

Sanjivani College of Engineering, Kopargaon
(An Autonomous Institute Affiliated to SPPU)

Standard Operating Procedure (SOP) for Mentoring System
AY: 2025-26 (Sem - I)

Ref: SCOE/Mentor Scheme/01

Date: 15/7/2025

Objectives of Mentorship:

- I. Establish a trusting relationship between mentors and mentees.
- II. Accelerate personal and professional development of mentees.

Guidelines for Mentorship

- I. Every mentor has to be **an influence** for his/her twenty mentees.
- II. Be **a role model** for your Mentees.
- III. **Guide** them as and when required.
- IV. Every mentor has to conduct **an offline meeting** with his/her mentees **twice a month**. Conduct these meetings on **alternate Saturday's** as per Department Time table. A mentor has to **guide, promote** them in building their **career**. **Appreciate** them for their **achievements** and **help them** out to achieve their goals.
- V. **Help** them to overcome their **shortcomings**.
- VI. Always be keen to solve their issues.
- VII. If required, **criticize** their misconduct.
- VIII. Take all the feasible efforts to **mold their persona**.
- IX. **Bridge the gap** between mentees and respective departments.
- X. Take care of **alumni mentors**.
- XI. **Maintain a social media group** (preferably whatsapp) for regular mentees, one for alumni mentees and also for **Parents group**.
- XII. Also maintain **one whatsapp group for parents** of all mentees.
- XIII. Be in **regular touch with parents** too. Inform them the performance of their ward.
- XIV. **Focus on Career Mentoring**.

Note:

Geo-tag photos of Mentor Meeting activity should be recorded & maintained by Mentors.

Plan for Mentor Meeting Conduction:

First half hour of meeting:

For the first half hour, talk to mentees, listen to them, and find their problems. You may use the following guidelines. List the problems in the format provided. Try to solve the issues in concern with the head of Department and Deptl. Mentor coordinator.

Second half hour of the meeting:

Here, every mentor has to engage students with informal activities as mentioned below. You can also engage them on the playground. **Maintain evaluation of any one activity (from Sr.3 to Sr. no. 13). Evaluation is compulsory for Activity Sr. no 1, Sr. no 2 and Sr. 14.** These activities are planned so as to boost connections between mentors and mentees. And mentees should enjoy the hour of mentorship with you. Any **2 activities** from the list (sr.no. 3 to sr. no. 13) are to be conducted. **While Sr. no 1, Sr. no 2 and Sr. no 14 activity is compulsory.** After every mentor meeting attach the photo of that activity performing student in mentor file.

Sr.no.	Mentor Meeting Activity
1	SWOC Analysis and Comparison with previous year analysis (Compulsory)
2	1 min video on Goal planning / any Technical or Nontechnical topic (Compulsory)
3	"Act it out" (Role play of their choice)
4	Read some motivational book together in Library
5	Application Writing
6	Social Activity (Tree plantation/Cleanliness drive/Public awareness about e-learning)
7	Vocabulary (New English word discussion)
8	Any Sport Activity
9	Core Subject Discussion Activity / Programming Activity
10	GK Quiz/ Technical event
11	Yoga / Meditation
12	Discussion of current affairs.
13	Book Reading and Summary Presentation (refer below guideline no.4)
14	Performance Appraisal and Feedback (Compulsory)

Following reviews are must:

Every month attendance needs to be discussed along with CIA performance and inform to the Parents (Maintain the record).

All these discussions are to be noted on the Mentor-Mentee Interaction sheet.

Guidelines:

1. Listen to them, gain their trust, and build a relationship with them. Connect with them.
2. Encourage and inspire them.
3. Help them plan their future.
4. Suggest books to read (Example: The power of positive thinking, Think and grow rich, the magic of thinking big, the power of subconscious mind) and ask Mentee to orally present the summary of book in Mentor Meeting.
5. Suggest online/offline courses.
6. Suggest ways to improve their aptitude, reasoning skills.
7. Suggest ways to enhance their communication skills.
8. Discuss their problems; try to suggest solutions for the same.
9. Be available for them whenever they need you.
10. Make them aware of wide aspects in career post Engineering. (Civil services, defense services, SAP, Development, Creator, Entrepreneurship, Teaching and many more)
11. Make them aware of higher studies after possessing a Bachelor of Engineering degree. Also discuss different certifications.
12. Guide them through campus and non campus placements.
13. Make them understand the importance of aptitude and English communication.
14. Enquire if they are facing any issue in the course work learning process. If so, try to resolve the issue by initially conversing with the faculty, if still unsolved, approach to the higher authorities.
15. Discuss if the mentee faces any issues on campus or off campus. Guide him/her to resolve the issue.
16. Ask them to preserve their hobby skills.
17. Guide the mentees for all round development.
18. Counsel the mentee personally if required.
19. Identify the reason for poor performance if any. Help him to overcome it.
20. Guide the mentee, advise them, and provide them feedback.
21. Guide them to manage the things and exhibit leadership skills.

Note:

Attendance has to be recorded for all the mentor meetings in a given format. Files are to be maintained for every mentee by the mentor. Mentor coordinator has to look after the smooth conduction of these requirements. Call parents and communicate the performance of mentees. Parents should be called as and when required. Records for the same need to be maintained.

Guidelines for Mentee Attendance:

1. If student is absent for 2 consecutive lectures, student must take Permission from Mentor. Mentor must call and inform to the parent about Absentee of the Mentee. Mentor must maintain record of calling.
2. Mentor must call the parents of the mentee after every month and inform them monthly attendance. Mentor must maintain record of calling.

3. If the students having attendance less than 90% after **First** month in **Theory/Lab**. Then Mentor must call the parents and ask them to meet them between 1st to 4th day of the month and maintain the record.

4. On every 5th day of the month there will be Meeting regarding Status of Mentee Attendance and Number of Parents met to Mentor. Departmental Mentor coordinator must keep record of Monthly visit of parents.

5. If the students having attendance less than 90% after **Second** month in Theory / Lab. Then Mentor must call the parents and ask them to meet Respective HOD between 1st to 4th day of the month. Mentor Coordinator must keep the record of parent visit.

6. If the students having attendance less than 90% after **Third** month in Theory /Lab. Then Mentor must call the parents and ask them to meet Respective Director/Principal between 1st to 4th day of the month. Mentor Coordinator must keep the record of parent visited regarding attendance issue.

Following list of documents must be maintained in below mentioned files.

Mentee File Checklist:

1. Mentee Information Form (hard copy or soft copy)
2. Adhaar Card Photocopy.
3. Class X, XII /Diploma mark sheets and Engineering year wise mark sheet photocopies.
4. Achievement/Participation Certificates in various events (Technical/Non Technical).
5. Mentee Performance Appraisal.
6. Medical Certificates (if any)
7. Other relevant information as and when required.

Mentor File Checklist:

1. List of Mentees with contact details along with Parent Contact details.
2. SWOC Analysis.
3. Parent Mentor Interaction Details (Informing about Attendance, Result, Parents meet, if Any issue etc)
4. Activity Attendance Report
5. Mentee Interaction Sheet (One sheet per mentor mentee meeting)
6. Academics Attendance Report (Semester wise).
7. **Activity Evaluation Sheet with Close loop** of Any two Activities.
8. Evaluation Sheet of 1 min video for Communication
9. Photo of all Activities Conducted

Dept. Mentor Coordinator File Checklist:

1. Academic Calendar (Mentor Meeting)
2. List of Mentees and Mentors
3. List of Mentors with Location of Mentor Meeting

4. **Mentor Meeting Activity Plan**
 - Monthly/quarterly planned activities or discussion themes during mentor meetings.
5. **Summary of Mentor Meetings (Mentee Issues as per Mentor Meetings)**
 - Consolidated report of common issues identified during mentor meeting (e.g., academic, personal, psychological, attendance, etc.).
6. **Action Taken Report on Mentee Issues**
 - Specific measures/interventions initiated for solving issues highlighted in point 5.
7. **Mentee Feedback with Questionnaires**
 - Filled feedback forms or summary analysis from mentees regarding effectiveness of mentoring.
8. **Average Attendance of Mentees for Mentor Meetings (Mentor-wise and Department-wise)**
 - Tabulated attendance record with average % per mentor and for the whole department.
9. **Coloured Photos of Activity (4 Samples)**
 - High-quality photos of mentoring sessions or mentoring-related events (4 different samples).
10. **Activity Evaluation Sheets with Close Loop:**
 - a. SWOC Analysis Evaluation Sheet
 - b. 1-Minute Video for Communication Skill Evaluation
 - d. Activity Evaluation Sheet – of Any 3 other activity
11. **Sample Performance Appraisal Forms:**
 - FY Student Sample, SY Student Sample, TY Student Sample and B.Tech Student Sample
12. **Psychological Issues Solved of Any Student**
 - Documented case with problem summary, counseling action taken, and outcome.
13. **Success Story / Appreciation from Mentee Regarding His/Her Development through Mentoring System**
 - Written or video testimony or certificate/email message showing impact of mentoring.
14. **Best Mentor Details**
 - Criteria and process of selection and details of selected mentor with achievements.
15. **Audit Report of Previous Academic Year (AY)**
 - Internal or external mentoring audit report from last AY highlighting compliance, strengths, gaps, and suggestions.
16. **Record of Parent Visits for Attendance Less Than 90%**
 - Logbook or record sheet showing parent-teacher/mentor meeting for mentees falling below 90% attendance.



Dr.S.S.Ingle
Staff Incharge Mentor Scheme



Dr.M.V.Nagarhalli
Director

SCOE/ME/001 - 27/01/2026.
30/01/2026.

	Sanjivani Rural Educational Society's SANJIVANI COLLEGE OF ENGINEERING (An Autonomous Institution) Kopargaon - 423 603, Maharashtra.	ACAD-F-21 A
Academic Year: 2025-26	Standard Operating Procedure (SOP) for Mentoring System	Revision : 00 Dated : _____
Term - II	-	Date of Preparation : 27/1/2026

Ref: SCOE/Mentor Scheme/25-26/

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2. Be a role model for your Mentees.
3. Guide them as and when required.
4. Every mentor has to conduct an offline meeting with his/her mentees twice a month. Conduct these meetings on alternate Saturday's as per Department Time table. A mentor has to guide, promote them in building their career. Appreciate them for their achievements and help them out to achieve their goals.
5. Help them to overcome their shortcomings.
6. Always be keen to solve their issues.
7. If required, criticize their misconduct.
8. Take all the feasible efforts to mold their persona.
9. Bridge the gap between mentees.
10. Be in Connect with alumni mentors.
11. Maintain a social media group (preferably whatsapp) for regular mentees, one for alumni mentees and also for Parents group.
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6. Suggest ways to enhance their communication skills.
7. Discuss their problems; try to suggest solutions for the same.
8. Make them aware of wide aspects of career in Engineering (Civil services, Defense services, SAP, Development, Creator, Entrepreneurship, Academics and many more)
9. Make them aware of higher studies after possessing a Bachelor of Engineering degree.
Also discuss different certifications.
10. Guide them for campus and non campus placements and discuss if the mentee faces any issues in campus or off campus drive. Guide him/her to resolve the issue.
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17. Guide them to manage the things and exhibit leadership skills.

Guidelines for Mentee Attendance:

1. Mentee must take permission from Mentor in advance. If he/she will remain absent for Mentor meeting.
2. After every Mentor meeting, Mentor must call the parents of the absent Mentee and maintain the record of calling.
4. Every month attendance needs to be discussed along with CIA performance / Previous Year Result with Parents (Maintain the record). If, Mentee having attendance less than 75 % in Theory/Lab, then Mentor must call the parents and ask them to meet Department Mentor Coordinator and Respective HOD.

Following list of documents must be maintained in below mentioned files.

Mentee File Checklist:

1. Mentee Information Form (hard copy or soft copy)
2. Adhaar Card Photocopy.
3. Class X, XII /Diploma mark sheets and Engineering year wise mark sheet photocopies.
4. Achievement/Participation Certificates in various events (Technical/Non Technical).
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5. Activity Attendance Report

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First half hour of meeting:

For the first half hour, talk to mentees, listen to them, and find their problems. List the problems in the format provided. Try to solve the issues in concern with the Head of Department and Dept. Mentor coordinator. All these discussions are to be noted on the Mentor-Mentee Interaction sheet.

Second half hour of the meeting:

In second half hour of the meeting, every mentor has to engage students with informal activities as mentioned below. These activities are planned so as to boost connections between mentors and mentees. Mentees should enjoy the time of mentorship with Mentor. Mentor can also engage Mentee on the playground. After every mentor meeting a record of Geo-tag photo and evaluation sheet of activity conducted must be maintained in mentor file. Following are the list of activities.

Sr. No.	Mentor Meeting Activity
1	Introduction and Semester activity briefing
2	SWOC Analysis and Comparison with previous year analysis
3	1 min video on Goal planning / any Technical or Nontechnical topic
4	"Act it out" (Role play of their choice)
5	Read some motivational book together in Library
6	Application Writing
7	Social Activity (Tree plantation/Cleanliness drive/Public awareness about e-learning)
8	Vocabulary (New English word discussion)
9	Any Sport Activity
10	Core Subject Discussion Activity / Programming Activity
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12	Yoga / Meditation
13	Discussion of current affairs.
14	Book Reading and Summary Presentation (refer below guideline no.3)
15	Performance Appraisal and Feedback (Compulsory)

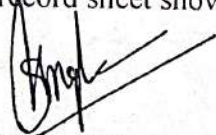
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4. Suggest online/offline courses.
5. Suggest ways to improve their aptitude, reasoning skills.

6. Mentee Interaction Sheet
7. Academics Attendance Report (Semester wise).
8. Activity Evaluation Sheet with Close loop.
9. Photo of all Activities Conducted
10. Performance Index Evaluation of every Mentee

Dept. Mentor Coordinator File Checklist:

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Internal or external mentoring audit report from last AY highlighting compliance, strengths, gaps, and suggestions.
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Dr. R. A. Kapgate
Director

Copy to: All HOD's, Dept. Mentor Coordinator