

Meeting- I

Day & Date: Thursday, 28th October 2023

Department: Mentoring Cell

Minutes of the Meeting:

1. To decide the structure of Mentoring Cell
2. To orient regarding the B.Ed. curriculum in the induction program at the beginning of Academic year.
3. To decide the activities under mentoring Cell for the year.
4. To create Mentor-Mentee groups.
5. Any other relevant subject at the time of meeting.

Meeting was held on Saturday, 28th October 2023 regarding Mentoring Cell. All teaching and non-teaching staff was present for meeting. The discussion was held on the following points.-

Topic – 1:- To decide the structure of Mentoring Cell.

For the academic year 2023-24 Mentoring Cell has been established. Principal of Abhinav College of Education, Ambegaon, Pune and all teaching and non-teaching staff decided the structure of Mentoring Cell. It was as follows.-

Cell Structure

Sr. No.	Name of person	Designation
1	Dr. Kanchan Rajesh Chaudhari	Principal
2	Asst.Prof. Ashwini Sunil kadbane	Coordinator
3	Dr Aarti Prashant Gangurde.	IQAC Co-ordinator
4	Dr.Prajakta Medhekar	Counsellor
5	Dr. Kiran Nanaware	Member
6	Asst. Prof. Varsha Thakur	Member
7	Dr.Pravin Pargaonkar	Psychologist

Topic – 2:- To orient regarding the B.Ed. curriculum in the induction program at the beginning of Academic year.

Committee decided to conduct the induction program at the beginning of academic year 2023-24. Principal Dr. Kanchan Choudhari will guide student about rule & regulations of college. Also Dr. Aarti Gangurde will orient students about second year B.Ed. curriculum.

Topic- 3: To decide the activities under Mentoring Cell for the year.



The committee decided following, activities under Mentoring Cell for the academic year 2023-2024.

- a) Conducting SWOT Analysis.
- b) Tracking students' progress.
- c) Conducting mentor- mentee sessions.

Topic: 4: To create Mentor-Mentee groups.

Committee decided mentor-mentee seven groups. The ratio should be 1:14 for first and second year B.Ed.


Topic: 5: Any other relevant subject at the time committee meeting.

The committee decided to display all notices and rule –regulations on notice board.

Following members was present for the meeting:

Sr. No.	Name of person	Designation	Signature
1	Dr. Kanchan· Rajesh Chaudhari	Principal	
2	Asst.Prof. Ashwini Sunil kadbane	Coordinator	
3	Dr Aarti Prashant Gangurde.	IQAC Co-ordinator	
4	Dr.Prajakta Medhekar	Counsellor	
5	Dr. Kiran Nanaware	Member	
6	Asst. Prof. Varsha Thakur	Member	
7	Dr.Pravin Pargaonkar	Psychologist	




Principal
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Action Taken Report - I

Academic Year: 2023-24

Topic 1: Structure of Mentoring Cell

The Principal and all teaching and non-teaching staff collectively decided the structure of the Mentoring Cell for the academic year 2023-24.

Topic 2: Induction Program for B.Ed. Curriculum

An induction program was conducted at the beginning of the academic year 2023-24. Principal Dr. Kanchan Choudhari provided guidance on the rules and regulations of the college. Additionally, Dr. Aarti Gangurde oriented second-year students about the B.Ed. curriculum.

Induction Program:

- New students were successfully oriented to the college's rules and regulations.
- Second-year B.Ed. students received a comprehensive overview of their curriculum, aiding in their academic planning and preparedness.

Topic 3: Activities Under Mentoring Cell

The following activities were decided and implemented under the Mentoring Cell for the academic year 2023-24:

- Conducted SWOT analyses helped students understand their strengths, weaknesses, opportunities, and threats.
- Regular tracking of students' progress provided valuable insights into their academic and personal development.
- Mentor-mentee sessions fostered better communication, guidance, and support, contributing to students' overall growth.

Topic 4: Creation of Mentor-Mentee Groups

Seven mentor-mentee groups were formed, maintaining a ratio of 1:14 for both first and second-year B.Ed. students.

Formed mentor-mentee groups facilitated personalized guidance and support, ensuring that each student received adequate attention.

Topic 5: Other Relevant Subjects

All notices and rules and regulations were displayed on the notice board for the benefit of the students and staff.

This report summarizes the actions taken based on the committee's decisions for the academic year 2023-24.



Meeting – II

Day & Date: Saturday, 27th January 2024

Department: Mentoring Cell

Agenda of the Meeting:

- 1) To take the review of previous meeting
- 2) To take the review of mentoring cell activities
- 3) Discussion of any other relevant topics during the meeting.

Topic 1: To take the review of previous meeting.

As a follow-up to the prior meeting's deliberations, the college organised an orientation session as a part of the Induction program, emphasizing the rule & regulations of college. Also oriented S.Y.B.Ed. students about second year B.Ed. curriculum, organized SWOT analysis activity and timely taken follow-up of students' progress.


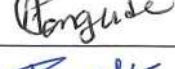
Topic 2: To take the review of mentoring activities

Following the previous meeting's discussions, committee took a follow-up from all mentors about their mentees.

Topic 3: Discussion of any other relevant topics during the meeting

During the meeting, no additional subjects were brought forth for discussion by the committee.

Following members was present for the meeting:

Sr. No.	Name of person	Designation	Signature
1	Dr. Kanchan Rajesh Chaudhari	Principal	
2	Asst.Prof. Ashwini Sunil kadbane	Coordinator	
3	Dr Aarti Prashant Gangurde.	IQAC Co-ordinator	
4	Dr.Prajakta Medhekar	Counsellor	
5	Dr. Kiran Nanaware	Member	
6	Asst. Prof. Varsha Thakur	Member	
7	Dr.Pravin Pargaonkar	Psychologist	




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Action Taken Report -II

Topic 1: Review of Previous Meeting

As discussed in our second meeting on 27th January 2024 regarding the Mentoring Cell, the following actions have been taken:


Topic 2: Review of Mentoring Activities

Following the discussions in the previous meeting, the committee took a detailed follow-up from all mentors regarding their mentees. This involved collecting reports from mentors about the progress, challenges, and needs of their mentees. The follow-up aimed to ensure that the mentoring process was effective and that students were receiving the necessary support and guidance.

Topic 3: Discussion of Any Other Relevant Topics

During the meeting, no additional subjects were brought forth for discussion by the committee. The meeting focused on the pre-decided agenda, and no new topics were introduced.




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Annual Report on Mentoring Cell

Academic Year: 2023-24

"Empowering Minds, Nurturing Futures"

Objectives

1. Provide Personalized Guidance and Support:
2. Enhance Academic and Personal Development:
3. Foster Effective Communication and Relationship Building

Throughout the academic year 2023-24, the Mentoring Cell at Abhinav College of Education undertook several key initiatives to support and guide students. The structure of the Mentoring Cell was established collaboratively by the Principal and all teaching and non-teaching staff, ensuring a well-organized framework for the year's activities.

At the beginning of the academic year, an induction program was held. Principal Dr. Kanchan Choudhari provided new students with essential guidance on the college's rules and regulations, while Dr. Aarti Gangurde oriented second-year B.Ed. students about their curriculum. This program successfully prepared students by giving them a comprehensive understanding of the academic and institutional expectations.

The Mentoring Cell implemented several activities aimed at enhancing student development. A SWOT analysis activity helped students identify their strengths, weaknesses, opportunities, and threats, aiding in their personal and academic growth. Regular tracking of students' progress provided insights into their development, allowing for timely interventions and support. Mentor-mentee sessions fostered better communication and guidance, contributing significantly to the overall growth of the students.

To facilitate personalized support, seven mentor-mentee groups were created, maintaining a ratio of 1:14 for both first and second-year B.Ed. students. These groups ensured that each student received adequate attention and guidance from their mentors.

All notices and the college's rules and regulations were prominently displayed on the notice board, ensuring that students and staff were well-informed.



In a subsequent meeting on January 27, 2024, the committee reviewed the previous actions related to the Mentoring Cell. Detailed follow-ups were conducted with all mentors to discuss the progress, challenges, and needs of their mentees. This process aimed to ensure the effectiveness of the mentoring activities and to provide necessary support to the students.

No additional subjects were brought forth for discussion during the final review meeting, indicating a focused and consistent approach to the pre-decided agenda.

This annual report highlights the comprehensive efforts made by the Mentoring Cell to support students' academic and personal development throughout the academic year 2023-24.

Asst
Co-ordinator
Asst. Prd. A.S. Kadbane



[Signature]
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