

# **Memorandum of understanding (MoU)**

## **Mentoring Relationship**

**Guru Nanak Dev University, Amritsar (GNDU)  
&  
Meritorious School, Amritsar**

Meritorious School, Amritsar functions under the 'Society of Quality Education for Poor and Meritorious Students of Punjab'. These schools are fully Co-Ed residential schools for 10+1 and 10+2 classes meant for children who have studied in Govt schools. Capacity of the school is for 1000 with 60:40 ratio of girls and boys. The society provides total free education including boarding and lodging and is fully funded by the Punjab Govt.

2. We, the mentor and mentee are both voluntarily entering into this mentoring relationship and have mutually agreed upon the terms and conditions of our relationship as outlined below. It is anticipated that specific goals of the mentoring relationship will develop and evolve over time. Below are some examples of areas wherein the mentor may provide advice, assistance and encouragement. Mentoring relationship may be modified as the relationship moves forward.

### **3. Teaching**

- a) Discussing ways to enhance teaching skills.
- b) Identifying opportunities, resources and workshops for skill development.
- c) Providing feedback on students' class evaluations and other presentations.
- d) Refresher courses for professional growth.
- e) Practical knowledge of various streams (Science and Commerce) through seminars in school for both teachers and students.

### **4. Internships of M. Ed. students of GNDU;**

- a) M. Ed. students for internship phase can be allotted to the school.

- b) The school will assist the University in evaluation of the interns' performance;
- c) The university and the school will work together to determine potential policy to improve outcomes.
- d) The partnership will provide mentoring and supervision for interns throughout their internship; including both the host principal and a university supervisor;

#### **5. Professional Development**

- a) Assisting by identifying professional associations and conferences.
- b) Nominate mentee for awards that are appropriate for their fields, work and career level where essential.
- c) Referring mentee to skill development workshops; and resources as needed.

#### **6. Balancing work and life.**

- a) Provide general advice on balancing work and non-work activities.
- b) Inform mentee of university resource available to promote individuals all round development.
- c) Invite/encourage to join in house professional and non-professional activities.

**7. Networking**--Linking the mentee with potential collaborators and leaders within the GNDU.

#### **8. Accountability**

Although the mentor may provide advice in many areas, it is the responsibility of the mentee to develop and achieve specific goals to meet the standards for productivity and promotion. This mentoring relationship is to be promoted with the overall concurrence of the Meritorious Society, SAS Nagar.

#### **9. Frequency of Contact and Documentation**

Effort would be to meet at least two to three times in a year and a record of the formal meetings will be maintained with the issues/agenda discussed.

## 10. Confidentiality

Any sensitive topics that are discussed will be held in the highest confidence.

## 11. Student Welfare

- a) To promote and enhance academic interest of students through counseling.
- b) For bright students (90 percent and above in 10+2 PSEB) fee concession and hostel subsidy should be looked into towards the deserving poor students.
- c) Familiarization visit of students to GNDU campus with the aim to encourage undertaking higher studies and availability of course.

## 12. Termination of MOU

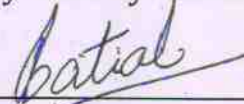
We are committed to open and honest communication in our relationship. We will discuss and attempt to provide maximum mentor support so as to provide maximum benefits to Meritorious School, Amritsar in all round holistic development of the school and the teachers in particular. We have determined that our mentoring relationship will continue without any time stipulation. However, MoU may be terminated any time by either party.



(Prof. K.S. Kahlon)  
Registrar



(Prof. Amit Kauts)  
Head, Department of Education  
Mentor Coordinator



(Col. R.C. Patiyal)  
Principal,  
Govt. Sr. Sec. Residential School for  
Meritorious Students



Mrs. Daljit Kaur  
Vice Principal,  
Govt. Sr. Sec Residential School for  
Meritorious Students