

**Mentor Programme - 46<sup>th</sup> Batch**  
**Faculty of Medicine, University of Jaffna**

**Guideline for Mentors**

Each new entrant to the Faculty of Medicine is assigned a mentor.

Mentors are advised to initiate contact and meet their mentee(s) as early as possible (the faculty will set up the first meeting).

Please assess whether the mentee has difficulties with regard to English language, finances, academics, adaptation to university life, health or any other matter. The annexed form for mentee's details has been designed to facilitate this process..

Mentees are expected to initiate meetings with their mentors at least once in six months to review their progress with personal and professional development activities; an introductory session for new mentors will be held in early 2024.

The Dean's Office will update mentors regarding their mentee's academic performance at in-course assessments in the pre-clinical phase and results at barrier examinations.

If mentees require additional support, the mentor may direct the student to available services. Alternatively the mentor may contact a member of the Mentor Programme Committee to provide the necessary direction. (see Annexure 1).

If a mentor goes out of Jaffna for an extended period, this should be informed to the Coordinator/Mentor Programme ([fomentoring@univ.jfn.ac.lk](mailto:fomentoring@univ.jfn.ac.lk)). Another mentor will be assigned, if necessary, to provide mentorship during the period of absence.

Mentors are advised to file and maintain records for each mentee for future reference.  
**The records must be kept confidential.**

Mentors should notify the Dean ([rsuren@univ.jfn.ac.lk](mailto:rsuren@univ.jfn.ac.lk)) regarding the following:

- Problems of a serious nature that require attention and closer follow up;
- Any conflict of interest or other concerns that may adversely affect the mentor-mentee relationship;
- Ragging or any other form of harassment or violence experienced by the mentee.

If either party wishes to end the mentor-mentee relationship, the student will be re-allocated to another mentor as early as possible.

Please refer to the annexed *Handbook for Mentors* for additional information regarding mentoring.

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**Annexure 1: Contact points for support**

If your mentee is facing a specific problem and you are uncertain about the support system at the Faculty, depending on the type of support needed, please call the following contact points. They will be able to direct you to the support services available at the Faculty/University.

	<b>Type of problem</b>	<b>Contact person</b>	<b>Contact no.</b>
1.	<b>Ragging/GBV</b>		
		Dr. R. Surenthirakumaran (Dean)	077 744 8080
2.	<b>Academic matters</b>		
	Pre-clinical	Dr. Romini Niranjan	077 923 1686
	Para-clinical	Dr. S. Kumaran	077 377 7446
	Clinical	Dr. S. Gobishangar	071 424 5474
3.	<b>Student welfare</b>		
		Dr. B. Balagobi	071 305 8054
4.	<b>Financial assistance</b>		
		Dr. S. Kumuthini	077 362 4904
5.	<b>Accommodation</b>		
	Hostel (general)	Dr. A. Muruganathan	071 833 4566
	Town hostel (male)	Dr. S. Gobishangar	071 424 5474
	Town hostel (female)	Dr. U. Nirubaa	077 728 2907
6.	<b>Mental health</b>		
		Prof. S. Sivayokan	077 362 1001
		Dr. Thiyahiny Navaratinaraja	077 788 8453
7.	<b>Special learning support</b>		
		Prof. Gitanjali Sathiadas	077 759 8062
8.	<b>Mentor-mentee issues</b>		
		Dr. Ramya Kumar	070 217 2768

For general inquiries/assistance, please email: [fommentoring@univ.jfn.ac.lk](mailto:fommentoring@univ.jfn.ac.lk)

There may be times that your mentee needs more support than you are able to offer. If you feel that your mentee has a serious problem that needs closer follow up or you feel overwhelmed by the mentee's problem, please inform:

Dean/Medicine

Phone: 0777448080

Email: [rsuren@univ.jfn.ac.lk](mailto:rsuren@univ.jfn.ac.lk)