

Shree Mahavir Education society's

Mahavir Institute of Pharmacy

Mhasrul-Varvandi Road, Nashik- 422004

Shree Mahavir
Education Society's



Mentor-Mentee Handbook

Website: <https://pharmacy.shreemahavir.org>

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Internal Quality Assurance Cell

Mentor-Mentee programme

We hold high aspirations for each of our students and are committed to assisting them in surpassing their own expectations, as well as those of their educators and caregivers. This policy is designed to outline the strategies employed to ensure exceptional levels of mentoring and guidance.

Student mentoring at Mahavir Institute of Pharmacy is characterized by a one-on-one relationship between a student and a mentor, which extends over an extended period. The mentor offers consistent support, guidance, and practical assistance to the student, serving as a positive role model.

Some students participating in the mentoring program may be facing difficult or challenging circumstances, experiencing a phase in life where they require additional support, or simply benefit from the presence of another significant adult in their life.

The objective of student mentoring is to empower all participants in the mentoring program to acquire the skills and confidence necessary to take charge of their own futures and realize their full academic and personal potential. Vidya Bharati is committed to ensuring that all students receive the care, guidance, and support needed to nurture and enhance their personal development and academic advancement.

In the dynamic world of pharmacy, where scientific advancements intersect with patient care, the role of mentorship stands out as a beacon of guidance and inspiration. Our colleges, as the cradle of future pharmacists, bear the responsibility of not only imparting knowledge but also nurturing the professional growth and development of their students. Within this framework, mentoring emerges as a cornerstone, offering invaluable support and wisdom to aspiring pharmacists on

their journey toward excellence.

Cultivating Clinical Skills and Professionalism: Mentoring in Mahavir Institute of Pharmacy plays a pivotal role in shaping the clinical acumen and professionalism of students. Through one-on-one interactions with experienced pharmacists, students gain insights into the nuances of patient care, medication management, and ethical considerations. Mentors serve as role models, exemplifying best practices and instilling a sense of responsibility and integrity in their mentees. This hands-on guidance not only enhances students' clinical skills but also fosters a deep appreciation for the ethical imperatives that underpin the practice of pharmacy.

Fostering Personal and Professional Growth: Beyond the realm of academics, mentoring offers a nurturing environment for personal and professional growth. Pharmacists face a multitude of challenges, ranging from complex patient cases to navigating the intricacies of healthcare systems. Mentors provide a supportive framework wherein students can explore their strengths, identify areas for improvement, and chart a course for their future careers. By offering constructive feedback and encouragement, mentors empower students to overcome obstacles, refine their professional identities, and strive for excellence in all facets of their lives.

Navigating Career Pathways: Now a days, navigating career pathways can be a daunting task for aspiring pharmacists. Mentoring equips students with the insights and guidance needed to make informed decisions about their professional trajectories. Whether exploring specialized fields such as clinical pharmacy or pharmaceutical research, mentors provide invaluable advice based on their own experiences and expertise. By offering exposure to diverse career opportunities and networking connections, mentors broaden students' horizons and empower them to pursue their aspirations with confidence and clarity.

Building a Supportive Community: At its core, mentoring fosters the creation of a supportive community wherein students feel valued, understood, and empowered to succeed. By forging meaningful connections with their mentors, students cultivate a sense of belonging and camaraderie within our pharmacy college ecosystem. These relationships extend beyond the classroom, serving as a source of encouragement and solidarity throughout students' academic journeys and beyond. Through mentorship, our college cultivate a culture of collaboration, mutual respect, and

continuous learning, laying the foundation for a vibrant and thriving profession.

Guidance:

- It is vital that all students receive regular and informed guidance, have a wide range of experiences and understand where to get further information and advice. This will be evident through a number of initiatives, including;
- Citizenship lessons
- Individual learning reviews and target setting
- Career Guidance
- Guidance for Avenues to Higher Education
- To tackle various academic and stress related issues
- Workplace learning experiences offered
- Regular internal communications with students (e.g. through personal visits and telephonic talks)
- 'Thought of the day' and 'soft skill' reinforcement initiatives
- Community involvement opportunities

Responsibilities of the Mentor:

- Establishing Trust and Rapport among mentees
- Encouraging Growth and Development
- Maintain Mentor-Mentee Booklet.
- Keep contact details of students & parents
- Record of all results
- Promoting Networking and Professional Development
- Maintaining Confidentiality:
- Student counseling should be done whenever required.
- Maintain record of mentees appeared to be disinterested in academic progress
- To have regular communication with the parents of the Mentees
- To submit a comprehensive Yearly Report on issues handled and resolved by the Mentor.
- Maintain data of students' achievements

Important notes about conduct and support:

- Avoid making negative comments about instructors, assignments, or texts.
- Refrain from doing students' assignments or suggesting grades.
- Be clear about expectations for academic honesty and integrity.
- Draw a clear line between friendship and mentoring.
- Encourage students to communicate with professors and use campus support services.
- Seek advice from the Academic Mentoring Program

Characteristics of a good Student Mentor

A good student mentor possesses a unique blend of qualities and characteristics that enable them to effectively support and guide their peers. Here are some key characteristics of a good student mentor:

1. **Empathy:** A good mentor empathizes with the challenges and experiences of their mentees. They are able to put themselves in their mentees' shoes, understand their perspectives, and offer support and encouragement in a compassionate manner.
2. **Active Listening:** Effective mentors are active listeners who attentively engage with their mentees, validate their feelings, and seek to understand their concerns. By listening without judgment and giving their full attention, mentors create a safe and supportive space for mentees to express themselves.
3. **Approachability:** Approachability is essential for building trust and rapport with mentees. Good mentors are approachable and accessible, making themselves available to answer questions, provide guidance, and offer support whenever needed.
4. **Communication Skills:** Strong communication skills are fundamental to effective mentorship. Good mentors are able to convey information clearly and concisely, listen actively to their mentees, and facilitate open and honest dialogue. They adapt their communication style to meet the needs of individual mentees and foster effective two-way communication.
5. **Positive Role Model:** Mentors serve as role models for their mentees, embodying the values, behaviors, and attitudes that they hope to instill in their peers. Good mentors lead by example, demonstrating professionalism,

integrity, and a commitment to personal and academic growth.

6. **Patience and Understanding:** Mentoring often involves supporting mentees through challenges, setbacks, and periods of uncertainty. Good mentors exhibit patience and understanding, recognizing that growth and development take time and offering encouragement and support along the way.
7. **Respect for Diversity:** In a diverse and inclusive learning environment, good mentors respect the unique backgrounds, perspectives, and experiences of their mentees. They celebrate diversity, foster inclusivity, and create an environment where all mentees feel valued and supported.
8. **Resourcefulness:** Good mentors are resourceful problem-solvers who can help their mentees navigate academic, personal, and professional challenges. They are knowledgeable about available resources and support services and can effectively connect mentees with the assistance they need.
9. **Flexibility and Adaptability:** Every mentee is unique, with their own strengths, weaknesses, and learning styles. Good mentors are flexible and adaptable, tailoring their approach to meet the individual needs and preferences of each mentee.
10. **Commitment to Growth and Development:** Above all, good mentors are committed to the growth and development of their mentees. They invest time, energy, and effort into supporting their mentees' success, celebrating their achievements, and helping them overcome obstacles to reach their full potential.

Benefits of a Student Mentoring Programme

- Students benefit by receiving the support and guidance of a caring adult or supportive peer and also receiving assistance with their academic studies.
- Students will experience greater self-esteem and be motivated to succeed.
- They will also receive encouragement to stay in education and progress to further and/or higher education and receive assistance in choosing a career path.
- The Mentees will be encouraged to avoid the use of drugs and alcohol.
- Student will also improve interpersonal relationships, such as with Institute, the teaching staff and the student's family.

Benefits to Peer Mentors

- Adults who volunteer to mentor students increase their involvement in the learning community and recognize they can make a difference.
- They will gain new experience and knowledge about young people and the Institute community and contribute to the wider aims of community cohesion and regeneration

Benefits to the Institute

- Having a student mentoring scheme helps to foster good community relations and contributes to the local and area targets for economic growth.
- Students will be more motivated and aspirational which will improve morale amongst the learning community.
- Mentoring will maximize the achievements of individual students and groups of students who are at risk of underperforming and remove barriers to achievement for vulnerable groups of students.
- Mentoring enhances the skills of staff and students, improves student attendance and increases student retention.

Peer Mentoring Coordinator

- A member of the Institute staff will act as a coordinator for peer mentors. This person will be someone who wants to take on this role and is approved of by the group, not just be a staff member who is just given the role as part of a job description.
- The role of the coordinator will be to provide guidance and advice for group members and to look after the emotional welfare of the students involved in the

scheme.

- They will ensure that students involved in the scheme can cope with their academic commitments.
- They will organise and provide appropriate training in the areas of confidentiality, boundaries, listening skills, issues that can and cannot be dealt with by the students and when to refer on.

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Student
Photo

MENTEE'S PERSONAL INFORMATION										
STUDENT NAME:-										
YEAR/SEMESTER:-										
STUDENT PRN:-						YEAR OF ADMISSION:-				
DATE OF BIRTH:-						BLOOD GROUP:-				
CONTACT NO:-						E-MAIL ID:-				
RELIGION:-						CATEGORY & CASTE:-				
PERMANENT ADDRESS:-						CORRESPONDENCE ADDRESS:-				
PARENT/GUARDIAN INFORMATION										
FATHER NAME:-						MOTHER NAME:-				
OCCUPATION:-						OCCUPATION:-				
CONTACT NO:-						CONTACT NO:-				
GUARDIAN (IF ANY):- NAME:- ADDRESS:-						CONTACT NO:-				
ACADEMIC INFORMATION										
SSC	HSC	CET	SEM-I	SEM-II	SEM-III	SEM-IV	SEM-V	SEM-VI	SEM-VII	SEM-VIII
COMPETATIVE EXAM INTEREST										
GPAT	NIPER	GATE	GRE	TOFFEL	IELTS	GMAT	CAT	MPSC	OTHER	
OTHER										
AREA OF INTEREST:-										
HOBBIES:-										
ACHIEVEMENTS:-										
STUDENT'S SIGNATURE						MENTOR'S SIGNATURE				

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Student Mentoring Meeting

Name of Mentor	
Day and Date	
Meeting number	
Class/Semester	
Discussion	
Remark	

Mentor

Principal

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ATTENDANCE

Sr. No	Name of Student	Sign	Remark
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