

## **2.5.4 (3)**

**Policy document of  
midcourse improvement  
of performance of  
students**

# SANTHIRAM MEDICAL COLLEGE



## STANDARD OPERATING PROCEDURE (SOP)

### MENTOR MENTEE SYSTEM

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## SOP FOR MENTOR MENTEE

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## Introduction:

Clarity, Communication, Commitment -to successful mentoring programmes

- The 3 Cs of Effective Mentoring Programmes. Successful and effective mentoring programmes are based around the following principles:
- Clarity, Communication and Commitment.
- Clarity. Clarity of purpose is vital.
- Communication.
- Commitment

## Purpose:

The purpose of this SOP is to ensure that all students with different learning abilities are catered to accordingly. The Institution aims to provide extra training and support for slow learners to achieve the basic competency and encourage erudite students to acquire higher levels of knowledge.

## Functions of the mentor - Mentee program:

**Step 1:** Appointment of mentees to faculty members (Mentors) (beginning of new admission) during the foundation course by SRMC, students shall be allocated to specific faculty as His /Her mentee. For postgraduate students their respective guides will be the mentors for all three years of Medical Education.

**Step 2:** Informing the mentees via circular/Notice board of departments. Arranging a meeting with the respective mentor.

### Step 3: Mentoring Orientation of Faculty (Mentors)

- A workshop for the mentors to be conducted to familiarize on the role and tasks as mentors
- It shall act as an orientation for all faculty members. The mentors who have held this responsibility earlier can share their experience and knowledge with any new faculty.

### Step 4: Mentoring Orientation for students (Mentees)

- Orient students about the aim of the program, its benefits, their responsibilities and role of mentor and mentee.
- Meeting with mentors

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### Step 5: Regular meeting with Mentees

- During the first semester, mentoring to be slotted in the Academic timetable to facilitate all/such meetings for individual mentee /mentees.
- The mentors in initial meeting should create a connection with the mentees through information exchange and building rapport.
- Should understand their mentees strengths and weakness and interest area.
- Understand future idea; students' interest on specialization (Higher Study)/Entrepreneurship/Family Business/Placement. to connect them to the concerned cell. This information (Student Profiling) will help to guide the mentees accordingly.
- The slow learners are identified based on the scores of the first two internal assessments conducted in the department. The students who fall below 20<sup>th</sup> percentile and/or students who have attained less than 80% of attendance as on second internal assessment timeline will be considered as slow learners. The students who are identified as advanced learners should have scored above 90th percentile.
- The list shall be made available to all the mentors for remedial classes and practical sessions should be conducted for students writing supplementary examination & midcourse improvement examinations.
- A record of meetings, interactions and assessment of mentees should be maintained.
- Mentors should see that their mentees are not facing any personal problems or adjustment problems in the college. They should refer to the counsellor when required.
- Mentors should monitor the Academics/assignments submission of their mentees and monitor their career choices.
- Mentors should inform the Dean/Director for any academic challenges if any. Mentors would send the mentee report to the parents once every academic year.

### Step 6: Mentor should maintain a file on each mentee recording their meetings.

- Mentees academic record, parent contact, any medical or personal problem, co-curricular activities, general behaviour in class, future plan, mentoring reports and other important documents e.g., medical certificate, etc

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### **Step 6: Monitor and feedback**

- Regular meeting will be held between the Dean /IQAC Coordinator and the mentors to assess the progress.
- Dean /IQAC Coordinator should also meet mentees informally to take feedback about mentor and the mentoring process.

**Step 7: Appraisal/recognition** Mentoring will be a parameter in evaluating a faculty member's performance during annual appraisal.

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