



Pune District Education Association's

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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Strategic Planning for Mentor-Mentee Programme

Date of Amendment: 01/10/2025

Introduction

The aim of mentor-mentee programme 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 cell - 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 teachers (mentor) of that batch.
- Meeting of mentee and respective mentors at the end of each exam including periodic exam.

Constitution of the Cell

- As guided by MUHS, cell is formed to streamline the working of Mentor mentee cell
 - Chairperson - Principal
 - Co-chairperson - Academic Director
 - Chief coordinator - Dr. Manisha Bhanage
 - Coordinators - Each professional year
 - Mentors - All Faculties
- One teacher of each academic course (1st /2nd /3rd BAMS) is appointed as a coordinator of the Mentor- Mentee cell.
 - 1st year BAMS coordinator of Mentor- Mentee cell
 - 2nd year BAMS coordinator of Mentor- Mentee cell
 - 3rd year BAMS coordinator of Mentor- Mentee cell
- All mentors will be members of this cell.

Roles & Responsibility

Chairperson

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

Co-Chairperson

- To communicate with coordinators of Mentor- Mentee cell to streamline the working of the cell
- 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 cell for smooth functioning of the cell.
- To organize meetings of coordinators of Mentor- Mentee cell.
- 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 cell 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

1. Total four meetings will be conducted in each professional year of 1.5-year duration. First introductory mentor mentee meeting will be conducted at the beginning of each year. Further meetings will be conducted after every 3rd periodical examination in each term to take review of academic progress of mentee.
2. The mentor –mentee meeting will be conducted after each term end exam for IV BAMS as per old policy.
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 issues, health(Physical/psychological) issues, any type of abuse (physical, emotional, substance, sexual) are also discussed in the meetings. Additional Counselling sessions will be conducted if required.





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***New policy will be applicable from October 2025 to 2023-24 admitted II BAMS (Agawane) batch & 2021-22 admitted III BAMS (Adsul) batch.**
***2022-23 admitted II BAMS (Ansari) batch & 2024-25 admitted I BAMS (Else) batch will follow old policy for current professional year only. New policy will be applicable for their next professional year**





Principal
P.D.E.A.S

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Name of Mentor:

Name of Mentee

Batch:



Mentor Sign