



आईएफटीएम विश्वविद्यालय, मुरादाबाद, उत्तर प्रदेश  
**IFTM University, Moradabad, Uttar Pradesh**  
NAAC ACCREDITED

# Ordinance

on

**“Mentoring and Counselling Cell”**

## **IFTM UNIVERSITY**

(Established under UP Govt. Act No. 24 of 2010 and approved under section 22 of UGC Act 1956)

Lodhipur Rajput, Delhi Road, Moradabad- 244102, U.P.

**Telephone:** 591-2360817, 2360818 **Email:** admissions@iftmuniversity.ac.in **Website:** www.iftmuniversity.ac.in

---

## **OVERVIEW:**

As per the direction of Govt. of Uttar Pradesh, the Mentoring and Counselling (M&C) Cell in the University is to be constituted for effective implementation of New Education Policy 2020. The Coordinator, entrusted the responsibility of the cell is required to propose the constitution of the cell and get it approved from Hon'ble Vice Chancellor to start the functioning of the cell.

Mentoring is an effective process of guiding and encouraging a person (student). Mentoring helps in boosting the overall growth and personality development of every student of the University. The M&C Cell of our University plays a significant role in enriching the academic as well as personal development of the students.

Counselling is a process that aims to facilitate personal well being of the students through support and guidance of trained counselors or psychologists, for a healthy mind and body and resolve emotional and psychological issues of the students. Counselling helps students to discuss their problems regarding their academic and social life. It aims to help students become self-aware and reach their highest potential while dealing with anxiety and stress to achieve their goal of life.

M&C Cell is one of the most important cells out of the ten cells suggested by Higher Education Department, Uttar Pradesh for the effective implementation of New Education Policy (NEP) 2020. The objectives of the cell have been chosen as per the mission of the University. The main thrust points of the M&C Cell are as follow:

- To bridge the gap between the faculties and students.
- To establish trusting relationship between the mentor (teacher) and mentee (student).
- To guide and help students more effectively.
- To encourage the students on both educational and personal aspects.
- To boost the overall growth and personality development of a students.
- To build confidence and support the mentees for their own developments.
- To resolve emotional and psychological issues of the students.
- To discuss the problems regarding academic and social life of the students.
- To help students reaching their highest potential while dealing with anxiety and stress.

## **AIM:**

The main aim of the M&C Cell is to monitor the student's regularity and discipline in the University, improve the teacher-student relationship and solve student's problems and provide confidence to improve their quality of life to achieve their goal.

## **MISSION:**

The mission of the M&C Cell is to value and challenge the students to develop their full potential, psychological immunity and skills to thrive in the challenging situations of life.

## **VISION:**

The vision of the M&C Cell is to accelerate the transition from Old Education Policy to New Education Policy 2020 for creating world class multidisciplinary educational institutions.

## INDEX

<b>Sr. No.</b>	<b>Name</b>
I.	Ordinance
IA.	Constitution
IB.	Composition
IC.	Objectives
ID.	Policies
IE.	Mechanism
IF.	Functions
IG.	Review
II.	Activities planned to be held

**I. Ordinance:****I(A). Constitution:**

A coordinator will be approved by the Registrar of the University for the M&C Cell in order to supervise and conduct all the activities of the Cell. The coordinator will be appointed for a period of at least one year. At least one member from each school would be nominated by the respective School's Director. The coordinator will assure proper guidance to these members of the respective schools for proper and effective functioning of the Cell.

**I(B). Composition:**

Mentoring and Counselling (M&C) Cell is formed with the following members from different schools of the University.

<b>Sr. No.</b>	<b>Name of faculty</b>	<b>School</b>	<b>Designation</b>	<b>Mob. No.</b>	<b>Email ID</b>
<b>1</b>	Mr. Sanjay Singh	School of Engineering & Technology	Coordinator	9997945543	sanjay_singh@iftmuniversity.ac.in
<b>2</b>	Dr. Arvind Shukla	School of Computer Science & Applications	Member	9412310101	arvindshukla@iftmuniversity.ac.in
<b>3</b>	Dr. Richa Saxena	School of Sciences	Member	8178781329	saxena.richa23@gmail.com
<b>4</b>	Dr. Munesh Mani	Pharmacy Academy	Member	9927111259	manimunesh17@gmail.com
<b>5</b>	Dr. Harpreet Singh	School of Pharmaceutical Sciences	Member	8865934783	singharpreet747@gmail.com
<b>6</b>	Dr. Pradeep Kumar Tiwari	School of Social Sciences	Member	9936639744	pradeep_tiwari@iftmuniversity.ac.in
<b>7</b>	Dr. Arkja Singh	School of Business Management	Member	9012533311	arkjasingh@iftmuniversity.ac.in
<b>8</b>	Dr. Rashi Srivastava	School of Biotechnology	Member	9839049123	talk2rashi@gmail.com
<b>9</b>	Dr. Yashpal Singh	School of Agricultural Sciences and Engineering	Member	9456981453	yashpaldrsingh@gmail.com
<b>10</b>	Mr. Gaurav Bharti	School of Law	Member	7417942901	gauravbharti1298@gmail.com
<b>11</b>	Mr. Vivek Shankdhar	University Polytechnic	Member	9457853933	viv.shankh86@gmail.com

### I(C). Objectives:

**Objective 1:** To prepare the Policy of the Mentoring and Counselling Cell.

**Objective 2:** To assign the faculty member as a mentor to every student on the time of his admission.

**Objective 3:** To organize counselling workshops for the students of the University.

**Objective 4:** To provide counselling for the students who have psychological issues.

**Objective 5:** To help the students in their personality development.

**Objective 6:** To organize programme for life skills and personality development.

**Objective 7:** To provide professional support to the students.

### I(D). Policies

- The purpose of the cell is to prepare the students for adapt the new academic environment and schedule.
- The mentors help the students to understand the needs of curriculum and develop healthy interpersonal relationship between teacher and students.
- The mentors regularly inform the parents about the attendance and performance of their wards from time to time.
- The mentors guide the students to choose right career paths for jobs, higher studies, entrepreneurship etc.
- The mentors motivate the students and develop confidence to take up challenging tasks in their life and help the society in nation building.
- The mentors also try to identify the potential and interests of their mentees and guide them accordingly towards active participation in co-curricular and extra-curricular activities of the University.

### I(E). Mechanism:

The faculty members are assigned as a mentor to a group of 25-30 students of the University. In IFTM University, Mentoring and Counselling cell is formed to provide a sense of belongingness and guardianship among the students towards their teachers and University.



The faculty members act as guardian (Mentor) for the students (Mentee) to look after throughout their course tenure. The basic objective of this relationship is to guide the students in all academic and social aspects so that they become strong professionals and great human beings.

## **I(F). Functions**

### **Administrative:**

- Calculating, monitoring and communicating attendance to students and parents
- Monitoring internal marks and communicating to students and parents
- Conducting Faculty Feedback on ERP
- Making semester wise mentoring session plan
- Conducting mentoring classes on regular time interval
- Taking mentoring session attendance on ERP

### **Mentor:**

- Identifying the specific skills of the mentees and providing appropriate guidance
- Conducting regular mentor-mentee sessions to resolve their academic, social and behavioral issues
- Conducting Alumni interaction sessions with students
- Encouraging students for participation in various activities
- Taking students as volunteers for different University events
- Updating students' performance to the Head of Department

### **Skill Development:**

- Conducting career guidance sessions with HR and industry representatives
- Conducting personality development classes
- Conducting skill development sessions related to employability enhancements
- Counselling the students for personal and professional growth

### **Parents Interaction:**

- Conducting Parents-Mentors Meet [PMM] twice in a semester
- Conveying student attendance, internal marks, events-based participation to parents
- Communicating student's overall performance in campus to parents
- Involving parents in events participation, guest lectures and to provide internships to students

## **I(G). Review:**

Proper feedback from the students and the faculties on the functioning of the M&C Cell will be collected for the better and smooth monitoring of the Cell. All the feedback (grievances and advices) from each stake holder will be collected, reviewed and used to improve the methods for achieving our goals on university level.

**II. Activities Planned to be held:**

<b>Sr. No</b>	<b>Title of Activity</b>	<b>Tentative Date</b>
1.	Personality development classes for the students	21/02/2022
2.	Career guidance session with HR and industry representatives	07/03/2022
3.	Counselling workshop for life skills and personal growth	21/03/2022
4.	Counselling workshop of the students for higher studies	11/04/2022
5.	Parents-Mentors Meet [PMM] twice in a semester	25/04/2022
6.	Counselling workshop for the students for psychological issues	17/05/2022