

**Internal Quality Assurance Cell (IQAC)
Central University of Haryana
Mahendergarh (Haryana)**



Mentor-Mentee Policy



2026-27

Mentor-Mentee Policy

(Effective from Academic Year 2026-27)



Central University of Haryana

NAAC Accredited 'A' Grade University

Mahendergarh, Haryana – 123031

www.cuh.ac.in

Table of Contents

1. About the University
2. Objectives of the Mentor-Mentee System
3. Guidelines for Implementation
4. Roles and Responsibilities of Faculty Mentor
5. Roles and Responsibilities of Mentee
6. Roles and Responsibilities of Departmental/ School Coordinator
7. Process of Mentor-Mentee Interaction
8. Documentation, Reporting and Confidentiality
9. University-Level Mentor-Mentee Committee

1. About the University

Central University of Haryana is one of the fifteen new Central Universities established by the Ministry of Human Resource Development, Government of India (GoI) in the XI Five Year Plan (2007-2012) under the Central University Act-2009 of the Parliament. The University has been accredited with 'A' Grade in the second cycle of NAAC assessment and accreditation conducted in August 2023.

The University is fully funded by the University Grants Commission (UGC). The Permanent Campus is situated on 484 acres of land in the Mahendergarh district of Haryana on NH 148B. Presently, the University offers 90 academic programs (UG/PG/Ph.D.). The University's Vision is "to develop enlightened citizenship for a knowledge society for peace and prosperity of individuals, the nation, and the world, through promotion of innovation, creative endeavors and scholarly inquiry." Its Mission is to serve as a beacon of change through multidisciplinary learning, building strong character, nurturing value-based ethics, and promoting creative and critical thinking for holistic development.

In line with UGC guidelines and NEP 2020, CUH recognizes the importance of mentoring in academics, especially in a diverse student body that includes learners from rural-urban fringes, varied socio-economic backgrounds, and different learning abilities. The Mentor-Mentee System is a structured initiative to provide personalized guidance, academic support, and career counselling to every student, ensuring they achieve their full potential and contribute meaningfully to society.

This Mentor-Mentee Policy document formalizes the University's commitment to students' success and holistic development.

2. Objectives of the Mentor-Mentee System at CUH

The Mentor-Mentee System at Central University of Haryana aims to:

- a) **Bridge the Gap:** To create strong bonds between faculty and students for seamless academic and personal support.
- b) **Academic Excellence:** To monitor the academic progress of the students, identify learning gaps, and provide timely interventions to improve academic performance and reduce dropouts.
- c) **Holistic Development:** To foster physical, intellectual, social, and emotional development.
- d) **Career Guidance:** To assist students in career planning at various levels including higher education choices, internships, placements, and entrepreneurship.
- e) **Skill Enhancement:** Develop problem-solving, communication, critical thinking, and life skills beyond the classroom.

3. Guidelines for Implementation

- a) **Ratio:** One faculty mentor shall be assigned up-to total 10 mentees (UG/PG/Integrated/Diploma combined) depending on department strength and regulatory norms.

- b) **Assignment:** Mentors will be assigned by the Departmental Staff Council at the beginning of each academic year. The same mentor continues with the batch throughout the program unless changed for valid reasons.
- c) **Duration:** Mentoring relationship continues for the entire duration of the student's program.
- d) **Meetings:** Minimum two meetings in a month should be conducted. Additional informal/virtual meetings can be held if needed.
- e) **Record Keeping:** Every mentor will maintain the record in the provided physical/digital Mentor-Mentee Log Book.
- f) **Reporting:** Interaction reports and semester-end summaries should be submitted to respective HoD.
- g) **Training:** All mentors will undergo orientation/training organized by the University Mentoring Committee as and when required.
- h) **Confidentiality:** All discussions/reports will remain confidential except to mentee/parents/University.
- i) **Review:** Periodic review and revision of guidelines will be done by the University Mentor-Mentee Committee if needed.

4. Roles and Responsibilities of the Mentor

Key responsibilities include:

a. Academic Support

Faculty mentors shall regularly monitor students' attendance, academic performance, and overall progress to ensure consistent development. They will identify slow learners at an early stage and provide appropriate remedial guidance and academic support to help them improve. Additionally, mentors will advise students on suitable course selection, including MOOCs, skill-based courses, and available research opportunities, to enhance their academic and professional growth.

b. Career Guidance

Faculty mentors shall assist students in mapping their career aspirations, including pathways for placements, higher studies, entrepreneurship, and competitive examinations. They will provide guidance on securing internships, organizing industry visits, and building professional networks to enhance career readiness. Additionally, mentors will share relevant information on scholarships, fellowships, and various competitive examinations to support students in achieving their academic and professional goals.

c. Personal and Emotional Support

Faculty mentors shall promote mental health awareness among students and, where necessary, refer them to the University Counselling Cell for professional support. They will also focus on nurturing students' confidence, resilience, and leadership qualities, enabling them to handle academic and personal challenges effectively.

d. Holistic Development

Faculty mentors shall encourage students to actively participate in co-curricular activities, including NCC/NSS, sports, cultural events, clubs, etc. to support their holistic development.

They will also strive to strengthen ethical values, discipline, patriotism and a strong sense of social responsibility.

d. Post programme tracking

Post-program tracking shall involve systematic monitoring of students' progress after completion of the program to assess outcomes and long-term impact.

5. Roles and Responsibilities of Mentee

Responsibilities of the mentee include:

a. Active Participation

Mentees are expected to attend all scheduled mentor-mentee meetings regularly to ensure effective guidance and support. They should be honest and open in discussing their academic and personal challenges

b. Academic Accountability

Mentees are required to maintain regular attendance throughout the program to ensure consistent engagement and benefit from mentoring support. They should proactively seek guidance from their mentors regarding any academic or personal difficulties

c. Career and Skill Development

Mentee should share career goals and actively engage in recommended activities such as internships, workshops, and placement opportunities with the mentor.

d. Respect and Professionalism

Mentees should respect the mentor's time by adhering to scheduled meetings and must promptly inform the mentor of any changes in their academic or personal circumstances.

e. Feedback and progression updates

Mentees are expected to complete the program-end feedback survey honestly and provide updates on their progression after completion of the program.

f. Ethical Conduct & Holistic Engagement

Mentees shall uphold university values, report issues responsibly, and actively participate in university activities while contributing positively to campus life.

6. Roles and Responsibilities of Head of the Department

The Head of the Department shall oversee the allotment and smooth functioning of the mentoring system, conduct monthly review meetings with mentors, and ensure proper documentation and reporting. The HoD will also coordinate training and orientation programmes, escalate unresolved issues to the University Committee, and submit departmental mentor-mentee reports to the University Committee for review.

7. Process of Mentor-Mentee Interaction

Assignment -Mentors to be assigned within first month of admission. List will be communicated to all concerned.

Initial Meeting-Within first two weeks: To dwell upon rapport building, goal setting, communication preferences.

Regular Meetings

- Minimum two mentor-mentee meetings per month.
- Agenda: Academic review, career plans, challenges, goal setting, action plans.
- Informal interactions encouraged.

Special Cases

- Slow learners: Remedial plan.
- High achievers: Advanced guidance.
- Grievances: Follow university grievance redressal mechanism.

8. Documentation, Reporting and Confidentiality

The mentoring system shall be supported by structured documentation, including a Log Book (Annexure I) containing student details, CGPA tracking, meeting records, and progression tracking. A Semester Report and Feedback (Annexure II) shall be submitted to the Head of the Department at the end of each programme. Strict confidentiality shall be maintained, and any breach will attract disciplinary action; information may be shared only with consent or when required in the best interest of the mentee or the university, such as in cases involving risk of harm. Feedback and evaluation shall be conducted through an annual review by the University Committee. In case of conflicts, resolution shall be attempted first at the departmental level, followed by escalation to the University Committee, and finally to the Vice-Chancellor if required.

9. University-Level Mentor-Mentee Committee

The committee will ensure the effective implementation of the mentor-mentee programme.

- **Chairperson:** Dean, Academics

- **Members:**

Director IQAC

DSW

Any two faculty members (To be nominated by Hon'ble Vice-Chancellor)

AR (Academics), Member Secretary

The committee will meet at least once in an academic year.

Functions:

The University Committee shall frame and periodically review mentoring guidelines, monitor their implementation across the university, and organize training programmes for mentors and coordinators. It will also address and resolve policy-level issues and submit an annual report on the mentoring system to the Vice-Chancellor.

Note: Notwithstanding what is contained in the policy, the decision of the Vice- Chancellor on any matter pertaining to this policy will be final and binding.

Front page

Central University of Haryana Mahendergarh (Haryana)

Mentor–Mentee Book

Booklet No: _____

Mentor Details

Name: _____

Designation: _____

Department: _____

Mobile: _____

Email: _____

Page 1

Index

Particulars	Page Nos
Year-wise List of Mentees	
Attendance Record	
Meeting Log with Issues	
Parent Interaction	
Academic Tracking	
Progression Details	

Page 2

Year-wise List of Mentees

S.No.	Name	Roll No.	Session	Email	Mobile	Parent Name	Parents Contact (Mother & Father)	Address	Hostel Details (If applicable)

Page 3

Attendance Record

S.No.	Name & Roll No.	Session	Student's Sign			
			Date 1	Date 2	Date 3	Date 4

Page 4

Meeting Log

Date	Issue/s Discussed	Action Taken	Follow-up	Signature (Concerned Mentee)	Sign (HoD)

Page 5

Parent Interaction (if needed)

Date	Issues Discussed	Action Taken	Follow-up	Parent Signature

Page 6

Academic Tracking

S.No	Name & Roll No	SGPA/CGPA				Academic & Co-curricular Achievements
		Sem I	Sem II	Sem III	Sem IV-VIII	

Page 7

Progression Details

[illegible]

Annexure 2

CENTRAL UNIVERSITY OF HARYANA Mentor–Mentee Semester Summary Report

Name of Mentor: _____
Department: _____
Academic Year & Semester: _____
No. of Mentees Assigned: _____
Total Meetings Conducted: _____

General Issues Observed:

Key Issues, Actions & Follow-up:

Issue Raised	Suggested Solution	Further Action Required
--------------	--------------------	-------------------------

Mentee-Specific Observations:

Name	Issue	Action Taken	Remarks
------	-------	--------------	---------

Overall Remarks:

Signature of Mentor: _____

Date: _____

Remarks by HoD:

Signature of HoD: _____