

**2.3.4 – Student: Mentor Ratio (preceding academic
year)**



PRIYADARSHINI DENTAL COLLEGE & HOSPITAL

MENTORSHIP POLICY

VERSION: 02

DOC NO: PDCH/MP/04/2023

DATE OF ISSUE: 25/04/2023

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APPROVED BY

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PREAMBLE

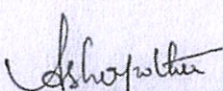
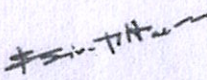
Mentorship policy is created to define the rules and responsibilities of the mentor and mentee and guide the mentorship system to function effectively. Mentorship system of PDCH assures smooth transition of newly joined students from schools into a hassle free professional college life.

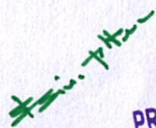
SCOPE

This program assigns mentors to help, guide, motivate and provide emotional support and to be a role model to the mentees in all academic and co-curricular activities. To develop mutual trust, respect and maintain confidentiality between mentor and mentee.

PROCEDURE

1. A student joining Priyadarshini Dental College and hospital will be assigned a mentor from the beginning of the first year, who will be a teaching faculty.
2. Each mentor will be allotted 15 to 20 students (mentee).
3. The duties and responsibilities of the mentors and mentees are listed out below.

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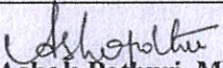
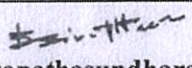
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Responsibilities of mentors:

- To interact with the mentee at least once in a month.
- To monitor the college attendance of mentees.
- To monitor the academic progress of the mentee by going through the marks of the class tests and other exams.
- To liaise with the parents/ guardian in academic and other personal matters.
- To respond to the email/SMS or whatsapp messages of the mentee or their parents.
- Be available, as and when needed by the mentee.
- Report regarding slow learners to the academic cell to improve the learning skills of the students.

Responsibilities of mentees:

- To be courteous and respectful to their mentors.
- To maintain contact with their mentors and benefit from their mentors knowledge and experience.
- To attend the meeting regularly when called upon by the mentor.
- To provide contact information of self and parents/ guardian to the mentor.
- To report the hardship faced in the college and hostel premises.
- Share ideas, concerns and professional goals.
- Workup with the mentor to find out the learning resources and other information that will be helpful in achieving the goal.
- To complete the feedback survey given by the mentor at the end of the session.

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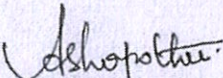
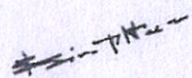
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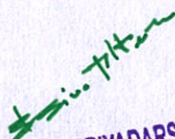
Once a mentee is allotted to the particular mentor, the specified mentor shall guide and help the students till he/she completes the course. If a mentor happens to resign his job the mentee allotted under him will be allotted to other staff members. At the time of his resignation the mentor should submit all the details, date and documents etc to the head of the institution/ chairman of the mentorship committee.

MENTORSHIP PROGRAMS

In addition to this, the PDCH Mentorship committee designed a special program called "Ignite the Inspired" with the aim of igniting the spark in the inspired soul, exclusively for the Interns (CRIs). Though it is for the interns, other students and faculty members may also be permitted to participate if interested.

In this program lectures and training shall be arranged to hone the physical, mental, emotional, and spiritual dimensions of a person to achieve overall balanced and healthy life. Eminent persons from the society, outstanding and successful practitioners, and motivational speakers shall be invited as resource persons to deliver the lectures.

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Topics should be other than what is prescribed by the Dental Council of India for the dental UG curriculum. The core topics shall include Clinic management, Communication skills, Personality development, Yoga, Environmental awareness, Golden triangle of Indian Constitution etc. However emerging trends in dentistry or other topics like how to set-up a dental practice, how to approach competitive exams, and AI and health care may also be included.

Minimum of one program per month, last Wednesday of every month shall be held. If Wednesday happens to be a holiday or cancellation of program due to unavoidable reasons, it will be held in the following week.

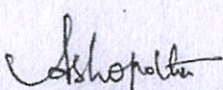
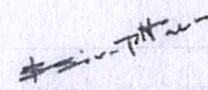
MENTORSHIP COMMITTEE

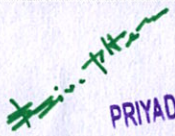
The mentorship committee comprises of:

1. Chairman
2. Co-chairman
3. Four committee members

The prime duties of the committee members are to monitor the mentor mentee grievances and to take necessary action to mitigate the issues. The committee shall conduct regular meetings once in every 2 months to address the issue.

Custodian of the policy: Head of the institution

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