



# Jaipur National University

JNU/VCO/2024-25/424

7<sup>th</sup> February, 2025

## OFFICE ORDER

### Subject: Maintenance of Mentor-Mentee Records

The Jaipur National University is committed to providing a supportive environment that encourages academic excellence and ensures personal growth of students. The **mentor-mentee relationship** plays a crucial role in ensuring the holistic development of students. To facilitate the success of this program, all faculty members are directed to maintain **accurate and consistent records** of their mentoring interactions with students.

#### Responsibilities of Faculty Members:

1. Each faculty mentor must maintain a **Mentor-Mentee Record**, documenting:
  - Regular meetings and discussions.
  - Challenges, concerns, and achievements of the mentee.
  - Academic progress, career guidance, and any required interventions.
2. Faculty mentors must submit a **monthly report** to their respective **Director/HoD/Principal** summarizing mentoring activities.
3. At the end of each semester, mentors must submit a **complete Mentor-Mentee Record** to the Director/HoD/Principal for evaluation.
4. The **Heads of respective Schools** must review the reports submitted by faculty members and provide a consolidated report on the program's effectiveness to the **Vice-Chancellor**.
5. Faculty members and students are expected to **actively participate** in the mentoring program and adhere to the outlined guidelines.
6. **Confidentiality** of all records must be strictly maintained, ensuring that student information is handled responsibly.
7. **Regular checking** of the documentation and records is done by the competent authorities.

A sample format of the Mentor-Mentee Record (Annexure) is being attached for the reference.

Vice-Chancellor

Copy to:

Office of the Hon'ble Chancellor

Office of the Hon'ble Pro-Chancellor

Office of the Hon'ble Vice-Chancellor

Directors/HoD's of the Respective Schools

IQAC