



Dr. J. J. Magdum Trust's
Dr. J. J. MAGDUM HOMOEOPATHIC MEDICAL COLLEGE

Jaysingpur – 416 101, Tal-Shirol, Dist.- Kolhapur (Maharashtra)
CCH recognized, Affiliated to Maharashtra University of Health Science (MUHS), Nashik.

MENTORSHIP BOOKLET

What is Mentoring? Mentoring is essentially about helping people to develop more effectively. It is a relationship designed to build confidence and support the mentee so they are able to take control of their own development and work. Mentoring is not the same as training, teaching or coaching, and a mentor doesn't need to be a qualified trainer or an expert in the role the mentee carries out. They need to be able to listen and ask questions that will challenge the mentee to identify the course of action they need to take in regards to their own development.

The following definition provides a useful insight: off-line help by one person to another in making significant transactions in knowledge, working or thinking

Off-line means an individual who is not the mentee's direct line manager.

A mentor is different from a line manager in that they will not have direct responsibility for the mentee's work performance but they will be responsible for encouraging the mentee to work towards their own individual objectives and be a motivating guide for the mentee on their journey.

When to use Mentoring: Mentoring can be used for a wide variety of situations and different points in someone's working life for example:

1. Induction for a new starter*.

Students admitted to the first year BHMS are from 10+2 stream and there is a structural difference between the school and college education. Therefore, for smooth integration, group of students are allotted to a faculty member who acts as their Mentor during the course.

2. Individuals working towards promotion. Regular counseling sessions are arranged for the students.

3. Senior members of the faculty look after this activity.

4. Every attempt is made to ensure that students feel confident and fully secure and the changeover is smooth.

5. As a mentor you will have the opportunity to use your experience and knowledge in a facilitative manner to support the development of the mentee.

6. However, the responsibility for making things happen and putting plans into action lies primarily with the mentee.

MENTORSHIP OBJECTIVES

- Help participants identify and achieve career development and personal growth goals that support
- Support building a bench of leaders who have knowledge, skills and abilities
- Foster higher levels of engagement and career vision
- Equip participants with the tools necessary to perform to their highest capability within their current roles
- Create a culture that sees mentorship as an effective way of developing individuals

What is a Mentor? A mentor is defined in the Oxford Dictionary as an “experienced and trusted adviser”. This description reflects how we would like to see mentors work with their mentees.

Your role as mentor will cover at least some of the following:

- Listen
- Ask questions to help develop your’s and the mentee’s understanding of a situation or problem
- Provide information and knowledge and share informal networks
- Provide advice on career development
- Offer different perspectives
- Provide support and encouragement
- Provide an insight into your work and career
- Offer guidance and advice in regards to qualifications
- Be a sounding board
- Be a critical friend
- Encourage self-reflection
- Help mentees identify areas for development.
- It has flexibility – mentoring can happen in so many ways and under lots of different circumstances
 - Is an off line activity- it is not a role carried out by the mentee’s line manager although mentoring conversations can become part of day to day activity and don’t always need to be scheduled
- It relates to work and the job
 - It is individual – each relationship will be unique to those two individuals involved
- It provides a feedback system- feedback is central to mentoring and is a great tool to enhance and embed learning
 - It is broad in focus – it should meet the needs of the mentee and mentor
 - It is not exclusive – but actually complements other methods of learning



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Name of Student:

Admission Year: Roll No.

Mobile Number: Email ID.....

Mobile Number of parent:

Email ID of parent:

Phone No. (Residence):

Local Guardian:

Address for Correspondence:

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Permanent Address:

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Signature

