

No.: CUJ/24th AC/2026/1/157

Dated: 03-March, 2026

अधिसूचना / NOTIFICATION

It is notified for information of all concerned that the **Mentor-Mentee Policy** to support students' overall development, framed by the University, in line with the **UGC (Induction and Mentorship for Teachers of Higher Education) Guidelines, 2021** has been approved by the Academic Council in its 24th meeting held 24th January, 2026 and subsequently approved by the Executive Council in its 53rd meeting held on 2nd February, 2026.

A copy of Mentor-Mentee Policy is attached herewith.

The policy will come into force with immediate effect.

This is issued with the approval of the Hon'ble Vice Chancellor.

[Signature]
3-3-2026

कुलसचिव (प्रभारी) / REGISTRAR (I/c)

Copy for information to:

1. All Deans of the Schools
2. Controller of Examinations
3. Librarian
4. Director, IQAC
5. Dean, Academic Affairs / R&D / Students' Welfare
6. All Heads / Coordinators of the Departments
7. Technical Cell I/c – For University website
8. All Employees of the University
9. PS to Vice Chancellor/ Registrar / Finance Officer
10. Concerned file / Guard file

[Signature]

कुलसचिव (प्रभारी) / REGISTRAR (I/c)

Student Support Cell

Mentor-Mentee Policy



2025

**Central University of Jharkhand
Cheri Manatu Ranchi**

Mentoring is an important mechanism to benefit and train the next generation of knowledge creators and disseminators. In order to equip themselves with a broad repertoire of skills and dispositions to progressively improve results for students, the mentors must collaborate widely with each other for professional progress.

The Mentor-Mentee (Mentoring) Policy deals with the nature and implementation of mentor-mentee (Mentoring) practice at Central University of Jharkhand, Ranchi, Jharkhand.

Objectives of Mentoring

- To establish a mentor-mentee system in the university
- To identify and develop student's abilities and interests.
- To help students solve their personal, educational and psychological problems.
- To create awareness among the students for their career avenues.
- To develop a positive attitude and behavior toward the challenges of life.
- To provide information to the students on the scope and relevance of all areas within and beyond their curriculum.
- To help them manage their stress, life and life-skills.
- To recognize their strengths and weakness.

A **Mentor** is a person who gives a younger or less experienced person help and advice over a period of time. **Mentee** is a learner/student undergoing regular academic programs at different Schools/Departments of Central University of Jharkhand.

The Role of the Mentor

The Mentors role is to act on behalf of the university to support a learner who is enrolled in a regular program of study. The mentor should focus on the overall development of the learner. The Mentor should ensure that they have the best interests of the learner.

Mentor Responsibilities

- should help new learners settle into the different schools of the university and their programs and courses
- should help to establish good communication between new learners and University's teaching and non-teaching staff and other learners
- should orient newly admitted students to different walks of learning process in the University like: course selection, attendance, patterns and scheme of examination, grading system, library and its relevance etc.
- should provide support for individuals who might be isolated or lack support and self-confidence
- should provide support in getting to know rapidly changing environments and the use of new technologies
- should focus on personality-building of students and career counseling.
- should help students towards future planning related to their career.
- should give and receive constructive feedback
- should help mentees to manage time, plan and prioritize work, set goals and action plan, gain a better understanding of their work

of counseling should be recorded.]

- Record on Mentor –mentee meeting (Appended as appendix IV) (Should be kept and filed by the concerned mentor)
- Student Mentoring Evaluation (Appended as Appendix V) (Should be kept and filed by the concerned mentor)

APPENDIX-I

Mentor Record

Name of Departments

Name of the Mentor	Designation

APPENDIX II

Mentor–Mentee Assignment in a Departments

Name of the Department:

Sl.No.	Name of Mentor/Faculty	Program	Name of Mentee including the Program they are studying	Total Number of Mentees on each Program Under each Mentor	Total Number of Mentees Under each Mentor	Total
1		UG				
		PG				

**APPENDIX III
MENTEE RECORD**

Name				Photo
Date of Birth				
Nationality				
State				
Native District				
Native Thaluk				
Native Village				
Languages Known				
Programme				
School/Department				
Student ID				
Gender	Male	Female	Transgender	
Religion	Caste		Sub caste	
Address for communication	Present		Permanent	
Mobile number				
Email ID				
Parents details	Fathers Name		Mothers Name	
	Occupation		Occupation	
	Mobile Number		Mobile Number	
Guardian details	Name		Address	Mobile number
Marital status	Married		Unmarried	Others
	Spouse Name			
Occupation				
Educational Qualifications				
Degree/Diploma	Board/university	Name of the institution	Year of Passing	Grade
SSLC/10 th level				
Pre-degree/12th				
Graduation				
Post-Graduation				
M.Phil.				
NET/JRF				

Ph.D.				
PDF				
Any other				
Teaching/Professional Experience				
Institution	Post	From	To	Total
Personal Details				
Blood Group				
Hobbies				
Major academic/extracurricular achievement				
Health status				
i. Vision				
ii. Illness, if any				
iii. Name of the doctor mentee consult				
iv. Whether vaccinated for COVID				
Strength				
Skills desired to be developed				
Any physical impairment	Physical	Visual	Auditory	Any other
Are you under any medication				
Any other relevant Information to communicate				
Signature of Mentee				
Name and signature of the Mentor assigned				
Name and signature of the Head of the Schools/Departments/Centers				

Note: A Mentee who is residing in Hostel shall have to take approval from the Mentor in writing before leaving for Home or on any academic assignment. The same then may be countersigned by the Head of the Department.

(ii) A mentee has to necessarily interact and be under the guidance of his/her mentor as stated above; however, the mentee could access any other teacher of the Department if he/she wishes to have some guidance. Nothing in this guideline prohibits a student from interacting with another teacher of the Department alongside his/her mentor.

APPENDIX V: STUDENT MENTORING EVALUATION

Name of Mentor	
Programme	
Head of the Departments	
Date	

Mentoring Start date: End date:	
Number of meeting held:	
Did you keep in contact between meetings:	By e-mail; by text; by phone?
How frequently?	
Do you feel that you have made a positive difference to your mentee? Please give some examples:	
Do you feel you have gained from being part of the mentoring program? Please give some examples:	
Did you have any difficulties in taking part in the program? Please give some examples:	
Name Signature	