Frontier Medical
& Dental College

CERTIFICATE OF PROMULGATION

1. It is certified that this document titled “Student Mentoring Framework (SMF)” contains 1 to 8 pages including Annexures. Upon approval of the Rector, the document stands promulgated with effect from 24 November, 2022.

2. Master copy of this document is held in Regulations Cell. In the event of any change desired in the document, an amendment request is to be put up to the Directorate of Leadership Development Center, FMDC head office, Abbottabad.

Prof Dr Munir Tahir
Dean

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Frontier Medical & Dental College - Student Mentoring Framework

Effective date:	November 24, 2022
Amendment date:	
Approving Authority:	Dean FMDC
Status:	Approved and Active
Responsibility:	Leadership Development Center (LDC)
Supervision by:	Dean Academics & Advisor to Rector (Islamic Studies/ Affairs)

1. Introduction

Mentoring has been part of human civilization since the known history. Children have been mentored by the parents, students by the teachers, juniors by the seniors, followers by the leaders, and so on. The signs of structured and planned mentoring can be found in older civilizations including the Greeks.

The education and training done by Prophet Muhammad (P.B.U.H) of his companions is a genuine example of mentoring. Holy books and teachings of Prophet Muhammad (P.B.U.H) are being taught to the world through his (P.B.U.H) companions. Likewise, the education and training given by Hazrat Muhammad (P.B.U.H) is quite an effective example of successful mentoring. The educational institutions of Madinah (Masjid Nabvi), Haram-Makkah, Damascus, Al-Azhar (Egypt), Baghdad (Iraq), Tunisia, etc. are successful examples of effective mentoring system.

In Muslims history, the signs of successful and effective mentoring are found among great and famous educational institutes ran by Muslim scholars (Ulema) and Sufis such as Jalal-Ud-din Roomi, Sheikh Ali Hijveri, Shah Wali Ullah, etc.

When the education system got formalized and commercialized, the student has become merely the product and the teacher merely the producer. Every second of this whole process has been measured in rupees and dollars.

It was felt that the education process should include moral and humanitarian values other than various skills and techniques. In this regard, mentoring systems were introduced in developed as well as the developing countries.

2. Mentoring at FMDC

Mentoring at FMDC is to support and encourage students to manage their own learning in order that they may maximize their potential, develop their skills, improve their performance, and become the person Allah wants them to be.

3. Objectives

Mentoring at FMDC has the following objectives:

a. Listen to academic and non-academic issues of students.
b. Alleviate problems highlighted by mentees through various processes.
c. Create a conducive learning environment.
d. Groom students to value their profession in relation to cultural & traditional values.
e. Customized mentoring programs and training in coaching mentoring skills for faculty.

4. Mentors at FMDC

A mentor at FMDC would be:

a. A teacher who helps to solve problems or create learning opportunities.
b. A coach that advises mentee on how to accomplish their goals.
c. A counselor that enhances the mentee's self-esteem through supportive, non-judgmental discussions.
d. A role model that walks, talks, and demonstrates the behavior necessary for success.

5. Training the Mentors

Mentors at FMDC would be trained to:

a. Understand our model of Mentoring.

b. Apply that concept for student's development.

c. Learn and practice mentoring skills.

d. Upgrade mentor's Islamic Knowledge.

e. Enhance motivation and commitment.

6. Mentoring Areas/Topics

Mentoring at FMDC would circumference the following areas:

a. Ethical and moral behavior.

b. Good citizenship and patriotism.

c. Respect for various value systems.

d. Tolerance towards religious diversity.

e. Understanding of social norms and religious values.

f. Acceptance for cultural practices, customs, heritage, and geographical association.

g. Other areas related to humanity, culture, society, gender, and religion.

7. Salient Features / General Procedure

The salient features and general procedure for mentoring at FMDC are proposed to be as follows:

a. Mentors would be selected by Dean/Principal of the respective faculties from the permanent faculty members at FMDC based on their commitment for mission of university, personal and professional maturity and experience of mentoring, integrity, ethics, behavior, and motivation to contribute towards nation building.

b. Once selected the mentors would be trained (either virtually or in person) for a day, for which the resource person(s) would be from FMDC. External facilitators may be engaged, if required.

c. One mentor would be assigned to 25 students of all undergraduate programs of FMDC admitted in first session at FMDC Medical College, Dental College and Health Sciences Campus. The assigned mentees will remain associated with the same mentor in second semester to complete their total mentoring hours.

8. Budgeting of the Program Activities

Any budgetary provision(s), if required, would be factored-in by the respective campuses within their annual Budgets.

9. Use of Mentoring Hours

9.1 For the mentors, mentoring hours will be considered as a part of their workload. A certificate will be issued to them subject to their satisfactory performance.

9.2 To the mentees, who satisfactorily complete the assigned activities, will be credited 16-20 hours/year to their social responsibility/community service account maintained by the Student Resource Centre.

10. Program Activities

The program will involve virtual / face to face mentor-mentee activities, including:

a. Lecturing/Discussions
b. Symposiums
c. Seminars
d. Guest talks
e. Visits/etc.

11. Termly Analysis and Reporting

a. The mentors will ascertain and document effectiveness of each mentoring activity using the prescribed format placed at Annexure A and maintain the record.

b. A Monthly Progress Report would be sent by Deans to LDC on the prescribed template placed at Annexure B.

c. At the end of each Semester, Deans will conduct an analysis of the program and share with LDC on the prescribed format placed at Annexure C.

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Annexure-A

LEADERSHIP DEVELOPMENT CENTRE

Student Mentoring Program

Session-Wise Details

FMDC Campus		Department		
Name & Designation of Mentor				
Title/Theme/Area of Discussion				
Mentees' Semester & Section				
Mentoring Session No.		-		
Number of Mentees Present				
Date		Time		Duration (hrs.)
Description of the Mentoring Session				
Learning Outcomes of the Session				
a.				
Suggestion for improvements, if any				

Signature of Mentor

Annexure - B

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Leadership Development Centre

Student Mentoring Program

Monthly Progress Report - For the Month

S. No	Campus	Department	Mentees' Semester and Section	Name of Mentor	Designation	Title/ Area / Theme of Discussion	Number of hours spent
1							
2							
3							

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Annexure - C

LEADERSHIP DEVELOPMENT CENTRE

Student Mentoring Program

Semester-Wise Details

FMDC Campus		Faculty	
Date		Duration (hrs.)	
Number ol Mentoring Sessions			
No of Mentors			
No of Mentees			
Kind of Activities			
Learning Outcomes of the Sessions			
Suggestion for improvements, if any			

Prepared by Principal:

Dean Signature

Verified by Dean: