

Ashoka Education Foundation's
Higher Education
Standard Operating Procedures (SOPs)
for
Mentorship Activity

1.0 Introduction:

Mentoring is a relationship between two people with the goal of professional and personal development. It is a relationship defined as helping and supporting students to "manage their own learning in order to maximize their professional potential, develop their skills, improve their performance, and become the person they want to be"

The "Mentor" is usually an experienced individual who shares knowledge, experience and advice.

Mentors become trusted advisers and role models – people who have "been there" and "done that." They support and encourage their mentees by offering suggestions and knowledge, both general and specific. The goal is to help mentees improve their skills and hopefully, advance their careers as and when possible.

The relationship between the Mentor and the Mentee (Faculty as the Mentor and the Student as the mentee) should be based on mutual trust and respect, and it offers personal and professional advantages for both parties.

Mentoring is a professional activity, a trusted relationship and a meaningful commitment.

1.1 Objectives of the Mentoring activity:

1. To help enable the newly joined students to get accustomed to campus life and the various programs of the Institute.
2. To facilitate the mentoring for poor performing students at any stage during their time at the Institute.
3. To help in the students' academic growth and identify career paths for them.
4. To help in supporting students' personal growth.
5. To provide an opportunity for students to learn and practice professional networking skills.
6. To equip students with the understanding of making ethical and informed decisions.

1.2 Mentor Guiding Principles are:

1. Commit to honesty.



2. Agree on confidentiality
3. Listen and learn
4. Lead by example
5. Be flexible.

1.3 Mentors must:

1. Improve social skills:

Make students better leaders by enabling them to relate to different kinds of people.

Help them develop strong communication skills so they can handle any situation.

2. Bolster self-esteem:

Mentors are always in a student's corner. Believing in them and recognizing and celebrating their successes.

3. Provide career exploration:

1. Mentors act as career counselors, helping students to brainstorm career possibilities, define career goals and establish action plans to reach professional goals.

2. Mentors should be sources of networking opportunities for students.

3. Support academic activities:

1. Depending on the circumstances, mentors serve as important academic tutors during their tenure at the Institute.

4. Be a friend:

1. Some students, especially the older ones, find it difficult to talk to their parents or friends about what's on their mind.

2. Mentors, can be trusted confidantes, helping students work through day-to-day struggles.

1.4 What mentors can do:

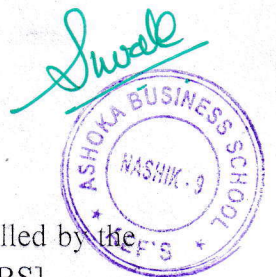
Team meetings (conducted out twice in a month as per the Timetable)

One-to -one meeting (any number of times as and when required)

Social outings (if need be)

1.5 Process:

1. A preference form is sent (after one month of the new students joining) to be filled by the new batch students, their preferred faculty as Mentor. [This practice followed at ABS]



Time frame basis:

Fortnightly meetings are held [2 meetings every month] Informal meetings will happen as and when required] Records of every meeting to (especially of the official ones) be maintained by the Mentor.

Goals: Ask mentees to develop and share a work plan that includes short-term and long-term goals as well as the timeframe for reaching those goals.

Meetings: Mentees should know how frequently Mentors will be able to meet with them, and that it is their responsibility to arrange and take the lead in these meetings.

Thresholds: Both have to be explicit about the kinds of issues felt to be required in a face-to-face meeting.

Also it should be made known to them if they may contact mentor at home, and under what circumstances, and ask them their time preferences as well.

Feedback: A feedback link, at the end of every month is sent to the Mentees for their feedback about their respective Mentors.

The Unit coordinator has a one to one discussion with the Mentors in regards to the FB from their mentees. (Esp. in case of any grievances)

Progression goal of mentee:

- as per concurrent evaluation system

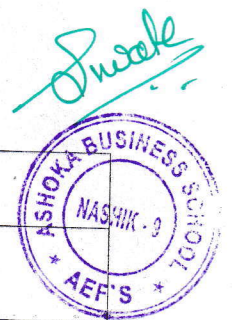
[class tests + assignments + presentations]

Change in the attitude, behavior, academic performance, skill enhancement and involvement in various activities can be seen in the students which are the result of effective mentoring.

1.6

Do's and Don'ts for the Mentors:

Sr. No.	Do's	Don'ts
1	dedicate sufficient time for mentoring	be overcritical of mistakes



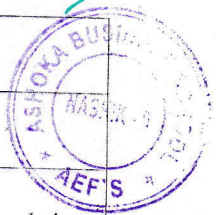
2	assign tasks and responsibilities that stretch the mentee	talk when you should be listening
3	set the performance bar high	undermine your mentee's trust in you
4	be an exemplary role model	inhibit your mentee's capacity to think for themselves
5	give the mentees every opportunity to learn by experience	assume the role of problem solver for the mentees
6	give the mentees every opportunity to learn by experience	do not do what the mentees should be doing themselves
7	help mentees to consistently move beyond their comfort zone	do not attempt to force a mentee in one direction
8	point out areas that need improvement, always focusing on the mentee's behaviour, never his/her character	do not allow friendship to shade over into favouritism
9	serve as a model for balance between professional and personal needs and obligations	do not convey to the mentees that honest mistakes are career-altering disasters
10	Recognize the need to maintain a distance by focussing on professional mentoring alone.	Cross the border by getting very personal so as to lose respect for each other

1.7

Do's and Don'ts for the Mentees:

Sr. No.	What a mentee does	What a mentee does not do
1	Recognize the need for Mentoring and seek it out	Do not expect mentors to Solve all problems for him/her
2	Accept that he/she will make Mistakes, and learn from them	Do not expect mentors to do Work that he/she should be doing yourselves
3	Preserve time for family and	Do not shy away

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	Friends	From new learning experiences
4	Is prepared to give his/her best	Do not use friendship with a Mentor as a tool to avoid work or escape Consequences of her/his own activities
5	Exchange personal and Professional support with fellow trainees	Do not avoid talking about problems, Anxieties, or grief because it makes him/her seem Less than perfect
6	Recognize his/her limits	Should not try to cross boundaries and try to keep it as much as professional as possible



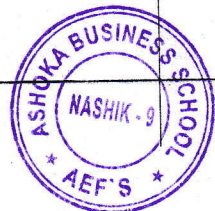
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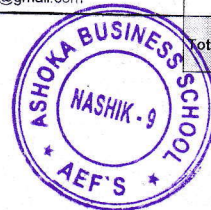
Ashoka Business School
Mentor-Mentee Allocation
MBA I 2019-20

This allocation is done as per the preferences given by the students to the respective faculty members. The availability of the faculty and equal distribution of the mentees is taken into consideration. The allocation is final and no change will be made in the same.

Sr. No	Name of Candidate	Mobile Number	MBA Division	Email Address	Mentor	Count
1	ABHISHEK TOPE	9763450954	MBA I A Division	topeabhishek8@gmail.com	Prof. Vaibhav Bhalerao	10
2	Aarti prabhakar mistari	8888443918	MBA I B Division	Misaarti11@gmail.com		
3	Ankita Deshpande	9172589902	MBA I A Division	ankitadespandem@gmail.com		
4	Avinash londhe	7774973279	MBA I A Division	aslondhe888@gmail.com		
5	Hemraj Vilas pagare	8390860446	MBA I A Division	hemrajpagare81@gmail.com		
6	Rohit Bagul	8830005224	MBA I A Division	bagulr98@gmail.com		
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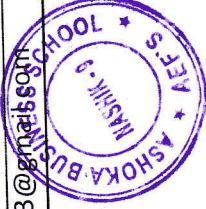


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5	HRUDYESH khandare							
6	KOMAL Dongare							
7	VISHAL Vairat							
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9	SALONI Jain							
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9	PRASHANT Badgujar							
10	SHRIKANT Jagdale							
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Total						100		



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6	Manish Matala	8698908304	MBA B Division	manishmatala94@gmail.com	MB
7	Rahil Chodhari	9960770529	MBA B Division	rahil.8dec@gmail.com	MB
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S. M. J.

COORDINATOR

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Ashoka Business School, Nashik

Ashoka Business SCHOOL

Mentorship Allotment Academic Year 2020-21

Roll No.	Name	Mentor	Roll No.	Name	Mentor
1	SHWETA RAJENDRA CHORDIYA	MB	31	NAYAN SATISH BHAGWAT	TP
2	RAHIL ABDUL AZIZ CHOUDHARI	MB	32	SAYALI NARAYAN PAWAR	SD
3	YASH DEEPAK PAMNANI	MB	33	Mayuri Gharte	MB
4	ABHISHEK SUNIL MENE	RK	34	RUPESH ASHOK DURDHAVLE	VG
5	NIDHI SANTOSH MISHRA	MB	35	SAMIKSHA NIMBA NIKAM	TP
6	MUBASHIR MALANG NADAF	SD	36	AARTI PRABHAKAR MISTARI	VB
7	SRUSHTI SANJAY JAIN	SD	37	KUNAL BALIRAM DARAKHA	RK
8	SAKSHI ANAND GAUD	RK	38	SHUBHAM SANJAY JADHAV	VG
9	ROHIT RAJU BAGUL	VB	39	AMIOL KAILAS SURALKAR	VB
10	PALLAVI SADASHIV ARINGALE	SD	40	SALONI DILIP JAIN	SD
11	ANIKET ASHOK GANGURDE	PG	41	HEAVENSTAR AUGUSTINE MYRIA	PG
12	AADITYA SATISH AHIR	MB	42	ANKITA MILIND DESHPANDE	VB
13	RUSHIKESH SANJAY PATHAK	VB	43	MONA SUBHASH DESHMUKH	RK
14	RISHIKA MUKESH SAINI	HD	44	TANVI VIJAY TIWARI	TP
15	SHRIKANT PRAKASH JAGDALE	RK	45	FREYAN SHAVIR IRANI	PG
16	MEENAKSHI YUVRAJ MAHAJAN	PG	46	AKRUTI JAISINGH NEGI	TP
17	HEMRAJ VILAS PAGARE	VB	47	AISHWARYA MOHINDER CHAWLA	SD
18	SANKET SHRIDHAR TRIBHUVAN	SD	48	KUNAL VIKAS PANSARE	HD
19	ADITI VIJAY JADHAV	PG	49	MANSI HITENDRA SHINDE	SD
20	NILESH ARUN PANSARE	PG	50	GAURAV AMAR SIRWANI	PG
21	SANKET MANOHAR CHOUDHARI	VB	51	NEHA GHANSHYAM JASHNANI	PG
22	DNYANESHWAR KAILAS UGALMUGALE	SD	52	AVINASH SUNIL LONDHE	VB
23	CHETAN SANJAY MAHESHWARI	HD	53	ALAUKIK VINAYAK KHADSE	TP
24	NIKITA DASHRATH SHINDE	RK	54	SAMADHAN BHARAT MALI	RK
25	SUSHILA HARBANSLAL LONGANI	TP	55	PIYUSH PRASHANT BAVISKAR	VG
26	ANKIT TUSHAR MORE	MB	56	RUPALI SAMPAT LONDHE	PG
27	NOEL MARTIN FRANCIS	TP	57	SITANJALI SHIVAJI YADAV	VG

28	AISHWARYA SANTOSH SHIRSATH	RK	58	TEJASWI DINESHKUMAR THAKUR	VG
29	PRIYANKA HEMANT BORADE	HD	59	NILESH RANMALE	VG
30	HARSHALI KEDA AHIRE	MB	60	KIRAN RAGHUNATH RAUL	VG
61	DHANANJAY MAHADEO UDMALE	HD	80	PALLAVI DILIP DEORE	PG
62	CHETAN KESHAV USHIR	VG	81	SHILPA SHIVSHANKAR SINGH	MB
63	SAURABH AKHILESH TIWARI	SD	82	PRIYA RAMESH CHANDGUDE	TP
64	KRUNAL NITIN SONAR	PG	83	PRASHANT RAJENDRA BADGUJAR	RK
65	VISHAL DNYANESHWAR PATIL	MB	84	SONALI SUNIL BORSE	VG
66	VEER NAYANKUMAR SANGHAVI	RK	85	KAJOL PRAVIN RANE	MB
67	DINESH SANJAY DESALE	HD	86	NIKITA SUNIL SONAWANE	PG
68	VISHAL YUVRAJ VAIRAL	SD	87	RANGOLI RAJENDRA JADHAV	VB
69	VISHAL PRITHVIRAJ PASI	TP	88	CHANDRAPRABHA SHIVNATH INGLE	PG
70	PRASHANT PRAKASH PAGAR	VG	89	DEEPA KALYAN MALI	PG
71	NIKHIL GANESH MULIK	VG	90	DEEPU ARACKAPARAMBIL BENOI	MB
72	SWATI SANJAY DAHAD	SD	91	LAVISHA NARESH HEMNANI	MB
73	MANISH NAGESH MATALE	MB	92	DIVYA SHIVNARAYAN SHARMA	PG
74	HRUDYESH ULHAS KHANDARE	SD	93	ABHISHEK CHANDRAKUMAR TOPE	VB
75	AISHWARYA RAJENDRA BHAVSAR	TP	94	SHUBHAM RAKESH TIWARI	HD
76	JANVI MANOJ MARATHE	MB	95	MEENAL SANJAY SONI	SD
77	ZEESHAN SHAKEEL QUJAZI	SD	96	MAHESH SAHEBRAO GHUGE	HD
78	ANMOL ANIL CHANDRAMORE	HD	97	SATYAJIT NIRAJ SINGH	MB
79	SAKSHI PRASHANT BHAVSAR	SD			



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I/C Director

COORDINATOR

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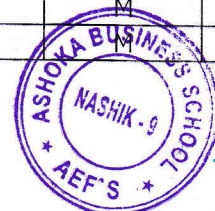
Swade

Ashoka Education Foundation's

ASHOKA BUSINESS SCHOOL

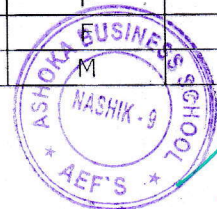
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A	2	40123015	AHIRRAO DIP UJWAL	M	SD
A	3	40123099	ANARSE VIRENDRA	M	SD
B	2	40123002	ANSARI FAIZAN SAJID	M	VB
A	4	40123052	ANSARI KAMRAN ALI IMAM	M	PG
B	3	40123058	ATHAWANE RUSHIKESH BUWAJEE	M	PG
A	5	40123097	BAGUL BHAVIKA HIRALAL	F	NM
B	4	40123044	BAMB YUKTA MUKESH	F	PK
A	6	40123086	BENDKULE MAHESH HIRAMAN	M	LG
A	7	40123081	BLESSE JERUSHA V	F	LG
B	5	40123098	BOOB ANUJ DHIRAJ	M	PK
A	8	40123021	BOTHARA RUSHABH DILIP	M	PK
A	9	40123122	CHANDWADKAR SIDDHI RAJENDRA	F	SD
B	6	40123106	CHANDWADKAR SNEHAL GIRISH	F	VS
A	10	40123038	CHAUDHARI JAGRUTI SHANTARAM	F	VA
B	7	40123041	CHAUDHARY KAIF MOHAMMAD MUSLIM	M	HW
A	11	40123023	CHAVAN AKSHATA RAJU	F	SD
B	8	40123105	CHOURASIYA SHAMAL RAJU	M	VA
A	12	40123101	DAPTARE PRANAV SUNIL	M	VA
A	13	40123001	DAROLE SANSKAR BHUSHAN	M	PK
B	9	40123095	DESHPANDE VEDANT ABHIJIT	M	VA
A	14	40123083	DHARANKAR SARVESH PRAVIN	M	NM
B	10	40123003	GAIKWAD DEVIKA BABASAHEB	F	PG
B	11	40123087	GANGURDE DISHA DEEPAK	F	VS
B	12	40123022	GHODKE SAKSHI KIRAN	F	VB
B	13	40123119	GOVARDHANE SHANTANU ARUN	M	VS
A	15	40123068	JADHAV BHAKTI SANDEEP	F	SD
A	16	40123040	JADHAV HARSHADA PRASHANT	F	MW
A	17	40123102	JAIN DEVENDRA RAMESH	M	SD
A	18	40123131	JALORI HARSH SURENDRA	M	VA
B	14	40123103	JALORI TANAY DHARMENDRA	M	VB
B	15	40123048	JAMDADDE MAYUR CHANDRAKANT	M	LG
B	16	40123123	JINWALA UMMEHANI ILYAS	F	HW
A	19	40123128	KACHOLE NISHANT SANTOSH	M	LG
A	20	40123025	KAJARIA RIDDHI AMIT	F	MW
A	21	40123024	KAJARIA RIYA AMIT	F	NM
A	22	40123043	KALE RUTUJA MACCHINDRA	F	MW
A	23	40123042	KAPOTE SANYUKTA RAVINDRA	F	VS
B	17	40123127	KHAIRE PRIYA VILAS	F	VB
B	18	40123071	KHAIRNAR RUTUJA RAJENDRA	F	PK
A	24	40123064	KHAN MEHREEN ABDUL RAUF	F	VS
A	25	40123062	KHAN SAQLAIN IBRAHIM SHAKEEL	M	VA
A	26	40123129	KHATTI MADHAV SUNIL	M	VA





Suwalk

A	27	40123032	KOKNE SANIKA BHAUSAHEB	F	LG
A	28	40123033	KSHIRSAGAR AVANTIKA BHAUSAHEB	F	VA
A	29	40123006	KUMARI SUSHMA	F	NM
A	30	40123091	KUNDE YASHRAJ SUNIL	M	VB
B	19	40123010	KUTE SHRADDHA SUNIL	F	VB
B	20	40123094	LAKHWANI HARSH GOPI	M	VB
B	21	40123130	LODHA SIDDHARTH MAHENDRA	M	HW
A	31	40123059	MAGAR MANSI KISHOR	F	VA
B	22	40123051	MALPE RENUKA MANOJ	F	HW
B	23	40123100	MANKAR VAISHNAVI BHAUSAHEB	F	SD
B	24	40123029	MARATHE VEDIKA SUDHIR	F	HW
A	32	40123080	MISHRA SWATI BHAVANAND	F	PK
A	33	40123093	MOHITE JANVI ANIL	F	PK
B	25	40123104	MUTRAK RUTUJA UMESH	F	PG
B	26	40123089	NAGARE KSHITIJ ANIL	M	MW
A	34	40123035	NAHAR MOKSHA RUPESH	F	SD
A	35	40123078	NIKAM SHWETA KAILAS	F	LG
A	36	40123047	PAMNANI SANJANA	F	VA
B	27	40123115	PANCHANI KASHYAP RAJESH	M	VS
B	28	40123066	PANDE ROHIT RAJENDRA	M	VB
A	37	40123004	PANHALE VEDIKA	F	LG
A	38	40123067	PARAKH PRANITA DINESH	F	SD
A	39	40123110	PASRICHA PALAK RAJESH	F	LG
A	40	40123116	PATEL SNEH BABULAL	M	VB
A	41	40123107	PATHAN RIZA KHALID	F	SD
A	42	40123030	PATIL GAYATRI KISHOR	F	LG
A	43	40123092	PATIL JAYESH PANKAJ	M	VA
B	29	40123096	PATIL KRANTI BALASAHEB	F	MW
B	30	40123027	PATIL MAYURI GHANSHYAM	F	PG
A	44	40123013	PATIL NEHA CHANDRASHEKHAR	F	SD
A	45	40123072	PATIL NISHA BHUPESHWAR	F	LG
B	31	40123060	PATIL SNEHAL SUSHIL	F	NM
B	32	40123019	PATIL SUJATA LAXMAN	F	PG
A	46	40123039	PATKI SAKSHI AJAY	F	PK
B	33	40123069	PHAD TEJAS KARBHARI	M	HW
A	47	40123031	PILLAI VINAYAK VINOD	M	NM
B	34	40123020	PIMPARIYA AKSHADA PRASHANT	F	MW
B	35	40123014	PINGLE AKSHADA BHASKAR	F	VS
B	36	40123090	POOJARY ASHIKA CHANDRAHAS	F	PG
A	48	40123114	RAMCHANDANI JIYA ASHWIN	F	PK
B	37	40123126	RATHOD ARYAN NILESH	M	PK
A	49	40123028	SALUNKE NIKHIL SURYAKANT	M	NM
B	38	40123088	SALVE HARSHAL PRASHANT	M	VS
B	39	40123085	SANGALE VAIBHAV SANJAY	M	LG
B	40	40123109	SARAF ASHWINI RAJENDRA	F	MW
A	50	40123125	SHAH DRISHTI NIKESH	F	NM
B	41	40123111	SHAIKH FARHAT MOHAMMED SHAFI	M	PG
B	42	40123005	SHAIKH JUNED SALIM	M	VB



B	43	40123070	SHAIKH KANIZ FATEMA SAMIR	F	PG
B	44	40123065	SHAIKH MAZIN ARIF	M	HW
A	51	40123018	SHAIKH MIZBHA HAMEED	F	LG
B	45	40123016	SHAIKH MOHAMMAD ALI PARVEZ	M	HW
B	46	40123009	SHARMA AARYA SHRINIVAS	F	VS
B	47	40123034	SHARMA RITIKA BAIJNATH	F	LG
B	48	40123076	SHARMA VISHNU JITENDRA	M	VB
A	52	40123082	SHELAR CHAITANYA RATAN	F	NM
B	49	40123118	SHELAR SIDDHI SANTOSH	F	PG
A	53	40123049	SHINDE PRAJAKTA DATTATRAY	F	PK
A	54	40123055	SHINDE SHALINI DNYANESHWAR	F	NM
B	50	40123108	SHINDE YASH HEMANT	M	PG
A	55	40123079	SHIRSATH YASH MAHENDRA	M	PK
A	56	40123121	SINGH KHUSHI SANJAY	F	PK
B	51	40123011	SINGH NEELAKSHI AJAY	F	HW
A	57	40123120	SINHA SNEHA AMBUJ KUMAR	F	VA
A	58	40123046	SONAWANE MAHENDRA GORAKH	M	NM
B	52	40123008	SONAWANE RACHITA SUNIL	F	HW
B	53	40123050	SONAWANE SAYALI RAJESH	F	VB
B	54	40123061	SONAWANE SHUBHAM ANAND	M	VS
A	59	40123045	SUGANDHI AAYUSHA PARESH	F	PG
B	55	40123084	SURYAWANSI SHRUTI KAILAS	F	MW
A	60	40123012	TALREJA HITESH SANJAY	M	HW
B	56	40123112	TATIYA BHUMIKA DINESH	F	VS
B	57	40123056	TIWARI ISHWARI PRAVIN	F	HW
B	58	40123054	TOTE ANJALI ANESH	F	MW
A	61	40123026	UGALE PRACHI DINKAR	F	VA
B	59	40123074	VASWANI MANAV ANIL	M	VS
A	62	40123075	VIDHATE SWAMINI DATTU	F	HW
B	60	40123057	VYAVHARE SHREYA SUNIL	F	NM
B	61	40123124	WADNERKAR PRATHAMESH SHASHIKANT	M	PG
A	63	40123037	WAGHMARE SHRAVANI PURUSHOTTAM	F	VS
B	62	40123036	WANI CHAITALI HEMANT	F	MW
B	63	40123063	YADAV ANUP DHARMU	M	MW


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