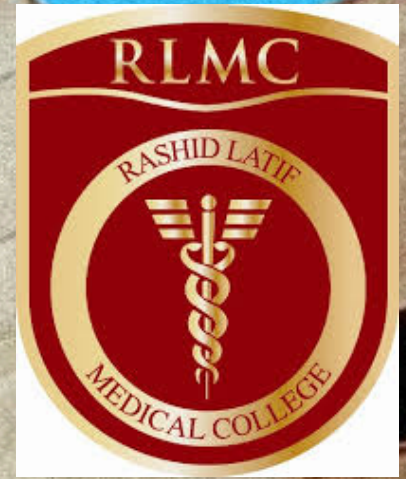


# MENTORING MANUAL

Department of Medical Education  
Rashid Latif Medical College



For Mentors



4 QUALITY  
EDUCATION



8 DECENT WORK AND  
ECONOMIC GROWTH



DME-RLMC 2025



# **Rashid Latif Medical College Mentorship Program**

## **Manual for Mentors**







## 1. Introduction

The practice of mentoring is an essential feature of the career development of medical students. Medical colleges induct students from diverse ethnic and educational backgrounds who are exposed to a new, demanding curriculum. The mentorship program provides support and encouragement to mentees right from the start of their medical careers.

### Who is a Mentor?

A mentor is an advisor, teacher, counselor, and role model who helps mentees succeed academically and professionally. A successful mentoring relationship fosters knowledge exchange, career guidance, and personal development, regardless of gender, age, ethnicity, or educational background.

The mentorship program also promotes student wellness by supporting their mental, emotional, and academic well-being.

## 2. Potential Benefits of Mentorship

The mentorship program benefits mentees, mentors, and the institution:

Mentees	Mentors	Institution
Attainment of clinical knowledge & skills	Personal and professional development	Retention and recruitment of students & trainees
Personal and professional growth	Development of teaching and communication skills	Widening access to medical education
Development of communication skills	Leadership skills	Positive role modeling
Socialization within the profession	Personal satisfaction	Increased research output
Insight into subspecialty training & career guidance	Opportunities for research involvement	Personal and professional development



### **3. Objectives of the Mentorship Program**

The program aims to:

1. Encourage active participation of mentees in mentoring relationships.
2. Expose students to role models to learn from their successes.
3. Enhance students' educational, social, and personal growth through mentorship.
4. Maintain a close connection between students and the institution.
5. Enable mentors to stay engaged with student life and college developments.

### **4. Operational Design of the Mentorship Program**

To ensure the effectiveness of the program, the following steps will be taken:

#### **1. Need Analysis**

Assess the needs of students and identify key areas where mentorship can be most beneficial.

#### **2. Mentor Selection Process**

- Faculty members, including senior demonstrators, associate professors, and professors, will be invited to join as mentors.
- MBBS students will provide feedback on potential mentors.
- The final list of mentors will be curated based on faculty interest and student preferences.

#### **3. Mentor Training and Readiness**

- Selected mentors will undergo a mandatory training workshop covering:
  - Motivation to be a mentor
  - Goals and expectations of the mentor-mentee relationship
  - Ethical considerations
  - Effective mentorship techniques
  - Parent-teacher meetings

#### **4. Mentor-Mentee Matching**

- Each mentor will be assigned a group of 12-13 first-year students.
- Mentees will be briefed about the program before their first interaction with mentors.

#### **5. Mentorship Sessions**

- The first mentor-mentee meeting will take place during orientation week.
- Subsequent meetings will be held at least twice per academic block.



- Meetings will be scheduled based on availability and convenience.

## **6. Parent-Teacher Meetings**

- Held after each block examination to discuss students' academic progress and provide guidance for improvement.

## **7. Monitoring and Evaluation**

- Quarterly evaluations will be conducted through random checks and feedback.
- The Department of Medical Education (DME) will be available for support.

## **8. Program Evaluation**

- The program will undergo a formal evaluation every six months.
- Feedback will be collected from mentors, mentees, and faculty to assess impact and areas for improvement.
- Summary reports will be presented to the Academic Council.
- At the end of the academic year, mentors will receive a Certificate of Appreciation.

## **5. Evaluation Tools**

Evaluation will include feedback from mentees, mentors, and institutional assessments. Key domains assessed include:

1. Meetings and communication
2. Career development
3. Research support
4. Psychological support
5. Expectations and feedback



### Mentee Evaluation Form

Mentees will rate their mentors on a seven-point Likert scale:

Question	Strongly Disagree	Disagree	Slightly Disagree	Neutral	Slightly Agree	Agree	Strongly Agree
My mentor is accessible.							
My mentor is an active listener.							
My mentor provides useful critiques of my work.							
My mentor motivates me to improve.							
My mentor is helpful in career guidance.							
My mentor supports work-life balance.							
Overall, I am satisfied with my mentor.							

### Mentor Self-Reflection Template

Mentors will self-evaluate their performance based on key mentorship domains:

Domain	Challenges & Opportunities	Role	Results	Further Action Needed
Meetings & Communication				
Career Development				
Research Support				
Psychological Support				
Expectations & Feedback				



## **6. Ethical Guidelines for Mentoring**

### **1. Responsibility**

Both mentors and mentees must ensure that their behavior positively impacts the mentoring relationship.

### **2. Confidentiality**

Mentors and mentees must maintain confidentiality regarding shared information, unless disclosure is necessary for safety or legal reasons.

### **3. Boundary Management**

- Maintain professional boundaries while fostering a positive mentoring relationship.
- Avoid personal bias and ensure objectivity.

### **4. Competence**

- Mentors must recognize their own mentoring competencies and seek professional development as needed.

### **5. Contracting**

- Define clear expectations regarding the frequency, location, and mode of mentoring sessions.

### **6. Managing Self-Distractions**

- Mentors should recognize personal biases and ensure they remain fully engaged with their mentees.

## **7. Role of the Head of Mentorship Program**

The Head of the Mentorship Program will:

1. Develop mentorship themes and learning outcomes.
2. Coordinate session details with mentors.
3. Disseminate agendas and updates.
4. Collect and analyze mentor session summaries.
5. Organize evaluation processes.
6. Ensure the program aligns with institutional goals.





## 8. General Guidelines for Mentors

- Learn your mentees' names in advance.
- Dedicate an hour for the first meeting to understand their backgrounds, goals, and interests.
- Be approachable and open to questions.
- Foster a supportive environment.
- Encourage mentees to participate actively in their own development.

## Conclusion

The mentorship program at Rashid Latif Medical College aims to foster a culture of support, growth, and professional development for students and faculty alike. Through structured mentorship, students will gain essential guidance, while mentors will contribute to shaping the future of medical education.



# Rashid Latif Medical College



## Parent-Teacher Meeting Attendance Form

Dear Parents,

Thank you for attending the Parent-Teacher Meeting. Kindly fill out this form to help us improve future interactions.

Student's Name & Grade: \_\_\_\_\_

Parent(s) Name(s): \_\_\_\_\_

Active Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

How satisfied are you with the discussion about your child's progress?

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Unsatisfied

**Rashid Latif  
Medical College**

What suggestions do you have to improve future meetings?

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Would you like to schedule a follow-up meeting with the teacher?

- ☐ Yes
- ☐ No

Thank you for your valuable feedback!



## Student Acknowledgment Form for Academic Performance & Attendance

Dear Student,

This form confirms that you have been informed about your academic performance and attendance. By signing, you acknowledge that you are solely responsible for your progress.

**Student Name:** \_\_\_\_\_

**Student ID / Roll Number:** \_\_\_\_\_

**Class /Batch:** \_\_\_\_\_

### Acknowledgment Statements

I have been informed about my academic performance and areas for improvement.

☐ Yes ☐ No

I understand that my attendance affects my academic progress and that I am responsible for meeting the required attendance criteria.

☐ Yes ☐ No

I acknowledge that any consequences due to poor performance or low attendance are my responsibility.

☐ Yes ☐ No

If needed, I will seek academic support or guidance from my teachers to improve my performance.

☐ Yes ☐ No

Comments / Concerns (if any):

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### Student Declaration

I, \_\_\_\_\_, confirm that I have been informed about my academic performance and attendance, and I take full responsibility for it.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Mentoring Batches Session 2025-2026

Mentors of 1<sup>st</sup> Year MBBS are hereby reconstituted with following member.

<b><u>MENTORS LIST</u></b> <b><u>1<sup>st</sup> year MBBS</u></b>		
<b>Mentors</b>	<b>Department</b>	<b>Serial numbers</b>
Prof. Saman Saeed	Physiology	1-10 , 141
Prof. Fahim Ul Haq	Biochemistry	11-20, 142
Dr. Attiya Shahid	Anatomy	21-30, Kashaf Iftikhar
Dr. Tashfeen Ikram	Physiology	31-40, Darakshanda Masood
Dr. Adnan Sadiq	Biochemistry	41-50, Sofia Ayoub
Dr. Afifa	Anatomy	51-60 ,Hannan Babar,
Dr. Sumbal Khalid	Physiology	61-70, Musfira Rashid
Dr. Sumera Saghir	Biochemistry	71-80, Zara Usman
Dr. Kinza	Anatomy	81-90, Maimoona Fayyaz
Dr. Shazia Sukhera	Physiology	91-100, 143
Ms. Shama Akram	Biochemistry	101-110, 144
Dr. Uzma Hanif	Anatomy	111-120
Dr. Madiha	Physiology	121-130
Dr. Amna	Anatomy	131-140

Mentors of 2<sup>nd</sup> Year MBBS is hereby reconstituted with following member.

<b><u>MENTORS LIST</u></b> <b><u>2<sup>nd</sup> year MBBS</u></b>		
<b>Department</b>	<b>Mentors</b>	<b>Roll numbers</b>
Anatomy	Prof Fatima Qaiser	28001-28009
Physiology	Dr.Saman Saeed	28010-28018
Biochemistry	Prof.Sadia Qureshi	28019-28027
Anatomy	Dr. Uzma Hanif	28028-28036
Physiology	Dr Madiha Akram	28037-28045
Biochemistry	Prof.Fahim ul haq	28046-28054
Anatomy	Dr. Zubda Akhtar	28055-28063
Physiology	Dr.Tashfeen Ikram	28064-28072
Biochemistry	Dr.Adnan Sadiq	28073-28081
Anatomy	Dr. Amna Arif	28082-28090
Physiology	Dr. Sumbal Khalid	28091-28099
Biochemistry	Dr. Mehwish	28100-28108
Anatomy	Dr. Kinza Fatima	28109-28116
Physiology	Dr. Shanzay Fatima	28117-28124
Biochemistry	Dr Shama Akram	28125-28131
Anatomy	Dr.Afifa	28132-28139
Physiology	Dr. Zaha Gulzar	28140-28146
Biochemistry	Dr. Sumera Saghir	28147-28153
Anatomy	Dr.Attiya shahid	28154-28159
Physiology	Dr.Ayesha Akram	28160- 28163





Mentors of 3<sup>rd</sup> Year MBBS is hereby reconstituted with following member

<b><u>MENTORS LIST</u></b> <b><u>3<sup>rd</sup> year MBBS</u></b>		
<b>Department</b>	<b>Mentors</b>	<b>Roll numbers</b>
Pharmacology	Prof. Samina Karim	27005-27025, 26003
	Dr. Samra Sulaiman	27026-27039, 26114
	Dr. Rao Salman Aziz	27041-27053, 26118
	Dr. Navida Manzoor	27054-27064, 26124
	Dr. Maria Qamar	27065-27075, 26136
Pathology	Dr. Bushra Adeel	27076-27087, 26029
	Prof. Sahar Mudassar	27088-27099, 26061
	Dr. Nosheen Khurram	27100-27111, 26120
	Dr. Almas Raza	27112-27122, 26160
	Dr. Anum Mahmood	27123-27134, 26170
Forensic Medicine	Prof. Shaukat Ali	27135-27145, 25080
	Dr. Nida Yousaf	27146-27156, 25128
	Dr. Khyzer Hayat Sukhera	27157-27169

Mentors of 4<sup>th</sup> Year MBBS is hereby reconstituted with following member

<b>Department</b>	<b>Mentors</b>	<b>Roll numbers</b>
Pathology	Prof. Sofia Khan	26001-26014, 25019, 25023
	Dr. Qurat ul ain Javaid	26015-26030, 24041, 24128
Community Medicine	Prof. Tazeem Shahbaz	26032-26053, 24056, 24076
	Dr. Muhammad Fayyaz Atif	26055-26070, 25028, 25112
	Dr. Syma Arshad	26072-26087, 25029, 25146
	Dr. Neelam Raheel	26089- 26106, 25050, 25089
	Dr. Asma Kanwal	26107- 26127, 25077, 25080
Ophthalmology	Prof. Nasira Inayat	26128-26144, 25083,
	Dr. Syed Abdullah Mazhar	26145-26158, 25108, 25128
	Dr. Khalid Rafique	26159- 26170, 25134
ENT	Prof. Shahid Imran	26171-26186, 25094
	Dr. Wardah Zia	26187- 26193, 25147



Mentors of Final Year MBBS is hereby reconstituted with following member.

<b><u>MENTORS LIST</u></b> <b><u>Final year MBBS</u></b>		
<b>Department</b>	<b>Mentors</b>	<b>Roll numbers</b>
Medicine	Prof. Asma Kazi	25001-25005, 24067
	Prof. Mansoor-ud-din Sajid	25006-25010, 24075
	Dr. Aisha Aziz	25011-25015, 24084
	Dr. Muhammad Irfan	26016-25020, 24095
	Dr. Muhammad Riaz	25021-25025, 24097
Surgery	Prof. Muhammad Faheem Anwer	25026-25029, 24101
	Prof. Abul Fazal Ali Khan	25030-25035, 24106
	Dr. Rabia Akram	25036-25040, 24128
	Dr. Rana Shoaib Aslam	25041-24045, 24144
	Prof. Muhammad Aqil Razzaq	24046-25050, 23099
	Dr. Khalil ur Rehman	25051-25055, 20046
Obstetrics & Gynecology	Prof. Asma Yasin	25056-25060
	Dr. Uzma Aziz	25061-25065
	Dr. Madiha Afzal	25066-25070
	Dr. Samar Hussain	25071-25075
	Dr. Asma Amin Baig	25076-25080
	Dr. Ayesha Azhar Khan	25081-25085
Radiology	Prof. Khawaja Khurshid	25086-25090
	Dr. Sasui Memon	25091-25095
Dermatology	Dr. Zafarullah Khan	25096-25100
		25101-25110
Paediatrics	Dr. Muhammad Anwar	25111-25120
	Dr. Sehar Zahid	25121-25130
Psychiatry	Prof. Usman Amin Hotiana	25131-25140
		25141-25153



## Mentoring Performa's



Department of Medical Education  
Rashid Latif Medical College, Lahore

### Mentoring Report- 1<sup>st</sup> Year MBBS

Mentor Name:

Class: 1<sup>st</sup> Year MBBS

Month:

Roll No.	Name	Anatomy Test %	Physiology Test %	Biochemistry Test %	Post Modular Test%	Anatomy Attendance %	Physiology Attendance %	Biochem Attendance %

Please submit the soft copy to be filled with above data and hard copy with signature

Mentor Signature: \_\_\_\_\_

Date:



# Medical College



Department of Medical Education  
Rashid Latif Medical College, Lahore

### Mentoring Report- 2<sup>nd</sup> Year MBBS

Mentor Name:

Class: 2<sup>nd</sup> Year MBBS

Month:

Roll No.	Name	Anatomy Test %	Physiology Test %	Biochemistry Test %	Post Modular Test%	Anatomy Attendance %	Physiology Attendance %	Biochem Attendance %

Please submit the soft copy to be filled with above data and hard copy with signature

Mentor Signature: \_\_\_\_\_

Date:



**Department of Medical Education**  
**Rashid Latif Medical College, Lahore**

**Mentoring Report- 3<sup>rd</sup> Year MBBS**

**Mentor Name:**

**Class: 3<sup>rd</sup> Year MBBS**

**Month:**

Roll No.	Name	Pharmacology Test %	Pathology Test %	Forensic Medicine Test %	Post Modular Test%	Pharmacology Attendance %	Pathology Attendance %	Forensic Medicine Attendance %

Please submit the soft copy to be filled with above data and hard copy with signature

**Mentor Signature:** \_\_\_\_\_

**Date:**



**Medical College**





**Department of Medical Education**  
**Rashid Latif Medical College, Lahore**

**Mentoring Report- 4<sup>th</sup> Year MBBS**

**Mentor Name:**

**Class: 4<sup>th</sup> Year MBBS**

**Month:**

Roll No.	Name	Pathology Test %	Community Medicine Test %	Ophthalmology Test %	ENT Test %	Term Exam	Pathology Attendance %	Community Medicine Attendance %	Ophthalmology Attendance %	ENT Attendance %

Please submit the soft copy to be filled with above data and hard copy with signature

**Mentor Signature:** \_\_\_\_\_

**Date:**



**Rashid Latif  
Medical College**



## **Mentoring Report- Final Year MBBS**

**Mentor Name:**

**Class: Final Year MBBS**

**Month:**[illegible]

**Please submit the soft copy to be filled with above data and hard copy with signature**

**Mentor Signature:** \_\_\_\_\_

Date:





# Rashid Latif Medical College