



M.C.E. Society's
M. A. Rangoonwala Institute of Hotel Management and Research

Azam Campus, Pune - 411001.

Tele No.: 020-26442261/62 Email: info@marhotelmanagement.com

Website: www.marhotelmanagement.com

Mentor - Mentee Handbook



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Mentor-mentee Programme

We at M. A. Rangoonwala Institute of Hotel Management and Research aim high in regards to the growth and success of our students and wish to help them achieve and go beyond their own expectations. We also wish to see them go beyond the expectations of people who teach and care for them. Student mentoring at our institute is defined as a relationship that exists between a less knowledgeable person (student) and a more knowledgeable person (faculty) which develops eventually over time. The mentor is expected to provide constant support, guidance and help to a student and prove to be a positive individual who the students look up to.

A few of the students who are a part of this initiative may be facing a difficult period in their life or may need some support in parts of life other than the college life. The students may simply feel the need to have another significant adult present in their life.

The objective of this scheme is to benefit the students involved in the program to acquire the skills and confidence to be responsible for their future endeavors and achieve the best of their potential.

Responsibilities of Mentor:

- ✚ Maintain Mentor-Mentee Booklet.
- ✚ Maintain Class wise list of admitted students.
- ✚ Keep contact details of students and parents.
- ✚ Perform result analysis of previous semester.
- ✚ Record of mentor- Student meeting.
- ✚ Provide information about students to other teachers when required.
- ✚ Students counseling should be done whenever required.
- ✚ Maintain the records of monthly defaulter list.
- ✚ Send letters to parent for parents meet.
- ✚ Telephonic call record of students to be maintained.
- ✚ Leave applications of the students along with any other documents.
- ✚ Maintain the undertakings of students.
- ✚ Maintain discipline among students.
- ✚ Conduct Term-Wise Student Feedback Survey, Interpretation and Analysis.

Benefits of a student Mentoring Programme:

- ✚ Students benefit by receiving the help and guidance of a caring adult and also receive assistance with their academic studies.
- ✚ The motivation level amongst students is boosted.
- ✚ Mentored students are not be lured into wrong activities.
- ✚ Students improve interpersonal relationships.

Important notes about conduct and support:

- ✦ Avoid making negative comments about instructors, assignments, or tests.
- ✦ Refrain from doing students' assignments or suggesting grades.
- ✦ Be clear about expectations for academic honesty and integrity.
- ✦ Draw a clear line between friendship and mentoring.
- ✦ Encourage students to communicate with professors and use campus services.

Peer Mentor Program

Peer Mentors serve to support and encourage student's success. Peer Mentors lead mentees through their prior college experience and help new students throughout the academic year through one-on-one and group meetings, Peer Mentors will be a knowledgeable guide for new students, a thoughtful facilitator who provides access to people and resources and ultimately a role model and advocate.

Responsibilities

- ✦ Serve as an energetic and enthusiastic volunteer to help junior students succeed at M.A. Rangoonwala Institute of Hotel Management and Research.
- ✦ Develop and maintain relationships with and provide assistance and support for students (focus on a smooth transition and develop a sense of belonging for the college.)
- ✦ Serve as a resource for students new to the College.
- ✦ Help facilitate and encourage attendance to all college events.
- ✦ Participate in training programs and activities.
- ✦ Attend group meetings.
- ✦ Serve as a positive role model.

Qualifications

- ✦ Be a rising classmate, junior or senior.
- ✦ Be in good academics and student conduct.
- ✦ Be willing to learn and share information about M.A. Rangoonwala Institute of Hotel and Research, student life, and campus resources.
- ✦ Demonstrate good interpersonal and communication skills.
- ✦ Have a genuine desire to help their peers succeed.
- ✦ Demonstrate leadership potential.
- ✦ Be self-motivated with a positive attitude.
- ✦ Display a willingness to learn about different cultures.

Benefits

Peer mentors have the opportunity to:

- ✦ Build close relationships with new students.
- ✦ Develop leadership skills.
- ✦ Guide new students through their first-year.

Peer Mentor Roles and Responsibilities

The Role of a Peer Mentor

- ✚ A knowledgeable guide for new students.
- ✚ A thoughtful facilitator who provides access to people and resources.
- ✚ A role model and advocate.
- ✚ Participate in social media interactions (Facebook) with new students during summer.
- ✚ Maintain regular contact with new students.
- ✚ Work both independently and as part of a team with fellow Peer Mentors.
- ✚ Attend and participate in all training sessions and group meetings.
- ✚ Understand and abide by all MARIHMR policies.
- ✚ Serve as a positive social and academic role-model.
- ✚ Educate new students about various resources and student services available at MARIHMR.
- ✚ Maintain confidentiality with any shared information.
- ✚ Coordinate and facilitate social and educational programs as desired or needed.
- ✚ Participate in formal evaluations and assessments of the program.
- ✚ Meet individually with the Principal to discuss new student concerns, as needed.

Mentoring Form

Maharashtra Cosmopolitan Education Society's
M.A.Rangoonwala Institute of Hotel Management & Research,

Azam Campus, Camp, Pune-411001.

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[Website: www.marhotelmanagement.com](http://www.marhotelmanagement.com)

MENTORING FORM

Name of Student:- _____

Course:- B.Sc.(H.S.)

E-mail ID:- _____

Permanent Address:-

First Year

Second Year

Third Year

Present Address:-

Parent/ Guardian Name:- _____

Date of Birth:- _____

Father's Contact No:- _____

Father's Profession:- _____

Mother's Contact No:- _____

Mother's Profession:- _____

Date of Mentoring	Problems Identified	Mentor's Remark	Student's Signature

Performance in Exams:-		Personal Achievement:-
First Year		
Second Year		
Third Year		

Co-curricular Activities:-		Specific Problem Identified:-
First Year		
Second Year		
Third Year		
Attendance:-		
First Year		
Second Year		
Third Year		

Mentor Name
F.Y. B.Sc. (HS)

Signature

Signature
Principal

Mentor Name
S.Y.B.Sc. (HS)

Signature

Signature
Principal

Mentor Name
T.Y. B.Sc.(HS)

Signature

Signature
Principal

Student Leave Application

Student Leave Application

Date: _____

To,
The Mentor,
Class: _____

Respected Sir/Madam

I require day(s) leave for the following reason. Please sanction the leave.

Name of the Student: _____

Division: _____

Roll No: _____

Date(s) on which leave(s) required: _____

Total day(s): _____

Reason for leave: _____

Contact no. when at leave: _____

Thanking You.

Yours Obediently,

.....

(Sign of the student)

Leave sanctioned/not sanctioned

.....

(Name & Signature of Mentor)

Attachment: _____

Monthly Attendance Undertaking



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MONTHLY UNDERTAKING

I, the undersigned student Mr. /Miss.....

Class..... am not regular for the theory/practical in the month:.....

The detailed attendance record for the month.....and cumulative attendance up to end of month.....is shown to me and I agree for the same record.

Under such circumstance, my cumulative attendance may fall below the University norms. In such case, I am aware that, I may get detained and I will not be permitted to appear for University theory exam in.....as per rules of SPPU. Because of this, I will have to seek admission in the same class next year.

Hence I am giving this undertaking that, for the remaining period of the term, I will be regular and will make up the attendance as per University norms.

In future if my cumulative attendance falls below the norms of SPPU, college authority can detain me as per university rules and I will not hold the college authority responsible for the academic and other losses arising out of it. I will be fully responsible for the same.

Sign of Student: _____

Name of Student: _____

Date: / /

I, Mr/Mrs.....father/mother/..... of Mr. /Miss.student, agree with above undertaking and we will be fully responsible for the same.

Further I give the assurance that I will take care so that such situation will not occur in future.

Sign: _____

Name of Father/mother: _____

Date: / /

Place: _____

Cumulative Attendance Undertaking



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**UNDERTAKING
(FOR CUMMULATIVE ATTENDANCE)
(From _____ TO _____)**

I, the undersigned student Mr. /Miss.....Class..... am not regular for the theory/practical. The Cumulative attendance record till is shown to me and I agree for the same record. Under such circumstance, my cumulative attendance may fall below the University norms. In such case, I am aware that, I may get detained and I will not be permitted to appear for University theory exam in.....as per rules of SPPU. Because of this, I will have to seek admission in the same class next year.....by paying full fees. Hence I am giving this undertaking that, for the remaining period of the term, I will be regular and will make up the attendance as per university norms. In future if my attendance falls below the norms of SPPU, college authority can detain me as per University rules and I will not hold the college authority responsible. I will be fully responsible for the same.

Date: / /

Sign of Student: _____

Name of Student: _____

I, Mr/Mrs.....father/mother/.....
..... of Mr./Miss.student, agree with above undertaking and we will be fully responsible for the same. Further I give the assurance that I will take care so that such situation will not occur in future. In case, if my ward is detained by college, I will not hold college authority responsible for the same.

Date: //

Sign of father/mother: _____

Name: _____

Place: _____

Counseling Sheet

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Counseling Sheet

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Course:- B.Sc.(H.S.)

E-mail ID:- _____

Permanent Address:-

First Year

Second Year

Third Year

Present Address:-

Parent/ Guardian Name:-

Date of Birth:-

Father's Profession:-

Mother's Profession:-

Father's Contact No:-

Mother's Contact No:-

Date of Counseling	Problems Identified	Counselor's Remark	Student's Signature

Performance in Exams:-		Personal Achievement:-
First Year		
Second Year		
Third Year		

Co-curricular Activities:-		Specific Problem Identified:-
First Year		
Second Year		
Third Year		
Attendance:-		
First Year		
Second Year		
Third Year		

Counselor's Name

F.Y. B.Sc. (HS)

Signature

Counselor's Name

S.Y.B.Sc. (HS)

Signature

Counselor's Name

T.Y. B.Sc.(HS)

Signature