



भारतीय दन्त परिषद
Dental Council of India



AMC DENTAL COLLEGE

Khokhra, Ahmedabad 380008

Affiliated to Gujarat University

SELF STUDY REPORT (CYCLE 1) 2022-2023

CRITERIA: 2: Teaching Learning and Evaluation

KEY INDICATOR: 2.3: Teaching-Learning Process

METRIC: 2.3.4: Student : Mentor Ratio (preceding academic year)



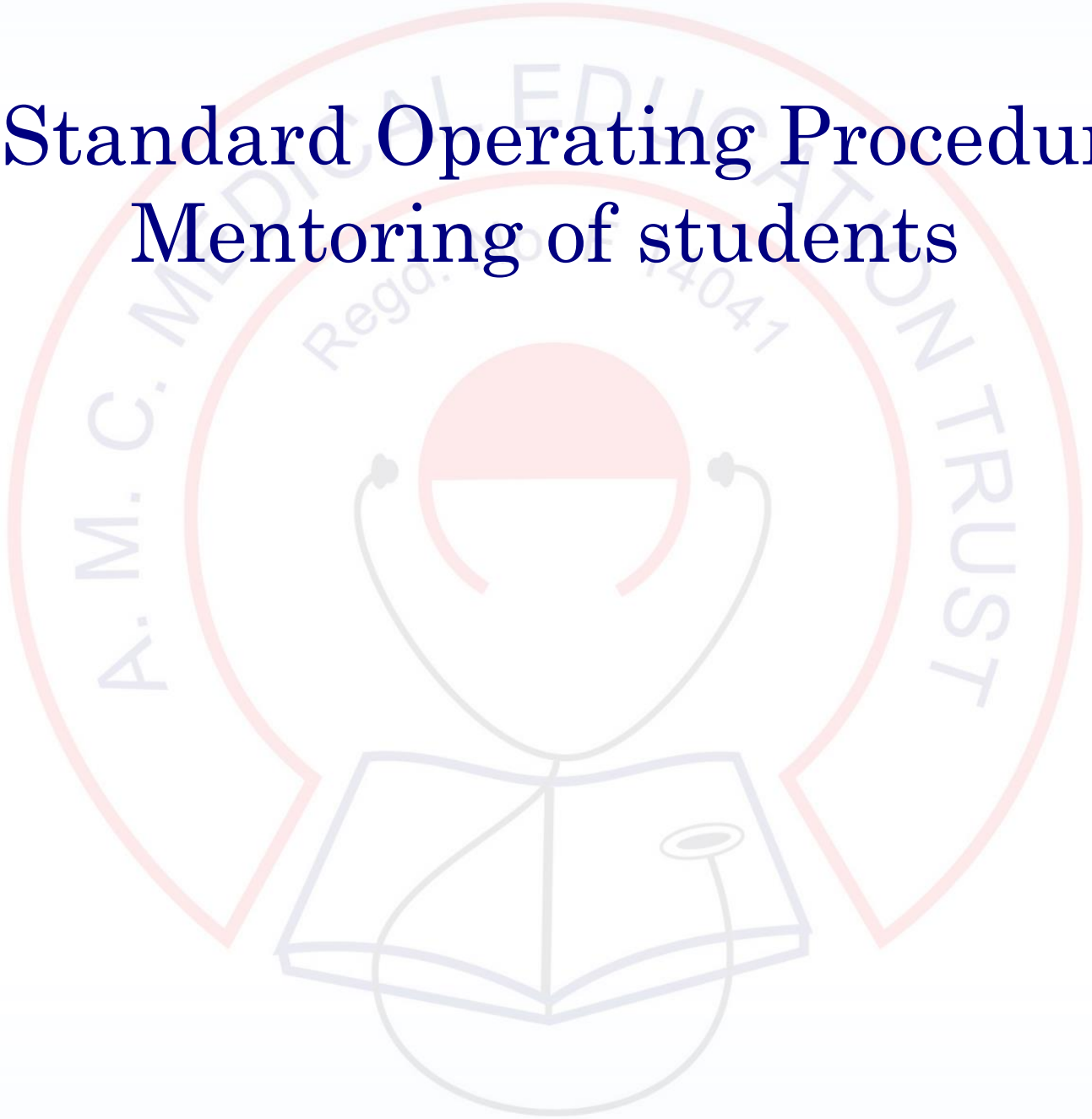
भारतीय दन्त परिषद
Dental Council of India



Data

Any other relevant information

Standard Operating Procedure
Mentoring of students





MENTORSHIP PROGRAM

Standard Operating Procedures

Mentoring of Students

Step-1: Allocation of mentees to faculty members (Mentors)

In the third week of October, students shall be assigned to various faculty members as the mentees. Each stage has fixed set of mentors.

- Stage1-Mentees allocated based on the details shared by them in the admission form.
- Stage2- Handing over student by previous mentor by sharing the details of the mentees with the new mentor.
- Stage3- Informing the mentees via email. Arranging a meeting with the respective mentor.

Step-2: Mentoring Orientation of Faculty(Mentors)

- A workshop for the mentors to be conducted to inform them about their role and responsibilities as mentors.
- It shall act as an orientation for new faculty members. The mentors who have held this responsibility earlier can share their experience and knowledge with the new faculty.



Step-3: Mentoring Orientation for students (Mentees)

- Orient students about the aim of the program, its benefits, the responsibilities and role of mentor and mentee.
- Meeting with mentors

Step-4: Regular meeting with Mentees

- In the initial weeks, mentoring has to be slotted in the time-table to facilitate the meetings.
- The mentors in initial meetings would create a connection with the mentees through information exchange and building rapport.
- Should understand their mentees strengths and weakness and interest area.
- Understand future plan; whether they want to start their own venture, expand family business, look for corporate placements, go for higher studies or take international transfers and connect them to the concerned cell. This information would help to guide the mentees accordingly.
- Mentors should take proactive measures to ensure that the mentees are feeling comfortable and happy.
- The induction process of the mentees in the first year should be taken care of by the mentors.
- A record of meetings, interactions and assessment of mentees should be maintained.
- Mentors should see that their mentees are not facing any personal problems or adjustment problems in the college. They should refer to the counsel or when required.
- Mentors should monitor the course work submission of their mentees and also monitor their career choices.
- Mentor should keep a track of their mentees' behavior in consultation with other faculty.
- Mentors should inform the Dean/Director for any problem identification. Mentors would send the mentee report to the parents twice every term.



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Step-5: Maintaining Mentees' file

Mentor should maintain a file on each mentee recording their meetings. Mentees academic record, parent contact, any medical or personal problem, co-curricular activities, general behavior in class, future plan, mentoring reports and other important documents e.g. medical certificate etc.

Step-6: Monitor and feedback

- Regular meeting will be held between the Director and the mentors to assess the progress. The mentors can discuss the issues related to their mentees.
- Director should also meet mentees informally to take feedback about mentor and the mentoring process.

Step-7: Appraisal/recognition

- Mentoring will be a parameter in evaluating a faculty members performance during annual appraisal.

D.P. Patel

Dean
AMC Dental College
Dean,
A.M.C. Dental College



**AHMEDABAD MUNICIPAL CORPORATION
MEDICAL EDUCATION TRUST - (A.M.C.MET)**

AMC DENTAL COLLEGE

Sr. No.	Department	HOD Signature
1.	Oral Medicine	
2.	Oral Maxillofacial Surgery	
3.	Prosthodontics	
4.	Conservative	
5.	Orthodontics	
6.	Periodontology	
7.	Pedodontics	
8.	Public Health Dentistry	
9.	Oral Pathology	

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Email:- deanamcdental@gmail.com
Web Site:- amcdentalcollege.edu.in, www.amcmet.org, www.ahmedabadcity.gov.in



**AHMEDABAD MUNICIPAL CORPORATION
MEDICAL EDUCATION TRUST - (A.M.C.MET)**

AMC DENTAL COLLEGE

AMCDC/Admin/College-Hospital/03/2023/026/1

Date:-22.03.2023

CIRCULAR

The Mentor Mentee Program has been arranged by College council for all the 1st year UG students of AMC Dental College.

Date :- 24/03/2023

Time :- 02:00 PM

Topic :- Mentor Mentee Orientation Program

Speaker :- Dr. Parth Khamar

Venue :- Lecture Hall-II, Ground Floor, AMC Dental College

All the 1st year UG students are instructed to attend the programme as per the schedule given herewith. All the HODs are informed to thus make required clinical and teaching arrangements for the same.

DPP/2023
Dean
AMC Dental College
Dean,
A.M.C. Dental College

Sr. No.	Department	Signature Of HOD's	Sr. No.	Signature of Staff's	Signature
1.	Oral Medicine & Radiology	<i>BK</i>	6.	Periodontology	<i>Belavare</i>
2.	Oral & Maxillofacial Surgery	<i>R</i>	7.	Public Health Dentistry	<i>Ch</i>
3.	Prosthodontics & Crown & Bridge	<i>OSP</i>	8.	Paediatric & Preventive Dentistry	<i>Nigun</i>
4.	Conservative Dentistry & Endodontics	<i>HC</i>	9.	Oral Pathology & Oral Microbiology	<i>Key</i>
5.	Orthodontics & Dentofacial Orthopaedics	<i>B</i>			

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MENTOR MENTEE ORIENTATION PROGRAM
1ST YEAR UG STUDENT ATTENDANCE 24-03-2023

STUDENT NAME	UNIQUE ID NO.	ATTENDANCE
Aagam Sheth	DENUG2022001	PRESENT
Aayushi Dharmendrakumar Patel	DENUG2022002	PRESENT
Abdi Mohaddesa Alihaider	DENUG2022003	PRESENT
Apurva Agrawal	DENUG2022004	PRESENT
Arni Savla	DENUG2022005	PRESENT
Badarukhiya Isha Arvindbhai	DENUG2022006	ABSENT
Barot Anjali Dhiren	DENUG2022007	ABSENT
Bhagat Ayushi Pragneshkumar	DENUG2022008	PRESENT
Bhatt Mantra Niraj	DENUG2022009	PRESENT
Bhimani Priyanshi Bhupatbhai	DENUG2022010	PRESENT
Chaklasiya Heli Rajeshbhai	DENUG2022011	PRESENT
Chandwani Anshuman Kiran	DENUG2022012	PRESENT
Chaudhari Nandini Sandipbhai	DENUG2022013	PRESENT
Chokshi Vidhi Vishal	DENUG2022014	PRESENT
Derdiwala Mo.Zayid Haji Ahmadbhai	DENUG2022015	PRESENT
Desai Vatsal Rahul	DENUG2022016	PRESENT
Devanshi Harkut	DENUG2022017	PRESENT
Dholakia Vishwa Kamalkumar	DENUG2022018	PRESENT
Dubal Aastha Hitesh	DENUG2022019	PRESENT
Dvisha Patel	DENUG2022020	PRESENT
Gajjar Komal Piyushkumar	DENUG2022021	PRESENT
Gandhi Parishii Jigneshbhai	DENUG2022022	PRESENT
Ghanchivhora Faizabanu Sajidbhai	DENUG2022023	PRESENT
Ghudasara Diya Vipulbhai	DENUG2022024	PRESENT
Gopani Dhruvkumar Dharmeshbhai	DENUG2022025	PRESENT
Goswami Jhanvi	DENUG2022026	ABSENT
Gupta Anurag Jayeshkumar	DENUG2022027	PRESENT
Heer Dharmeshkumar Patel	DENUG2022028	PRESENT
Heer Sagar Chag	DENUG2022029	PRESENT
Helly Manishkumar Patel	DENUG2022030	PRESENT
Hetvi Panara	DENUG2022031	PRESENT
Isha Rangani	DENUG2022032	PRESENT
Jariwala Zahra Mohammadabbas	DENUG2022033	PRESENT
Jasani Romil Kirtibhai	DENUG2022034	PRESENT
Javia Margi Nirajbhai	DENUG2022035	PRESENT
Jetani Krishna Ketanbhai	DENUG2022036	PRESENT

Kashish Mihir Desai	DENUG2022037	PRESENT
Khaire Ritesh Kanchanbhai	DENUG2022038	PRESENT
Khant Vaishaliben Raysingbhai	DENUG2022039	PRESENT
Kohli Uttkarsh Babubhai	DENUG2022040	PRESENT
Koradia Zoya Farid	DENUG2022041	PRESENT
Krishi Jariwala	DENUG2022042	PRESENT
Krishna Chandreshkumar Brahmhatt	DENUG2022043	PRESENT
Kucha Mansi Ashokbhai	DENUG2022044	PRESENT
Lakhani Yash Pareshbhai	DENUG2022045	PRESENT
Leuva Khushi Yogendrakumar	DENUG2022046	PRESENT
Mahek Mashru	DENUG2022047	PRESENT
Maitry Rajendrasinh Vashi	DENUG2022048	PRESENT
Makwana Aaradhana Pankajbhai	DENUG2022049	PRESENT
Masi Fazila Imrah	DENUG2022050	PRESENT
Memon Saniyabanu Yunusbhai	DENUG2022052	PRESENT
Mevada Hanu Dileepkumar	DENUG2022053	PRESENT
Mistry Krisha Sachinkumar	DENUG2022054	PRESENT
Moksha Shah	DENUG2022055	PRESENT
Nahar Stuti Praveen	DENUG2022056	PRESENT
Naineel Rupang Shah	DENUG2022057	PRESENT
Panchal Tisha Ashish	DENUG2022058	PRESENT
Pandya Isha Ajaybhai	DENUG2022059	PRESENT
Pandya Krishna Tusharbhai	DENUG2022060	PRESENT
Parekh Nishka Kumar	DENUG2022061	PRESENT
Parikh Aastha Priyank	DENUG2022062	PRESENT
Parikh Yashvi Dipan	DENUG2022063	PRESENT
Parmar Pragati Manishkumar	DENUG2022064	PRESENT
Parmar Pratham Nareshbhai	DENUG2022065	PRESENT
Patel Arth Pinaknbhai	DENUG2022066	PRESENT
Patel Divya Kamleshkumar	DENUG2022067	PRESENT
Patel Heeya Ripple	DENUG2022068	PRESENT
Patel Jaanvi Sailesh	DENUG2022069	PRESENT
Patel Jaiminikumari Bipinchandra	DENUG2022070	PRESENT
Patel Jay Vijaykumar	DENUG2022071	PRESENT
Patel Jeel Apleshkumar	DENUG2022072	PRESENT
Patel Khushi Bharatbhai	DENUG2022073	PRESENT
Patel Kvin Hareshkumar	DENUG2022074	PRESENT
Patel Mihir Pareshbhai	DENUG2022075	PRESENT
Patel Ria Harshadkumar	DENUG2022076	PRESENT
Patel Riddhi Rameshbhai	DENUG2022077	PRESENT
Patel Shaily Dilipkumar	DENUG2022078	PRESENT
Patel Tanmay Devang	DENUG2022079	PRESENT
Patel Vaibhaviben Shaileshbhai	DENUG2022080	ABSENT

Patel Vishva Prakashbhai	DENUG2022081	PRESENT
Patel Vishvam Pankajkumar	DENUG2022082	PRESENT
Prajapati Prapti Anilkumar	DENUG2022083	PRESENT
Prajapati Priyanshi Hiteshkumar	DENUG2022084	PRESENT
Prisha Dipakkumar Dabhi	DENUG2022085	PRESENT
Purvi Rajput	DENUG2022086	PRESENT
Raina Snehal Kumar Joshi	DENUG2022087	PRESENT
Raiyani Zarana Vinodray	DENUG2022088	PRESENT
Ramya Bhadreshbhai Vyas	DENUG2022089	PRESENT
Rathod Sheetalben Manubhai	DENUG2022090	PRESENT
Riya Vora	DENUG2022091	PRESENT
Sanghat Kashish Narendrabhai	DENUG2022092	PRESENT
Saumya S Shukla	DENUG2022093	PRESENT
Savaliya Vrajni Dilipbhai	DENUG2022094	PRESENT
Shah Naishil Yogeshkumar	DENUG2022095	ABSENT
Sharma Hetanshi Punit	DENUG2022096	PRESENT
Sheth Dhwani Gauravbhai	DENUG2022097	PRESENT
Sheth Dwiti Kashyap	DENUG2022098	PRESENT
Sheth Riya Tejas	DENUG2022099	PRESENT
Singh Nikita Lalitbhai	DENUG2022100	PRESENT
Solanki Hiya Ashvin	DENUG2022101	PRESENT
Solanki Zankhna Mahendrabhai	DENUG2022102	PRESENT
Soni Nisarg Mineshkumar	DENUG2022103	PRESENT
Sonigra Vraj Hitesh	DENUG2022104	PRESENT
Sumiran Chettri	DENUG2022105	PRESENT
Suratwala Shaima Irfanahmed	DENUG2022106	PRESENT
Tailor Krishi Nitinkumar	DENUG2022107	PRESENT
Thorat Riddhikumari Basnubhai	DENUG2022108	PRESENT
Varsadiya Rajvi Bharatbhai	DENUG2022109	PRESENT
Vasani Dwija Rajendra	DENUG2022110	PRESENT
Vasoya Aayushi Vrajlal	DENUG2022111	PRESENT
Vatsal Dayma	DENUG2022112	PRESENT
Vekariya Khushi Hirenabhai	DENUG2022113	PRESENT
Zinzala Rutvika Ashwinbhai	DENUG2022114	PRESENT
Chauhan Krishna Mahendrabhai	DENUG2022115	PRESENT
Gamit Pankitkumar Harishbhai	DENUG2022116	PRESENT
Vaghasia Palak Dineshbhai	DENUG2022117	PRESENT
Amin Diwyang Jasubhai	DENUG2021005	PRESENT
Bilwal Arpita Ditabhai	DENUG2021012	PRESENT
Chaudhari Nidhiben Dilipbhai	DENUG2021016	PRESENT
Desai Sanjana Nilesh	DENUG2021023	PRESENT
Dhola Yashvi Bharatbhai	DENUG2021025	PRESENT
Kushwaha Abhishikha Joykumar	DENUG2021037	PRESENT

Makwana Pooja Shaileshbhai	DENUG2021040	PRESENT
Maru Arjun Rameshbhai	DENUG2021041	PRESENT
Mavi Devansh Narubhai	DENUG2021042	PRESENT
Nakrani Devanshi Dineshbhai	DENUG2021051	PRESENT
Patel Ayushi Prakashkumar	DENUG2021059	PRESENT
Patel Devanshi Dinkarbhai	DENUG2021060	PRESENT
Patel Drashti Ketankumar	DENUG2021064	PRESENT
Patel Drashti Shaileshkumar	DENUG2021065	PRESENT
Patel Raginiben Ranjitbhai	DENUG2021068	PRESENT
Patel Trishanki Dinesh	DENUG2021070	PRESENT
Patel Zinalkumari Kamleshbhai	DENUG2021072	PRESENT
Senta Ketan Bhupatbhai	DENUG2021083	PRESENT
Shah Dhanvi Ashish	DENUG2021086	PRESENT
Shah Jayendrakumar Jayeshbhai	DENUG2021089	PRESENT
Solanki Neeraj Ram	DENUG2021104	PRESENT
Solanki Priyanshi Manoj Singh	DENUG2021105	PRESENT
Solanki Yash Dudabhai	DENUG2021106	PRESENT
Vasava Priyankaben Mukeshbhai	DENUG2021119	PRESENT
Vasava Roshaniben Mukeshbhai	DENUG2021120	PRESENT
Vyas Harshil Dhiren	DENUG2021121	PRESENT
Aavri Yumna Tameem Ahmed	DENUG2020001	ABSENT

D.P. Patel

DEAN

AMC DENTAL COLLEGE

Dean,

A M C. Dental College.



**AHMEDABAD MUNICIPAL CORPORATION
MEDICAL EDUCATION TRUST - (A.M.C.MET)**

AMC DENTAL COLLEGE

AMCDC/Admin/College-Hospital/01/2023/007

Date:-24.01.2023

Circular

The Mentor Mentee Program has been arranged by college council for all the 1st year PG students of AMC Dental College.

DATE :- 24/01/2023
TIME :- 02:00PM
VENUE :- LECTURE HALL -2, AMC DENTAL COLLEGE
TOPIC :- MENTOR MENTEE ORIENTATION PROGRAM
SPEAKER :- DR. PARTH KHAMAR

All the 1st year PG students of AMC Dental College & Hospital are instructed to attend the programme as per the schedule given here with. All the HOD's are informed to thus make required lecture arrangements for the same.

DPP/24/1
Dean,
A.M.C. Dental College
AMC Dental College

Sr. No.	Department	Signature Of HOD's	Sr. No.	Signature of Staff's	Signature
1.	Oral Medicine & Radiology	<i>B.P.</i>	6.	Periodontology	<i>Bellevue</i>
2.	Oral & Maxillofacial Surgery	<i>[Signature]</i>	7.	Public Health Dentistry	<i>[Signature]</i>
3.	Prosthodontics & Crown & Bridge	<i>[Signature]</i>	8.	Paediatric & Preventive Dentistry	<i>[Signature]</i>
4.	Conservative Dentistry & Endodontics	<i>[Signature]</i>	9.	Oral Pathology & Oral Microbiology	<i>[Signature]</i>
5.	Orthodontics & Dentofacial Orthopaedics	<i>[Signature]</i>			

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Web Site:- www.amcdentalcollege.edu.in, www.ahmedabadcity.gov.in, www.amcmet.org

MENTOR MENTEE ORIENTATION PROGRAM

1ST YEAR PG ATTENDANCE 24-01-2023

STUDENT NAME	UNIQUE ID NO.	ATTENDANCE
Parekh Hetvi Jatinkumar	DENPG2022001	PRESENT
Agrawal Deep Pankajkumar	DENPG2022002	PRESENT
Malaviya Gunja Hareshbhai	DENPG2022003	PRESENT
Kurani Mustafa Kausar	DENPG2022004	PRESENT
Trivedi Nisarg Rakesh	DENPG2022005	PRESENT
Chauhan Shyam Hareshbhai	DENPG2022006	PRESENT
Trivedi Hasti Mahendrakumar	DENPG2022007	PRESENT
Shah Vrundaben Jigeshbhai	DENPG2022008	PRESENT
Patel Vatshalkumar Sanjaykumar	DENPG2022009	PRESENT
Kasundra Priya Mansukhbhai	DENPG2022010	PRESENT
Bukhari Aazinfatima Alamdarhusen	DENPG2022011	PRESENT
Bhattacharjee Sirsha Alak	DENPG2022012	PRESENT
Shah Kresha Nikunj	DENPG2022013	PRESENT
Joshi Priya Kalpak	DENPG2022014	PRESENT
Sonagara Ku.Neha Parshotam	DENPG2022015	PRESENT

D.P. Patel

DEAN

AMC DENTAL COLLEGE

Dean,

A M.C. Dental College



AHMEDABAD MUNICIPAL CORPORATION
MEDICAL EDUCATION TRUST - (A.M.C.MET)

AMC DENTAL COLLEGE

AMC/DC/Admin/College-Hospital/09/2022/073/01

Date:-06.09.2022

Circular

The Training program has been arranged for all faculty members of AMC Dental College.

Date : 09/09/2022
Time : 2.00 PM onwards
Vanue : Lecture Hall -3, AMC Dental College
Topic : How to conduct Exams on Google Form
Speaker : Dr. Dhaval Modi, AMC Dental College

All the faculty memebtrs of AMC Dental College are instructed to attend the program as per schedule given here with. All HODs are informed to thus make required clinical arrangements for the same.

DP Patel
Dean Dean,
AMC Dental College College

Sr. No.	Department	Signature Of HOD's	Sr. No.	Signature of Staff's	Signature
1.	Oral Medicine & Radiology	<i>BBC</i>	6.	Periodontology	<i>Belwore</i>
2.	Oral & Maxillofacial Surgery	<i>Rust</i>	7.	Public Health Dentistry	<i>gk.</i>
3.	Prosthodontics & Crown & Bridge	<i>gk.</i>	8.	Paediatric & Preventive Dentistry	<i>Nigant.</i>
4.	Conservative Dentistry & Endodontics	<i>Ayaben</i>	9.	Oral Pathology & Oral Microbiology	<i>for Amy</i>
5.	Orthodontics & Dentofacial Orthopaedics	<i>B</i>			



Circular
MENTOR-MENTEE PROGRAM

(2022-23)

This is to inform you all that the college has prepared the list of the allotment of the PG mentees to the mentors for the academic year 2022-23. The mentors are informed to note the numbers and names of the new mentees allotted to them, to keep the follow up and maintain their logbook throughout the year. The details of the mentees allotted are separately circulated for the information of all. The approved list of the mentors and the details of the mentees are attached here with for the reference of all.

DP Patel

Dean
AMC Dental College

Sr. No.	Department	Signature Of HOD's	Sr. No.	Signature of Staff's	Signature
1.	Oral Medicine & Radiology	<i>B.K.</i>	6.	Periodontology	<i>Adidave</i>
2.	Oral & Maxillofacial Surgery	<i>R. K.</i>	7.	Public Health Dentistry	<i>gk</i>
3.	Prosthodontics & Crown & Bridge	<i>gk</i>	8.	Paediatric & Preventive Dentistry	<i>gk</i>
4.	Conservative Dentistry & Endodontics	<i>gk</i>	9.	Oral Pathology & Oral Microbiology	<i>gk</i>
5.	Orthodontics & Dentofacial Orthopaedics	<i>B</i>			