



AARUPADAI VEEDU MEDICAL COLLEGE & HOSPITAL

Vinayaka Mission's Puducherry Campus

VINAYAKA MISSION'S RESEARCH FOUNDATION - Deemed to be University

(Recognized by : MCI, New Delhi; Ministry of Health & Family Welfare, Govt of India; NAAC & NABH Accredited)

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Date:12.09.2025

MENTOR-MENTEE COMMITTEE

The Mentor-Mentee committee for the year 2025-2027 has been reconstituted with the following members. Their tenure is for a period of Two years.

1	CHAIRMAN	Dr Mani, Dean, AVMC	9578941414
2	CO-CHAIRMAN	Dr.T.Rajan - Vice Dean (Admin & Event)	6381687225
3	ADVISORS	Dr.R.Latha - Vice Dean (Academics & Digitalisation)	9894155330
4	MMP Chief Coordinator	Dr Lakshmi Jatiya - Vice Dean (Student Welfare & International Affairs)	9443203099
5	Year Co-Ordinator	Dr K Madhana Gopal, AVMC	9443223777
		Phase - 1 MBBS	Mr. Mohan - Asst.Prof of Biochemistry 9487877787
		Phase - 2 MBBS	Dr.K.Kavitha - Prof & HOD Microbiology 9942113319
		Phase - 3 MBBS Part - 1	Dr Haricharan - Asst.Prof of Forensic Medicine 7094536857
		Phase - 3 MBBS Part - 2	Dr. Jessy Varghese - Professor, OG 9442042106
6	Department Co-Ordinator	Anatomy	Dr Muthukumaravel - Professor 9487413300
		Physiology	Dr T Ravi Shankar - Assistant Professor 9944368895
		Biochemistry	Dr.R.R.Kumar - SWO 7373734707
		Microbiology	Dr.Anusheela Howlader - Asst.Professor 8056747236
		Pathology	Dr.Siva - Professor 9600221278
		Pharmacology	Dr Vijaya Santhi - SR 9500694091
		Forensic Medicine	Dr Jeevithan - Asst.Professor 8610517005
		Community Medicine	Dr.T.Prasad - Professor 9843146656
		ENT	Dr.Sowmiya - Asst.Professor 8072351531
		Ophthalmology	Dr Rohitha - SR 7418903036
		General Surgery	Dr Mukesh Gokul - SR 9965885115
		General Medicine	Dr Aarthi - Asst.Professor 8447606358
		Obstetrics and Gynaecology	Dr Ramya - Asst.Professor 9791246020
		Pediatrics	Dr Nithiya - Asst.Professor 9655410370

DEAN

Dr. R. MANI, M.D.,
DEAN

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Annexure: - Responsibilities & SOP of MMP

Continuation Sheet

Duties and Responsibilities of Mentoring Committee Members, Mentor and Mentee

S.No	Committee Designation	Responsibilities
1.	Chairman	1. Ensure the mentoring program is created a sustained. 2. Appoint a Chief Coordinator to oversee the program's execution.
2.	Co- chairman	1. Prepare a mentor list and get approval from the chairman. 2. Monitor the program 3. Send the report and MoM to the Chairman through VP (Admin & Academic) 4. Chairman's Approved MoM to be circulated to MMP, IQAC, MCI office, All Dept HODs, Copy to All Administrators - Dean, MS, Vice Dean (Admin & Academic) 5. Based on the feedback from IQAC, the program shall be refined.
3.	Chief Coordinator	1. Conduct the mentoring program meeting 2. Organise the mentoring program 3. Appoint year and department coordinators 4. Send the report and MoM to the Co-chairman 5. Maintain all the files related to MMP
4.	Year Coordinator	1. Discuss with Vice Dean - (Academic and Administrative) to effectively run the Mentor-Mentee program. 2. Collect students' performance list by the second week of every month, from Department Coordinators (Both hard copy with HOD signature and softcopy) for every month. They will have to preserve the hard copy for future reference. 3. Compile and present in meeting on the third Friday of every month and send students' performance to mentors through the respective HODs or department Official Mail id at least 5 days before the program. 4. Prepare and maintain Mentor-mentee list for their respective year.

5.	Department Coordinator	1. Discuss with respective Department HODs to effectively run the Mentor- mentee program. 2. Collect the students' performance details with marks and updated attendance (all in percentage) at the end of First week of every month and hand over to year Coordinator. 3. Ensure that all Mentors of their department have obtained compiled students' performance details before the Mentor - Mentee program. 4. Ensure conducting Mentor-mentee program in their department and provide feedback of the same at the time of meeting.
6.	Mentor	1. Explain the importance and role of mentor mentee programme in mentee's career to the mentee. 2. Call a periodic meeting and recording all the necessary information's as prescribed in the format on discussions with Mentee. 3. Keep track of the Mentee's Attendance, Academic performances, and behavioural aspects and interact with them, whenever required. 4. Support students academically and emotionally. 5. Contact the Parents whenever required and also keep informing them about their ward's performance. 6. Identify the advanced learners and slow learners and motivate them accordingly
7.	Mentee	1. Fill all the necessary information as requested in the format. 2. Trust the Mentor and seek his / her guidance whenever necessary 3. Attend meetings regularly. 4. Provide the details that are requested by mentor for better guidance. 5. Seek help/guidance from the mentor whenever required. 6. Abide by the Mentors guidance.

GUIDELINES FOR MENTOR-MENTEE PROGRAMME

Objective:

To ensure the student welfare and better performance in academics, active participation in co-curricular and extra-curricular activities through mutual support and an amiable learning environment.

Mentor-Mentee Programme Details:

The constituent Institutions/departments shall develop their mentoring scheme according to the nature of the programme, the number of students and the number of faculty Members by following the guidelines mentioned below:

- Students shall be assigned to mentors (Teaching Faculty) from the first year of study.
- A mentor shall have a maximum of 15 Students (Mentees).
- The mentor shall meet the mentees regularly (Once in a month or whenever needed) and record the outcome of meeting in the prescribed format.
- The Mentor shall identify the well performing students in curricular, co-curricular and Extra-curricular activities and report to the higher authorities for providing further guidance or for appreciation awards.
- At the same time, the Mentor also should identify the slow learners and interact with them for further counselling and guidance to improve their abilities. If required, the mentor shall take the support of higher authorities (HOD /HOI) and even the parents/Guardians.
- The mentor shall be a **special invitee** in the Disciplinary Committee if a mentee violates the code of conduct framed by the institution.

Areas of review:

- I. Attendance
- II. Academic Matters
- III. Behaviour
- IV. Discipline
- V. Health
- VI. Talents/Achievements
- VII. Basic Etiquette

Working pattern of mentoring program:

1. The mentor mentee program will commence from **September 1st**.
2. MMP committee members meeting will be conducted once in two months –2nd Wednesday of corresponding month, between 2.00 - 3.00 PM.
3. MMP meeting **with students** will be conducted every month of the year - **Once in a month – Twelve (12) times per year.**
4. **First Friday of corresponding month** will be used for collection of student's performance report.
5. **Second Friday of corresponding month** will be used for handing over the student performance reports to the Year coordinators by the Department Coordinators.
6. **Third Friday of corresponding month**, between 3.00 to 4.00 pm all Coordinators meeting will be conducted to discuss the performance and feedback analysis of Undergraduate Mentor-mentee program consolidated by the year coordinators and they will be distributed to mentors the next day through the respective HODs.
7. The last **Friday of every month (Next working day if fourth Friday is a holiday)** will be fixed for Mentor-mentee meeting for undergraduates after 3PM to 4 pm, and it should be **included in all teaching schedules**. Students have to meet their respective mentor without fail. In case either Mentor or Mentee is unable to meet on this day, they should plan the meeting on another day within 5 days based on their convenience without affecting the academic activities and it has to be intimated to department coordinators. The Department coordinator has to follow it up and intimate this to Year coordinators.
8. **PTM – Parent Teacher Meeting** will be conducted **once in six months –** December and June month of every year – Two (2) times per year.
9. Same log book must be maintained up to Phase IV MBBS.

**DEAN****Dr. R. MANI, M.D.**
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