



## **NATIONAL ASSESSMENT AND ACCREDITATION PROJECT (NAAC)**

### **1. Title of the committee: Mentor-Mentee Committee**

### **2. Details of committee members:**

<b>SR. No.</b>	<b>Name of</b>	<b>Designation in committee</b>
1.	Ms. Dhara Vyas	Chairman
2.	Ms. Angel Christian	Secretary
3.	All class coordinator	Member
4.	All course coordinator	Member

### **3. Objective of Committee:**

1. To monitor academic and overall development of students.
2. To identify problems and issues of the students at the earliest.
3. To improve the performance of the students both in curricular and extracurricular activities.
4. To formulate methods to overcome issues so as to facilitate and maximize the output
5. To ensure that the mentors participates in the mentees personal as well as professional development.

### **4. Strategies/Policies for attainment of objectives**

1. Monthly meeting with chairperson: every 14th date of month.
2. Mentees meeting with mentors: 15<sup>th</sup> of month
3. Health record of mentees should be maintained.
4. Study progress evaluation has been recorded.
5. Mentees has to do at least 12 meetings in year with specific objective or reason.

## 5. Distribution Of Work Among Committee Members

SR. No.	Name of	Work Distribution
1.	Ms. Dhara Vyas	Guide and supervise the Mentorship Programme
2.	Ms. Angel Christian	Keeps all records and Communicate with all coordinators
3.	All course coordinator	Guide and supervise the Mentorship Programme
4.	All class coordinator	Arrange the counseling session for students Inform and supervise clinical instructor for mentorship meetings

## 6. List of Records

- Meeting Register and File
- Health Status Summary Report of all Class
- Mentorship Presentation PPTs and Hard copy of all Class.
- Summary of Basic Information of all the students.
- Records with Coordinators
  - Health Record File with Vaccine and Thalassemia information.
  - Leave Record File.
  - Parents Meeting File / Register

## 7. Activities:

- Mentor-mentee meeting will include following aspects
  - Physical, Social, Psychological, Financial, Residential, Travelling Problems
  - Problems with friends and teaching environment
  - Performance in academic and Co-curricular activities
  - Clinical activities performance
  - Last month report and Next month Planning