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SANTHIRAM COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi – Affiliated to JNTUA, Anantapuramu
NH – 40, Nandyal, Kurnool District, Andhra Pradesh – 518501

**2.3.3 - Ratio of mentor to students for academic
and other related issues
AY: 2023-24**

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2.3.3 - Ratio of mentor to students for academic and other related issues

Mentor Mentee Program

Circular

Santhiram College of Pharmacy has established a well-structured mentor mentee system. The institution has appointed mentors from among the full-time teachers to ensure exceptional levels of mentoring and coaching. Mentors give students with constant support, direction, and practical assistance. The aim of student mentoring is to assist all students to develop their skills and confidence. They must take responsibility for their own life and attain their academic and personal objectives.

This is to inform you that the college has prepared a list of mentees who have been assigned to mentors for the academic year 2022-2023. Mentors are instructed to provide guidance to the mentees assigned to them throughout the year. Each mentor has been assigned a total of 15 mentees for B. Pharmacy, Pharm.D and 10 mentees for M. Pharmacy programme. A list of mentors and their allotted mentees has been attached with this circular for their perusal. Mentors are supposed to keep following things in their mind while performing their duties.


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Mentor's Responsibilities:

- Should maintain Mentor Mentee record.
- Keep contact details of student and monitor his regularity and discipline.
- Help and council academically weak student to cope with academic, extracurricular and personal issues.
- Monitor the academic progress of the mentees and give counselling regarding choosing right career path.
- Identify issues of concern and bring them to the notice of the concerned authorities.
- Improve student-teacher relationship.
- Help the students in providing text books and study materials to the needy mentees.
- Make the student understand challenges and opportunities present in the college.

Student Mentoring Program Benefits:

- Students benefit from receiving support and direction from a caring teacher.
- Students will have a higher sense of self-esteem and will be motivated to succeed in his life.
- Students will be encouraged to continue their education, pursue higher education and receive guidance in choosing their career.
- The student's interpersonal ties, such as those with the Institute, the teaching staff, and the student's family, will also improve.

Common attributes of a good Student Mentor:

- A excellent student mentor maintains a pleasant relationship with the student and pays attention to them.
- The mentor must have a high self-esteem. He should be able to cope well with stress, and be able to withstand frustration.
- He must listen attentively and communicate at a level that the student can comprehend while remaining nonjudgmental.
- The mentor must be a positive role model and provide leadership and advice to the students. He should always be is respectful towards student's dignity.
- The mentor must always be punctual for meetings, be dedicated, and accept responsibility.

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- A good mentor should celebrate the student's achievements and push them to do better.

Benefits to the Institute:

- Mentorship programme helps to develop positive community ties.
- It makes the students motivated, aspirational and improve the learning community's morale.
- It helps to maximize the accomplishments of individual students and encourages underperforming students.
- It improves staff and student abilities, boosts student attendance, and promotes healthy relationship between the teacher and the student.


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Affiliated to Jawaharlal Nehru Technological University, Anantapur-515002
NH40, NERAWADA, NANDYAL DIST. A.P.-518501

Ref No: SRCP/MM/2023-24/C-07

Date: 13/07/2023

CIRCULAR

All the members of the MENTOR MENTEE system are requested to attend the Mentor mentee meeting scheduled on 14-07-2023 at 04.00PM in the principal's chamber to discuss the following points.


Agenda:

In regard to the Mentor-Mentee System the HODs are here by directed to take the following measures –

- For every 15 students there will be one faculty allotted as mentor. The mentors would be allotted to the students in the 1st year of the course (B. Pharm / Pharm.D)
- The mentor needs to keep a record of each of their 15 students. A file/record book (Mentee book / data sheet) has to be maintained.
- Mentor should meet the mentees regularly and update mentee's data sheet.
- Mentor should keep track the mentee's academic performance, attendance and participation in competition, co-circular and extra circular activities.
- Mentor should identify the advance learners based on the academic performance and advise them to organize and participate in various clubs, committees and skill development programmes.
- Mentor should identify the slow learners and advise them to attend remedial and make-up classes.
- Mentor should identify the mentees whose attendance is below than the minimum requirements. He should discuss with the student and try to find out the problem. If required, the mentor will involve the parents and head of the department for reforming the student.
- Mentor should give psychosocial support to the mentees.
- Mentor also should identify the strengths and weakness of the student's and motive them to achieve the goals.

All the HODs are requested to allot the mentors for each student (Mentee) of their respective branch, and forwards the list of Mentor-Mentee to the undersigned at the earliest




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Date: 14/07/2023

MENTOR-MENTEE COMMITTEE MINUTES OF MEETING

The committee meeting was held on 14th July 2023 from 4.00 to 5.00pm In the principal Cabin.
The convener welcomed all the committee members. Following are the points discussed.
Mentor-Mentee System Procedures Guidelines to be followed by the Departments, Roles, and Responsibilities of Mentors.


Resolutions:

Departments should follow the following guidelines.

- ❖ Student shall be assigned Mentor (Teaching faculty) from the First year of the program.
- ❖ Mentor shall have a maximum of 15 mentees.
- ❖ Mentees should be attached to the same mentor for the duration of program is possible.
- ❖ Mentor should meet the mentees regularly and update mentees data sheet.
- ❖ Mentor should keep track the mentees academic performance, attendance and participation in competition, co-curricular and extra circular activities.
- ❖ Mentor should identify the advance learners based on the academic performance and advise them to organize and participate in various clubs, committees and skill development programs.
- ❖ Mentor should identify the slow learners and advise them to attend remedial and make-up classes.
- ❖ Mentor should identify the mentees whose attendance is below than the minimum requirements. He should discuss with the student and try to find out the problem. If required, the mentor will involve the parents and head of the department for reforming the student.
- ❖ Mentor should give psychosocial support to the mentees.
- ❖ Mentor also should identify the strengths and weakness of the student's and motive them to achieve the goals.

Roles & Responsibilities:

- ✓ Mentor should introduce and discuss the concept of Mentor-Mentee system with the assigned mentees.
- ✓ Mentor should update mentees data sheet regularly.
- ✓ Mentor should meet the students at least twice in a month.


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- ✓ Mentor should meet the students at least twice in a month.
- ✓ Mentor should maintain semester-wise Course Registration form of the students.
- ✓ Mentor should create WhatsApp group of his/her allotted students for communication.
- ✓ Mentor should keep track of mentees attendance, academic performance and career development.
- ✓ Mentor should intimate the parents about the student attendance and academic performance regularly.
- ✓ Mentor should check the attendance of mentees, if anybody's attendance is below the requirement then he should find out the problem and take necessary actions to reform and the same should be communicated to the parents and HOD.
- ✓ Mentor should identify talents (sports, cultural, innovation, interests) of their students and encourage them to organize and participate in the events.
- ✓ Mentor should ensure that their students following instructions given by college or department.

The Following members who have attended the meeting

S.No	Name	Designation	Sign
1.	Dr.C.Madhsudhana chetty	Principal & Chair person	
2.	Dr.L.Siva sanker Reddy	HOD-PA & Coordinator-IQAC	
3.	Dr.R.E. Ugandhar	Professor & HOD -Pharmacy practice	
4.	Dr.A.V Badarinath	HOD-Pharmaceutics	
5.	Dr.K.Ravikumar	HOD-Industrial pharmacy Pharmacy	
6.	Mr.R.Niranjana	Assoc.professor,Exam cell	
7.	Mr.K.Sampath	NSS Coordinator	
8.	Mr.D.Maheswara Reddy	Assoc.Professor	
9.	Mrs.S.Parveen	Coordinator-MM /Women Empowerment	
10.	Mrs.K.Maheswari	Assistant professor	



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