



Shri Shivaji Education Society, Amravati's
Dhanwate National College

Congress Nagar, Nagpur

Established in 1932



**College with Potential for Excellence Status by UGC, New Delhi
Recognized Centre for Higher Learning and Research
Institutional Member of Asia Pacific Quality Network, Shanghai
Accredited 'B+' Grade, CGPA 2.53 by NAAC Bangalore**

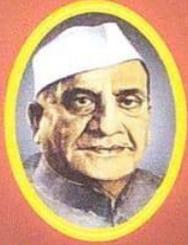


**4th Cycle
Assessment & Accreditation by NAAC**

CRITERION II - TEACHING-LEARNING AND EVALUATION

2.2 - Catering to Student Diversity

2.3.3 - Ratio of mentor to students for academic and other related issues



**Dr. Panjabrao alias
Bhausaheb Deshmukh**
Founder President



Estd. 1935

Shri Shivaji Education Society, Amravati's (Regd. No. F. 89)
DHANWATE NATIONAL COLLEGE
Congress Nagar, Nagpur.

'College with Potential for Excellence' (C.P.E.) By U.G.C. Delhi
NACC ACCREDITED 'B+' GRADE, CGPA 2.53
RECOGNISED CENTER FOR HIGHER LEARNING AND RESEARCH
INSTITUTIONAL MEMBER OF ASIA PACIFIC QUALITY NETWORK, SHANGHAI

Hon. Shri Harshwardhan P. Deshmukh
President

Dr. J. D. Wadate
M. Com., M. Phil., Ph.D.
Principal

No./DNC / 248/2022-2023

Date : 27 / 12 / 2022

Self Declaration

This is to certify that, the information, report true copies of the supporting documents, numerical data and weblinks furnished in this file are verified by IQAC and the head of the institution and found correct.

Hence this certificate is issued.

Dr. K.D. Meghe
IQAC Coordinator



Dr. J.D. Wadate
Principal

Phone: (O) (0712) 2422759, 2454193, Fax: (0712) 2454193

E-mail: dhanwatanationalcollege@yahoo.com ■ Website: <http://dhanwatanationalcollege.com>

2.3.3 - Ratio of mentor to students for academic and other related issues



Mentor-Mentee Policy Document

**IQAC,
Dhanwate National College
Nagpur (MH)-440012**



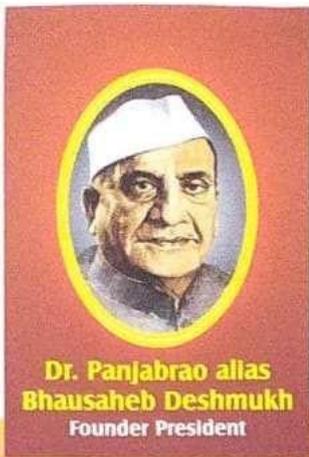
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2.3.3 - Ratio of mentor to students for academic
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Mentoring Policy

The Mentor Mentee policy document has been developed by the IQAC (Internal Quality Assurance Cell) of Dhanwate National College, Nagpur, and is applicable to all individuals involved in the college community. This policy recognizes the evolving challenges faced by students in their college lives, including academic pressures, job aspirations, career choices, and the need to acquire additional skills alongside their curriculum to ensure future employability. These factors often lead to increased anxiety and uncertainty among students regarding their success during and after college.

It is widely acknowledged that the key to students' success lies not only in the curriculum they study but also in their relationships with mentors, who can be their peers, teachers, or professionals. Understanding the diverse backgrounds of students hailing from urban, semi-urban, and rural areas across Vidarbha, with varied social, cultural, and economic contexts, it becomes crucial to provide continuous mentoring to address their academic, social, personal, and career-related needs.

In light of these considerations, Dhanwate National College has implemented a Mentor-Mentee system, whereby a group of students (Mentees) are assigned to a faculty member (Mentor) from the same department. To ensure the effectiveness of this program, the IQAC conducts regular mentoring sessions for faculty members, providing them with the necessary guidance and support.

The following policy outlines the framework and guidelines for the mentorship program at the college.

Mentor Mentee Mechanism

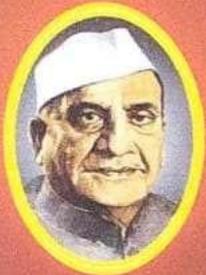
The Mentor-Mentee mechanism at Dhanwate National College operates according to the following guidelines:

1. **Assignment of Mentors:** Faculty members are designated as Mentors and each Mentor is responsible for a group of 40 to 50 students throughout the academic year.
2. **Continuity:** Once a student is assigned to a Mentor, they will maintain the same mentor-mentee relationship until the completion of the program. This fosters a sense of trust, continuity, and personalized support for the mentees.
3. **Student Mentors:** In addition to faculty Mentors, Student Mentors are appointed to assist slow learners. This is achieved through a buddy system, where capable students provide support, guidance, and encouragement to their peers who may require extra assistance in their academic journey.

By implementing these measures, the Mentor-Mentee mechanism aims to create a supportive environment for students, ensuring they receive consistent guidance, mentoring, and academic assistance throughout their college experience

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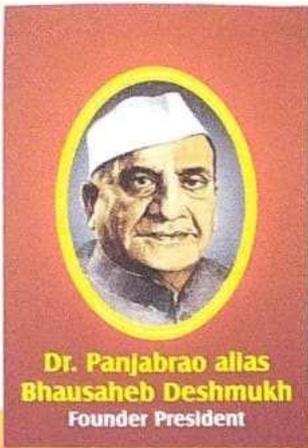
Responsibilities of Mentor

The responsibilities of a Mentor in the Mentor-Mentee program at Dhanwate National College are as follows:

1. **Conduct Regular Meetings:** Mentors are expected to schedule and conduct at least one meeting with their mentees each month. Over the course of a semester, Mentors should spend a minimum of 8 hours engaging with their mentees.
2. **Assess Mentee's Profile:** Mentors should assess the mentee's background, knowledge, skills, motivation, experiences, and hobbies to better understand their individual needs and aspirations.
3. **Communication Skills:** Mentors are responsible for helping mentees improve their communication skills and overcome any hesitations they may have.
4. **Academic and Career Guidance:** Mentors should provide counsel, guidance, and advice to mentees in order to help them achieve their academic and career goals.
5. **Support and Referral:** Mentors should address mentees' concerns and provide appropriate support and referrals to available resources when necessary.
6. **Encourage Engagement:** Mentors should encourage mentees to actively participate in academic, extracurricular, and social activities, fostering their curiosity and interest.
7. **Socio-Cultural Awareness:** Mentors should encourage discussions on socio-cultural aspects of the country, promoting the development of responsible citizenship among mentees.
8. **Communication with Parents/Guardians:** If required, mentors should contact parents/guardians to provide information about the achievements and progress of their mentees.
9. **Keep Mentees Informed:** Mentors should update mentees on various scholarships, fellowships, competitions, internships, research projects, job opportunities, and other relevant opportunities.
10. **Leadership and Teamwork:** Mentors should guide mentees in developing leadership qualities and fostering teamwork skills.
11. **Maintain Long-Term Relationship:** Mentors are encouraged to maintain contact with mentees even after the program ends to assess the impact of mentoring and monitor the progress of mentees.
12. **Record-Keeping and Reporting:** After each session, mentors should submit meeting records and a brief report to the IQAC, ensuring that the information and discussions with mentees remain confidential.
13. **Effective Listening and Support:** Mentors should actively listen to mentees, demonstrate empathy, show respect, and invest time and effort in their mentorship role.

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14. **Identify Learning Needs:** Mentors should identify the learning abilities of their mentees and suggest necessary action programs to the IQAC, such as recommending skill development programs, career counselling sessions from professionals, and preparation for various entrance examinations.
15. **Collaborate with Colleagues:** Mentors should collaborate with colleagues to arrange special or remedial classes for slow learners within the mentorship group, ensuring comprehensive support for all mentees.

Responsibilities of Mentee

The responsibilities of a Mentee in the Mentor-Mentee program at Dhanwate National College are as follows:

1. **Regular Attendance:** Mentees should attend the scheduled meetings with their mentors on a regular basis.
2. **Respectful Behaviour:** Mentees should demonstrate respect towards their mentors and everyone else involved in the mentorship program.
3. **Share Performance Details:** Mentees should share information about their academic performance, participation in extracurricular activities, and any notable achievements with their mentors.
4. **Discuss Career Plans:** Mentees should openly discuss their career plans, aspirations, and specific needs with their mentors, allowing for personalized guidance and support.
5. **Value Mentor's Guidance:** Mentees should actively listen to and consider the guidance and advice provided by their mentors, recognizing the value of their mentor's experience and knowledge.

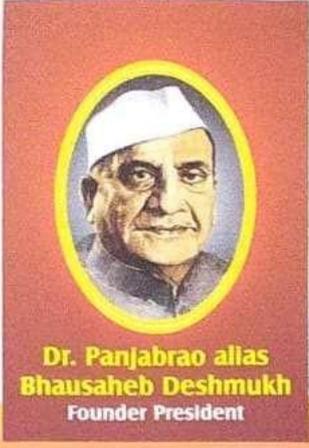
Outcome of the Mentor-Mentee Program

The Mentor-Mentee program at Dhanwate National College is designed to achieve the following outcomes:

1. **Empowerment of Students:** The program aims to empower students by imparting skills for self-awareness, self-management, social awareness, and relationship management. Through mentorship, students develop the necessary skills to navigate their personal and academic lives effectively.

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2. **Identification of Learning Abilities and Special Needs:** Mentors play a crucial role in identifying the learning abilities of students and recognizing any special needs they may have. This enables the college to provide appropriate support and accommodations to ensure inclusive education.
3. **Support for Slow and Advanced Learners:** The program helps in identifying both slow and advanced learners among the mentees. By identifying these students, appropriate measures can be taken to provide additional support and challenges, respectively, catering to their individual learning pace and needs.
4. **Curriculum Enhancement:** The mentor-mentee interactions provide valuable insights into the requirements and expectations of the students. Based on this feedback, proposals can be made for enhancing the curriculum to align it with the evolving needs and aspirations of the students.
5. **Introduction of Career Advancement Courses:** The program facilitates the identification of specific career aspirations and requirements of the students. This information can be utilized to initiate new courses or programs that cater to the career advancement needs of the students, enabling them to pursue their desired career paths.
6. **Recommendations for Curriculum Changes:** Mentors can provide suggestions and recommendations for changes in the curriculum based on their interactions with mentees. These recommendations can be forwarded to the university or relevant authorities for necessary action, ensuring the curriculum remains relevant and responsive to the students' needs.
7. **Pedagogical Modifications:** Mentorship experiences and feedback can contribute to modifications in the teaching and learning pedagogies employed by faculty members. This enables the adoption of effective and innovative teaching approaches that align with the mentees' learning styles and preferences, enhancing the overall learning experience.

By achieving these outcomes, the Mentor-Mentee program aims to create a supportive and inclusive learning environment that caters to the holistic development and success of the students at Dhanwate National College.

Dr. J. D. Wadate,
Principal
Dhanwate National College,
Nagpur.





PUBLISHER

Principal

Shri Shivaji Education Society, Amravati's
DHANWATE NATIONAL COLLEGE, NAGPUR
(Maharashtra)-440012

Drafting Members:

Dr. Kulbhushan Meghe, Co-ordinator, IQAC
Mr. Surendrasingh Gaharwar, Criteria In-charge VII
Dr. Mukul Burghate, Criteria In-charge II
Mr. Kachrual Seksaria, Technical Assistant
Mr. Mukesh Kharkar, DTP Operator

First Edition

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To

Dr. Ashwini Sunil Potfode

CHB Department of Commerce

Dhanwate National College,

Congress Nagar, Nagpur

Subject: - Regarding allocation of mentees for Academic Year 2022-23

Dear Sir/Mam,

You are hereby informed to note that, following mentees are allocated to you as per Teacher-Guardian/ Mentor-Mentee Scheme for Academic Year 2022-23.

You are directed to preserve all records related to mentoring in proper format.

List of Mentee

1033	BBA-III	SHUBHAM SUNDAR JAGRANI SAHU	Dr. Ashwini Sunil Potfode
1034	BBA-III	SHYAMSINGH DEEPAKSHINGH RADHA BHADA	
1035	BBA-III	SIDDHANT MANRAJ SANDHYA TIDKE	
1036	BBA-III	SIDDHANT ANIL PRATIBHA MANDAVKAR	
1037	BBA-III	SIDDHANT SATYAPAL VANDANA KUMBHARE	
1038	BBA-III	SNEHAL SATISH PRAVINA SHELKE	
1039	BBA-III	SUDHANSHU MANOJ SARIKA NIGHOT	
1040	BBA-III	SUDHANSHU RISHI RADHA DWIVEDI	
1041	BBA-III	SUMEDH BANDUJI PUJA SOMKUWAR	
1042	BBA-III	SUMIT HANSRAJ SANJIVANI NARULE	
1043	BBA-III	SURAJ KISHOR DURGA PALI	
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1045	BBA-III	SWAYAM JAGDISH PRAMILA GAJBHIYE	
1046	BBA-III	TARUN UMASHANKAR SUDHA BATHO	
1047	BBA-III	TEJOMAY GURUDEO NEETA RAMGADE	
1048	BBA-III	TILAK VINOD SANGEETA CHAWHAN	
1049	BBA-III	TUSHAR BABAN LALITA DHOLE	
1050	BBA-III	VAIBHAV JITENDRA DARSHAN KHILOSHIYA	
1051	BBA-III	VINIT MANISH ANITA KUNDE	
1052	BBA-III	VISHAL KHUSHAL KISHORI CHAUDHARI	
1053	BBA-III	VIVEK PRADIPSINGH PRATIBHA THAKUR	
1054	BBA-III	YASH ARVINDKUMAR ANURADHA JANGADE	
1055	BBA-III	YASH BABAN KAMNA DAKAHA	

1056	BBA-III	YASH HARISHCHANDRA VANDANA RAUT	
1057	BBA-III	YASH SANDEEP SANGEETA THAKRE	
1058	BBA-III	YASH SUDHIR MRS. AMBULKAR	
1059	BBA-III	YASH PUKHRAJ SARIKA SHRIPAD	
1060	BBA-III	YASH SHANKAR YOGITA VAIDYA	
1061	BBA-III	YASH KISHOR SANGITA GHUGAL	
1062	BBA-III	YASH DHYANESHWAR JYOTI BHUNJE	
1063	ECO	ARCHANA DHANRAJ WANKHEDE	
1064	ECO	ASHWINI BALKRISHNA BANTE	
1065	ECO	ASHWINI SANTOSH DAHAKE	
1066	ECO	AYUSHI UMESH SAHARE	
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1070	ECO	MASUM RADHESHAM HIREKHAN	
1071	ECO	MEENA MANIKRAO DHAKNE	
1072	ECO	MINAKSHI VASANTRAO KHOBRADE	
1073	ECO	NATASHA CHANDRAKANT UMALE	
1074	ECO	NEHA PRUTVIRAJ LANJEWAR	
1075	ECO	PAYAL RAJENDRA BARMATE	

Ashwini Sunil Potfode
MENTOR


HOD

Mentor: Mentee Meeting

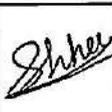
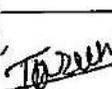
Name of Mentor: Dr. Ashwini Sunil Potfode

Academic year

Class

Number of Mentee: -

HEAD OF DEPARTMENT
Department of Business Administration (UG)
Dhanwate National College, Nagpur.

Sr. No	Name of the Student	Class	Date	Issue/Concern	Resolution/Discussion	Remark	Sign of Student
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3	YASH PUKHRAJ SARIKA SHRIPAD	BBA-III	2022	Personal Problem	By Discussion.	Solved	
4	TARUN	BBA-					

	UMASHANKAR SUDHA BATHO	III	2022	Personal Problem	Discuss.	Improv ement	(Batho)
5	SWAYAM JAGDISH PRAMILA GAJBHIYE	BBA- III	2022	Issue in theory study,	game tricks.	satisfy	(Gajbhiye)
6							
7							

Spotphode
MENTOR

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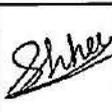
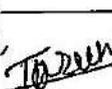
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1049	BBA-III	TUSHAR BABAN LALITA DHOLE	
1050	BBA-III	VAIBHAV JITENDRA DARSHAN KHILOSHIYA	
1051	BBA-III	VINIT MANISH ANITA KUNDE	
1052	BBA-III	VISHAL KHUSHAL KISHORI CHAUDHARI	
1053	BBA-III	VIVEK PRADIPSINGH PRATIBHA THAKUR	
1054	BBA-III	YASH ARVINDKUMAR ANURADHA JANGADE	
1055	BBA-III	YASH BABAN KAMNA DAKAHA	

1056	BBA-III	YASH HARISHCHANDRA VANDANA RAUT	
1057	BBA-III	YASH SANDEEP SANGEETA THAKRE	
1058	BBA-III	YASH SUDHIR MRS. AMBULKAR	
1059	BBA-III	YASH PUKHRAJ SARIKA SHRIPAD	
1060	BBA-III	YASH SHANKAR YOGITA VAIDYA	
1061	BBA-III	YASH KISHOR SANGITA GHUGAL	
1062	BBA-III	YASH DHYANESHWAR JYOTI BHUNJE	
1063	ECO	ARCHANA DHANRAJ WANKHEDE	
1064	ECO	ASHWINI BALKRISHNA BANTE	
1065	ECO	ASHWINI SANTOSH DAHAKE	
1066	ECO	AYUSHI UMESH SAHARE	
1067	ECO	DURGA ARVIND WASKAR	
1068	ECO	KAJAL DHARMARAJ BORKAR	
1069	ECO	KHUSHBU VILAS BHOYAR	
1070	ECO	MASUM RADHESHAM HIREKHAN	
1071	ECO	MEENA MANIKRAO DHAKNE	
1072	ECO	MINAKSHI VASANTRAO KHOBRADE	
1073	ECO	NATASHA CHANDRAKANT UMALE	
1074	ECO	NEHA PRUTVIRAJ LANJEWAR	
1075	ECO	PAYAL RAJENDRA BARMATE	

Ashwini Sunil Potfode
MENTOR


HOD

Mentor: Mentee Meeting

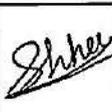
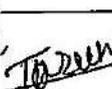
Name of Mentor: Dr. Ashwini Sunil Potfode

Academic year

Class

Number of Mentee: -

HEAD OF DEPARTMENT
Department of Business Administration (UG)
Dhanwate National College, Nagpur.

Sr. No	Name of the Student	Class	Date	Issue/Concern	Resolution/Discussion	Remark	Sign of Student
1	SHUBHAM SUNDAR JAGRANI SAHU	BBA-III	2022	Discus.	Solved by Discussion.	Improving.	
2	TARUN UMASHANKAR SUDHA BATHO	BBA-III	2022	Study Problem	By Explain Resolution	Solved	
3	YASH PUKHRAJ SARIKA SHRIPAD	BBA-III	2022	Personal Problem	By Discussion.	Solved	
4	TARUN	BBA-					

	UMASHANKAR SUDHA BATHO	III	2022	Personal Problem	Discuss.	Improv ement	(Batho)
5	SWAYAM JAGDISH PRAMILA GAJBHIYE	BBA- III	2022	Issue in theory study,	game tricks.	satisfy	(Gajbhiye)
6							
7							

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