



## MENTORSHIP COMMITTEE

**Purpose :** To provide a platform where experiences can be shared on a one to one informal basis, maintaining confidentiality to establish a trusting relationship, thus providing support to students at various stages in their course programme and career.

**Scope :** This SOP applies to the constitution of the mentorship committee, roles and responsibilities of members of the mentorship committee and maintenance of all activities and documents.

Teaching faculty and students from I. B.P.Th. to IV B.P.Th. of the institute

### Procedure :

- To recruit faculty as mentors, annually at the beginning of an academic year.
- To provide ground rules to help the mentor and mentee succeed.
- To collect resources for best practices in successful mentoring relationships.
- To offer participants guidance and support (training) in creating and sustaining the mentoring relationship.
- To equip students with understanding and tools to make ethical and informed decisions.
- To equip students for success by offering meaningful mentoring expertise, support and resources.
- To solicit and act upon feedback from program participants about the effectiveness of program.
- To provide on boarding documents and webinars to ensure a successful start and continuity.
- To organize programme events for mentors and mentees at annual get together.
- Developing and updating mentoring process and procedures.
- Organising monthly mentor mentee meetings and also as and when required.
- Organising annual review of the programme and updating it where required.

### Description of the practice :

Assign 1 Teacher (Mentor) to 4-5 students (Mentees)

Suggested Schedule – One meeting/month of each mentor with each mentee

**First meeting** – Ice breaking session



**Step I-** Get connected. Promise confidentiality

Start with your /his family, hobbies, personal interests. Ask – What is the most useful kind of assistance you would like me to provide.

**Step II** – Discuss overall mentoring goals. Discuss strengths, weaknesses of the individual mentee. Discuss where mentoring can help – consistency in studies/performance, time management, handling stress, building confidence etc.

Identify top 3 goals.

**Step III-** Create a Mentoring Agreement on paper. Clarify goals, roles and responsibilities i.e. what will be accomplished by when. Establish meeting schedule – Where, when, timing.

**Second meeting-** In line with the Mentoring Agreement, plan how the identified goals will be achieved. Put Mentoring Action Plan on paper. This gives a structured and safe tool to the mentee to reach the goals.

**Step I-** Review top 3 mentoring goals. Review notes from previous meeting. Mentee can suggest what he/she like o focus on and in what order. Put all goals and objectives on paper.

**Step II** - Create a list of learning activities. (e.g. Doing specific number of case presentations in specified time, studying a particular topic within a committed time) . Set a timeline. Goals should be well defined and plan should be clear with date/time details.

**Documentation :**

1)The list of mentor/mentee duly signed by the mentor/mentee, mentoring committee members and the Principal

2)Monthly mentoring schedule duly filled and signed by the respective class-coordinators, mentorship members and the principal

3)Confidentiality agreement duly filled and signed by mentee and countersigned by the mentor (applicable to the first mentoring session)

4)Monitoring of the scheduled mentoring session



5) Evidence of success and/or problems encountered are documented as per the mentors' and mentees' feedback obtained periodically.

**Responsibilities**

Members:

1) Dr. Annamma Varghese (PT)

2) Dr. Isha Tajane (PT)

Principal: Dr. Shweta Manwadkar (PT)

**Meetings:** Monthly and as and when required