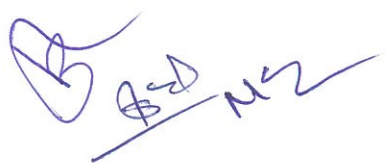


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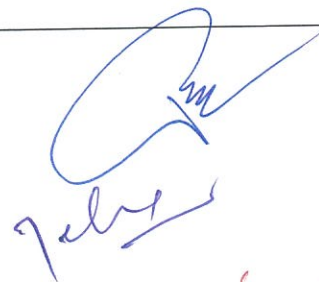
Mentoring and Counselling Cell 2025-26
Standard Operating Procedure (SOP)
Committee Structure

Designation	Member	Roles & Responsibilities
1.Chair Person	Principal/Head of the Institutions	Overall supervision of committee's functioning Strategic decision making.
2.Convenor	Senior Faculty Member (Assigned by Principal)	Planning, Coordination and execution of cell's activities, Resource person Management.
3. Co Convenor	Senior Faculty Member (Assigned by Principal)	Planning, Coordination and execution of cell's activities, Resource person Management.
4. Members	Teachers	Support in planning, implementation,documentation, reporting and overall support.
5.Administrative Representative	Office Superintendent & Accountant	Arrangement of various, materials & other administrative support for committee activities. Maintaining transparent account of funds, expenditure, vouchers and receipts related to committee functions.
6. Supporting Staff	02 Non Teaching Staff Members	Support in documentation, assists in preparing and circulating notices.Preparing proceedings, maintaining attendance sheets etc.
7.Student Representatives	01 or 02 Students from different streams; Arts, Science, Commerce Law and Education each	Assist in event management, technical support,coordinate with teachers, convey problems of students to teachers.
8.External Expert	Counsellors and Medical Professionals	Guidance, counselling and training, Diagnosis and remediation of students' problems.











Purpose of Mentoring & Counselling Cell

1. To provide academic support and guidance to each students.
2. To promote emotional and psychological well being.
3. To prepare mentor-mentee policy of the Institution.
4. To facilitate personal growth and holistic development.
5. To enhance student teacher interaction.
6. To organize workshops/guest lectures for developing life Skills of the students & to provide psychological counselling.

Scope of Mentoring and Counselling Cell

1. Identifying academic challenges and ensuring timely interventions.
2. Creating awareness on mental health, emotional resilience and well being.
3. Enhancing students interpersonal skills, self confidence and decision making abilities.
4. Monitoring regularity, attendance, academic performance and overall well being of mentees.
5. Working with external experts, psychologists, NGOs and medical professionals.

Procedure of the Meeting

1. Welcome of Members
2. Confirmation of Previous minutes of the meeting
3. Discussion on agenda of the meeting
4. Resolution and Action plan
5. Conclusion and vote of thanks by the Convener

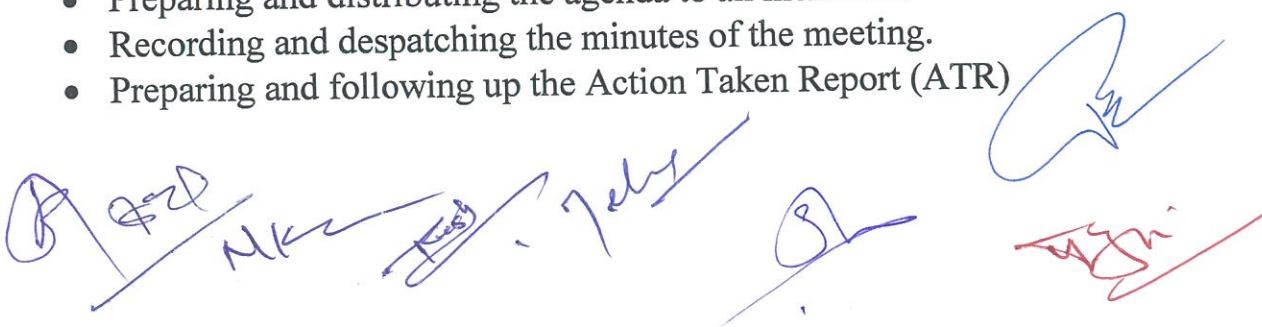
Key Procedural Guidelines

Frequency - Meetings shall be held at regular intervals at least once in a month or as required.

Quorum – A minimum attendance is required for the meeting to be valid. This is often specified as more than 50% or two third of the total members.

Documentation

- Preparing and distributing the agenda to all members.
- Recording and despatching the minutes of the meeting.
- Preparing and following up the Action Taken Report (ATR)



Powers and Functions of the Committee:

The Mentoring and Counselling Cell formulate policies, guide lines and annual plans for the effective mentoring and counselling of students. All major decisions will be taken in formal meetings through detailed discussions and resolutions shall be approved only with the agreement of the majority or by consensus of the committee.

Funding From: College/ University/ State Govt./ UGC/ NGO

Stake holders: Students, Teacher, Parents, Counsellars, Medical Professionals

Reporting to: Funding Agency/ University/ Head of the Institution

Feedback: From all Stake holders.

1. Prof. Neeta Kaushek, Convener

McAushik
25/11/25

2. Prof. Brahm Pal, Co-convener

Telur
25/11/25

3. Dr. Meha, Member

4. Dr. Reshma Devi, Member

gsl

5. Dr. Sayaj Kumar, Member

6. Dr. Himani, Member

Agar
25/11/25

7. Dr. Neelam Gaur, Member

8. Prof. Praveen Kumar, Coordinator
IOAC

9. Prof. Shubhira Chaturvedi
ex officio

BL