

MENTORING POLICY

**K. K. WAGH COLLEGE OF PHARMACY
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Preamble:

The experience of the college life is commonly identified as a move away from family and home. For many students, it may be the first instance to stay away from family restrictions and living independent life. It is a transitional period in terms of economic status wherein, students are financially dependent on the family, but they learn to manage their expenses by staying away from home. These factors contribute to tremendous changes in the behavioral aspects of the students. Also during this period, they are introduced to a wide range of technical /professional courses under the programs offered to them. At times, this adds to the stress and anxiety amongst the students. If all these issues of students' life are appraised effectively and mentored properly, raw teenagers may be chiseled out as sound professionals commensurate to the demand of the society.

Objectives:

- To provide a platform to the students for sharing their problems related to academic and non-academic matters.
- To monitor the academic progress of the students.
- To identify the slow learners, fast learners and the weak learner students and to provide suitable environment to them to grow and prosper in equal manner.
- To provide an invention and assistance to the students to grab the opportunity for their growth and development.
- To cultivate higher degree of professional responsibilities and imbibe the values amongst the young students.
- To provide an opportunity for overall development to all the students.

Procedure for Mentoring:**Step-I: Orientation of the Mentors**

Prior to the commencement of the academic semester, the faculty members are to be oriented and sensitized regarding the importance and objectives of the mentoring process. They need to be made to realize that mentoring of the students at the college is part of their professional duty. During the orientation session, the faculty members need to be oriented with the do's and don'ts of the mentoring process. The HODs/Senior faculty members of the institute/ department may coordinate and act as resource persons for this orientation session.

Step-II: Allocation of students to the Mentors

The concerned HoD/Section Head will assign a group of 20-25 students to an individual faculty member. Preferably, the same faculty member should remain as the mentor for the same group during the group's entire tenure at the College.

Step-III: Filing the Mentoring Form and Preliminary Round of Mentoring

After group allocation, the mentor shall plan of for a preliminary round of mentoring. This round should be organized in the first week of the semester. All the students shall be informed about the mentoring session through e-mail and notice (day/date/time/venue/ etc.). The mentor will get the forms filled up by the students under him/her mentorship and will maintain proper record of the same. During the orientation session, the mentor will make them comfortable and try to develop a good rapport with them, so that the students can easily approach the mentor in future.

After primary briefing and form filling, the mentor shall interact with each individual student and will make necessary remarks in form. While, filling this form, the academic progress, behavioral aspects, attendance related issues and participation in all-round development activities should be taken into consideration. Based on all such details, the mentor will identify the academic category of the students, i.e., slow learner, advanced learner or weak in studies. Depending upon the academic category of the students, he/she should be guided to grow and develop. Especially, for the advanced /fast learners, the necessary environment, encouragement should be provided to excel.

Step-IV: Next Round of Mentoring

The next round of mentoring should be arranged monthly and after the each Sessional and Semester exam (preferably after declaration of results). The main purpose of this mentoring session is to monitor the academic performance of the students, to review the attendance, to review the progress etc. The mentor will also observe the improvements in the students after the first round of mentoring.

Thus, in a semester, minimum three mentoring sessions should be arranged. However, for the special cases, where continuous monitoring and follow-ups are required, series of mentoring sessions can be arranged.

The mentors will maintain a separate file for all the students assigned to him/her. He/she will keep all the update details of the students under him/her, provide them monitoring time to time and report the outcome to HOD/Section Head, regularly.

Step-V: Analysis

All the mentoring reports (only summary) are submitted to the concerned HoD/Section Head. The HoD/ Section Head will take necessary actions, wherever required and may inform the concerned Principal/ Management.

For all the cases where improvement is not seen/ difficult to mentor, should be immediately reported to the concerned authority.

The above policy is of general nature and it can be modified according to needs and requirements of concerned authority.



K.K. Wagh College of Pharmacy, Nashik

**Paste your
Photograph**

STUDENT MENTORING FORM

A.		BASIC INFORMATION						
1.	Name (Surname-Student's Name-Father's Name)							
2.	Gender (Male/Female)							
3.	Date of Birth							
4.	Roll Number							
5.	Current Course of Study (B. Pharm)							
6.	Current Year & Semester of Study							
7.	E-mail							
8.	Phone No. (Personal) Phone Number (Parents/Guardian)							
9.	Present Address							
10.	Permanent (Parent) Address							
11.	Student's first language							
12.	Medium of instruction till 10+2							
13.	Last School/College attended							
14.	CET/NEET Rank							
15.	% obtained in HSC							
16.	Hobbies /Interest							
17.	Awards/ Achievements							
B.		ACADEMIC RECORD						
		Semester wise Grade						
1.	Sem I	Sem II	Sem.III	Sem IV	Sem V	Sem VI	Sem VII	Sem VIII
2.	Sem I	Sem II	Sem.III	Sem IV	Sem V	Sem VI	Sem VII	Sem VIII

C. TYPE OF DIFFICULTY FACED (Tick the most relevant)	
1.	Poor performance in the exams
2.	Attendance related
3.	Course registration
4.	Subject difficulties
5.	Study (Assignments/Tutorials/ Lab/ Special Assignments)
6.	Communication (Language Problem)
7.	Misbehavior
8.	Exam UFM
9.	Career Choice / Placement/ Competitive exams
10.	Personal (Stress/ Depression/ Health/ Financial/ Friendship/ Peer Pressure/ Competition/ Social-emotional, Home Sickness, etc.)
11.	Any other
D	MENTOR'S REMARK(S)
1.	Name of the Mentor
2.	Date of Monitoring
3.	Monitoring/ Meeting No.
4.	Academic category of a Student (A. Slow learner, B. Fast Learner, C. Weak)
5.	General Findings (Attendance Record /appearance/ attitude)
6.	According to you, what is the exact problem of a student? (Describe the findings here)
7.	Problem Category (Psychological / Academic/ Career Choice /Any other)
8.	Suggestions to the Student
9.	Date of Next Meeting
10.	Sign of Mentor