

Sheth T. J. Education Society's
Sheth NKTT College of Commerce and Sheth JTT College of Arts

7.3 Institutional Distinctiveness (2020-21)

Mentor-Mentee System

The college has a well-defined student mentoring system for all programmes. Each class has 1 class mentor. WhatsApp group is formed by a mentor and every update and communication done through using the same.

The main aim is to develop the mentoring system which promotes interactions between the student and the faculty members and helps in gauging the learning levels of the students and taking appropriate steps in this regard. It helps in developing a cordial relationship between the mentors (teachers) and mentees (students). Students take guidance from their mentors' regarding academic, personal and other matters. The teachers provide academic, personal and career counseling. Mentor encourages the students to take part in co-curricular activities conducted at intra and inter collegiate level.

The institutional practice of Mentoring System has been designed and implemented –
-to be student-centric
-to render equitable service to students of varied academic & financial backgrounds etc.

The role and functions performed by mentors are as follows:

1. **Attendance:** The mentor keeps a track and monitors the attendance of the mentee of their respective classes based on the defaulter list for the month given by the subject teacher and takes necessarily follow up actions with regard to students who do not meet the attendance norms of the University of Mumbai.
2. **Reaching out to every mentee:** Due to the pandemic situation caused by Covid-19, it was very difficult to communicate with the students but the class mentors had played an important role in connecting with students. Class mentors were sending all official notices and online academic time tables via WhatsApp groups as well as the problems faced by the mentees to the subject teachers and the higher authorities.
3. **Personal Counseling:** Mentors help the students to solve their personal problems, if any such as relationship issues, family issues through telephonic interaction with students and their parents especially during the pandemic situation due to covid-19.
4. **Assistance during examination:** Due to the pandemic situation caused by Covid-19 College had conducted online examination. During the examination time Mentors helped the mentees to solve their technical problems through the communication with technical assistance committee for the smooth conduct of examination and no single student would remain absent for examination due to technical issues.
5. **Academic Counseling:** Students are helped with time management and learning techniques through mentor system, one to one counseling and parent-teacher meetings.



Reference books for different papers are suggested. The mentor also keeps a track of the academic performance of mentees including continuous assessment, term end examination and help the mentee through counseling or by arranging remedial teaching, if necessary.

6. **Career Counseling:** Students are given knowledge about various career opportunities suitable to their aptitude. Various career-oriented guidance lectures are also conducted through Career Guidance and Placement Cell.


CO-ORDINATOR
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