

## Guidelines for Mentoring First/Second/Third Year Students

- 1) Maximum 20 students to be mentored by one faculty.
- 2) One faculty member from each department should also be mentoring their first year and the same faculty member will be the class teacher for their first year.
- 3) All the Mentors ,should mentor them firstly about College Premises Discipline, Class room Discipline, Proper Renewed College Identity Card with the sign of their H.O.D and sign of Principal on their photograph, CollegeUniform, Examination hall ticket to be signed , stamped by their H.O.D and round seal of our college to be taken on it.
- 4) All the subject teachers, as well as mentors will communicate with the Class Teacher, regarding the Attendance, Performance and Improvement classes of particular students (Weaker students).
- 5) Later the class teachers will communicate their attendance to the department's head and also to the parents.
- 6) Every month the class teacher will arrange Parents - Teacher meet on the last working Saturday, bright students to be facilitated in Parents meet.
- 7) All the Mentors should Fill Format No.1 that is initial information of the First-year student.
- 8) As per the information taken in Format No.2 place the student in appropriate Grade, if the student is consistently having 80% and above in all the subject in Std.VII,IX,X, then Grade as " A ",if in between 60% to 80 %,Grade " B ",if 40 % to 60 %, Grade" C " and in First year result A.T.K.T ,Grade " D ".
- 9) Every Mentor should possess equal number of graded students for mentoring, this distribution will be done by the class teacher.
- 10) A Mentor will prepare a schedule for the activities, to achieve desired results that are PO/CO/PrO/PEO and Learning objectives.
- 11) After an interval fill the particular subject attendance, the views of the student about the subject (Please listen the student carefully and note his difficulty),also ask the subject teacher about the student, if the student is not able to cope up with the subject then mentor the student by an appropriate subject teacher. (Fill Format No.3).
- 12) After first sessional exam note the marks and if the student is weak in a particular subject then ask the subject teacher to take some extra classes for that student and give some assignment and class test , until the student

strengthen in those particular topics.(Fill Format No. 3) and also fill Format No. 4.( for other activities)

13) Repeat Format No.3 and 4 till second sessional test results. If possible ask the subject teacher to take improvement classes. Fill End Semester Result in Format No.2, place the student in particular category and start with the next semester by filling Format No.3 and 4.

14) Repeat the above steps No. 11, 12, and 13 and then submit the mentoring record to the respective branch head of the department through class teacher.

15) The same Format No. 2, 3, 4 to be filled ahead by the Second Year, Third Year Mentors and the record to be kept by the Departments and the Mentors should take a receipt after submitting, which is given below.

### **Guidelines for Mentoring students regarding scholarship**

- 1) All the mentors should make a list of student's category-wise also, so that they can send exact category wise data to the central committee and as per the number of students, mentoring program will be arranged.
- 2) All the mentors will give one day program schedule for all category students, in which officer nominated by our principal for scholarship related work will be asked to deliver proper guidance to the students.
- 3) The students will be given information regarding different government schemes, eligibility criteria (term and conditions if any), Documents applicable, How to fill the forms without mistakes, one of the online demo will also be shown to the students, time till most probably the scholarships come and also the authority office address, etc.
- 4) On the mentioned day the student's attendance will be taken and the feedback regarding guidance program will be taken and kept with the mentors and then submit to the respective H.O.D.

  
प्रचार्य  
शांतचि, गोंदिया

## Mentoring Policy

- 1) Allocation of Mentors to the students after their admission to first year. Same Mentors will be continued till final year.
- 2) Students prepared their Mentor Diary with their personal and academics details.
- 3) Mentors review their results after every test and mentor them for improvement.
- 4) Mentors guide them for their overall personal development and professional development.
- 5) Institute has Health and Campus Ecosystem cell, if any students need more counselling, then student will be guided through this cell.
- 6) Apart from the Academic Counselling, Institute calls experts from NGO's and Physicians to counsel and mentor the students for their Intellectual and Spiritual Growth.

### Efficacy: Implementation

- 1) Mentors have been allocated to all the students after their admission to first year for all departments.
- 2) Students have prepared their Mentor Diary.
- 3) Mentors guide them about how to improve performance in academics as well as extracurricular activities.
- 4) Mentors also guide them for hostel facilities, Various Scholarships schemes.
- 5) Institute has invited the Expert from the NGOs dealing in psychological counselling to counsel the students for their Psychological, Intellectual and Spiritual Growth.
- 6) Institute also done MoU with Unnati Foundation, through which students are registered for the Communication and Soft Skill development program that boosts students' confidence and moral.

  
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ज्ञाननि, गोंदिया

**Session: Counselling of Students for “Intellectual and Spiritual Growth”**

**Expert : Bk Aarti, Bramhakumaris, Gondia**

**Date : 01/02/2025**

**Time : 12:30 – 2:00PM**



# STUDENT'S MENTORING DIARY

## GOVERNMENT POLYTECHNIC GONDIA



NAME: Rupesh S. Dhodarmal Mob No: 7775991528

ENRL. NO.: 23310270288 SEM: \_\_\_\_\_

YEAR: 2023 - 25 BRANCH: Electrical Eng.

STUDENT CO-OPERATIVE STORES  
GOVERNMENT POLYTECHNIC GONDIA

## PERSONAL INFORMATION



Name of Student : *Papesh Santosh Dhodarmel*

Semester : *3rd*

Branch : *Electrical*

Permanent Address : *Shastri road Behind laxmi  
Rice mill, Gondia*

Mobile No. : *7775997528*

Father Name : *Santosh S. Dhodarmel*

Mobile No. of Father : *7666528736*

Designation of Father : *laber*

Annual Income of Father/Parents : *20,000*

Mother' Name : *Arundha S. Dhodarmel*

Designation of Mother : *House wife*

No. of Brother : *0*

No. of Sisters : *1*

SEM : 3<sup>rd</sup> MENTOR NAME: M.N. Ganande

MOB NO.(MENTOR): 9960907410

**Student's Marks in 10<sup>th</sup>/12<sup>th</sup>**

Class	Subject				Percentage
	English	Maths	Science		
			Physics	Chemistry	
10 <sup>th</sup>	68	74	55		69.80%
12 <sup>th</sup>	82	77	84	82	81.50%

Interaction of Mentor & his/her Remarks : Directly admitted

**First Class Test Performance :**

Sr. No.	Subject Name	Subject Code	Marks out of 30	Average Attendance upto First class test
1	EMW	22328	21	85%
2	EPG	22327	20	
3	FPE	22326	24	
4	ECI	22324	24	
5	EEM	22325	21	
6				

Interaction of Mentor & his/her Remarks : Marks are 66% ready

**Second Class Test Performance :**

Sr. No.	Subject Name	Subject Code	Marks out of 30	Average Attendance upto Second class test
1	EMW	22328	21	86%
2	EPG	22327	20	
3	FPE	22326	24	
4	ECI	22324	24	
5	EEM	22325	21	
6				

Interaction of Mentor & his/her Remarks : Marks are 66% ready

**Overall Mentoring :** (Issues pertaining to Academics, Extra curriculum activities, Admission Process, Hostel Facilities, Scholarship, etc) :

Regular Attendance,  
need to participate in  
extra curricular activities

Advised to be held in  
next semester & in future

Important is advised  
to extra curricular activities

More study needed to make  
scoring

Resides outside in room  
which consumes time for  
regular activities like wash

Students Name & Signature

Mentor's Name & Signature

SEM : 4<sup>th</sup> MENTOR NAME: M. N. Gunwade

MOB NO.(MENTOR): 9960907410

**Student's Marks in Previous Semester :**

Sr. No.	Subject Name	Subject Code	Marks Obtained	Percentage of Previous Semester
1	EMW	22328	21	66.50%
2	EPG	22327	20	
3	FPE	22326	24	
4	ECJ	22324	24	
5	EEM	22325	21	
6				

Interaction of Mentor & his/her Remarks : Good marks in  
senior test examination of  
review semester

**First Class Test Performance :**

Sr. No.	Subject Name	Subject Code	Marks out of 30	Average Attendance upto First class test
1	CNE	22418	20	
2	EPG	22419	24	
3	JME	22420	27	
4	DEM	22421	23	
5	EST	22447	25	
6				

Interaction of Mentor & his/her Remarks : about 66% marks  
in test examination

**Second Class Test Performance :**

Sr. No.	Subject Name	Subject Code	Marks out of 30	Average Attendance upto Second class test
1	CNE	22418	20	
2	EPG	22419	24	
3	JME	22420	27	
4	DEM	22421	23	
5	EST	22447	25	
6				

Interaction of Mentor & his/her Remarks : about 70% marks  
in test examination

Overall Mentoring : (Issues pertaining to Academics, Extra curriculum activities, Admission Process, Hostel Facilities, Scholarship, etc) :

Need to participation in extra curricular activities

Advised to improve English Communication

obedient student

Regular Attendance

Advised to participate in various competitions & extra curricular activities

• Lesser mark in DC M/C & transcribe study is needed make for this course

  
Student's Name & Signature

  
Mentor's Name & Signature

SEM : 5<sup>th</sup> MENTOR NAME: M.N. Gawande

MOB NO.(MENTOR): 9960907910

**Student's Marks in Previous Semester :**

Sr. No.	Subject Name	Subject Code	Marks Obtained	Percentage of Previous Semester
1	CNE	22418	20	76.58%
2	EPT	22419	24	
3	PME	22420	27	
4	DEM	22421	23	
5	EST	22447	25	
6				

Interaction of Mentor & his/her Remarks : ..... Above ..... 70% marks  
 ..... in ..... previous test ..... examination .....

**First Class Test Performance :**

Sr. No.	Subject Name	Subject Code	Marks out of 30	Average Attendance upto First class test
1	PEB	22530	30	90%
2	SAP	22524	29	
3	IAM	22523	26	
4	ECA	22525	27	
5	Management	22509	25	
6				

Interaction of Mentor & his/her Remarks : ..... Above ..... 85%  
 ..... marks in ..... test ..... examination .....

**Second Class Test Performance :**

Sr. No.	Subject Name	Subject Code	Marks out of 30	Average Attendance upto Second class test
1	PEB	22530	30	86%
2	SAP	22524	29	
3	IAM	22523	26	
4	ECA	22525	27	
5	Management	22509	25	
6				

Interaction of Mentor & his/her Remarks : ..... Above ..... 85%  
 ..... marks in ..... test ..... examination .....



Overall Mentoring : (Issues pertaining to Academics, Extra curriculum activities, Admission Process, Hostel Facilities, Scholarship, etc) :

Overall performance is  
good

Excellent student.

Need to study in DC, M/C &  
Translators

Advised to participate  
in sports

Marks are satisfactory.

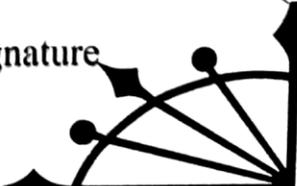
Advised to participate  
in paper presentation competition



Student's Name & Signature



Mentor's Name & Signature



SEM : 6<sup>th</sup> MENTOR NAME: M.N. shankar

MOB NO.(MENTOR): 976097410

Student's Marks in Previous Semester :

Sr. No.	Subject Name	Subject Code	Marks Obtained	Percentage of Previous Semester
1	ZEB	22580	30	84.40%
2	SAP	22524	29	
3	ZAM	22523	26	
4	ECA	22525	27	
5	Management	22509	25	
6				

Interaction of Mentor & his/her Remarks : Good marks in test exam last semester

First Class Test Performance :

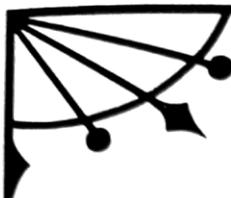
Sr. No.	Subject Name	Subject Code	Marks out of 30	Average Attendance upto First class test
1	MEE	22625	22	92%
2	UEE	22624	29	
3	EEC	22627	26	
4	ETP	22628	23	
5	ESP	22633	28	
6				

Interaction of Mentor & his/her Remarks : Good marks

Second Class Test Performance :

Sr. No.	Subject Name	Subject Code	Marks out of 30	Average Attendance upto Second class test
1	MEE	22625	22	90%
2	UEE	22626	29	
3	EEC	22627	26	
4	ETP	22628	23	
5	ESP	22625	28	
6				

Interaction of Mentor & his/her Remarks : Good marks



Overall Mentoring : (Issues pertaining to Academics, Extra curriculum activities, Admission Process, Hostel Facilities, Scholarship, etc) :

obedient student

Completed diploma in Summer 2025

Student's Name & Signature

Mentor's Name & Signature

