



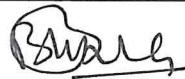


D.Y. PATIL EDUCATION SOCIETY
(DEEMED TO BE UNIVERSITY) KOLHAPUR
Re-accredited by NAAC with "A" Grade

UNIVERSITY MORAL GUIDANCE SCHEME (UMGS)

STANDARD OPERATING PROCEDURE (SOP)

**D. Y. Patil Education Society
(Deemed To Be University), Kolhapur**

| | |
|--------------------------|---|
| Document Name: | University Moral Guidance Scheme (UMGS) Standard Operating Procedures |
| Document No.: | |
| No. of Pages: | 5 |
| Date Created: | 2019 |
| Date of Implementation: | 2019 |
| Prepared By: | Designation: IQAC-Director |
| | Name: Dr. Shimpa Sharma |
| | Signature:  |
| Reviewed and Updated By: | Designation: The Dean |
| | Name: Dr. R. K. Sharma |
| | Signature:  |
| Approved By: | Designation: Registrar |
| | Name: Dr. V. V. Bhosale |
| | Signature:  |

STANDARD OPERATING PROCEDURE

Meeting of Central UMGS Committee
(In first week of students' enrolled in Phase I MBBS)



Allocation of Students (mentees) to year wise Faculty members (Mentors)
(In next week once students allotted PRN No)



Orientation of Mentor and Mentees
(Meeting on first Saturday of April month)



Meeting with Mentees
(On third Saturday of every month)



Maintaining UMGS Log Book
(At every meeting)



Report and Feedback by Mentors
(After every three month)

UMGS – Standard Operating Procedure

UMGS is a University Moral Guidance Scheme about the guidelines on “safety of students” on and off the campus. It is active since 2008 in all units of D Y Patil Education Society’s (deemed to be university), Kolhapur.

UMGS is a broad-based "Students Counselling System" for the effective redressal of problems and challenges faced by students.

It is a unique, interactive and target-oriented system, involving students and teachers to address students’ concerns about phobia and anxiety of new profession, new place, stress, feeling of homesick and a slew of other academic worries.

UMGS bridges formal as well as communicative gaps between the students, teachers and the institution at large.

Teacher counsellors (Mentors) trained to act as the guardians of students (Mentees) at the college level, remain in close touch with the students allotted to them throughout the year, cater to their emotional and intellectual needs and guide them to move up in their career at regular interval of time.

Teacher counsellors will coordinate with wardens of hostels and exchange personal details of students, academic record and behaviour patterns for prompt pre-emptive or corrective action.

1. As the student is admitted in first year, he/ she will be allotted with faculty members (mentors) in all four phases at a time.
2. Distribution of mentor mentee will be year wise as below.

| PRN No | Name of Mentees | Mentor I st Year | Mentor II nd Year | Mentor III rd Year | Mentor IV th Year |
|--------|-----------------|-----------------------------|------------------------------|-------------------------------|------------------------------|
| | | | | | |

3. Any faculty member, who resigns in between academic schedule/sanctioned long leave, the concerned mentor has to inform their head of department. Then head of department will get those allotted students of resigning faculty by default or will be re-allotted in the respective department.
4. If any new teacher/mentor recruited in the department, then head of the department will decide about the allotment of the mentee to the mentor.
5. It is very important that the mentor should know the strengths and weaknesses of the mentee.
6. All times while interacting with opposite sex mentee (esp. female mentee), the male mentor must have additional female as chaperone.
7. There will be every month meeting of mentor and mentees.
8. In UMGS log book student information proforma should be filled by the mentee in 1st meeting with mentor and should be verified by the mentor.
9. It is advised that all the meetings should be kept in the college premises and during the working hours.
10. UMGS Logbook will be kept by mentor in separate mentorship file.
11. Mentees may contact any time in case of emergency.
12. During one to one meeting with mentee enquiry should be made about physical or mental health, study related issues, problems pertaining to peer groups and family.

13. During any meeting, if mentee mention any issue regarding ragging by senior students or peers then the mentor should inform immediately to anti ragging committee for further proceeding.
14. For the mentees who were absent for the meeting because of genuine reason, meeting should be organized in the subsequent week.
15. Habitual absentees should be informed to the H.O.D. who may inform to Academic Dean.
16. Report of the every meeting should be kept in UMGS logbook by individual mentor.
17. Any issue related to mess, hostel, infrastructure etc, raised during individual meeting should be addressed to concerned committee.
18. Any significant and genuine issues related to physical/ mental health, personal issues should be conveyed to HOD first, HOD will then convey to UMGS committee and members/ member secretary at UMGS committee will convey to the head of the institute.
19. All the HOD's will be responsible to monitor the membership activity of the faculty in their respective departments. HOD should guide the mentor to solve the problem promptly. This record should be maintained as confidential record and kept at a safe place in the respective department.
20. In phase wise meeting with the head of the department, point will be discussed as follows.
 - a. Achievements of the mentees 1) curricular 2) extra-curricular
 - b. Any issue regarding curriculum, examination and any other personal Matters.