

Phone No.:	9837933666	Email :	registrar@tmu.ac.in
Ref. No :	TMU/R.O./2024-25/Adm/25	Date:	07.08.2024
SOP No :	14.0	Issued By:	Registrar
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## **Standard Operating Procedure**

### **Mentor-Mentee System**

#### **1. OVERVIEW:**

The University has committed to realizing the highest potential of each student, supporting them to exceed both their expectations and those set by their educators and caregivers. This policy outlines our strategies to achieve exceptional mentorship and guidance at Teerthanker Mahaveer University.

The student mentoring system at Teerthanker Mahaveer University, Moradabad entails a dedicated, long-term, one-to-one relationship between a student and a mentor. The mentor offers unwavering support, guidance and practical assistance, serving as a positive role model. Some students participating in our mentoring program may be navigating challenging life circumstances and require additional support, while others simply benefit from having another significant adult in their lives.

Our mentoring program aims to empower every student to acquire the skills and confidence needed to take charge of their future and achieve their full academic and personal potential. University ensures that all learners receive the nurturing, guidance, and support essential for continual personal growth and academic advancement.

Teerthanker Mahaveer University is a student-centric multidisciplinary University, that is highly committed to the well-being of its students. Knowing the fact that the students enter their respective College/Department at a foundational and creative age, a structured and dedicated Mentoring system has been developed by the University.

All the Colleges/Departments have a robust mentoring system with an adequate ratio to achieve better interaction and cooperation among students and teachers and encourage holistic education. This system ensures that the inclusive needs of students like learning, social, professionalism and personal skills, are adequately addressed.

#### **2. Responsibilities of the Mentor**

Mentors need to play a vital role in the University by providing guidance, support and valuable insights to the students. Mentees should help the students by providing academic guidance, career development, personal support, Skill development, assessment & feedback cultural adaptation and mentoring them to a good human being with ethical & moral values. They need to play different roles at different points in the timeline as Teacher, Parent, Guide, Friend, Motivator etc.



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Apart from that, they also need to do the following:

- Keep contact details of students & parents
- Record the monthly attendance of mentee
- Record of all results
- Record of Mentor-Mentee meeting
- Student counselling should be done whenever required
- Maintain a record of mentees who appeared to be disinterested in academic progress
- To have regular communication with the parents of the Mentees
- To maintain telephonic call records of defaulter students.
- To maintain data of students' achievements
- To maintain discipline among students.

### 3. Instructions to Mentors

- The students assigned are to be dealt with patience and politeness and the efforts should be made to ease the anxiety of the student especially when they are in the first year of their academics.
- When any student approaches you with problems in academics related to teaching, please try to support such students, based on their emotional quotient. Try to arrange extra classes or remedial classes for such students by telling him/her to the HOD of the department and, if needed, to the Principal.
- Any personal problem/family problem of the students should be brought to the notice of HOD without fail.
- Never admonish or get into an argument with students while counselling them. If they misbehave should be brought to the notice of HOD.
- Always try to get the updated information about the candidate and then, make updates on ERP (after due verification of the records presented).

### 4. Instructions to Mentees

- The student should always keep updated with the latest information (gradations in profile/achievements) to his/her mentor with appropriate and genuine documentary evidence/s.
- The counselling is meant for dealing with problems related to academics and other activities, so avoid discussing on unnecessary problems with the Mentor.
- Any change in i) the address of your residence/parental address or ii) phone or mobile numbers of yourself or parent should be brought to the notice of Mentor immediately.

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- While the process of mentoring is meant to support you to achieve a better position in academics and related activities, the institution does not take the responsibility of solving all the problems of the students. This mechanism will always make the best possible effort to make you comfortable in the TMU environment.
- Students should not indulge in any objectionable activity or get into an argument with the Mentor.

## 5. Benefits of a Student Mentoring System

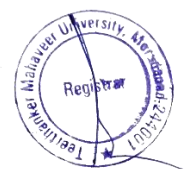
- Students benefit from the support and guidance of a compassionate adult or supportive peer, along with assistance in their academic studies.
- This support enhances students' self-esteem and motivation to achieve success.
- Students receive encouragement to remain in education, progress to further or higher education, and receive guidance in choosing a career path.
- Mentees are motivated to avoid negative habits and cultivate positive behaviours.
- Students also develop improved interpersonal relationships with the university/institute, teaching staff, and their own families.

## 6. Benefits to Mentors

- Those who volunteer as student mentors deepen their engagement in the learning community and realize their potential to effect positive change.
- Mentors acquire new insights and understanding about young people and the college community, thereby contributing to broader goals of community cohesion and regeneration.

## 7. Benefits to the University

- Students' motivation and aspirations will increase, positively impacting morale within the learning community.
- Mentoring will optimize the achievements of both individual students and groups who may be at risk of underperforming, thereby eliminating barriers to success for vulnerable student populations.
- Mentoring programs enhance the skills of both staff and students, leading to improved student attendance and higher retention rates.



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## 8. Selection of a Mentor

**Mentor:** A mentor is a faculty member who provides guidance and support to students according to university guidelines. Mentoring involves counselling, instructing, and facilitating the intellectual and career development of students.

Associate Professors, Assistant Professors, Lecturers, and Tutors will be nominated as mentors by the Principal/Dean of the respective college, following University guidelines.

Mentors are responsible for their assigned mentees throughout their entire program, from the first semester/year to the final semester/year. Mentorship may only be transferred to another faculty member if the current mentor leaves the College/University or in cases of urgency, with approval from the Principal/Dean.

Mentors are required to update and maintain all relevant information for their mentees, either manually or on the ERP portal, as needed.

## 9. Mentee allocation to the Mentor

**Mentee:** A mentee is an individual seeking to learn and grow both professionally and personally by receiving guidance from a mentor.

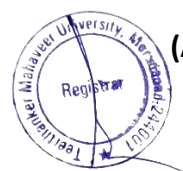
The Principal/Dean of the respective college will assign 25-30 students, or a number based on class strength, to each mentor for effective mentoring.

Details of all mentees, including Enrollment Number, Name, Program, Branch, Section, Department, and Semester/Year, will be available on the mentor's ERP portal.

## 10. Guidelines/SOP related to Student Attendance

The university has issued an SOP-2.01 regarding student attendance, referenced as **TMU/R.O./2024-25/Adm/017 dated 31/07/2024**. This SOP will also be accessible on the Student ERP Portal.

Students will download & print the **“Student Attendance Undertaking Form”** from their ERP portal, put their signature along with the parents' signature, and upload the signed form back to their ERP portal within 15 days. This form will be filled out at the start of the first semester/year.



(Annexure-I)

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## 11. Students details to be maintained in ERP

### (i) Student Profile

Details related to student profiles will be fetched from the ERP portal. However, a few details will be filled by the student on his/her ERP portal at the start of the first semester only. These details will be verified by the mentor. Any change/correction may be considered after the approval of the concerned Principal/Dean along with the authentic proof of documents.  
(Annexure-II)

### (ii) Attendance Summary during the Semester/Year

Information related to attendance in individual courses of each mentee will be fetched in ERP portal. Mentors and the respective HoD/Principal/Dean will have access to view the current status of student attendance as **Annexure-III**. Standard message regarding short attendance ( $\leq 75\%$ ) in individual courses to be sent by Mentor through ERP to Mantee along with his/her parent.

### (iii) Mentor-Mentee Meeting Record

After meeting with the mentees, the mentor will enter the required details on his/her ERP portal.  
(Annexure-IV)

### (iv) Advice/Solution(s) provided for Problem(s) Solving by Mentor

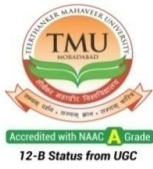
Details will be updated periodically by the Mentor to address students' issues & to provide the solution individually. This information will be updated by the mentor for the individual Mentee. Students can access this information on his/her ERP portal.  
(Annexure-V)

### (v) Details of Semester-result

Information-related results will be fetched from ERP. These details will be visible on the ERP portals of both the Mentor and the Mentee.  
(Annexure-VI)

### (vi) Record of Co-Curricular Activities

This information will be updated by each mentee on his/her ERP portal each semester. The mentor will be verified the same through the ERP for further action.  
(Annexure-VII)



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**(vii) Record of Extra-Curricular Activities**

This information will be updated by each mentee on his/her ERP portal each semester. The mentor will be verified the same through the ERP for further action. **(Annexure-VIII)**


**12. Overall Assessment by Mentor of each Mentee**

This information will be updated by Mentor for each mentee from his/her ERP portal at the end of each semester. The mentee will access this information from the ERP portal.

**(Annexure-IX)**

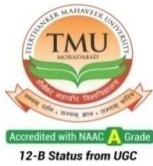
**13. Summary report generation of individual Mentee**

The Mentor will have access to generate & download the final summary report of each Mentee from the portal.

  
**Dr. Aditya Sharma**  
**(Registrar)**

Enclosure(s):

Annexures: I-IX



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**(Annexure-I)**

**Student Attendance Undertaking Form**

**The Dean/Principal/HOD**

..... (College/Department)

Teerthanker Mahaveer University, Moradabad.

**Subject: Student Undertaking for maintaining 75% attendance.**

Respected Sir/Madam,

This is to state that I, .....  
and my father/mother Sh./Smt. ....  
have complete knowledge about the Teerthanker Mahaveer University Ordinance governing the attendance of students & the SOP-2.01 with the reference **TMU/R.O./2024-25/Adm/017 dated 31/07/2024**, according to which I have to attend at least 75% of the classes individually in each course during the entire semester/year; failing which I will not be allowed to appear in internal and/or external examinations of the university college/department in the course(s) wherein my attendance is less than 75%.

It would be my personal responsibility to ensure 75% attendance separately in each course/paper otherwise I shall have no right/claim to appear in the internal and/or external examinations of the university in the course(s) mentioned above.

I assure you that I will abide by all university/college/department rules and regulations as applicable from time to time. I further, undertake that it shall be my responsibility to inform my parents regarding my short attendance as mentioned above.

I am signing this undertaking after reading the University Ordinance on attendance and other matters.

**Student's Signature:** .....

**Parent's Signature:** .....

**Student's Name:** .....

**Parent's Name:** .....

**Programme:** .....

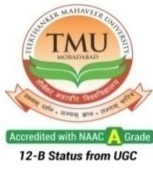
**Parent's Mobile No:** .....

**Semester/Year:** .....

**Date:** .....

**Student's Mobile No:** .....





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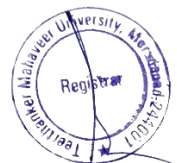
**(Annexure-II)**

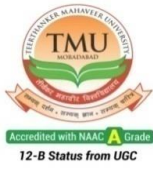
**Student Profile**

Name: .....  
Enrollment No.: .....  
Date of Birth: .....  
Year of Admission: .....  
Programme Name: .....  
Branch (if any): .....  
College/Department: .....  
Caste/Category: .....  
Email ID: (i) Personal: .....  
(ii) Official: .....  
Aadhar No.: .....  
Contact No.: .....  
Mark for Identification: .....  
Blood Group: .....  
Height: .....  
Weight: .....  
Allergy / Illness if any: .....  
Any Health Issue: .....

**Father Information:**

Name: .....  
Occupation: .....  
Qualification: .....  
Yearly Income of Family: .....  
Contact No.: .....  
Email ID: .....





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**Mother Information:**

Name: .....

Occupation: .....

Qualification: .....

Contact No.: .....

Email ID: .....

Siblings Information (Relation, Program, Contact No.): .....

**Address for Communication:** .....

Permanent Address: .....

Name & Address of the Local Guardian including Contact No.: .....

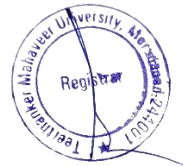
**Academic Information**

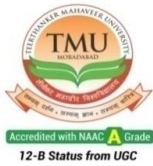
S. No.	Board/ University	Class/ Diploma/Degree	Subjects	Total Marks	Obtained Marks	Percentage/ Grade
1						
2						
3						
4						

**What are your career Interests?** .....

**Hobbies/Skills:** .....

**Any special achievements academic /non-academic:** .....





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**(Annexure-III)**

**Attendance Summary during the Semester/Year**

Semester/Year: .....

S. No.	Month	Enrollment No.	Student Name	Course code having the attendance $\geq 75\%$ (A)	Course code having the attendance $\leq 75\%$ (B)	Text Messages for parents/ students (C)
						<a href="#">Message Send</a>
						<a href="#">Message Send</a>
						<a href="#">Message Send</a>

**(Annexure-IV)**

**Mentor-Mentee Meeting Record**

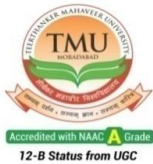
Name: .....

Enrollment No.: .....

Semester/Year: .....

S. No.	Date	Issue Discussed	Impact of Discussion	Remarks
1				
2				
3				
4				
:				





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**(Annexure-V)**

**Advice/Solution(s) provided for Problem(s) Solving by Mentor**

Name: .....

Enrollment No.: .....

Semester/Year: .....

S. No	Date	Problem	Provided Solution	Impact of the Solution	Remarks
1					
2					
3					
4					
5					

**(Annexure-VI)**

**Details of Semester-Result**

Name: .....

Enrollment No.: .....

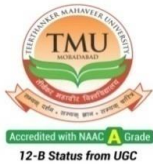
Semester/Year: .....

S. No.	Course Code	Course Name	Marks/ SGPA Obtained								Course Status (Pass/ Reappear)
			Internal			Internal Marks (40)	External Marks (60)	Total Marks or GR/GP			
			CT-1	CT-2	CT-3			Total Marks (100)	GRADE (GR)	GRADE Point (GP)	
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											



Aggregate %/ SGPA=.....

CGPA=.....



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**(Annexure-VII)**

**Record of Co-Curricular Activities**

Name: .....

Enrollment No.: .....

Semester/Year: .....

S. No.	Activity Name	Event Detail	Detail of Event Organizer	Level (College/ University/State/ National/International	Certification & Position
1					
2					
3					
4					
:					
:					

**(Annexure-VIII)**

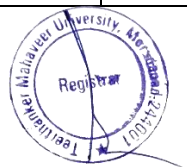
**Record of Extra-Curricular Activities**

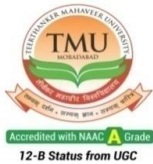
Name: .....

Enrollment No.: .....

Semester/Year: .....

S. No.	Activity Name	Event Detail	Detail of Event Organizer	Level (College/ University/State/ National/International	Certification & Position
1					
2					
3					
4					
:					
:					





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**(Annexure-IX)**

**Overall Assessment by Mentor of each Mentee**

Name: .....

Enrollment No.: .....

Semester/Year: .....

Attributes/Level	Average	Good	Excellent
Regularity in Classrooms			
Performance in Academics			
Participation in Co-curricular/ Extra-curricular activities			
Physical health status			
Mental health status			
Behaviour with teachers and students			

