



MGM NEW BOMBAY OF NURSING
5th Floor, MGM Educational Campus, Plot No. 1 & 2, Sector-1
Kamothe, Navi Mumbai – 410 209.

**STANDARD OPERATING PROCEDURE
MENTORING**

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STANDARD OPERATING PROCEDURE MENTORING

1. **PURPOSE** : To structure the activities of mentorship.
To provide encouragement and support for academic progression of the student.
2. **SCOPE** : Applies to all Nursing Programmes offered by the college
3. **RESPONSIBILITY** : Programme Coordinators and class coordinators of B.Sc Nursing, Post B.Sc Basic Nursing, M.Sc Nursing and Nurse Practitioner Programme.
4. **POLICY**

Sl. No.	POLICY
4.1	Mentoring starts from admission till the student leaves the organization.
4.2	Mentors are the full time teaching faculty and mentees are the students.
4.3	Mentorship is assigned in the ratio of 1:10 Mentor Mentee Ratio





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5. PROCEDURES

S.NO	STANDARD PROCEDURES
5.1	Mentors for students in all programmes are assigned by the Director.
5.2	The mentors schedule introductory meetings to introduce themselves to all mentees
5.3	The mentors meet the mentees at least twice in every two months or as and when needed
5.4	The mentors counsels mentee and treats them politely, empathetically and patiently in all circumstances and maintains confidentiality.
5.5	The mentors maintain the records of all mentoring sessions with signature of both the mentee and the mentor.
5.6	The mentors reports to Programme Coordinators and the Director for any matters that needs urgent attention

