

ST. FRANCIS INSTITUTE OF TECHNOLOGY (ENGG. COLLEGE)

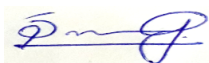
Criterion 2 - Teaching- Learning and Evaluation

2.3 Teaching- Learning Process

Support File for Cri-2.3.3a: Ratio of mentor to students for academic and other related issues

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14/02/2022

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Mount Poinsur, S. V. P. Road,



Samples of Mentoring Related Circulars of Last Five Years at Institute Level

Mentorship Program Orientation for Second Year Students. Inbox x



Paul Fernandes <paulfernandes@sfit.ac.in>
to GAUTAM, MEGHA, SUNIL, KAVITA, me, KEVIN

Wed, Aug 12, 2020, 1:00 PM ☆ ↶ ⋮

Respected Sir/ Madam,
Greetings!

In order to facilitate the mentorship program and to motivate the students to access the available opportunities of **mentoring** and counselling, we the counselling cell would like to take an orientation session to all the students of second and third year engineering. This matter has been discussed with the Principal Madam and Dr. Kevin Sir. And they have given a go ahead.

The session will be taken by our counsellor Dr. Merle Coutinho.

The duration of the session will be 30 minutes. Suitable timings would be 11:00 am- 11:30 am & 12:00 noon -12:30 pm.

The class wise sessions will begin from the coming week that is from Tuesday, 18 August 2020.

We want to begin the sessions first for the second years. We will see the progress, take feedback and later decide to do the same for the third years.

For the smooth conducting of the session a tentative schedule has been prepared. Kindly share this schedule with the teachers and request them to kindly coordinate with me.

Tuesday: 18 August 2020 Time 11:00 – 11:30 am SE EXTC A

Tuesday: 18 August 2020 Time 12:00 noon – 12:30 pm SE EXTC B

Wednesday: 19 August 2020 Time 11:00 – 11:30 am SE ELEC A

Wednesday: 19 August 2020 12:00 – 12:30 pm SE MECH A

Thursday: 20 August 2020 Time 11:00 – 11:30 am SE CMPN A

Thursday: 20 August 2020 12:00 noon – 12:30 pm SE CMPN B

Friday: 21 August 2020 Time 11:00 – 11:30 am SE INFT A

Friday: 21 August 2020 12:00 noon – 12:30 pm SE INFT B

This is a tentative schedule. Since these timings are suitable for the counsellor, can we please abide by these timings?

Kindly share this with concerned teachers for better coordination. Thank you very much for your cooperation.

Warm Regards.

Paul Fernandes
Mentorship Program Coordinator.

"Mentoring – An inward journey" an online workshop for **mentors** Inbox x



Paul Fernandes <paulfernandes@sfit.ac.in>
to Sfit, SINCY, KEVIN

Tue, Jul 21, 2020, 7:24 PM ☆ ↶ ⋮

Respected Faculty Members,
Greetings!

An online workshop for **mentors** is organized for all the **mentors** of our Institute. All the faculty members are recommended to participate.

The title of the workshop is "**Mentoring – An inward journey**", and the resource person is Dr. Merle Coutinho, Counsellor, SFIT.

Date: 25th July 2020.

Day: Saturday

Time: 11:00 am – 12:00 noon.

The purpose of the workshop is to give guidance on **mentoring** from the counsellor's perspective and also to address the concerns and challenges faced by the **mentors**.

The Google meet link for the workshop will be shared soon. Please take time and participate.

Thank you very much.

Stay safe & healthy.

Warm Regards

Paul Fernandes
Mentorship Program Coordinator.

Concerning Mentorship Programme Inbox x



Paul Fernandes <paulfernandes@sfit.ac.in>

to GAUTAM, me, KAVITA, SUNIL, MEGHA, POONAM, AMRITA, Anjali, ANKITA, BIDISHA, DAKSHATA, DERIN, ANURADHA, GRINAL, JAYASHRI, JOSNA, JOVITA, MAGESH, MINAL, MRINMOYEE, NAZNEEN, NIDHI, NITIKA

Tue, Apr 28, 2020, 11:37 AM ☆ ↶ ⋮

Respected HODs, Faculty Members and **Mentors**,

Greetings!

I hope and believe that you are all keeping well and witnessing that the hectic pace of our life is slowing down. This pandemic will be over sooner or later and before we go back to our old hurried pace of living let us make most of this time to calm down, breathe more consciously and gratefully and learn to listen with hearts, eat slowly, sleep a little longer, laugh louder and do what you always wanted to find time for.

Dear **Mentors**, I am sure you are in touch with your Mentees. In your interactions with students especially your Mentees pass this above message on. In these unusual times along with intellectual help they may also require psychological support. Please do that through **mentoring** sessions. If they need further guidance they can contact our Counsellor Dr. Merle Coutinho directly. Her contact number is 9820113358.

The **Mentors** of final year students, kindly make it a smooth closure as they will be moving on to their professional life.

Dear HODs, it would be nice if we begin the process of appointing the new Mentees for the **Mentors** of outgoing final year students so that they start interacting and get acquainted as soon as the new academic year commences.

Stay Safe.

Thank you very much,
Warm Regards,

Paul Fernandes,
Mentorship Programme Coordinator

Mentors Meeting on Wednesday 24th July at 3:15 pm in Seminar Room Inbox x



Paul Fernandes <paulfernandes@sfit.ac.in>

Mon, Jul 22, 2019, 12:25 PM

to AMRITA, Anjali, ANKITA, BIDISHA, DAKSHATA, DERIN, ANURADHA, GRINAL, JAYASHRI, JOSNA, JOVITA, MAGESH, MEGHA, MINAL, MRINMOYEE, NAZNEEN, NIDHI, NITIKA, PALLAVI, P

Dear **Mentors**,

Before we begin the Mentorship Program of the Academic Year 2019-2020 a meeting of all the **mentors** is being organized on Wednesday 24th July 2019 at 3:15 pm in the Seminar Room. The Agenda of the meeting is as follows:

1. Prayer of St. Francis Assisi (3.15 -3.20 pm)
2. Director Brothers address (3.20- 3.30 pm)
3. Guidelines from the new counselor (3.30- 3.45 pm)
4. Sharing of pas **mentoring** experiences (3.45-3.55 pm)

Requesting you all to be present for the meeting.

Thank you

Regards

Paul

Update of **Mentor** Interaction Inbox x jjgomes@sfitengg.org x Moved 2021-12-17 20:24 x



BEATRICE LOBO <beatricelobo@sfitengg.org>

Sep 21, 2017, 11:40 AM

to SINCY, SFIT, Hariprasad, Kevin, GAUTAM, JOANNE, KAVITA, POONAM

Dear all,

I am forwarding the work done by **mentors** till 19/9/2017 in all departments. I have already discussed with Principal mam the problems faced by **mentors** and the current updates in the interaction. A few mentee's have been sent for counselling. Report of the same will follow. Your feedback is always appreciated.

Thanks
Regards

Beatrice Lobo

Mentor Objectives & report of **mentor** program Inbox x jjgomes@sfitengg.org x Moved 2021-12-17 20:24 x



BEATRICE LOBO <beatricelobo@sfitengg.org>

Tue, Sep 12, 2017, 1:57 PM

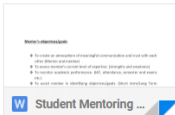
to VINCY, DAKSHATA, PRADNYA, BIDISHA, RAJKUMAR, SHAMSUDDIN, NAZNEEN, Nitika, VAISHALI, PRACHI, MINAL, VANDANA, RAVINDRA, ANSARI, Anjali, NAMRATA, KAVITA, SANTOSH, SFIT, SINCY, POONAM, G

Dear all,

Dr. Hariprasad & myself have finalized the **Mentor** Objectives. Forwarding the same to all. I'm also forwarding a report of the current status of **Mentor** program.

Kindly provide us with valuable feedback if any.

2 Attachments



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Mentor Allotment and Scheduling Notices of Last Five Years of Dept. of Computer Engineering

Reminder -submit New Mentor report format



JAYASHRI MITTAL <jayashrimittal@sfit.ac.in>

to Computer ▾

----- Forwarded message -----

From: **JAYASHRI MITTAL** <jayashrimittal@sfit.ac.in>

Date: Sat, Apr 24, 2021 at 9:30 AM

Subject: submit New Mentor report format

To: Computer Engineering <cmpn@sfit.ac.in>

Dear all,

Submit report of mentoring as per new format in the given shared folder.
Attaching herewith new format for your reference.

<https://drive.google.com/drive/folders/1a5JnfAm-fGuZxyxFBLRVE3Teww9TBnVk?usp=sharing>

--

Regards,
Jayashri Mittal

Reminder : Regarding Mentor Process Inbox x



JAYASHRI MITTAL <jayashrimittal@sfit.ac.in>

to Computer ▾

Mon, Mar 1, 2021, 10:44 AM

----- Forwarded message -----

From: **JAYASHRI MITTAL** <jayashrimittal@sfit.ac.in>

Date: Fri, Feb 12, 2021 at 10:19 PM

Subject: Regarding Mentor Process

To: Computer Engineering <cmpn@sfit.ac.in>

Dear all,

we all have to conduct a meeting with our assigned mentees as per routine procedure.

You can conduct meeting online and with the help of ERP you can send meet invite and schedule as SMS to mentees or whichever way you feel comfortable.

Kindly keep the attendance record and prepare a report. I will be collecting reports soon.

--

Regards,
Jayashri Mittal

Submission of mentoring report for 2019 - 2020_Term2



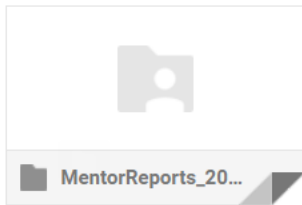
JAYASHRI MITTAL <jayashrimittal@sfit.ac.in>
to Computer ▾

Dear all,

Kindly submit copy of mentoring report in this folder for the term2 of academic year 2019-2020. The link of the folder is given below.
Kindly submit by tomorrow.

<https://drive.google.com/drive/folders/1XSsm3QerJoR0yp8b96jphKVU69u9y-1u?usp=sharing>

Regards,
Jayashri Mittal



Folder shared with you: "Mentor-Mentee Data- July21-Dec21" Inbox x



Sweedle Machado (via Google Drive) <sweedlemachado@sfit.ac.in>
to cmpn ▾

Tue, Aug 17, 2021, 11:10 AM

sweedlemachado@sfit.ac.in shared a folder



sweedlemachado@sfit.ac.in has invited you to **contribute to** the following shared folder:

Dear All,
Please complete the interaction with your mentees in this week and kindly upload the attendance record and mentoring report in the respective folders shared with you, by Saturday, 21/08/21.
Kindly cooperate .

Mentor-Mentee Data- July21-Dec21

[Open](#)

Fwd: Reminder 3: Request for Mentor-Mentee Data Inbox x

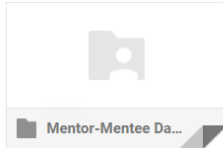


Sweedle Machado <sweedlemachado@sfit.ac.in>
to Computer ▾

Tue, Oct 5, 2021, 10:40 AM

Dear all,

Please conduct the meeting with your mentees and kindly submit the report and attendance by 7th october on the following link:
https://drive.google.com/drive/u/1/folders/1bxVUqSUQLGmcv_GR-Pbj_XhmOYtH5c5j



↩ Reply ↩ Reply all ➦ Forward

(no subject) Inbox x



Sweedle Machado <sweedlemachado@sfit.ac.in>
to Computer ▾

📧 Tue, Aug 27, 2019, 4:44 PM

Hello **Mentors**,

Please submit a report on **mentoring** students which will include the following details:

1. Your experience as a **mentor**
2. How much time was spent with your mentee/**mentor** in the past months (face-to-face, phone, e-mail, texting)?
3. Do you feel the time spent with your mentee/**mentor** was beneficial?
4. Common problems faced by them
5. Details of the students, if sent to Paul Sir for counseling

Also, maintain the attendance record.

Kindly submit me the report of the same by **Friday 30th August 2019**.

The sample report is attached for your reference



Request for **Mentors** data Inbox x jayashrimittal@sfitengg.org x Moved 2019-03-27 09:08 x



SWEEDAL MASCARNES <sweedalmascarnes@sfitengg.org>
to ANURADHA, NIDHI, Priya, JAYASHRI, SAFA, VINCY, DAKSHATA, PRADNYA, RAJKUMAR, SHAMSUDDIN, BIDISHA, KAVITA ▾

Mon, Mar 11, 2019, 3:23 PM

Hello All,

I hope you might have completed the **mentoring** process.

Please submit a report on **mentoring** students which will include the following details:

1. Your experience as a **mentor**
2. How much time was spent with your mentee/**mentor** in the past months (face-to-face, phone, e-mail, texting)?
3. Do you feel the time spent with your mentee/**mentor** was beneficial?
4. Common problems faced by them
5. Details of the students, if send to Beatrice ma'am for counseling

Also, maintain the attendance record.

Please submit the hard copy of this report by tomorrow.. 3:00 pm

—
Kind Regards,
Sweedle M.

Reminder to submit me **Mentors** data

Inbox x

jayashrimittal@sfitengg.org x

Moved 2019-03-27 09:08 x



SWEEDAL MASCARNES <sweedalmascarnes@sfitengg.org>

to VINCY, JAYASHRI, NIDHI, KAVITA, TEJAL, PRIYA ▾

Hello All,

Kindly submit **mentors** report in Hard Copy by Today 3:00 PM.

--

Kind Regards,
Sweedle M.

Request for **Mentors** data

Inbox x

jayashrimittal@sfitengg.org x

Moved 2019-03-27 09:08 x



SWEEDAL MASCARNES <sweedalmascarnes@sfitengg.org>

Sat, Mar 17, 2018, 11:14 AM



to ANURADHA, SRIDARI, NIDHI, Priya, JAYASHRI, SAFA, VINCY, DAKSHATA, PRADNYA, RAJKUMAR, SHAMSUDDIN, BIDISHA, KAVITA ▾

Hello All,

Good Morning!!

Please update your **mentoring** file of the students allocated to you and submit their **mentor** files with proof of meetings and counseling. **(The file has to be submitted by 20th March 2018)**

--

Kind Regards,
Sweedle M.

Mentors Role and Responsibility

Inbox x

jayashrimittal@sfitengg.org x

Moved 2019-03-27 09:08 x



KAVITA SONAWANE (PATIL) <kavitasonawane@sfitengg.org>

Wed, Jul 18, 2018, 5:39 PM



to Computer ▾

Dear All

those who all are appointed as **mentors** (as per all previously assigned batches) Meet your students twice in this semester 1 before IAT1 and one after IAT1

You can call them as per the convenience of students and your time slots. As Time is constrained we all know You can call them in **Group (All together or two groups/ 3 groups etc)** and address them together /guide/ Counsel/ **Mentor** as per your plans and maintain their att/records as per the the guidelines.

Thanks and Regards

Dr. Kavita Sonawane

Professor, HOD- Computer Engineering Dept.
St. Francis Institute of Technology, Mumbai

14/02/2022

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Mount Painsur, S. V. P. Road,
Borivli (West), Mumbai - 400 103.



Sample Mentor's Report for AC 2019-20 of Dept. of Computer Engineering

ST. FRANCIS INSTITUTE OF TECHNOLOGY
Mount Poincur, SVP Road, Borivali (W), Mumbai 400103
Department of Computer Engineering

Mentor Name: Rupesh Miahra

Mentees: CMPN

Academic Year: 2019-20

Report on Mentor-Mentee Meeting

A total of 21 students of SE-A computers Batch 2 are under me as mentee. In this semester I had planned 2 meetings with them.

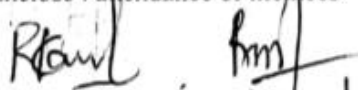
First Meeting Date and time: 26/02/2020

- i. At present their short term goal is to improve their academic performance by scoring good marks and Long term goal is to fix a domain in which they want to build their future.
- ii. Scoring good marks in theoretical subject is their main challenge.
- iii. Students are more focused on their academics and learning all the skill set required working in industry.
- iv. Time management is their major weakness and self-confidence is their strength.
- v. They need help in clearing doubts in few subjects and also need assistance to decide their domain under computer science.
- vi. Writing answers of theoretical subjects is the common problem everyone is facing.
- vii. All students are doing well, there is one student with KT, but they identified their mistakes and working to clear it. So at present no interaction is required with councilor.

Second meeting with mentees regarding their problems or goals they have set before their IAT 2 exams.

We had fruitful interaction and many students actively participated in the discussion without putting much effort. These interactions will help them to improve and solve their problems.

Enclose : attendance of mentees


Signature (Rupesh Mishra)
Mentor-Name (designation) (Asst. Prof)

Mentor-Mentee Meeting

Date : 26/02/2020

PID	Roll No	Name	Signature
182021	25	MISOAL M. DSOUZA	<i>Misoal</i>
182032			
182033	26	SHARON DSOUZA	<i>Sharon</i>
182034	27	CRYSTAL FARGOSE	<i>Crystal</i>
182035	28	DELICIA FERNANDES	<i>DELICIA</i>
182002	29	NIMISHA GEORGE	<i>Nimisha</i>
182036	30	CALISTO GOMES	<i>Gomes</i>
182037			
182038	31	Soham Hatankar	<i>Soham</i>
182039	32	Minik Hatankar	<i>Minik</i>
182040	33	Tanmay Hatkar	<i>Tanmay</i>
182041			
182100			
182042	35	SUYASH JAMAGIE	<i>Jamagie</i>
182003	36	Joel Jose Abraham	<i>Joel</i>
182044	37	Aishwarya John	<i>Aishwarya</i>
182045	38	Jovin Jose	<i>Jovin</i>
182046	39	SHUBH JOSHI	<i>Shubh</i>
182047	40	PRASAD KAMATH	<i>Prasad</i>
182048	41	SHRUTI KAMATH	<i>Shruti</i>
182049	42	CAROLINE SEBASTIAN	<i>Caroline</i>
182050	43	Shyvik Kupkay	<i>Shyvik</i>
182051	44	Anashwara S. Kurien	<i>Anashwara</i>
182052	45	UMMEHANNI M. LAKDAWALA	<i>Ummehanni</i>
182053	46	YOGITA LIKHI	<i>Yogita</i>

Mr. Rupesh Mishra (Mentor)

Rupesh Mishra

14/02/2022

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Borivli (West), Mumbai - 400 103.



Sample Mentoring Case- Action Taken: Dept. of Computer Engineering

STUDENT DETAILS FOR COUNSELING

3 messages

TEJAL CARWALO <tejalcarwalo@sfitengg.org>

Sat, Oct 20, 2018 at 8:52 AM

To: namrata.s@brainwonders.in

Cc: SWEEDAL MASCARNES <sweedalmascarnes@sfitengg.org>, "KAVITA SONAWANE (PATIL)" <kavitasonawane@sfitengg.org>

Hello maam

I am TEJAL CARWALO from computer department,SFIT, appointed as a mentor. Following 4 students I have recommend for the counseling

NAME: GENIUS MACHODO
CLASS: TECMPN
EMAIL ID:GENIUS.MACHADO@GMAIL.COM
PHONE NO:7507862147

NAME: NICHOLAS MARIO
CLASS: TECMPN
EMAIL ID:NEWFIELD46@GMAIL.COM
PHONE NO:9769963356

NAME: PANAKJ KISHORE MASAYE
CLASS: TECMPN
EMAIL ID:PANKAJMASAYE88@GMAIL.COM
PHONE NO:9527169722

NAME: LISTAN LOPES
CLASS: TECMPN
EMAIL ID:LISTANLOPES1111@GMAIL.COM
PHONE NO:7028503773

—
Regards,
Tejal Carwalo
Asst. Professor
CMPN

KAVITA SONAWANE (PATIL) <kavitasonawane@sfitengg.org>

Sat, Oct 20, 2018 at 9:44 AM

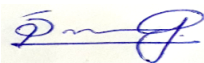
To: namrata.s@brainwonders.in

Dear Namrata,

Kindly find the list of students. You have to call them as per your schedule. once you meet them share and discuss your report with the respective mentors. I had already shared the mentors list with you with their contact details. So please do the needful.

Regards.

Thanks and Regards
Dr. Kavita Sonawane
Professor, HOD- Computer Engineering Dept.
St. Francis Institute of Technology, Mumbai



14/02/20222

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Borivli (West), Mumbai - 400 103.



Fwd: Mentee details to Counselor [Inbox x](#)



Dr. Kavita Sonawane
to me ▾

MENTEE Referred to counsellor

----- Forwarded message -----

From: SAFA HAMDARE <safahamdare@sfitengg.org>

Date: Mon, Oct 22, 2018 at 3:29 PM

Subject: Mentee details to Counselor

To: <namrata.s@brainwonders.in>

Cc: KAVITA SONAWANE (PATIL) <kavitasonawane@sfitengg.org>, SWEEDAL MASCARNES <sweedalmascarnes@sfitengg.org>

Hello Namrata Mam,

I Safa Hamdare is the mentor of this batch, Following are the students of SE CMPN which i recommend you for mentoring. Please do the needful. i have asked them to meet you in this week. Please do the needful.

Name, Class, Email ID ,Phone no. and Reason of recommending of students :

Name	Class	Email ID	Phone no.	Reason to recommend
Megha Saboo	SE CMPN		9833077923	1 Live KT and Fail in 2 subject IAT1
Sara Shaikh	SE CMPN		8007691188	1 Live KT
Rajat Singh	SE CMPN		8652160540	5 Live KT and Fail in 2 subject IAT1. (Also not informed about 5 live KT at home) should be council seriously.
Emmanuel Thomas	SE CMPN		8433645551	1 Live KT and Fail in 1 subject IAT1
Rekson Thatu	SE CMPN		8796362204	1 Live KT

Regards,

Safa Hamdare

Assistant Professor,

Computers Department,

St. Francis Institute Of Technology.

14/02/2022

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Students Counseled June-December 2017
 Students referred by Mentors
SE -CMPN Department

Mentee name / Class	Referred by	SSC% HSC%	Meeting Date	Counsellor Report
Gaurav Tiwari SE CMPN B	Mr. S.Khan (Mentor)	95 80	22/9/2017	<p>Background: He has 4 current KT's which he is finding difficult to clear. The student appears to be sincere in his work. Due to financial problems he was not able to pay fees in the first year and hence was not allowed to sit for lectures. Due to this he has not been able to cope with his subjects. All FE subjects teachers helped him in the end sem. This was confirmed by Ms. <u>Preethi</u> the then FE coordinator.</p>
			27/9/2017	<p>Current Status Currently he is also a defaulter in attendance at 67% which is due to the sad demise of his grandfather. He had to go to his village to visit his ailing grandfather. His current performance in IAT 1 is below average. Needs improvement in his subjects. <u>IAT 1 marks</u> AM-8/20 DLDA 5/20, ECCF 3/20 DS 7/20.</p>
			31/10/2017	<p>Action: The Counselor has referred him to Mr. <u>Pansare</u> for guidance in ED. Mr. <u>Sainath</u> is also helping him with Math. An update on his attendance needs to be taken from Ms. <u>Pradnya</u> the Class coordinator.</p>
			10/11/17	<p>Update: <u>Gaurav</u> reported that he met with Mr. <u>Sainath</u> & Mr. <u>Pansare</u> for seeking help in Math & ED respectively. The teachers will be working with him for these two subjects. He also said he has made a study time table. Requested him to get it with him in the next session.</p> <p>Had a telephonic conversation with the student. We will be meeting on 2nd November.</p> <p>Had a telecom with <u>Gaurav's</u> father. Have been informed that <u>Gaurav</u> has been hospitalized for liver infection. He has been in the ICU for a few days. This happened on 2nd November, since then he hasn't been attending college. The parent has informed the same to</p>

				class coordinator Ms. <u>Pradnya</u> .
<u>Rion Tuscano</u> SE CMPN B	Mr. <u>S.Khan</u> (Mentor)	86 68	21/9/17 26/10/2017 8/11/17	<p>Background: He has 3 KTs of 2nd Semester in-Physics, Math, SPA. Currently Attendance is 85%. <u>IAT</u> marks are considerably good except for DS which is: DS 5/20, DLDA 15/20, ECCF 13/20, DM 15/20, AM 13/20. Ms. <u>Ankita Karja</u> will be guiding him in SPA.</p> <p><u>IAT 2</u> Discrete math 9/20 DS 14/20 ECCF 12/20 AM 13/20 DLDA 12</p> <p>Need an update if he is actually meeting <u>Ankita M'am</u> for SPA</p> <p>As informed during the telecom he will complete his Viva on 11th November, after which he will meet <u>Ankita M'am</u> if required.</p>
Liston Lopes SE CMPN A	Ms. <u>Bidisha</u> (Mentor)	89 62	29/9/2017	<p>Background: He is a provisional student and is anxious about clearing 13 subjects in one attempt. He gets easily distracted with new topics/ new things happening in the market/new technology. In school he was not allowed to sit for classes due to his misbehavior.</p> <p><u>Sem 1</u> he has 4 KTS: BEE, Chemistry, Physics, Mechanics.</p> <p><u>Sem 2</u> he has 3 KTS: SPA, Physics, Maths.</p> <p>According to him there are chances he will clear in revaluation in SPA & Physics.</p> <p>Currently his attendance is 65%. He is missing lectures to study for his KT.</p> <p><u>IAT Performance:</u> ECCF: 5/20 AM :1/20 DLDA: 6/20 DS: 6/20 DIS: 8/20 OOPM :10/15</p> <p>He spends 2 hours exercising on weekends (Advised by his doctor). He is currently writing novel.</p> <p>He has a backlog of submissions. Advised him to</p>

			231/10/17	complete his assignments and submit it by 3rd October and share an update with IAT 2 marks Encouraged him to prioritize his tasks and make a time table.
			31/10/17	Had a <u>telecon</u> and asked him to come and meet me.
			1/11/17	Had a <u>telecon</u> and asked him to come and meet me
				Update: Student said he had taken a drop and had cleared in reevaluation in 1 subject. He is planning to give 4 papers in December and other papers next time. He spends 7-8 hours studying and spends 3 hours to exercise since he has cholesterol.
<u>Jaison Menezes</u> SE CMPN A	Ms. <u>Bidisha</u> (Mentor)	85 75	29/9/2017	Background: The student stays at <u>Nallasopara</u> . He suffers from ulcer, hyper anxiety and is taking medication for the same. Spends only about 2 hours on a weekend to study. In SEM 1 he cleared all subjects and in SEM 2 a KT in Math. Current attendance 78%. <u>IAT 1 Performance</u> Math 4/20 DLDA 5/20 DM 9/20 He did not give ECCF & DS test.
			26/10/2017	Helped him to make a study time table. Update with IAT 2
			30/10/2017	IAT 2 marks ECCF- 7/20 DS 11/20 Math 9/20 DLDA 5/20 DM 7/20
			9/11/17	Update: <u>Jaison's</u> mother called to inform that he is unwell, stressed and anxious as he has not completed submissions. He is under medication. He was told to meet the HOD Ms. <u>Kavita S</u> . This information has also been shared by the counselor with Ms. <u>Bidisha</u> .(Mentor)
				Update: <u>Jaison</u> has informed that his health is better. He is taking his medication on time. It is noticed that he

				gets anxious mostly during test, submissions etc. He is practicing math on his own and is spending about 8 hours daily to study. He needs to work hard in final exam in <u>DLIDA</u> , Math, ECCF
Gwyn Mendonca SE CMPN A	Ms. Bidisha (Mentor)	80 70	29/9/2017	<p>Background: The student has cleared all subjects in SEM 1 and has a KT in match in SEM 2. Current attendance is at 82%. IAT attempted only 2 subjects, as he had been on a vacation since his parents don't get leave.</p> <p><u>Maths</u> he got a KT in IAT 1, DS: 10/20</p> <p>Update: He has started going for Math classes. His submissions have been on time. He is focused on athletics, is a state level competitor and spends 4 hours daily on workout & swimming. He has participated in workshops that have been conducted in college. He comes from an army background.(father used to work) he also engages in business (selling accessories) He may appear arrogant at times to his teachers however he is popular amongst his friends. He has visited a counselor before but nothing wrong was found in his behavior. His parents had sent him for counseling in school/JR college since there were complaints from teachers.</p>
Yukta Mandekar SE CMPN A	Ms. Bidisha (Mentor)	95 65	29/9/2017	<p>Background: The student is unable to concentrate. She needs more time than others to understand concepts in some subjects. Her major anxiety is due to math. She has low self-confidence.</p> <p>She has a KT in SEM 1 in Mechanics and in SEM 2 a KT in Math</p> <p>Currently her attendance is at 87 %</p> <p>As she needs help in <u>Maths</u> & Mechanics she may go for tuitions.</p> <p>Action: Her assignment work needs to be completed. She was advised to complete and submit her work by 3rd October. She is currently staying at the hostel.</p> <p><u>IAT1 marks</u> Java 2/15 ECCF 10/15 DS 13/20 Math 8/20</p>
			26/10/17	<p><u>IAT 2 marks</u> Java 15/20 <u>ECCF</u> 11/20 DS 8/20 Math 8/20</p>

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Mentor Allotment and Scheduling Notices of Last Five Years of Dept. of Electronics and Telecommunication Engineering



Namrata S <namrata.brainwonders@gmail.com>

Dec 26, 2018, 4:02 PM ☆ ↶ ⋮

to principal, Amrita, NAZNEEN, SHREE, VAISHALI, MRINMOYEE, PRACHI, VAIBHAV, PURNIMA, GRINAL, Nitika, MINAL, ANURADHA, NIDHI, SRIDARI, JAYASHRI, SAFA, ' ↵

Dear All,
Greetings of the festive season to you!

I had requested Mentor Feedback and records of the sessions with your mentees. As we all are well aware that this is the end of the semester, all the mentors would have been able to hold 2 rounds of sessions with their mentees.

I had sent a request on email asking for the session details of the same and have received the same from only 2 Mentors.

As you have met your mentees, I would like to know what was discussed by the mentees in your sessions. Their backgrounds, academic scores, any complaints, their goals and any inputs from your side will be needed.

I believe that the mentors fill a form when they meet the mentees and if the same could be shared- I'll be grateful.

Also, kindly share the above information with the dates you have conducted the session on.

I hereby request all the mentors to email me their recording forms from the sessions so that I can proceed further with the insights. Kindly share the same at the earliest.

Dear Namrata ma'am,

Attached is my mentoring form. So far, I have had 3 sessions starting from Sep 2017. One session in the previous semester (Jul-Nov 2018); other session was not possible due to schedule conflicts of students.

<u>Mentoring Meeting Tracker</u>					
Faculty: Mr. Santosh V. Chapaneri					
Class: SE EXTC B3 (A.Y.: 2017-2018)					
#	Name	Date:	Date:	Date:	Date:
1	Pragya Singh	7/9/18	10/11/18	12/11/18	
2	Ayushya Chauhan	- At -	18/12/18		
3	Gargee Sonawane				
4	Riya Suvarna				
5	Sayli Talawadkar				
6	Harish Tarale				
7	Chinmay Tawde				
8	Ansumaria V.				

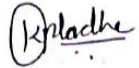
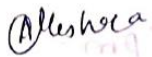


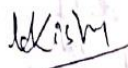


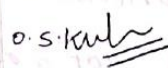
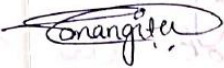
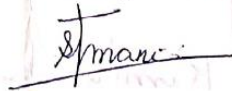





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Sample Mentor's Report for AC 2019-20 of Dept. of Electronics and Telecommunication Engineering

Mentor - Mentee Interaction Name	Signature	9/8/19 1:45 pm.
1) Komal Ladhe		
2) Adithi Mishra		
3) Marugan Nadar		
4) Nikhil Mishra		
Ankur Mistry		
Kedar Kumta		
Manisha Mane		
Omkar Kulkarni		
Sangita Marri		
Saurabh Mane		
7) Vaibhavi Naik		
AParva Patil Patil		
Nilima Ohol		
Parth Parmar		
13) Janvi Nanda		
16) Ruchika Pancheriya		
17) Vipin Pandey		
18)		
19)		

For, Report PTO.


Students interaction was formally done on 9/8/19 at 1:15 pm.

Mentees said that the question banks of the subjects were provided well in advance.

But it becomes difficult to balance between placements, studies and higher studies curriculum.

One of the mentees Ms. Vaibhavi Haik unfortunately got a drop due to the lower score in KT's that got ~~100%~~ carried.

Mr. Kedar Kumta could manage to get in the final year as he cleared his backlogs from the previous semesters except for the EME subject (sem V).



9/08/19

Anjali Chaudhary

26/2/2020

Date _____
Page _____

MENTOR - MENTEE'S INTERACTION

1	Namena Shaikh	Shah
2	Shreyash Adlinge	Adlinge
23		
24		
5	Ronil - Angore	Rangore
6	Zuber Ahmed Ansari	M
7		
8		
29	Gaurav P. Bardane	Bardane
0	Beriel Mihwal	Beriel
1	Remil Bhuttt	Ramit
2		
3	Gaurij Bhogale	Bhogale
4	Neha Bhuyal	Bhuyal
5	Jyotsna Bhuvad	Bhuvad
6	Sanika Chaudhari	Chaudhari
7	Abhishek Chavan	Chavan
38	Ankita Chavan	Chavan
39	Pooja Chavan	Chavan

~~Chavan~~

Ms. Lavita Kulkarni

Tentor - Mentees Interaction

[TA3] TE EXTC A

NO.	Name	Sign.
4	Gaurav P. Bavdane	<u>Gaurav</u>
7	Roni - Angone	<u>Roni</u>
1	Neha Bhujbal	<u>Neha</u>
7	Darsh Agrawal	<u>Darsh</u>
1	Jonathan Almeida	<u>Jonathan</u>
2	Ansari Zuber	<u>Zuber</u>
3	Gaurij Bhogale	<u>Bhogale</u>
7	Dhruval Bhou	<u>Dhruval</u>
1	Shreyash Adlinge	<u>Shreyash</u>
1	Beniel Michael	<u>Beniel</u>
1	Romil Bhatt	<u>Romil</u>
1	Jyotsna S. Bhuvad	<u>Bhuvad</u>
	Sanika Chaudhari	<u>Chaudhari</u>
2	Ankita Chavan	<u>Chavan</u>
	Siddhi P. Bagwe	<u>Siddhi</u>
3	Pooja Chavan	<u>Chavan</u>
3	Yash Desai	<u>Desai</u>

Discussion is done with above mentees they seems to be satisfied.

Suk
16/11/19

[Signature]

14/02/2022

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Mentor Allotment and Scheduling Notices of Last Five Years of Dept. of Information Technology

Mentee Allocation for 20-21 Even sem

PRACHI RAUT <prachiraut@sfit.ac.in>
to Information

Tue, Mar 16, 1:57 PM

Dear all,

PFA mentee allocation for the current semester. Dr. Nazneen Ansari's mentees have been allocated to Ms. Aruna Pawate, Dr. Prachi Raut, Dr. Nitika Rai, Dr. Vaishali Jaadhav, Dr. Minal Lopes and Ms. Vandana Patil have been allocated with diploma students as well. Kindly complete your first round of mentoring and save the report in drive for ISO audit.

Best regards

Dr. Prachi Raut
Convener, SFIT E-cell
Professor, Department of Information Technology,
St. Francis Institute of Technology, Mumbai, INDIA.
Phone: +919819339093/+919930156525
Work: +91-022-28928585 ext. 3201

Mentoring record folder link

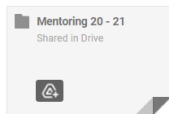
PRACHI RAUT <prachiraut@sfit.ac.in>
to Information

Dec 6, 2020, 2:48 PM

Dear all,
Please copy your **mentoring** records in this folder.

<https://drive.google.com/drive/folders/1k60mNdgzbNTDW3gB5pbtWyKC3AtgnsAT?usp=sharing>

Dr. Prachi Raut
Convener, SFIT E-cell
Professor, Department of Information Technology,
St. Francis Institute of Technology, Mumbai, INDIA.
Phone: +919819339093/+919930156525
Work: +91-022-28928585 ext. 3201



Regarding mentoring sessions

PRACHI RAUT <prachiraut@sfit.ac.in>
to NAZNEEN, NITIKA, VAISHALI, MINAL, VANDANA, AMRITA, SHREE, GRINAL, VAIBHAV, PURNIMA, ALVINA, PRIYANCA, PRAJYOTI, JOANNE

Mon, Nov 30, 2020, 8:32 AM

Dear all,
Hope you are doing well. Some of you have already forwarded me **mentoring** reports for the first session in this semester. Please forward me the same at the earliest if you haven't done so.
Also, complete the second session for this semester by 31st December 2020 (i.e. before the start of the regular exam) and mail me the report within 7 working days.
Thank you.
Best regards
Dr. Prachi Raut

Allotment of new mentees

PRACHI RAUT <prachiraut@sfit.ac.in>
to JOANNE, NAZNEEN, NITIKA, VAISHALI, MINAL, VANDANA, MRINMOYEE

Fri, Aug 14, 2020, 4:06 PM

Dear all,
With the start of a new academic year, a new batch of students has entered in second year. PFA the **mentor's** allotment for SE IT A and SE IT B. Each of us have been allotted 21/22 mentees currently. (Diploma students maybe added later).

Kindly contact your mentees (Contact details in ERP) and conduct the first **mentoring** session before 31st August 2020.

1. ASK your mentees to fill the **mentoring** form in ERP.
2. Maintain a report of personal meeting (Use the same format as we have been using)

Also, requesting SE class coordinator Mrinmoyee Ma'am to inform the students about the allotment.

Dr. Prachi Raut
Convener, SFIT E-cell
Professor, Department of Information Technology,
St. Francis Institute of Technology, Mumbai, INDIA.



Joanne <jgomes@sfitengg.org>
to SONALI, PRAJYOTI, ALVINA, PRIYANCA, MONALISA, MONIKA

Fri, Feb 7, 2020, 11:42 AM

There will be meeting of SE **mentors** at 12.15 pm today. Pls come with your **mentoring** files.

Regards,

Dr. Joanne Gomes
Professor and head, Dept of IT
St. Francis Institute of Technology
Borivali West, Mumbai

Mentoring TE students



JOANNE GOMES <jgomes@sfit.ac.in>
to SHREE, GRINAL, AMRITA, VAIBHAV, PURNIMA, MRINMOYEE

Tue, Feb 4, 2020, 1:10 PM

Dear all,
There will be meeting at 4 pm in HOD office regarding **mentoring** TE students. Kindly bring your **mentor** file.

Thanks and Regards,
Dr. (Mrs) Joanne Gomes
Professor and Head
Department of Information Technology
St. Francis Inst. of Technology Borivali West Mumbai 103
<https://www.sfit.ac.in/IT.php>
Tel. 022 28928585 Ext. 3321



167 of 190

Completion of mentoring file



PRACHI RAUT <prachiraut@sfit.ac.in>
to Information

Sun, Oct 13, 2019, 5:07 AM

Dear all,
Kindly complete **mentoring** file by Wednesday 16th October.
As we wont be having much time to spend with mentees, at least take their signatures and fill in the report later as and when you get time.

Best regards
--
Dr. Prachi Raut
Convener, SFIT E-cell
Professor, Department of Information Technology,
St. Francis Institute of Technology, Mumbai, INDIA.
Phone: +919819339093/+919930156525
Work:+91-022-28928585 ext. 3041

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14/02/2022

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(317) WhatsApp x Reminder: Mentoring Program - x

mail.google.com/mail/u/0/?tab=rm&ogbl#advanced-search/from=prachiraut%40sfit.ac.in&subset=sent&has=mentoring&within=1d&sizeoperator=s_sl&sizeunit=s_smb&query=...

Gmail is:sent from:(prachiraut@sfit.ac.in) mentoring

169 of 189

Reminder: Mentoring Program Inbox x

PRACHI RAUT <prachiraut@sfit.ac.in> Wed, Oct 2, 2019, 10:09 AM

to info

Dear all,

A gentle reminder for second round of **mentoring** sessions which are to be completed before IAT2.
For those of us are **mentoring** BE students please ask them about their higher education plans (if any), placement status (package offered if placed already) and enter in your records.

thanking you.
Best regards

Dr. Prachi Raut
Professor, Department of Information Technology,
St. Francis Institute of Technology, Mumbai, INDIA.
Phone: +919819339093/+919930156525
Work: +91-022-28928585 ext. 275

Revised mentor's list for SEIT Inbox x jgomes@sfitengg.org x Moved 2021-12-17 20:24 x

Joanne <jgomes@sfitengg.org> Wed, Jul 24, 2019, 10:04 AM

to Information, Information

Dear all,
Good Morning,

Kindly refer to revised **mentor's** list

1. Ms. Monolisa Lopes SE ITA1
2. Ms. Alvina Alphonso SE ITA2
3. Ms. Prajyoti D'silva SE ITA3
4. Mr. Varunkumar Mishra SE ITB1
5. Ms. Sonali Vaidya SE ITB2
6. Ms. Priyanca Gonsalves SE ITB3

Regards,

Dr. Joanne Gomes
Professor and head, Dept of IT
St. Francis Institute of Technology
Borivali West, Mumbai

Start of Mentoring Sessions for the current Sem.. jgomes@sfitengg.org x Moved 2021-12-17 20:24 x

Joanne <jgomes@sfitengg.org> Fri, Jul 20, 2018, 1:00 PM

to Information

Dear all,
Good Afternoon,

All the **mentors** of SE-IT and TE-IT are requested to initiate their **mentoring** Sessions, one before IAT1 and another after IAT1.

If possible kindly let students know their current pointers and accordingly they could be guided for performance improvement.

Regards,

Dr. Joanne Gomes
Professor and head, Dept of IT
St. Francis Institute of Technology
Borivali West, Mumbai

Beautiful Minds, Inspire Others ...



JOANNE GOMES <jgomes@sfitengg.org>
to SHREE, GRINAL, AMRITA, VAIBHAV, PURNIMA, MRINMOYEE, BEATRICE, Kevin, C, POONAM, PRACHI, SINCY

Wed, Oct 4, 2017, 7:41 PM

Dear all,
Greetings...!

Kindly note that the following faculties of **INFT Dept.** are appointed as **mentors** (second batch) for SE-IT-2018 batch students

1. Ms. Shree Jaswal
2. Ms. Grinal Tuscano
3. Ms. Amrita Mathur
4. Mr. Vaibhav Kala
5. Ms. Purnima Kubde
6. Ms. Mrinmoyee Mukherjee

I am also attaching herewith **mentoring objectives** forwarded by Beatrice maam and **FE student list** forwarded by Poonam maam for newly appointed **mentors** for their reference.

Thanks and Regards,

Dr. Joanne Gomes
Professor and head, Dept of IT
St. Francis Institute of Technology
Borivali West, Mumbai

Beautiful Minds, Inspire Others ...



JOANNE GOMES <jgomes@sfitengg.org>
to NAZNEEN, NIKKA, PRACHI, MINAL, VAISHALI, VANDANA

Thu, Mar 23, 2017, 9:51 AM

PFA for **mentoring**..

Dr. Joanne Gomes
*EXECOM Member, IEEE Bombay Section
Secretary, IEEE Bombay WIE Chapter*

Associate Professor
HOD, Dept of IT
St. Francis Institute of Technology
Borivali West, Mumbai

Beautiful Minds, Inspire Others ...



TE/IT/B **Mentors** | Inboxes | jgomes@sfitengg.org | Moved 2021-12-17 20:24



BIDISHA ACHARYA <bidishaacharya@sfitengg.org>
to JOANNE

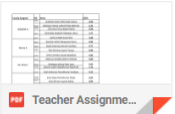
Fri, Feb 17, 2017, 2:38 PM

Respected Maam ,

Attached to this mail are the list of students under individual teacher for **mentoring** from TE/IT/B.

Kindly fins the attachment and let me know if any problem is there.

Regards,
Bidisha.



14/02/2022

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Borivali (West), Mumbai - 400 103.



Sample Mentor's Report for AC 2019-20 of Dept. of Information Technology

— Priyanka Gonsalves

July-December 2019

LIST OF STUDENTS FOR MENTORING

Sr. No.	Name	PID	Sign	Date	Sign	Date
1	HOLANKAR SONAL GOVIND	191251	<i>Shelly</i>	20/9/19	<i>Shelly</i>	11/10/19
2	PEREIRA SHEFALI JACK	191252	<i>Bhavya</i>	20/9/19	<i>Bhavya</i>	11/10/19
3	PANICKER JINU KOSHY	191253	<i>Jinu</i>	20/9/19	<i>Jinu</i>	11/10/19
4	BORKAR KARISHMA SAGAR	191254	<i>Borkar</i>	20/9/19	<i>Borkar</i>	11/10/19
5	GONSALVES ORPHEUS JOHNSON	191255	<i>Orp</i>	20/9/19	<i>Orp</i>	11/10/19
6	RUMAO CLANE CYRIL	191256	<i>Orp</i>	20/9/19	<i>Orp</i>	11/10/19
7	POPAT MEET RAJESH	191257	<i>Meet</i>	20/9/19	<i>Meet</i>	11/10/19
8	KELUSKAR KETAKI JITEN	191258	<i>Ketaki</i>	20/9/19	<i>Ketaki</i>	14/10/19
9	DMELLO SAMUEL JASINTO	191259	<i>Samuel</i>	20/9/19	<i>Samuel</i>	14/10/19
10	TRIPATHI ANKITA VINOD	191260	<i>Ankita</i>	20/9/19	<i>Ankita</i>	20/10/19
11	PINTO RELSON CYPRIAN	191261	<i>Relson</i>	20/9/19	<i>Relson</i>	14/10/19
12	DLIMA ROCHELLE JOSEPH	191262	<i>Rochelle</i>	20/9/19	<i>Rochelle</i>	14/10/19
13	KUNTER IRVIN FRANKLIN	191263	<i>Franklin</i>	20/9/19	<i>Franklin</i>	14/10/19
14	COELHO DYLAN JOHNSON	191264	<i>Dylan</i>	20/9/19	<i>Dylan</i>	14/10/19
15	DOSHI AAYUSH BHAVESH	191265	<i>Aayush</i>	20/9/19	<i>Aayush</i>	14/10/19
16	VAKHARIA DEEP NILESH	191266	<i>D.N.V</i>	20/9/19	<i>D.N.V</i>	14/10/19

Mentoring Session-1:

20/09/2019

RECORD/FEEDBACK OF STUDENTS FOR MENTORING

Sr. No.	Name	Record/Feedback
1	HOLANKAR SONAL GOVIND	There are no problems in my college life. I want to get a pointer in current semester. Long term goal - Masters degree
2	PEREIRA SHEFALI JACK	No issues in college till now Short term goal - Pass current sem. Long term goal - not decided yet will guide me
3	PANICKER JINU KOSHY	No issue till now Short term goal - Pass without KT Long term goal - good job Need to decide on area of interest
4	BORKAR KARISHMA SAGAR	There are no issues. Short Term Goal: To clear all subjects in Sem III Long Term Goal: To give good and do masters in IT
5	GONSALVES ORPHEUS JOHNSON	No issues in college Short term goal - To pass in current term Long term - To be need to identify area of interest
6	RUMAO CLANE CYRIL	No Problem in college and home. Short term goal: To clear the semester III Long term goal: MS in abroad
7	POPAT MEET RAJESH	No Problem - 10 pointer in Sem 3. Short term - To get a good job in last Sem. Long term - To get a good job in last Sem.
8	KELUSKAR KETAKI JITEN	No issues with any faculty student. Short term goal: maintain 8 pointer LONG TERM GOAL: campus job/MBA.
9	DMELLO SAMUEL JASINTO	No issue with faculty student. Short term goal: To clear sem with good pointers Long term goal: - To start up and go for MBA

20/09/2019

Sr. No.	Name	Record/Feedback
10	TRIPATHI ANKITA VINOD	No issue with any faculty student. Short term goal: - C & P A above 8 in current sem. Long term goal: - job in any IT company
11	PINTO RELSON CYPRIAN	To reduce college timing and no other issues. Short Term Goal: - Above 9 Capi 8 th sem Long Term Goal: - To open my own Gym.
12	DLIMA ROCHELLE JOSEPH	No issues with any faculty student. - Short term goal: To clear all subjects in Sem III - Long term goal: To work in some airline company.
13	KUNTER IRVIN FRANKLIN	No issues in current semester - Finding maths difficult - Short term goal: Pass the semester - Long term goal: To work in some airline company.
14	COELHO DYLAN JOHNSON	Not aware of exam pattern so missed many part. - Short term goal: Pass the current semester - Long term goal: To work in Canada (Electronics)
15	DOSHI AAYUSH BHAVESH	- no issues other than queue submission - Short term goal: clear degree with good grades - Long term goal: To work in US (IT/Software)
16	VAKHARIA DEEP NILESH	No issues in faculty student. Short term goal: To clear sem as much as possible Long term goal: To start up in Canada in India and app development Give CURE exam.

Mentoring Session-2:

RECORD/FEEDBACK OF STUDENTS FOR MENTORING		
Sr. No.	Name	Record/Feedback
1	HOLANKAR SONAL GOVIND	Study pattern for exam - reference book, self study, daily 2hrs, get doubts solved from mam, practice programs, no issues in (semester)
2	PEREIRA SHEFALI JACK	For current semester - Daily 2 hour study, practice math and prog, for doubts meet teachers, Sem goal - Pass all subjects
3	PANICKER JINU KOSHY	Current semester study pattern daily 2 hours, use reference book practice programs at home
4	BORKAR KARISHMA SAGAR	Practising Maths everyday, Practising Java programs at home Prepared timetable for studying University exams. Use of Reference books.
5	GONSALVES ORPHEUS JOHNSON	Find programming subtopic difficult practice at least 10 programs at home. Study from reference books daily two hour study.
6	RUMAO CLANE CYRIL	Study pattern for semester to follow - daily 2 hours study gather all the reference books stored all the documents shared by teacher. Practice Java Programs at home, solve Maths
7	POPAT MEET RAJESH	Study pattern - Study it regularly. If needed study early morning for last hrs
8	KELUSKAR KETAKI JITEN	To maintain 8 pointers and above reference books and study videos and practice notes from reference books and college notes
9	DMELLO SAMUEL JASINTO	Target CGPA above 8 pointers study pattern - To study properly allocate and give maximum time for studies To focus on Java and other sub and practice programs everyday

Sample Mentoring Case- Action Taken: Dept. of Information Technology

Guidance in SPA | Inbox x | jgomes@sfitengg.org x | Moved 2021-12-17 20:24 x



BEATRICE LOBO <beatrice.lobos@sfitengg.org>

to BHAVESH, SINCY, JOANNE, Nitika +

Tue, Sep 26, 2017, 10:13 AM

Dear Bhavesh Sir,

Thank you for accepting to help **Warren D'souza** SE ITA in SPA. (Referred by **Mentor**-Nitika Rai).

Kindly guide him as per your convenience and expertise so that he can clear in his first year KT in SPA.

Thanking you for the same. Would appreciate if you could keep a report of the interaction.

Regards

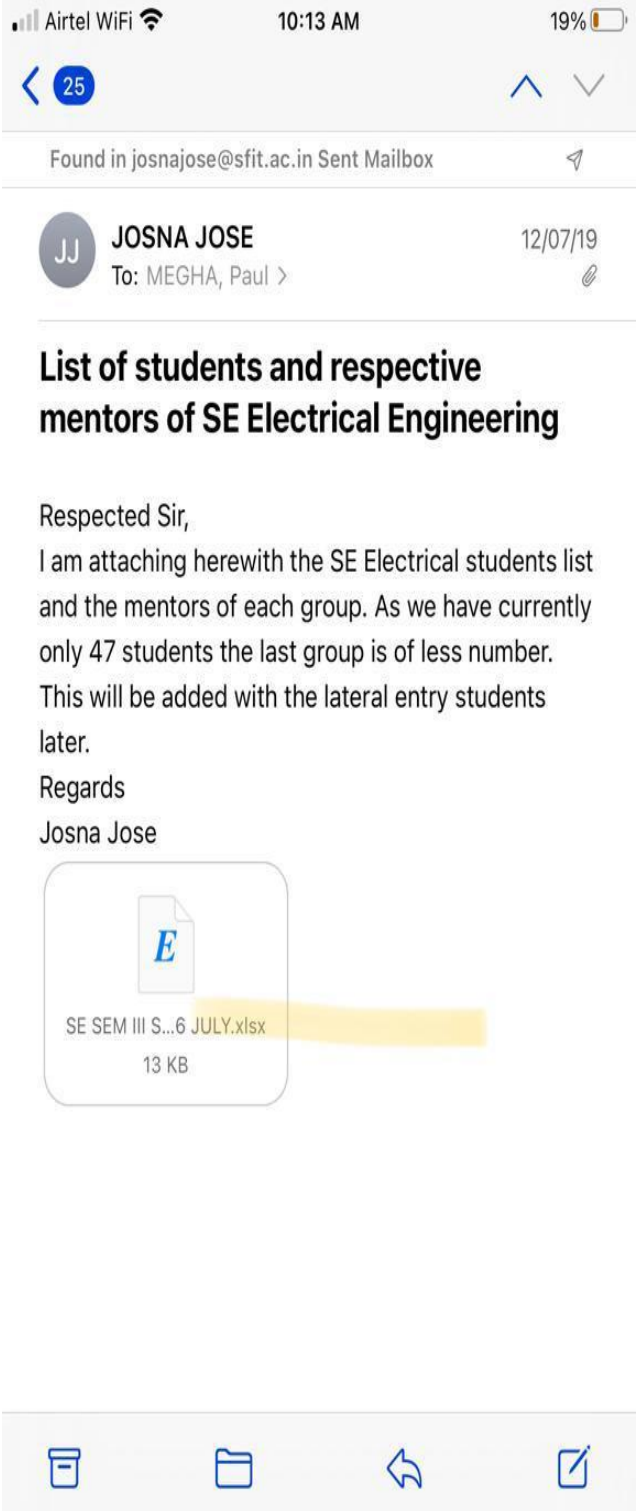
Beatrice
Counsellor - SFIT

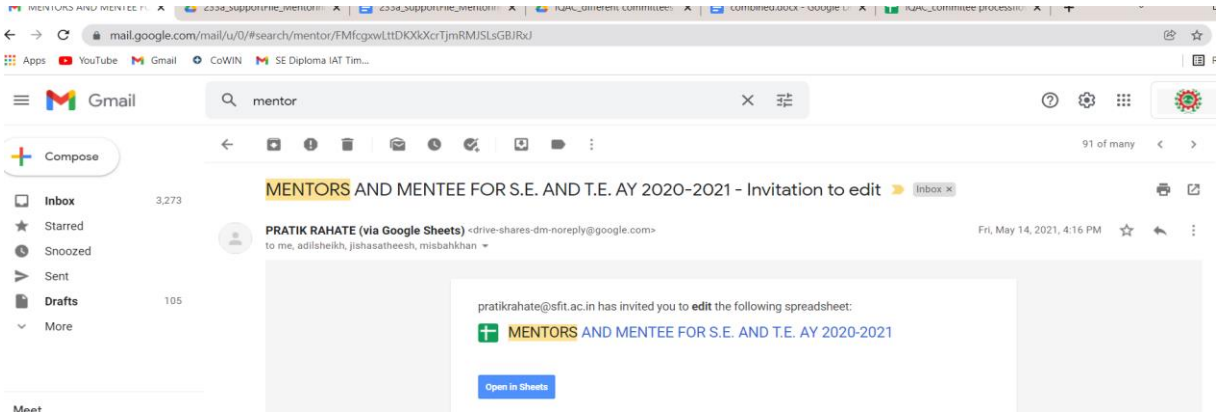
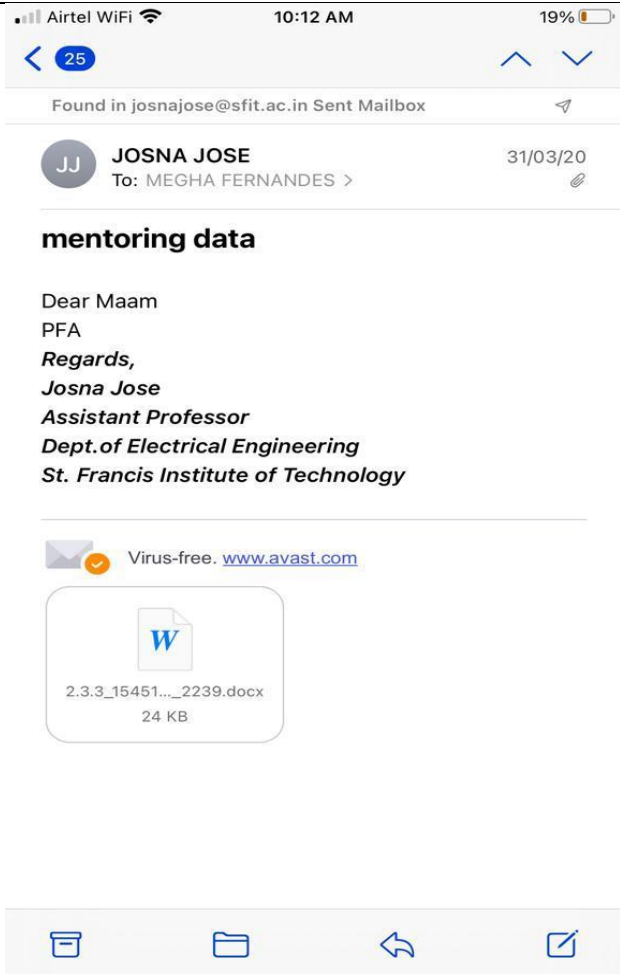
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Mentor Allotment and Scheduling Notices of Dept. of Electrical Engineering





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Sample Mentor's Report for AC 2019-20 of Dept. of Mechanical Engineering



St. Francis Institute of Technology

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Department of Mechanical Engineering

Report on Mentoring Session No - 1

Class: SE Mech

Meeting Date: March 20, 2021

Batch: 3

Time: 4 pm to 5 pm

The meeting started with the mentor congratulating all the mentees on their stupendous success in the previous semester examination. All were very happy with their performance.

The lockdown and its ill effects was again the point of discussion but mentees have accepted the fact that things were not their hands and they can't keep thinking about the same. Many of them had already registered for many courses on the platform like Coursera.com for learning things of their interest. They have started working on their mini projects to some extent.

The main concern of most of the mentees was how they will be able to perform the experiments in physical form. The mentor informed them that the department is planning to conduct the offline lab sessions as and when the college reopens.

The session concluded with discussion by the mentor on the various avenues the mentees further can explore in order to keep learning about recent developments in the field. He encouraged them to register for online internships and short term courses also.

Sunil R Pansare
Assistant Professor
Mechanical Engineering Department

14/02/2022

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Borivli (West), Mumbai - 400 103.



Date: 22/08/2019

Mentor Report

The first mentor mentee meeting was arranged for SE students on **21st August, 2019 at 4:00pm** for students of third batch in Room No. 202. We started with an informal interaction and gradually during the meeting we started discussing about issues/concerns of the students. Since it was our first such interaction, our students mostly opened up about the issues they are facing with their academic activities.

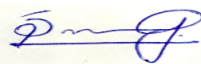
I observed most of the students have already understood the importance of skill development and accordingly have started working on it, mostly through a design course such as Solidworks. I also realized that some of our students are very ambitious but they lack preparation required to achieve it. Some students brought forth their idea of entrepreneurship which was a refreshing thought for me keeping in mind the large pool of students opting for jobs post their graduation.

After a initial introduction, I decided to guide the students to fill the mentor-mentee form through their ERP login, tell them the importance of short term and long term goal for a sustaining future. Some points I found critical in the form I discussed it in detail so that proper information can be filled in by our students.

At the end of the session, I informed the students about the essence of this mentor-mentee program and the importance of keeping in touch from the perspective of both the mentor as well as the mentee.

Overall it was a good start to the mentor-mentee interaction

Mr. Yunus Dalal
Mentor, DME



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