

The Guidance and Counseling Unit @I²IM

The Guidance and Counseling unit, named as Mentor-Mentee Programme at I²IM, has been designed to meet the needs of all I²IM students irrespective of their stream and semester. The programme is designed to be carried out from the time a student is admitted to I²IM and till the time he/she leaves the institute.

The main objectives of Mentor Mentee Programme @ I²IM are to assist/help students on following issues:

1. Academic Performance of student
2. All Round Development of student
3. Absenteeism of student
4. Career Guidance
5. Social Issues

Activities carried out under Mentor Mentee Programme @ I²IM are as follows:

- HELP Participation (Visit to villages for creating CHARUSAT awareness and generating details for the benefit of CHRF)
- Health Check-up for all mentees
- Resume Building activity
- Group Discussions
- CGCS Participation (Visit to schools and colleges for creating CHARUSAT and I²IM awareness in order to generate the perspective MBA/BBA students for I²IM.
- Organizing Parent Teacher Student (PTS) Meet.
- Continuous communication with parents related to concerns about student's progress and absenteeism issues if any.

List of Activities Involved in Parent-Teacher-Students-Meet

Sl. No.	Pre Event
I	Preparation of <ul style="list-style-type: none"> • PTS Meet Schedule • Invitation Letter and Consent Form • Mentee Report Format • Feedback Form Format • Mentee Reports Preparation
II	Sending Invitation Letters and Consent Forms
III	Informing Parents
IV	Receiving the Consent Forms
During the Event	
I	PTS Meet Registration
II	Interaction with Faculty Mentors
III	Mentee Reports Discussion and statement of Objectives by Mentee
IV	Collecting PTS Meet Feedback Forms and Course Feedback Forms
Post Event	
I	Distribution of Mentee Report copy to students

Academic Year Wise Activities Under Guidance and Counseling Unit

Academic Year 2016-17

Activities carried out under Mentor Mentee Programme @ I²IM are as follows:

- HELP Participation (Visit to villages for creating CHARUSAT awareness and generating details for the benefit of CHRF)
- Health Checkup for all mentees
- Resume Building activity
- Group Discussions
- CGCS Participation (Visit to schools and colleges for creating CHARUSAT and I²IM awareness in order to generate the perspective MBA/BBA students for I²IM.
- Organizing Parent Teacher Student (PTS) Meet Continuous communication with parents related to concerns about student's progress and absenteeism issues if any.
- Mentor-Mentee-Meetings were documented in the format provided by CHARUSAT

First PTS:

In order to ensure a transparency in communicating the student's progress to their wards, two Parent-Teacher-Student (PTS) Meets were organized during the academic year. The ***First Parent Teacher Student (PTS) Meet*** of the term was held on ***24th September 2016***, for MBA/PGDM programme, for the batches 2014-16 (Sem-III), 2015-17 (Sem-I) and BBA Programme, for the batches 2014-17 (Sem-V), 2015-18 (Sem-III) and 2016-19 (Sem-I). The details of PTS Meet conducted on 24th September 2016 are as follows:

Parent Teacher Student (PTS) Meet 24 September 2016

- Out of 455 Invitations sent 109 parents of 98 students from all batches agreed to come for the PTS Meet, against which 114 parents of 101 students turned-up for the PTS Meet on the decided day.

The Batch-wise PTS Meet (Sep 24, 2016) Details are as follows:

- Out of 58 Invitations sent to BBA Programme (2014-17), 14 parents of 12 students agreed to come for the PTS Meet, out of which 09 parents of 09 students turned-up for the PTS Meet on the decided day.

- Out of 54 Invitations sent to BBA Programme (2015-18), 10 parents of 10 students agreed to come for the PTS Meet, against which 15 parents of 12 students turned-up for the PTS Meet on the decided day.
- Out of 84 Invitations sent to BBA Programme (2016-19), 25 parents of 22 students agreed to come for the PTS Meet and against which 35 parents of 30 students turned up for the PTS Meet on the decided day.
- Out of 147 Invitations sent to MBA/PGDM Programme (2016-18), 38 parents of 34 students agreed to come for the PTS Meet, out of which 37 parents of 32 students turned-up for the PTS Meet on the decided day.
- Out of 112 Invitations sent to MBA/PGDM Programme (2015-17), 22 parents of 20 students agreed to come for the PTS Meet and 18 parents of 18 students turned-up for the PTS Meet on the decided day.

Second PTS:

The ***Second Parent Teacher Student (PTS) Meet*** of the term was scheduled on ***11th March 2017***, for MBA/PGDM programme, for the batches 2014-16 (Sem-II), 2015-17 (Sem-IV) and BBA Programme, for the batches 2014-17 (Sem-VI), 2015-18 (Sem-IV) and 2016-19 (Sem-II).

The Batch-wise PTS Meet (Mar 11, 2017) Details are as follows:

- For BBA Programme 2014-17, 2015-18 and MBA/PGDM Programme 2015-17 the mentoring reports were discussed with students by the faculty mentors and the same were communicated to parents through their wards.
- For MBA/PGDM Programme (2016-18), 45 parents of were contacted for low attendance after the internal examinations. Few more parents would be communicated in the due course for discussing the attendance and other issues related queries by the faculty mentor.
- For BBA Programme (2016-19), 82 parents were contacted throughout the semester for discussing the attendance and other issues related to their ward by the faculty mentor.

Academic Year 2017-18

The details of Mentor Mentee Meeting dates for Odd and Even Semester of 2017-18 are as follows:

Mentoring Programme Schedule (Odd Semester)

Mentor Mentee Meeting Dates for the Odd Semesters of following FMS programmes.

- BBA Programme (2015-18) Semester-V
- BBA Programme (2016-19) Semester-III
- BBA Programme (2017-20) Semester-I
- MBA/PGDM programme (2016-18) Semester-III
- MBA/PGDM programme (2017-19) Semester-I

Programme	Meeting-1	Meeting-2	Meeting-3	Meeting-4	Meeting-5	Meeting-6
BBA (2015-18) SEM-V	21-07-17	04-08-17	01-09-17	15-09-17	13-10-17	27-10-17
BBA (2016-19) SEM-III	21-07-17	04-08-17	01-09-17	15-09-17	13-10-17	27-10-17
BBA (2017-20) SEM-I	21-07-17	04-08-17	01-09-17	15-09-17	13-10-17	27-10-17
MBA/PGDM (2016-18) SEM-III	04-08-17	01-09-17	15-09-17	29-09-17	13-10-17	27-10-17
MBA/PGDM (2017-19) SEM-I	04-08-17	01-09-17	15-09-17	29-09-17	13-10-17	27-10-17

Mentoring Programme Schedule (Even Semester)

Mentor Mentee Meeting Dates for the Even Semesters of following FMS programmes.

- BBA Programme (2015-18/20) Semester-VI
- BBA Programme (2016-19) Semester-IV
- BBA Programme (2017-20) Semester-II
- MBA/PGDM programme (2016-18) Semester-IV
- MBA/PGDM programme (2017-19) Semester-II

Programme	Meeting-1	Meeting-2	Meeting-3	Meeting-4	Meeting-5	Meeting-6
BBA (2015-18) SEM-VI	19-01-2018	02-02-2018	16-02-2018	02-03-2018	16-03-2018	30-03-2018
BBA (2016-19) SEM-IV	19-01-2018	02-02-2018	16-02-2018	02-03-2018	16-03-2018	30-03-2018
BBA (2017-20) SEM-II	19-01-2018	02-02-2018	16-02-2018	02-03-2018	16-03-2018	30-03-2018
MBA/PGDM (2016-18) SEM-IV	25-01-2018	09-02-2018	23-02-2018	09-03-2018	23-03-2018	06-04-2018
MBA/PGDM (2017-19) SEM-II	25-01-2018	09-02-2018	23-02-2018	09-03-2018	23-03-2018	06-04-2018

In addition to conducting the regular Mentor Mentee Meetings, the counseling programme at I²IM focuses on analyzing and comparing the student's academic performance. A comparative result analysis of SGPA is carried out to see the increase/decrease in the performance. In order to ensure a transparency in communicating the student's progress to their wards, two Parent-Teacher-Student (PTS) Meets were organized during the academic year.

It is imperative to have a common platform for all i.e. Parents, Teachers and Students to have an open dialog with each other in the areas of academics, curricular and co-curricular activities. Parent-Teacher-Student-Meet (PTS Meet) plays a significant role over here. Students at Graduation Level pursuing professional education like BBA and MBA/PGDM require inputs, guidance and counseling at proper stages of their academic life. Keeping this goal in mind, and in order to ensure a transparency in communicating the student's progress to their wards, two Parent-Teacher-Student (PTS) Meets were organized during the academic year.

During the Parent Teacher Student Meet, the main focus would be on discussing the Mentee Report with the parents/guardians. The Mentee Reports of all programmes of FMS included the following details:

- Name and ID number of student/mentee
- SGPA & CGPA details
- Class Obtained
- Backlogs (if any)
- Grades obtained in all courses of previous semester
- Attendance of all courses of previous and current semester
- Average attendance of previous and current semester
- Internal assessment component conducted for the current semester (conducted till date of PTS Meet)
- SWOT analysis of student/mentee

First PTS:

The *First Parent Teacher Student (PTS) Meet* of the term was held on **15th September 2017**, for MBA/PGDM programme, for the batches 2016-18 (Sem-III),

2017-19 (Sem-I) and BBA Programme, for the batches 2015-18 (Sem-V), 2016-19 (Sem-III) and 2017-20 (Sem-I). The details of PTS Meet conducted on 15th September 2017 are as follows:

Parent Teacher Student (PTS) Meet 15 September 2017

- A total of 447 Invitations were sent to Parents.
- 45 Parents of 40 students from all Programmes/Batches had agreed to remain present for come for the PTS Meet. 145 parents of 126 students visited (Pre/During/Post) PTS Meet.

The Batch-wise PTS Meet (Sep 15, 2017) Details are as follows:

BBA Programme (2015-18)

- A total of 49 Invitations were sent to Parents. 11 parents of 11 students visited (Pre/During/Post) PTS Meet.

BBA Programme (2016-19)

- A total of 69 Invitations were sent to Parents. 23 parents of 19 students visited (Pre/During/Post) PTS Meet.

BBA Programme (2017-20)

- A total of 77 Invitations were sent to Parents. 37 parents of 29 students visited (Pre/During/Post) PTS Meet.

MBA/PGDM Programme (2016-18)

- A total of 139 Invitations were sent to Parents. 13 parents of 10 students visited (Pre/During/Post) PTS Meet.

MBA/PGDM Programme (2017-19)

- A total of 123 Invitations were sent to Parents. 61 parents of 56 students visited (Pre/During/Post) PTS Meet.

Second PTS:

The *Second Parent Teacher Student (PTS) Meet* of the term was scheduled on **10th March 2018**, for MBA/PGDM programme, for the batches 2016-18 (Sem-IV), 2017-19 (Sem-II) and BBA Programme, for the batches 2015-18 (Sem-VI), 2016-19 (Sem-IV) and 2017-20 (Sem-II). The details of PTS Meet conducted on 10th March 2018 are as follows:

The Batch-wise PTS Meet (Mar 10, 2018) Details are as follows:

BBA Programme (2015-18)

- A total of 52 Invitations were sent to Parents. 07 parents of 07 students visited (Pre/During/Post) PTS Meet.

BBA Programme (2016-19)

- A total of 72 Invitations were sent to Parents. 15 parents of 14 students visited (Pre/During/Post) PTS Meet.

BBA Programme (2017-20)

- A total of 81 Invitations were sent to Parents. 31 parents of 28 students visited (Pre/During/Post) PTS Meet.

MBA/PGDM Programme (2016-18)

- A total of 139 Invitations were sent to Parents. 13 parents of 10 students visited (Pre/During/Post) PTS Meet.

MBA/PGDM Programme (2017-19)

- A total of 127 Invitations were sent to Parents. 44 parents of 40 students visited (Pre/During/Post) PTS Meet.

Academic Year 2018-19

The details of Mentor Mentee Meeting dates for Odd and Even Semester of 2017-18 are as follows:

Mentoring Programme Schedule (Odd Semester)

Mentor Mentee Meeting Dates for the Odd Semesters of following FMS programmes.

- BBA Programme (2016-19) Semester-V
- BBA Programme (2017-20) Semester-III
- BBA Programme (2018-21) Semester-I
- MBA/PGDM programme (2017-19) Semester-III
- MBA/PGDM programme (2018-20) Semester-I

Programme	Meeting-1	Meeting-2	Meeting-3	Meeting-4	Meeting-5	Meeting-6
BBA (2016-19) SEM-V	23-07-18	10-08-18	24-08-18	07-09-18	14-09-18	26-10-18
BBA (2017-20) SEM-III	20-07-18	10-08-18	24-08-18	07-09-18	14-09-18	26-10-18
BBA (2018-21) SEM-I	20-07-18	10-08-18	24-08-18	07-09-18	14-09-18	26-10-18
MBA/PGDM (2017-19) SEM-III	25-08-18	14-09-18	12-10-18	26-10-18	23-11-18	30-11-18
MBA/PGDM (2018-20) SEM-I	24-08-18	14-09-18	12-10-18	26-10-18	23-11-18	30-11-18

Mentoring Programme Schedule (Even Semester)

Mentor Mentee Meeting Dates for the Even Semesters of following FMS programmes.

- BBA Programme (2016-19) Semester-VI
- BBA Programme (2017-20) Semester-IV
- BBA Programme (2018-21) Semester-II
- MBA/PGDM programme (2017-19) Semester-IV
- MBA/PGDM programme (2018-20) Semester-II

Programme	Meeting-1	Meeting-2	Meeting-3	Meeting-4	Meeting-5	Meeting-6
BBA (2016-19) SEM-VI	22-12-2018	31-01-2019	09-02-2019	22-02-2019	08-02-2019	30-03-2019
BBA (2017-20) SEM-IV	22-12-2018	31-01-2019	09-02-2019	22-02-2019	08-02-2019	30-03-2019
BBA (2018-21) SEM-II	22-12-2018	31-01-2019	09-02-2019	22-02-2019	08-02-2019	30-03-2019
MBA/PGDM (2017-19) SEM-IV	11-01-2019	09-02-2019	08-03-2019	05-04-2019	19-04-2019	03-05-2019
MBA/PGDM (2018-20) SEM-II	31-01-2019	22-02-2019	30-03-2019	05-04-2019	19-04-2019	03-05-2019

In addition to conducting the regular Mentor Mentee Meetings, the counseling programme at I²IM focuses on analyzing and comparing the student's academic performance. A comparative result analysis of SGPA is carried out to see the

increase/decrease in the performance.

Academic Year 2019-20

PTS Meet were generated at Indukaka Ipcowala Institute of Management on September 14, 2019. PTS meet reports were discussed with parents in person and over the call by the faculty mentor to communicate the progress/concerns of their wards. Some parents could manage to visit the institute personally. Some parents conveyed their apologies for not coming for the meet, some of them agreed to come later on. Parents of students, whose performance on attendance component was very poor, were specially invited for discussion with dean and faculty mentor. During discussion, the reasons behind low attendance and performance were discussed and the mentee (student) was counseled about the importance and role of attendance in his academic performance.

After discussion, parents agreed to keep the track of their wards and their performance on regular basis. Points to be discussed with the parents were decided under the guidance of Dr. Govind B. Dave sir and a format of Mentee-Report was prepared. Mentee Reports¹ for the mentees were prepared in advance so that it can be discussed as a part of PTS Meet. Mentee Report included the academic

Internal assessment component conducted for the current semester of every batch till date, and SGPA & CGPA details. It also included the detailed record of course wise and average attendance. SWOT analysis of students conducted under regular Mentoring process was also included in the Mentee Report.

Total of 508 Invitations were sent to Parents. 42 Parents of 42 students from all Programmes/Batches had agreed to remain present for come for the PTS Meet. However, 139 parents of 115 students visited (Pre/During/Post) PTS Meet.

During the discussion with parents following points were discussed at large:

- Institute Briefing
- Expectations from I2IM and its faculty members
- Expectations from students and parents
- Attendance, Discipline and Dress Code related issues
- Teaching and Learning experience at I2IM
- Course Curriculum, Methodology and Evaluation / Credit System
- Professional development activities at I2IM
- Industrial Exposure/ Industrial Tours

- Open Door Policy
- Workshops, Guest Sessions organized for students
- Student Wellness Programme (SWP)
- Entrepreneurship Development and Incubation Centre (EDIC)
- Placement Assistance Programme (PAP)
- Student's Problems, if any
- Student's life at home, hostel and institute

After interaction student's progress was discussed in detail and reasons for non-performance (if any) were identified. Concrete ways to maintain the good performance were also discussed. Discussion on Personality aspects, SWOT analysis and Attendance was also carried out. Each mentee was asked to write his/her own objective for improvement in front of the faculty mentor and his/her parents.

- For all programmes of FMS the mentoring reports were discussed with students by the faculty mentors and the same were communicated to parents through their wards.
- For MBA Programme (2019-21), 44 parents of were contacted for low attendance after the internal examinations. Few more parents would be communicated in the due course for discussing the attendance and other issues related queries by the faculty mentor.
- For BBA Programme (2019-22), 58 parents were contacted throughout the semester for discussing the attendance and other issues related to their ward by the faculty mentor.