

# SYMBIOSIS CENTRE FOR INFORMATION TECHNOLOGY

## Symbiosis International (Deemed University)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A' grade (3.58/4) | Awarded Category – I by UGC

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)



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## SYMBIOSIS INTERNATIONAL (Deemed University)

### Symbiosis Centre for Information Technology, Pune

5.1.2-Career Counselling		
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## **The Mentoring Program at SCIT**

### **1.0 Introduction**

Mentoring is a process by which one person usually of superior rank guides the development of another entry level individual, seen as a protégé or the mentee (Carmen, 1988; Gerstein, 1985; Gehrke, 1988). This relationship is successful if it involves meaningful constructive dialogues, designing measurable actions with enough dynamic interactions (Cohen, 1999). Mentoring program is a platform through which mentor and mentee share valuable and pertinent resources through assistance and support which is given through cross-disciplinary collaboration and discussion. Successful mentoring is a dynamic process where each mentor-mentee pair learns to respect and trust the other's commitment and expertise. But, as individual choice and style of each pair play an important role and are different, this process results in forming a unique mentor and mentee pairs, comprising of faculty members (hereinafter referred to as mentor) and students (hereinafter referred to as mentee). This initiative enables the mentors to encourage the mentees to gain confidence in their involvement in academics as well as other value-adding and enrichment initiatives of SCIT.

**1.1 Rationale:** This initiative is based on the idea that students need personal, academic and professional orientation to guide them towards the achievement of their goals.

**1.2 Objective:** The objective is to make students aware and abide by the legacy institutional culture. This effort emphasizes our heritage which emphasizes the need for inclusiveness and collaboration between the faculty members and students so as to create an environment of caring for the development of each student in the process.

### **2.0 Mentoring Process:**

The process of mentoring will be done for each batch of MBA (ITBM) & MBA (DSDA) programs throughout their academic lifecycle. At the commencement of the first semester a list of mentees will be sent to the respective mentors. All the mentors will be given a mentoring file kit containing (i) the mentoring concept note and (ii) the mentor-mentee record (*general sheet, table of academic performance, mentoring progress report*). The record should be updated on an ongoing basis.

From Academic year 2019-20, SCIT introduced a concept of identifying the fast and slow learners. A Preliminary Comprehensive Exam is conducted for the students during the month of June which covers the basic principles covered in the initial induction classes and bridge courses and the student performance is evaluated. This activity aids in identifying the slow and fast learners. The mentoring file of identified slow learners also contain a separate evaluation sheet to track the performance of the students and provide support if required.

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**Mentor – Mentee Record**

The process should commence with a short induction session by the mentor to his/her mentees. This will be followed by a periodical one-to-one discussion between the mentor and mentee regarding their progress and outcomes from this mentoring relationship. The mentor should clearly specify what he or she is looking for from the initiative. Mentee should be very clear about what their expectations are. Issues like frequency of contact, availability on both sides, and modes of contact should be agreed upon from the start to avoid confusion. The subsequent paragraphs will explain the role of mentor and mentee and the administration of the mentoring process.

**2.1 Role of Mentor:** The mentor should take the initiative to make an initial contact with the mentee (as soon as the list is made available) and elicit the mentee's goals and expectations. A mentor should listen carefully to the mentee's aspirations, strengths and weaknesses. The mentor supports the mentee in meeting his or her goals through questioning, providing guidance and feedback, sharing his or her own experiences, and possibly connecting the mentor with other individuals or groups who could help. Though for every pair of mentor-mentee, the outcome will unfold differently based on the individuals involved, but the purpose of this program is not to explicitly tell the mentee about what to do. This is to help the mentee to make self-informed decisions. The mentor should be supportive, not critical or negative. The mentor should understand and remember that everyone's experiences and priorities are different.

**2.2 Role of Mentee:** A mentee communicates his or her goals, strengths, weaknesses clearly to the mentor. He or she listens critically and objectively to the feedback and guidance received, keeping in mind that the mentor is speaking from his or her specific experience and priorities. It's up to the mentee to ensure that the relationship is beneficial by keeping in contact, clearly communicating expectations, actively addressing problems and asking for help whenever needed.

**2.3 Frequency of contact:** The efficacy of mentoring is a direct result of the amount of time the mentor/mentee work together. The frequency of meeting with students should be at least once in a month or in any other periodical frequency as required. After every meeting, the mentor-mentee record should be updated in all the appropriate places of the record.

**2.4 Mentor checklist:**

- Get the student record form filled in with the personal details of the student

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**Mentor – Mentee Record**

- Set aside about 30 minutes for the first meeting with your mentee. Try to learn about the other aspects of the mentee during this time for example his/her hobbies, likings/disliking etc.
- Discuss your needs and expectations with your mentee. Work with your mentee on per semester goals for the relationship.
- To chart his/her success, help your mentee to develop a checklist that you both can follow.

**2.5 Mentee checklist**

- He/she should be very clear on the goals, competency level of his/her own.
- Agree on confidentiality of information discussed.
- Consider the skill sets that require additional mentoring i.e. which you need to learn or improve.
- Discuss the short and long term professional goals, potential topics for meetings or future meetings.
- Need to keep a record of the ongoing process of mentoring, recording the improvement in progress.

**2.6 Activities of mentoring:**

- Provide advice on the academic progress and explore avenues on research and development.
- Discuss strategies for involvement and advancement in extra/co-curricular activities
- Review time management strategies
- Communicate the professional development opportunities for progressive career building.
- Advice and sensitize on their personal/personality-related issues

**2.7 Disciplinary decorum:** There may be instances when mentee's behavior is unacceptable. The first point of contact to escalate the issue is the Director. Also the parents need to be informed about the steps you took and why you took them. Few guidelines should be adhered to:

- Never physically assault
- Never use abusive language
- Don't use ultimatums
- Most students will listen and respond to reasoning. Explain to your mentee why you find his/her behavior unacceptable.

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**Mentor – Mentee Record**

- Don't give your mentee a silent treatment to solve the problem. Discuss your concerns.

**3.0 Program Evaluation:** The evaluation will include the following dimensions which will be administered by means of a formal feedback from the mentor and the mentee

- Quality of information shared
- Quality of the constructive relationship between mentor/mentee
- Ongoing quality improvement
- Degree of rapport established
- Availability of mentor whenever needed

**Annexures:**

1. SOP for online Virtual mentor mentee program
2. Mentor-Mentee Record
  - a. General Information page
  - b. Table of academic performance
  - c. Mentoring progress report
  - d. Performance matrix – Slow learners

**References:**

1. Guidelines for Mentors and Mentees, published by the Georgetown Medical Center, Faculty Mentoring Program. Available at <http://www.uams.edu/facultyaffairs/word%20docs/Georgetown%20mentoring%20guide.pdf> (Accessed on June 01, 2015)
2. OLA Mentoring Guidelines. Available at <http://www.olaweb.org/mentoring-guidelines> (Accessed on June 10, 2015)
3. Carmen, L.N. (1988). Issues in mentoring: Definitional and methodological. International Journal of Mentoring, 2(2), 9-13.
4. Gehrke, N. (1988). Toward a definition of mentoring. Theory into Practice, 27(3), 190-94.
5. Gerstein, M. (1985). Mentoring: An age-old practice in a knowledge-based society. Journal of Counseling and Development, 64(2), 156-157.

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Mentor – Mentee Record**

**Annexure 1**

**SOP for the mentor-mentee program 2021 23**

1. The process of mentoring will be done for each batch of MBA (ITBM) & MBA (DSDA) programs throughout their academic lifecycle. The same faculty mentor will be the in-charge of the different activities like rapid reading, industry internship, and final R and D.
  
2. From the Academic year 2019-20, SCIT introduced a concept of identifying fast and slow learners. A Preliminary Comprehensive Exam is conducted for the students which cover the basic principles covered in the initial induction classes and bridge courses and the student performance is evaluated. The faculty mentor is required to keep a separate record of identified slow learners and provide support if required.
  
3. The process should commence with a short induction session by the mentor to his/her mentees through google meet. Since we can not meet them personally, the faculty mentor should conduct Mentor mentee meetings in July end or August first week one to one with at least two students per day.
  
4. The coordinators shall float a Google form to collect the mentee details and collate and communicate with the corresponding faculty mentors. The faculty mentors are required to keep a copy of their mentee details until they come and fill the form physically at SCIT.



Anil Jadhav &lt;anil@scit.edu&gt;

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## Mentoring Program at SCIT for MBA DSDA Batch 2021-23

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**Anita Thomas** <dsdacord@scit.edu>

Mon, Aug 9, 2021 at 3:29 PM

To: dsdascit2123@associates.scit.edu

Cc: Director &lt;director@scit.edu&gt;, Kanchan Maam &lt;dydirector@scit.edu&gt;, "Dr. KRISHNA KUMAR SINGH" &lt;krishnakumar@scit.edu&gt;, Anil Jadhav &lt;anil@scit.edu&gt;, Hemraj Lamkuche &lt;hemraj@scit.edu&gt;, "Dr. Ajey Kumar" &lt;ajeykumar@scit.edu&gt;, Mugdha Kulkarni &lt;mugdha@scit.edu&gt;, "Dr. Nisha TN" &lt;nisha@scit.edu&gt;

Dear Students,

Find the attached Mentor list for the "Mentoring program at SCIT."

Note - Your mentor will guide you about the mentoring program.

Regards,

Anita Thomas  
Academic Coordinator  
Symbiosis Centre for Information Technology (SCIT)

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 **Mentor-Mentee list of MBA DSDA 2021-23.xlsx**  
28K



Anil Jadhav <anil@scit.edu>

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## Mentor-Mentee for MBA-ITBM 2019-21

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**Ekta Kulkarni** <studentcoordinator@scit.edu>

Fri, Aug 13, 2021 at 4:45 PM

To: scit2123@associates.scit.edu

Cc: Director SCIT <director@scit.edu>, Dy Director <dydirector@scit.edu>, Nisha TN <nisha@scit.edu>, faculty <faculty@scit.edu>



Dear Students,

The Mentoring Program at SCIT in that we have allotted mentors for all the students of MBA-ITBM Batch 2021-23.

you are instructed to read the attached document and follow the steps

1. Save Annexure 2 in a word document with your name on your computer
2. Enter all details required on page 1 of Annexure 2.
3. Upload your latest passport size photo on that page
4. Save all the details in Word with your PRN\_Mentor name
5. upload your Word document ONLY on this link <https://forms.gle/jfapeXMBSfvpn7Mv8>

Kindly Submit your mentor-Mentee form on the given link by August 18, 2021.

Please find attached the

- Mentor-Mentee list.
- CONCEPT\_NOTE & ANNEXURES -2

Thanks and Regards.

**Ekta Kulkarni**

Coordinator

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2 attachments



CONCEPT\_NOTE & ANNEXURES -.docx

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**Mentor \_Mentee for MBA\_ITBM Batch 2021-23.xlsx**

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**Mentor Mentee List for MBA-ITBM Batch 2021-23**

Sr No	PRN No	Mentee Name	Div	SCIT Associates ID	Mentor Name	Mail ID
1	21030241001	A Gunasekhar	A	a.gunasekhar@associates.scit.edu	Dr. Kanchan Patil	kanchan@scit.edu
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5	21030241005	Akash Sharma	A	akash.sharma@associates.scit.edu		
6	21030241006	Aman Dubey	A	aman.dubey@associates.scit.edu		
7	21030241007	Amin Palak Urvishkumar	A	palak.amin@associates.scit.edu		
8	21030241008	Aniruddha Chaudhary	A	aniruddha.chaudhary@associates.scit.edu		
9	21030241009	Anubhav Jain	A	anubhav.jain@associates.scit.edu		
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11	21030241011	Arunava Roy	A	arunava.roy@associates.scit.edu		
12	21030241012	Ashwin S Varghese	A	ashwin.varghese@associates.scit.edu		
13	21030241013	Aviral Agarwal	A	aviral.agarwal@associates.scit.edu		
14	21030241014	Bhagde Kartik Naresh	A	kartik.bhagade@associates.scit.edu		
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30	21030241032	Prince	A	prince.thakur@associates.scit.edu		
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**Mentor Mentee List for MBA-ITBM Batch 2021-23**

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**Mentor Mentee List for MBA-ITBM Batch 2021-23**

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106	21030241109	Aman Sagar	C	aman.sagar@associates.scit.edu				
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### Induction & Foundation Programme (Value added course) from 1st July to 10 th July 2021

Day	Date	Programme	Online LoginTime	Remark
Thursday	1, July 2021	*Faculty & Staff introduction by Dr. Dhanya Pramod, Director - 10 to 11.30 am *Academic & Exam orientation by Dr. Kanchan Patil, Deputy Director - 11.30 to 12.30 pm *Lunch Break 12.30 pm to 1.30 pm *Library orientation by Dr. Mugdha Kulkarni - 1.30 pm to 2.30 pm *Address by Lt. Col. P.L. Kadam (Retd.), Campus Administrator, SIC - 2.30 to 3.30 pm      *Yoga Sesssion by Symbiosis Centre of Yoga - 4 pm to 5 pm	9.45 am	Zoom Link for MBA- ITBM & MBA DS DA Students
Friday	2,July 2021	<b>*Introduction of Specialization Counselling</b> 1. Information Security Management - 10.00 to 11.00 am 2. Systems - 11.00 to 12.00 pm 3. Software Solutions Management - 12.00 to 1.00 pm <b>*Students Committee Orientaion 2 to 4.30</b>	9.45 am	Zoom Link for MBA- ITBM & MBA DS DA Students
Saturday	3, July 2021	<b>*Introduction of Specialization Counselling</b> 4. IT Infrastructure Management - 10.00 to 11.00 am 5. Data Science - 11.00 to 12.00 pm <b>*Alumni Interaction (2.00 to 4pm)</b>	9.45 am	
Sunday	4, July 2021	Holiday		

Monday	5, July 2021	<p>Common Online Induction Programme at 11.30 a.m. The Hon'ble Chancellor, Pro Chancellor and Vice Chancellor will address the students (Batch 2020-22) Orientation Sessions by SYMBICARE team - 2.00 to 3.30 pm</p> <p>{Head - Student Affairs, SIU – [Approx. duration: 20 mins.]</p> <p>Head - Symbiosis Centre for Emotional Wellbeing – [Approx. duration: 10 mins.]</p> <p>Head - Department of Sports, Recreation and wellness – [Approx. duration: 10 mins.]</p> <p>Director, Symbiosis Centre of Health Care – [Approx. duration: 15 mins.]</p> <p>Director, Symbiosis School of Sports Sciences – [Approx. duration: 15 mins.]</p> <p>CEO, Symbiosis University Hospital &amp; Research Centre – [Approx. duration: 15 mins.]}</p>	11.15 am	
		Foundation Programme (Value added course) from Tuesday, 6 July, 2021 to Saturday, 10 July ,2021		



## Symbiosis Centre for Information Technology

### Induction & Foundation Programme (Value added course) from 1st July to 10 th July 2021

Day	Date	Programme
Thursday	1, July 2021	*Faculty & Staff introduction by Dr. Dhanya Pramod, Director - 10 to 11.30 am *Academic & Exam orientation by Dr. Kanchan Patil, Deputy Director - 11.30 to 12.30 pm *Lunch Break 12.30 pm to 1.30 pm *Library orientation by Dr. Mugdha Kulkarni - 1.30 pm to 2.30 pm *Address by Lt. Col. P.L. Kadam (Retd.), Campus Administrator, SIC - 2.30 to 3.30 pm *Yoga Session by Symbiosis Centre of Yoga - 4 pm to 5 pm
Friday	2, July 2021	*Foundation Program from 9.15 am to 1.30 pm *Students Committee Orientation 2 pm to 4.30 pm
Saturday	3, July 2021	*Introduction of Specialization Counselling *Data Science - 11.00 am to 12.00 pm *Alumni Interaction (2.00 to 4pm) * SCEI induction session at 4.pm on "Entrepreneurship and Incubation opportunities at
Sunday	4, July 2021	*Library Training -(IEEE CSDL - 3.15 pm-4.00 pm & ACM DL - 4.15 pm -5.00 pm )
Monday	5, July 2021	Common Online induction Programme at 11.30 a.m. The Hon'ble Chancellor, Pro Chancellor and Vice Chancellor will address the students (Batch 2020-22) Orientation Sessions by SYMBICARE team - 2.00 to 3.30 pm {Head - Student Affairs, SIU – [Approx. duration: 20 mins.] Head - Symbiosis Centre for Emotional Wellbeing – [Approx. duration: 10 mins.] Head - Department of Sports, Recreation and wellness – [Approx. duration: 10 mins.] Director, Symbiosis Centre of Health Care – [Approx. duration: 15 mins.] Director, Symbiosis School of Sports Sciences – [Approx. duration: 15 mins.] CEO, Symbiosis University Hospital & Research Centre. [Approx. duration: 15 mins.]

		Foundation Programme (Value added course) on 2nd July, Friday & then from Tuesday, 6 July, 2021 to Saturday, 10 July, 2021
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# SYMBIOSIS CENTRE FOR INFORMATION TECHNOLOGY

Symbiosis International (Deemed University)

(Established under section 3 of the UGC Act, 1956)

Re-accredited by NAAC with 'A' grade (3.58/4) | Awarded Category - I by UGC

Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)



Celebrating 50 Years of Excellence

July 5, 2021

Mr. Manu Zacharia  
Founder CEO & Chief Mentor,  
HackIT Technology and Advisory services

Dear Sir,

Thank you for the Information Security Management specialization orientation for SCIT MBA students batch 2021-23 at the virtual induction program held on July 2, 2021.

We appreciate you making time in your busy schedule to orient our student.

Thank you again for your time.

Dr. Dhanya Pramod  
Director

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Celebrating 50 Years of Excellence

July 5, 2021

Mr. Biswajit Mohapatra  
Partner, Global Delivery Leader- CIO Advisory,  
Digital Modernization and Cloud Transformation at IBM

Dear Sir,

Thank you for the Software Solution Management specialization orientation for SCIT MBA students batch 2021-23 at the virtual induction program held on July 2, 2021.

We appreciate you making time in your busy schedule to orient our students.

Thank you again for your time.

Dr. Dhanya Pramod  
Director

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Celebrating 50 Years of Excellence

July 5, 2021

Mr. Tridib Chaudhuri  
SAP Cloud Platform Customer Engagement Specialist  
SAP Labs India,  
Bengaluru

Dear Sir,

Thank you for the Systems specialization orientation for SCIT MBA students batch 2021-23 at the virtual induction program held on July 2, 2021.

We appreciate you making time in your busy schedule to orient our students.

Thank you again for your time.



Dr. Dhanya Pramod  
Director

**SYMBIOSIS CENTRE FOR INFORMATION TECHNOLOGY**  
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Celebrating 50 Years of Excellence

July 5, 2021

Mr. Anil Kumar Singh  
Senior Consultant,  
SAP Labs India Pvt Ltd,  
Bengaluru

Dear Sir,

Thank you for the Systems specialization orientation for SCIT MBA students batch 2021-23 at the virtual induction program held on July 2, 2021.

We appreciate you making time in your busy schedule to orient our students.

Thank you again for your time.

Dr. Dhanya Pramod  
Director

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Celebrating 50 Years of Excellence

July 5, 2021

Mr. Akashdeep Makkar  
Data Scientist and IT Manager  
VERITAS Pune

Dear Sir,

Thank you for the IT Infrastructure Management specialization orientation for SCIT MBA students batch 2021-23 at the virtual induction program held on July 3, 2021.

We appreciate you making time in your busy schedule to orient our students.

Thank you again for your time.

Dr. Dhanya Pramod  
Director

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Celebrating 50 Years of Excellence

July 5, 2021

Mr. Pradeep Bilurkar  
Vice President (Machine Learning)  
Barclays

Dear Sir,

Thank you for the IT Infrastructure Management specialization orientation for SCIT MBA students batch 2021-23 at the virtual induction program held on July 3, 2021.

We appreciate you making time in your busy schedule to orient our students.

Thank you again for your time.

Dr. Dhanya Pramod  
Director