



College of Ayurved & Research Centre

(I.D.No. P.U./P.N./AYU./081/1990)

Sector No. 25, Pradhikaran, Nigdi, Pune-411 044 (Maharashtra State), India.

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Metric - 2.3.4

Strategic Planning for Mentor-Mentee Committee

Introduction

The aim of mentor-mentee scheme is to provide psychological and academic support to improve the academic performance of the students by reducing the academic stress.

Aims & Objective-

- Constitution of Mentor-Mentee committee to bring together all teachers for mentoring the students
- Meeting with teachers and selection/nomination of co-coordinator for each batch.
- Preparation of format of personal information of student (mentee) and format of mentor-mentee meeting for record.
- Batch wise distribution of students (mentee) to related teachers (mentor) of that batch.
- Meeting of mentee and respective mentors at the end of each term.

Constitution of the Committee

- As guided by MUHS & NAAC, committee is formed to streamline the working of Mentor mentee scheme
 - Chairperson - Principal
 - Co-chairperson - Vice principal
 - Chief coordinator
 - Coordinators
- 1 Teacher of every academic course (1st /2nd /3rd /4th BAMS) is appointed as a coordinator of the Mentor- Mentee committee.
 - 1st year BAMS coordinator of Mentor- Mentee committee
 - 2nd year BAMS coordinator of Mentor- Mentee committee
 - 3rd year BAMS coordinator of Mentor- Mentee committee
 - 4th year BAMS coordinator of Mentor- Mentee committee

Roles & Responsibility

Chairperson

- To take feedback of committee work from Chief coordinator.
- Monitor & guide all coordinators for proper functioning of the committee

Co-Chairperson

- To communicate with coordinators of Mentor- Mentee committee to streamline the working of the committee
- To solve issues of mentees conveyed by mentors
- To convey issues of mentoring if any to chairperson





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Chief coordinator

- To communicate with all coordinators of Mentor- Mentee committee for smooth functioning of the committee.
- To organize meetings of coordinators of Mentor- Mentee committee.
- To take review of distribution of mentee to each mentor and mentor mentee meetings.

Coordinators

- To coordinate with mentors of the respective academic course
- Distribution of mentees among mentors.
- To organize meetings as per policy
- To communicate with co-chairperson & chairperson regarding core issues faced by mentees if any

Policy for Frequency of Coordinators Meetings

- Chief coordinator will organize 2 meetings in each academic year with all coordinators of Mentor- Mentee committee to streamline the work and to take review of committee work.

Mentors

- To conduct meetings with mentees as per policy.
- To communicate with the mentees to support them in academics
- To encourage mentee in extracurricular activities
- To give psychological support to mentees.
- Help mentees to develop interest in the difficult subjects.

Policy for Mentor-Mentee Ratio

Minimum 2 to maximum 6 mentees will be allotted to each mentor in each professional year of BAMS program.

Policy for frequency of the Mentor-Mentee meetings- 1st year BAMS

1. 1st year BAMS has 3 academic terms (1.5 yr batch).
2. The frequency of mentor –mentee meeting is 1 meeting after each term end exam result to take review of academic progress of mentee.
3. The mentor (teacher) is always ready to counsel their mentee regarding study related problems like language, subject understanding, and remedial teaching support is provided as per the need of a student. Also hostel problems, personal or health problems are also discussed in the meetings.

From academic year 2023-24, As per National Commission of Indian System of Medicine (NCISM), 2nd year BAMS will also have 1.5 years' duration with 3 terms. So, 2nd year BAMS will also follow this schedule of mentor mentee meeting from academic year 2023-24.





Pune District Education Association's

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Policy for frequency of the meetings- 2nd year BAMS (till Academic year 2021-22), 3rd & 4th year BAMS

1. 2nd BAMS (till Academic year 2021-22), 3rd year BAMS & 4th BAMS comprises of 2 academic terms.
2. The frequency of mentor –mentee meetings is 1 meeting after each term end exam.
3. The mentor (teacher) is always ready to counsel their mentee regarding study related problems like language, subject understanding, and remedial teaching support is provided as per the need of a student. Also hostel problems, personal or health problems are also discussed in the meetings.


Principal
P.D.E.A'S

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