



RAGAS DENTAL COLLEGE & HOSPITAL

(Unit of Ragas Educational Society)

Recognized by the Dental Council of India, New Delhi

Affiliated to The Tamilnadu Dr. M.G.R. Medical University, Chennai

2/102, East Coast Road, Ulhandi, Chennai - 600 119. INDIA.

Tele : (044) 24530002, 245300003 - 06. Principal (Dir) 24530001

E-mail: principal@rdc.ac.in, web : www.rdc.ac.in

MINUTES OF THE MEETING OF MENTOR-MENTEE COMMITTEE (JANUARY 2021)

Date and Time: 4-1-2021; 11 AM

Venue: Auditorium, Ragas Dental College and Hospital

The mentor-mentee meeting & were held twice annually to bring about the best potential in our students. Prior to the meeting, the peer mentor reviewed the information gathered on the student intake form to learn more about the student's strengths, skills, abilities, and areas of concern, which was used to guide the conversation during the meeting.

Following an appreciative mentoring process, the peer mentor used the first meeting to create a positive, authentic, safe, and welcoming space by disarming any tension that may arise in the conversation and by using open-ended questions.

The authorities of the mentor-mentee committee had met with all the approved mentors and had enquired about their academic progression of their respective mentees. The meeting lasted around 60 minutes

The following agenda was discussed

- Students were enquired about the wellbeing of their family and all were found to be doing well
- The mentees were asked about the handling of virtual assignments and issues raised were addressed
- The mentees were advised by their mentor that they could WhatsApp or call whenever they face any issue
- The mentors were motivated to create a WhatsApp group formed by them and the respective mentees were then added as any notifications/updates would be shared through this group.
- The mentors were also asked to monitor the academic progress of their mentee on a regular basis
- The mentors were also advised to contact the parents' vis whatsapp or telephone call.
- Learning about the student's hopes and finding out what he or she is most looking forward to in the first semester
- The meeting concluded with setting a short, immediate goal actionable within the weeks that followed.



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MINUTES OF THE MEETING OF MENTOR-MENTEE COMMITTEE (JUNE 2021)

Date and Time: 7-6-2021; 10 AM

Venue: Auditorium, Ragas Dental College and Hospital

The authorities of the mentor-mentee committee had met with all the approved mentors and had enquired about their mentee's academic progression. The session lasted for almost an hour.

Points Discussed

1. Mentors submitted the details of their mentees academic progress and attendance records
2. Issues pertaining to internet and study material availability raised by mentees during the mentoring meeting was resolved.
3. The Attendance percentages of the students in both theory and practical classes were improved.
4. The mentors had spoken to the students who had a low attendance percentage and had asked about the difficulties that resulted in their low attendance.
5. Updates related to syllabus, test schedules, assignment deadlines which was posted in the respective WhatsApp group by the mentors to their respective mentees was well received.
6. The mentees were re-assured that they can contact their mentors either through WhatsApp or phone call whenever they face any issue.
7. House surgeon after completing mandatory CRRJ period had left the college.
8. The new students who had recently passed the final year exam had joined as House surgeons
9. Problems pertaining to issues in online classes were resolved.



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MINUTES OF THE MEETING OF MENTOR-MENTEE COMMITTEE (JANUARY 2022)

Date and Time: 3-1-2022; 11 AM

Venue: Auditorium, Ragas Dental College and Hospital

The mentor-mentee meeting & were held twice annually to bring about the best potential in our students.

Following an appreciative mentoring process, the peer mentor used the first meeting to create a positive, authentic, safe, and welcoming space by disarming any tension that may arise in the conversation and by using open-ended question.

The authorities of the mentor-mentee committee had met with all the approved mentors and had enquired about their academic progression of their respective mentees. The meeting lasted around 60 minutes

The following agenda was discussed

- The Mentees were formally introduced to their respective mentors.
- Students were enquired about the wellbeing of their family and all were found to be doing well.
- The mentees were asked about the handling of virtual assignments and issues raised were addressed.
- The mentees were advised by their mentor that they could WhatsApp or call whenever they face any issue.
- The mentors were motivated to create a WhatsApp group formed by them and the respective mentees were then added as any notifications/updates would be shared through this group.
- The mentors were also asked to monitor the academic progress of their mentee on a regular basis.
- The mentors were also advised to contact the parents' vis WhatsApp or telephone call.
- Learning about the student's hopes and finding out what he or she is most looking forward to in the first semester.
- The meeting concluded with setting a short, immediate goal actionable within the weeks that followed.



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MINUTES OF THE MEETING OF MENTOR-MENTEE COMMITTEE (JUNE 2022)

Date and Time: 6-6-2022; 10 AM

Venue: Auditorium, Ragas Dental College and Hospital

The authorities of the mentor-mentee committee had met with all the approved mentors and had enquired about their mentee's academic progression. The session lasted for almost an hour.

Points Discussed

1. Mentors submitted the details of their mentees academic progress and attendance records
2. Issues pertaining to internet and study material availability raised by mentees during the mentoring meeting was resolved.
3. The Attendance percentages of the students in both theory and practical classes were improved.
4. The mentors had spoken to the students who had a low attendance percentage and had asked about the difficulties that resulted in their low attendance.
5. Updates related to syllabus, test schedules, assignment deadlines which was posted in the respective WhatsApp group by the mentors to their respective mentees was well received.
6. The mentees were re-assured that they can contact their mentors either through WhatsApp or phone call whenever they face any issue.
7. House surgeon after completing mandatory CRRJ period had left the college.
8. The new students who had recently passed the final year exam had joined as House surgeons
9. Problems pertaining to issues in online classes were resolved.