# MENTORSHIP PROGRAM STANDARD OPERATING PROCEDURES

**PURPOSE:**

The Mentorship program aims to provide the undergraduate students of CMH LMC & IOD, Lahore with academic, personal and emotional support for professional and personal development.

# OBJECTIVES:

* To provide educational and developmental advice and guidance to the students.
* To ensure personal and psychological well-being of the students.
* To motivate the students to develop their talents and skills, beyond the scope of academics.
* To develop a healthy bond with the students so they may seek guidance from mentors, whenever required.

# GUIDELINES:

1. **Selection of Mentors**
   1. Mentors will be selected from the college faculty. In addition, alumni, national and international mentors will be taken aboard.
   2. Mentor selection will be on a voluntary basis.
   3. Each mentor will be selected for a period of one year.

# Selection of Mentees

* 1. The program will be mandatory for all first-year students of MBBS, BDS and SAHS. Extension of Programme to senior classes is in pipe line
  2. The program will be kept optional for the senior classes.
  3. The biodata of all students will be maintained by the Mentorship Program Committee, in collaboration with IT Dept.

# Training of Mentors

* 1. The mentors will be required to attend a series of basic training workshops, in order to apprise them of their roles and responsibilities.

# Orientation of Mentees

* 1. Students will be introduced to the mentoring program during the “Orientation Week” of their respective disciplines.
  2. They will be informed about the aims and objectives of the program, its benefits and roles and responsibilities of mentors and mentees.
  3. Mentors will meet their assigned mentees for general introduction.

# Allotment of Mentees to Mentors

* 1. A group of upto 15 mentees will be arbitrarily allotted to each mentor.
  2. The mentor and the mentees will sign a Mentor-Mentee Agreement at the start of the session.
  3. Mentees will be given the right to change their mentor, and vice versa.

# Mentor-Mentee Meetings

* 1. The mentor and mentees will meet at least twice in a year.
  2. Each meeting will last a maximum upto sixty minutes.
  3. The meetings may be in person within the college premises or online, depending upon the circumstances.
  4. The scheduled meeting will not be cancelled, unless unavoidable. In case of cancellation, the meeting will be rescheduled, with prior information to the Chairperson.
  5. At the end of each meeting, a tentative date will be scheduled for the next meeting.

# Segregation of students according to emotional or academic needs and referrals in case necessary.

1. **Feedback and Evaluation**
   1. The mentor and men-tee will provide written feedback after each mentor-men tee meeting.
   2. Regular meetings will be held between Chairperson and mentors, to gain feedback and assess student progress.
   3. Mentor feedback by the mentee will have a significant role in mentor’s evaluation and reselection.

# DOCUMENTATION AND RECORD KEEPING:

1. **Students’ biodata forms**
   1. Biodata and consent forms will be filled by students within the orientation week.
   2. The record will be maintained and updated by the IT Department, as advised by the Chairperson.

# Mentor willingness forms

* 1. Mentor willingness forms will be circulated amongst the college faculty through the CMS portal.
  2. Alumni, national and international mentors will be offered to join the program through official email.
  3. All the records will be saved in soft copy and will be accessible to Chairperson MP, VP Academics and Principal CMH LMC & IOD.

# Mentor nomination forms

* 1. Student feedback will be taken into account for the selection of mentors.
  2. Forms will be circulated amongst students through the CMS portal. Each student will be asked to nominate upto five faculty members, from the list of willing mentors provided, whom they deem appropriate as mentors.
  3. All the records will be saved in soft copy and will be accessible to Chairperson MP, VP Academics and Principal CMH LMC & IOD.

# Mentor-Mentee Agreements

* 1. Mentors and mentees will sign a written agreement at the start of each year.
  2. The agreement will last for one academic year.
  3. Record will be maintained in soft copy at CMS portal.

# Meeting schedules

* 1. Meeting schedules will be generated by the core committee, with prior approval from higher authorities.
  2. In case of unavailability of a mentor, meeting for that group will be rescheduled.
  3. Information will be circulated through the CMS portal.

# Mentor feedback forms

* 1. Mentor feedback forms will be available on CMS portal, after each meeting, for a specified time period.
  2. Feedback data will be accessible to Chairperson and Secretary MP.

# Mentee feedback forms

* 1. Mentee feedback forms will be available on CMS portal, after each meeting, for a specified time period.
  2. Feedback data will be accessible to Chairperson and Secretary MP.

# Mentorship program committee meeting minutes

* 1. Meeting minutes will be documented by the Secretary MP and shared with the core committee, after approval from the Chairperson.
  2. Information will be sent to Principal/CE, VP Academics, VP Admin, Student affairs Dept and IT Dept.

# Change of mentor/mentee

* 1. If the feedback from the mentor/mentee indicates certain circumstances that show incompatibility between the two parties.
  2. The mentor/mentee can apply for change of mentor/mentee, after at least one contact session.
  3. They may apply for change of mentor/mentee, by generating a special request through the CMS portal.
  4. The issue will be discussed in the core committee before final approval.

# One-to-one meeting request by mentor/mentee

* 1. The mentor/mentee can request for one-to-one meeting, by generating a special request through the CMS portal.
  2. The meeting request will be channelled to Chairperson and Secretary MP, for information and approval