

B. K. BIRLA COLLEGE (AUTONOMOUS), KALYAN

Affiliated to University of Mumbai



Mentor Mentee Handbook

B. K. Birla College (Autonomous), Kalyan
Mentor-Mentee Handbook

Table of Contents

Sr. No	Particulars	Page No
1	Profile of the College	2
2	Foreword on Mentor-Mentee Cell	5
3	Roles and Responsibilities of Mentor (Faculty)	7
4	Roles and Responsibilities of Peer Mentor	8
5	Format of Faculty wise mentor list	9
6	Format of Mentor wise Mentee list	10
7	Format of Mentoring reports with attendance	11

Profile of the College

B. K. Birla College of Arts, Science and Commerce (Empowered Autonomous Status), Kalyan a multi-faculty premier institution of higher learning, with an enrolment of 13,500+ students (9,100 students in UG, PG and Research Programmes and 4,400 in Junior College) is affiliated to the University of Mumbai (UoM). The College was established in 1972, by Kalyan Citizens' Education Society with the blessings of Pujya Shri B. K. Birla ji and Pujya Smt. Sarala ji Birla.

The College is spread over 20 acres of land (including B. K. Birla Public School) in the prime location of Kalyan city. The college has 72 classrooms with ICT facility, with 50% being smart classrooms and one 3D studio. The College has taken several initiatives towards green campus including the facility of ETP, STP and Rainwater Harvesting. The College has a well-equipped Central Library (Green Library) with IT infrastructure. The Chairman and Faculty members have sponsored 25 new bicycles to the needy students as a green initiative during the current year.

The New Building (55,000 sq. ft.) has been added to provide new Science Labs and Classrooms. The College offers 33 UG, 34 PG courses and 09 Ph.D. programs. The College also conducts PG Diploma in Bio-nanotechnology, PG Diploma in Global Education and A-DMLT Courses.

The College has recently introduced new aged study programmes like B. VOC in 4 subjects M.Sc. (Data Science and Big Data Analytics), M.Sc. (Finance), M.Sc. (Artificial Intelligence), M.Sc. (Food Science and Nutraceuticals) and B.M.S. in Retail Management in association with Maruti Suzuki Pvt. Ltd. from the Academic Year 2022-23.

The UGC has sanctioned a Community College for Diploma in Accounting and Taxation in 2015-16.

The College has been reaccredited (3rd Cycle) by NAAC and awarded 'A' Grade (CGPA- 3.58) in 2014. The College was granted '*College of Excellence*' status by UGC (2015-20). The College has been granted '*Autonomous Status*' by UGC and UoM from 2018-19 and ISO 9001:2015 certified.

Dept. of Environmental Sciences Laboratory has been granted accreditation by National Accreditation Board for Testing and Calibration Laboratories (NABL) in August 2022 for wastewater analysis.

The depts. of Botany, Chemistry, Microbiology, Physics and Zoology have been awarded 'Star Status' (2017-20) and the depts. of Mathematics, Information Technology and Computer Science have been selected under Star College Scheme (2017-20) by Dept. of Biotechnology (DBT), Govt. of India, New Delhi.

The Rashtriya Uchchar Shiksha Abhiyan (RUSA) has sanctioned grant of Rs. 5.00

crore to our college for 'Enhancing Quality and Excellence' under Component-8.

The College has been approved as a Potential 'Mentor Institution', by UGC under PARAMARSH scheme (2019-20).

Recently, the College has conferred '*Empowered Autonomous Status*' from the University of Mumbai from the Academic Year 2023-24 to 2032-33.

The College has established Mpower Counselling Cell instituted by our patron Respected Dr. Neerja ji Birla, Founder and Chairperson of Mpower and ABET to provide holistic mental health care solutions.

On the occasion of Celebration of Golden Jubilee Year of our College and Birth Centenary Year of our Founder Pujya Shri B. K. Birla ji, the Postal Stamp was released with the College logo and photo of Pujya Shri B. K. Birla ji by the Department of Posts, Government of India at the gracious hands of Shri Bhagat Singh ji Koshyari, Hon'ble Governor of Maharashtra and Chancellor of Universities in Maharashtra State and Padma Bhushan Smt. Rajashree ji Birla, our Chief Patron, Chairperson, Aditya Birla Centre for Community Initiatives and Rural Development (Digitally) on Thursday, 14 October, 2021 at Raj Bhavan, Mumbai.

The College in the pursuit of excellence has attained numerous awards and accolades. The College has been consistently ranked among the best colleges of India in different education surveys nationwide. Recently, the College has been Ranked No. 2 in India, 1st in Maharashtra and 1st in Mumbai in the category of 'Extraordinary Contribution to Local Community' by EducationWorld Grand Jury India Higher Education Rankings (2023-24); Ranked No. 1 as 'Promising Future Ready - Institution' by EducationWorld, India Higher Education Rankings 2021-22, Ranked 1st in Country as 'New Age Study Leader Programme Leader' by EducationWorld (2022-23) and Ranked 2nd in 'Student Diversity' by EducationWorld (2020-21).

Research is an integral part of teaching. 24 faculty members are Ph.D. Guides. Many faculty members have worked on Major and Minor Research Projects and have published many research papers and authored books. 47 Patents (30 Granted and 17 Published) have been contributed by the Faculty Members.

The performance of students is excellent in extra-curricular activities including NCC, NSS, Sports, etc. The College NCC Units have bagged the Vice Chancellor's banner for 12 times out of 20 for being best NCC Unit of UoM. Our cadets participate in *Republic Day Camp, Thal Sainik Camp and All India Nau Sainik Camp* regularly.

The management provides financial support to the students for participating in International and National Level for cultural and sports events. The College provides Tuition fee concession to needy students in addition to scholarships / freeships by Government. The Management also provides scholarships to needy and deserving students of our college (maximum up to Rs. 10,000/- or 50% of total fee whichever is less, per student per year).

A number of students have qualified for the UPSC / MPSC, IIT- JAM, NET and SET

examinations and have received INSPIRE fellowship.

The college has signed MoU with few national and international institutes / organizations for faculty and student exchange, Internship / Training .and to promote research. We have signed MoU with Century Rayon, Shahad, Century Enka Ltd., Pune and Rajashree Polyfil Ltd., Bharuch, for strengthening academics and research.

We stand committed for the cause of higher education.

Foreword of Mentor Mentee Cell

A mentorship programme is a structured and organized initiative that facilitates the pairing of experienced individuals (mentors) with less experienced ones (mentees) to provide guidance, support, and knowledge transfer. B. K. Birla College has structured a Mentor-Mentee Cell based on the guidelines laid down by UGC for initiating and implementing the same for all Higher Education Institutions in India.

B. K. Birla College has a unique location where its hinterland lies in the surrounding rural-urban fringe while being geographically located in Kalyan city. Therefore the student input is a mix of both social and financial backgrounds. There are also obvious differences in the learning levels of the students. Certain students with special abilities are also admitted almost every year that need different assistance to accomplish their learning goals in the college.

The College is determined to provide assistance to every student who has high aspirations and seeks to achieve their educational goals. Student mentoring is one such facility that the college has to help the students overcome their difficulties, if any, and succeed in whatever endeavor they may choose to undertake.

Student mentoring is basically a one-to-one relationship between the Mentor (faculty member) and Mentee (student) over a prolonged period of time. The mentor provides support, guidance, counseling while being a positive role model to them. The goal of student mentoring is to help all students involved in the mentoring program to gain the skills and confidence to be responsible for their own futures and develop to their full academic and personal potential.

The College also has initiated a 'Peer Mentoring' programme which allows academic peers to assume the role of a mentor. But this is done under the supervision of the faculty members and regular monitoring helps create a positive environment in the class that promotes good academic camaraderie.

Mentoring process strengthens the:

- Concentration and Focus
- Logical thinking
- Problem-solving skills
- Linguistic and other soft skills
- Practical skills
- Life skills
- Decision-making abilities.
- Confidence building
- Holistic development

Mentoring process includes:

1. Personal and group counseling

2. Coordinating with course teachers regarding learning difficulties.
3. Encouraging participation in co-curricular and extra-curricular activities.
4. Career guidance through skill development
5. Providing information regarding opportunities for higher education.
6. Enrolling students in Placement Cell
7. Motivational interactions to reiterate Positive Thinking
8. Guidance for Stress Management
9. Awareness about refraining from vile habits (addictions, etc.)

Roles and Responsibilities of the Mentor (Faculty Member)

Who is a Mentor?

Every Faculty member is a mentor. The Head of the Department will entrust a specific group of mentee students to the faculty members. But students are free to approach any faculty member they feel comfortable to discuss their specific issues.

Role of a mentor

- Be a positive role model
- Provide a safe environment for discussion
- Encourage students to communicate with their subject teachers
- Maintain communication with parents of the mentees whenever necessary
- Refrain from making personal comments or judgements

Responsibilities of a mentor

- Maintain Mentor-Mentee record.
- Conduct at least two meetings per semester.
- Provide counseling whenever required.
- Give information regarding various scholarships, freeships and other student benefits.
- Maintain record of academic progress of mentees.
- Regular communication with the Mentees
- Submit a comprehensive Yearly Report on issues handled and resolved by the Mentor.
- Maintain discipline among students.

Roles and Responsibilities of Peer Mentor

Who is a Peer Mentor?

Peer mentors can be defined as; A body of students who have volunteered to undertake training so that they can offer support to other students experiencing particular problems, and help to reduce the amount of bullying in the Institute.

Role of a peer mentor

The actual role of peer mentors can be defined by the faculty member who is coordinating the peer mentoring activity. But mainly it involves assisting in studies and keeping an eye on the students for any unfavourable behavior or activity.

Responsibilities of a peer mentor

- Report any untoward incidences to the teacher.
- Be willing to listen to their peers without judgement.
- Encourage peers to seek adult intervention wherever necessary.

Requirements to be a Peer Mentor

- Regular attendance in class.
- Good academic performance
- Active participation in co-curricular and extra-curricular activities.

