

2015

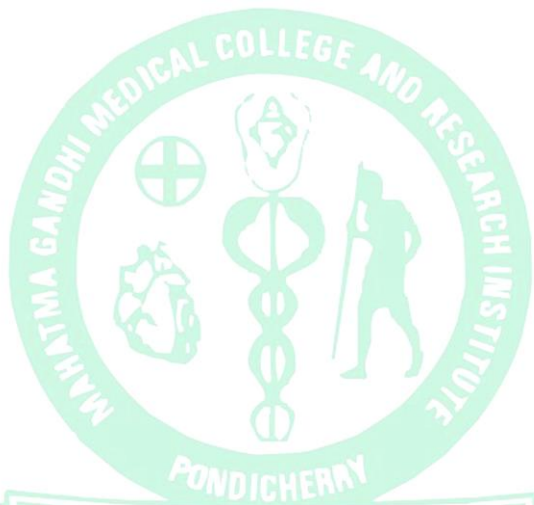


MAHATMA GANDHI MEDICAL COLLEGE AND RESEARCH INSTITUTE

A Constituent College of Sri Balaji
Vidyapeeth.

MENTOR - MENTEE LOG BOOK





Torches for Tomorrow



Student's Details :

Name :

Reg. No. :

Month & Year
of Joining :

Mobile :

E-mail :

Hobbies & Interest:

Address **Torches for Tomorrow**

Signature of Mentee:

Details of Mentor :

Name:

Designation:

Department:

Mobile :

Email.ID:

Signature of Mentor:

★ Note: Co-ordinator must be informed in case of transfer or change of Mentor.



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DETAILS OF PARENTS

Father's Name:

Occupation :

Mobile No. :

Email. :

Mother's Name:

Occupation:

Mobile No.:

Email.:

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Local Guardian No.

Permanent Address:

MENTOR ROLE

Relationship between mentor and mentee develops with the number of roles that mentor takes.

Roles

- As the name suggests the main role being the trusted counselor.
- Providing learning opportunities and offering experience as a guide.
- Demonstrating admiring behavior and offering values that will increase chances for happy life.
- As a guide providing encouragement to the mentee as he or she embarks on new experiences.
- On behalf of mentee, mentor should speak or act and help him in community access.
- Mentor should help mentee to bring out his hidden potential.

- More than being teacher, a mentor should be friendly with the mentee.
- Do not discuss about the personal information of mentee outside organization.
- Mentor should have a regular meeting with his mentee and need to discuss about daily activity.
- Mentor should provide a time table for day to day activity.
- In case the mentor is resigning from the institution he/she should make alternate arrangement informing coordinator.
- Inform the mentee about the scheduled program and inability to meet because of his /her absence in any scheduled meeting.
- In case of emergencies the mentor has to inform program coordinator
- In case of any grievance or complaint the mentor should discuss with the program coordinator

- In case mentee is addicted to any tobacco, drugs or alcohol the mentor should help him to get rid of that/ refer to appropriate dept or person as and when required.
- Mentor should help mentee in building about goal setting and should teach how to build up himself (mentee) in attaining his goal.
- Mentor should also encourage mentee to carry out research activities in the profession.
- Mentor should also focus on mentee's feeling & needs rather than jumping to problem solving.



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MENTEE RESPONSIBILITIES

- ✦ These responsibilities assume and acknowledge that students (Mentee) are active participants in the learning process
- ✦ Mentee should be aware of institution rules and regulations
- ✦ Respecting the teachers and senior colleagues
- ✦ Mentee should familiarize themselves with the requirements they must meet to complete their academic program
- ✦ Mentee should show commitment to their academic progress
- ✦ Mentee should discuss their problems related to academic activities with mentor periodically and regularly to find out solutions
- ✦ Mentee shall not discuss about the personal information of mentor outside the organization

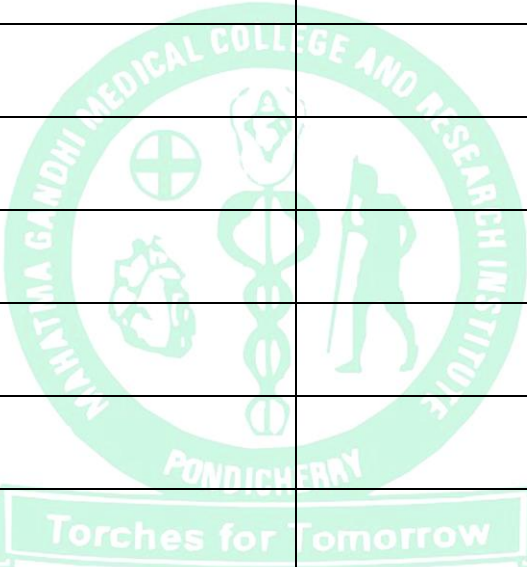
- ✦ In case of emergencies the mentee should inform the mentor /coordinator in the campus
- ✦ In case of any complaint to be made the mentee shall discuss the same with the mentor
- ✦ Mentee should maintain this log book through out MBBS course and should submit it after internship is completed.
- ✦ Examination hall ticket will be issued only after production of this logbook to concerned faculty, co-ordinator and subsequently to dean office.
- ✦ Completion certificate will be issued only after submission of this logbook

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Sl.No	Date	Issues Discussed

Sign Of The Mentor with Date	Remarks

Sl.No	Date	Issues Discussed

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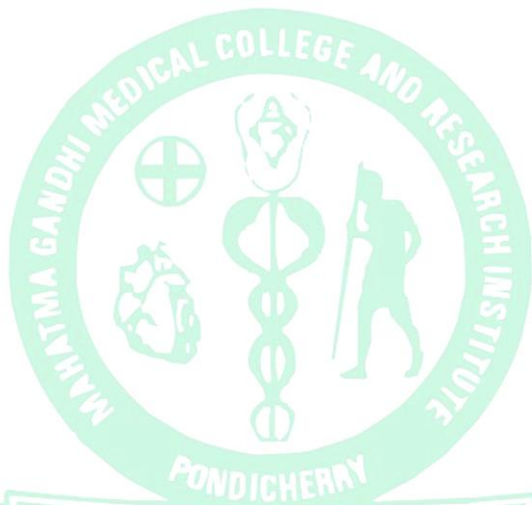
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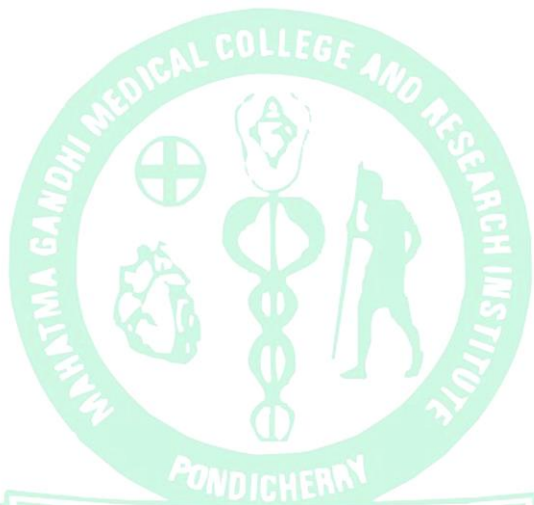




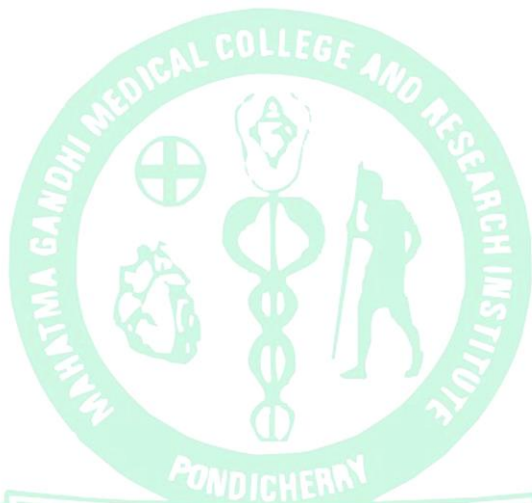


Torches for Tomorrow





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Hall Ticket Can be Issued

I MBBS Degree Examination

Signature of Coordinator

Signature of Dean

Hall Ticket Can be Issued

II MBBS Degree Examination

Signature of Coordinator

Signature of Dean

Hall Ticket Can be Issued

III MBBS PART I Degree Examination

Signature of Coordinator

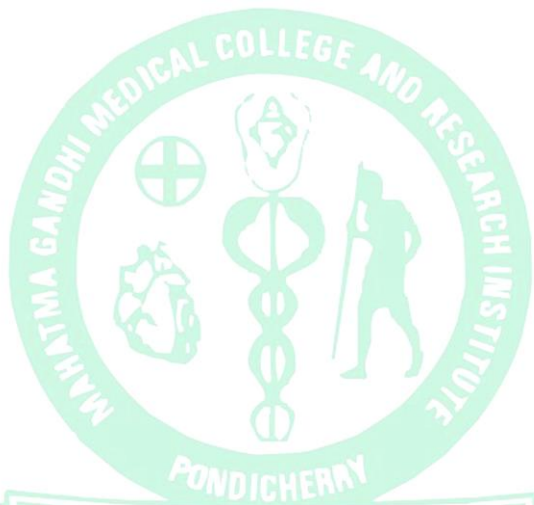
Signature of Dean

Hall Ticket Can be Issued

III MBBS PART II Degree Examination

Signature of Coordinator

Signature of Dean



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