Mentoring Committee

Policy Document

Appasaheb Birnale College of Pharmacy, Sangli

South Shivajinagar, Sangli – Miraj Road, Sangli
Maharashtra - 416416

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Mentoring Policy

1. PREAMBLE

Appasaheb Birnale College of Pharmacy, Sangli was established in 1985 with Diploma in Pharmacy, affiliated to Board of Technical Examination, later Degree course in Pharmacy was introduced in 1991 and in permanently affiliated to Shivaji University, Kolhapur. It has been awarded the status of **2F** and **12 B** by the **University Grants Commission New Delhi**. The Post graduate courses in Pharmacy were introduced from 2002 onwards and offer courses in Pharm Chem., Pharmacology, Pharmaceutics, and Pharmaceutical Quality Assurance, all affiliated to Shivaji University, Kolhapur.

The College is an approved Ph. D Centre of Shivaji University, Kolhapur for pursuing Doctoral studies in Pharmacy.

All the courses are approved by All India Council for Technical Education, New Delhi; Pharmacy Council of India, New Delhi; Govt. of Maharashtra, Director of Technical Education, Mumbai, Shivaji University, Kolhapur and MSBTE Mumbai (Diploma Pharmacy)

2. VISION, MISSION AND PEO'S OF THE INSTITUTE

VISION

"Emerge as a centre of excellence by synergizing knowledge, skill, research and technology in pharmaceutical care for the well-being of the society, by nurturing the students for professional integrity"

MISSION

M1 – Providing knowledge for excelling in pharmaceutical education, research, and technology.

M2 – Developing critical thinking abilities for problem analysis to work effectively through proper organization and time management.

M3 – Developing skilled professionals for meeting current advancements in the pharmacy profession.

M4 – Providing unique profession to the society for health care, environmental care, effective communication and strive for continuing education.

M5 – Developing students for professional identity with ethical ground.

PROGRAM EDUCATIONAL OBJECTIVES

Academic Excellence

To Provide Comprehensive Pharmaceutical Education with Strong Theoretical and Fundamental Knowledge

Professional Skills

To Inculcate Professional and Ethical attitude, teamwork skills, troubleshooting attitude effective communication skills and multidisciplinary approach in students

Core Competence

To provide students with a strong foundation by integrating pharmacy knowledge and skills with pharmaceuticals research to meet advances in pharmaceutics, Pharm. Chem, Pharmacology, Pharmacognosy and other pharmaceutical fields

Social Contribution

To create awareness among the students about their responsibilities towards society for contributing to the healthcare system

Multidisciplinary Approach

To develop students with sound knowledge and practical skills to meet the various multidisciplinary aspects.

3. PURPOSE

The purpose of this mentoring policy is to establish guidelines and expectations for the mentoring program within ABCP Sangli. Mentoring plays a crucial role in developing and nurturing talent, promoting knowledge transfer, and fostering a culture of continuous learning and growth. This policy aims to create a structured framework that enables effective mentoring relationships and enhances the professional development of our employees.

4. SCOPE

This policy applies to all employees, both mentors and mentees, within our organization. It encompasses formal and informal mentoring relationships and is designed to support the development of mentees at various stages of their careers.

5. DEFINITIONS

a. **Mentor**: An experienced and knowledgeable individual who voluntarily provides guidance, support, and advice to a less experienced employee (mentee) to assist in their professional and personal development.

b. **Mentee**: A less experienced employee who seeks guidance, advice, and support from a mentor to enhance their professional growth and development.

c. **Mentoring Relationship**: The connection established between a mentor and mentee for the purpose of mutual learning, sharing of knowledge and experiences, and supporting the mentee's growth.

6. OBJECTIVES:

The institute has adopted the mentoring / parenthood system with the following objectives:

- **Facilitate Personal Growth:** To provide students with guidance, support, and resources to enhance their personal growth, self-confidence, and overall well-being.

- **Support Academic Success:** To assist students in setting academic goals, developing effective study habits, and accessing resources that promote academic success.

- **Promote Career Development:** To help students explore career options, develop career-related skills, and make informed decisions about their future professional paths.

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- **Enhance Social and Cultural Integration:** To facilitate the integration of students into the college community, promoting a sense of belonging, cultural awareness, and inclusivity.

- **Foster Leadership and Mentorship Skills:** To cultivate leadership qualities and mentorship skills among mentors, empowering them to support and guide their mentees effectively.

7. *MENTORING PROGRAM STRUCTURE*

- **Mentor Selection and Training:** Mentors will be selected based on their experience, expertise, and commitment to supporting student growth. Mentors will undergo training on effective mentoring practices, communication skills, confidentiality, and the expectations of their role.

- **Mentee Enrolment:** All Students Shall be a part of the mentoring program. Each mentor shall be allotted with a fixed number of mentees.

- **Duration of Mentoring Relationships:** Mentoring relationships may last for a designated period (e.g., an academic year) or may continue for the duration of the student's enrollment in the college, depending on the preferences and needs of the mentee.

- **Monitoring and Evaluation:** The mentoring program coordinator or committee will monitor the progress of mentoring relationships, provide ongoing support to mentors and mentees, and conduct periodic evaluations to assess the effectiveness and impact of the program.

8. *ROLES AND RESPONSIBILITIES*

Mentors:

- Provide guidance, advice, and support to mentees in areas such as academic planning, goal setting, career exploration, and personal development.

- Foster a positive and supportive relationship with mentees, maintaining confidentiality and respect for their individuality.

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- Encourage mentees to take ownership of their growth, challenge themselves, and explore opportunities for learning and development.
- Help mentees develop critical thinking skills, problem-solving abilities, and effective study habits.

Mentees:

- Actively engage in the mentoring relationship, showing commitment, openness, and a willingness to learn and grow.
- Seek guidance and support from mentors, sharing their goals, challenges, and aspirations.
- Take responsibility for their academic progress, attend meetings with mentors, and actively participate in discussions and activities.
- Provide feedback to mentors and the mentoring program coordinator regarding their mentoring experience and suggestions for improvement.

Mentoring Program Coordinator or Committee:

- Oversee the implementation and management of the mentoring program, including mentor selection & mentee allotment.
- Provide training and ongoing support to mentors, ensuring they have the necessary resources and guidance to fulfil their role effectively.
- Facilitate communication between mentors and mentees, organizing regular meetings, workshops, or events to foster engagement and networking.
- Evaluate the mentoring program's effectiveness, collect feedback from mentors and mentees, and make improvements based on the findings.

9. *CONFIDENTIALITY AND ETHICAL CONSIDERATIONS*

- **Confidentiality:** Mentors are expected to maintain strict confidentiality regarding all discussions and personal information shared by mentees, unless there is a legal or safety obligation to disclose such information.

- **Ethical Conduct:** Mentors are expected to adhere to professional and ethical conduct, treating mentees with respect, avoiding conflicts of interest, and providing guidance within their areas of expertise.

- **Reporting Concerns:** Mentors and mentees should report any concerns or issues related to the mentoring relationship to the mentoring program coordinator or committee for appropriate action and resolution.

10. GUIDELINES FOR HEAD MENTOR

- Head mentor should conduct meeting of all the mentors of the respective class At least twice every semester.

- Head mentor should take overview of all the group of mentees (Class) regarding

  - Daily attendance.

  - Academic performance

  - Extra and co-curricular performance.

  - Career development.

  - Personal development including communication and soft skills.

  - Interpersonal relationship.

  - Social responsibilities.

- Head Mentor should address mentees in special cases

- Head mentor should suggest topic for training / workshop / seminar based on the problems / suggestion from the class and all mentors.

- Head mentor should communicate all the issue in monthly meeting headed by Principal or Academic coordinator and coordinated by Academic in charge and mentoring committee.

- Minutes of meeting should be submitted to mentoring committee.

11. GUIDELINES FOR MENTORS

- **Volunteer Basis:** Mentorship is a voluntary activity, and mentors should willingly participate based on their expertise, availability, and interest.

- **Professionalism:** Mentors are expected to maintain a professional attitude and approach throughout the mentoring relationship.

- **Knowledge Sharing:** Mentors should provide guidance, advice, and support based on their experience, expertise, and knowledge to assist mentees in achieving their professional goals.

- **Goal Setting:** Mentors should collaborate with their mentees to establish clear and achievable goals that align with the mentee's career aspirations and the organization's objectives.

- **Regular Meetings:** Mentors should schedule regular meetings with their mentees to provide ongoing support and monitor progress. The frequency and duration of these meetings may vary based on the needs and availability of both parties.

- **Confidentiality:** Mentors must respect the confidentiality of any information shared by the mentee during the mentoring relationship, maintaining appropriate boundaries and ensuring sensitive information remains confidential.

- **Constructive Feedback**: Mentors should provide constructive feedback to mentees, highlighting areas of improvement and suggesting strategies for professional growth.

- **Continuous Learning:** Mentors should continually update their knowledge and skills to stay relevant and provide valuable guidance to their mentees.

12. GUIDELINES FOR MENTEES

- **Active Engagement:** Mentees are responsible for actively engaging in the mentoring relationship, demonstrating a willingness to learn and grow.

- **Goal Clarity:** Mentees should clearly communicate their career goals and expectations to their mentors, ensuring alignment between their objectives and the mentoring process.

- **Preparation:** Mentees should come prepared for mentoring meetings, bringing specific questions, challenges, or topics they wish to discuss.

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- **Openness to Feedback:** Mentees should be open to receiving feedback, suggestions, and guidance from their mentors and make efforts to implement them effectively.

- **Initiative:** Mentees are encouraged to take initiative in their professional development by seeking additional learning opportunities, asking for resources, and exploring new challenges.

- **Time Management:** Mentees should respect their mentors' time and come prepared for meetings, being punctual and organized.

13. RESPONSIBILITIES OF THE ORGANIZATION

- **Promotion and Awareness:** The organization will actively promote the mentoring program, creating awareness and encouraging employees to participate as mentors or mentees.

- **Matching and Support:** The organization will facilitate the matching process, considering the preferences and objectives of both mentors and mentees. Ongoing support and resources will be provided to mentors and mentees to ensure the success of their relationships.

- **Evaluation:** The organization will periodically evaluate the effectiveness and impact of the mentoring program, seeking feedback from participants and making necessary adjustments to enhance its outcomes.

- **Recognition:** The organization will recognize and appreciate the contributions of mentors and mentees, highlighting their achievements and the value they bring to the organization.

14. REVIEW AND CONTINUOUS IMPROVEMENT

The Mentoring Policy will be reviewed periodically by the mentoring program coordinator or committee to ensure its effectiveness, relevance, and alignment with the evolving needs of the college community. Updates and amendments to the policy will be made as necessary to enhance the mentoring program's quality and impact.

15. CONCLUSION

This mentoring policy sets the framework for establishing effective mentoring relationships and supporting the professional development of employees within our organization. By fostering a culture of mentorship, we aim to nurture talent, promote knowledge transfer, and enable individuals to reach their full potential while contributing to the overall success of the organization.

This policy document is effective from the date mentioned above and supersedes any previous policies or guidelines related to mentoring.

Date   : 02/07/2018

Policy Document Number   : 11/2018-19

Dr. S. A. Tamboli

Principal