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S. COLLEGE OF DENTAL
SCIENCE AND RESEARCH

(and Educational Trust)

Affiliated Dental College

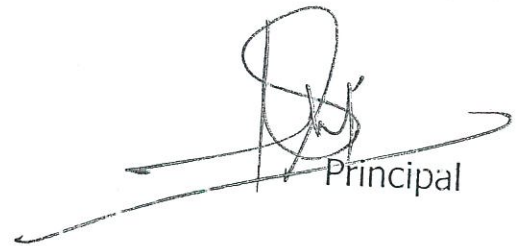
/2021

29.07.2021

NOTICE


The Mentor - Mentee lists for the III BDS Regular, III BDS Additional, Final BDS Part I Regular & Final BDS Part II Additional batches for the year 2020-21 is attached herewith. The duties and responsibilities of Mentors are also attached. All mentors will be provided one log book each for their mentees and the mentor should keep the log book with them and also to update the details of their mentee in the log book.

The mentors should submit their monthly report to the Admin office on or before 25th of every month.


Principal

Cc: Chairman, Associate Dean (Acad), Basic Science, Academics, HR & file




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NAAC Accredited Dental College

PMS/ADMN/NOT/112/2021

24.07.2021

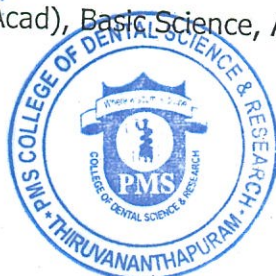
NOTICE

The Mentor - Mentee list for the II BDS Regular & Additional Batch 2020-21 is attached herewith. The duties and responsibilities of Mentors are also attached. All mentors will be provided one log book each for their mentees and the mentor should keep the log book with them and also to update the details of their mentee in the log book.

The mentors should submit their monthly report to the Admin office on or before 25th of every month.


Principal

Cc: Chairman, Associate Dean (Acad), Basic Science, Academics, HR & file




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NAAC Accredited Dental College

PMS/ADMN/NOT/280/2021

18.12.2021

NOTICE

The Mentor - Mentee lists for the II BDS Additional batch is attached herewith. The duties and responsibilities of Mentors are also attached. The mentor log book for their mentees shall be collected from Basic Science office and the mentor should keep the log book with them and also to update the details of their mentee in the log book.

The mentors should submit their monthly report to the Admin office on or before 25th of every month.


18/12/2021
Principal




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Cc: Chairman, Associate Dean (Acad), Concerned persons, Basic Science, Academics, HR & file



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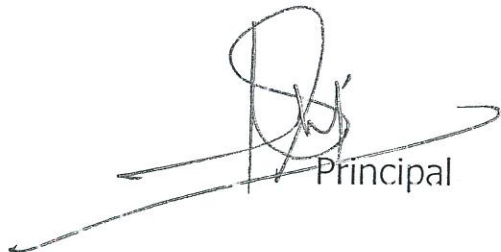
PMS/ADMN/NOT/117/2021

29.07.2021

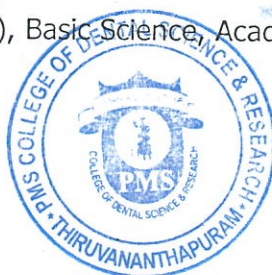
NOTICE

The Mentor - Mentee lists for the III BDS Regular, III BDS Additional, Final BDS Part I Regular & Final BDS Part II Additional batches for the year 2020-21 is attached herewith. The duties and responsibilities of Mentors are also attached. All mentors will be provided one log book each for their mentees and the mentor should keep the log book with them and also to update the details of their mentee in the log book.

The mentors should submit their monthly report to the Admin office on or before 25th of every month.


Principal

Cc: Chairman, Associate Dean (Acad), Basic Science, Academics, HR & file




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PMS/ADMN/NOT/202/2021


08.11.2021

NOTICE

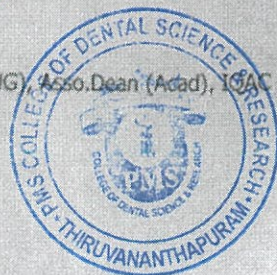
All mentors are advised to meet their mentees as per the following schedule.

I BDS (Reg. & Addl.)	Every 1 st & 3 rd Mondays – 2pm – 3 pm
II BDS (Reg. & Addl.)	Every 1 st & 3 rd Tuesdays – 2pm – 3 pm
III BDS (Reg. & Addl.)	Every 1 st & 3 rd Wednesdays – 2pm – 3 pm
Final BDS Part I (Reg. & Addl.)	Every 1 st & 3 rd Thursdays – 2pm – 3 pm
Final BDS Part II (Reg. & Addl.)	Every 1 st & 3 rd Fridays – 2pm – 3 pm

Theory class during the time for the respective batches will be suspended on the day.


Principal

Copy to: Chairman, Principal, Asst. Dir (UG), Asso. Dean (Acad), IQAC Coordinator, All clinics, All PG Clinics, HR, Academics, Basic Science & File.



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DUTIES AND RESPONSIBILITIES OF MENTOR

1. The students will be divided into batches and one group of students will be assigned to one Mentor. The Mentor should co-ordinate the academic activities of their mentees and also coordinates with other teachers, Principal and the academic office of the college.
2. The Mentor should regularly monitor the attendance of their mentees and their general discipline in classes.
3. Mentors should conduct weekly meetings with their mentees and submit their weekly reports in the prescribed format, to the Principal through Academic Dean.
4. The mentors should coordinate with the academic office for the preparation of timetable and clinical postings, conduct of internal exams, paper valuation process & publishing of results.
5. The Mentor should appraise and monitor the internal assessment marks of their mentees and also Mentor them in the preparation of their exams.
6. Monitoring the sessional examinations and suggesting remedial measures or re-examination for approval of the Academic Committee through the Principal.
7. Mentors are responsible for monitoring of attendance percentage of their mentees on monthly basis and taking up remedial measures for the same.
8. The Mentors are responsible for recommending leave for students and forward to Associate Dean (Student Affairs) for approval. When recommending leave, the Mentors should ensure the current attendance status of the mentee.
9. Identify slow learners and take remedial measures to give them adequate support.
10. Identify prospective students and provide adequate support for academic excellence like obtaining University rank, conferences, cultural events etc.
11. The Mentor should ensure the students adhere to the dress code, attending classes and clinics regularly and make aware them in their responsibilities towards the patients.
12. Any allotted mentee having learning disabilities, corrective measures to be taken in consultation with Student Counsellor.
13. Any student with psychological issues of any nature to be referred to the Student Counselor and follow-up to see that proper care and medical attention is given.
14. Coordinate with the other faculty members for better inter departmental relationship for the wellbeing of their batch of students.
15. Coordinate the extracurricular activities of the concerned mentees.



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16. Liaison with parents only if there is a dire need, with prior consultation with Associate Dean (Academics) and Principal.
17. Should not over involve with wards into their personal matters other than academics and extracurricular activities.
18. No discrimination between wards on the basis of their gender, caste or religion etc.
19. Mentor should not accept any sort of benefits/gifts from the wards or parents at any time.
20. As and when the Mentor is on leave the duty is to be handed to his/her substitute.
21. A register should be maintained regarding all the aspects of their students.



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