



YENEPOYA

(DEEMED TO BE UNIVERSITY)

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YENEPOYA PHARMACY COLLEGE & RESEARCH CENTRE

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MENTORSHIP PROGRAM

POLICY

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MENTORSHIP PROGRAM POLICY

1. Introduction:

1.1. Subject: Implementation of a College Mentoring Program

1.2. Purpose: Yenepoya University determined that mentoring would be a beneficial strategy for enhancing personal development and reducing the stress of students. So the principal and staff of Yenepoya Pharmacy College & Research Centre developed a plan and structure for a mentoring program.

1.3. Definition : Mentoring is a process for the informal transmission of knowledge, social capital, and the psychosocial support perceived by the recipient as relevant to studies, performances, career, or professional development; mentoring entails informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom, or experience (the mentor) and a person who is perceived to have less.

A mentor should be able to ask and listen to questions that will help and challenge the mentee to sort out the course of action they need to take in regards to their studies and program.

1.4. Policy: Yenepoya Pharmacy College & Research Center is committed to advancing the development and good competency of all students and reducing all stresses during studies. One goal is to implement a policy and departmental structure for supporting a mentoring program, to increase the personal and professional development of all levels of students. All the students of the college are eligible to participate in the program and create a mentorship relationship. All mentors, required to conduct the mentor-mentee meeting during the fixed date and the grievances of the students should be addressed by the mentors first and then passing to the head of the Institute for the remark. Any severe grievances that are not possible to find the solution by the college can pass to the higher authorities. Mentors are appointed according to their seniority and the mentor should be assigned for the mentees for till the student passes out from the college.

1.5. Principles: Mentoring in a professional setting is designed to support and revitalize both the mentor and mentee. More specifically, it serves to help individuals in building personal and professional capabilities, advancing their careers, developing their leadership capabilities, and

reducing the stress. A mentor is individual who is viewed by the mentee as having knowledge, experience and skills that can serve to advance the mentee's professional development, performance capabilities, and leadership potential.

The mentoring program will be designed to address many levels of needs, including sharing of experience and information, skill development, advocacy and also for solving their all types of problems like personal issues, Academic issues, Hostel issues, Health issues and other College life issues. For each mentoring relationship, the mentor and mentee will identify the level of need. The structure can be brief and targeted to a specific issue, or on-going. A mentor should act as a guardian for the mentee for solving all the problems and make them feel comfortable in college all time.

2. Objectives: the main goals of the mentoring program are:

- To establish trusting relationship with accountability and responsibility from the mentor and mentee.
- To help students more effectively.
- To build confidence and support the mentees to take control of their own developments and studies.
- To ensure college's effectiveness

3. Mentor roles:

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 on behalf of the mentee and helping the mentee access community resources
- Challenger - Encouraging the mentee to maximize his/her potential
- Friend/companion- Being consistently available and sincere; providing the mentee with a caring and unconditional friendship

4. Procedure:

1. All mentors should conduct the mentor-mentee meeting during the fixed date of every month.
2. Mentors should address first the grievances' of the students and then should pass to the head of the Institute for the remark. Any severe grievances' is not possible to find the solution by college can pass to the higher authorities
3. Then mentor-mentee meeting grievances' report to the mentor coordinator along with the date and mentees attendance details.
4. Compilation of the mentor-mentee meeting report is should preparing by mentor coordinator.
5. The Compilation of the mentor-mentee meeting report is should signing by all mentors, mentor coordinator, and principal and presenting during the mentor coordinator meeting.

6. Appendix