



INSTITUTE OF APPLIED MEDICINES & RESEARCH

Affiliated to CCS University, Meerut, Recognized by UGC
(NAAC Accredited)

MANAGEMENT DEPARTMENT (BBA Course)

Mentorship Programme

Mentor
Mentee
Policy

OBJECTIVE OF PROGRAMME

Mentoring is one of the key aspects of student support in higher education. It is an essential feature to render equitable service to all the students having heterogeneous background. Faculty members are expected to advise post-graduates. Student-mentorship has the following objectives:

- a) To enhance teacher-student contact hours.
- b) To enhance students' academic performance and attendance.
- c) To minimize students fear
- d) To identify and understand the plight of learners and encourage advanced learners
- e) To render equitable service to students.

Standard Operating Procedure (SOP)

1. Mentorship programme is conducted under the guidance of Director of the Department of the Programme. College has started this mentorship and mentee programme for BBA students.
2. The faculty members (Mentors) will be allotted the students (Mentees) and there will be a meeting of mentor and mentee twice in one semester.
3. The Mentor and Mentee have to follow the Mentoring agenda. Engagement is on a voluntary basis for both the Mentor and the Mentee. The Mentoring relationship is confidential It is a relationship built upon trust and mutual respect.
4. The Mentor empowers the Mentee to take responsibility for their own learning and career development Keep relationship professional.
5. It is very important for mentor to know the strength and weakness of the mentee.
6. In every meeting what is discussed with mentee is mentioned by mentor in a separate mentorship programme file.
7. Mentees can express their views, share their thoughts and problems to the mentors.



9th Km. Stone, Delhi-Meerut Road, Duhai, Ghaziabad-201206
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8. Mentees can contact to mentors anytime in case of emergency to their mentors.
9. If the male faculty is mentor so the guideline of IAMR should be followed while dealing with opposite gender specially if female is there one female faculty should be there.
10. Record should be maintained as a confidential record and keep file in at a safe place in department.
11. During one-to-one meeting with mentee enquiry should be made about physical or mental health, study related issues, problems pertaining to peer groups and family.
12. Any issue related to mess, infrastructure and hostel etc, raised during mentor mentee meeting should be addressed to concern committee.
13. Distribution of mentor mentee will be year wise. Once the mentor is allocated he/she will be the mentor for two years.
14. Director has to take the review of the programme after every meeting.
15. Mentors will be allotted maximum 15 students under their guidance. Director will guide for the mentorship programme to Mentor.
16. In phase wise meeting with the director points will be discussed as follows-
 - (i) Achievement of the Mentee a) Curricular b) extra-curricular
 - (ii) Any issue regarding curriculum, Examination and any other personal matter
17. Any significant and genuine issue related to physical and mental health, personal issues should be conveyed to director first and then director will convey to programme coordinator and mentor.
18. Mentors act as foster-parents and provide guidance in any area of life to the mentees by providing guidance, counselling and advice in any area of life, especially in academics as per the need expressed by the mentees.
19. Mentors provide necessary support and guidance to their mentees who participate in various inter-collegiate events and competitions. This helps mentees achieve success at such competitions thus enhancing their self-efficacy.





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MANAGEMENT DEPARTMENT (BBA COURSE)

FLOWCHART OF WORKING OF MENTORSHIP PROGRAMME

Office Order Circulated for meeting
Meeting Of Mentors with director
Allotment Of mentees to Mentor
Attendance of mentors marked in meeting
Problem solving session of mentor mentee
Report Submission and Review Meeting By director

If any issue arise in Mentor –Mentee meeting review which requires urgent attention will be informed to director.

IQAC


Director





INSTITUTE OF APPLIED MEDICINES & RESEARCH

Circular
for M

Date: 11/09/23

Notice

With reference to commencement of Academic Session 2023-24 Find below the list of mentees with their respective mentors for Academic Session 2023-24. The mentors are required to convene the meeting with their mentees on last Saturday of every month to discuss their academic progress, psycho-social and/ or personal issues, if any and record the proceedings of the discussion subjected to maintenance of confidentiality.

However, the mentees are free to contact their mentors or any other senior faculty members other than the scheduled meeting day, if required.

Dean Academics

Dr Shweta Kulshresthaa

CC to:

Faculty Members

Students Notice Board

IQAC

Office File.



9th KM Stone, Namo Bharat Station, NH-9, Delhi-Meerut Road, Ghaziabad- 201206 (U.P.)

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MENTOR MENTEE PROGRAM

FACULTY OF LIFE SCIENCES

The Mentor-Mentee Program is vital for bridging the gap between faculty and students, fostering emotional and academic support. Mentors provide guidance, encouragement, and a nurturing environment, positively impacting students' persistence and achievements. Mentees can seek both educational and personal support, enhancing their capabilities and building strong interpersonal relationships with faculty.

Students get assigned mentors from their respective first-year departments. As students' progress to subsequent years, they will transition from their current mentors to faculty members associated with the new academic year.

To facilitate an organized and effective mentorship process, all mentors are provided with a mentoring logbook. This logbook serves as a confidential and comprehensive record of each mentee's activities, academic progress, and co-curricular achievements. Mentors document their observations during interactions with mentees and collaboratively develop a shared action plan to guide students in enhancing their professional growth.

At the end of each academic year, mentors reassess their mentees, summarizing their progress and challenges.

The Mentor-Mentee system fosters:

- **Effective Communication:** Establishing open and effective channels of communication between mentors and mentees allows for a deeper understanding of students' academic and non-academic challenges, enabling timely resolution of grievances.
- **Comprehensive Monitoring:** The system provides a structured database to track mentees' class attendance, participation, and academic performance, enabling focused interventions when needed.
- **Personalized Guidance and Counselling:** By building a strong mentor-mentee relationship, students develop a sense of belonging and trust towards their faculty and the institution, enhancing their overall experience.
- **Holistic Development:** The mentorship program shapes students into disciplined, well-rounded individuals who carry forward the values and reputation of institution, contributing positively to society after his education.



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Ref No: IAMR/FLS/A.Y.-2023-24/

Date- 08-11-2023

With reference to commencement of Academic Session 2023-24 w.e.f. 04 September, 2023, Find below the list of mentees with their respective mentors for Academic Session 2017-18. The mentors are required to convene the meeting with their mentees on last Friday of every month to discuss their academic progress, psycho-social and/ or personal issues, if any and record the proceedings of the discussion subjected to maintenance of confidentiality. However, the mentees are free to contact their mentors or any other senior faculty members other than the scheduled meeting day, if required.

Prof. (Dr.) Abha Vashistha
Dean
Faculty of Life Sciences

CC to:

Hon'ble Chairperson (for kind info.)
Hon'ble Secretary Sir (for kind info.)
Hon'ble Group Director Sir (for kind info.)
IQAC Coordinator
Departmental Faculty
Notice Board
Office file.



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CLASS: B.Sc. (H) BIOTECHNOLOGY I YEAR

MENTOR: Ms. ALKA SINGH

S.No.	Roll No	Name	Father Name
1	R240966270001	AKSHARA	NAVNEETCHOUDHARY
2	R240966270002	AMAN ALI	LIYAQAT ALI
3	R240966270003	AMISHA KUMARI	SHWETPUNJSHARAN
4	R240966270004	AMRITA BHATT	ANIL KUMAR BHATT
5	R240966270005	ANJALI	SANTOSH KUMARSHARMA
6	R240966270006	ANJALI PAL	BANWARI LAL
7	R240966270007	ANSHIKA BHATI	JAGDISH BHATI
8	R240966270008	ATUL SAINI	DARSHAN SAINI
9	R240966270009	BABU ANSARI	ABDUL SHAHID
10	R240966270010	CHARU SINGH	MAHAVIR SINGH
11	R240966270011	CHETNA	TEJVEER
12	R240966270012	CHHAVI CHOUDHARY	SARVIND KUMAR
13	R240966270013	CHIRAG SHARMA	VIJAY KUMAR SHARMA
14	R240966270014	CHIRAG SHARMA	SITA RAM SHARMA
15	R240966270015	DEEPANSHI	YOGENDRA SHARMA
16	R240966270016	DEEPANSHI	AJAY KUMAR UPADHAYAY
17	R240966270017	DEEPSHIKHA	OMPAL
18	R240966270018	DHIYA ANN MATHEW	MATHEW JOSEPH
19	R240966270019	DIKSHA MISHRA	MUKESH MISHRA
20	R240966270020	DIVYA TRIPATHI	PRATAP NARAYAN TRIPATHI



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CLASS: B.Sc. (H) BIOTECHNOLOGY I YEAR

MENTOR: Dr. YAMINI DIXIT

S.No.	Roll No	Name	Father Name
1	R240966270021	EKAMPREET KAUR	GURMEET SINGH
2	R240966270022	GARIMA GIRI	PRAMOD GIRI
3	R240966270023	JAANVI GOEL	NITIN PRAKASH GOEL
4	R240966270024	JAGRITI JAYA	S K JHA
5	R240966270025	KANIKA GUPTA	RAKESH KUMAR
6	R240966270026	KANISHKA SARASWAT	ASHOK SARASWAT
7	R240966270027	KARISHMA RANI	CHANDRA PAL SINGH
8	R240966270028	KASHISH SHARMA	PAWAN SHARMA
9	R240966270029	KASHISH TYAGI	JAGMOHAN SINGH
10	R240966270030	KHUSHI BHARDWAJ	MAHESH BHARDWAJ
11	R240966270031	KHUSHI TYAGI	PANKAJ TYAGI
12	R240966270032	KHWAISH DAKSH	DEVKANT
13	R240966270033	KINJAL SINGH	SUBODH KUMAR
14	R240966270034	KUMARI MONIKA	RAM AVTAR
15	R240966270035	LAKSHIT TYAGI	AMIT TYAGI
16	R240966270036	MANI TYAGI	VIPUL TYAGI
17	R240966270037	MANSI PATHRIYA	VIJENDER SINGH
18	R240966270038	MISBAH ZAINAB	MOHD ASIF
19	R240966270039	MUSKAN	RAHISUDDIN
20	R240966270040	NANDANI SINGH	JITENDRA KUMAR SINGH



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