



MENTORSHIP POLICY

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1. What is Mentorship?

Mentorship is a relationship between two people with the goal of professional and personal development. The 'mentor' is usually an experienced individual who shares knowledge, experience, and advice with a less experienced person, or 'mentee'.

Mentors become trusted advisers and role models. They support and encourage their mentees by offering suggestions and knowledge, both general and specific. The goal is to help mentees improve their skills and, hopefully, advance their careers.

Different techniques may be used by mentors to guide candidates according to the situation and the mind set of the mentee.

2. What is the Purpose of Mentorship?

The purpose of mentorship is to tap into the existing knowledge, skills, and experience of senior faculty and transfer these skills to students in order to advance their careers and ensure personal growth. The Mentorship program aims to:

- discuss skills and experiences are needed to enhance learning experience
- develop an individual's career
- provide opportunities to learn from someone with a greater understanding of the profession
- provide the candidates with objective and alternative source of advice and information
- provide opportunities for the development of all students through mentoring

Mentorship programs connect an individual who has a lot of knowledge and experience with someone who hasn't yet gained the same knowledge or experience.



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3. Terminology:

Mentor:

A mentor is a teacher or a guide; anyone who acts as an advisor providing multiple perspectives with guidance on relevant topics.

They act as an advocate, confidante, friend, sounding board, as a person who opens doors and facilitates connections, and as a network to others in the dental community. They share insights, knowledge, experience, and advice to help a mentee within a supportive institutional environment to help develop social, technical, and intellectual capital.

Mentee :

A mentee is the student who needs to absorb the mentor's knowledge and have the ambition and desire to know what to do with this knowledge.

The mentee should take the initiative to ask for help or advice and decide upon the amount of help and guidance he/she needs. As a student, the mentee needs to practice and demonstrate what has been learned.



4. Implementation:

A) Student orientation

It is mandatory for new students to attend the orientation program arranged by Shri. Yashwantrao Chavan Memorial Medical & Rural Development Foundation's Dental College & Hospital, Ahmednagar within one year of his/her admission. This is to induct and welcome new students. Ideally takes place prior to the regular teaching schedule.

The main purpose of the orientation program is to make the student aware of :

- introduction and scope of the dental profession
- information about teachers and curriculum
- the administrative setup
- academic calendar
- rules and regulations of the course and policies
- availability and location of curriculum materials
- orientation to teachers, instructional materials, educational gadgets
- assessments, records, learning tools
- how to access facilities and learning equipment
- sensitise him/her to classroom and clinical etiquette
- awareness about the professional ethics code of conduct in dentistry
- sensitisation to dealing with fellow students, patients, academic and non-academic staff members
- contributions of teachers, mentors, the institute, and self in realising professional aspirations and
- how to progress as agents of change and development.

Initially, the student shall be paired with mentors under the Mentor-Mentee system as detailed.

B) Establishing Mentoring Circles

- Two mentors and fifteen mentees per group
- Meet monthly for 60 minutes
- Help individuals be accountable to one another
- Support important development goals
- Building competence to reach those goals
- Documentation of goals, work done, and progress
- Establish mentoring circles every academic year



5. Guidelines and Rules of Conduct:

- Mentors and Mentees, will at all times, work with proper conduct and respect to one another
- Every student should be a part of the Mentorship program
- Each mentee must attend all meetings unless he/she has a sound reason not to
- The period of Mentorship would be for one year, to be renewed as the student progresses academically
- Confidentiality is to be strictly maintained by all in the mentoring circles
- Discuss expectations of mentor and mentee in the first meeting and review as meetings progress
- Solicit new ideas and suggestions from the parents, students, faculty, and administrators to help enhance the overall and all-round educational experience
- Address issues concerning the mentee and take it up with Institute/management, parents, student, or faculty as required
- Build a sense of community through increased and sustained student participation and involvement
- Foster a relationship between teachers, students, and college management
- Rules and regulations/ roles and responsibilities will be constantly evolving and subject to review and changes based on the changing needs of students, parent and the teachers.



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6. Monitoring and Support

- Mentoring circles meet once monthly for 60 minutes
- Each mentee is given individual attention as required
- Discuss expectations of mentor and mentee in the first meeting and review as meetings progress
- Ensure regular updating of mentorship program record books by mentors and mentees
- It is expected that mentors monitor progress/performance record of the students
- Progress of mentee, or lack thereof, will be shared with their parents in the parent teachers association (PTA) meetings only if absolutely necessary
- Collection of yearly feedback from participants for progress satisfaction and quality improvement