

	HITEC-Institute of Medical Sciences		
	Student's Mentoring Program		
	HITEC-IMS-SP-19	ISSUE # 01	ISSUE DATE: 06-05-2021

System Procedure for Student's Mentoring Program

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Drafted By: _____ 22nd June 2021

Chairperson Student Mentoring Program

Reviewed By: _____ June 2021
Director Adm & Ops

Approved By: _____ June 2021
Principal

Amendment Sheet

Date	Revision	Amendment Detail	Section	Amendment	Signatures
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	#		Affected	Approved By	

1. PURPOSE:

	HITEC-Institute of Medical Sciences		
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The purpose of this document is to:

Provide guidelines to run the student's mentoring program as per requirement of Pakistan Medical Commission (PMC) & National University of Medical Sciences (NUMS).

Set rules and regulations to be followed in order to perform the task for which this policy is being developed.

2. SCOPE:

This policy may be applicable to the Student's Mentoring Program in HITEC-IMS Taxila.

3. DEFINITIONS, ABBREVIATIONS AND CONCEPTS:

HITEC-IMS Heavy Industries Taxila Educational City- Institute of Medical Sciences

QMS Quality Management System

PMC Pakistan Medical Commission

NUMS National University of Medical Sciences

HEC Higher Education Commission

SMP Student's Mentoring Program

CSMP Chairperson Student's Mentoring Program

SMPC Student's Mentoring Program Committee


HOD Head of Department

Med Edn Medical Education

DSA Department of Student Affairs

HR Human Resource

DME Department of Medical Education

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- a. **Mentoring:** A process whereby an experienced, highly regarded, empathetic person (the mentor) guides another (usually younger) individual (the mentee) in the development and re-examination of their own ideas, learning, personal and professional development¹.

Unlike coaching or counseling, mentoring is a cost-free career-promotion strategy based on a personal relationship in a professional context.

- b. **Mentor:** An experienced and trusted adviser² who will be a selected faculty member of HITEC-IMS, willing to be a mentor to the students.
- c. **Mentee:** Student of HITEC-IMS.

4. RESPONSIBILITIES AND AUTHORITIES:

- 4.1. Department of Medical Education or the person assigned the task by the Principal will regulate and monitor the Mentoring Program in line with the policy of HITEC-IMS and NUMS.
- 4.2. CSMP will coordinate the mentoring program on behalf of the Principal HITEC-IMS, through the Mentoring Program Office (DME).

5. PROCEDURE

5.1. Objectives of The Mentoring Program:


- 5.1.1. To provide academic, psychosocial, professional as well as personal guidance and support to the undergraduate MBBS students of HITEC-IMS.
- 5.1.2. To guide and encourage the students to acquire the necessary skills.
- 5.1.3. To make available for the students, a support system throughout their degree program.

5.2. Monitoring, Rules & Regulation:

- 5.1. Supervisor, mentoring program shall appoint a person to monitor and regulate the Student Mentoring Program after approval from Principal HITEC-IMS or the Principal may assign the task to a faculty member as deemed necessary.

5.3. Mentors:

- 5.3.1. Faculty (Preferably Professors, Associate Professors and Assistant Professors) will be deputed from all departments as mentors.
- 5.3.2. Each mentor will be allocated mentees from 1st year at the beginning of the session to be carried forward till the end of final year.

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- 5.3.3. Students requiring special attention will be identified by the class teachers in coordination with student affairs and DME.
- 5.3.4. The mentees will meet with and interact as and when required with their respective mentors, formally/informally, during the college hours (within the premises of the institute).
- 5.3.5. Mentees will be encouraged to discuss all their academic as well as personal problems and seek guidance from their respective mentors. Mentors will help and initiate corrective measures with the help / assistance of the concerned department/faculty members.

5.4. Areas Of Focus:

- 5.4.1. Mentors will guide the mentees on their academic, professional, social and emotional development.

5.5. Organizational Aspects:

- 5.5.1. Chairman Student's Mentoring Program (CSMP) will be nominated by the Vice Principal after approval from the Principal HITEC-IMS. He/She will be responsible for revision / formulation of SOPs, coordination, implementation and evaluation of this program.
- 5.5.2. Administration will extend all the required administrative support.
- 5.5.3. Human Resource office will provide the list of faculty members from all departments with one or more than one year of service at HITEC-IMS.
 - a. 20 Faculty members from the list will be Faculty Mentors
 - b. 5 Faculty Mentors will be kept as reserve / standby.
- 5.5.4. List of recommended Mentors (Annex 'B') will be sent to the Principal for approval. The approved list will be sent to Department of Student Affairs (DSA) and HR.
- 5.5.5. DSA and HR will provide the contact numbers and email IDs of mentors to CSMP.
- 5.5.6. Each Mentor will be allocated 10-15 student mentees from different classes. DSA will provide the list of students to CSMP.
- 5.5.7. Approved list of Faculty Mentors and assigned mentees (Annex 'C') will be sent by CSMP to Principal, HOD Medical Education, DSA, HODs (Basic Sciences and clinical departments) as well as to the class teachers of all years. The list will also be displayed on notice boards designated for information of respective classes.

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- 5.5.8. HR will inform CSMP and DSA if any mentor proceeds on long leave or no longer serves in the institute in order to reallocate the mentees to reserve/standby mentors.
- 5.5.9. Gender will be considered for reallocation, if required on case-to-case basis, otherwise change in faculty mentors or mentees should be discouraged.
- 5.5.10. Mentors will work in close coordination and harmony with the Principal, Associate Deans, CSMP, HOD Medical Education, class teachers and DSA.

5.6 Student's Mentoring Program Committee (SMPC) HITEC-IMS:

Chairperson:	Prof Dr Shahid Rauf (Biochemistry)
Supervisor:	Prof Asma Hafeez (Associate Dean Basic Sciences)
Co-Chairperson:	Prof.Dr.Naila Abrar (Pharmacology)
Coordinator SMP:	Dr Ambreen Faisal (Biochemistry)
Assistant Coordinator, Basic Science:	Dr Iram Zakria (Anatomy)
Assistant Coordinator, Clinical:	Dr Ayesha Akram(Gynae)
Secretary:	Dr Mehvish Ashfaq (Physiology)

Members:

Prof Syed Waseem Akhtar	Neurology
Prof Zubia Razaaq	Physiology
Prof Iram Tassaduq	Medical Education
Prof Fahmida Shaheen	Gynae/Obs
Prof Tehmina Munir	Pathology
Prof Aneeqa Shahid	Physiology
Prof Nabeela Fazal Babar	Community Medicine

5.6.1. Scope of SMPC: The scope of SMPC includes:

- Implementation of SMP
- Progress review and feedback of the Program
- Referral of any Mentee to any other department (e.g., Psychiatric advice if required)

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- d) Recommendations of corrective actions as and when required.

5.6.2. Meetings

- SMPC HITEC-IMS meeting will be held once in 3 months.
- Program review meeting with the Principal and SMPC will be held once in six months to review the situation.
- Unscheduled meetings can be called, as and when required.

5.7 Training of Mentors:

A one-day workshop on mentoring skills for faculty mentors will be organized at the start of the new session of MBBS by Medical Education Department. Schedule of the workshop will also be intimated to HODs of mentors.

Refresher workshops on mentoring skills can be organized after mid-session, if required.

5.8 Role of Department of Student Affairs:

Provision of the list of 1st to 5th year MBBS students with the following data to Mentoring Program Office:

Personal data:


- Contact number
- Email address
- Occupation of parents (alive or dead) etc. will be provided to the mentors before the first mentoring session.

Academic Record:

- Monthly attendance record
- Examination Results
- Disciplinary action record

5.9 Instructions for the Mentor:

- 5.9.1.** Attendance, progress and feedback record of the sessions shall be maintained by the mentor.

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- 5.9.2. Any critical issue beyond the scope of mentoring and threat to institutional environment/reputation or to the mentee must be reported immediately to CSMP, who will then inform the Principal/Vice Principal.
- 5.9.3. Professional boundaries must be maintained during sessions to avoid overdependence and unrealistic expectations from the mentors.
- 5.9.4. Confidentiality must be maintained.
- 5.9.5. The meetings between the mentor and mentee will be in face to face format, in group mentoring sessions and individual mentoring sessions if required.
- 5.9.6. Mentor should appoint a group leader of the allocated mentees for ease of communication.
- 5.9.7. Mentees can approach the Chairperson and HOD Med Edn/Supervisor on any matter without any hesitation.

5.10 Execution:

- 5.10.1. An orientation session will be arranged for 1st year MBBS students to introduce the Student's Mentoring Program and enlighten them about the objectives of the Program.
- 5.10.2. Before each academic session, a meeting of the SMPC will be held in order to compile the list of mentees and to assign mentors to them.
- 5.10.3. Recommended list of mentors and mentees will be sent to the Principal for approval.
- 5.10.4. Thereafter, during the first week of each academic session, approved list of mentors along with allocated mentees will be displayed on the class notice board by the DSA.
- 5.10.5. The Mentor / mentee meetings will be held at least fortnightly. Schedule of Mentoring session should be incorporated in the class time tables. Mentors are to ensure their availability and adjust their departmental responsibilities accordingly. For ease of communication and implementation, day and time can be fixed for group mentoring, if required, by the mentors.
- 5.10.6. In case of examination of mentees on the specified day/time or any other unavoidable situation, the session will be rescheduled. Individual mentoring sessions can be accommodated during this time or any other mutually agreed time during the college timings and inside the college campus.
- 5.10.7. In case of an extraordinary issue (beyond the scope of mentoring), it may be brought in the notice of CSMP, Class teacher, Associate Dean/Administrator as deemed necessary.
- 5.10.8. Referral of the mentees to a psychologist or other relevant department will be provided upon the request of mentor after deliberation and recommendation by the SMPC.

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5.10.9. The record keeping of mentors/mentees will be confidential and be the responsibility of DME.

5.11 Feedback/Evaluation:

5.11.1. Mentor's Feedback: Mentors will send their feedback about their respective mentees twice during the academic session. First feedback will be submitted before the summer holidays and the second, at the end of session before the Professional MBBS Examination. It will be collected on the prescribed Performa by the DME.

5.11.2. Mentees Feedback. The mentees may give their feedback about the mentor (Formal /voluntary) through Written /verbal report to the CSMP.

5.12 Organogram of the Student Mentoring Program HITEC-IMS: Attached as Annex 'A'.

5.13 Review: This Policy shall be reviewed each year so as to amend/modify it before the commencement of the new session.


5.14 Future Direction: To include peer monitoring.

5.15 References:

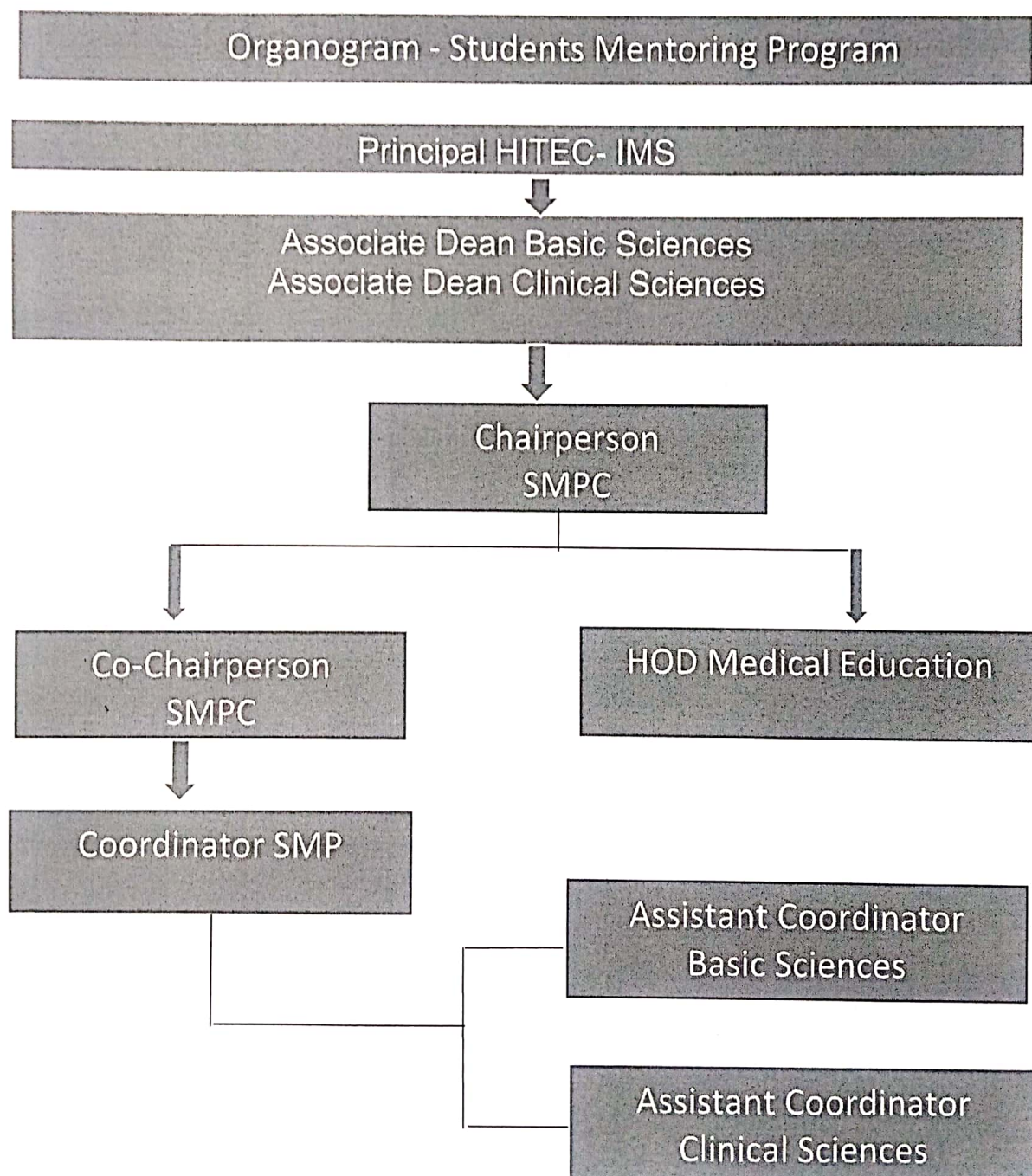
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Annex 'A'



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Annex 'B'

LIST OF RECOMMENDED MENTORS AND ASSIGNED MENTEES FOR 1ST YEAR SESSION 2021

Sr No	Name of Mentor	Designation & Department	Name of Mentee	Roll #
1.	Prof Dr Muhammad Muneer Ahmad Khan	Pharmacology & Therapeutics	1. Muhammad Haris Bin Asghar 2. Hanzala inam 3. Shanza Zafar 4. Umm E Aiman Syed 5. Muhammad Saarim Ashraf	461 502 417 505 418
2.	Dr. Fahmida Shaheen	Professor & HOD, Gynecology & Obstetrics	1. Kashif Mehmood 2. Areeqa Chaudhary 3. Muhammad Asad 4. Maheen Malik 5. Esha Turaazia	416 444 446 487 493
3.	Dr. Brig (R). Farhat Abbas	Professor & HOD, Pathology	1. Muhammad Moeed Azwar Bhatti 2. Shaharyar Ashraf 3. Noman Ahmed 4. Syeda Sara Batool 5. Ayesha Khan	445 447 503 504 462
4.	Dr. Shahid Rauf	Professor & HOD, Biochemistry	1. Saleha Ehsan 2. Aiza Junaid 3. Iqra Tun Nisa 4. Syeda Kainat Fatima 5. Faria Nasir Khan	443 448 506 489 508
5.	Dr. Asma Hafeez	Professor & HOD, Anatomy	1. Shafaq Tariq 2. Nabita Sial 3. Arfa Kashif 4. Maryam Khan 5. Mahmood Ali	419 442 510 490 475
6.	Dr. Zubia Razaq	Professor & HOD, Physiology	1. Awais Shah 2. Khudadad Khan 3. Bilal Arshad 4. Mahnoor Shafique 5. Huzaira Riaz	513 441 450 491 476
7.	Dr. Brig (R). Riaz Anwer Bashir	Professor & HOD, Surgery	1. Muntaha Arhsad 2. Muhammad Amir 3. Muhammad Tabish	421 439 451



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			4. Janeeta Manahil	477
			5. Izzah Mudassar	515
8.	Dr. Alia Zubair	Professor, Pathology	1. Umair Ishfaq	422
			2. Sania Qureshi	440
			3. Ifra siyab Ahmed	452
			4. Esha Turaazia	493
			5. Ravia Maskeen	517
9.	Dr. Aneeqa Shahid	Professor, Physiology	1. Muhammad Aetesam Nasir	423
			2. Muhammad Basit Naeem	438
			3. Amna Nasir	453
			4. Furqan Basim	494
			5. Summiya Basit	479
10	Dr. Brig (R). Tehmina Munir	Professor, Pathology	1. Junaid Ahmad	424
			2. Sobia Nafees	437
			3. Samman Waseem	521
			4. Manahil Shabbir	495
			5. Talha Jamil	480
11	Dr. Nabeela Fazal Babar	Professor & HOD, Community Medicine	1. Muhammad Ayyan Ahmad	425
			2. Maria Ashraf	436
			3. Iman Tahir	481
			4. Momina Binte Zafar	523
			5. Zahra Batool	469
12	Dr. Romana Malik	Professor & HOD, Forensic Medicine	1. Aisha Shabbir	426
			2. Shahzad Abid	435
			3. Arooba Zafar	456
			4. Zoya Ghazanfar	496
			5. Muhammad Mehroz	482
13	Dr. Naila Abrar	Professor, Pharmacology & Therapeutics	1. Muhammad Danyal	427
			2. Andaleeb Khattak	434
			3. Azka Khalid	526
			4. Hafiz Muhammad Aun Javed	497
			5. Merab Yousaf	484
14	Dr. Mahwish Jameel	Associate Professor, Gynecology & Obstetrics	1. Aisha Shakir	528
			2. Maham Shoukat	433
			3. Rana Muhammad Sohail Afzal Khan	460
			4. Bisha Ahmad	498
			5. Ifra Saroosh	529
15	Dr. Haroon Javaid	Associate Professor, Ophthalmology	1. Tahreem Aslam	429
			2. Ahsan Iqbal Khan Luqmani	432
			3. Muhammad Shunwaiz Sultan	459
			4. Noor Ul Ain	499
			5. Abdul Rehman Sani	485
16	Dr. Rabia Waseem Butt	Assistant Professor, Radiology	1. Kashaf Ali	430
			2. Sohail Ahmad	431
			3. Hafsa Malik	458
			4. Fiza Asad	500

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			5. Tooba Khan	531
17	Dr Sabahat	Assistant Professor, Pathology	1. Shaher Bano 2. Muhammad Shoaib Ali 3. Maryum Jalil 4. Muhammad Abdullah 5. Eaman Malik	509 486 530 501 527
18	Dr Raheela	Assistant Professor, Biochemistry	1. Mamoona Arshad 2. Ayesha Malik 3. Muhammad Umer 4. Muhammad Moaaz Aamir 5. Tooba Javaid	525 524 457 522 468
19	Dr. Aashi	Associate Prof. Community Medicine	1. Areesha Akram 2. Areeba Khilji 3. Aqib Jehangir 4. Afifa Muneer 5. Ayesha Shakeel	520 519 518 478 516
20	Dr. Ambreen Zafar		1. Maryam Saeed 2. Falak Sher 3. Muhammad Mujtaba Ahmed 4. Ammara Ramzan 5. Waqas Khan	514 465 512 511 492