



C. A. Y. M. E. Trust's

Siddhant College of Engineering.

(Approved by AICTE, Recognized by Govt. of Maharashtra and Affiliated to S.P. Pune University & MSBTE)
At. Post - Sudumbare, Tal. - Maval, Dist. - Pune, PIN - 412 109. ☎ 02114-661904.

Shri. Rajendra Singh Yadav.
President.

Dr.L.V.Kamble
Principal.

BEST PRACTICE 01

Title of the Practice: Mentorship Scheme

Objectives of the Practice:

1. To plan personal and career goals of students.
2. To improve presentation skills, written skills, and oral communication skills.
3. To enhance general aptitude test and technical quiz proficiency.
4. To develop leadership qualities.
5. To provide guidance on resume writing and preparations for mock interviews.
6. To establish a vibrant relationship between the faculties and the students that will ensure responsible behaviour and discipline

The Context:

The Mentorship Scheme was implemented in response to the need for holistic development of students in addition to their technical knowledge. The institute recognized the importance of personality development, communication skills, teamwork, leadership qualities, and resume writing for students to succeed in the industry.

The Practice:

Under the mentorship scheme, a teacher (mentor) is assigned a group of approximately twenty students (mentees), with around twenty students from each year. Mentor meetings are conducted once every alternate week, where various activities such as career goal setting, presentation skills development, communication skills improvement, resume writing, and aptitude test preparation are conducted. Mentors also maintain records of their mentees' academic performance, including attendance, results, and co-curricular participation, and communicate this information to the parents.

- Mentoring session is conducted twice in every 15 days
- The session is compulsory for every student to attend without fail. Mentors are assigned 15-20 students for the whole duration of a semester each .i.e. six months.
- The mentoring parameters are based on four aspects i.e. academic, attendance, career and general.
- The mentors are provided with details of mentee's performances in terms of academic (weekly test, class test, and mid-term and end-semester exam) and attendance records.



- The mentor also keeps track of the mentee's personal development such as co-curricular activities, discipline and career related issues.
- The mode of communication between the mentor and mentee can be established through different mode(s) namely- In-person, Phone and E-mail.
- The grievances of the mentees are taken up by the mentor and if necessary it is forwarded to the Principal for necessary remedial actions.
- A separate Mentorship File is been maintained by every Mentor (Faculty) and it contains separate page for every mentee as to maintain its record.

Evidence of Success:

The success of the mentorship system is reflected in the overall personality development of the students.

- Improvement in mentees discipline, interaction and communication skills.
- Improvement in students' attendance.
- Establishment of a vibrant relationship between Faculties and students which has provided a congenial atmosphere in the class room as well as in the campus.

Problems Encountered and Resources Required:

One challenge faced by the institute was the students' limited exposure to current enhancements due to the rural location of the institute.

The diversity in students' background and upbringing i.e. lack in the art of effective articulation, introversion, indifferent attitude etc. Inadequacy in general guidance, career and professional related materials. This is due to the financial constraints faced by the management because the institution is dependent on grants.





C. A. Y. M. E. Trust's

Siddhant College of Engineering.

(Approved by AICTE, Recognized by Govt. of Maharashtra and Affiliated to S.P. Pune University & MSBTE)
At. Post - Sudumbare, Tal. - Maval, Dist. - Pune, PIN - 412 109. ☎ 02114-661904.

Shri. Rajendra Singh Yadav.
President.

Dr.L.V.Kamble
Principal.

BEST PRACTICE 02

Title of the Practice: Financial Assistance Schemes for Students

Objective of the Practice:

The objective of this practice is to provide financial support to meritorious and economically weaker students, enabling them to continue their education.

The Context:

In many cases, students from economically weaker backgrounds struggle to pay for their education-related costs. This practice recognizes the importance of education and aims to bridge the financial gap for deserving students.

The Practice:

1. The students who fulfil the following criteria may apply for the financial assistance under this Scheme
2. Undergraduate and Postgraduate students of the regular programme of SCOE
3. For the continuation of financial assistance to the students in 2nd, 3rd and 4th year of undergraduate level and 2nd year of postgraduate level.
4. The students will be required to submit their application for continuation of financial assistance in the next year.
5. Grant of assistance will be decided by the scrutiny committee.
6. The student should not have failed in any semester in the previous years of study in SCOE

• **Process of Application -**

1 The students are required to apply for financial assistance under the scheme in a prescribed format.

• **Mandatory Document-**

One passport size photograph

1. Income declaration-affidavit by each parent.
2. Proof of permanent residence.
3. Photocopies of Passport, Aadhar and PAN card of parents / guardian and applicant.
4. Bank statements for the last 12 months for all the accounts mentioned

2 The forms complete in all respect with supporting documents should be submitted by the student to the Principal

• **Process of scrutiny and approval-**

There will be two levels of scrutiny for the applications:



1. The first level committee will be a Scrutiny Committee of three members and will be constituted by the Principal.

2. Second Level will include interaction of the student

Recommendations of the Scrutiny Committee shall be put up to the Principal for necessary approval and disbursal.

Evidence of Success:

The success of this practice can be demonstrated through tangible outcomes. In the financial year 2017-18, a total of 69 students benefited from the financial assistance of 1642714 lakh provided by SCOE. . In the financial year 2018-19, a total of 163 students benefited from the financial assistance of 2512859 lakh provided by SCOE.. In the financial year 2020-21, a total of 196 students benefited from the financial assistance of 1619314lakh provided by SCOE.. In the financial year 2021-22, a total of 100 students benefited from the financial assistance of 508072 lakh provided by SCOE.This evidence highlights the impact of the practice in supporting students and enabling them to continue their education despite their financial limitations.

Problems Encountered and Resources Required:

During the implementation of this practice, some challenges may arise, such as the availability of sufficient financial resources to support a larger number of students The expenditure on account of disbursement of financial assistance under this scheme will be met by the respective college from its own funds for which necessary budget provision may be earmarked.

