



Women Dental 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 Dental 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:

- The mentee will have the liberty to choose the mentor according to their area of interest.
- The student will submit an application to the Counselling Cell of Department of Dental Education & Research (DDE&R) stating the name and department of their potential mentor.
- The DDE&R will ask the potential mentor for their agreement and plan the first mentoring meeting.
- The mentor will have the liberty to accept or reject the mentee's request for mentorship.
- The mentor and mentee will come to an agreement regarding the frequency, duration and venue of the mentoring meetings which will be submitted to DDE&R's counselling cell.
- The mentees can select or change mentors at any point of time during their stay as a student in the college based on a valid reason informing DDE&R.
- At any given time, the mentor or the mentee can terminate the mentorship agreement based on a valid reason informing DDE&R.

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.



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- 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.
- Male faculty members eligible to serve as mentors must hold the rank of Assistant Professor or higher. During mentoring sessions involving male mentors, a female faculty member will be present to ensure appropriate support and oversight.

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.
- 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 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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- ICT, LMS, Media, QEC & Counselling Cell Managers
- All HODs & Hospital Administrators
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