

D Y PATIL DENTAL SCHOOL, CHARHOLI, PUNE
Standard Operating Procedures (SOPs)
Mentoring of Students

Objectives of the Mentoring Program

- To focus and motivate students to achieve learning goals and thereby improve their academic performance.
- To generate interest in academics & Institutional activities among the students.
- To provide institutional information to students.

Step 1: Allocation of mentees to faculty members (Mentors)

- Soon after the admission, on orientation day, students shall be assigned to all the faculty members as their mentees.
- Faculty/ Teachers will be referred as **Mentors** and the students will be referred as **Mentee** in this system.

Mentoring –SOP

1. The Mentor and Mentee have to follow the Mentoring agenda.
2. Engagement is on a voluntary basis for both the Mentor and the Mentee.
3. The Mentoring relationship is confidential.
4. It is a relationship built upon trust and mutual respect
5. The Mentor empowers the Mentee to take responsibility for their own learning & career development.
6. Keep relationship professional

Schedule of Mentor – Mentee Meeting:

Meeting No: 1

1. Issue of Mentees list to the mentors.
2. Mentors and Mentee Knowing each other.
3. Collect students' personal data & Hobbies.
4. Collect Academic details of your mentees.
5. Create whatsapp Group for mentoring.
6. Collect co-curricular and extracurricular details of your mentees.

Meeting No: 2

After 1st Internal Assessment Examinations

1. Update internal Assessment marks in the mentoring Booklet (before the meeting date- (Get marks
1. from the HOD)
2. Interact with your mentees based on their performance Obtain the reasons.
3. Collect information related to Mentees Participation in Extra and Co-curricular activities.
4. Ask students to scan their certificates and send a mail to Mentors.

Meeting No: 3

After 2nd Internal Assessment Examination

1. Update Internal Assessment marks in the mentoring Booklet (before the meeting date)
2. Interact with them based on their performance.
3. Obtain the reasons, for the poor performance if any (Get marks from the HOD)

Meeting No: 4

After 3rd Internal Assessment Examination

1. Update Internal Assessment marks in the mentoring Booklet (before the meeting date)
2. Interact with them based on their performance.
3. Obtain the reasons for poor performance if any (Get marks from the HOD)
4. Giving Instruction regarding: -
 1. Article/Paper presentation Preparation

At Semester End: Updating the mentoring Register with University results

Mentor- Mentee Meetings:

1. The task is round the clock, still all Mentors are required to conduct a formal meeting with the assigned Mentee minimum 4 times every year for record purposes. It may be online or offline as per the convenience of both. The Mentor

has to provide the details to the committee as and when asked for any official purpose.

2. The mentor should make mentee calm and comfortable to speak about any issues he/she is facing.
3. The main agenda of the program is to facilitate the academic and personal growth of the mentee. So the mentor mentee meeting would focus on discussing, if any issues the mentee is facing regarding academics (any particular subject), or on personal level.
4. A record of the mentor- mentee meeting should be maintained in prescribed format.
5. The minutes of the meeting should be recorded and be made available to the Principal, if desired so at any moment of time.
6. The personal issue raised by a Mentee, if any, should be shared in the minutes without disclosing the identity of the respective Mentee. A general point may be recorded in the minutes.
7. It is desired that the Mentees be given confidence to raise an issue to respective Mentor. All Mentor are required to listen to the query and put some personal efforts to try and solve it as far as possible. The efforts should also be informed to the concerned Mentee. One should try and pacify the concerned Mentee to control their emotion then and there itself or as the time required. In case, addressing the issue raised is beyond the scope of a Mentor/ concerned In charge etc. then the Mentees should be counselled to understand the administrative limitations. Mere forwarding the concern to other colleague is to be discouraged always. Mentors may contact the incharge personally to know their opinion about the concern raised to deal the issue efficiently.
8. They may also plan some informal interactions with the Mentees.