



Sri Venkateshwaraa Dental College

(Recognized by Dental Council of India ; Affiliated to Pondicherry University)

(A Unit of Ramachandra Educational Trust)

Ariyur, Puducherry - 605 102



Date: 24.01.2025

MINUTES OF MENTOR MENTEE MEETING I (2024-2025)

VENUE: examination hall 5th floor, Lecture Hall, SVDC.

Members:

Principal

Vice principal

Member Secretaries

Hod's & Faculty In charge

AGENDA:

- To cater to academic and emotional insecurities.
- Guide the student to move up in career and personality development .
-

The mentor mentee meeting was conducted for all the students of Ist BDS, IInd BDS, IIIrd BDS and IV BDS on 24.01.2025 for the academic year 2024-2025.

- Mentor mentee meeting held between 2pm -3pm for I, II, III year BDS and 9.30-10.30am for IV year BDS.
- Introductory meeting done and basic biodata collected by the mentors from all the students.
- Interacted with the students regarding college, course , comfort and subjects.
- Explained them about the Mentor Mentee meeting .
- Mentors made a whatsapp group with mentees for any queries.
- The mentors discussed with their mentees regarding their performance in the exam, the academic work and preclinical work.
- Students with poor performance in the internal exam were asked to study well and motivated to perform well in the forthcoming exam.
- Students who performed well in the internal exam were motivated to get distinction in the university exam.
- Discussed to identify issues in non-academic aspects like hostel, or campus facilities for boarding food, health and safety, library, peer interaction, ragging, transport, or other aspects and intimate the responsible authorities for appropriate solution.
- Encourage the student to pursue their academic as well as extra-curricular talents.

Shahere
COORDINATOR
19/01/25

[Signature]
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MENTOR MENTEE MEETING 2024-2025



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Date : 08.08.25

MINUTES OF MENTOR MENTEE MEETING II (2024-2025)

VENUE: examination hall 5th floor, Lecture Hall, SVDC.

Members :

Principal

Vice principal

Member Secretaries

Hod's & Faculty In charge

AGENDA:

- To cater to academic and emotional insecurities.
- Guide the student to move up in career and personality development .

The mentor mentee meeting was conducted for all the students of Ist BDS, IInd BDS, IIIrd BDS and IV BDS on 08.08.2025 for the academic year 2024-2025.

- Mentor mentee meeting held between 2pm -3pm for I, II, III year BDS and 9.30-10.30am for IV year BDS.
- Introductory meeting done and basic biodata collected by the mentors from all the students.
- Interacted with the students regarding college, course , comfort and subjects.
- Explained them about the Mentor Mentee meeting .
- Mentors made a whatsapp group with mentees for any queries.
- The mentors discussed with their mentees regarding their performance in the exam, the academic work and preclinical work.
- Students with poor performance in the internal exam were asked to study well and motivated to perform well in the forthcoming exam.
- Students who performed well in the internal exam were motivated to get distinction in the university exam.
- Discussed to identify issues in non-academic aspects like hostel, or campus facilities for boarding food, health and safety, library , peer interaction, ragging, transport, or other aspects and intimate the responsible authorities for appropriate solution.
- Encourage the student to pursue their academic as well as extra-curricular talents.

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MENTOR- MENTEE MEETING 2024-2025

EXAMINATION HALL



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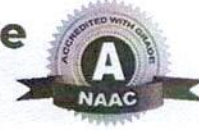


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SVDC/MM//2025/01

22.01.2025

CIRCULAR

This is to inform that the Mentor Mentee Meeting to be held on the following dates:

Date	Day	Year
24.01.25	FRIDAY	I YEAR
24.01.25	FRIDAY	II YEAR
24.01.25	FRIDAY	III YEAR
24.01.25	FRIDAY	IV YEAR
25.01.25	SATURDAY	MDS I YEAR
25.01.25	SATURDAY	MDS II YEAR
25.01.25	SATURDAY	MDS III YEAR

Venue: SVDC Examination Hall & Lecture Hall

Time: 2.00 p.m to 4.00 p.m

All concerned mentors to attend the meeting.

Agenda: Teachers & Students meeting – BDS (1st to final year)

To

BDS Students (1st to final year), MDS (1ST, 2nd, 3rd year)

Copy to

Chairman – Mail

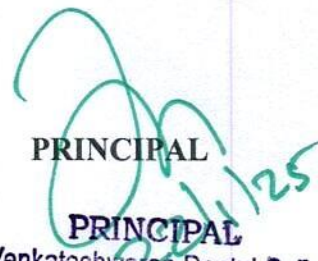
COO

Vice Principal

All HODs concerned

Faculty members


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CO-ORDINATOR
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SVDC/MM//2025/02

06.08.2025

CIRCULAR

This is to inform that the Mentor Mentee Meeting to be held on the following dates:

Date	Day	Year
08.08.25	FRIDAY	I YEAR
08.08.25	FRIDAY	II YEAR
08.08.25	FRIDAY	III YEAR
08.08.25	FRIDAY	IV YEAR
09.08.25	SATURDAY	MDS I YEAR
09.08.25	SATURDAY	MDS II YEAR
09.08.25	SATURDAY	MDS III YEAR

Venue: SVDC Examination Hall & Lecture Hall

Time: 2.00 p.m to 4.00 p.m

All concerned mentors to attend the meeting.

Agenda: Teachers & Students meeting – BDS (1st to final year)

To

BDS Students (1st to final year), MDS (1ST, 2nd, 3rd year)

Copy to

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COO

Vice Principal

All HODs concerned

Faculty members

Shelva
6/8/25
CO-ORDINATOR
IQAC

6/8/25
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Standard operating protocol for mentor mentee committee

Policies

Mentor Program provides mentees access to experienced mentors who can contribute to their professional and personal development.

A mentor (teaching faculty) is a guide, friend, and a resource who paves the way to success.

Mentee (students) derives inspiration, encouragement and gain the skills and confidence necessary to excel through the guidance of the mentor.

The program provides a platform for mentees to realize their potential by enabling personal and professional relationships with mentors, who act as role models and provide guidance to them

Aim

To provide one to one forum in which a mentor advises and assists an assigned mentee in successfully progressing through the final year of dental course.

Objectives

To develop a strong positive relationship between mentor and mentee

To bridge the formal and communicative gaps between the students and the institution

Guide the student to move up in career and personality development.

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Procedure

Length of the programme is 4 yrs from first year to final year B.D.S

One to one session between mentor and mentee is conducted 3 times a year after every internal assessment exam.

Ratio of mentor to mentee is 1; 10

Planning of mentorship programmed by member secretaries with the chair person
To recruit mentors to all mentees

Conduct a meeting with all mentors to decide a date of contact session between mentor and mentee.

Mentors contact the mentees exchange mobile number, mail address.

Term wise meeting of mentor and mentee after each internal assessment exam.

Mentor and menti form submission to by all mentors to member secretaries after their meet.

Any students concern is identified by the mentor.

Mentor debriefs the issue to member secretaries with written format or verbally.

The mentor along with the member secretaries provide a recommendation about how to overcome the identified barrier and the students is monitored on regular interval to check on the improvement.

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MENTOR ROLES AND RESPONSIBILITIES

Mentors assume various roles in their relationships with mentees. These roles overlap and change over time. In successful relationships, the number of roles that a mentor takes on often increases as the relationship develops.

Some of the roles you may assume are:

- **Teacher/trainer** Providing learning opportunities and offering your experience as a guide
- **Positive role model** Demonstrating exemplary behavior and Offering values that will increase chances for success and happiness
- **Social supporter/guide** providing encouragement to the mentee as he or she embarks on new experiences
- **Resource supporter/advocate** speaking and acting

Mentoring the students' attendance and test performances.

Every year Parents teachers meeting was conducted by member secretary under the guidance of principal and vice principal academics.

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MENTEE ROLES AND RESPONSIBILITIES

Meeting mentors on monthly basis

Stay accessible, committed and engaged during the length of the program.

Assume responsibility for improving skills and knowledge.

Seek opinion, feedback, and direction from the mentor.

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