



MENTOR MENTEE STANDARD OPERATING PROCEDURE

The Mentor-Mentee Program at AIMS College of Physiotherapy is designed to foster a supportive and enriching environment for professional growth and development. This program aims to connect experienced professionals (mentors) with students (mentees) to facilitate knowledge transfer, skill enhancement, and personal guidance. By creating a culture of mentorship, we seek to empower our students with the tools and insights necessary for a successful transition from academia to the professional world. The monthly mentor-mentee meeting is scheduled for **3rd Monday of every month** to review progress, discuss challenges, and provide ongoing support to the mentees, with additional meetings arranged if needed to provide continuous support and address specific concerns.

Objectives:

Knowledge Transfer: Facilitate the exchange of physiotherapy-specific knowledge, practical skills, and real-world insights from mentors to mentees.

Career Guidance: Provide mentees with personalized career advice, guidance on industry trends, and assistance in setting and achieving career goals.

Network Building: Foster professional networking opportunities by connecting mentees with mentors and other professionals in their field of study.

Personal Development: Support mentees in developing soft skills, such as communication, leadership, and problem-solving, to enhance their overall professional profile.

Program Structure:

Pairing Process: Mentors to the students will be allotted by Mentor Mentee In-charges at the beginning of the academic course. The ratio for Mentor- mentees is 1:9, 1:8 & 1:7 for 1st BPTth students. In case of unavailability of mentors due to discontinuity of their services at AIMS new mentors shall be allocated to respective mentees.

Duration: The mentor-mentee relationship is expected to last from 1st year UG till the end of their internship for UG students. Mentor mentee should be conducted every quarterly in each academic year.

Communication: Regular communication between mentors and mentees is encouraged. This can include in-person meetings, virtual communication, and participation in program-sponsored events.

Documentation- Mentor mentee meetings should be conducted quarterly for each academic year and data should be documented mentioning mentees' issues and actions taken by the mentors. Maintaining confidentiality is highly advised while documenting the data.

Role of Mentor & Mentee:

Mentors: A quarterly mentor meeting along with the mentee and the Principal is scheduled to discuss progress, address concerns, and provide guidance for the mentees' development and academic success. Mentors are expected to share their experiences, provide constructive feedback, and offer guidance on career-related decisions. They should commit to regular interactions and actively participate in program events.

Mentees: Mentees are encouraged to be proactive in seeking guidance, setting goals, and applying the knowledge gained from their mentor. Mentee is expected to have an honest and genuine discussion with their mentor. Mentees should approach time to time to their mentors for guidance.

Monitoring and Evaluation:

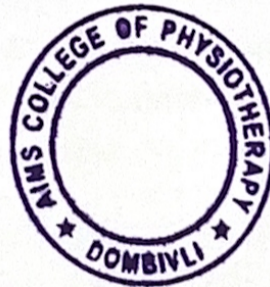
Regular feedback sessions will be conducted to assess the effectiveness of the mentor-mentee relationships and to make necessary improvements to the program by the mentor-mentee in charges, IQAC Coordinator, Academic in charge, and Principal.

Dr. Anisha Gulati - *AG*

Dr. Namrata Parekh - *Namrata*

Mentor Mentee In-charge

AIMSCOP, Dombivli



[Handwritten Signature]

Principal

AIMSCOP, Dombivli
PRINCIPAL
AIMS College of Physiotherapy
At-AIMS Foundation, Vadavli
Dombivli (E)