meeting should ensure that every mentor must have one meeting in a month with students.
 - To keep a track of performance of students, mentor teacher should maintain a diary cum handbook to record the schedule and action of the meeting.
 - To check the outcome of mentoring, each exam result should be compare with previous results.
- The Parents/Guardians of poor attendee/performance students are informed through a proper channel and corrective as well as preventative measures are implemented for further improvement.

Roles and Responsibilities:

i) Mentor:

A mentor is viewed as a knowledgeable professional who is willing to pass on the benefits of his or her knowledge and experience. It is vital for a mentor not to simply 'tell' the mentee what to do but instead, offers knowledge and experience so that mentees can decide on their own actions.

Within this model of mentoring the mentor's primary role is to facilitate reflection and learning in relation to the outcomes identified by the mentee.

Key concepts in this approach to mentoring are therefore:

- Facilitating reflection, learning and development, rather than acting as an expert teacher
- Listen and be supportive
- Provide non-judgmental support
- Supporting self directed learning encouraging the mentee to be responsible for identifying their own development needs and finding ways to address them
- Being mentee centred (as opposed to mentor or problem centred) focusing on the mentee and what they need from a session
- Clarify goals of mentee
- Offering knowledge and experience when it is appropriate as opposed to telling them what to do or making decisions for them
- Provide guidance on issues raised

Duties of a Mentor:

- Maintain Mentor-Mentee Booklet
- Maintain batch wise student roll call list
- Keep contact details of students & parents
- Record of previous semester result
- Record of Mentor-Student meeting (Once in a month).
- Provide information about students to each teacher whenever required
- Student counseling should be done whenever required.
- Maintain record of monthly defaulter list
- Send letters to parent for parents meet
- Maintain record of monthly undertakings of defaulter students
- Maintain data of students achievements
- Maintain discipline among students

ii) Mentee

Mentees are responsible for gaining their mentors' trust and confidence by interacting morally, ethical and collegially so as to value the mentor's time, professional and personal commitments.

Mentees roles will depend on their need, academic experience and the nature of the mentoring relationship.

Mentees participating in the Mentoring Program are required to:

- Fill up the Mentoring Program Form and submit it to the mentor.(in person, virtual, etc.)
 - Devote time to the mentoring relationship and interacting often with the mentor.
 - Take full advantage of opportunities provided by the mentor.
- Keep the mentor informed of academic progress, successes, challenges and other concerns (Absence/Leave etc.).

Expected Outcomes of the Mentoring Programme:

- Positive impute on attendance percentage of students
- Decrease in drop out ratio of students
- Strengthening the relationship the mentor and the students.
- Improvement in academic performance of students.

Mentee Information

I. General Information :

1. Name (In Full) _____
(Surname) (Name) (Father's Name) (Mother's Name)

2. Date of Birth:-

3. Mobile No:-

4. Parent Mobile No :-

5. Email :-

6. Parent Email :-

7. Address for correspondence:-

8. Date Of Admission :-

9. Educational Record:-

Class	Board/University	Year of Passing	Marks obtained	% or Grade
10 th Std.				
12 th Std.				
First Year				
Second Year				

10. Strengths & Weaknesses :-

11. Any other Information (Achievements , Hobbies/Skills etc):-



II) Meeting Record.

(First Year)- 20____ 20____

Date & Time	Issue Discussed	Signature of Mentee	Signature of Mentor



Second Year:- 20-----20-----

Date & Time	Issue Discussed	Signature of Mentee	Signature of Mentor



IV) Grade Sheet (To be filled by Mentor):

(5- Excellent; 4- Very good; 3- Needs improvement; 2- Needs Counseling; 1- Needs Warning)

Parameter	Period		
	1 st Year	2 nd Year	3 rd Year
General discipline			
Communication Skills			
Behavior in Hostel & College			
Co-curricular activities			
Overall Grading			
Major Problems			
Warnings issued			
Action taken			

Signatures

Student

Parent

Mentor

HOD

Principal

