SOP FOR MENTORS

1. To meet the mentors every month
2. Discuss and resolve the issues/problems raised by the mentees in your capacity
3. Further on point to raise and escalate the matter if unresolved. The escalation matrix should be:

Level – 1 : Mentor

↓

Level – 2 : Academic Coordinator

↓

Level – 3 : Principal Office

4. A Report/minutes of each meeting to be maintained & principal office to be kept in loop
5. Raise an alarm & immediately report case of harassment acute bond of illness & any other event or happening deemed as an Emergency.

T.B.K. COLLEGE OF ARTS, SCIENCE & COMMERCE BHARNE TAL. KHED

Principal
Tukaram Baburao Kadam College Of
Arts,Science & Commerce Bharne
Tal.-Khed, Dist.-Ratnagiri.

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Name of the Mentor : Mr. J K Patel

Roll Nos . Allotted : 1 to 37

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Wi fi issue in college campus	Wi- fi repaired	Yes	-

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Name of the Mentor : Mr. V. Y Chopde

Roll Nos . Allotted : 38 to74

No. of issues raised: 1

No. of issues resolved : 1

No. of issues pending ; 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Wi fi issue in college campus	Wi- fi repaired	Yes	-

T.B.K.COLLEGE OF ART'S,SC.&COM. BHARNE TAL.KHED

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Name of the Mentor: Mrs. U. M. Warvatkar

Roll Nos . Allotted : 75 to 112

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending :0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Competitive Books issue	Order in Competitive books	Yes	-

T.B.K. COLLEGE OF ARTS, SCI. COM. BHARNE TAL. KHED

Principal
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Name of the Mentor : Mrs. S. S. Khedekar

Roll Nos . Allotted : 113 to 150

No. of issues raised: 1

No. of issues resolved : 1

No. of issues pending ; 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Culture activity issue	Arrange the annual gathering in college campus	Yes	-

T.B.K. COLLEGE OF ART'S.SCI.COM. BHARDAME, TAL. KHED

Principal
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Science & Commerce Bhame
Tal.-Khed, Dist.-Ratnagiri.

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Name of the Mentor: Mr. S. B. Kale

Roll Nos . Allotted :150 to 187

No. of issues raised : 1

No. of issues resolved : 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Limited Time for Outing	Time extended by 30 minutes	Yes	-

T.B.K.COLLEGE OF ART'S,SCI,COM, BHARANE TAL.KHED

Principal
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Tal.-Khed, Dist.-Ratnagiri.

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Name of the Mentor : Mr. P. C. Nath

Roll Nos . Allotted : 188 to 225

No. of issues raised : 1

No. of issues resolved : 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	A.C. related issue	Electrician sent	Yes	-

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Name of the Mentor : Mrs. M. S. Kamble

Roll Nos . Allotted :226 to 263

No. of issues raised: 1

No. of issues resolved : 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Wi Fi Related issue	Concerned technician appointed to resolve the issue	Yes	-

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Tal.-Khed, Dist.-Ratnagiri.

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Name of the Mentor : Mr. J. D. Daware

Roll Nos . Allotted :264 to 301

No. of issues raised : 1

No. of issues resolved : 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Wi Fi Related issue	Concerned technician appointed to resolve the issue	Yes	-

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BHARNE TAL. KHED

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Name of the Mentor :Miss. N. S. Khatib

Roll Nos . Allotted: 302to 339

No. of issues raised : 1

No. of issues resolved : 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	A.C. related issue	Electrician sent	Yes	-

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Tal.-Khed, Dist.-Ratnagiri.

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Name of the Mentor : Mr D. S. Tiwalkar

Roll Nos . Allotted : 340 to 377

No. of issues raised : 1

No. of issues resolved : 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Competitive Books issue	Order in Competitive books	Yes	-

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Principal
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Tal.-Khed, Dist.-Ratnagiri.

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Name of the Mentor Mr. M. V. Pingale

Roll Nos . Allotted : 378 to 415

No. of issues raised : 1

No. of issues resolved ; 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Electricity related issues	Electrician sent for resolving the issue	Yes	-

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Principal
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Tal.-Khed, Dist.-Ratnagiri.

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Name of the Mentor Miss. S. V. Bhandare

Roll Nos . Allotted : 416 to 453

No. of issues raised : 1

No. of issues resolved : 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Electricity related issues	Electrician sent for resolving the issue	Yes	-

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Tal.-Khed. Dist.-Ratnagiri

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Name of the Mentor:Mr. I. S. Kadam

Roll Nos . Allotted : 454 to 491

No. of issues raised :1

No. of issues resolved :1

No. of issues pending ;0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Electricity related issues	Electrician sent for resolving the issue	Yes	

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Name of the Mentor: Mr. S.M.Chakure

Roll Nos . Allotted : 492 to 529

No. of issues raised: 1

No. of issues resolved : 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Wi Fi Related issue	Concerned technician appointed to resolve the issue	Yes	-

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Principal
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Tal.-Khed. Dist.-Ratnagiri.

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Name of the Mentor :Miss. D. R. Hambir

Roll Nos . Allotted :530 to 567

No. of issues raised : 1

No. of issues resolved : 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Competitive Books issue	Order in Competitive books	Yes	-

T.B.K. COLLEGE OF ART'S, SCI. & COM. BHARNE, TAL. KHED

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Tal.-Khed, Dist.-Ratnagiri.

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Name of the Mentor Mr. J. V. Patade

Roll Nos . Allotted : 568 to 605

No. of issues raised: 1

No. of issues resolved : 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Culture activity issue	Arrange the annual gathering in college campus	Yes	-

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Tal.-Khed. Dist.-Ratnagiri.

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Name of the Mentor : Mrs. S. D. Mali

Roll Nos . Allotted : 606 to 643

No. of issues raised: 1

No. of issues resolved : 1

No. of issues pending :0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	A.C. related issue	Electrician sent	Yes	-

T.B.K. COLLEGE OF ARTS & SCI.COM. BHARNE TAL. KHED

Principal
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Tal.-Khed, Dist.-Ratnagiri.

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Name of the Mentor : Miss. S. S .Dalvi

Roll Nos . Allotted : 644 to 681

No. of issues raised: 1

No. of issues resolved : 1

No. of issues pending: 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Culture activity issue	Arrange the annual gathering in college campus	Yes	-

Principal
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Name of the Mentor : Mr. Z. AH. Kondekar

Roll Nos . Allotted: 682 to 719

No. of issues raised : 1

No. of issues resolved ; 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Wi fi speed is very poor	Concerned technician appointed to resolve the issue	Yes	-

T.B.K. COLLEGE OF ART'S BHARANE, TAL.KHED

Principal
Tukaram Baburao Kadam College Of Science & Commerce Bharne Tal.-Khed, Dist.-Ratnagiri.

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Name of the Mentor : Miss. S. G. Kadam

Roll Nos . Allotted :720 to 757

No. of issues raised : 1

No. of issues resolved : 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Wi fi speed is very poor	Concerned technician appointed to resolve the issue	yes	-

T.B.K.COLLEGE OF ART'S,SCI,COM. BHARANE-TAL.KHED

Principal
Tukaram Baburao Kadam College Of Arts, Science & Commerce Bharne
Tal.-Khed, Dist.-Ratnagiri.

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Name of the Mentor Miss R.H Sodi

Roll Nos . Allotted :758 to 794

No. of issues raised : 1

No. of issues resolved : 1

No. of issues pending : 0

S No.	Issue Raised	Solutions to the issue raised	Has the issue been resolved	
			Yes (Y)	No (N)
1	Culture activity issue	Arrange the annual gathering in college campus	Yes	-

T.B.K COLLEGE OF ARTS, SCI, COM. BHARANE, TAL. KHED

Principal
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Tal.-Khed, Dist.-Ratnagiri.

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