


<b>SMVMCH/ MENTOR MENTEE POLICY/01</b>	 <b>Sri MANAKULA VINAYAGAR</b> Medical college and Hospital	<b>Page 1 of 3</b>
<b>Amendment No:00</b>		<b>Issue No: 01</b>
<b>Amendment Date: 10.04.2017</b>	<b>POLICY AND PROCEDURE – MENTOR MENTEE POLICY</b>	<b>Issue Date: 10.04.2017</b>

### 1. PURPOSE :

To provide a forum in which mentor advises, assists an assigned mentee in successfully progressing through the M.B.B.S course at Sri Manakula Vinayagar Medical College and Hospital

### 2. SCOPE :


To provide additional support to the incoming students and with a view to enhance the performance on long term basis in curricular and extracurricular aspects.

### 3. RESPONSIBILITY:

This procedure is applicable to students, faculties and parents of Sri Manakula Vinayagar Medical College and Hospital.

### 4. PROCEDURE:


- Length of the programme is five years from first year to internship of MBBS course.
- One to one session between mentor and mentee is conducted three times a year after every internal assessment exam. Ratio of mentor mentee is 1:8
- Planning of mentor ship programmed by member secretaries with chairperson to recruit mentor to mentee
- Conduct a meeting with all mentors to decide a date of contact session between mentors and mentee
- Allotted mentors to collect and maintain profile of assigned mentees which contains information regarding personal, family, contact, address and basic health details, curricular and extra — curricular interests and talents.
- Term wise meeting of mentor and mentee after each internal assessment exam is conducted
- Mentor addresses the issues in attendance, examination performance, subject understanding keeping up with the schedule or curriculum with the mentee in a one-to-one basis

<b>SMVMCH/ MENTOR MENTEE POLICY/01</b>	 <b>Sri MANAKULA VINAYAGAR</b> Medical college and Hospital	<b>Page 2 of 3</b>
<b>Amendment No:00</b>		<b>Issue No: 01</b>
<b>Amendment Date: 10.04.2017</b>	<b>POLICY AND PROCEDURE – MENTOR MENTEE POLICY</b>	<b>Issue Date: 10.04.2017</b>

- Mentors to discuss and identify issues in non-academic aspects like hostel or campus facilities for boarding, food, health and safety, library, peer interaction, ragging, transport or other aspects and intimate the responsible authorities for appropriate solution.
- Slow learners and advance learners students are identified based on their internal assessment marks and university marks.
- Mentor debriefs the issue to member secretaries with written format or verbally.
- Mentor along with member secretaries provide a recommendation to chairperson about how to overcome the identified barrier and the student is monitored on regular interval by the mentor to check on improvement.

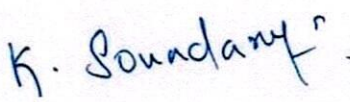


**Roles and responsibilities of mentors:**

- Collect and maintain profile of assigned mentees which contains information regarding personal, family, contact, address and basic health details, curricular and extra — curricular interests and talents. Identify pre — existing difficulties which may hamper the course of learning in institute (medium of learning other than English, non— local language, economically weak, health issues etc.) and inform the management.
- Maintain and update records of theory, practical / clinical attendance to the subject pertaining.
- Maintain and follow up the academic performance of the mentee through internal assignment marks, slip tests etc.
- Address the issues in attendance, examination performance, subject understanding keeping up with the schedule or curriculum with the mentee in a one-to-one basis and suggested action.
- Discuss and identify issues in non-academic aspects like hostel or campus facilities for boarding, food, health and safety, library, peer interaction, ragging, transport or other aspects and intimate the responsible authorities for appropriate solution.
- Encourage the student to pursue their academic as well as extracurricular talents.
- Provide career counselling and guidance.
- Maintain strict confidentiality and privacy regarding the mentee issues (unless deemed harmful to the mentee or others)

<b>SMVMCH/ MENTOR MENTEE POLICY/01</b>	 <b>Sri MANAKULA VINAYAGAR</b> Medical college and Hospital	<b>Page 3 of 3</b>
<b>Amendment No:00</b>		<b>Issue No: 01</b>
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**Roles and responsibilities of mentee:**

- Meeting mentor on monthly basis
- Stay accessible, committed and engaged during the length of the programme
- Assume responsibility for improving skills and knowledge
- Seek opinion ,feedback and direction from the mentor

	<b>Designation</b>	<b>Signature</b>
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