



Shri Vaishnav Institute of Management, Indore
Approved by AICTE, New Delhi
Affiliated to DAVV, Indore (M.P.) and RGPV, Bhopal (M.P.)
UGC-NAAC Accredited 'A' Grade Institute
Scheme No.71, Gumasta Nagar, Indore-452009, Madhya Pradesh, India

Date: 17/12/2021, Friday

Minutes of Meeting (MoM)

A meeting of all faculty members was scheduled on December 17, 2021, Friday at 3:00 p.m. in the auditorium.

The agenda of the meeting was to attend the presentation on "Mentoring System". The presentation is given by Dr. Kshama Paithankar, IQAC Coordinator.

- 1) Dr. George Thomas welcomed all faculty members in the meeting.
- 2) Dr.Kshama Paithankar, IQAC coordinator has given a presentation on "Mentoring System".
- 3) Following points were covered and discussed in the presentation.
 - i) Mentor-Mentee.
 - ii) Role of mentor (Share, guide, facilitate, welcome, listen).
 - iii) Key principles of being a mentor.
 - iv) Mentors' strengths.
 - v) Mentee want (Help, guidance, insights, to be challenged, brain storming, partner, oral presentation skills, introductions to other different technical skills to be directed etc.
 - vi) One mentor is assigned to same student till his studies in the Institute.
 - vii) Ideally, the ratio of Mentor : Mentee is 1:10.
 - viii) Questions for mentors.
 - ix) Expectation of mentee.
 - x) Challenges for mentors/mentees.
 - xi) Mentoring plan.
 - xii) Schedule meetings when you can listen actively.
 - xiii) Difference between mentoring and coaching.
 - xiv) Choosing the best approach.
 - xv) Qualities of a mentor.
 - xvi) Skills of a good mentor.
 - xvii) How to establish mentoring?
 - xviii) What makes an effective mentor?



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- xix) Key ways mentors help (Goal setting, Networking, Broadening the scope of knowledge, Job-seeking, interview skills and job retention).
 - xx) Common pitfalls.
 - xxi) Try to avoid by mentor.
 - xxii) Mentor should act as 'The Guide'. 'The Challenges' and 'The Role Model'.
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- 4) The session was very interactive, elaborative and nice.
 - 5) Tasks to be done by Programme Coordinators
 - i) List of Mentor-Mentee.
 - ii) Display on Notice board.
 - iii) Session of mentoring system for mentees in each class is to be done by IQAC Member.
 - 6) Dr. George Thomas, Director appreciated and thanked to the IQAC coordinator Dr. Kshama Paithankar for nice presentation.
 - 7)

As there was no point of discussions, the meeting was ended with thanks to the chair.


Following faculty members are required to attend the meeting:

1. Dr. George Thomas
2. Dr. Kshama Paithankar
3. Dr. Jayesh Tiwari
4. Dr. Digamber Negi
5. Dr. Deepa Joshi
6. Dr. Sandeep Malu
7. Dr. Utatam Rao Jagtap
8. Dr. Jayshree Sharma
9. Dr. Rekha Melwani
10. Dr. Sapna Parihar
11. Ms. Deepti Verma.
12. Dr. Ekta Agrawal
13. Dr. Jitendra Jain
14. Mr. Someshwar Joshi



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15. Ms. Bhavna Kabra
16. Dr. Megha Jain
17. Dr. Pradeep Bhatt
18. Dr. Prachi Nikam
19. Ms. Ruchira Mucchal
20. Ms. Shikha Jain
21. Ms. Vranda Jajoo
22. Dr. Jagdish Sharma
23. Dr. Arti Sewalkar
24. Ms. Yogita Sharma
25. Dr. Bharti Agrawal
26. Ms. Leena Soni
27. Dr. Poonam Nagar
28. Dr. Samta Jain
29. Mr. ram Bhavesh Sharan
30. Ms. Swati Gupta
31. Dr. Prashant Kushwaha
32. Dr. Ankita Jain
33. Mr. Arpit Tiwari
34. Dr. Suchita Gupta
35. Ms. Chandni Keswani
36. Ms. Sangeeta Atwe
37. Mr. Shyam Sunder Agrawal
38. Dr. Mohini Thattey
39. Ms. Shruti Pustake
40. Ms. Deepika Raikwar


Dr. Kshama Paithankar
Coordinator, IQAC
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Director
Shri Vaishnav Institute of Management
INDORE (M.P.)