



Dr Sukumar J Magdum Foundations, Jaysingpur

Housabai College of Physiotherapy

Approved by the State Government of Maharashtra

Affiliated to MUHS, Nashik

Ref No: BPTTh/CIR/2024/036

HOUSABAI COLLEGE OF PHYSIOTHERAPY

CIRCULAR FOR MEETING

Meeting Date: 15.11.2024

Time: 10.30 AM

Venue: Principal Office

S. No	Agenda
1.	Calling of meeting to order (5 minutes) Take attendance to ensure all committee members are present
2.	Agenda: (30 minutes) <ul style="list-style-type: none">➤ Mentor-Mentee Allotment List for 2024 Batch➤ Clarification of Mentor and Mentee Roles and Responsibilities➤ Discussion on Mentorship Program Goals
3.	Any point from the floor - Nil
4.	Closure of meeting (5 mins)

Dr Venkatesh K MPT (PhD)

Name and Signature:

Dated: 15/11/2024



Ref No: BPTTh/CIR/2024/036

HOUSABAI COLLEGE OF PHYSIOTHERAPY

MINUTES OF THE MEETING

Meeting Date: 15.11.2024

Time: 10.30 AM

Venue: Principal Office

S. No	Agenda	Discussion points	Resolutions & responsibility
1.	Mentor-Mentee Allotment List for 2024 Batch	Presentation of the mentor-mentee allotment list for each faculty for 2024 Batch Discussion on the criteria and considerations used for pairings	Addressed suggestions regarding the current allotments
2.	Clarification of Mentor and Mentee Roles and Responsibilities	Presentation on the expected roles and responsibilities of mentors Presentation on the expected roles and responsibilities of mentees:	Mentors are instructed to regularly engage with mentees, establish open lines of communication and help the mentees to navigate their academic and professional journey.
3.	Discussion on Mentorship Program Goals	Review the overall goals of the mentorship program. Evaluate if the mentor-mentee allotments align with these goals. Identifying any adjustments needed to enhance program effectiveness.	Mentors are instructed to focus on goals of the mentorship program. This may include academic support, career development, personal growth

Dr Venkatesh K MPT (PhD)

Name and Signature:

Dated: 15/11/2024



Ref No: BPTTh/CIR/2024/036

HOUSABAI COLLEGE OF PHYSIOTHERAPY

MINUTES OF THE MEETING

Meeting Date: 15.11.2024

Time: 10.30 AM

Venue: Principal Office

S. No	Resolutions & responsibility	Action taken	Action pending
1.	Addressed suggestions regarding the current allotments Discussion on the criteria and considerations used for pairings	Suggestions are accepted by all faculty & sharing the final mentor-mentee allotment list for each faculty	nil
2.	Mentors are instructed to regularly engage with mentees, establish open lines of communication and help the mentees to navigate their academic and professional journey.	Mentors are actively listening to mentee's concerns, goals, and aspirations and providing constructive feedback and encouragement tailored to the mentee's needs.	nil
3.	Mentors are instructed to focus on goals of the mentorship program. This may include academic support, career development, personal growth	Encouraging mentors & mentees to provide feedback on whether the current allotments effectively serve the program's goals.	Prompt next meeting about potential enhancements or adjustments that could improve program effectiveness.

Dr Venkatesh K MPT (PhD)

Name and Signature

Dated: 15/11/2024