



D Y PATIL GROUP

D Y PATIL DENTAL SCHOOL

Affiliated to the Maharashtra University of Health Sciences, Nashik
Recognized by Dental Council of India

Ref. No: DYPDS/0596

Date :15/09/2018

To,

All the Mentor's

D Y Patil Dental School, Pune.

Sub: SOPs of Mentorship program.

The SOPs of Mentorship program are circulated here with. Please read it carefully and follow the same. As per this every mentor should take at least 8 meetings with each mentee in each academic year and record the minutes of the meeting in the prescribed format. (The printed format is given to each mentee, and they will report to you along with the mentorship booklet in which marks are filled in).

Dr. Swati Joshi
Committee Head



Dr. Anand Shigli
Dean, DYPDS



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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 academic & 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 Induction day, students shall be assigned to all the faculty members as their mentees as per the mentorship distribution.
- 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. The Mentoring relationship is confidential, and it is a relationship built upon trust and mutual respect
3. The Mentor empowers the Mentee to take responsibility for their own learning & career development.
4. Keep relationship professional.

Schedule of Mentor – Mentee Meeting:

1. On the Induction day, the first meeting between Mentor and Mentee would be conducted during which Mentor and Mentee Know each other. Student's personal data, Hobbies and Academic details will be discussed and noted.
2. Then after every month the mentor and mentee meeting would be conducted during which academic, financial, or any other personal issues if mentee is facing would be discussed and the details of every meeting would be recorded in the mentorship booklet.
3. For any administrative problems faced by the mentee, it will be referred to administrative office.
4. Create WhatsApp Group for mentoring if required



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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 8 times every year for record purposes. It may be online or offline as per the convenience of both.
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 details of the meeting should be recorded and be made available to the Principal, if desired so at any moment of time.
6. 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.
7. 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.
8. Mentors may contact the in charge personally to know their opinion about the concern raised to deal the issue efficiently.
9. They may also plan some informal interactions with the Mentees.

Composition of Mentorship Committee:

- **Convenor** - Dr Anand Shigli, Dean, DYPDS - 8007705050
- **Member Secretary** - Dr Swati Joshi – 9623446287
- **Co-Ordinators (Year Wise)**
 - 1st Year - Dr Chhaya Jawalikar 9384725511
 - 2nd Year – Dr Swati Joshi 9623446287; Dr Pradnya Rotithor 9822482272
 - 3rd Year – Dr Mrinal Shete 9075098231
 - 4th Year - Dr Kamal Shigli 8007305050; Dr Rakesh Mutha 9422081722

