## SOP FOR MENTORS

- 1. To meet the mentors every month.
- 2. Discuss and resolve the issues/problems raised by the mentees in your capacity.
- 3. Further on point 2, raise and escalate the matter if unresolved. The escalation matrix should be:

Level-1: Mentor



Level-2: Academic Coordinator



Level-3: Principal Office

- 4. A report/minutes of each meeting to be maintained & principal office to be kept in loop.
- 5. Raise an alarm& immediately report cases of harassment, acute bond of illness & any other event or happening deemed as an Emergency.

Principal

Name of the Mentor:Dr. Heena Gohil

Class: First Year B.D. S.

Roll Nos. allotted: 1-10

No. of issues raised: 2

No. of issues resolved: 2

No. of issues pending:0

S. No.	Issue Raised	Solutions to the issue	Has the issu	ue been resolved
	2	raised	Yes (Y)	No (N)
1.	Poor quality of Hostel	Mess in-charge has	Yes.	-
	food	been counselled.		
2.	Wi-fi issue in hostel	Wi-fi repaired.	Yes.	-

Dr. Sachit Anand Arora
Dr. Sachit Anand Arora
Principal
Principal
Dr. Sachit Anand Arora

(Principal)

Name of the Mentor:Dr. Mridula

Class: First Year B.D. S.

Roll Nos. allotted:11-20

No. of issues raised:1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the iss	ue been resolved
		Suggested	Yes (Y)	No (N)
1.	Too spicy food in Hostel.	Mess in-charge counselled in this regard.	Yes	-

Dr. Sachit Anarga Argranand Arora

Principal

Name of the Mentor:Dr. Madhvi

Class: First Year B.D. S.

Roll Nos. allotted: 21-30

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution suggested	Has the iss	ue been resolved
			Yes (Y)	No (N)
1.	Shortage of Hot water in Girls Hostel	Authorized personnel assigned	Yes	-
		to rectify the problem.		

Dr. Sachit Anand Arora Principal

(Principal)
Hospital & Research Centre
47, Knowledge Park -III, Gr. Noida (U.P.)

Name of the Mentor:Dr.Pranshi

Class: First Year B.D. S.

Roll Nos. allotted: 31-40

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised Solution suggest		Has the issue been resolve	
			Yes (Y)	No (N)
1.	Shortage of Hot water in	Authorized	Yes	-
	Girls Hostel	personnel assigned		
		to rectify the		
		problem.		

Dr. Sachit Anand Arrand Arora
Principal

(Principal) I.T.S. Dental College,
Hospital & Research Centre
47, Knowledge Park -III, Gr. Noida (U.P.)

Name of the Mentor:Dr. Saroochi

Class: First Year B.D. S.

Roll Nos. allotted: 41-50

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the iss	ue been resolved
		suggested	Yes (Y)	No (N)
1.	Poor quality of Hostel food	Mess in-charge	Yes.	-
	,	has been		
		counselled.		

Dr. Sachit Anand Arora Dr. Sachit Anand Arora Aroracipal

I.T.S. Dental College,

(Principal) Hospital & Research Centre 47, Knowledge Park -III, Gr. Noida (U.P.) Name of the Mentor: Dr. Sharda Singh

Class: First Year B.D. S.

Roll Nos. allotted: 51-60

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the iss	ue been resolved
		suggested	Yes (Y)	No (N)
1.	Poor quality of Hostel food	Mess in-charge has been	Yes.	-
		counselled.		

Dr. Sachit Anand Arora Principal

Name of the Mentor:Dr. Amit Gupta

Class: First Year B.D. S.

Roll Nos. allotted: 61-70

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the issue been resolve	
		suggested	Yes (Y)	No (N)
1.	Limited Time for Outing.	Time extended by	Yes.	-
	4	30 minutes.		

Dr. Sachit Armand Arora Principal

Name of the Mentor: Dr. SashiBhal

Class: First Year B.D. S.

Roll Nos. allotted: 71-80

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the iss	ue been resolved
		suggested	Yes (Y)	No (N)
1.	A.C. related Issue.	Electrician Sent	Yes	-

Dr. Sachit Andre Aitokaand Arora
Principal
I.T.S. Dental College,
Hospital & Research Centre
47, Knowledge Park -III, Gr. Noida (U.P.)

Name of the Mentor: Dr. Priyanka

Class: First Year B.D. S.

Roll Nos. allotted: 81-90

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No. Issue Raised		Solution	Has the	issue been resolved
	-	suggested	Yes (Y)	No (N)
1.	Strict wardens.	Warden has been counselled by the Principal.	Yes	-

Dr. Sachip A Sandi A Anand Arora
Principal

(Principal) I.T.S. Dental College,
Hospital & Research Centre
47, Knowledge Park -III, Gr. Noida (U.P.)

Name of the Mentor: Dr. Gayatri

Class: First Year B.D. S.

Roll Nos. allotted: 91-100

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No. Issue Raised		Solution	Has the issue been resolved		
		suggested	Yes (Y)	No (N)	
1.	Strict wardens.	Warden has been	Yes	-	
		counselled by the	-		
	2	Principal.	o k		

Dr. Sachit Anandra Arora Principal

(Principal)

Name of the Mentor: Dr. Divya Sahay

Class: Second Year B.D. S.

Roll Nos. allotted: 1-10

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the	issue been resolved
	suggested	Yes (Y)	No (N)	
1.	Wifi related issues.	technician appointed to	Yes	-
		resolve the issue.		

Dr. Sachit Anand Arora Principal

(Principal)

Name of the Mentor: Dr. Nikita Anand

Class: Second Year B.D. S.

Roll Nos. allotted: 11-20

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the issue been resolved		
	suggested	Yes (Y)	No (N)		
1.	Wifi related issues.	Concerned	Yes	-	
		technician		20.	
		appointed to			
		resolve the issue.			

Dr. Sachit Anand Arora

I.T.S. Dental College,

Hospital & Research Centre 47, Knowledge Park -III, Gr. Noida (U.P.) (Principal)

Name of the Mentor: Dr. Alka Dixit

Class: Second Year B.D. S.

Roll Nos. allotted: 21-30

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the	e issue been resolved
		suggested	Yes (Y)	No (N)
1.	Electricity related issues.	Electrician sent	Yes	-
		for resolving the		9 11
		issue.		

Dr. Sachit Anand Arora Dr. Sachit Anand Aronacipal

Name of the Mentor: Dr. Vertika Gupta

Class: Second Year B.D. S.

Roll Nos. allotted: 31-40

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the	issue been resolved
		suggested	Yes (Y)	No (N)
1.	Poor quality of Hostel food	Mess in-charge	Yes.	- 1, , ,
		has been		
		counselled.		

Dr. Sachit Anand Arora Dr. Sachit Anand Arora

I.T.S. Dental College,

(Principal) Hospital & Research Centre 47, Knowledge Park -III, Gr. Noida (U.P.) Name of the Mentor: Dr. Rajeshwari Gore

Class: Second Year B.D. S.

Roll Nos. allotted: 41-50

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has th	e issue been resolved
		suggested	Yes (Y)	No (N)
1.	Poor quality of Hostel food	Mess in-charge	Yes.	-
		has been	,	
		counselled.		

Dr. Sachit Anand Arora
Dr. Sachit Anand Arora

(Principal)

Name of the Mentor: Dr. Reenu

Class: Second Year B.D. S.

Roll Nos. allotted: 51-60

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the	issue been resolved
		suggested	Yes (Y)	Ņo (N)
1.	Poor hygiene	Hostel warden	Yes	•
	maintenance.	asked to resolve		
		the issue		

Sachit Anand Arora

Dr. Sachit Anand Arora?rincipal

I.T.S. Dental College,

(Principal)

Hospital & Research Centre 47, Knowledge Park -III, Gr. Noida (U.P.)

Name of the Mentor: Dr. Rohit Bansal

Class: Second Year B.D. S.

Roll Nos. allotted: 61-70

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the	issue been resolved
18		suggested	Yes (Y)	No (N)
1.	Rivalry related issues.	Hostel warden	Yes	ii aa
		asked to resolve		
		the issue		

Dr. Sachit Anand Arora
Dr. Sachit Anand Arora

I.T.S. Dental College,

(Principal) Hospital & Research Centre 47, Knowledge Park -III, Gr. Noida (U.P.)

Name of the Mentor: Dr. Rahul Gupta

Class: Second Year B.D. S.

Roll Nos. allotted: 71-80

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the	issue been resolved
	suggested	Yes (Y)	No (N)	
1.	Poor hygiene	Hostel warden	Yes	
	maintenance.	asked to resolve		
	, (a)	the issue		

Dr. Sachit Anand Arora Principal

(Principal)

Name of the Mentor: Dr. Kinshuk

Class: Second Year B.D. S.

Roll Nos. allotted: 81-90

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution Has th		e issue been resolved	
		suggested	Yes (Y)	No (N)	
1.	Hostel food related.	Mess in-charge	Yes	-	
		counselled		,	

Dr. Sachit Anand Arora Principal

(Principal)

Name of the Mentor: Dr. Madhurima

Class: Second Year B.D. S.

Roll Nos. allotted: 91-100

No. of issues raised: 2

No. of issues resolved: 2

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the	e issue been resolved
		suggested	Yes (Y)	No (N)
1.	Hostel food related.	Mess in-charge	Yes	-
	=	counselled		
2.	Poor hygiene	Hostel warden	Yes	-
	maintenance.	asked to resolve		
	2	the issue		

Dr. Sachit Anand Arora

Dr. Sachit Anand AroPaincipal

I.T.S. Dental College,

(Principal) Hospi

Hospital & Research Centre 47, Knowledge Park -III, Gr. Noida (U.P.) Name of the Mentor: Dr. Karthika

Class: Third Year B.D. S.

Roll Nos. allotted: 1-10

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the	e issue been resolved
	2	suggested	Yes (Y)	No (N)
1.	Poor hygiene maintenance.	Hostel warden asked to resolve the issue	Yes	-

achit Anand Arora Principal

Dr. Sachit Anand Arorantal College,

Hospital & Research Centre

47, Knowledge Park -III, Gr. Norda (U.P.)

Name of the Mentor: Dr. Rupali

Class: Third Year B.D. S.

Roll Nos. allotted: 11-20

No. of issues raised: 2

No. of issues resolved: 2

No. of issues pending: 0

Issue Raised	Solution	e issue been resolved	
	suggested	Yes (Y)	No (N)
Hostel food related.	Mess in-charge	Yes	-
	counselled		9 6
A.C. related Issue.	Electrician Sent	Yes	-
	for fixing the	ř.	E 1
	issue.		
	Hostel food related.	Hostel food related.  Mess in-charge counselled  A.C. related Issue.  Electrician Sent for fixing the	suggested  Yes (Y)  Hostel food related.  Mess in-charge counselled  A.C. related Issue.  Electrician Sent for fixing the

Dr. Sachit Anand Arora: ipal
I.T.S. Dental College,
Hospital & Research Centre
(Principal),7, Knowledge Park -III, Gr. Noida (U.P.)

Name of the Mentor: Dr. Siddhartha Srivastava

Class: Third Year B.D. S.

Roll Nos. allotted: 21-30

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the	e issue been resolved
		suggested	Yes (Y)	No (N)
1.	Hostel food related.	Mess in-charge	Yes	-
		counselled		5

Dr. Sachit Anand Arisicipal I.T.S. Dental College,

(Principal Hospital & Research Centre 47, Knowledge Park -III, Gr. Noida (U.P.)

Name of the Mentor: Dr. Amrita

Class: Third Year B.D. S.

Roll Nos. allotted: 31-40

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the	e issue been resolved
		suggested	Yes (Y)	No (N)
1.	Strict wardens.	Warden has been	Yes	-
		counselled by the		
	-	Principal.		- · · · · · · · · · · · · · · · · · · ·

Dr. Sachit Anand Arorand Arora

Principal

Name of the Mentor: Dr. Aditya Saxena

Class: Third Year B.D. S.

Roll Nos. allotted: 41-50

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the issue been resolved		
	40	suggested	Yes (Y)	No (N)	
1.	Hostel food related.	Mess in-charge	Yes	-	
		counselled		٥	

Dr. Sachit Anand Arora
Dr. Sachit Anand Arpracipal

I.T.S. Dental College,

(Principal) Hospital & Research Centre 47, Knowledge Park -III, Gr. Noida (U.P.)

Name of the Mentor: Dr. Vishwas

Class: Third Year B.D. S.

Roll Nos. allotted: 51-60

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the issue been resolved		
		suggested	Yes (Y)	No (N)	
1.	Rivalry related issues.	Hostel warden	Yes		
		asked to resolve	9		
		the issue			

Dr. Sachit Anand Arora

Dr. Sachit Anand Arioraipal
I.T.S. Dental College,
(Principa), Knowledge Park -III, Gr. Noida (U.P.)

Name of the Mentor: Dr. Sonal

Class: Third Year B.D. S.

Roll Nos. allotted: 61-70

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution suggested	Has the issue been resolved		
	,		Yes (Y)	No (N)	
1.	Hostel food related.	Mess in-charge	Yes	-	

achit Anand Arora

Dr. Sachit Anand Armaipal

I.T.S. Dental College,

(Principal) Hospital & Research Centre 47, Knowledge Park -III, Gr. Norda (U.P.)

Name of the Mentor: Dr. Himanshu

Class: Third Year B.D. S.

Roll Nos. allotted: 71-80

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the issue been resolved	
		suggested	Yes (Y)	No (N)
1.	Electricity related issues.	Electrician sent	Yes	-
		for resolving the		
		issue.	28 =	

Dr. Sachit Anand Arora
Dr. Sachit Anand Arora
Dr. Sachit Anand Arbraipal
I. I.S. Dental College,
Hospital & Research Centre
(Principal)7, Knowledge Park -III, Gr. Noida (U.P.)

Name of the Mentor: Dr. Prachi

Class: Third Year B.D. S.

Roll Nos. allotted: 81-90

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No. Issue	Issue Raised	Solution	Has the issue been resolved		
	- y	suggested	Yes (Y)	No (N)	
1.	Hostel food related.	Mess in-charge	Yes	-	
		counselled		÷	

Dr. Sachit Anand Arora

Name of the Mentor: Dr. Monika

Class: Third Year B.D. S.

Roll Nos. allotted: 91-100

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the issue been resolved		
			Yes (Y)	No (N)	
1.	Hostel food related.	Mess in-charge	Yes		
		counselled		4	

Dr. Sachit Anand Arora Principal

Name of the Mentor: Dr. Aditya Chaudhary

Class: Fourth Year B.D. S.

Roll Nos. allotted: 1-9

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No. Issue	Issue Raised	Solution suggested	Has the issue been resolved		
			Yes (Y)	No (N)	
1.	Hostel food related.	Mess in-charge	Yes	-	
		counselled			

Dr. Sachit Anand Arora

Dr. Sachit Anand Arorgincipal I.T.S. Dental College,

Hospital & Research Centre 47, Knowledge Park -III, Gr. Noida (U.P.) (Principal)

Name of the Mentor: Dr. Saurabh

Class: Fourth Year B.D. S.

Roll Nos. allotted: 10-19

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the issue been resolved		
	-	suggested	Yes (Y)	No (N)	
1.	Hostel food related.	Mess in-charge	Yes	-	
		counselled			

Dr. Sachit Anand Arora
Dr. Sachit Anand Arora

I.T.S. Dental College,

(Principal)

Hospital & Research Centre 47, Knowledge Park -III, Gr. Noida (U.P.)

Name of the Mentor: Dr. Vishal

Class: Fourth Year B.D. S.

Roll Nos. allotted: 20-29

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution suggested	Has the issue been resolved		
			Yes (Y)	No (N)	
1.	Poor hygiene	Hostel warden	Yes	-	
	maintenance.	asked to resolve			
		the issue		*	

A. Sachit Anand Arora

Dr. Sachit Anand Arora

I.T.S. Dental College,
Hospital & Research Centre
(Principal) 47, Knowledge Park -III, Gr. Noida (U.P.)

Name of the Mentor: Dr. Tanu

Class: Fourth Year B.D. S.

Roll Nos. allotted: 30-36

No. of issues raised: 1

No. of issues resolved: 1

No. of issues pending: 0

S. No.	Issue Raised	Solution	Has the issue been resolved		
		suggested	Yes (Y)	No (N)	
1.	Wifi related issues.	Concerned	Yes	-	
		technician			
		appointed to			
		resolve the issue.			

Dr. Sachit Anand Arora Dr. Sachit Anand Arbrincipal

I.T.S. Dental College,

(Principal) Hospital & Research Centre 47, Knowledge Park -III, Gr. Noida (U.P.)