



# AL-AZHAR DENTAL COLLEGE

(APPROVED BY DENTAL COUNCIL OF INDIA  
& AFFILIATED TO KERALA UNIVERSITY OF HEALTH SCIENCE)  
RUN BY NOORUL ISLAM TRUST  
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Date .....

Date: 04-10-2021

## MENTORSHIP PROGRAMME

Al-Azhar Dental College *Mentor Mentee Programme* is initiated in a month's time after the admission process is completed each year. A mentorship handbook is given to each student, which has to be maintained till the student completes his/her internship or discontinues the course.

An orientation programme is conducted, every year to make the new students aware about the guidelines and principles of the mentor mentee programme. The mentors are introduced to the mentees at this meeting by the principal and the process of mentorship programme is explained in detail.

### AIM

1. To help the first year students understand the challenges and opportunities present in the college and develop a smooth transition into a successful professional college student.
2. To counsel academically weak undergraduate students and to help troubled students cope with academic, extra-curricular and personal problems.
3. To provide positive role models to the first year UG students in the college.
4. To proactively try and identify problems of the students in general and to bring them to notice of the concerned authorities.



Prof. Dr. Harvey Thomas MDS  
Principal  
Al-Azhar Dental College  
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## GUIDELINES

### I. Roles and responsibilities of mentor

- 1) Listen actively and show empathy.
- 2) Use different questioning techniques to elicit the desired response.
- 3) Maintain absolute confidentiality about every student's weakness.
- 4) Have the ability to evaluate each student without any bias/ prejudice.
- 5) Help to define the mentees objectives.
- 6) Motivate the mentee to take up the challenge of learning and development.
- 7) Be willing, when appropriate to share your own work experiences, skills and development.
- 8) Make time for the meetings and preparations beforehand.
- 9) Commit to the full period of the programme.
- 10) Use the opportunities to develop yourself positively.
- 11) Extend encouragement for development of self-confidence and self-esteem in mentee.
- 12) Provide reliable and constructive feedbacks and information to your mentee.
- 13) Act as a role model to the mentee.
- 14) Act as a treasure of information about careers.
- 15) Celebrate landmark and attainments with mentee/applaud their achievements.

### II. Mentor Do's

- 1) Maintain confidentiality
- 2) Do showcase openness to mentee
- 3) Be available and accessible
- 4) Deal with mentee in an ethical and professional manner
- 5) Be considerate about the mentees feelings and emotions
- 6) Restrict the mentorship only to the mentor's area of expertise
- 7) If the progress through the mentor-mentee relationship is not yielding expected success, then redirect the mentee to mentors known resource personnel.



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### **III. Mentor Dont's**

- 1) Human dignity is to be upheld at all times. Don't treat your mentees otherwise
- 2) Stick to the core purpose of the mentoring. Using mentees for personal favours of any kind is strictly prohibited.
- 3) Mentor-mentee relation should have respectful boundaries. Do not in filter it with gossips of any kind.
- 4) Influence mentees only on progressive and positive aspects through counseling.

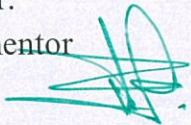
### **IV. Role and Responsibility of Mentees**

- 1) Have clear cut objective before meeting with the mentor; only then mentoring would be effective.
- 2) Speak honestly and clearly to the point. Try to avoid irrational complaints.
- 3) Be transparent in both your talk and mind. Your mentor needs to know you better to guide you better.
- 4) Listen intently to the suggestions and guidelines of the mentor, could note down too but consider the value of time.
- 5) Mentor has taken up the task to help and make you better in all aspects. Do not be defensive, it becomes a barrier.
- 6) Showcase progress and be courteous of the effort the mentor is investing on you.
- 7) Express your opinions and this will be beneficial for both mentor and mentee.
- 8) Schedule contact hours and make sure of active participation valuing its benefits.
- 9) List and communicate your strengths, goals, learning needs, development potential etc.
- 10) Provide feedbacks which is essential for the further course of action

### **V. Mentees Do's**

- 1) Goals and expectations must be realistic.
- 2) Be considerate of mentor's time and space.
- 3) Communicate openly and appropriately
- 4) Keep all relevant information updated with your mentor.
- 5) Exhibit improvement in professional interaction with mentor



  
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## VI. Mentee Dont's

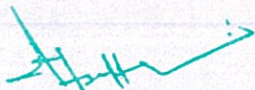
- 1) Mentor mentee relation is respectful and confidential. Do not infiltrate it with gossips of any kind
- 2) Mentor is supposed to help you become a better professional in all aspects. Do not make unethical amends for personal or professional gains.
- 3) Decision making is eventually yours. It is important to note that the mentor can only guide you and not be responsible for your overall performance.
- 4) Try not to disturb the mentor in times other than that allocated for your meeting, unless it is an emergency.

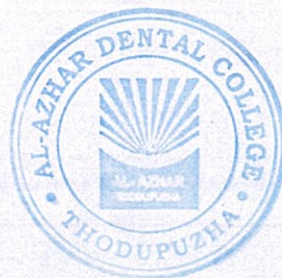
## VII. Ethical Principles


- 1) Mentor should try to help mentees in becoming better individuals through a holistic and logical approach.
- 2) Both mentor and mentee should maintain fidelity and responsibility as being part of the programme
- 3) Mentor must maintain justice, fairness, integrity.
- 4) Human dignity and worth of people must be respected.
- 5) Discrimination should be avoided.
- 6) Respect cultural, individual role differences including those based on age, gender, ethnicity, culture, religion, sex, disability, language, socioeconomic status etc.
- 7) Mentors must uphold the need for continuous learning in terms of honesty and truthfulness in a supportive relationship system.

### Note:

*Mentors should complete their student interaction sessions and submit the report to the concerned Batch in charges within the same week. The meeting should be conducted on the stipulated date during working hours at the convenience of the Mentor/mentee without disturbing the academic schedule.*

  
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