

MENTORSHIP PROGRAMME

VIMSAR

STANDARD OPERATING PROCEDURE

Version 2016-1.0



Vision

Mentoring is to help, support and encourage the students to manage their learning effectively so as to maximize their performance and ultimately become the medical graduate with five attributes as envisioned by VSS Institute of Medical Sciences and Research. It will help to nurture, motivate and empower the learner to build up his capability and self-reliance so that he/she performs to his/her maximum potential through the positive personal partnership relationship. A Mentorship Program is being launched for the Undergraduate Medical Students of our Institution with effect from the Academic Session 2016 – 17.

The Mentees

All the Undergraduate Medical Students across from first to ninth -all Five Semesters shall be the mentees.

The Mentors

Mentors shall be including the faculty as well as peers and seniors. The select group shall include ,

1. Selected Faculties of this Institution.
2. Selected Postgraduate Students
3. Selected Interns

The Mentoring Groups

The mentees and mentors shall be organised into structured clusters to be called Mentor-Mentee Groups. About 750 Undergraduate Students in this Institution shall be included in as many as **50 Mentorship Groups** each **Mentor- Mentee Group**[MMG] shall be consisting of 3 Mentors and 15 Mentees. The moment the MBBS admission capacity turns 250 each MMG shall be including 5 mentees .Composition of each MMG shall be as follows.

1. Three UG students from each batch i.e. semester batches- 1/2,3-4,4-5,6-7 and 8-9 totalling to 15 Mentees[Mentee]
2. One nominated Intern[Junior mentor]
3. One nominated PG student preferably from first Year[Senior Mentor]
4. One nominated faculty [Chief Mentor]

The Role Of A Mentor

- | | |
|---|----------------------------------|
| M | - Motivate |
| E | - Empower/Be Empathetic |
| N | - Nurture Self Confidence/Values |
| T | - Teach By Example |
| O | - Offer Wise Counsel |
| R | - Raise Performance Bar |

The Duties Of A Mentor :

The Do's

1. The Mentor shall **listen carefully** to the problems and doubts of the Mentee, **understand him** and help him to **relieve his stress** through **a positive, humorous, hand-holding and caring attitude**.
2. The Mentor shall motivate him to learn in a relaxed atmosphere, and help him develop his **Self-Confidence & Self-Reliance**.
3. The Mentor shall put **Ethical Values** into the budding professional.
4. The Mentor shall help the Mentee to **Identify** his own **Issues** as well as his **Goals** and help him find out his **own ways** to resolve them and achieve them, respectively.
5. He should provide **Honest & Constructive Criticism**.
6. The Mentor shall be **available** to the Mentee at any time that is fixed for a meeting, at any time when he needs him urgently.
7. The Mentor may visit the **hostel rooms** of the Mentee and be in touch.
8. He shall be in touch with the **Parents** of the Mentee periodically.
9. The Mentor shall encourage **Extracurricular Activities** of the Mentees.
10. The Mentor shall keep all facts of the Mentee **confidential** and foster trust of the Mentee on him.
11. The Mentor shall practice what he preaches and should try to be a **Role Model** for the Mentee.
12. The Mentor shall **desist from** displaying **favoritism** to his Mentees during the academic activities in the college.
13. The Mentor shall make himself responsible for the **holistic growth** of the Mentee.
14. The Mentor shall ensure that each Mentee maintain a **Mentee Logbook/Mentoring Diary** to enter details of mentoring activities and progress steps of the concerned Mentee across the professional course in the institute. It shall be signed by the Chief Mentor periodically.
15. The Chief Mentor should give a **Bimonthly Report** to the Dean and Principal of the Mentoring Meetings and Interactions as per standard format issued.

The Don'ts

1. He should **not do** problem-solving for them, but help him to find out answers to his own problems, by himself.
2. He should **not force** the Mentee to do things as the way he did, but respect different ways of working.

The Duties Of A Mentee

The Do's


1. A Mentee shall clearly understand the **Purpose** of the relationship, i.e. for **Academic Growth / Career Guidance / Personal Support**.
2. A Mentee shall aim to identify and explore his **own strength and weakness** under guidance and support and not expect the Mentor to do it for him.
3. A Mentee shall be willing to **Exploit his Self-Potential** to the maximum under his Mentor's supervision and Strive to achieve steady progress and satisfaction at different levels like Academic , Career and Personal.
4. A Mentee shall Be **committed** to the relationship and be reliable.
5. A Mentee shall Identify the **Meeting Hours and its Frequency** as per his need.
6. A Mentee shall Follow his Mentor's **Suggestions**.

The Don'ts

1. A Mentee shall not be **Afraid** to Ask Questions.
2. A Mentee shall not **React to Criticisms** but Accept Responsibilities and Posiive feedback Gracefully.

Roll Out & Implementation:

1. The **Mentorship Program** will run in the Institution as per the **SOP** prepared.
2. Medical Education Technology Unit [METU,VIMSAR] shall be the Nodal Agency for the Programme.
3. The Education Section [UG Education Clerk] shall be offering the office assistance.
4. Fifty **Mentee-Mentor-Groups** will be notified to be constituted by the Dean and Principal.
5. A **Sensitization Session for Mentors** shall be organized on the concept, the programme and its delivery.
6. **A Sensitization Session for Students** shall also be organized for students in batches as **well**.
7. **MMG Meets** shall be called by the Chief Mentor **at least once a month** at a suitable time and venue.
8. **Special Meets** may also be arranged on Mentee driven basis .
9. **A Group Leader and a Rapporteur** shall be nominated in the MMG in rotaion by the Chief Mentor.
10. Each Mentee shall be maintaining **one Mentoring Dairy** to be countersigned by Chief Mentor periodically and at each Meet.
11. **Monthly Reports** on the Mentorship Meetings will be deposited to the Dean and Principal by the by the Chief Mentor at the Education Section.
12. Any MMG may be assigned **Specific Tasks** by the Dean and Principal as per need basis to address a problem or situation.
13. **A Mentors Meet** shall be held in every quarter of the academic session to discuss and sort out common issues towards evolution of the programme.
14. **Verbal feedback and interactions** shall be always encouraged from form any Mentee or Mentor at any time apart from occasions of formal notified Meets.
15. **Amendments into the SOP of the Programme** may be ordered by the Dean and Principal from time to time.


Dean and Principal
VIMSAR
Order No.1519/Dt.04.11.2016

Format for Monthly Mentoring Report



Reporting Month :

MMG-No:

Chief Mentor:

MMG Meet No:

MMG Meet Date /Time:

MMG Meet Venue:

Members Present:

[Attendance marked by signature in full,contact mailid and cell]: [indicate Group Leader and Rapporteur]

Agenda:

Action taken report on previous decisions:

Decisions:

Signature Of Chief Mentor/Date Of Submission:

MENTOR-MENTEE GROUPS for 2016


[to include other members as well]

MMG Group Code	Name Of Chief Mentor	Dept.	Mentee from first year MBBS
1 (F)	Dr. Mamata Sar	Anat	Seema Barik Sushree Archita Joshi Swati Sharma
2 (F)	Dr. Sulata Mohapatra	Physio	Anwasha Nayak Nishita Chakravarty Ipsita Jena
3 (F)	Dr. Madhu Chhanda Pattanaik	Physio	Mamali Chand Ipsita Praharaj Shilpimita Biswal
4	Dr. Rajiv Kumar Nanda	Physio	Priya Jyoti Kujur Nabin Nayak Umesh Kumar Dhanudra
5 (F)	Dr. Pratima Kumari Sahoo	Bio	Priyanka Priyadarshini Sahoo Subhasmita Meher Muskan Dalmia
6 (F)	Dr. Madhusmita Acharya	Bio	Jayashree Patel Itishree Panda Megha Madhusmita
7 (F)	Dr. Sumitra Bhoi	Bio	Subhashree Parida Manasi Sahoo Sushree Sangita Nayak
8	Dr. Sadhu Charan Panda	Com. Med.	Sumit Sing Hemant Piush Kumar Meena
9	Dr. Himansu Prasad Acharya	Com. Med.	Ankit Kumar Acharya Gatikrushna Mahakur Gobinda Behera
10 (F)	Dr. Smita Kumari Panda	Com. Med.	Preeti Prasasya Sahoo Ansupa Mishra Namrata Parida
11 (F)	Dr. Mamata Rani Giri	Com. Med.	Ipsita Moharana Rupali Panda Prabina Meher
12	Dr. Subrat Kumar Pradhan	Com. Med	Tushar Kanti Mishra Soumya Ranjan Pani Gyanaranjan Bhoi
13 (F)	Dr. Jyotrmayee Mishra	Patho	Anisha Dash Ankita Priyadarshani Senapati Sivani Das
14	Dr. Susanta Kumar Sahu	Micro	Ramkrishna Mishra Bibhudarshan Dash Ganesh Narayana Sahoo
15	Dr. Rajani Kanta Sukla	Micro	Deeptish Kumar Sahu Sashikanta Sahoo Aurabinda Mahapatra
16(F)	Dr. Sabita Mohapatra	Pharma	Adya Anwasha Rashmita Behera Rashmi Rekha Behera
17	Dr. Bhabagrahi Rath	Pharma	Manas Ranjan Ratha Biswajit Panda Shashi Shekhar Mishra



18	Dr. Sashi Bhusan Biswal	Pharma	Hasmat Rehmani Umamaheswari Sahu Rashmiranjan Sahu
19	Dr. Satyajit Samal	Pharma	Shibashish Sa Abhijeet Kumar Patro Aditya Kumar Mohapatra
20	Dr. Amarendra Nayak	FMT	Debashish Singh Vishal Poddar Parthasarathi Parida
21	Dr. Pradeep Kumar Mohanty	Med	Swadheen Kumar Sahoo Mirza Ashif Baig Soumyadeep Jena
22 (F)	Dr. Malati Murmu	Med	Barsarani Meher Avishna Jamuda Jamini Bhoi
23 (F)	Dr. Sagnika Tripathy	Med	Rashmita Meher Smita Rani Meher Rrutuparna Mallik
24	Dr. Bipin Kishore Kullu	Med	Abhishek Sahoo Debaprasad Biswal Akhil Kumar Agrawal
25	Dr. Ayaskanta Kar	Med	Abhilash Mishra Chandra Sekhar Dash Prangnya Bharati Nanda
26	Dr. Lagendra Kumar Singh	Med	Satarudra Mohanty Koustuv Kumar Parida Vivekananda Meher
27	Dr. Braja Kishore Dash	FMT	Suraj Kumar Dandapat Omkar Meher Aditya Prasad Shukla
28	Dr. Prakash Chandra Panda	Pedia	Purnachandra Padhan Jujyetatma Behera Rajasrikanta Parida
29	Dr. Lalmohan Nayak	OG	Rajat Kumar Patel Bedasikta Roy Manoj Kumar Patra
30 (F)	Dr. Mamata Soren	OG	Jyotsna Rani Rout Priya Arya Divya Gupta Vibha Sharma
31	Dr. Ojaswini Patel	OG	Rajendra Prasad Bhookhariya Alok Gupta
32	Dr. Chintamani Mahanta	OG	Suwendu Mahapatra Parthasarathi Palai Adarsh Pratik Deo
33	Dr. Subash Chanadra Majhi	Pedia	Subham Sahoo Debadutta Dash Pruthwiraj Pradhan
34	Dr. Atal Bihari Dandpat	O G	Rajesh Kumar Pati P B Sanjog Pravas Kumar Sahoo

35	Dr. Lina Baru	OG	Pradyutranjan Sahoo Debashis Mishra Somdeep Pattanaik
36	Dr. Pravati Dutta	Pulm. Med.	Oshimuddin Khan Bikash Kumar Sahoo Sibaram Gaudo
37	Dr. Rekha Manjhi	Pulm. Med	Jibitesh Parida Sridhar Bhola Abhilash Baral
38	Dr. Sudarsan Pothal	Pulm. Med.	Pradyut Shyam Mishra Pratik Priyabrata Sibasis Bhoi
39	Dr. Sharmila Pradhan	Pedia	Ashutosh Mahapatra Swarup Mahapatra Nihar Ranjan Sahu
40	Dr. Sribatsa K Mohapatra	Surg	Saurav Kumar Giri Shivasis Mohanty Soumya Sekhar Mishra
41	Dr. Bana Bihari Mishra	Surg	Anshuman Dash Sidharth Swain Shakti Bhusan Mohanty
42	Dr. Debananda Tudu	Surg	Sarthak Swasti Swarup Behera Shubham Das Damodar Patra
43	Dr. Braja Sundar Sahu	Orhto	Surya Narayan Parida Sunil Mahanand Binod Kumar Nayak
44	Dr. Jayashri Dora	Ophtha	Alok Kumar Mahali Rajesh Kumar Behera Sriya Subhadarsini
45	Dr. Kanhei Charan Tudu	Ophtha	Amit Kumar Sethy Khiroj Kumar Durga Dabbu Seth
46	Dr. Sarmistha Behera	Ophtha	Dinesh Kumar Agrawalla Aprameya Behera Vedvyasa Bhoi
47	Dr. Gopeswari Hota	Ophtha	Dilip Kondagari Doli Naik Dubraj Hembram
48	Dr. Satyajit Mishra	ENT	Venoumsri Bhoi Aswine Kumar Minz Debendra Majhi
49	Dr. Sobhagini Acharya	E N T	Debabrata Tudu Rajen Tirkey Ashutosh Meher
50	Dr. Bimal Krishna Panda	Anaesth	Priyabrata Nayak Debashis Parida Gajendra Soni


 Dean & Principal
 VIMSAR
 Order No1520/Dt.04.11.2016