

PATUCK-GALA COLLEGE OF COMMERCE & MANAGEMENT

Patuck Campus, 100 Nehru Road, Rustomba Patuck Marg, Vakola Bridge, Santacruz (E), Mumbai - 400 055

(Affiliated to University of Mumbai)

Re - accredited with B + + Grade by NAAC (2.77 CGPA)

MENTOR – MENTEE PROGRAM

1. Guidelines for the Mentor – Mentee program:

- a) Students shall be assigned to Mentors (Teaching faculty).
- b) A mentor shall have a batch of 30-35 students (Mentees).
- c) The mentor shall identify the students performing exceptionally well in curricular and co – curricular activities and report to the head of the institute / department for providing further motivation to advanced / gifted learners.
- d) The mentor shall also identify the students whose performance / attendance is below par. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior. If required the mentor will involve the parent, head of the department or the Principal.
- e) The mentor shall involve the Discipline Committee, if a student (mentee) violates the code of conduct.
- f) If required mentor shall refer the student to the Counselor.

2. Areas of Review:

- a) Attendance: The mentor shall observe and monitor the attendance of the mentee. He / she shall advise and take necessary follow up actions with regards to students who do not meet the attendance norms of the University.
- b) Academic Matters: The mentor shall also keep 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.
- c) Behavioral and discipline matters.
- d) Physical and mental well being.
- e) Achievements, talents related to co – curricular and extra-curricular activities.




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3. Duties / Responsibilities of Mentor:

- a) Introduce and discuss the concept of mentor – mentee system with the assigned mentees.
- b) Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirements of a student and discuss with them the complete schedule of future meetings.
- c) Keep a track of the attendance, academic performance and behavioral aspects of the student by interacting with the concerned departments and committees.
- d) Support students academically and emotionally.
- e) Contact parents to inform the progress of their ward, whenever required.
- f) Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
- g) Guide students and also arrange remedial teaching and advance learning, if required.

4. Duties / Responsibilities of Mentee:

- a) Attend meetings regularly.
- b) Provide details of attendance, continuous assessment, term end examination, co-curricular, extra – curricular activities to the mentor whenever asked for.
- c) Repose confidence in the mentor and seek his / her advice whenever required.



Meeta
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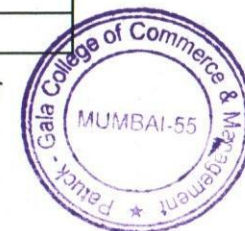
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MENTOR-MENTEE PROGRAM SCHEDULE FOR THE A.Y. 2020-21 (I TERM)

NAME OF THE MENTOR	CLASS	ROLL NOS.	TOTAL STUDENTS	MOBILE NO.	EMAIL ID
MRS. MEGHA NAIR	FYBCom-A	01-62	62	9773234078	megha.nair@patuck.edu.in
MR. YOGESH LAHARE	FYBCom-A	63-120	58	8793844576	yogesh.lahare@patuck.edu.in
MR. YOGESH LAHARE	FYBCom-B	01-04	4	8793844576	yogesh.lahare@patuck.edu.in
MRS. RENITA VAZIRANI	FYBCom-B	05-66	62	9920660522	renita.vazirani@patuck.edu.in
MR. ABHIJIT PARADKAR	FYBCom-B	67-99	33	8976190769	abhijit.paradkar@patuck.edu.in
MRS. NETRA THAKRE	SYBCom-A	01-61	61	8108319393	netra.thakre@patuck.edu.in
MS. SUNITA BHUIYA	SYBCom-A	62-122	61	9920169189	sunita.bhuiya@patuck.edu.in
MR. RANJEET RAO	SYBCom-A	123-152	30	7039817536	ranjeet.rao@patuck.edu.in
MR. RANJEET RAO	SYBCom-B	01-30	30	7039817536	ranjeet.rao@patuck.edu.in
DR. D. MHASKE	SYBCom-B	31-91	61	7738230662	d.s.mhaske@patuck.edu.in
MS. KRUPA SHAH	SYBCom-B	92-152	61	9869737502	krupa.shah@patuck.edu.in
DR. PALLAV DAS	TYBCom-A	01-62	62	9967497130	pallav.das@patuck.edu.in
MRS. PRITI SURVE	TYBCom-A	63-124	62	9987693843	priti.surve@patuck.edu.in
MRS. SANA ANSARI	TYBCom-A	125-152	28	9004031733	sana.ansari@patuck.edu.in
MRS. SANA ANSARI	TYBCom-B	01-34	34	9004031733	sana.ansari@patuck.edu.in
MR. TRILOK JIJORIYA	TYBCom-B	35-96	62	9702375983	trilokchand.jajoria@patuck.edu.in
DR. TASFIYA SHAIKH	TYBCom-B	97-148	52	9270804921	tasfiya.shaiikh@patuck.edu.in
DR. CHANDAN MISHRA	FYBMS	01-62	60	9326514457	chandan.mishra@patuck.edu.in
MS. MONISHA D'COSTA	SYBMS	01-60	60	8879264507	monisha.dcosta@patuck.edu.in
MRS. BYSHI PANIKAR	TYBMS	01-46	46	9869797307	byshi.panikar@patuck.edu.in
MR. ABHIJIT PARADKAR	FYBBI	01-18	18	8976190769	abhijit.paradkar@patuck.edu.in
MR. ABHIJIT PARADKAR	SYBBI	01-11	11	8976190769	abhijit.paradkar@patuck.edu.in
MRS. BYSHI PANIKAR	TYBBI	01-22	22	9869797307	byshi.panikar@patuck.edu.in
DR. TASFIYA SHAIKH	TYBBI	23-32	10	9270804921	tasfiya.shaiikh@patuck.edu.in

Note: Student mentee can contact his/her mentor on Saturdays between 4.00 pm - 6.00 pm to resolve their academic or other related issues.

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MS. DHANASHREE BHUTE	FYBCom-A	01-62	62	8898878272	ghanashree.bhute@patuck.edu.in
MR. YOGESH LAHARE	FYBCom-A	63-120	58	8793844576	yogesh.lahare@patuck.edu.in
MR. YOGESH LAHARE	FYBCom-B	01-04	4	8793844576	yogesh.lahare@patuck.edu.in
MRS. RENITA VAZIRANI	FYBCom-B	05-66	62	9920660522	renita.vazirani@patuck.edu.in
MR. SHADAB SHAIKH	FYBCom-B	67-99	33	9870272921	shadab.shaikh@patuck.edu.in
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