

tirpude

INSTITUTE OF MANAGEMENT EDUCATION

(An Autonomous Institute affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur)
1, Balasaheb Tirpude Marg, Civil Lines, Sadar, Nagpur – 440 001

MENTORING AND COUNSELLING POLICY AND STANDARD OPERATING PROCEDURES

1. TITLE

This document is called ‘**Mentoring and Counselling Policy and Standard Operating Procedures**’ for Planning, Implementation, Monitoring, and Evaluation of the Mentoring and Counselling System for all students enrolled at Tirpude Institute of Management Education, Nagpur. This is implemented through structured mechanisms, continuous monitoring, and a student-centric approach to ensure effectiveness and quality outcomes.

2. PURPOSE

The purpose of this policy and Standard Operating Procedures (SOP) is to establish a structured, systematic, and student-centric Mentoring and Counselling System in the Institute. The SOP aims to provide academic guidance, emotional support, career counselling, and personal development assistance to students, thereby ensuring holistic development in accordance with NAAC quality benchmarks and the National Education Policy (NEP) 2020. This is implemented through structured mechanisms, continuous monitoring, and a student-centric approach to ensure effectiveness and quality outcomes.

3. REGULATORY AND POLICY FRAMEWORK

This SOP is framed in compliance with:

- *UGC and AICTE guidelines for student support and counselling*
- *Institutional statutes and academic regulations*
- *National Education Policy (NEP) 2020*
- *NAAC Quality Indicator Framework (QIF)*

4. ALIGNMENT WITH NEP 2020

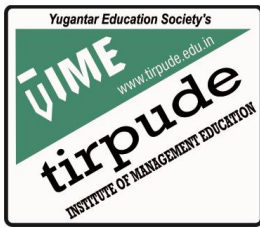
The Mentoring and Counselling System is aligned with NEP 2020 by:

- Promoting student-centric and inclusive education
- Supporting academic flexibility and continuous guidance
- Addressing students’ mental health and well-being
- Enhancing employability, ethics, and life skills
- Encouraging personalized mentoring and continuous engagement

5. SCOPE

This SOP is applicable to:

- All PhD, PG and UG students enrolled at the Institute
- Faculty mentors and professional
- Deans, Heads of Departments, Programme Coordinators, and IQAC
- Academic, personal, psychological, and career counselling services



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6. DEFINITIONS

6.1 Mentoring

A structured process in which faculty members provide academic, professional, and personal guidance to assigned students throughout their academic tenure.

6.2 Counselling

A confidential and professional support service provided to students to address emotional, psychological, behavioural, or career-related concerns.

7. OBJECTIVES

The objectives of the Mentoring and Counselling System are to:

1. Improve academic performance and attainment of learning
2. Identify and address personal and psychological challenges faced by students
3. Enhance student retention, progression, and success
4. Provide career guidance and employability support to students
5. Promote ethical behaviour, discipline, and emotional well-being among students

8. GOVERNANCE STRUCTURE

8.1 Institution Mentoring and Counselling Committee (IMCC): In order to ensure effective implementation of this policy, a committee with following composition shall be constituted by the institute. Such a committee shall be the governing authority for implementation and shall meet at least twice in an academic year.

- Principal / Director – Chairperson
- IQAC Coordinator – Member
- All Deans – Members
- 2 Faculty Mentors – Members
- Professional Counsellor (Internal/External) – Member
- 2 Student Representatives- Members
- 1 Alumni Representative-Members

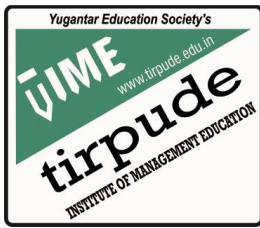
8.2 Role of IQAC

The IQAC shall monitor quality, effectiveness, documentation, and NAAC/AQAR compliance of this mentoring and counselling policy. The SOP will be effective for academic year from 1st July of the current year to 30th June of the following year.

9. ROLES AND RESPONSIBILITIES

9.1 Principal / Director

- Provide strategic oversight and institutional support
- Approve mentoring and counselling framework
- Ensure availability of necessary resources



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9.2 Deans (UG and PG Programs)

- Allocate faculty mentors in coordination with program coordinators
- Monitor mentoring activities
- Review academic and behavioural issues

9.3 Faculty Mentor

- Conduct two mentoring sessions per semester
- Monitor attendance, performance, and conduct
- Refer students for counselling when required

9.4 Professional Counsellor

- Provide confidential counselling
- Maintain ethical and professional standards
- Contact higher authorities, parents or guardians, if required.
- Submit consolidated, anonymized reports

9.5 Students / Alumni

- Participate actively in mentoring sessions
- Seek counselling support when required
- Maintain confidentiality and discipline
- Share feedback and be present at any accreditation meeting if required.

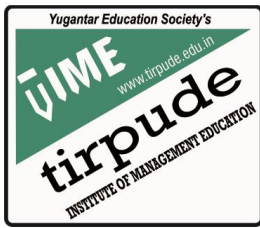
10. STANDARD OPERATING PROCEDURE

10.1 Allocation of Mentors

- Deans in coordination with program coordinators should make the list of Mentor-Mentees
- Each faculty mentor shall be assigned 15–20 students
- Allocation shall be finalized at the beginning of the academic year
- Allocation should be informed to Mentor and Mentees via official email communication.
- Allocation should be monitored regularly for update, revision or changes.
- Records shall be maintained as per Annexure I

10.2 Mentoring Sessions

- Minimum two mentoring sessions per semester should be engaged for each mentee
- Sessions may be individual or group-
- Focus areas include academics, attendance, career planning, extracurricular activities participation and personal development



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10.3 Counselling Services

- Counselling may be self-initiated or mentor-referred
- Counselling sessions shall be confidential and need-based
- Counselling (mental health) can be done within or outside college with prior permission of Dean UG/PG programs
- Records shall be maintained as per Annexure III

10.4 Referral Mechanism

- Students may be referred to professional counsellors, career guidance cells, or external agencies, if necessary

10.5 Documentation and Reporting.

- Faculty mentors shall submit semester-wise mentoring reports (Annexure II) to Coordinator, IQAC and the Coordinator, IQAC shall place it before the Institution Mentoring and Counselling Committee (IMCC)
- Counsellors shall submit anonymized summary reports to Coordinator, IQAC and the Coordinator, IQAC shall place it before the Institution Mentoring and Counselling Committee (IMCC)

11. MONITORING AND EVALUATION

Effectiveness mentoring and counselling sessions shall be assessed through:

- Academic performance improvement
- Retention and progression statistics
- Student feedback
- Counselling outcomes

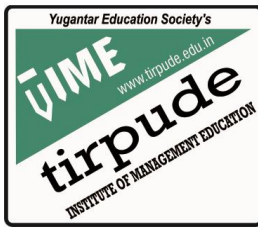
Periodic reviews shall be conducted by the IMCC and IQAC.

12. CONFIDENTIALITY AND ETHICAL PRACTICES

- All mentoring and counselling interactions shall remain confidential
- Records shall be securely maintained by respective mentors / counsellors
- Ethical standards shall strictly be adhered to

13. RECORD MAINTENANCE

- Physical and digital records shall be maintained by the department. This is implemented through structured mechanisms, continuous monitoring, and a student-centric approach to ensure effectiveness and quality outcomes.
- Documents shall be preserved for NAAC, AQAR, academic audits or any other official purpose This is implemented through structured mechanisms, continuous monitoring, and a student-centric approach to ensure effectiveness and quality outcomes.



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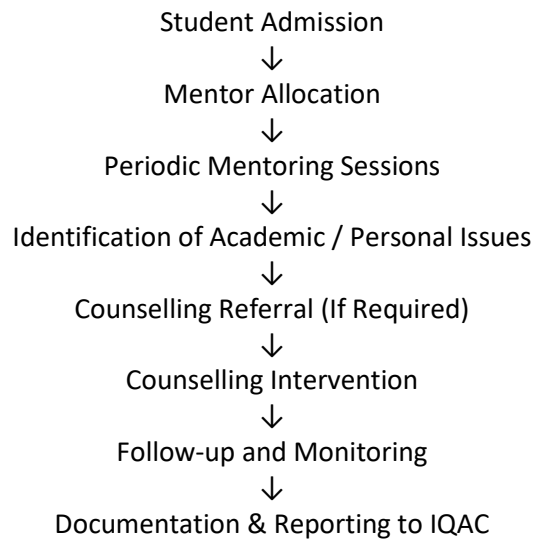
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14. REVIEW AND REVISION

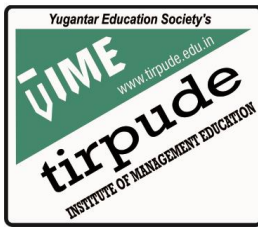
This policy and SOP shall be reviewed annually by IQAC. Any amendments shall be approved by the Governing Body on recommendations of IQAC. This is implemented through structured mechanisms, continuous monitoring, and a student-centric approach to ensure effectiveness and quality outcomes.

FLOWCHART: MENTORING AND COUNSELLING SYSTEM



15. Approval

| Name | Designation | Signature | Date |
|---------------------|------------------|-----------|------|
| Dr. Lalit Khullar | Director | | |
| Dr. Himanshu Tiwari | IQAC Coordinator | | |
| | | | |



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ANNEXURES

ANNEXURE I: MENTOR–MENTEE ALLOCATION FORMAT

- Academic Year
- Programme / Semester
- Faculty Mentor Name
- List of Mentees (Roll Numbers)
- Signature of HOD

ANNEXURE II: SEMESTER MENTORING REPORT FORMAT

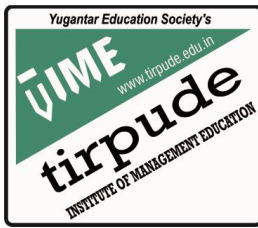
1. Name of Faculty Mentor
2. Number of Mentees
3. Number of Sessions Conducted
4. Issues Identified
5. Interventions Suggested
6. Outcomes
7. Remarks
8. Signature of Mentor

ANNEXURE III: COUNSELLING SESSION RECORD FORMAT (CONFIDENTIAL)

- Date of Session
- Nature of Issue
- Action Taken
- Follow-up Required
- Counsellor's Signature

ANNEXURE IV: STUDENT FEEDBACK FORMAT

- Effectiveness of Mentoring
- Accessibility of Mentor/Counsellor
- Impact on Academic, Extracurricular and Personal Growth
- Overall Satisfaction
- Any other remarks



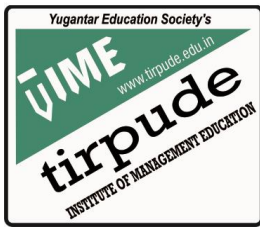
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Index for File – Mentoring and Counselling System, Tirpude Institute of Management Education, Nagpur.

| Sr. No. | Particulars | Page No. | Remark / Comments |
|---------|--|----------|--|
| 1. | About Tirpude Institute of Management Education, Nagpur. | 1-2 | Autonomous college, under RTMNU |
| 2. | STANDARD OPERATING PROCEDURE (SOP) ON MENTORING AND COUNSELLING SYSTEM | 3 - 7 | Approved by Dated |
| 3. | Institute Mentoring and Counselling Committee (IMCC) | 9 | |
| 4. | Mentor- Mentee Session Sem I First Round(Sample) | 10 -15 | Session details, attendance sheet, follow up sheet |
| 5. | Mentor- Mentee Session Sem I Second Round (Sample) | 16 -20 | Session details, attendance sheet, follow up sheet |
| 6. | Mentor- Mentee Session Sem II First Round(Sample) | 21 -25 | Session details, attendance sheet, follow up sheet |
| 7. | Mentor- Mentee Session Sem II Second Round (Sample) | 25 -30 | Session details, attendance sheet, follow up sheet |



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Index for Mentor – Mentee/ Scholar Allocation Table

Tirpude Institute of Management Education, Nagpur.
(UG / PG – Management / PhD Programs)

Academic Year:
Program: UG / PG / PhD
Department / School:
Specialization / Year / Semester / Research Area:
Name of the Mentor / Supervisor:
Designation

| Sr. No. | Student / Scholar Name | Roll / Enrollment / Registration No. | Program / Year / Research Area | Phone No | Email Id | Emergency contact No |
|---------|------------------------|--------------------------------------|--------------------------------|----------|----------|----------------------|
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| 11. | | | | | | |
| 12. | | | | | | |

Approved Mentor–Mentee / Supervisor–Scholar Ratio:
Validity Period of Allocation: 1st March,2025 to 30th June, 2026

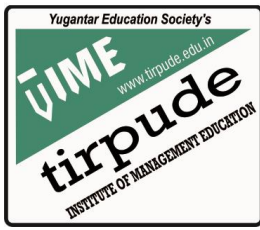
Prepared / Approved by:

Program Coordinator / Research Coordinator:

Head of Department / School:

Date: .01st March, 2025

Institution Seal:



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Index for Mentor – Mentees Session Follow up Record , Tirpude Institute of Management Education, Nagpur.

Academic Year:

Program: UG / PG / PhD

Department / School:

Specialization / Year / Semester / Research Area:

Name of the Mentor / Supervisor:

Designation

| Sr. No. | Mentee / Scholar Name | Roll / Enrollment / Registration No. | Date of previous Session | Discussion Points / Follow-Up Actions | Remarks / Status | Phone No | Email Id | Emergency contact No |
|---------|-----------------------|--------------------------------------|--------------------------|---------------------------------------|------------------|----------|----------|----------------------|
| 1. | | | | | | | | |
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| 12. | | | | | | | | |

Approved Mentor–Mentee / Supervisor–Scholar Ratio:

Validity Period of Allocation: 1st March,2025 to 30th June, 2026

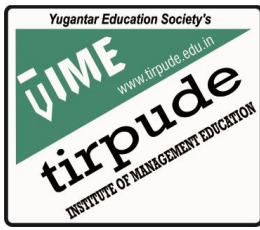
Prepared / Approved by:

Program Coordinator / Research Coordinator:

Head of Department / School:

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Institution Mentoring and Counselling Committee (IMCC),
Tirpude Institute of Management Education, Nagpur.

Academic Year: 1st July, 2024 to 30th June, 2025. Amended from: 1st March, 2025

Program: UG / PG / PhD

Department:

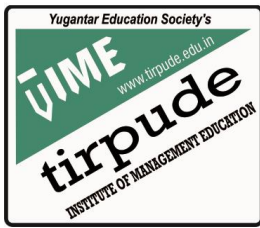
| Sr. No. | Position / Role | Name of Member | Designation / Department | Remarks / Responsibilities |
|---------|--|----------------|--------------------------|---|
| 1 | Principal / Director – Chairperson | | | Overall oversight and decision-making |
| 2 | IQAC Coordinator – Member | | | Monitoring mentoring & counselling effectiveness |
| 3 | Head, Department of Management – Member | | | Department-level coordination |
| 4 | Faculty Mentors – Member | | | Mentoring and academic guidance |
| 5 | Faculty Mentors – Member | | | Mentoring and academic guidance |
| 6 | Professional Counsellor (Internal/External) – Member | | | Psycho-social and career counselling |
| 7 | Students – Member | | | Feedback and participation in mentoring initiatives |
| 8 | Students – Member | | | Feedback and participation in mentoring initiatives |
| 9 | Alumni – Member | | | Guidance, networking, and mentorship support |
| 10 | Alumni – Member | | | Guidance, networking, and mentorship support |

Approved by: Academic Council / Governing Body / Director / IQAC

Head of Department / School:

Date: .01st March, 2025

Institution Seal:



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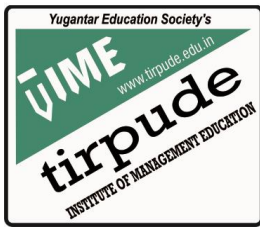
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STUDENT FEEDBACK FORM – MENTORING AND COUNSELLING SESSION

Academic Year:
 Program: UG / PG / PhD
 Department / School:
 Mentor / Counsellor Name:

| Sr. No. | Parameter | Rating | Remarks / Comments |
|---------|--|--|--------------------|
| 1 | Effectiveness of Mentoring | <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor | |
| 2 | Accessibility and Approachability of Mentor / Counsellor | <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor | |
| 3 | Timeliness of Guidance / Counselling | <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor | |
| 4 | Relevance of Advice to Academic Goals | <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor | |
| 5 | Support for Personal / Emotional Development | <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor | |
| 6 | Encouragement for Extracurricular / Skill Development | <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor | |
| 7 | Communication Clarity & Listening Skills of Mentor | <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor | |
| 8 | Impact on Motivation and Confidence | <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor | |
| 9 | Overall Satisfaction | <input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor | |



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| | | | |
|----|---------------------------------|-----|--|
| 10 | Any Other Remarks / Suggestions | N/A | |
|----|---------------------------------|-----|--|

Please answer the below questions:

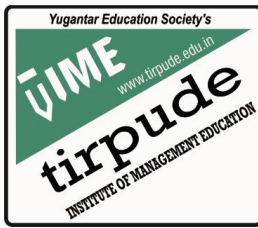
1. What specific advice or guidance from the mentor was most helpful?
.....
.....
2. What improvements would you suggest to make mentoring/counselling sessions more effective?
.....
.....
3. Are there any topics or issues you would like more focus on in future sessions?
.....
.....

Head of Department / Head IMCC / IQAC Head :

Date: 01st March, 2025

Place: TIME, Nagpur

Institution Seal:



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ENHANCED FLOWCHART: MENTORING AND COUNSELLING SYSTEM

- ↓ Student Admission and Induction
- ↓ Mentor Allocation (15–20 Students per Mentor)
- ↓ Orientation of Mentors and Mentees
- ↓ Periodic Mentoring Sessions (Academic, Personal, Career Guidance)
- ↓ Continuous Monitoring of Attendance, Performance and Behaviour
- ↓ Identification of Issues (Academic / Personal / Psychological)
 - ↓ Decision Point: Need for Counselling?
 - ↓ If Yes → Referral to Professional Counsellor
 - ↓ Counselling Intervention (Confidential & Need-Based)
 - ↓ Follow-up Sessions and Progress Tracking
- ↓ Documentation (Mentor Reports & Counsellor Records)
 - ↓ Review by IMCC and IQAC
 - ↓ Feedback Collection from Students
- ↓ Continuous Improvement and Policy Refinement