



# MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-DE dt.01.11.2011)  
and affiliated to the Tamil Nadu Dr. M.G.R. Medical University, Chennai)

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798  
E-Mail : info@madhadentalcollege.com Website : www.madhadentalcollege.com

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

<b>MENTOR MENTEE POLICY</b>	<b>Policy No: MDC/MM/2021/19</b> <b>Date: 01-09-2021</b> <b>Issue: 00</b> <b>Pages: 1-4</b>
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## **POLICY**

The mentor mentee program is designed to facilitate students (mentee) utilise the full potential of their teachers (mentors) such that professional and personal enhancement is achieved

## **PURPOSE**

The mentor provides personalised and customised supervision to help mentees successfully complete their BDS course.

## **SCOPE**

This aims to improvise the academic and non-scholastic activities of incumbent students.

## **OBJECTIVES**

- To instil positivity in students
- To provide an informal bridge between the students and the institution
- To assure emotional security to all students
- To achieve a comprehensive development of the student.

## **MEMBERS**

1. Chairperson: Head Of The Institution
2. Members Secretaries
3. Teaching Faculties Members
4. Teaching Faculties.

## **PROCEDURE**

1. Length of the BDS program is 4 years from first year to final year.
2. One to one session between mentor and mentee is conducted quarterly after first internal assessment exam.
3. Ratio of mentor and mentee should be not more than 1: 8.
4. Chairperson and member secretaries will assign mentor to mentee.



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	<ol style="list-style-type: none"><li>5. Regular meeting with all mentors to decide a date of contact session between mentors and mentees. (First or Third Saturday of every month)</li><li>6. Allotted mentors will maintain profile of assigned mentees which contain information regarding personal details, basic health details, curricular and extracurricular interests.</li><li>7. Mentor addresses the academic issues including attendance, examination performance, subject understanding, keeping up with the schedule or curriculum with the mentee in a one to one basis.</li><li>8. Mentors addresses non-academic aspects including facilities in hostel / boarding food, health safety, library, peer interaction, ragging, transport or other aspects and intimate the responsible authorities for appropriate solution.</li><li>9. Students are stratified based on their learning abilities (slow learners and advanced learners) after their first internal assessment exam.</li><li>10. The member secretaries are updated about specific issues of mentees.</li><li>11. The recommendation is given to the chairperson by the mentor the member secretaries based on the specific issues of mentees. The mentees are guided and monitored at regular intervals to overcome the issues.</li></ol>
<p style="text-align: center;"><b>Roles and responsibilities Of Mentor.</b></p>	<ol style="list-style-type: none"><li>1. Allotted mentors will maintain profile of assigned mentees which contain information regarding personal details, basic health details, curricular and extracurricular interests.</li><li>2. Identify pre-existing difficulties which may hamper the course of learning in institute such as health, language and family issues and inform the Chairperson</li><li>3. Subject-wise attendance, performance, records are maintained.</li><li>4. Academic performance is maintained through answer sheets of internal assessment exams.</li><li>5. Mentor addresses the academic issues including attendance, examination performance, subject understanding, keeping up with the schedule or curriculum</li></ol>



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	<p>with the mentee in a one to one basis.</p> <ol style="list-style-type: none"><li>6. Mentors addresses non-academic aspects including facilities in hostel / boarding, food, health safety, library, peer interaction, ragging, transport or other aspects and intimate the responsible authorities for appropriate solution.</li><li>7. The students are nurtured to pursue both curricular and extracurricular talents.</li><li>8. Career guidance is provided.</li><li>9. Strict confidentiality and privacy is ensured on mentee issues [unless it is deemed harmful to either mentee or others]</li><li>10. Regular communication to the parents or guardians about their children's progress in academics and co-curricular activities.</li><li>11. If there are issues that are harmful to the progress of the mentees the feedback of the parents or guardians are sought.</li><li>12. The Principal's office is periodically updated about the progress of mentor-mentee, parent teacher meeting, rectification course adopted for maintenance and verification</li></ol>
<p><b>Roles and responsibilities of Mentees.</b></p>	<ol style="list-style-type: none"><li>1. Approach the mentor at least once every month.</li><li>2. Should be approachable and answer phone calls or email during the course of the program.</li><li>3. Should be forthcoming, acknowledge issues and improvise on the same.</li><li>4. Get suggestions and course of action periodically from the mentor.</li></ol>



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Prepared by IQAC Co-Ordinator	Verified by IQAC Director	Approved by Principal
		 <b>PRINCIPAL</b> <b>MADHA DENTAL COLLEGE &amp; HOSPITAL</b> <b>KUNDRATHUR, CHENNAI - 600069.</b>