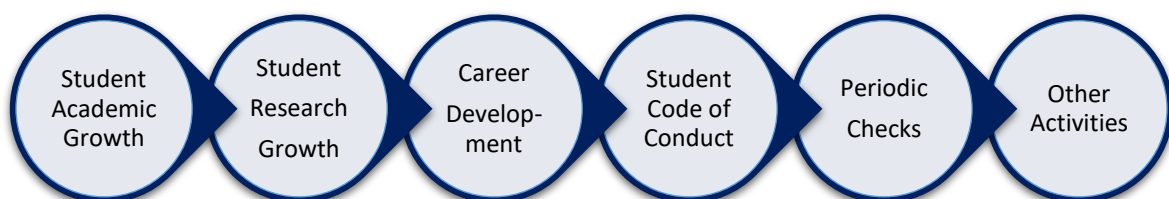


SRM MEDICAL COLLEGE HOSPITAL & RESEARCH CENTRE

SRM NAGAR, POTHERI, KATTANKULATHUR – 603 203



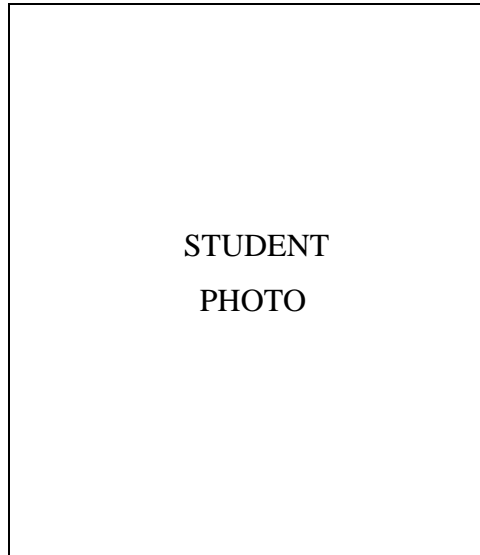
MENTOR LOG BOOK



SRM MEDICAL COLLEGE HOSPITAL AND RESEARCH CENTRE

Kattankulathur- 603203

Students Mentoring Program (SMP)



Name of the Student: _____

Registration Number: _____

Batch: _____



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DEFINITION OF MENTORING

Mentoring:

“ A process whereby an experienced, highly regarded, empathetic person (the Mentor), guides another (usually younger) individual (the Mentee) in the development and re-examination of their own ideas, learning, and personal and professional development. The Mentor, who often (but not necessarily) works in the same organization or field as the Mentee, achieves this by listening or talking in confidence to the Mentee (Frei, 2010)

Mentor is someone of advanced rank or experience who guides, teaches, and develops a novice

(Zerzan, 2009)

GOALS OF MENTORING STUDENTS

Short term goal

- To enhance student relationship with teacher and institute and making them feel a part of SRM family
- To get familiar with life at College, academically and culturally, so that they can better achieve their full academic potential
- To adopt active learning and experiential learning strategies
- To improve discipline, regularity and punctuality of students through counseling sessions and minimize students drop out rate.
- To identify and understand the status of slow learners and encourage learning
- To help troubled students cope with academic, extra-academic and personal problems.
- Providing platform for grievances
- Inculcate leadership qualities in faculty of the institute

Long term goal

- To improve learning outcome of students and get better ranking in NEXT(National Exit Entrance Examination) to pursue post-graduation
- Mentoring students related career opportunities in India and abroad

BENEFITS OF MENTORING PROGRAM

For Mentee

- Enhance study/ clinical skills through active and experiential learning
- Promote personal and professional development
- Get insight into next stage of college career
- Identify your goal and sense of directions
- Increase your academic and social confidence
- Prevent drop out
- Discover new options and opportunities
- Provide meaningful environment to share their thoughts
- Decrease stress and anxiety
- Gain practical advice, encouragement and support
- Learn from experience of others
- Improve your decision making

For Mentor

- Get personal satisfaction for Mentor
- Develop patience, insight and understanding in Mentor
- Improve leadership and communication skills

FACULTY MENTOR AND THEIR ROLES

Faculty Mentor

Mentors play an important role in Mentoring students. It is a collective responsibility of both Mentor and Mentees for a productive outcome of student. Mentor serves as guide for the students throughout their life at SRM medical college. Mentor provide both professional and personal advice during their transition from first year to final year in the college. Mentor role is to motivate Mentees, assist them in achieving their short term and long term goals, identify their hidden talents and skills and communicate to them optimism. Mentor gives constructive feedback on teaching learning and other elements of career design. They also help students to balance professional goals with their personal lives and give emotional encouragement during challenging times. Mentor should set expectations, support, be positive role model, have genuine interest and share his/her experience. Acknowledge the achievement of Mentee. Mentors can teach freshers social skills, facilitate their adjustment to the college and help them to develop the skills for next phases of their studies.

Selection of faculty Mentors : Faculty Mentor will be selected by the Mentor committee and they will be given one day orientation workshop on Mentoring before they take up the job of Mentoring

Role of Mentor (Christine Condaris,2013)

- Role model
- Confidante; Supporter
- Critique, Guide and Collaborator
- Teacher
- Moral and emotional support
- Advisor; career counselor, be a sounding board for discussing career plans, other professional and personal issues; problem solver, stimulate reflection
- Friend
- Sincerity of intent: genuinely interested, motivated and committed
- Sharing of own experience for benefit of the Mentee
- Approachable, available and a patient listener.
- Setting goals: short term goals for learning and long-term goals for career purposes
- Transferring knowledge in skills relating to communication, critical thinking, responsibility, flexibility, and teamwork, that cannot be learned from books
- Pointing out strengths and areas for development
- Answering any questions, even those pertaining to personal matters
- Supporting the student even after studies are completed.

Some essential and desirable qualities in a Mentor

- Subject expertise
- Self development as a Mentor
- Genuine interest in the well-being of the Mentee
- Approachable and pleasant personality
- Listening and feedback skills
- Encouraging and open to new ideas rather than insistence on own opinions:
- Experience sharing
- Example setting
- Networking abilities
- Not let conflict of interest to interfere with Mentoring process:
- Self-motivated
- Extra effort to create dedicated time space:

STUDENT MENTORS AND THEIR ROLES

Student of Mentors: Mentors may include senior students and CRRI who have knowledge of relevant professional issues, long-term commitment to the program, respect for alternate views and cultures, the capacity to focus on the needs of the student, good listening skills, the ability to relate positively in a supportive manner, knowledge of when to call in specialist assistance, willingness to allow the student to take responsibility for their decisions, willingness to do things differently, and the capacity to establish firm boundaries that will assist the student at institute.

Selection of student Mentor: The students will be selected from the volunteers of final year by the Mentoring committee and they will be given one day orientation workshop on Mentoring before they take up the job of Mentoring

ROLE OF MENTEE

- Initiative to approach and subsequently for setting up meetings.
- Receptivity
- Responsibility
- Honesty & openness
- Proactive role in shaping the relationship
- Feedback and appreciation of Mentoring effort
- Mentee should be enthusiastic, curious, and ambitious when discussing Mentee interests with Mentor.
- Mentee should try to attend all meetings and arrive on time. If there is a delay or cannot attend, let the Mentor know in advance.
- Mentee should respect Mentor's time and space. Setting up meetings may be hard to do, especially in hectic class schedule, and Mentors are busy too. Try to be flexible about meeting time.
- Discuss with Mentor preferred means of contact him or her: e-mail, phone or personally.
- Mentee should inform their progress in-between meetings by e-mail / phone.
- The information Mentor tells Mentee is to be privileged and not to be shared outside the Mentor-Mentee group.
- Mentee should be patient as it takes time and effort to build a relationship. Be receptive to suggestions and feedback.

PARENTS ROLE

Parents role: Parents will be informed about the purpose of the program, the anticipated outcomes and their wards progress. They will be provided with the opportunity to discuss the Student Mentorship program with the supervisor. Parents will also have the right to withdraw their children from Mentoring arrangements if they wish.

RESPONSIBILITIES OF THE FACULTY MENTORS

- Meet the Mentee once a month and monitor counsel guide and motivate in all academic matters and personal matters.
- Communicate to the parents if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.
- Ensure timely payment of dues
- Advise students in their career development/professional guidance. Intimate HOD in case of frequent absence for class, slow learners and take appropriate remedial measures.
- To maintain personal details of the students including their address, contact numbers, overall academic performance and progress with the format submitted to the Mentor.
- Maintain a detailed progressive record of the student with format submitted to the Mentor
- Maintain a brief but clear record of all discussions with students.
- To advise the students in career guidance like placement, higher studies and entrepreneurship.
- Inculcating research interest in students and encourage them to take up research projects like ICMR-Short Term Studentship projects and other short term intramural projects.

STUDENT MENTORING PROGRAM COMMITTEE

Chairman: Dean Medical

Co-chair : Vice Principal

Convener : Associate Dean (Student Affairs)

Member: Dr. Sharmila, Professor of Anatomy

Member: Dr.B. Gayathri, Assistant professor Biochemistry

Member: Dr. Sathyanarayanan, Professor of Pharmacology

Member: Dr. Sangeetha Raja, Associate Professor of Pharmacology

Member: Dr. Vijaykrishnan, Associate Professor of Community Medicine

Member: Dr. Jay Vinoth, Professor of Surgery

Member: Dr. Murali Narasimhan, Professor & head of Dermatology

Member : Student council Male member

Member : Student council Female Member

ROLES AND RESPONSIBILITIES OF COMMITTEE

- Selection of Faculty and Student Mentors. Each Faculty Mentor will be allotted 8-10Mentees and for each Student Mentor 5 Mentee will be allotted.
 - Training of faculty Mentors and student Mentors
 - Conduction of orientation programme for Mentees
 - The the committee will meet quarterly to discuss the outcome of Mentorship program and remedial measures to be taken.
-

SRM MEDICAL COLLEGE HOSPITAL & RESEARCH CENTRE

SRM NAGAR, POTHERI, KATTANKULATHUR – 603 203



STUDENT MENTORING PROGRAM (SMP)

Mentoring Record Sheet

Academic year _____

Mentor(Faculty) name: _____

Batch No:

Designation: _____

Department: _____

STUDENTS' PROFILE

Mentee(Student) Name : _____

Registration Number: _____

Year of study: _____

Contact number: _____

E-Mail Address: _____

Address _____

Parent/ Gaurdian Name: _____

Contact Number: _____

E-Mail Mail Address: _____

Address _____

Fathers occupation _____

Mothers Occupation _____

Educational Detail(% of Marks in +2) _____

Mother tongue _____

Languages Known _____

Sports (Interest & Achievements) _____

Cultural(Interest & achievement) _____

Hobbies _____

Career aspiration _____

Any other talent/ skill _____

Life Goal _____

Any problems _____

Any Health Problems

Mentors Remarks

Signature of student

Signature of Mentor

SWOC ANALYSIS OF MENTEE

Strength What is your strength / you do well? What unique resources you have? What do others see as your strengths?	Weakness What could you improve at? Where do you have fewer resources than others? What are others likely to see as your weaknesses?
Opportunities What opportunities are open to you to fulfill your personal & professional development What is your plan to achieve it?	Challenges What key challenges do you find to achieve your personal & professional development What difficulties do you find to overcome these challenges?

PHASE I : FIRST YEAR MBBS

PROGRESS CHART

Trait	1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Percentage of attendance Theory/ practical & clinics Anatomy Physiology Biochemistry				
Internal assessment marks Anatomy Physiology Biochemistry				
Confidence level				
Morale				
Other sports/ cultural Achievements				
Project/ Research				

Remarks :

Academic performance: Low Performer/ Average/ Above Average/ Outstanding

Issues related to low academic performance : Infrastructure Issue/ Teacher Oriented / Ineffective

Pedagogy

Signature of Mentor

Signature of Mentee

Mentoring Followup Meeting 1

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

Mentoring Followup meeting 2

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(point to document that would be discussed next meeting with Mentee)

Mentoring Followup meeting 3

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

Mentoring Followup meeting 4

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

**SRM Medical College Hospital & Research Centre
Kattankulathur - 603203**

Student Mentoring Program (SMP)

Annual report Form

Academic year _____

Mentor(Faculty)name: _____

Batch No _____

Designation: _____ **Department:** _____

A brief Annual Report of Student Mentoring

Signature of the Mentor:

PHASE I
Mentee handing over meeting

Date :

Time :

Remarks:

Phase I Mentor

Phase II Mentor

Name

Name

Signature

signature

PHASE II : SECOND YEAR MBBS

PROGRESS CHART

Trait	1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Percentage of attendance Theory/ practical & clinics Pharmacology Pathology Microbiology Forensic medicine Community Medicine				
Internal assessment marks Pharmacology Pathology Microbiology Forensic medicine Community Medicine				
Confidence level				
Morale				
Other sports/ cultural Achievements				
Project/ Research				

Remarks :

Academic performance: Low Performer/ Average/ Above Average/ Outstanding

Issues related to low academic performance : Infrastructure Issue/ Teacher Oriented / Ineffective

Pedagogy

Signature of Mentor

Signature of Mentee

Mentoring Followup Meeting 1

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

Mentoring Followup meeting 2

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

Mentoring Followup meeting 3

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

Mentoring Followup meeting 4

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

**SRM Medical College Hospital & Research Centre
Kattankulathur - 603203**

Student Mentoring Program (SMP)

Annual report Form

Academic year _____

Mentor(Faculty)name: _____

Batch No _____

Designation: _____ **Department:** _____

A brief Annual Report of Student Mentoring

Signature of the Mentor:

PHASE II
Mentee handing over meeting

Date :

Time :

Remarks:

Phase II Mentor

Phase III Mentor

Name

Name

Signature

signature

PHASE III : THIRD YEAR MBBS

PROGRESS CHART

Trait	1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Percentage of attendance Theory/ practical & clinics Community Medicine ENT Ophthalmology Forensic Medicine				
Internal assessment marks Community Medicine ENT Ophthalmology Forensic Medicine				
Confidence level				
Morale				
Other sports/ cultural Achievements				
Project/ Research				

Remarks :

Academic performance: Low Performer/ Average/ Above Average/ Outstanding

Issues related to low academic performance : Infrastructure Issue/ Teacher Oriented / Ineffective

Pedagogy

Signature of Mentor

Signature of Mentee

Mentoring Followup Meeting 1

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

Mentoring Followup meeting 2

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

Mentoring Followup meeting 3

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

Mentoring Followup meeting 4

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

**SRM Medical College Hospital & Research Centre
Kattankulathur - 603203**

Student Mentoring Program (SMP)

Annual report Form

Academic year _____

Mentor(Faculty)name: _____

Batch No _____

Designation: _____ **Department:** _____

A brief Annual Report of Student Mentoring

Signature of the Mentor:

PHASE III
Mentee handing over meeting

Date :

Time :

Remarks:

Phase III Mentor

Phase IV Mentor

Name

Name

Signature

signature

PHASE IV : FINAL YEAR MBBS

PROGRESS CHART

Trait	1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Percentage of attendance Theory/ practical & clinics General Medicine General Surgery OBG Paediatrics				
Internal assessment marks General Medicine General Surgery OBG Paediatrics				
Confidence level				
Morale				
Other sports/ cultural Achievements				
Project/ Research				

Remarks :

Academic performance: Low Performer/ Average/ Above Average/ Outstanding

Issues related to low academic performance : Infrastructure Issue/ Teacher Oriented / Ineffective

Pedagogy

Signature of Mentor

Signature of Mentee

Mentoring Followup Meeting 1

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting
(point to document that would be discussed next meeting with Mentee)

Mentoring Followup meeting 2

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

Mentoring Followup meeting 3

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

Mentoring Followup meeting 4

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

**SRM MEDICAL COLLEGE HOSPITAL & RESEARCH CENTRE
Kattankulathur - 603203**

Student Mentoring Program (SMP)

Annual report Form

Academic year _____

Mentor(Faculty)name: _____

Batch No _____

Designation: _____ **Department:** _____

A brief Annual Report of Student Mentoring

Signature of the Mentor:

Annexure 1
MENTEE FEEDBACK FORM

Question	Always	Most of the time	Half of the time	Not very often	Never
Did your Mentor make him/herself approachable/ available to you?					
Did your Mentor respond to you in a timely fashion?					
Did your Mentor address your concerns?					
Did your Mentor gave feedback at regular interval ?					
Was your Mentor flexible?					
Did you Mentor treat you in collegial fashion?					
Did your Mentor treat you respectfully?					
Was your Mentor well organized?					
Was your Mentor well prepared?					
Did your Mentor realistically conceptualize the Mentoring experience?					
Did your Mentor direct you to appropriate reading resources?					
Did your Mentor helped you to reduce your anxiety and stress?					
Do you believe your Mentor provided a positive learning experience?					
Do you want to continue your Mentorship till final year?					
Is Mentorship is a burden to you?					

Comments / suggestions _____

Signature of the Mentee

Annexure 2
MENTEE SELF ASSESSMENT FORM

Statement	Always	Most of the time	Half of the time	Not very often	Never
I treated my Mentor respectfully					
I undertook scheduling meetings as my responsibility					
I met my Mentor when scheduled					
If I had to cancel a meeting intimate in advance and reschedule it					
I was open in sharing personal experiences and information					
I made clear my expectations concerning confidentiality					
I respected differences in our values and perspectives					
I sought critical feedback					
I was satisfied with the level of trust we achieved					
I accept alternatives that were out of my comfort zone					
I reflected on lessons learned even from efforts that were not successful					
I maintained continuity of discussions of our priorities					
I offered alternatives to achieve desired professional development					
I was committed to our partnership's success					

Signature of the Mentee:

Annexure 3

MENTOR FEEDBACK FORM

Question	Strongly disagree	disagree	Agree	Strongly agree
Mentorship has improved my communication with students				
Mentorship helped me understand student's problems in a better way				
Mentorship made me more empathetic and compassionate towards students				
Mentorship helped me to improve my teaching				
I wish to continue as Mentor for future batches				
Mentorship is an extra burden on me.				
Any other suggestion				