

IIMT
UNIVERSITY
MEERUT

Transforming Education System, Transforming Lives



UGC Approved

Section 2(f) & 12B

MENTORING POLICY

Policy No.:- IIMTU/RO/IQAC/2018/04

MENTORING POLICY: Mentor-Mentee System

Introduction

We at the IIMT University truly believe that if students have placed their trust in us for their personal and professional development, it is for us to take charge of their grooming and mentoring in every perceivable area of their development. We therefore, not only create suitable learning environment, provide enabling infrastructure to innovate and invent, set industry-specific programs and courses but also make available for teaching and mentoring, some of the best minds in the academic and industry fields. Providing top quality of intellectual capital is, and shall continue to be a top priority at IIMT University.

Mentoring is a continuous and engaged activity at IIMT University. It begins with the admission of a student and doesn't end even after he/she graduates. It is indeed a life-long commitment first as student then as an alumnus; the mentor mentee relationship continues; sometime, in the role reversal. However, considering the active aspect of mentoring on more routine basis, the mentoring continues till the students passes out from IIMT University.

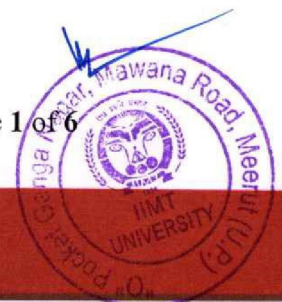
Objective

The aim of this policy is to provide clarity to the mentoring process of students by their mentors with a view to empower our students in the personal and professional developments.

The policy is applicable to all students and faculty from all the departments including various functionaries connected or associated with it.

MENTORING POLICY (Policy No. IIMTU/RO/IQAC/2018/04)

Page 1 of 6



Broad Division in Mentoring

The mentoring of students is planned on three platforms as under:-

- (a) By faculty from the department, preferably the core department.
- (b) By an industry leader of eminence.
- (c) Mentoring by the Career-building Cell of IIMT University.

Mentoring by faculty mentor from the Department

1. We at IIMT University feel that it is our responsibility to provide a caring environment and create a big range of opportunities for our students to develop on all fronts. The following areas in particular would be addressed for mentoring by a faculty nominated to mentor:-

- Identifying strengths and weaknesses in academics and devising ways and means to help-build competency on and off campus hours. If required, approach other faculty/staff and seek their assistance in what you cannot do due to some special expertise/authority not vested with you.
- Providing clarity on selection of specialization, subjects and programs.
- Providing clarity on choices in electives.
- Resolving issues pertaining to faculty competency deficiencies in knowledge/professional ethics/commitment/delivery of instructions which could be preventing a student to achieve the desired outcomes.
- Resolve issues pertaining to slow learning due to whatever reason, and smoothen up the enabling system.
- Helping in projects research, preparation and presentation.
- Imbibing interests in research and writing of research papers.
- Help in kindling interest in innovation and thinking out-of- the box.



MENTORING POLICY (Policy No. IIMTU/RO/IQAC/2018/04)

Page 2 of 6



- Providing clarity on the right choice of study material and helping with own material.
- Guiding for membership and participation in professional societies.
- Understanding the emotional and psychological needs of the student and helping him resolve nagging issues, if possible so that he is able to devote time to studies. Help student develop a decent behavior with all and in becoming a responsible member of the family and society at large.
- Help student in overcoming substance abuse like drugs, smoking, drinking alcohol etc.
- Guiding to study abroad options and paper/project presentations.
- Guiding for participation in curricular and co-curricular activities.
- Guiding in setting up of personal and professional goals (short and long-term)
- Resolving administrative hic-ups and difficulties faced by the student to allow for focus on the essential academic needs.

Mentoring By the Industry

- As far as possible, students should have their industry mentors who guide them on what they must do in achieving short-term and long-term goals.
- IIMT University Placement Cell/Career Cell along with the departments must reach out to the industry leaders for accepting to mentor our students. It should be our endeavor to have an industry leader come to our campus. If the same is not possible the students could also be sent to the industry site.
- When it is not possible to enable every student to have an industry mentor, the toppers of the semesters should be provided with an opportunity to have an industry leader as mentor as part of an incentive for scoring top marks.
- Minimum one day of physical mentoring in three months would be essential, if not monthly. The frequency would further depend on the equation a student creates with the mentor.



MENTORING POLICY (Policy No. IIMTU/RO/IQAC/2018/04)



Page 3 of 6

- Stage 4: Execution of mentoring process by the mentor and record-keeping of impact on each student, including progression. The presentation on all essential areas of development be supported by graphic expression.

Stage 1: It is not a random role of dice that should dictate the mentor selection. The mentor's profile should ordinarily be suited to the profile of the student. Students on admission should provide their profile and be interviewed to identify the passion and strong areas as also weaknesses and then only a mentor should be nominated. This is a deliberate selection process which should be spanned over a fortnight or so, on the joining of the student.

Stage 2: There is no bar whether a faculty from the applied sciences or from the core engineering stream should become the mentor. Before allocating a faculty, the Core department shall detail a faculty team under a senior professor to try and match the faculty profile with that of the student and nominate an appropriate faculty as they deem fit. The selection of industry leader should also be done with due care of domain expertise. The selected mentor should also interview the mentee and see his/her suitability for the mentoring before accepting the assignment.

Stage 3: The mentor should lay down the periodicity of interaction. Notwithstanding the time and timelines, the mentee should have an access to reach out to mentor even off the schedule so laid down to project an urgent need. This can be formalized by sending mail to the students giving the schedule for meetings on mentoring with copy to the Head of the department.

Stage 4: Execution is the ultimate test of the mentor. The mentor is not under any supervision and his work is largely based on the well-founded ethos of the honesty and commitment. He is however expected to maintain periodic records of his mentoring. The mentor should interact with each mentee at least once a month. In case of an industry leader, it may well be once in two months. A statement of outcomes, must be

MENTORING POLICY (Policy No. IIMTU/RO/IQAC/2018/04)

Page 5 of 6



presented to the Head of the Department and the parents at least once after every two semesters. This should be well-stated and supported by the graphs/charts to outline the progress made. The feedback of the mentee on the mentor is also taken annually and recorded in the dossier of the mentor.

Action by Departments to be taken for each area of Mentoring

Each department shall establish detailed process on each aspect of mentoring so specifically mentioned in the paragraph 6 above. These shall be notified by the departments as expectation from all their respective faculty (mentors) and students of the respective departments. These should be termed as “Amplified Students Mentoring Activities”. The above may vary from department to department.



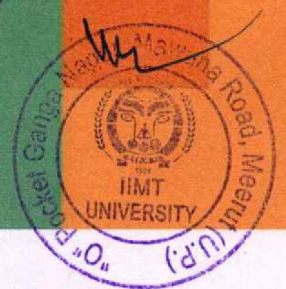
IIMT UNIVERSITY

— MEERUT (U.P.) —
Transforming Education System, Transforming Lives

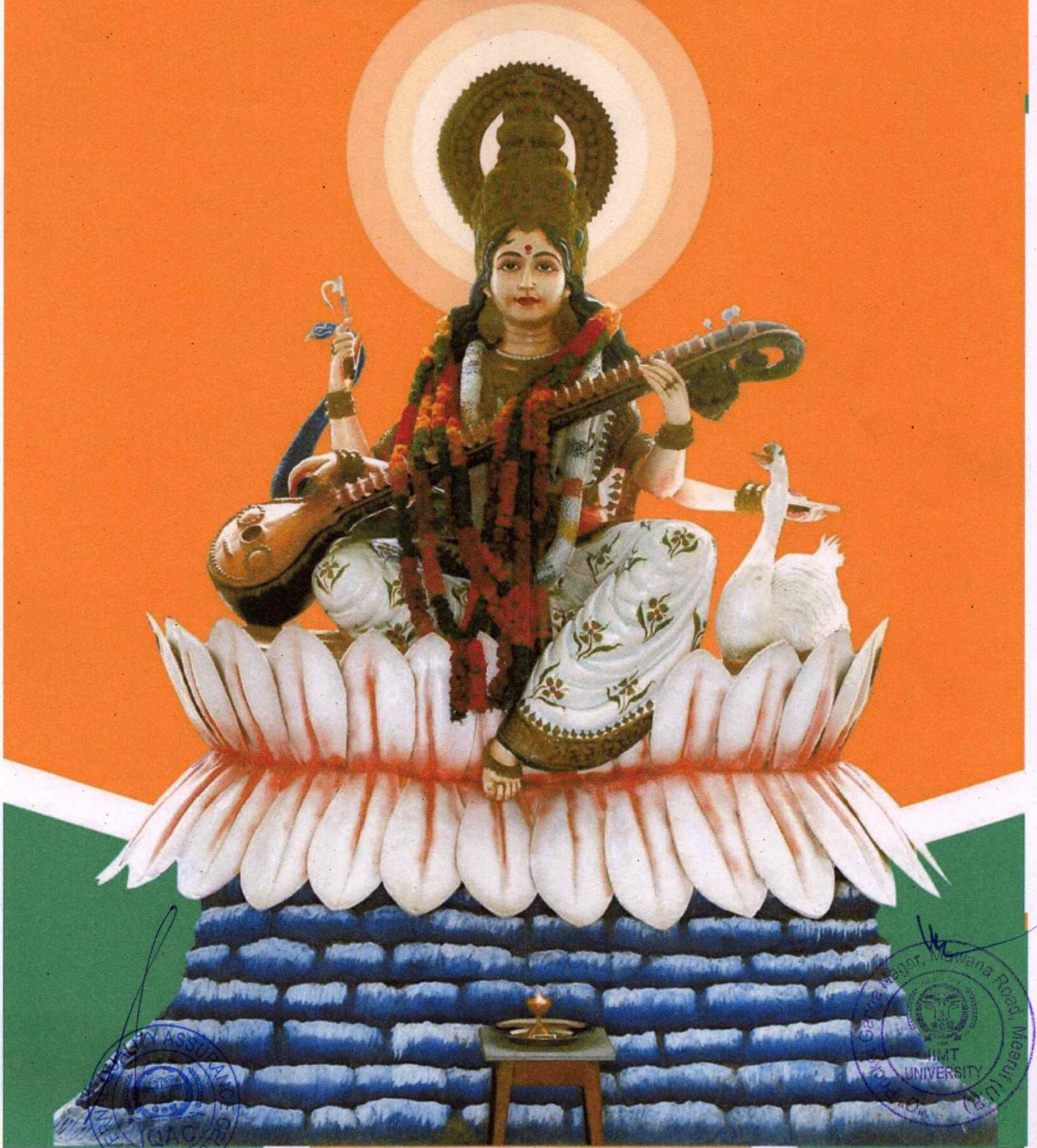


UGC Approved
Section 2(f) & 12B

MENTOR-MENTEE BOOKLET



अक्षसुत्रा अंकुशधरा पाश पुस्तकम् धारिणम् ।
मुक्ताहार समायुक्ता वाचितिष्ठतु मे सदा ॥





Mentor Record

Name of the School

Name of Department

Student Contact No.

Student Email ID

Name of the Programme

Name of Mentor

Mentor Contact No

Employee ID

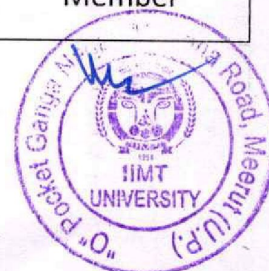


IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



S.No.	Contents	Page No.
1.	Mentor Record	01
2.	Mentor Mentee System	03
3.	Objectives of the Mentor Mentee System	03
4.	Main agenda points of the system	03
5.	Type of Mentoring extended by the system	03
6.	Expected qualities of a Mentor	04
7.	Responsibilities of a Mentor	04
8.	Responsibilities of a Mentee	04

S.No.	Designation	Position
1	Senior Professor as officer-in-charge	Head
2	Dean Student Welfare	Member
3	Associate Professor	Member
4	Associate Professor	Member
5	Assistant Professor	Member Secretary
6	Counsellor / Clinical Psychologist	Member



IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



Mentor Mentee System

Mentoring is an efficient manner of providing support to young mentees. Effective mentoring helps to accomplish program goals, guaranteeing consistency and stability. The prime objective of the Mentor – Mentee method at IIMT University is to make sure Mentees' overall development and growth on the personal and professional matters by enhancing the potential of each individual. Faculty mentors play a vital role in mentoring mentees. Mentees and their mentors share responsibility for guaranteeing productive and bounty mentoring relationships.

Objectives of the Mentor-Mentee System

1. To establish a primary line of communication for every mentee.
2. To make the scholars self-aware of their strengths and weaknesses and take necessary remedial actions.
3. To help the students take informed decisions at each and every stage of their academic and professional quest.
4. To maintain strong relationship with the mentee (student) so that they are open to share their vulnerabilities, doubts, fears or need of help.
5. To guide and direct the mentee to a right path.

Main agenda points of the System:

1. Each faculty is the mentor of a group of twenty to twenty five mentees allotted to him/ her by the Dean/ Principal.
2. The Faculty Mentor collects personal data of the mentee and maintains record of overall academic performance and progress.
3. The Faculty Mentor meets the wards informally outside category hours and guides them on their personal, psychological, professional, academic, administration related and other issues.
4. A documented record of the meetings is maintained by the faculty mentor.
5. The faculty mentor guides, counsels, directs, supports and maintain a strong meaningful relationship to facilitate the students overall growth.
6. Weekly interaction of Mentor –Mentee is compulsory.

Type of Mentoring extended by the system:

1. **Professional Steering** : concerning professional goals, choice of career or higher degree.
2. **Career Advancement** : concerning self-employment opportunities, entrepreneurship development, morale, honesty and integrity needed for career growth.
3. **Course work specific** : concerning attendance and performance.
4. **Personal Issues** : concerning psychological, emotional and personality related issues and life challenges.
5. **Academics** : concerning subject knowledge, selection of electives, skills, projects, summer training and exams etc.
6. **Lab specific** : concerning Do's and Don'ts within the lab. (Desirable)



IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



Expected Qualities of a Mentor

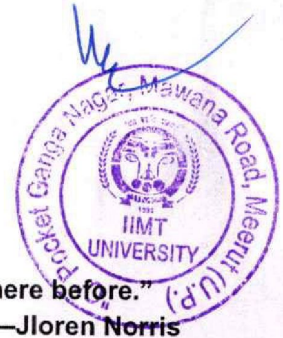
1. Willing Observer & Good Listener
2. Trust Building Capacity
3. Patient and Versatile
4. Tolerant and Respectful
5. Good Communicator and Convincing.

Responsibilities of Mentor

1. To meet the group of mentee at least twice a year.
2. To maintain a mentor-mentee detailed progressive record.
3. To keep the contact details of mentee.
4. To send letter to parents/guardian for intimation of any case which requires their intervention (academic irregularities, indisciplinary activities etc.).
5. To continuously monitor, counsel, guide and encourage the mentees.
6. To advise mentees in their career development/professional steering.
7. To keep contact with the mentees regularly.
8. To maintain a short clear record of all discussions with mentees.
9. To develop a better and effective communication with the student/mentee.
10. To equip the mentee about the University culture.

Responsibilities of a Mentee

1. To respect the mentor
2. To regularly attend the meetings with the mentor.
3. To provide the record of his/her performance, personal information, co-curricular and extracurricular activities to the mentor.



"If you cannot see where you are going, ask someone who has been there before."

—Jloren Norris

IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



Department :

Affix your photo here

TO BE FILLED BY STUDENT

(Not more than 6 months old)

MENTOR RECORD FORM : STUDENT'S PERSONAL DETAILS

Name	Enroll. No.	Batch
Category	Branch	Section

ACADEMIC DETAILS

	Year of Passing	Board	P	C	M/B	Average PCM/PCB%	English
10th							
12th							

Examination Passed	Name of School/College	Board/University	Year of Passing	Details of Marks
Diploma / Graduation / Post Graduation				
Any other Diploma/ Certificate				

PARENT'S PERSONAL DETAILS

Name	Qualification	Profession	Occupation	Phone No.
Mother's				
Father's				

Any special help/assistance you specifically want help in

Affix your Father photograph here

Affix your Mother photograph here

Affix your Guardian photograph here

E-mail
Ph. No.

E-mail
Ph. No.

E-mail
Ph. No.



IIMT UNIVERSITY
 — MEERUT (U.P.) —
 (MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



CONTACT DETAILS

Particulars	Address	Telephone Number/ Mobile Number	E-mail Id
Parent's Permanent Address			
Parent's Local Address			
Local Guardian Address			

SWOC

Potential/ Career Aspirations	
Strength & Weakness	
Hobbies	
Opportunities	
Challenges	

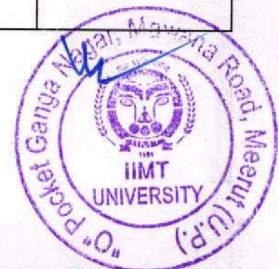


IIMT UNIVERSITY
 — MEERUT (U.P.) —
 (MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



STUDENT : HOSTELER/ DAY SCHOLAR

Hosteler	Address	Telephone Number/ Mobile Number	E-mail Id	
	Name of the Hostel			
	Warden's Name			
	Room No.			
	Room Mate Name	1		
	Room Mate Name	2		
	Room Mate Name	3		
Day Scholar (Staying at)				



IIMT UNIVERSITY
 — MEERUT (U.P.) —
 (MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



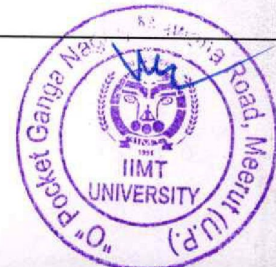
ATTENDANCE DETAILS

(For each month of the semester overall attendance % figure need to mentioned by the mentor)

% of Attendance	75-100												
	50-75												
	25-50												
	0-25												
Month		1	2	3	4	1	2	3	4	1	2	3	4
		I Sem Avg Att. %				II Sem Avg Att. %				III Sem Avg Att. %			

% of Attendance	75-100												
	50-75												
	25-50												
	0-25												
Month		1	2	3	4	1	2	3	4	1	2	3	4
		IV Sem Avg Att. %				V Sem Avg Att. %				VI Sem Avg Att. %			

% of Attendance	75-100												
	50-75												
	25-50												
	0-25												
Month		1	2	3	4	1	2	3	4				
		VII Sem Avg Att. %				VIII Sem Avg Att. %							



IIMT UNIVERSITY
 — MEERUT (U.P.) —
 (MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY

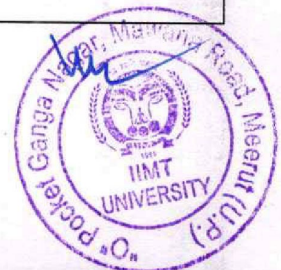


EXTRA CLASS DETAILS

--	--

SESSIONAL DETAILS

1		7		13		19	
2		8		14		20	
3		9		15		21	
4		10		16		22	
5		11		17		23	
6		12		18		24	



IIMT UNIVERSITY
 — MEERUT (U.P.) —
 (MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



ACHIEVEMENT DETAILS

ANY SPECIFIC PROBLEM OF STUDENT

SOLUTION GIVEN

ANY SPECIFIC PROBLEM OF STUDENT	SOLUTION GIVEN



IIMT UNIVERSITY
 — MEERUT (U.P.) —
 (MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



EXTRA CLASS DETAILS

--	--	--	--

SESSIONAL DETAILS

1		7		13		19	
2		8		14		20	
3		9		15		21	
4		10		16		22	
5		11		17		23	
6		12		18		24	



IIMT UNIVERSITY
 — MEERUT (U.P.) —
 (MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



ACHIEVEMENT DETAILS

ANY SPECIFIC PROBLEM OF STUDENT

SOLUTION GIVEN

ANY SPECIFIC PROBLEM OF STUDENT	SOLUTION GIVEN



IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES / CO-CURRICULAR ACTIVITIES

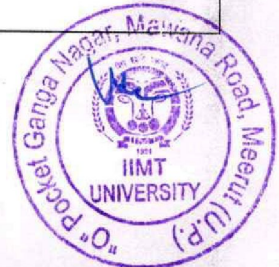
1	
2	
3	
4	
5	
6	
7	
8	

PARTICIPATION IN INNOVATION RELATED ACTIVITIES

1	
2	
3	
4	
5	
6	
7	
8	

PARTICIPATION IN SPORTS

1	
2	
3	
4	
5	
6	
7	
8	



IIMT UNIVERSITY
 — MEERUT (U.P.) —
 (MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



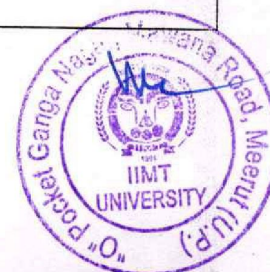
SPECIAL COURSE & CERTIFICATIONS

1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	

INDUSTRIAL TRAINING / INTERNSHIP / FIELD VISIT / PROJECT (MINOR / MAJOR)

1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	

NPTEL CERTIFICATIONS



IIMT UNIVERSITY
 — MEERUT (U.P.) —
 (MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES / CO-CURRICULAR ACTIVITIES

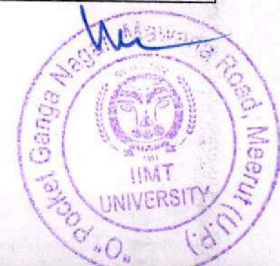
1	
2	
3	
4	
5	
6	
7	
8	

PARTICIPATION IN INNOVATION RELATED ACTIVITIES

1	
2	
3	
4	
5	
6	
7	
8	

PARTICIPATION IN SPORTS

1	
2	
3	
4	
5	
6	
7	
8	



IIMT UNIVERSITY
 — MEERUT (U.P.) —
 (MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



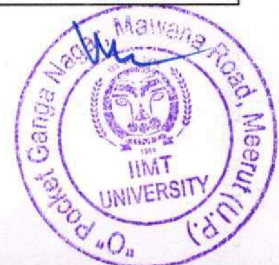
SPECIAL COURSE & CERTIFICATIONS

1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	

INDUSTRIAL TRAINING / INTERNSHIP / FIELD VISIT / PROJECT (MINOR / MAJOR)

1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	

NPTEL CERTIFICATIONS



IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



ACADEMIC RESULT SESSIONAL

(This is to be filled by mentor after declaraton of the result by the University for each semester)

Semester	% of Marks	No of Carry over (if any)	Communication to Parents (Yes/No)	Response by the Parents (Yes/No)	Signature of the Student
I Sem					
II Sem					
III Sem					
IV Sem					
V Sem					
VI Sem					
VII Sem					
VIII Sem					



IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



ACTS OF INDISCIPLINE BY THE STUDENT

DATE	INCIDENT	CASE DISPOSAL DETAIL	INFORMATION TO PARENTS	PARENT'S RESPONSE	SIGN OF THE STUDENT/ MENTEE	SIGN OF THE MENTOR



IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY

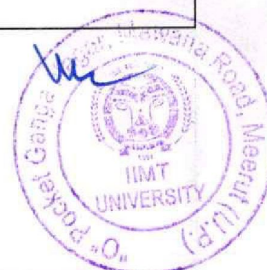
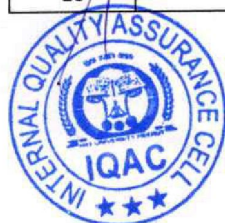


DETAILS OF COMMUNICATIONS WITH THE PARENTS

S.No.	Date / Time	Phone No.	Topic	Response	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

DETAILS OF MEETING

S.No.	Date / Time	Purpose	Signature of Student/Mentee	Signature of Mentor	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



DETAILS OF COMMUNICATIONS WITH THE PARENTS

S.No.	Date / Time	Phone No.	Topic	Response	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

DETAILS OF MEETING

S.No.	Date / Time	Purpose	Signature of Student/Mentee	Signature of Mentor	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					



IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



DETAILS OF COMMUNICATIONS WITH THE PARENTS

S.No.	Date / Time	Phone No.	Topic	Response	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

DETAILS OF MEETING

S.No.	Date / Time	Purpose	Signature of Student/Mentee	Signature of Mentor	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



IIMT UNIVERSITY
 — MEERUT (U.P.) —
 (MENTORING AND COUNSELLING CELL)
 MENTOR-MENTEE POLICY OF THE UNIVERSITY

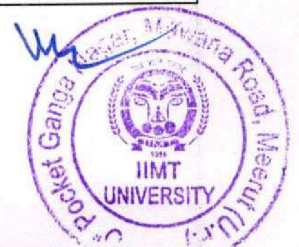


DETAILS OF COMMUNICATIONS WITH THE PARENTS

S.No.	Date / Time	Phone No.	Topic	Response	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

DETAILS OF MEETING

S.No.	Date / Time	Purpose	Signature of Student/Mentee	Signature of Mentor	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



IIMT UNIVERSITY
 — MEERUT (U.P.) —
 (MENTORING AND COUNSELLING CELL)
 MENTOR-MENTEE POLICY OF THE UNIVERSITY



DETAILS OF COMMUNICATIONS WITH THE PARENTS

S.No.	Date / Time	Phone No.	Topic	Response	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

DETAILS OF MEETING

S.No.	Date / Time	Purpose	Signature of Student/Mentee	Signature of Mentor	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



DETAILS OF COMMUNICATIONS WITH THE PARENTS

S.No.	Date / Time	Phone No.	Topic	Response	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

DETAILS OF MEETING

S.No.	Date / Time	Purpose	Signature of Student/Mentee	Signature of Mentor	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



DETAILS OF COMMUNICATIONS WITH THE PARENTS

S.No.	Date / Time	Phone No.	Topic	Response	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

DETAILS OF MEETING

S.No.	Date / Time	Purpose	Signature of Student/Mentee	Signature of Mentor	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



IIMT UNIVERSITY

— MEERUT (U.P.) —

(MENTORING AND COUNSELLING CELL)

MENTOR-MENTEE POLICY OF THE UNIVERSITY

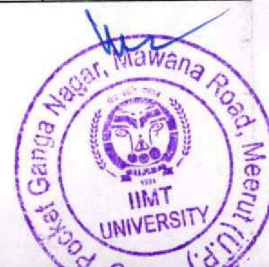
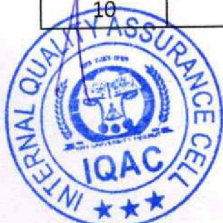


DETAILS OF COMMUNICATIONS WITH THE PARENTS

S.No.	Date / Time	Phone No.	Topic	Response	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

DETAILS OF MEETING

S.No.	Date / Time	Purpose	Signature of Student/Mentee	Signature of Mentor	Remark
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



CODE OF CONDUCT FOR STUDENTS GENERAL RULES

1. As per the directives of the Honorable Supreme Court of India, ragging is strictly banned. It is a cognizable offence. If found guilty of this serious offence, the student will face severe action, decided by the discipline committee, formed as per the Supreme Court directives in this matter.
2. It is a moral responsibility of every student to uphold the dignity and decorum of the University and report any thing that is offending to the institution.
3. Students will be courteous to their peers, faculty members and other staff of the university. They should communicate-in words and actions decently.
4. Smoking, consuming alcohol, taking drugs and chewing tobacco inside the campus is prohibited.
5. Student should keep their mobile phones on silent mode in University premises.
6. Students should be seated in the class-room well before the faculty arrives and should follow the class-room norms as decided by the faculty/University.
7. Students should complete their research work-research paper, assignments, project works with due fairness. Disciplinary action will be taken on plagiarizing, either from internet or published sources.
8. The University celebrates national festivals e.g. Independence Day, Republic day, Mahatma Gandhi's birthday, and many other occasions and organizes cultural events-with great respect and fervor. Students should participate in all these celebrations to acquaint with the glorious traditions and plurality of University and country.
9. Students should be properly dressed up while coming to University and wear the identity card issued by the University and that should necessarily be produced on demand.
10. A student is expected to have at least 75 percent attendance in all classes. If attendance of any student is less than 75% in any subject, the University will not allow the students to appear in the examination.

Code of Conduct during Examination

1. Students should follow the instructions of the invigilators (s) and controller of examination. Not obeying instructions or any argument/misbehavior with the invigilators will be dealt sternly.
2. Students are not allowed to carry mobile phones, Bluetooth, ear plugs etc. in the examination hall.
3. Student should ensure that before entering the examination hall, they have their Admit-Card and own materials like pen, pencil etc. required during the examination.
4. A student is required to occupy the allotted seat in the examination hall, well before 15 minutes of the commencement of the examination.
5. Student should maintain silence in the examination hall.
6. Late entry in the examination hall, as a rule, is not allowed. Controller of Examination, reserves the right to permit any late entry in some special circumstances. However, after 30 minutes of commencement of examination, no entry is allowed, whatever the reason may be.
7. Student should inform the invigilator immediately about any defect, if noticed in the answer sheet and question paper. Read and follow all the instructions given in the questions paper and in answer sheet and do not start writing until you are told to do so.



IIMT UNIVERSITY
— MEERUT (U.P.) —
(MENTORING AND COUNSELLING CELL)
MENTOR-MENTEE POLICY OF THE UNIVERSITY



8. Student should not write anything on the question paper except his/her own roll number. It should also be ensured that all the requisite entries have been made correctly on the answer sheet and graph paper etc. supplied. Also ensure that there is no overwriting or cutting of entries on the cover page of the answer sheet, in case it happens inadvertently, it must be validated by the initials of invigilator.
9. If a student is caught by invigilator using any unfair means, his/her case will be reported to the controller of examination for appropriate action.
10. Student should not leave the examination hall till the exam is finished or until the invigilator is satisfied with the collection of all the answer sheets. In case of leaving the hall before three hours question paper will also be submitted.

Rules for Library

Timings : Generally the library is open for students from 09:00 AM to 5:00 PM but the changes can be made as per the timings specified by the University from time to time.

General Rules :

1. UG PG and Research Scholars can borrow Books only against the library card/I.D. Card which is non-transferable. If a book is not returned within the stipulated time the student will be charged a penalty of Rs. 5/- per day, per Book but not more than Rs. 1000/-
2. The student shall be responsible for safe return of the books to the library. The student must be satisfied about the physical conditions of the books before borrowing, otherwise the students shall be held responsible for the damage noticed at the time of return.
3. All the students shall produce their library card on the counter at the time of issuance and return of books.
4. Students must not accompany any non student of the University in the library without the permission of the library authorities.
5. Students will not be allowed to take the newspapers, magazines, journals, periodicals, reference books, project reports etc outside the library. These materials can be consulted in the reading room only.
6. Students are advised to keep a track of the notice-board/display board for "New Arrivals".
7. For re-issuing, it is necessary to present the book at the counter. If there is a pending demand for the book, the request for re-issued will not be entertained.
8. If a student loses an issued book then as a penalty student will have to replace the lost book. If the relevant book is not easily available in the local market, the student will have to pay the current cost of the book.
8. Stealing or damaging the property of library or misbehavior with library staff shall be considered as an act of indiscipline, which will call for strict disciplinary action.
10. Personal books and magazines, files, boxes and such other items are prohibited inside the library. They are to be deposited at the property counter. Eatables, drinks and use of mobile phones are strictly prohibited inside the library.



Our Progress Partners in Business Incubation



TECHNOLOGY
BUSINESS
INCUBATOR
FOUNDATION
IIT ROPAR



IIT Ropar

Indian Institute of Technology, Ropar



CENTER FOR INNOVATION, INCUBATION & ENTREPRENEURSHIP
BUSINESS INCUBATOR
MEERUT



MSME

MICRO, SMALL & MEDIUM ENTERPRISES
सूक्ष्म, लघु एवं मध्यम उद्यम



A Government of UP Initiative



YIDS
YOUTH INTEGRATED
DEVELOPMENT SOCIETY

arthayan



Anveshan Foundation

Indira Gandhi Delhi Technical University For Women



Marwari Catalysts
India's Fastest Growing Startup Accelerator



SONI'S
VISION



INTERNAL QUALITY ASSURANCE CELL
IQAC



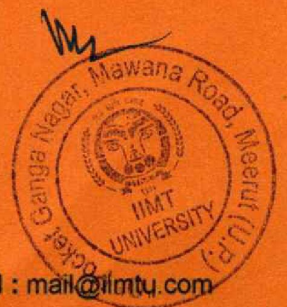
HMT
UNIVERSITY
Ganga Nagar, Mainana Road, Meerut (U.P.)



IIMT
UNIVERSITY
— MEERUT (U.P.) —
Transforming Education System, Transforming Lives



UGC Approved
Section 2(f) & 12B



'O' Pocket, Ganga Nagar, Mawana Road, Meerut.
Contact No. 0121-2793500-506, Fax. 0121-2793600, Website : www.iimtu.com; E-mail : mail@iimtu.com