

8. Mentoring Forms

8.1 Mentoring Agreement (To be filled at the start of the mentoring session)

1. Name and Designation of Mentor: _____

2. Discipline and Department of Mentor: _____

3. Experience in number of years: _____

4. Name and Designation of Mentee: _____

5. Discipline and Department of Mentee: _____

6. Experience in number of years: _____

7. Name of University: _____

Responsibilities and Commitment	We are both committed to achieving a confidential, productive and honest relationship which fosters learning and development for both of us. We both understand our responsibilities and agree to commit to them.
Set individual boundaries of Mentor and Mentee	
Duration of mentoring (Up to 3 months)	
Potential conflict of interest identified	(Write N/A if none are identified).
Contact of Mentors and Mentees during formal mentoring sessions only	(Yes/No)
Prior Notice for Postponement or Cancellation of mentoring sessions (like 24 hours or more notice period)	
Record Keeping of respective mentoring session	
Goals (mentee)	
Goals (mentor)	
Reviewing progress	
Signature of Mentee	Date: _____
Signature of Mentor	Date: _____