

**Dr. Vithalrao Vikhe Patil Foundation's
College of Nursing**

**SOP
Of
Mentorship Programme**

(W.e.f. AY 2021-22)

Mentorship Programme

for Dr.V.V.P.F's College of Nursing
Ahmednagar.

SOP Code:**Effective date:****Page no. 1 of****Title: Constitution of Mentorship Programme****The location and business address of the committee:**

Mentorship Programme -CON, Ahmednagar
Dr. Vithalrao Vikhe Patil Foundation's College of Nursing,
Opp. Govt Milk Dairy Vilad Ghat, MIDC Post
Dist: Ahmednagar(Maharashtra)
Pin: 414111 India

SOP Code:**Effective date: 02.08.2021**

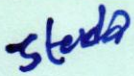
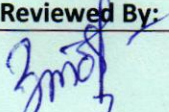

Prepared By:	Reviewed By:	Approved By:
 Ms. Salome Teldhune (Associate Professor)	 Mr. Amol. C Temkar (IQAC Co-ordinator)	 Dr. Pratibha. A Chandekar (Principal)

Table of contents

Sr. No.	Content	Page No.
1.	Introduction	4
2.	Definition	4
4.	Objectives	5
5.	Procedure	6-8
6.	Limitation of Mentor Mentee relation	9
7.	Schematic presentation of Mentor Mentee relationship	9
8.	References	10
9.	Annexures	
	1. Mentors Pledge	11
	2. Mentoring Scheme – General guidelines	12-14
	3. Mentor Record	15-21

Introduction:

The ancient Indian Gurukul System was the first to initiate the mentorship system which has stood the test of time. The role of the mentor today is as demanding for he is not only called upon to impart knowledge, skills and competencies but to guide, to instill moral and ethical values, to counsel and groom his subjects to take up leadership roles.

Medical- Nursing Professionals studies are summarily different from Arts, Science & Engineering course. These studies require putting in hard physical & mental labor; therefore these studies become exhaustive in nature. The problems arising out of an entirely alien environment in the beginning coupled with the stress of the course curriculum are handled by the experienced staffs that perform the duties of a Mentor.

Majority of our students have completed their higher secondary education from vernacular mediums and find it difficult to adapt to the English medium of instruction. Such students require guidance and counseling in order to adjust to their new study environment. Besides this there are students from economically and socially weak backgrounds and some sort of financial assistance is necessary. It is to circumvent all these issues and mould the students to the expectations & needs of the profession & community we need mentorship programme.

Definition:

“Mentoring is a personal learning relationship outside of hierarchies and operations. A mentor (an experienced person) allows a mentee (a less experienced person) to gain and develop knowledge, abilities, and maturity in a specific position or a professional area that they share.”

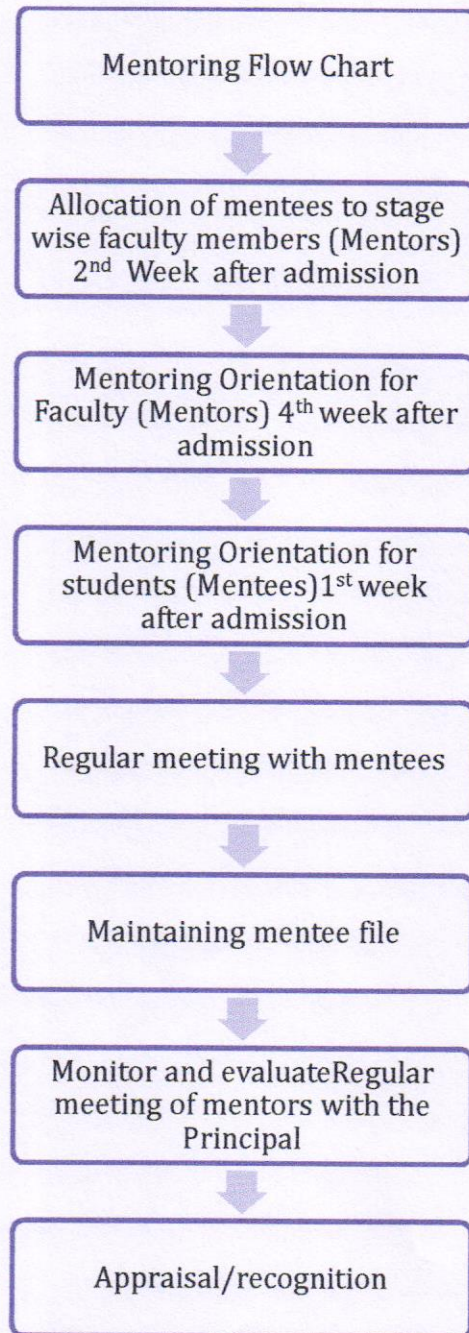
“Mentor is an experienced person who advises and helps somebody with less experience over a period of time.”

“Mentee is a person who is advised and helped by a more experienced person over a period of time, especially within a formal mentoring programme in a college, a university, etc.

Objectives:

1. To identify academically weak students and the reasons for their poor Academic performance.
2. To provide vent & solutions to the problems of students.
3. To provide moral & psychological support
4. To establish trusting relationship with accountability and responsibility between teacher & student
5. To formulate methods to overcome problems so as to facilitate and maximize the output
6. To ensure that the teacher participates in the overall development of the student.
7. To provide student friendly ambience

Procedure:



1. Allocation of mentees to stage wise faculty members (Mentors)

- In the second week after admission, students shall be assigned to various faculty members as their mentees.
- Each stage has fixed set of mentors

- Informing the mentees & arranging a meeting with the new mentor.

2. *Mentoring Orientation of Faculty (Mentors)*

- A workshop/ online course for the mentors to be conducted to inform them about their role and responsibilities as mentors.
- It shall act as an orientation for new faculty members.
- The mentors who have held this responsibility earlier can share their experience and knowledge with the new faculty.

3. *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

4. *Regular meeting with Mentees*

Stage 1

- In the initial weeks mentoring to be slotted in the time table to facilitate the meetings.
- 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

Stage 2

- Should develop Interpersonal relationship with mentees such that they can ventilate & share their problems.
- Areas to be enquired like academic performance, result, assignments, subject related difficulty, food problem, home sickness, adjustment problem, social or gender discrimination, ragging, etc.
- Understand future plan.
- This information would help to guide the mentees accordingly.

Stage 3

- 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 counselor when required.
- Mentors should monitor the coursework submission of their mentees.
- Mentor should keep a track of their mentees' behavior in consultation with other teachers.
- Mentors should inform the Dean/ Principal for any problem identification.
- Mentors can send the mentee report to the parents.

5. Maintaining Mentee's Record/Diary

- Mentor should maintain a diary of each mentee recording their meetings.
- Mentees academic record, parent contact, any medical or personal problem, co curricular activities, general behavior in class, future plan.
- Mentoring reports and any other important documents e.g. medical certificate.

6. Monitor and feedback

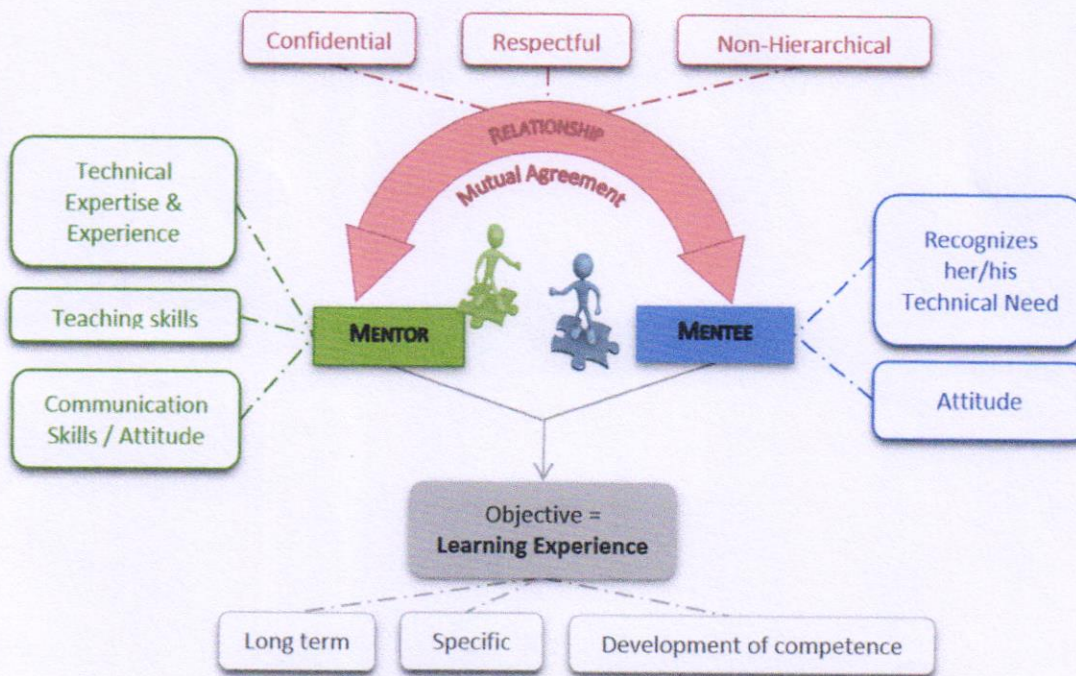
- Regular meeting will be held between the Principal and the mentors to assess the progress.
- The mentors can discuss the issues related to their mentees.
- Principal should also meet mentees informally to take feedback about mentor and the mentoring process.
- Proper termination of mentoring process upon completion of studies in college.

7. Appraisal/recognition:

- Mentoring will be a parameter in evaluating a faculty member s performance in a year.

Limitation of Mentor- Mentee Relation

- ❖ Should not develop close emotional relation with each other
- ❖ Don't accept any gifts or bribes.
- ❖ Don't discriminate among mentee & other Students
- ❖ No Partiality
- ❖ Not to form group/lobby in college.
- ❖ No extreme personal information is to be enquired unless told by Mentee
- ❖ No recording without consent of Mentee.



References:

1. https://www.ugc.ac.in/pdfnews/3830777_Mentorship-Guidelines-.pdf
2. <https://www.duupdates.in/ugc-releases-mentorship-guidelines-for-university-and-college-professors/>

Annexure – 1

Mentor's Pledge

I commit to making a difference;
to support, guide, and be a role model.

I commit to being consistent;
to be a steady figure over time, to be persistent, and to help another persevere.

I commit to encouraging another;
by listening, by understanding, by fostering strengths, and by showing empathy.

I commit to building a mutual relationship;
to enter the world of someone else, to hear about new dreams and challenges, to
share

my own stories, and to respect the differences between us.

I commit to asking for assistance;
When I need my own support, when the struggles of a Mentee are bigger than I can
handle,

When I am unsure.

I commit to recognizing;
that change often comes in small steps that barely leave footprints, that victories
are

often unseen or unspoken, and that obstacles will always be present.

I commit to remaining sympathetic;
to the storms weathered, to the adversity faced, and to the experiences that
occurred

long before this child entered my life.

I commit to realizing;
that my actions carry new weight and responsibility, that my role can never be
taken

lightly, that my life will also change with this experience.

I commit to being a mentor

Annexure – 2



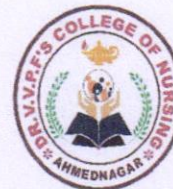
Dr. Vithalrao Vikhe Patil Foundation's

COLLEGE OF NURSING

Opp. Govt. Milk Diary, M.I.D.C., Ahmednagar- 414 111

Tel:-(0241) 2778042, 2779757, 2777059, Fax:-(0241)2779782

E-mail:principal@vimscon.edu.in**Website:**www.vims.edu.in



Mentoring Scheme - General Guidelines

Mode of conducting sessions:

- This is not a moral values session.
- There will be no Dos and Don'ts.
- This session would go primarily on interactive basis.
- Out of the deliberation, general opinion on the point under discussion may be drawn, wherever applicable.
- It is expected that all the students will actively and spontaneously take part in the discussion, (coming out of their shell).

Structural Features of the Mentoring Cell:

- One faculty member is the Coordinator of the Mentoring Cell.
- 10-15 Students are allotted to each mentor.
- Informal mentor-mentee meetings are to be conducted in the third week of every month.
- Quarterly meetings are conducted by the Mentoring Cell with all mentors.

Functional Features of the Mentoring Cell:

- Mentors are expected to interact informally with their mentees at least once every month.
- They are expected to explore student opinions about the quality of teaching, assessment etc. and to ask whether they have any grievances regarding their stay and experience at the hostel and at the institution.

- The mentors are expected to submit compiled feedback form of mentees to the Principal and the coordinator of the Mentoring cell every quarter in a structured format.
- Feedback from these compiled proformas guides the discussion at the meeting.
- Action taken based on this feedback is discussed with students and mentors by the Principal in his interactions with them.
- Mentoring is also provided outside this schedule as per the needs of the students
- Grievances, if any, are redressed or forwarded to the respective sections.
- Counseling support is provided on a one-to-one and small group basis.
- The Nursing Education Unit will conduct a Workshop on Mentoring for mentors.
- The programme of the Mentoring Workshop and the list of registrations has to be maintained.

Attendance criteria:

- A student is expected to attend all the mentor sessions.
- The attendance should be more than 75% - whatever may be the circumstances.
- If a student is absent in a mentor session, ask him/her the reason for the absence in the next mentor session.
- If a student is absent in two consecutive mentor sessions, convey it to parents.
- Tell them that if students are absent, it breaks continuity of the session's discussions.

Maintaining student Profile:

- Mentors should update the student profile on timely basis.
- Maintaining the mentorship diary.
- At the end of every session, the Mentor and mentee give a glance through and sign it.

Remarks

- Language is not a bar.
- The students may speak in English, Hindi, or their mother- tongue.

- In discussions, take the students from near too far, that is, from what they know to new things and situations.
- The mentor sessions will take ordinary everyday situations, and not extra-ordinary situations.
- If we can deal with ordinary situations, hopefully we can deal with extra- ordinary situations as and when they arise.
- When discussing a situation, avoid the discussion on third persons.
- Ask the student to place himself/herself in the shoes of the third person, and speak in first person.
- Bring about a shift from physical things to feeling and mental needs.
- Do not be judgmental.
- Students should feel free to speak their mind frankly, without feeling the pressure of being judged.
- They should feel comfortable and be able to see a bond with you.
- Direct students to appropriate authorities to address these issues.

Annexure – 3

Dr. Vithalrao Vikhe Patil Foundation
College of Nursing
Ahmednagar

MENTOR RECORD

Academic Year: 20_____ - 20_____

Name of Mentor: _____

Department : _____

Class : _____ Batch: _____

CONTACT OF MENTEES

Sr. No	Roll No.	Name of the Student	Contact No.	Parents Contact No.	Address
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Sign of Faculty: _____

MENTOR MENTEE SESSION REPORT

Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed

Sign of Faculty: _____

MENTOR MENTEE SESSION REPORT

Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed
Week No.	Session Date & Time	No. of Students Present	Points Discussed

Sign of Faculty: _____

PHONE CALL RECORD

Sr.No	Roll No.	Name of the Mentee	Date	Time	Call Received By	Phone No.	Points Discussed	Remark

Sign of Faculty: _____

Record

Improvement Status of Mentees

Roll No.	Name of the Student	Active Participation in Mentor Program (Yes/No)	Areas of Improvements Seen in Student	Remark



Sign of Faculty

Principal

Dr.V.V.P.F's College of Nursing
Ahmednagar