



Dr. S.S. Tania Dental College, Hospital & Research Centre

Ph.: 0154-2944131



Date : 28.02.2026

STANDARD OPERATING PROCEDURE MENTOR-MENTEE CELL

1. Purpose

The Mentor-Mentee Cell aims to provide a structured system of **academic guidance, professional development, counselling and overall support** to undergraduate students.

2. Objectives

- To monitor students' academic performance and attendance.
- To identify students requiring academic or personal support.
- To provide guidance regarding studies, clinical training and career development.
- To encourage professional behaviour, discipline and participation in academic activities.
- To facilitate effective communication between students and faculty.
- To maintain regular mentoring records and follow-up.

3. Constitution of the Cell

S. No.	Name/Category	Department/Designation	Role
1	Dr. Amandeep Kaur	Conservative Dentistry	Coordinator
2	Dr. Gagan Deep Kaur Sidhu	Professor, Oral Pathology	Co-Coordinator

4. Mentor-Mentee Allocation

1. Each UG student shall be allotted a faculty mentor.
2. The mentor-mentee allocation list shall be maintained by the Cell.
3. Changes in allocation, if required, shall be approved by the competent authority.
4. Each mentor shall maintain an updated list of assigned students.

5. Duties of the Mentor

The mentor shall:

- Meet the assigned students periodically.
- Monitor academic performance, attendance and clinical progress.
- Identify academic difficulties and provide appropriate guidance.
- Encourage professional development and participation in academic activities.

- Discuss student concerns and provide suitable support or referral.
- Follow up on students requiring additional attention.
- Maintain records of mentoring interactions.

6. Duties of the Coordinator/Co-Coordinator

The Coordinator and Co-Coordinator shall:

- Coordinate the overall functioning of the Cell.
- Ensure proper allocation of students to mentors.
- Monitor mentoring activities and records.
- Coordinate with HODs and faculty mentors regarding student concerns.
- Review cases requiring additional support.
- Prepare periodic/annual reports of the Mentor–Mentee Cell.

7. Mentor–Mentee Meetings

Meetings shall be conducted **periodically throughout the academic year**. The following may be discussed:

- Attendance and academic performance
- Internal assessment/examination performance
- Clinical progress
- Academic difficulties
- Professional and career development
- Participation in co-curricular/extracurricular activities
- Any other concern affecting the student's academic progress

8. Identification and Support of Students

Students with **poor attendance, academic difficulties, repeated examination failure, inadequate clinical performance or other concerns** shall be identified and provided appropriate guidance. Where necessary, the matter may be referred to the HOD, Coordinator, Principal or other appropriate institutional authority.

9. Documentation

The Cell shall maintain:

- Mentor–mentee allocation list
- Meeting/interaction records
- Academic and attendance monitoring records
- Follow-up/intervention records
- Student feedback
- Periodic and annual activity reports

10. Confidentiality

Information shared by students during mentoring shall be handled with appropriate **confidentiality and professionalism**. Information shall be shared with institutional authorities only when necessary for appropriate support or action.

11. Review and Reporting

The Mentor–Mentee Cell shall periodically review its activities, student concerns and follow-up actions. The Coordinator shall prepare an **annual report** and submit it to the competent authority.



Dr. Rahul Sharma

Principal
Dr.S.S. Tantia Dental College,
Hospital & Research Centre
Sri Ganganagar



Dr. S.S. Tania Dental College, Hospital & Research Centre

(Tantia University, Sriganganagar, Rajasthan)

PH. : 0154-2944131



Ref. No. TU/DCH(52)/2026/078

Date: 28/2/2026

Mentor-Mentee Cell

The following mentor mentee Cell is hereby constituted for UG students of Dr. S.S. Tania Dental College, Hospital & Research Centre, Sri Ganganagar:

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|---|------------------|
| 1. Dr. Amandeep Kaur, Conservative Dentistry | : Coordinator |
| 2. Dr. Gagan deep Kaur Sidhu, Professor, Oral Pathology | : Co-Coordinator |

This cell will look after all the activities of the mentor mentee program in addition to their departmental day to day work and report to the undersigned


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Copy to: -

1. P.S. to Hon'ble Chairman/Vice Chairperson
2. P.S. to Hon'ble President
3. P.S. to Hon'ble Executive Director
4. The Registrar, Tantia University
5. The CEO, Tantia University
6. All HODs
7. All Concerned Members
8. Guard File
9. Notice Board (Medical College & Hospital)

Principal
Dr.S.S. Tania Dental College,
Hospital & Research Centre
Sri Ganganagar