



TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

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(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

Mentor-Mentee Policy	Policy No : 21
	Issue No : 02
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	Date : 18/03/2023
Next revision	2026

Policy	To provide a one-to-one forum in which mentor advice, assist an assigned mentee in successfully progressing through the M.B.B.S program.
Objective	<p>The objective of this mentoring Programme is to introduce fundamental mechanisms of mentoring by the faculty that will</p> <ol style="list-style-type: none">1. Provide students with career and non-academic counselling.2. Focus and motivate students to achieve learning goals and thereby improve their academic performance.3. Guide, encourage, and advice the students about their upcoming student life, student health, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.
Principle(s)	<ul style="list-style-type: none">• Each student shall be assigned a "Mentor" to overcome their hurdles in achieving their desired goals in their academic career.• Mentor-Mentee program facilitates experienced mentors to interact and guide mentees for their overall professional and personal development.
Procedure with SOP	<p>1. SOP of mentoring:</p> <ul style="list-style-type: none">• Faculty members (Mentors) will be assigned a group of 10 to 15 students in a batch immediately after the inception of the M.B.B.S program• The Mentor should maintain a mentoring logbook for each mentee assigned to them and document the mentoring activities regularly. Confidential issue can be avoided from the documentation.• Upon Completion of first year, the same set of students passing to the subsequent years of the study will be assigned to faculty handling courses of the respective as mentors.


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	<ul style="list-style-type: none">• The mentoring logbook shall be passed on by the first mentor to the subsequent mentors of the respective mentees. <p>2. Mentor responsibilities:</p> <ul style="list-style-type: none">• Meet the mentees regularly (online/offline), at least once in a month.• Assess the mentee's knowledge, skill, attitude, motivation, experience, hobbies, etc.• Assist mentees to improve upon communication skills and overcome hesitation.• Counsel, guide and advice mentees to accomplish their goals in academic and career development.• Support them in solving their concerns with appropriate measures and referral available.• Encourage mentee's inquisitiveness and interest in academic, extracurricular and social works.• Hold discussions on socio-cultural aspects to inculcate societal responsibilities in the mentees• If situation demands contact parent/guardians and provide the information about the achievements of their wards.• Enlighten the mentees on various scholarships, fellowships, competitions, internships, research projects, job opportunities, etc. and motivate them to utilise those opportunities• Develop leadership quality, team work among mentees.• Develop and maintain a long term relationship to witness the effects of mentoring in the progression of the mentees.• Be flexible, empathetic, and respectful and invest time and efforts in listening to the mentees,• Identify the learning abilities of the mentees and suggest necessary action programs to the institution/department e.g. requirements of any skill development programs, career counselling sessions from professionals, preparation for various entrance examinations, etc.
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	<ul style="list-style-type: none">• Reach out to other colleagues requesting to conduct special/remedial classes for those mentees identified as slow performers.• Record the meetings and submit a report to the IQAC after completion of each session, maintaining the confidentiality of the discussions held with the mentees.• Seek counselling from psychologist for those mentees in need of professional help. <p>3. Mentee responsibilities:</p> <ul style="list-style-type: none">• To attend meetings with the mentor regularly• Be respectful towards everyone and the mentor• Discuss her/his performances in academic, extra-curricular activities, etc. with the mentors• Discuss his/her career plans and specific needs with the mentor.• Reflect on the guidance or advice provided by the mentor and apply it in needed situations <p>4. Outcomes of effective mentoring:</p> <ul style="list-style-type: none">• Enhancement of soft skills like self-awareness, self-management, social awareness and relationship management among the students• Identification of the learning abilities of the students and those with requirements for special needs and provide necessary intervention.• Representation to the relevant bodies for augmenting curriculum and initiating new courses for career advancement as per the requirement of the students• Modifications in the Teaching-learning pedagogies as per the students' learning abilities.
Frequency	3 Years
Related/Supportive documents	As per Norms
Custodian	IQAC Coordinator



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Prepared by	Verified by	Approved by
 Academic Coordinator	 IQAC Coordinator	 Dean

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