



Women Medical College Abbottabad

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Student Mentoring Policy

Mentoring may be recognized as a strategy required by the students to achieve learning goals with emotional and instrumental support. Thus, the student mentorship program will incorporate the support of faculty / staff members as "Mentors" to all the students in Women Medical College. Student shall choose a "Mentor" to overcome their hurdles to achieve the goals desired by them in their professional and personal development.

Objectives of Student Mentoring Program:

The target of this Mentoring Program is to identify fundamental mechanisms that will:

- Provide students with career and non-academic counseling.
- Provide students with information on preparatory courses such as skill courses and research etc. for their academic prosperity.
- Focus and motivate students to achieve learning goals and thereby improve their academic performance.
- Guide, encourage, and advice the students about their upcoming student life, student health, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources.
- Generate curiosity and interest in academics and other institutional activities amongst the students.

Process:

- At the beginning of each academic year, students will be assigned to mentors in small groups/batches (approximately 15–20 students per mentor).
- Mentors will generally be selected from the teaching faculty currently involved with the assigned student batch to promote regular interaction, accessibility, and effective mentoring relationships.
- As students progress to the next academic year, mentor assignments may be revised to align with the faculty teaching that particular class, ensuring continued opportunities for meaningful engagement between mentors and mentees.
- The **Department of Medical Education and Research (DMER)** will facilitate, coordinate, and monitor the mentoring program, including mentor allocation, record keeping, and program evaluation.
- Mentors and mentees will complete a Mentorship Agreement Form outlining expectations, communication methods, confidentiality, and meeting schedules.
- Mentors and mentees will mutually agree on the frequency, duration, and mode of mentoring meetings.
- A mentor has the right to accept or decline a mentorship request from a student seeking a change of mentor, subject to the approval and facilitation of DMER.
- Students (mentees) may request a change of mentor at any time during their academic stay if they believe another mentor would better support their academic, professional, or personal development. Such requests should be submitted to DMER with appropriate justification.
- DMER will review requests for mentor changes and facilitate reassignment where appropriate and feasible.



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- Mentors will maintain records of mentoring meetings and submit required documentation to DMER as per institutional guidelines.
- At any time, either the mentor or the mentee may request termination of the mentoring relationship on valid grounds. Such requests must be communicated to DMER, which will review the matter and, where necessary, facilitate reassignment of the student to another mentor.
- All mentoring interactions will be conducted in a professional, respectful, and confidential manner, with referrals made to appropriate institutional support services whenever required.

Roles and Responsibilities of the Mentor:

For effective mentoring, the mentor should embrace the ability and willingness to:

- Advise the mentees on how to accomplish their goals.
- Provide guidance and help to increase the mentee's exposure to new experiences.
- Provide learning opportunities according to the needs of the mentee.
- Enhance the mentee's self-esteem through supportive, non-judgmental discussions.
- Communicate through active listening. Focus fully on the mentee and show active verbal and non-verbal signs of listening.
- Share experiences and be open to sharing mistakes, failures and lessons learned.
- Maintain strict confidentiality of the information shared by the mentee.
- Be a role model to walk the talk and exhibit the behaviors essential for success.
- If at any time, the mentor feel that the mentees need special counseling, the mentor may encourage the students to seek counseling with the professional expert - the Student Counselor.
- If any student needs special academic tutoring, the mentor may direct the mentees to an appropriate faculty and may even ask the faculty to help their mentees in a particular area.

Roles and Responsibilities of the Mentee:

Following are the roles and responsibilities of the mentee:

- Mentee is responsible for initiating all contact with the mentor and should be prepared and punctual for the mentoring sessions.
- Mentee is responsible for establishing the agenda for the conversation. The student might even email topics to the mentor ahead of time. At the beginning of each session, the mentee should provide a brief update on progress since the last conversation.
- Mentee should share her ideas, concerns, and professional goals so that the mentor is able to place the situation in perspective.



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- Mentee should establish a mutually agreeable plan for mentoring sessions. She should schedule the sessions on her calendar and build in enough time around the sessions to prepare. By ensuring that conversations start and end on time, the mentee will demonstrate respect and responsibility.
- Mentee should focus on the relationship, rather than outcomes. Mentor's role is not to provide a job; it is to share valuable experience with the mentee.
- Mentee may ask open questions about her professional and personal goals maintaining respect at all times.
- Mentee is responsible for ensuring, the conversation meets her needs.
- The mentee must keep the conversation confidential.

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