



M.C.E. Society's

# M. A. RANGOONWALA COLLEGE OF DENTAL SCIENCES AND RESEARCH CENTRE, PUNE

Recognized by Government of India &  
Affiliated to Maharashtra University of Health Sciences, Nashik

2390-B, K. B. Hidayatullah Road, Azam Campus, Camp, Pune - 411 001. Maharashtra, India  
Tel.: 91-20-26430959, 26430960, 26430961, Fax: 91-20-26430962  
E-mail :- dean-mardental@azamcampus.org Website :- www.mardentalcollege.org

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## Mentorship Program

Mentor- Mentee System has been introduced in M.A.Rangoonwala College of Dental Sciences and Research Centre with a vision to extend support and guidance to the students studying in the Institution and addressing all issues related to their academic and personal development.

### Standard Operative Procedures

- A mentorship list for each year will be prepared at the beginning of the academic year.
- A circular will be issued pertaining to the details of mentor and their allotted mentees.
- Mentorship program student information proforma including the demographic details, swot analysis of the student will be done by the mentor in the first meeting recognizing the strengths and weaknesses of the student.
- The records should be maintained as confidential.
- There will be 3 meetings of the mentor and mentee per year but mentees may contact the mentor anytime in case of emergency.
- It is advised that all the meetings should be kept in the college premises and during working hours.
- Any significant and genuine issues related to physical/mental health, personal issues which are difficult to deal by the mentor will be addressed to the mentorship committee which will then decide whether to refer the issue to the HOD of the concerned department , counsellor or Head of the institute for the redressal.
- Any faculty member who resigns in between academic schedule /sanctioned long leave the concerned mentor has to inform the HOD and the mentorship committee.
- Those mentees of resigning faculty will be reallocated by the Mentorship committee.



  
PRINCIPAL

M. A. RANGOONWALA COLLEGE OF DENTAL  
SCIENCES & RESEARCH CENTRE, PUNE