



**OFFICE OF THE CHAIRMAN  
DEPARTMENT OF BIOCHEMISTRY  
NOWSHERA MEDICAL COLLEGE, NOWSHERA PAKISTAN**



No. 272A Biochemistry/NMC 2024

Dated: 20/12/2024

**MEETING NOTIFICATION:**

It is for the information of all the concerned that Mentoring Program Committee for Session 2025 meeting is scheduled on 20-12-2024 at 10:30 AM in the undersigned office.

All the members are requested to attend the meeting on given time and date.

**Agenda:**

1. Mentoring Policy
2. Mentors and Mentees

**PROF. DR. SHAH NAWAZ**  
Biochemistry Department,  
Nowshera Medical College, Nowshera

**Copy to:**

1. Office Copy

1. Endorsement of the Mentoring Program.



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**Meeting Minutes of Mentoring committee**

The meeting of the Mentoring Committee was convened under the chairmanship of Prof. Dr. Shah Nawaz, Head of the Department of Biochemistry. The meeting commenced with the recitation of the Holy Quran, after which the Chairperson extended a warm welcome to all committee members and expressed his appreciation for their presence.

**Agenda Discussion:**

Prof. Dr. Shah Nawaz initiated the meeting by underlining the importance of the mentoring program and its positive impact on the academic and personal development of students. He emphasized that mentoring serves as a vital support system for students, enabling them to navigate academic challenges, build confidence, and achieve their full potential. The program also helps foster a sense of belonging, enhances professional development, and encourages students to set and pursue clear goals.

**Closing Remarks**

The following key points were discussed during the meeting:

**1. Endorsement of the Mentoring Program:**



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The Chairperson reaffirmed the significance of the mentoring program and recommended its incorporation across all academic modules to ensure consistency and broad coverage of student development needs.

**2. Development of Terms of Reference (ToRs) and Goals:**

The committee engaged in a comprehensive discussion and collectively developed the Terms of Reference and specific goals of the mentoring program. These include:

**3. Review and Approval Process:**

It was agreed that the final draft of the mentoring program, including the ToRs and defined goals, will be presented at the upcoming Academic Council meeting. This will provide an opportunity for further input and formal approval.

Copy Attached: (Mentoring ToRs, List of Mentor and Mentees)

**Closing Remarks:**

The meeting concluded with a vote of thanks delivered by the Chairperson, who appreciated the valuable contributions of all committee members and






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encouraged continued collaboration to ensure the successful implementation of the mentoring program.

  
**PROF. DR. SHAH NAWAZ**  
Biochemistry Department,  
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## **MENTORING**

To enhance Nowshera Medical College student's performance, foster educational environment, and achieve the institution's mission, the Medical Education Department at NMC has introduced a mentoring program aimed at fulfilling the long-term objectives of both the department and its students. The mentors at NMC are notably skilled and dedicated, developing learners' leadership and communication skills, promoting their personal, professional growth, and supporting their career advancement.

The program is founded on the following policies:

- 1) The program is founded on a foundation of mutual respect between mentors and mentees.
- 2) The program is built on trust and a confidential relationship between the mentor and mentee.
- 3) The program's primary goal is to foster student growth by guiding them in the right direction and consistently monitoring their progress.
- 4) Mentoring relationships are designed to achieve the mentee's specific developmental goals while maintaining the organization's values and requirements.
- 5) Mentors demonstrate exemplary behavior, offering mentees opportunities to observe and develop their own vision.
- 6) Mentors act as supportive companions, encouraging self-reflection.
- 7) The program includes a feedback system to reinforce and enhance learning.
- 8) The mentoring relationship concludes when the mentee has developed the ability to function autonomously.
- 9) It is the duty of all mentors to assist their mentees in completing feedback forms related to modules, basic sciences teaching and clinical sciences teaching.
- 10) Attendance should be recorded based on the submission of these forms.

Furthermore, a copy of the attendance shall be sent to the Department of Medical Education to allow the Chairperson DME to verify whether students who marked their attendance have submitted the required forms. If the forms are not submitted, the



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students will be marked absent, and a report will be forwarded to the IT department for further action.

**Goals of the program:**

Mentoring is a meaningful relationship between two people, built on a shared commitment to the process, common goals, clear expectations, focus, trust, and respect. It involves activities that help transfer knowledge and skills.

Following are the comprehensive common goals of the mentoring program.

Both the mentor and mentee benefit and grow through the mentoring process.

The mentee gains valuable insights from the mentor's experience, expertise, and skills, which help improve specific abilities.

Additionally, mentees get the chance to build important connections with senior faculty and administrators.

It helps the students in understanding institution's vision, mission and goals.

It assists the mentees to improve their academic performance as well as personal and professional growth.

Mentoring helps mentees create plans, support their development and growth, and guide them in managing their careers.

Mentoring also helps students adapt to change, become more independent in their careers, and take responsibility for their own learning.





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**List of the Faculty as Mentor from NMC Nowshera:**

**The following faculty members will be the Mentors for Spiral-I**

- |                              |                              |
|------------------------------|------------------------------|
| • Prof. Dr. Anwar Khan Wazir | (Department of Physiology)   |
| • Dr. Alamzeb Jadoon         | (Department of Physiology)   |
| • Dr. Muhammad Zahid         | (Department of Physiology)   |
| • Dr. Ayesha                 | (Department of Physiology)   |
| • Dr. Shehzad                | (Department of Physiology)   |
| • Prof. Dr. Shah Nawaz       | (Department of Biochemistry) |
| • Ms. Maleeha Gul            | (Department of Biochemistry) |
| • Dr. Maimoona               | (Department of Biochemistry) |
| • Dr. Muhammad Haris         | (Department of Anatomy)      |
| • Dr. Nighat Ara             | (Department of Anatomy)      |
| • Dr. Waqas Ali              | (Department of Anatomy)      |
| • Dr. Muazzam Ali            | (Department of Anatomy)      |
| • Dr. Kashif Fida            | (Department of Anatomy)      |

**The following faculty members will be the Mentors for Spiral-II**

- |                       |                                    |
|-----------------------|------------------------------------|
| • Dr. Adnan           | (Department of Pathology)          |
| • Dr. Tania Khattak   | (Department of Pathology)          |
| • Dr. Maria Arab Din  | (Department of Pathology)          |
| • Dr. Shahab          | (Department of Pathology)          |
| • Dr. Tahira Jehangir | (Department of Pharmacology)       |
| • Dr. Ahsan           | (Department of Pharmacology)       |
| • Dr. Arqam           | (Department of Pharmacology)       |
| • Dr. Atif            | (Department of Pharmacology)       |
| • Dr. Sanaullah       | (Department of Forensic Medicine)  |
| • Dr. Quratulain      | (Department of Forensic Medicine)  |
| • Dr. Naveed Alam     | (Department of Forensic Medicine)  |
| • Dr. Waqas Mohyuddin | (Department of Community Medicine) |
| • Dr. Saifoor         | (Department of Community Medicine) |
| • Dr. Ayesha          | (Department of Community Medicine) |
| • Dr. Asif ur Rehman  | (Department of Community Medicine) |



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**The following faculty members will be the Mentors for Spiral-III**

- Prof. Dr. Waseem Yar Khan ( Department of Surgery )
- Dr. Mudassir Shahzad ( Department of Surgery )
- Dr. Fazal Ghani ( Department of Surgery )
- Dr. Kalim Ullah ( Department of Medicine )
- Dr. Khalid Khan ( Department of Medicine )
- Dr. Abdul Hanan ( Department of Medicine )
- Dr. Neelum Shahzadi ( Department of Gynecology )
- Dr. Summaya ( Department of Gynecology )
- Dr. Saima Akbar ( Department of Gynecology )
- Dr. Javeria ( Department of Gynecology )
- Dr. Irfan Ullah ( Department of Paeds Medicine )
- Dr. Khalid Khan ( Department of Paeds Medicine )
- Dr. Irfan Khan ( Department of Paeds Medicine )
- Dr. Erum Habib ( Department of Radiology )
- Dr. Javaid ( Department of Cardiology )

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Nowshera Medical College,  
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