

OFFICE OF THE PRINCIPAL
RAMA MEDICAL COLLEGE-HOSPITAL & RESEARCH CENTRE
Rama City, G.T. Road, Mandhana, Kanpur-209217

RMCHRC/Admin./Pri.o./2026/6040

Dated: 29.06.2026

REMINDER NOTICE

Subject: Implementation of Mentor–Mentee Programme for Postgraduate Students

This is to remind that in pursuance of the decision taken in the College Council Meeting held on 15.05.2026, it has been decided to implement a Mentor–Mentee Programme for all Postgraduate (PG) Students with immediate effect.

Under this programme, every PG student (Mentee) shall be assigned to a designated faculty member (Mentor). The objective of the programme is to provide academic guidance, professional development support, personal counseling, and timely identification and resolution of issues affecting the student's progress and well-being. All pgs are instructed to meet their mentees essentially by end of every month failing which strict disciplinary action shall be taken.

The following guidelines shall be followed:

1. Every mentee shall meet his/her assigned mentor once every month during the last week of the month and for this month the last date of this meeting shall be 30th June 2026.
2. Mentors shall maintain proper records of all mentor–mentee interactions, including academic progress, attendance, research activities, stress-related issues, grievances, and remedial measures suggested.
3. A consolidated monthly report of mentor–mentee meetings shall be submitted by the respective mentor to the undersigned by 05-07-2026.
4. All records pertaining to the mentor–mentee programme shall be preserved in the concerned department for future reference and inspection.
5. The programme shall be monitored regularly to ensure effective implementation and timely redressal of student concerns.

All Heads of Departments, faculty members, and postgraduate students are directed to ensure strict compliance with the above instructions.

Copy to:

1. Dean/Medical Superintendent
2. All Heads of Departments
3. Chairman, Academic Cell (PG)
4. Chief Warden
5. Notice Board / Website
6. Establishment office
7. Office Record

f. Sujatha
Regards

Dr. R. Sujatha
(Principal)
RMCH&RC

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Regards

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