Annapoorana Medical College & Hospitals, Salem

Mentorship Program: Standard Operating Procedure Guidelines

*Objectives***:**

Each mentor should focus on the various aspects of their mentees' needs, goals, and expectations. The following objectives should be pursued with each mentee during monthly meetings and whenever required:

1. ***Introduction and Initial Setup****:*

   Introduce yourself as the mentor and get to know the mentee. Discuss program expectations and set initial academic and personal goals.

2. ***Academic and Personal Guidance****:*

   - Review academic progress.
   - Discuss challenges faced and offer guidance on study techniques.
   - Provide support for balancing academics with extracurricular activities.

3. ***Health and Well-being****:*

   Discuss mental and physical health, personal challenges, and behavior in academic and clinical settings.

4. ***Talent and Skills Development****:*

   - Recognize and nurture talents.
   - Provide guidance on balancing academics with extracurricular activities.

5. ***Exam Preparation****:*

   - Review academic readiness for exams.
   - Provide stress management techniques and offer last-minute study tips.

6. ***Year-End Review****:*

   - Conduct a comprehensive review of the year's progress.
   - Provide feedback on the program's effectiveness.
   - Discuss and set goals for the next year.

Also,

1. ***Time Management and Effective Use of Learning Hours:***

   - Encourage students to develop strong time management skills by setting clear goals, prioritizing tasks, and breaking study sessions into manageable chunks. Students should be guided on how to allocate their learning hours effectively, balancing academic, extracurricular, and personal activities.

2. ***Parent-Mentor Communication:***

   - When necessary, the mentor can have a telephonic conversation with the mentees' parents to gather feedback on the students' progress and well - being. This communication can help ensure that parents are aware of their child's academic and personal development.

3. ***Academic Progress Report Verification:***

   - The mentor should ensure that the academic progress reports are consistently reaching the parents, keeping them informed of their child's achievements, challenges, and areas for improvement.

4. ***Creating a Supportive Environment:***

   - The program must foster a non-threatening, student-friendly atmosphere, helping students feel safe and supported. After each mentor-mentee meeting, students should leave feeling more confident and empowered.

5. ***Encouraging Research Participation:***

   - Suitable students with an aptitude for research should be motivated and encouraged to participate in research activities, fostering a spirit of inquiry and academic curiosity.

The goal is to support mentees in becoming successful Indian Medical Graduates by addressing their academic, personal, and professional development needs.