

**ANKERITE INTERNATIONAL INSTITUTE OF
MEDICAL SCIENCES, BIJNOUR, LUCKNOW**

STANDARD OPERATING PROCEDURE

Title: Mentoring the students.

Meaning:

Mentoring is a system of semi-structured guidance whereby one person shares their knowledge, skills and experience to assist others to progress in their own lives and careers. Mentors need to be readily accessible and prepared to offer help as the need arises – within agreed bounds.

Mentoring is not counseling or therapy – though the mentor may help the mentee to access more specialized avenues of help if it becomes apparent that this would be the best way forward.

Goal:

To operationalize an effective mentoring program as an integrated component of the

Objectives:

1. The mentor/mentee will participate in at least one face-to-face meeting every month.
2. Solicit input from individuals and organizations and uses feedback in an effective manner.
3. Contribute to the development, implementation, and monitoring of organizational standards.
4. Demonstrate leadership abilities and follow-through.
5. Recognizes and communicates accomplishments and opportunities for improvement to individual.

Mentor will:

- Identify stress at the classroom, family and financial crisis.
- Help the slow learners to cope up with the study.
- Offer an outside perspective on development
- Listen, confidentially, to the things that are worrying about.
- Help to sharing their own experience of both failure and success.
- Give friendly, unbiased support.
- Provide honest and constructive feedback

Mentee:

- Is willing to learn and grow
- Accepts advice and provides mentor with feedback
- Takes on new challenges
- Remains available and open
- Is proactive in relationship
- Identifies goals
- Accepts responsibility for own development
- Demonstrates commitment to the studies and professional development.

Tips for a Successful Mentor/Mentee Relationship

- Keep communications open. Mentee: Be up front.
- Offer support. Mentee: Remember that your mentor is there for you, but is only a guide.
- Define expectations. Mentee: Review your goals.
- Maintain contact. Mentee: Be polite and courteous.
- Be honest.
- Actively participate.
- Be innovative and creative.
- Get to know each other.

Periodic meetings must be held and recorded in the mentor – mentee register. Grievances if any are found to be serious the matter must be dealt by the grievance redressal committee.