

**Sanjay Gandhi Post Graduate Institute of Medical Sciences
Rae Bareli Road, Lucknow -226014**

MENTOR LOG BOOK



Lt Col Varun Bajpayee
Executive Registrar

Prof Shaleen Kumar
Dean

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Sanjay Gandhi Post Graduate Institute of Medical Sciences
Rae Bareli Road Lucknow
Students Mentoring Program (SMP)



Name of the Student: SHYAM SUNDAR YADAV

Program : Phd. Micro

Enrollment Number: PGI - Phd - Micro - 03 - 2023

Admission Year: 2023

Email: shyambhupgi@gmail.com Mobile Number: 8840969755

Department: Microbiology

Mentor Name and Department: Dr. ATUL GARG

Mentor Email: atulgargpgi@gmail.com Mobile Number: 8004904342

PARENTS ROLE

Parents role: Parents will be informed about the purpose of the program, the anticipated outcomes and their wards progress. They will be provided with the opportunity to discuss the Student Mentorship program with the supervisor. Parents will also have the right to withdraw their children from Mentoring arrangements if they wish.

RESPONSIBILITIES OF THE FACULTY MENTORS

- Meet the Mentee once a month and monitor counsel guide and motivate in all academic matters and personal matters.
- Communicate to the parents if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.
- Ensure timely payment of dues
- Advise students in their career development/professional guidance. Intimate HOD in case of frequent absence for class, slow learners and take appropriate remedial measures.
- To maintain personal details of the students including their address, contact numbers, overall academic performance and progress with the format submitted to the Mentor.
- Maintain a detailed progressive record of the student with format submitted to the Mentor
- Maintain a brief but clear record of all discussions with students.
- To advise the students in career guidance like placement, higher studies and entrepreneurship.
- Inculcating research interest in students

Shyam Sundar

Signature of student



Signature of Mentor



PHASE I: FIRST YEAR

PROGRESS CHART

Trait	Ist Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Percentage of attendance Theory/ practical & clinics				
Subject 1				
Subject 2	-	-	-	-
Subject 3				
Any other:				
Internal assessment marks				
Subject 1				
Subject 2				
Subject 3	-	-	-	-
Any other :				
Confidence level	Average	Average	Good	Good
Morale	High	High	High	High
Other sports/ cultural	Participate	-	-	Participate
Achievements				
Project/ Research	working in Project	working	working	working in Project

Remarks :

Academic performance: Low Performer/ Average/ Above Average/ Outstanding

Issues related to low academic performance : Infrastructure Issue/ Teacher Oriented /

Ineffective Pedagogy

Signature of Mentor

Signature of Mentee

Mentoring Follow up Meeting 1

Date :

Time:

Place:

10/02/2023

10:30 am

Department of Microbiology

Topic discussed (Three main needs of Mentee)

- mentee is asked for rotation in different sections of laboratory -
- Asked to read the SOP's of the lab tests.
- read Basic microbiology text to enhance basic idea.

Mentee action plan (Identify plans to meet each needs)

- started working in different sections of the Department.
- started assisting laboratory staff / research scholars.
- started reading text books of microbiology,

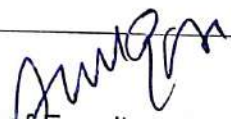
Reflection and observation (Mutual objectives for the Mentor and Mentee)

- mentee started working in the Department.

Date of next meeting

07/05/2023

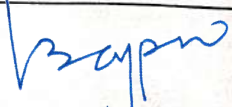
Shyam Sundar
Signature of student


Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

- Basic concept of microbiology.



Mentoring Follow up meeting 2

Date: 07/5/2023

Time: 11:00 am

Place: Dept of Microbiology

Topic discussed (Three main needs of Mentee)

- Learn basic virology techniques.
- Start review of literature related virology research.
- Start working in viral serology section.

Mentee action plan (Identify plans to meet each needs)

- Started working in serology laboratory.
- Read and collect review of literature of virology research.

Reflection and observation (Mutual objectives for the Mentor and Mentee)

- Improvement in lab techniques.

Date of next meeting

Rhythm Sundar 09/08/2023

Signature of student

Signature of Faculty

Review before next meeting

(point to document that would be discussed next meeting with Mentee)

- Basic virology techniques.

[Handwritten signature]

Mentoring Follow up meeting 3

Date: 09/08/2023

Time: 11:00 am

Place: Dept. of Microbiology

Date:

Topic discussed (Three main needs of Mentee)

- Prepare synopsis based on collected review and after several discussions with guide.

Mentee action plan (Identify plans to meet each needs)

- started discussion and writing the basic framework of synopsis.

Reflection and observation (Mutual objectives for the Mentor and Mentee)

- After several round of discussion, some unique feature of Host Virus interactions needs to be found out for final synopsis.

Date of next meeting

Shyam Sundar

06/12/2023

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

- Progress of final synopsis preparation.

Shyam Sundar

Mentoring Follow up meeting 4

Date: 06/12/2023

Time: 11:00 am

Place: Dept. of microbiology

Topic discussed (Three main needs of Mentee)

- Discussed the final synopsis
- prepare synopsis protocol presentation.

Mentee action plan (Identify plans to meet each needs)

- Detailed synopsis protocol preparation from published review of literature.

Reflection and observation (Mutual objectives for the Mentor and Mentee)

- prepared presentation for synopsis for the department research committee.

Date of next meeting

Shyam Sarda

11/03/2024

Signature of student

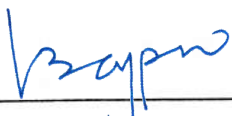


Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

- Reagents and consumables for protocol.
- Detailed methodology to achieve the objectives.
- Prepare document for ethics approval.



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Students Mentoring Program (SMP)

Annual report Form

Academic year 2023-24

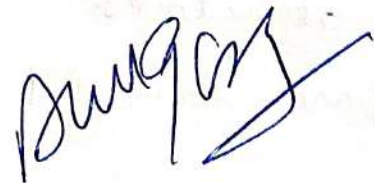
Mentor(Faculty)name: Dr. Atul Garg Batch No _____

Designation: Associate Professor Department: Microbiology

A brief Annual Report of Student Mentoring

- Learn the basic tools and techniques of microbiology and diagnostic virology.
- Review of literature has been documented and used for synopsis preparation.
- Research synopsis has been prepared after discussions and ready for presentation before department research committee.
- Document for Human ethics approval is under preparation and will be submitted in the first Quarter of 2024.

Signature of the Mentor:



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MENTOR LOG BOOK



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Students Mentoring Program (SMP)



Name of the Student: Dr. Sparna Singh

Program : MD Microbiology

Enrollment Number: _____

Admission Year: 2022

Email: Singhaparna014@gmail.com Mobile Number: 8979533604

Department: Microbiology

Mentor Name and Department: Dr. Sangram Singh Patel, Microbiology

Mentor Email: Sangramsgpgi@gmail.com Mobile Number: 8005381619

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1. Definition of Mentoring
2. Goals of Mentoring
3. Benefits of Mentoring program
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7. Responsibilities of Mentor



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GOALS OF MENTORING STUDENTS

Short term goal

- To enhance student relationship with teacher and institute and making them feel a part of SGPGIMS family
- To get familiar with life at College, academically and culturally, so that they can better achieve their full academic potential
- To adopt active learning and experiential learning strategies
- To improve discipline, regularity and punctuality of students through counseling sessions and minimize students drop out rate.
- To identify and understand the status of slow learners and encourage learning
- To help troubled students cope with academic, extra-academic and personal problems.
- Providing platform for grievances
- Inculcate leadership qualities in faculty of the institute

Long term goal

- Mentoring students related career opportunities in India and abroad



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MENTOR AND THEIR ROLES

Mentor

Mentors play an important role in Mentoring students. It is a collective responsibility of both Mentor and Mentees for a productive outcome of student. Mentor serves as guide for the students throughout their life at SGPGIMS . Mentor provide both professional and personal advice during their transition from first year to final year in the college. Mentor role is to motivate Mentees, assist them in achieving their short term and long term goals, identify their hidden talents and skills and communicate to them optimism. Mentor gives constructive feedback on teaching learning and other elements of career design. They also help students to balance professional goals with their personal lives and give emotional encouragement during challenging times. Mentor should set expectations, support, be positive role model, have genuine interest and share his/her experience. Acknowledge the achievement of Mentee. Mentors can teach freshers social skills, facilitate their adjustment to the college and help them to develop the skills for next phases of their studies.



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Role of Mentor

- Role model
- Confidante; Supporter
- Critique, Guide and Collaborator
- Teacher
- Moral and emotional support
- Advisor; career counselor, be a sounding board for discussing career plans, other professional and personal issues; problem solver, stimulate reflection
- Friend
- Sincerity of intent: genuinely interested, motivated and committed
- Sharing of own experience for benefit of the Mentee
- Approachable, available and a patient listener.
- Setting goals: short term goals for learning and long-term goals for career purposes
- Transferring knowledge in skills relating to communication, critical thinking, responsibility, flexibility, and teamwork, that cannot be learned from books
- Pointing out strengths and areas for development
- Answering any questions, even those pertaining to personal matters
- Supporting the student even after studies are completed.

Some essential and desirable qualities in a Mentor

- Subject expertise
- Self development as a Mentor
- Genuine interest in the well-being of the Mentee
- Approachable and pleasant personality
- Listening and feedback skills
- Encouraging and open to new ideas rather than insistence on own opinions:
- Experience sharing
- Example setting
- Networking abilities
- Not let conflict of interest to interfere with Mentoring process:
- Self-motivated
- Extra effort to create dedicated time space:



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ROLE OF MENTEE

- Initiative to approach and subsequently for setting up meetings.
- Receptivity
- Responsibility
- Honesty & openness
- Proactive role in shaping the relationship
- Feedback and appreciation of Mentoring effort
- Mentee should be enthusiastic, curious, and ambitious when discussing Mentee interests with Mentor.
- Mentee should try to attend all meetings and arrive on time. If there is a delay or cannot attend, let theMentor know in advance.
- Mentee should respect Mentor's time and space. Setting up meetings may be hard to do, especially in hectic class schedule, and Mentors are busy too. Try to be flexible about meeting time.
- Discuss with Mentor preferred means of contact him or her: e-mail, phone or personally.
- Mentee should inform their progress in-between meetings by e-mail / phone.
- The information Mentor tells Mentee is to be privileged and not to be shared outside the Mentor-Mentee group.
- Mentee should be patient as it takes time and effort to build a relationship. Be receptive to suggestions and feedback.



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- Advise students in their career development/professional guidance. Intimate HOD in case of frequent absence for class, slow learners and take appropriate remedial measures.
- To maintain personal details of the students including their address, contact numbers, overall academic performance and progress with the format submitted to the Mentor.
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- Inculcating research interest in students


Signature of student


Signature of Mentor


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PHASE I: FIRST YEAR

PROGRESS CHART

Trait	1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Percentage of attendance Theory/ practical & clinics				
Subject 1	90%	92%	93%	93%
Subject 2				
Subject 3				
Any other:				
Internal assessment marks				
Subject 1	61%	65%	65%	64%
Subject 2				
Subject 3				
Any other :				
Confidence level	Satisfactory	Satisfactory	Satisfactory	Satisfactory
Morale	High	High	High	High
Other sports/ cultural	Actively participated in all activities	Active participation	Active participation	Active participation
Achievements				
Project/ Research	Learned writing	Involved in thesis	Involved in thesis & paper writing	Involved in thesis writing

Remarks :

Academic performance: Low Performer/ Average/ Above Average/ Outstanding ✓

Issues related to low academic performance : ^{NA} Infrastructure Issue/ Teacher Oriented /

Ineffective Pedagogy

Sanjay
Signature of Mentor

Sanjay
Aparna
Signature of Mentee
Lt Col Varun Bajpai VSM
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Mentoring Follow up Meeting 1

Date :

Time:

Place:

12/5/2022

1:00 pm

Seminar Room

Topic discussed (Three main needs of Mentee)

1. Asked to start reading basic microbiology textbooks
2. Asked to start observing & performing basic laboratory procedures like Gram's staining & microscopy, get oriented with HIS
3. Asked to read about infections in trauma patients for prospective thesis work.

Mentee action plan (Identify plans to meet each needs)

1. Procured textbooks of Microbiology & started reading basic chapters.
2. Performed basic lab techniques like Gram's staining & microscopy.
3. Read few original articles & reviews on Infection in microbiology.

Reflection and observation (Mutual objectives for the Mentor and Mentee)

1. Completed orientation parting in sample receiving & started parting on Blood seat
2. Attending daily reporting on Blood & body fluids seat, performing Gram's staining from BACTEC both daily, doing microscopy of CSF & sputum samples

Date of next meeting

24/8/2022

Aparna
Signature of student

Sangram
Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

1. Analyzing symptoms
2. To practice sample inoculation
3. Log book maintenance

V. Varun
Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Mentoring Follow up meeting 2

Date: 24/8/2022

Time: 12:00

Place: Faculty Chamber

Topic discussed (Three main needs of Mentee)

1. Finalizing synopsis for thesis on 'Bacterial profile of wound site infections & evaluation of risk factors on sepsis among road traffic accident patients from Apex Trauma Centre, Northern India'
2. To practice inoculation of culture media & sample processing
3. To maintain a log book of all the procedures learnt.

Mentee action plan (Identify plans to meet each needs)

1. Editing of synopsis for final submission & presentation in department & in Telemedicine.
2. To start sample collection from Apex Trauma Centre & daily rounds of wards in ATC to screen patients for wound site infections after road traffic accidents.
3. Log book prepared & started maintaining for daily lab procedures learnt during pastory.

Reflection and observation (Mutual objectives for the Mentor and Mentee)

1. Synopsis ready to be submitted for ethical approval.
2. Log book checked
3. Practising sample inoculation & biochemicals daily

Date of next meeting

Aparna
Signature of student

7/12/2022

Sangram
Signature of Faculty

Review before next meeting

(point to document that would be discussed next meeting with Mentee)

1. Samples collection from ATC for thesis work.
2. % Antibiotic sensitivity to be discussed.

Sangram

Sangram

Mentoring Follow up meeting 3

Date: _____

Date: 8/12/2022

Time: 11:00 am

Place: Faculty Chamber

Topic discussed (Three main needs of Mentee)

1. To discuss the details of patients for whom the samples from wound site are being collected for their work.
2. To start foundation courses in the institute, attendances for which is mandating
3. To read about Gram positive bacteria & their clinical significance

Mentee action plan (Identify plans to meet each needs)

1. 20 samples collected & details discussed with mentor
2. Various 01 courses, foundation courses attended
3. Staphylococcal infection read & discussed with mentor.

Reflection and observation (Mutual objectives for the Mentor and Mentee)

1. Asked to read about antibiotics for Gram positive bacteria
2. Samples from wound site collected for their work shown & details of patients filled in excel sheet. Processing of samples done, cultures shown & identification confirmed.

Date of next meeting

18/1/2023

Aparna
Signature of student

Sangram
Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

1. To read Mycology basics & methods of diagnosis of fungal infection
2. log book

Aparna

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Mentoring Follow up meeting 4

Date: 18/4/2023

Time: 12:00

Place: Faculty Chamber

Topic discussed (Three main needs of Mentee)

1. Asked to start reading basic mycology as posting shifted to Mycology lab
2. Asked to show log book for correction
3. Asked to enrol for ^{other} OI courses which are mandatory to attend

Mentee action plan (Identify plans to meet each needs)

1. Started reading Mycology and performing basic lab techniques like microscopy of Kohn mount, Germ tube test etc.
2. log book completed for postings finished & shown to mentor
3. OI course attended

Reflection and observation (Mutual objectives for the Mentor and Mentee)

1. log book corrected
2. Mycology textbooks procured & basic techniques for diagnosis of fungal infections learnt.

Date of next meeting

Aparna
Signature of student

25/7/2023

Sangram
Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

1. Thesis progress
2. Completion of mandatory basic courses
3. Basic techniques in TB lab

Sangram

Sangram

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Rae Bareli Road Lucknow

Students Mentoring Program (SMP)

Annual report Form

Academic year 2022-23

Mentor(Faculty)name: Dr. Sangram Singh Patel Batch No _____

Designation: Associate Professor Department: Microbiology

A brief Annual Report of Student Mentoring

- The student was asked to practice & achieve proficiency in various lab techniques starting from staining, microscopy, sample inoculation & reading of cultures. The student was very keen to learn, very responsible in attitude & very polite throughout the discussions.
- The student was also asked to start working on thesis according to the methodology in protocol. The student was very disciplined, highly organized & always on time. She showed all the observations made by her & was always receptive to critical review.

Signature of the Mentor: Sangram

Varun

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Varun

PHASE II : SECOND YEAR

PROGRESS CHART

Trait	1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Percentage of attendance Theory/ practical & clinics Subject 1 Subject 2 Subject 3 Any other:	95%	90%	91%	95%
Internal assessment marks Subject 1 Subject 2 Subject 3 Any other:	68%	72%	72%	69%
Confidence level	High	High	High	High
Morale	High	High	High	High
Other sports/ cultural Achievements	Actively involved	Actively involved	Actively involved	Actively involved
Project/ Research	Actively involved	Actively involved	Actively involved	Actively involved

Remarks :

Academic performance: Low Performer/ Average/ Above Average/ Outstanding ✓

Issues related to low academic performance : ^{NA} Infrastructure Issue/ Teacher Oriented /

Ineffective Pedagogy

Sanjay
Signature of Mentor

Aparna
Signature of Mentee

Mentoring Followup Meeting 1

Date: 25/7/2023

Time: 1:00

Place:

Topic discussed (Three main needs of Mentee)

1. Thesis progress discussed
2. Enrolment & completion of basic mandatory 01 courses
3. Basic techniques in Mycobacteriology lab

Mentee action plan (Identify plans to meet each needs)

1. Details of samples, growth & antibiotic sensitivity results discussed
2. Basic techniques in Mycobacteriology lab learnt like ZN staining, preparation of LJ media, microscopy for AFB & Genoexpert
3. Other 01 courses attended

Reflection and observation (Mutual objectives for the Mentor and Mentee)

1. Asked to prepare for departmental presentation of Thesis progress
2. To reach atleast 40% of the proposed sample number for the thesis
3. To read more about Mycobacteria including non-tuberculous mycobacteria

Date of next meeting

21/9/2023

Apurva
Signature of student

Sangram
Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

1. Analyze presentation for thesis progress
2. To discuss district residency programme posting
3. To discuss presentations in conferences

Varun

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Mentoring Followup meeting 2

Date: 26/9/2023 Time: 1:00 pm Place: Faculty Chamber

Topic discussed (Three main needs of Mentee)

1. Prepare & finalize presentation on their project
2. Discuss about district residency programme posting
3. Make presentations for competitions in conferences / CMEs.

Mentee action plan (Identify plans to meet each needs)

1. Their project PPT made & reviewed by mentor
2. District residency programme posting scheduled in October 2023 till Dec 2023
3. Poster presentation for Microcon 2023

Reflection and observation (Mutual objectives for the Mentor and Mentee)

1. Presentation given, approved by departmental faculty
2. DRP posting started & discussed about how to make best use of this posting
3. Poster finalized for presentation in Microcon, Nov 2023.

Date of next meeting

23/11/2024

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

1. To prepare for oral presentation in next year
2. To discuss paper writing as per NMC criteria for MD students
3. To learn in depth about molecular techniques.

[Signature]

[Signature]

Mentoring Followup meeting 3

Date: 29/1/2024

Time: 3:30 pm

Place: Faculty Chamber

Topic discussed (Three main needs of Mentee)

1. To prepare for oral presentation in UP-UK Microcon, 2024
2. To review first draft of ^{their} paper
3. Learn about molecular techniques

Mentee action plan (Identify plans to meet each needs)

1. Oral presentation finalized & shown to mentor
2. Introduction, review of literature for thesis written & reviewed by mentor
3. Molecular techniques like PCR, RT-PCR learnt.

Reflection and observation (Mutual objectives for the Mentor and Mentee)

1. Oral presentation finalized for UP-UK Microcon in Feb 2024
2. Asked to briefly write introduction & review of literature for paper
3. Molecular techniques discussed.

Date of next meeting

23/4/2024

Signature of student

Aparna

Signature of Faculty

Sangram

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

1. To discuss learning objectives in Parasitology posting
2. To discuss thesis progress & reach upto 80% sample collection
3. To learn about cell lines & staining ^{DAPI}

Sangram

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Mentoring Followup meeting 4

Date: 25/4/2024 Time: 3:00 pm Place: Faculty Chamber

Topic discussed (Three main needs of Mentee)

1. To discuss learning objectives, in Parasitology posting
2. To collect upto 80% samples for thesis + start compiling data
3. Asked to maintain healthy diet, take out time for stress management through yoga + exercise

Mentee action plan (Identify plans to meet each needs)

1. Techniques like stool concentration, culture of stool samples, microscopy, staining for opportunistic parasites learnt.
2. Review of slides / sodium mount + saline mount of stored positive stool samples done & parasite morphology seen
3. Samples collected to reach almost 80% of proposed samples for thesis
4. Healthy + timely meals started, exercise included in daily routine

Reflection and observation (Mutual objectives for the Mentor and Mentee)

1. Learnt various techniques for stool sample processing
2. Thesis data entered into excel sheet
3. Diagrams of morphology of parasites in stool as well as hemoparasites drawn + shown based on

Date of next meeting

19/7/2024

Kpsuna
Signature of student

Sangram
Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)

1. To complete sample collection for thesis, compilation of data
2. To read about recent updates in microbiology
2. To complete all the mandatory courses for eligibility for MD examination

Kpsuna

Kpsuna

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Rae Bareli Road Lucknow

Annual report Form

Academic year 2023-24

Mentor(Faculty)name: Dr. Sanjram Singh Patel Batch No. _____

Designation: Associate Professor Department: Microbiology

A brief Annual Report of Student Mentoring

- The student was asked to learn scientific writing, present her work in conferences. She was excellent in her presentations.
- She was also asked to take care of her health & have a healthy balanced diet which she did.
- She is a very responsible girl, always honest about her work, hard working & very organized in her thoughts.

Signature of the Mentor:

Sanjram

Varun

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PHASE III : FINAL YEAR

PROGRESS CHART

Trait	Ist Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Percentage of attendance Theory/ practical & clinics				
Subject 1				
Subject 2				
Subject 3				
Any other:				
Internal assessment marks				
Subject 1				
Subject 2				
Subject 3				
Any other:				
Confidence level				
Morale				
Other sports/ cultural				
Achievements				
Project/ Research				

Remarks :

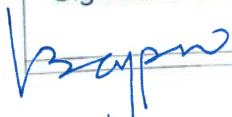
Academic performance: Low Performer/ Average/ Above Average/ Outstanding

Issues related to low academic performance : Infrastructure Issue/ Teacher Oriented /

Ineffective Pedagogy

Signature of Mentor

Signature of Mentee




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Mentoring Followup Meeting 1

Date :

Time:

Place:

Date :

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(point to document that would be discussed next meeting with Mentee)



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SGPGIMS, Lucknow



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Mentoring Followup meeting 2

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)



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SGPGIMS, Lucknow

Mentoring Followup meeting 3

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

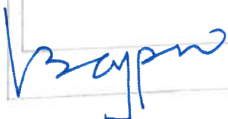
Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)



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Executive Registrar
SGPGIMS, Lucknow

Mentoring Followup meeting 4

Date :

Time:

Place:

Topic discussed (Three main needs of Mentee)

Mentee action plan (Identify plans to meet each needs)

Reflection and observation (Mutual objectives for the Mentor and Mentee)

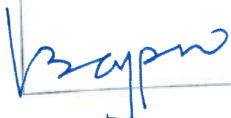
Date of next meeting

Signature of student

Signature of Faculty

Review before next meeting

(Point to document that would be discussed next meeting with Mentee)



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Executive Registrar
SCPGIMS, Lucknow

Sanjay Gandhi Post Graduate Institute of Medical Sciences
Rae Bareli Road Lucknow

Student Mentoring Program (SMP)

Annual report Form

Academic year _____

Mentor(Faculty)name: _____

Batch No _____

Designation: _____ Department: _____

A brief Annual Report of Student Mentoring

Signature of the Mentor:



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SCPGIMS, Lucknow

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Executive Registrar
SCPGIMS, Lucknow

Annexure 1

MENTEE FEEDBACK FORM

Question	Always	Most of the time	Half of the time	Not very often	Never
Did your Mentor make him/herself approachable/ available to you?	✓				
Did your Mentor respond to you in a timely fashion?	✓				
Did your Mentor address your concerns?	✓				
Did your Mentor gave feedback at regular interval ?	✓				
Was your Mentor flexible?	✓				
Did you Mentor treat you in collegial fashion?	✓				
Did your Mentor treat you respectfully?	✓				
Was your Mentor well organized?	✓				
Was your Mentor well prepared?	✓				
Did your Mentor realistically conceptualize the Mentoring experience?	✓				
Did your Mentor direct you to appropriate reading resources?	✓				
Did your Mentor helped you to reduce your anxiety and stress?	✓				
Do you believe your Mentor provided a positive learning experience?	✓				
Do you want to continue your Mentorship till final year?	✓				
Is Mentorship is a burden to you?					✓

Comments / suggestions _____

Aparna
 Signature of the Mentee
Varun

Varun

**Annexure 2
MENTEE SELF ASSESSMENT FORM**

Statement	Always	Most of the time	Half of the time	Not very often	Never
I treated my Mentor respectfully	✓				
I undertook scheduling meetings as my responsibility	✓				
I met my Mentor when scheduled	✓				
If I had to cancel a meeting intimate in advance and reschedule it	✓				
I was open in sharing personal experiences and information	✓				
I made clear my expectations concerning confidentiality	✓				
I respected differences in our values and perspectives	✓				
I sought critical feedback	✓				
I was satisfied with the level of trust we achieved	✓				
I accept alternatives that were out of my comfort zone	✓				
I reflected on lessons learned even from efforts that were not successful	✓				
I maintained continuity of discussions of our priorities	✓				
I offered alternatives to achieve desired professional development	✓				
I was committed to our partnership's success	✓				

Signature of the Mentee: *[Handwritten Signature]*

[Handwritten Signature]

Lt Col Varun Bajpai VSM
Executive Registrar
SCPGIMS, Lucknow

Annexure 3

MENTOR FEEDBACK FORM

Question	Strongly disagree	disagree	Agree	Strongly agree
Mentorship has improved my communication with students				✓
Mentorship helped me understand student's problems in a better way				✓
Mentorship made me more empathetic and compassionate towards students				✓
Mentorship helped me to improve my teaching				✓
I wish to continue as Mentor for future batches				✓
Mentorship is an extra burden on me.	✓			
Any other suggestion	-	-		

Varun Bajpai

Lt Col Varun Bajpai VSM
Executive Registrar
SCPGIMS, Lucknow

Varun Bajpai

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