



**EDUCARE
INSTITUTE OF
DENTAL SCIENCES**

Kiliyamannil Campus, Chattiparamba, Malappuram - 676 504

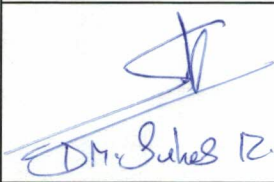


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MENTOR-MENTEE POLICY

POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
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MENTOR –MENTEE POLICY

The Importance of mentoring is to maintain professional relationship. Mentoring is not a answer to all the problems and issues related to personal and professional life of the mentee and his/her family. Mentorship is an effort to maintain professional standards, improve the mentor skills, and exercise good judgment when engaged in any activity involving the mentee.

MECHANISM

1. Students distributed to each mentor.
2. Mentor Conducts periodical meetings with mentee students.
3. Problems and issues of mentee sorted by the mentor.

OBJECTIVES

1. To provide academic counseling
2. To enlighten the students on professional ethics and conduct
3. To communicate with the Students
4. Providing emotional support to students on individual basis
5. Establishing rapport between teachers, student & parents.
6. Monitoring attendance and behavioural aspects of every student.
7. To establish good sense of rapport with students so that they developed healthy Teacher-Student relationship.

Guidelines for proper mentorship

1. At the initial stages, the mentee may appear to be hesitant, unresponsive, and unappreciative of the mentor-mentee relationship. This guarded attitude is simply a manifestation of his/her





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insecurity about the relationship. The mentee's attitude will gradually take a positive turn as he/she realizes your sincerity about being a good guide in terms of mentor.

2. All meetings should be scheduled in advanced and should be in notice to the

HOD/Dean/Principal.

3. Don't try to be teacher, parent, disciplinarian and psychotherapist during mentor mentee

4. Don't criticize or Think of ways to solve the problem together rather than lecturing or telling the mentee what to do. Never have a negative attitude towards your mentee.

5. Respect the uniqueness and honour the integrity of your mentee and influence him/her through constructive feedback.

6. Always explore positive and negative consequences of each and every point/matter/issue.

7. Encourage your mentee to complete his/her education and pursue higher learning or professional goals; provide access to varying points of view.

8. As a teacher cum guide you can share and advise, but know your limitations. Never be very personal and share personal. You should preferably interact with your mentees in a group.

9. Be supportive of the parent, even when you may disagree. Don't take sides or make judgments concerning any family conflict or situation. Leave the parenting to the parent.

10. There may be instances when your mentee's behavior is unacceptable. Explain to your mentee why you find his/her behaviour unacceptable. Don't forget to inform the parent about the steps you took and why you took them.

11. Never use abusive or unprofessional language.

12. Avoid arguments with your mentee

13. Maintain mentor mentee log book in support of your all actions of mentor mentee program

14. If you have a concern you feel is beyond your ability to handle, feel free to contact the higher authorities. Never feel helpless or hopeless.

