

Mentoring Circular

Mentoring

Seema Vishwakarma <Seema.Vishwakarma@vsit.edu.in>

Sat 12/12/2020 12:28 PM

To: B.Sc. IT Dept <bscitdept@vsit.edu.in>

Cc: Agnus Anthony <agnus.anthony@vsit.edu.in>

Dear Mentors,

Requesting all to carry on with the mentoring activities and Update the excel sheet for mentoring on timely manner

- Faculty members are supposed to share meeting link of the mentor mentee interaction two days prior on the given link <https://bit.ly/34tMDPN>
- After the interaction faculty member will update the interaction details in the form created <https://bit.ly/3ckf19z>

Kindly observe students who needs **more attention and professional counselling** and bring to the notice of mentoring committee
A session with professional counsellor will be arranged for such students recommended by the mentors

Seema Vishwakarma
Assistant Professor

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From: Seema Vishwakarma <Seema.Vishwakarma@vsit.edu.in>
Sent: Monday, April 12, 2021 2:57 PM
To: Rohini Kelkar <Rohini.Kelkar@vsit.edu.in>
Cc: Agnus Anthony <agnus.anthony@vsit.edu.in>
Subject: Mentoring Activity

Dear Mentors,

Kindly ensure that the mentoring sessions are conducted on timely manner.

Activity Documentation

A review from the mentors will be taken every month by the mentoring committee.

Kindly keep the softcopy (FY mentors) and hardcopy(other courses)of mentoring handbook ready before mentoring review

Link for entering details of group activity: http://bit.ly/Mentoring_GroupActivity

Link for entering details of one-to-one interaction : http://bit.ly/Mentoring_OnetoOne

The attachment of the mail consists of a ppt for guiding the mentors regarding the mentoring sessions

Following are the explanation of the slides for your reference

Slide 2	Video demonstrating mentor-mentee relationship
Slide 3	While mentoring we should focus on Faithful, Available and Teachable(FAT) mentee so that you can enhance them in the field of their interest
Slide 4	We can follow the four steps of guiding and mentoring students mentioned on this slide which includes It shows how mentoring should evolve from the first step of doing the task alone to doing it together.
Slide 6-9	Sample of questions focusing on how to make your mentee talk about themselves.
Slide 10 - 11	Virtual activities for enhancing discussion in group interaction
Slide 12 to 14	Motivational slides for mentees

Seema Vishwakarma
Assistant Professor

REPORT OF MENTORING YEAR 2020 -2021

Coordinators:

1. Ms. Agnus Anthony Meledath
2. Ms Seema Vishwakarma

At VSIT we have an exceptional mentoring program for the students where the students get the opportunity to be counselled by their teachers on an online mode. This program helps to specifically foster the development of confident graduates and postgraduates with exceptional communications, leadership, critical thinking, ethical decision-making, and intrapersonal and interpersonal skills. It also helps undergraduate students in enhancing their talents in academic, professional, social, ethical and leadership qualities.

The objective of conducting Mentoring was mainly to build capability and self-reliance in the Mentees and helped them to clarify the Mentee's perspective while bringing an additional impartial view to bear on the issues. Developing confidentiality, trust, understanding, and positive expectation are key of successful mentoring. Sometimes, when the issues are straightforward and urgent, a Mentor might offer advice to the mentee to visit the campus counsellor.

In the first few months of the academic year, mentoring was conducted on an offline mode but due to pandemic it was conducted on an online mode on the MS teams app.

The process of mentoring was carried out in the following manner on the online mode. The list of the students allocated to the mentors was sent by mail. The soft copy of mentoring handbook was provided to collect the data of the students. All mentors had to fill the details of the mentoring sessions in the links provided after the mentoring sessions. Mentors created a meeting link on Microsoft teams as per convenience of mentees and shared the meeting link of the mentor- mentee interaction two days prior to the interaction. No recording of the interactions was done to maintain confidentiality, The first part of mentoring was group activity which was conducted by the mentors for the entire batch (once in a month).in which the mentors conducted some fun activities so that they can break the ice. Second part was one to one interaction online. (once in a month). If they came across any mentees who have major issues and needed personal counselling the names of such students with the details of student (name, course, roll number) were mailed to the mentoring in charges and they were asked to keep in touch with the students till further instruction from the mentoring committee. After the interaction mentors had to update the interaction details in an MS form created by the mentoring committee. The Mentoring committee prepared the reports based on MS Form filled by mentors after conducting the sessions.

Glimpses of the group activity by Mentors on online mode:





