



P.A. COLLEGE OF PHARMACY

Approved by PCI, Affiliated to RGUHS Recognized by Govt. of Karnataka
Nadupadav, Montepadav post, Kairangala, Mangalore, 574153

MENTOR MENTEE INTERACTION POLICY

1. Purpose

To establish a structured framework for mentor-mentee interactions at P.A College of Pharmacy to ensure effective guidance and support for student's academic and personal growth.

2. Scope

This policy applies to all faculty members serving as mentors and students assigned as mentees in the P.A. College of Pharmacy.

3. Objectives

To facilitate regular and meaningful interactions between mentor and mentees.

To provide academic, career, and personal guidance to students.

To monitor and support student's overall development and well-being.

To engage with the graduated students who were mentees.

4. Roles and responsibilities

Mentor

A mentor is a teacher one who leads through guidance. Mentoring is a process by which teachers counsel, guide instruct and facilitate the intellectual and/or career development of the students.

Responsibilities of mentors

- ✚ Act as a role model and guide for the mentee.
- ✚ To form a separate group (on WhatsApp/mail) of allocated mentees for all the batches.
- ✚ To interact with the mentees at least twice in a semester
- ✚ Provide academic advice and support.
- ✚ Assist with career planning and professional development.
- ✚ Offer personal guidance and support.
- ✚ Monitor mentees academic performance and well-being.
- ✚ Maintain confidentiality of mentee information.

Mentee

A mentee is a student who wants to learn and seeks valuable advice from someone who can guide him/her in order to grow professional and/or personally.

Responsibilities of mentees

- ✚ Actively participate in meeting and seek guidance.

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- ✚ Be open and honest about academic and personal challenges.
- ✚ Respect the mentors time and maintain scheduled meetings
- ✚ Implement the advice and feedback provided by the mentor.
- ✚ Inform the mentor of any changes in academic or personal circumstances.

5. Process

Assignments of mentor and mentees

- ✚ Mentor will be allotted by the academic council committee at the beginning of each academic year.
- ✚ Mentor allotted in the first year remains mentors for the complete academic tenure of mentee. In case, mentor leaves/take break during session, he/she will inform the concerned Committee about the same, and therefore the notification of new allotment would be circulated accordingly. The mentor in such cases should handover all the mentor mentee records, meeting records and mentee response analysis to the concerned HoD.

Initial meeting

- ✚ The mentor will schedule an initial meeting with the mentee in presence of their parents to establish rapport and set expectations.
- ✚ During the initial meeting, the mentor and mentee will discuss goals, preferred communication method and meeting frequency.
- ✚ To communicate University ordinances, examination regulations, academic calendar and class timing etc.

Regular meetings

- ✚ Mentoring is round the clock task; still all mentors are required to conduct a formal meeting with the assigned mentee, at least twice in a semester to submit the record of mentee performance.
- ✚ Both parties should come prepare for the meeting with relevant questions, updates and topic for discussion.

Documentation

- ✚ Mentors should maintain a record of each meeting, noting the date; key points discussed and agreed action items.
- ✚ The minutes of meeting should be recorded and made available to the concerned head of the department/HoI.
- ✚ A summary of the mentee progress and issues should also be reported to the concerned HoD/HoI/IQAC Co-coordinator at the end of each semester.

Confidentiality

- ✚ All discussions between mentor and mentee should be confidential.

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- Information should only be shared with parties if it is the best interest of the mentee and with their consent, except in cases where the mentor believes the mentee is at risk of harm.

6. Feedback and evaluation

At the end of each semester, mentees will provide feedback on the mentorship experience.

The feedback will be used to improve the mentorship program.

7. Conflict Resolution

If a mentor or mentee feel that the mentor-mentee engagement or mentorship experience is not beneficial, they may discuss the issue with the concerned HoD/HoI.

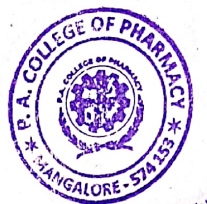
If the conflict cannot be resolved, a reassignment of mentor or mentee may be considered.

8. Review and revision

The SOPs/Policy may be reviewed annually by the academic council committee for academic programme to ensure that it meets the needs of both mentor and mentees.

Any necessary revision will be made and communicated to all stakeholders.

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Mentee Feedback on Mentoring Process

1. How many mentor mentee meetings attended by you?
 - a) All the meetings
 - b) Missed few
 - c) Not attended at all
2. What type of mentor do you prefer
 - a) One to one
 - b) Group
3. What type of mentoring do you prefer
 - a) Physical
 - b) audio call
 - c) Messaging
 - d) Video call
4. How frequently the mentoring has been scheduled?
 - a) Every week
 - b) Monthly once
 - c) After each internal
 - d) Every 6month once
5. How frequently do you prefer parent teachers meeting during your regular mentor mentee meeting?
 - a) Once in every month
 - b) Once in six months
 - c) Once in a year
 - d) Not at all
6. Is your mentor approachable
 - a) Yes
 - b) No
7. If No, What are the hindering factors in approaching your mentors
 - a) Time constraint
 - b) Uninterested mentors
 - c) Not able to contact
 - d) Never tried to contact mentors
 - e) No hindering factors.
8. What are the things you discuss with your mentors?
 - a) Only academics
 - b) Other than academics sch as your personal problems health care and habits.
9. Do you think mentoring is good practice

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- a) Yes
 - b) No
10. Was there any improvement in your marks obtained after mentoring?
- a) Yes
 - b) No



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