

Mentorship Policy

Indraprastha Institute of Management & Technology Umahi Kota Saharanpur, Uttar Pradesh Session 2025–26

Preamble

To promote academic excellence, holistic development, professional competence, and career readiness among students, Indraprastha Institute of Management & Technology (IIMT), Umahi Kota, Saharanpur, adopts this Mentorship Policy. The policy establishes a structured faculty–student mentoring system to provide continuous academic, personal, professional, and emotional support throughout the student's academic journey.

1. Title of the Policy

This policy shall be known as the "Mentorship Policy of Indraprastha Institute of Management & Technology, Umahi Kota, Saharanpur."

- Areas of Mentorship Support
- Academic guidance
- Career counseling
- Higher education guidance
- Industry exposure and placement guidance
- Entrepreneurship and innovation
- Skill development (communication, leadership, digital literacy, soft skills)
- Personal well-being
- Social responsibility and community engagement
- Special Provisions

First-Year Students: Special mentoring support shall be provided to facilitate their transition into higher education.

Advanced Learners: High-performing students shall be encouraged towards research, innovation, internships, competitive examinations, higher education, publications, and entrepreneurship.

Slow Learners/At-Risk Students: Additional academic support, remedial classes, counselling, and continuous monitoring shall be provided.

Economically or Socially Disadvantaged Students: Special attention shall be given to ensure equal opportunities and inclusive education.

Students with Emotional or Personal Issues: Counselling, stress management, and wellness sessions shall be organized whenever required.

Parent Involvement: Parents/guardians may be invited whenever necessary for collaborative support.

Flexible Meetings: Additional mentoring meetings may be conducted based on student requirements.

Recognition: Outstanding mentors and students showing exceptional improvement may be recognized by the institution.

2. Objectives

- The Mentorship Programme aims to:
- Provide academic, personal, and career guidance.
- Support students in adapting to institutional life.
- Enhance employability and professional skills.
- Promote discipline, ethics, leadership, and social responsibility.
- Encourage innovation, entrepreneurship, research, and lifelong learning.
- Improve student retention, progression, and overall well-being.

3. Structure of the Mentorship Programme

Mentor Assignment

Each faculty member shall be assigned 25–30 students by the Head of Department at the beginning of every academic session.

Duration

The mentor–mentee relationship shall continue throughout the student's programme.

Meetings

- At least one individual meeting per semester with each mentee.
- At least two group meetings per semester.
- Additional meetings whenever required.

Record Keeping

Each mentor shall maintain confidential digital or physical mentoring records including student progress, counselling provided, action taken, and follow-up.

4. Responsibilities

Mentors

Mentors shall:

- Guide students in academics, career planning, placements, higher education, entrepreneurship, and skill development.
- Identify academic, behavioural, financial, or personal difficulties.
- Refer students to counselling, remedial support, placement cell, examination cell, scholarship cell, or other institutional support whenever required.
- Encourage participation in extracurricular activities, NSS, sports, cultural activities, innovation, research, IIC, and community outreach programmes.
- Conduct regular mentoring meetings.
- Maintain confidentiality.
- Monitor attendance, academic performance, discipline, and overall development.
- Help students set academic and career goals.

Mentees

- Students shall:
- Participate actively in mentoring sessions.
- Communicate academic and personal concerns honestly.
- Respect mentor–mentee relationships.
- Implement guidance provided.
- Maintain regular attendance.
- Participate in institutional activities.
- Provide feedback regarding the mentoring programme.
- Bring parents/guardians whenever requested in critical situations.

College Administration

The Institution shall:

- Constitute a Mentorship Committee.
- Ensure equitable allocation of mentees.
- Organize mentor orientation and counselling programmes.
- Conduct periodic reviews.
- Recognize effective mentoring practices.
- Maintain records for IQAC and NAAC documentation.

5. Confidentiality

All mentor–mentee interactions shall remain confidential except where disclosure is necessary to protect student safety or comply with institutional or legal requirements.

6. Monitoring and Evaluation

- Annual feedback from mentors and mentees.
- Semester-wise mentoring records.
- Documentation of counselling, remedial support, parent meetings, and referrals.
- Confidential maintenance of records.
- Annual mentoring report submitted to IQAC.
- Digital maintenance of mentoring records wherever possible.
- Continuous review for improvement.

7. Policy Review

This policy shall be reviewed once every three years or earlier if required.

8. Effective Date

This policy shall come into force from the Academic Session 2025–26 and shall remain effective until revised by the competent authority.

Approved By

Dr. Anju Walia
Principal/Director
Indraprastha Institute of Management & Technology
Umahi Kota, Saharanpur

(Signature & Seal)

Date: _____

Prepared by

Mentorship Committee
Dr. Anju Walia – Chairperson
Dr. Kamal Krishan – Convener
HODs of all Departments – Members

ANNEXURE-I

Mentor–Mentee Allotment Register

Mentor Name: _____

Department: _____

Contact: _____

Academic Year: _____

S. No	Student Name	Roll No.	Programme/Year	Mobile	Remarks

Mentor Signature _____

HOD _____

Principal/Director _____

ANNEXURE-II

Mentorship Meeting Record

Mentor Name: _____

Department: _____

Academic Year: _____

S.no.	Date	Meeting Type	Issues Discussed	Guidance Given	Action Taken	Follow-up

Mentor Signature _____

Semester Summary

Total Individual Meetings: ____

Total Group Meetings: ____

Major Issues: _____

Action Taken: _____

Recommendations: _____

Mentor Signature _____

HOD _____

Principal/Director _____

ANNEXURE-III

Student Feedback Form

Student Name: _____

Roll No.: _____

Programme/Year: _____

Mentor Name: _____

Statement	SA	A	N	D	SD
Academic guidance was useful	☐	☐	☐	☐	☐
Career guidance was helpful	☐	☐	☐	☐	☐
Mentor was approachable	☐	☐	☐	☐	☐
Mentoring improved my confidence	☐	☐	☐	☐	☐
Emotional support was adequate	☐	☐	☐	☐	☐
Mentor encouraged participation in activities	☐	☐	☐	☐	☐
Meeting frequency was satisfactory	☐	☐	☐	☐	☐
Overall satisfaction	☐	☐	☐	☐	☐

Most helpful aspect: _____

Suggestions: _____

Additional Remarks: _____

Student Signature _____

Date _____