



### 2.3.3. Sample issues raised and resolved in Mentoring System

**AY 2021-22**

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### 2.3.3 Sample issues raised and resolved in Mentoring System for the AY 2021-22.

S.No.	Name of the Programme	Mentor	Mentee	Issues raised	Action taken	Signature of Mentor
1.	BE(ECE)	Smt.B. Neeraja	Ruchira B 160119735018	Very low attendance	The student is counselled. Also the parents are informed. Later the students attendance improved.	
2.	BE(ECE)	Smt.Ghata Chauhan	Vislavath Mohan 160116735324	Failed in the subject VLSI Technology 3 times	Conducted remedial class and guided. Also given moral confidence to him. He cleared the subject.	
3.	BE(ECE)	Sri.P.Ranjith	Lolugu Parvathi Nandan 160120735153	Irregular and having more backlogs in second year	Parents are contacted and counselled both parents and student. Student is monitored more closely in academics.	

HEAD

HEAD OF ECE  
DEPARTMENT OF ECE  
Chaitanya Bharathi Institute of Technology  
Hyderabad-500 075



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Kokapet ( Village), Gandipet, Hyderabad, Telangana-500075. www.cbit.ac.in



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RESEARCH,  
INNOVATION AND  
EDUCATION

43  
years

### 2.3.3 Sample issues raised and resolved in Mentoring System for the AY 2021-22.

S.No.	Name of the Programme	Mentor	Mentee	Issues raised	Action taken	Signature of Mentor
1.	MBA	P. Varaprasad Goud	M. Ruchitha	Facing problem in solving a Case Study for a Job Interview	Helped the Mentee in guiding to how to solve the Case with appropriate solutions.	

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*P. Varaprasad*

HEAD

SMS





## TASKS – 1

1. What do you understand about sourcing in Recruitment for the above cases?

**Ans. Sourcing in Recruitment:**

Sourcing in recruitment focuses on finding right candidates for a target profile. Generally, sourcing can be done using various techniques such as job posting, social media platforms, recruitment database, employee referrals etc.,

Mainly recruiters use Boolean strings or basic key words like designation, location etc., to find the right match in ATS (Applicant Tracking System). By applying the same for the mentioned roles, we can pool candidates and continue with further process.

2. What do you understand about Boolean keywords in sourcing?

Ans: Boolean search helps in narrowing down the applicants, in simpler words it provides us with relevant and required results. As part of Boolean search, recruiter combines the keywords with Boolean operators such as AND, NOT, OR and modifiers such as [ ], “” and \* to get unique set of results.

Boolean keywords may include Role, Designation, Location, Experience, Qualification etc., They are the specific words that represent our requirement.

## TASKS – 2

1. What do you understand about each of the role, please write in your own words.

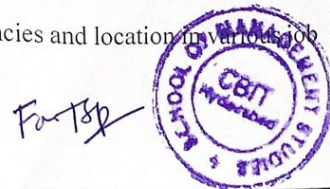
Ans:

**For Consultant:**

Basing on the mentioned responsibilities and requirements, I have come to an understanding that the candidate has to be from finance background (B.com/BBA with Finance) in graduation and should have a minimum experience of 2-3 years in consulting service. As 20-30% travelling is within US, preferred candidate location should be US.

As the candidate has to perform technical and company analysis, he/she should have knowledge about various tools and data sources for performing the analysis. In addition to these, they should be good at communication, presentation skills to provide insights into various findings or should be able to explain about findings.

By posting required skillsets and qualification, number of vacancies and location in various job portals, we can pool the desired candidates.





**Associate – Business Tax:**

Candidates who have completed their graduation (BBA with Finance/ B. Com) or MBA with finance as their specialisation and from full time course not from vocational or distance mode. They should have experience on US tax rules and regulations and should have minimum experience of 2-3 years in corporations/s-corporations/trusts.

Having CCH Access software experience will be an additional advantage and one should have sound knowledge on taxes, tax exemptions, different regulations and filing process.

**Cyber Security Analyst**

Qualification	BE (Electronics and Tele communications) B. Tech/ M. Tech (Computer science)
Expertise on	Exposure to various programming languages like c, c++, java, python, power shell etc.,
availability	24/7
Knowledge on	Cyber Security technologies, SOC platforms, Phishing emails, operating system, detecting threats and creating initial response.

2. Make a Boolean search string for all the respective roles.

Ans:

**For Consultant:**

**For Associate-Business Tax**

**For Cyber Security Analyst**



3. Source 2-3 relevant resumes/profiles from web or LinkedIn for respective requirements.

Consultant: <https://www.linkedin.com/in/bharat-mudumba-93305332>

Associate business tax: <https://www.linkedin.com/in/mohanreddy95/>

Cyber security analyst: <https://www.linkedin.com/in/mohini-wanjari-06107b172>

<https://www.linkedin.com/in/soumya-rastogi-3159a1126/>

<https://www.linkedin.com/in/vaishnavi-b-7b359713b>





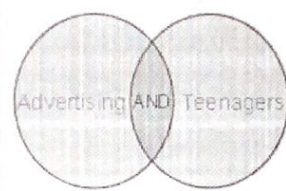
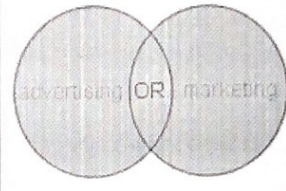
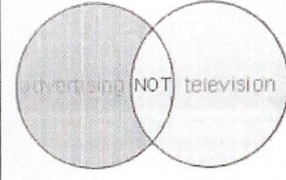
## Boolean Search In Recruitment: Basic Operators

Operator	Functionality	Example
AND	Include two or more criteria in search results	software AND engineer
OR	Include either or both criteria in search results	engineer OR developer
NOT / -	Exclude criteria from search results	software AND engineer NOT jobs
Brackets ( )	Use in combination with other operators to indicate priority	software AND (engineer OR developer)
Quotations ""	Search for an exact phrase	software AND (engineer OR developer) AND "Ruby on Rails"
Asterisk *	Include all derivatives of a word in search results	software AND (engineer OR developer) AND web develop*



Boolean operator	Effect	Example	Visualised
AND	Using this boolean operator will give you results of all of your elements are true	This is great for finding candidates with a certain job title and experience in a certain industry. E.g. Account Manager AND ICT	
OR	Using this operator will give results if one of your elements is true	This is great for job title synonyms. E.g. Account Manager OR Sales Executive	
NOT	Using this operator will give results if one of your elements is true and the other is not	This is great when you are looking for something that is often combined with something else, but you only want to find one of the options. E.g. Developer NOT Front-end developer	
()	Using this operator lets you change the order and rules of the boolean search. Without using these parentheses, boolean search always work from left to right	Account Manager AND (ICT OR IT) will show results of account managers in the ICT or in the IT branche. If the parentheses would not be used, the search would show results for account managers in the ICT and everything else regarding IT. This means you will see everything related to IT instead of only finding Account Managers	
" "	Using this operator lets you search for an exact phrase. By using " ", you can find terms that have multiple words without destroying the string	If you're searching for "account manager" that means you will only find account manager instead of the two different terms, "account" and "manager"	
*	This operator is used as a wildcard. By using *, you'll find all combinations of letters following your asterisk	Let's say you are searching for recruitment, recruiting and recruiter. By using recr*, you'll find all of these terms. However, you will also find recreation. Therefore, be careful while using this. It can help you shorten your string, for example by searching for recruit*.	

*Fantasy*

AND	<ul style="list-style-type: none"><li>■ narrows your search</li><li>■ both terms must be present</li><li>■ fewer results</li><li>■ retrieves information which contains both the words advertising AND teenagers</li></ul>	
OR	<ul style="list-style-type: none"><li>■ broadens your search</li><li>■ only one of the terms must be present</li><li>■ often used with synonyms as search terms</li><li>■ retrieves information which contains either of the words advertising OR marketing</li></ul>	
NOT	<ul style="list-style-type: none"><li>■ narrows your search by excluding terms</li><li>■ retrieves information in which at least one term is excluded</li><li>■ for example, results will contain information about advertising but NOT television advertising</li></ul>	





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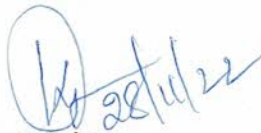
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### 2.3.3 Mentoring System

AY 2021-22

S.No.	Name of the Programme	Mentor	Mentee	Issues raised	Action taken	Signature of Mentor/Head
No Significant Issues observed						

  
Head-IT

**Head Dept. of IT  
CBIT, Hyderabad**





### 2.3.3 Mentoring System

AY 2021-22

S · N o ·	Name of the Programme	Mentor	Mentee	Issues raised	Action taken	Signature of Mentor/Head
1	MCA	P.Krishna Prasad	M.Sravani 1601218620 37	Psychological issues, getting disturbed and unable to concentrate on studies .	Mentored by Mentor and HoD. Spoke to the parents. Psychological treatment given by parents. Now she is ok and coming to college regularly.	
2	MCA	B.Srinivasa S P Kumar	Mohammed Imran Shareef 1601218620 42	Due to home sickness, planned to drop out his admission in MCA.	Motivated him and explained a good future if he pursues his present education. Accordingly, he has agreed to continue his present studies. At present, he got placed in Thomson Reuters and the student is stable, planning to finish the studies.	

**HEAD OF DEPARTMENT**  
Master of Computer Applications  
C.B.I.T., Hyderabad-500 075

**HEAD, DEPT. OF MCA**



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S. No.	Name of the Programme	Mentor	Mentee	Issues raised	Action taken	Sign of Mentor
1.	BE-Civil	K. Manasa	Chandu Prakash Raj P, Roll No. : 160120732079, Section : A2	Student had backlogs in 3 subjects – Fluid Mechanics, Solid Mechanics, Surveying in his III – Semester of study.	Discussed with the concerned teachers and arranged for remedial classes. The student passed all the 3 subjects in the subsequent semester.	

HEAD  
DEPT.OF CIVIL ENGG



### 2.3.3 Mentoring System

AY 2021-22

S.No.	Name of the Programme	Mentor	Mentee	Issues raised	Action taken	Signature of Mentor/Head
1	B.Tech Chemical Engineering	Dr. P. Madhuri	P. Alekhya (160120802001)	Lack of technical skills	Good academic records. Counselling to improve the technical knowledge by participating in the various events	
2	B.Tech Chemical Engineering	Dr. B. Ganesh	Ch. Dhanush (160120802027)	Poor academic performance	By giving additional handouts in core subjects, he has improved a little bit	
3	B.Tech Chemical Engineering	Dr. K. Prasad Babu	Chirag Jain (1601-19-802-023)	The student is good in academics but lacks communication skills	The communication skills have improved by participating in different events.	
4	B.Tech Chemical Engineering	Dr. P. Madhuri	Uzair Patel (160117802048)	Only a few doubts were raised during the lab	The doubts were cleared by the lab teachers. More example problems were solved during the lab course	
5	B.Tech Chemical Engineering	Dr. P. V. Naga Prapurna	Prathusha Kothinti (160118802006)	Academics are good. Lack of technical event participations	Suggested to participate in technical quizzes, seminars and conferences	

Head

1/ Chemical Engineering  
Department  
Chaitanya Bharathi Institute of Technology  
Gandipet, Hyderabad-75.





**2.3.3 Sample issues raised and resolved in Mentoring System for the AY 2021-22.**

S.No.	Name of the Programme	Mentor	Mentee	Issues raised	Action taken	Signature of Mentor
No Significant Issues observed						

HEAD



DEPT.OF BIOTECH

**HEAD**  
Dept. of Bio-Technology  
Chaitanya Bharathi Institute of Technology  
Gandipet, Hyderabad-500 075.

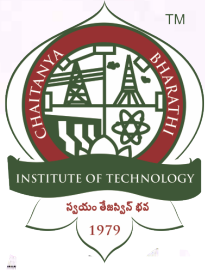


### 2.3.3 Mentoring System

AY 2021-22

S.No.	Name of the Programme	Mentor	Mentee	Issues raised	Action taken	Signature of Mentor/Head
1	EEE	✓ Dr.T.Murali Krishna	✓ G. Srinitha	During 3rd Semester student has failed in 3 courses : i. Mathe✓ matics, ii. Analog✓ Electric Cirucuts iii. Electrical✓ Circuit Analysis She is unable to bound both academics and extra curriculum activities as Badminton.	She was counselled and asked to meet respective teacher for tutorial and Techniques of Presentation of content of the Exam. During her 4th sem. in a mentoring class after announcement of the results it is pleased to note that she met me and expressed ecstasy that the advise extended by me helped her to clear 2✓ courses out of 3 courses.✓	 28/9/22 

**HEAD**  
Dept. of EEE, CBIT (A)  
Gandipet, Hyderabad - 75



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## 2.3.3 Mentoring System

AY 2021-22

S.No.	Name of the Programme	Mentor	Mentee	Issues raised	Action taken	Signature of Mentor/Head
1	CSE	E.Kalpna	SriHarshita (160118733129)	Conduition of proctered Examination for Courseera	Exams conducted in July/Aug 2022	
2	CSE	G. Mamata	Jyosthna Kandi (160118733130)	Need for CRT Training	Training Arranged	

Professor and Head Department  
Department of Computer Science & Engineering  
Chaitanya Bharathi Institute of Technology (A)  
Gandipet, Hyderabad-500 075.(T.S.)



**Chaitanya Bharathi Institute of Technology (A)**  
**Gandipet, Hyderabad-75**  
**I Year I SEM**  
**A.Y:2021-22**

S.No	Programme	Mentor	Mentee	Issues raised	Action Taken	Result
1	Civil-2	Dr.D.Saritha	P Srinivas Kalyan 1601-21-732-124	Due to less attendance	Suggested to be regular to classes	Improved and Promoted to Next Semester

Dr B Sreenivasa Reddy

**HEAD**  
**I year Incharge**

Department of Physics  
Chaitanya Bharathi Institute of Technology (A)  
Gandipet, Hyderabad-500 075.

**Chaitanya Bharathi Institute of Technology(A)**  
**Gandipet,Hyderabad-75**  
**I Year II SEM**  
**A.Y:2021-22**

S.No	Programme	Mentor	Mentee	Issues raised	Action Taken	Result
1	AI&ML	Dr.D.Saritha	160121729063 Y.Pavan Jethin Kumar	Y.Ramaiah Failed in 5 subjects	counseled got assurance to improve from the student	Promoted to Next Semester
2	Chemical	Dr. B. Sreenivasa Reddy	160121802003 Sri Sahasra Reddy	G.Chekradhar reddy Good Feed back by the teachers	Not prepared motivated to prepare well	Promoted to Next Semester
3	Mechanical- 2	Dr. S. Shanmukha Rao S	160121736095 Bolla Anvesh	B Prabhakar Due to less attendance 50% below	Moving with friends in near by parks and BB courts Counseled by Dr B Sreenivasa Reddy	Improved and Promoted to Next Semester
4	Mechanical -2	Dr S Shanmukha Rao	Amidala surya Kumar	Shortage of attendance due to family issues	Counseled by Dr B Sreenivasa Reddy	Improved and Promoted to Next Semester
5	BioTech	Dr. B. Sreenivasa Reddy	T Rashmitha 160121805041	Shortage of attendance ill health/Dengue fever low platelets	Counseled by Dr B Sreenivasa Reddy	Improved and Promoted to Next Semester
6	EEE-2	Dr S.Shravan Kumar Reddy	Yadhu Nandhan 160121734118	K.Manohar Due to less attendance	Counseled by Dr S Shravan Kumar Reddy	Improved and Promoted to Next Semester
7	EEE-2	Dr S.Shravan Kumar Reddy	Ravula Ashish 160121734124	R Rajeshwar Rao Due to less attendance	Not attending classes	Attended
9	Civil	Dr M Subhadra	Abdul Rahman 160121732059	Shaik Abdulla Shortage of	Due to health issues directed to be regular	Improved and Promoted to Next

  
**HEAD**  
 Department of Physics  
 Chaitanya Bharathi Institute of Technology  
 Gandipet, Hyderabad

				attendance	Counseled by Dr M Subhadra	Semester
10	Civil	Dr M Subhadra	Shashikanth 160121732023	Lavanya Shortage of attendance	Poor attendance and got assurance from mother absences due to mother's health problem Counseled by Dr B Sreenivasa Reddy	Improved and Promoted to Next Semester
11	Civil	Dr M Subhadra	160121732004	Shortage of attendance	Due to typhoid and malaria Counseled by Dr B Sreenivasa Reddy	Improved and Promoted to Next Semester
12	ECE-2	Dr Santhosh Kumar A	Ravi chaitanya varma 160121735121	Shortage of attendance Student tired to cheat by giving different phone numbers other than parents	Counseled by Dr B Sreenivasa Reddy	Improved and Promoted to Next Semester

Dr B Sreenivasa Reddy

HEAD  
1 year Incharge

Department of Physics  
Chaitan's Bharathi Institute of Technology (CBIT)  
Gandipet, Hyderabad-500 075





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### 2.3.3 Mentoring System

AY 2021-22

S. No.	Name of the Programme	Mentor	Mentee	Issues raised	Action taken	Signature of Mentor/Head
1	BE(Mechanical) -V-Sem-F2	N.Jyothirmayi, Assistant Professor	Syed Asgar Hussain Abedi Sami 160119 736111	Request for offline classes during partial normalcy of Covid-19	Conducted Classes in Hybrid Mode	

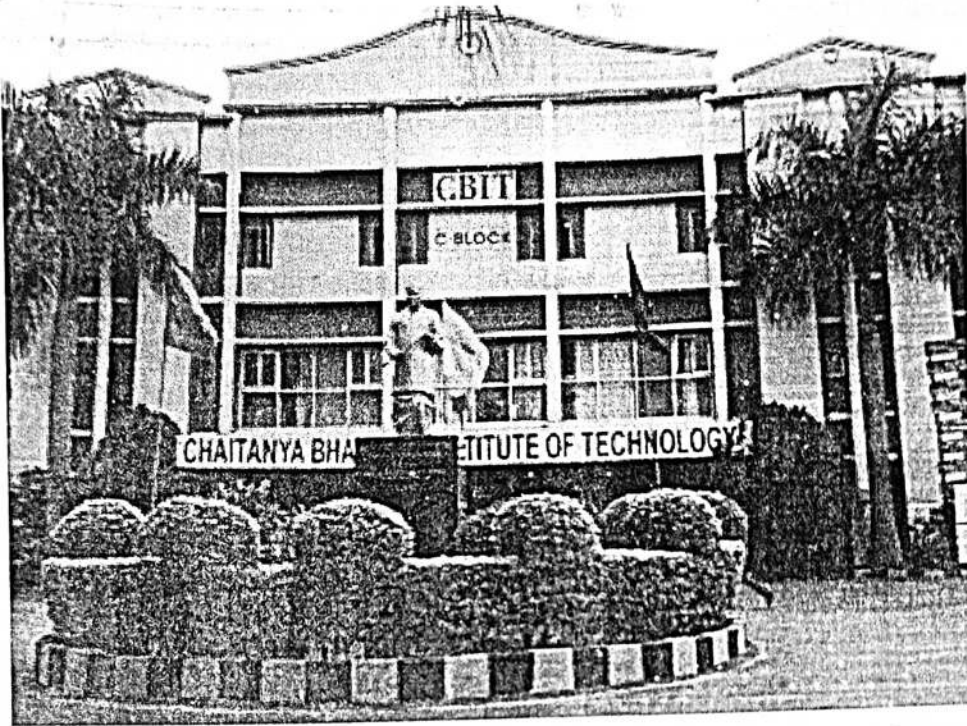
**PROFESSOR & HEAD**  
Department of Mechanical Engineering  
Chaitanya Bharathi Institute of Technology (A)  
Gandipet, Hyderabad-500 075. Telangana

K. Bhagya Sree

1601-20-672-003



## MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



### CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

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MAY, 2021

**Chaitanya Bharathi Institute of  
Technology(Autonomous),Hyderabad-75**  
**X. Student's(Mentee's) Personal Details**



**Student Profile:**

Name of the Student : Kadimicherla BhagyaSree  
 Branch & Section : MBA - A section  
 Hall Ticket number : 160120672003  
 Category: Convener (OC/BC/SC/ST/Sports/NCC/PH) /  
 Management(JEE/NRI/PIO)

Contact ph.no. 8639339554 Alt.ph.no./ local guardian no. 9849760305 email ID: Arimai.96@gmail.com

**Parents' Details:**

Father's Name : K.V.Prasad  
 Mother's Name: K.Anupama  
 Contact No : 9849760305  
 Contact Address: F.no:002, Vaishnavi Tower,  
 Hasmathpet - 500011.

Occupation

Occupation

email ID

Private Employee  
 House Wife.  
 Pgs20003-mba.  
 bhagyasree@cbit.org.in  
 09509@gmail.com

**Previous Academic Performance:**

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2011	93.5%	Gowtham Model School
2	12 <sup>th</sup> / Equivalent	2013	95.1%	Sri Chaitanya
3	Degree	2017	70%	IARE

EAMCET/ JEE ICET/CAT/MAT or any other examination Position details or merit awards (if any):

1. ICET - 1059.....
2. ....
3. ....

**Hobbies** : Formulating Organic Cosmetics, Playing Badminton.

**Career Plans** : Looking forward to get into MNC and hold managerial position.



Job Experience (if any): Worked as Business Development Associate at Randstad, Synchrony Financial. Overall Experience - 18 months

Strengths and Weakness:

Strengths: Time Management, Hard-working, Eagerness to learn & explore new techniques and Practices.

Weakness: Over Perfection of doing things.

Signature of the student

Date:

K. Bhargava  
Student  
1/12/22

Signature of the Parent

Date:

Name and Signature of the Mentor:



XI. DETAILS OF STUDENT'S INVOLVEMENT IN THE STUDENT INDUCTION PROGRAMME (SIP) CONDUCTED BY THE INSTITUTE

(To be filled by the student)

1. Attendance in the Induction Programme (No. of sessions attended/Conducted): 12

2. Which session of the SIP was impressive and why?

Learning Resources

3. Which session was not at all useful and why?

found every session informative

4. Whether the academic rules, examination rules, Code of Conduct were explained with clarity by the resource person and / or the mentor? Do you have any doubts?

Yes. No doubts

5. Whether the clubs related to Co-curricular & Extra-curricular activities were introduced? Did you or do you wish to join any of them?

Yes. Yes, would like to join Sports and NSS activities.

6. Was the course on Human Values taught? Do you have anything to say on that?

Yes.

7. Did you understand the need for keeping the campus clean and green and yourself Fit?

Yes.

8. Was the campus tour organised for you? Are you aware of your campus now?

Yes, it was arranged virtually. Partially aware of campus.

9. Was the importance of Fine Arts in support of a Professional career driven?

Yes.

10. Any other information you expected to be given to you in the SIP, but was not provided? No

Signature of the Student  
*K. Bhagya*

Signature of the Mentor  
*[Signature]*

Head

Director - SA&P

Principal

**XII. 1<sup>st</sup> ORIENTATION BY THE CONCERNED MENTOR**

(At the beginning of the Semester; 1<sup>st</sup> or 3<sup>rd</sup> as the case may be)

1. Was the vision, mission and Quality policy of the institute explained by the mentor?

*Yes*

2. Was the awareness created in you about the vision & mission of the department and the need for falling in line with that of the institute?

*Yes*

3. Were the Graduate attributes, COs, POs, PEOs, PSOs and their role in Outcome Based Education explained?

*Yes*

4. Was the existence of various types of courses (HSSC, BSC, BESC, PCC, PEC, OEC, and Mandatory Courses) in the programme and their need explained? (Refer Rule II of Academic Rules)

*Yes*

5. Was the importance of Project Works/Seminars/Internships/Industrial Visits explained? (Refer Rule V of academic Rules)

*Yes*

6. Was the scope and opportunity for taking Swayam/ MOOCs course and the concept of award of Major/Minor degree explained? (Refer Rule XII of Academic Rules)

*Yes*



7. Was the concept of Credit system, GPA, SGPA and CGPA explained?( Refer Rule VI of Academic Rules) .

Yes

8. Were the details about duration and academic credentials of Industrial visits / Internships explained? (Refer Rule XIII of Academic Rules)

Yes

9. Was the requirement of Activity points explained? (Refer to Rule XIV of Academic Rules)

Yes

10. Was the eligibility criteria for award of Degree (Major/ Additional Major/ Honor ) explained ? (Refer to Rule XVIII of Academic Rules)

Yes

11. Were the additional rules for lateral entry students explained? (Applicable only for lateral entry students. Refer Rule XXII of Academic Rules)

12. Was the Academic Rule book given to you and explained by the concerned authority?

Yes

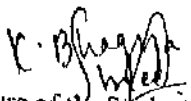
13. Was the Code of Conduct introduced to you and was made available?

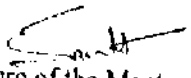
Yes

14. Was the existence of an R&E Hub, EDC and I&I center informed and their importance explained?

Yes

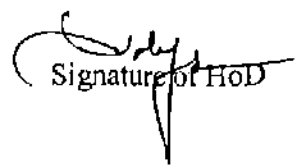
15. Whether the importance of participating in Social service, Community service, Extension activities, Outreachactivities & NSS activities explained and the available facilities in the campus introduced? Yes

  
Signature of the Student

  
Signature of the Mentor

Director - SA&P

Signature of the parent

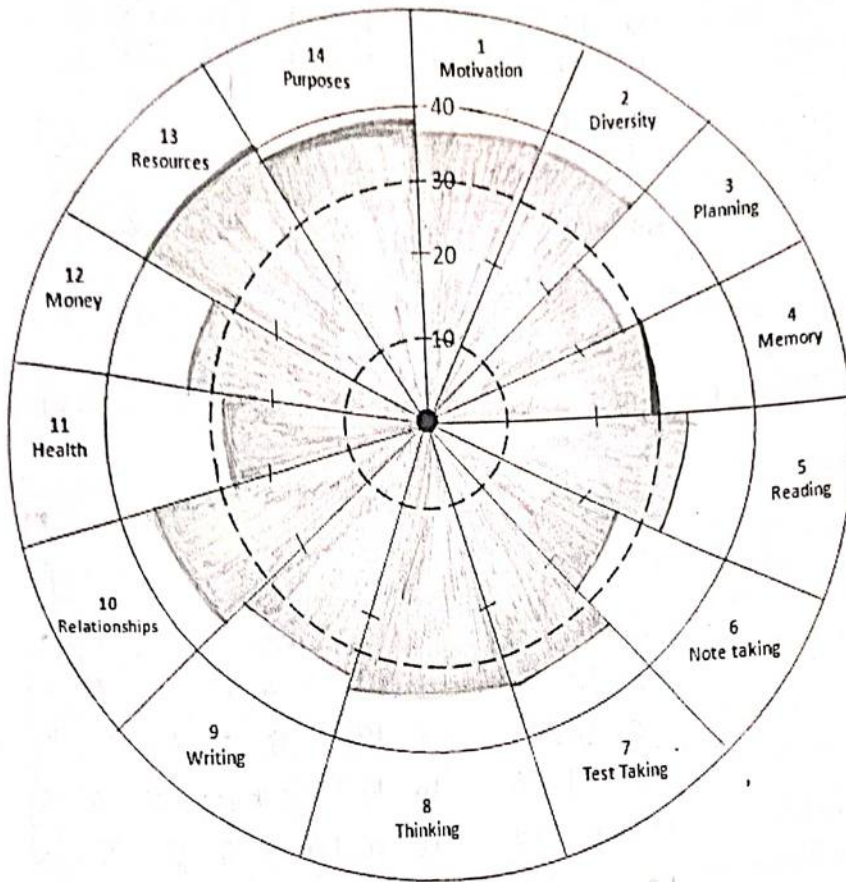
  
Signature of HoD

Principal

### XIII. STUDENT'S PROGRESS RECORD

1. BE / B.Tech./M.E/M.Tech/M.C.A/M.B.A ( M.B.A ) I-SEMESTER

#### A. DISCOVERY WHEEL for I Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

- Applications of learnings studied and taught in college.
- Reference of various sources and workshops information utilized into practical learning.



(C). Monthly Attendance Details: (T: Total classes P: Present)

S.No	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks	
		T	P	T	P	T	P	T	P		
1	Management and Organization Behaviour	14	10	14	12	14	09	10	09	Maintained good Attendance	
2	Managerial Economics	14	13	14	12	12	10	11	11		
3	Financial Accounting for Management	14	13	17	15	17	15	09	09		
4	Marketing Management	11	11	14	10	13	13	09	08		
5	Statistics for Management	15	13	15	12	14	11	10	08		
6	Digital Technology	09	09	12	11	11	9	08	08		
7	Business Communication Lab	14	14	12	12	08	08	10	10		
8	Statistics Lab	07	05	07	7	12	12	02	02		
<b>Open Elective:</b>											
9	Business Environment	14	14	14	13	18	14	09	08		
10	Corporate Social Responsibility										
11	<del>Business Law and Ethics</del> Total	112	102	119	104	119	101	78	73		
Percentage		91.07		87.3		84.87		93.58			

(D). Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE

S. No.	Course Code	Title of the Course	CT-I	CT-II	Avg	A	A1	A2	Avg	S1	S2	S3	Avg	External	Credits	
1.	20MBC101	Management and Organization Behaviour	15	18	17		8	10	9		5	5	5	5	4	30
2.	20MBC102	Managerial Economics	19	18	19		6	8	7	2	4	5	4.3	5	4	35
3.	20MBC103	Financial Accounting for Management	15	19	17		10	10	10	4	5	5	5	5	4	37
4.	20MBC104	Marketing Management	18	18	18		8	10	9	5	5	5	5	5	4	37
5.	20MBC105	Statistics for Management	15	17	16		10	10	10	3.75	4.5	3.75	4	5	4	35
6.	20MBC106	Digital Technology	15	18	17		10	10	10	5	5	5	5	5	3	37
7.	20MBC107	Business Communication Lab													2	
8.	20MBC108	Statistics Lab													1	
9.		Open Elective														
	20MBO101	Business Environment	18	20	19		10	10	10	3	5	5	5	5	4	37
	20MBO102	Corporate Social Responsibility	-	-	-	-	-	-	-	-	-	-	-	-		
	20MBO103	Business Law and Ethics	-	-	-	-	-	-	-	-	-	-	-	-		
															30	

Position in the class:

CGPA: 9.13

(E). Details of Participation in Co-curricular and Extra-Curricular activities:

(i). Details of participation in Co-curricular activities

(ii). Details of participation in Extra-Curricular activities

→ food, clothing distribution at Orphan Home in Secunderabad (NCO activity)

(iii). Awards/ Honours/ Appreciations

(F). Details of Conduct and Character

(i). Involvement in any activity that reflects the good conduct of the student:

(ii). Awards/ Appreciations won (if any):

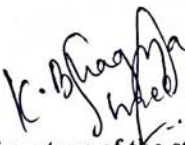
(iii). Involvement in any activity violating the code of conduct:

NO

(iv). Punishments given / Penalty imposed (if any):


NO

(G). Any other information / Observations

  
Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )













  
Signature of the Mentor

  
Signature of the Head

Signature of Director(SA&P)

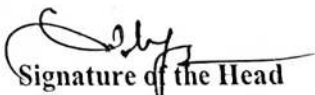
Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature
1.	7/1/21	Oriented MBA Programme.	
2.	16/1/21	Explained about Placement Opportunities and enquired about her Career Goals, Orientation about Mentoring Sessions.	
3.	23/1/21	Advised on Creating Goals, Efforts to achieve the same	
4.	30/1/21	Guided about Progression on MBA Courses and time management.	
5.	13/2/21	Reviewed understanding of subjects.	
6.	20/2/21	Session on how to prepare the subjects	
7.	27/2/21	Guided and Proposed to do and Submit Research Paper.	
8.	13/3/21	What are the co-curricular & extra-curricular activities, opportunities available	
9.	20/3/21	Advised to focus on mid & External,	
10.	10/4/21	Revised the participant in various Programs/ Events.	
11.	13/4/21	Revised the overall performance	
12.	24/4/21	Guidance on preparation of exams.	

  
Signature of the Mentor

Director - SA&P

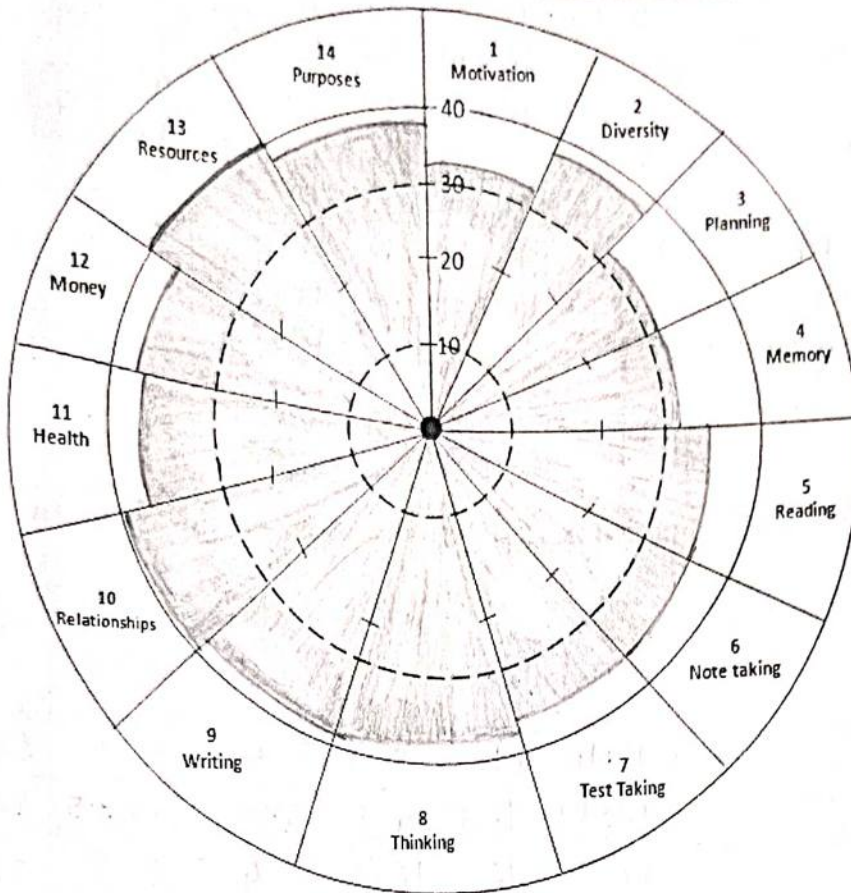
  
Signature of the Head

PRINCIPAL

2. BE / B.Tech./M.E./M.Tech./M.C.A/M.B.A/( M.B.A ) II-SEMESTER



(A). DISCOVERY WHEEL for II Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATHWAYS PLANNED TO REACH THEM:

1. Thorough knowledge check and updating information from time to time.
2. Implementing skills learnt in practise which helped during my internship.

(C) .Monthly Attendance Details: (T: Total classes P: Present)

Sn o	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
		1	HRM	20	19	15	15	14	14	
2	FM	22	17	13	13	20	18	5	3	Percentage
3	BRM	20	20	16	16	14	12	5	2	of attendance
4	OR	22	22	16	16	17	17	6	4	in 4 <sup>th</sup>
5	OM	21	15	11	11	15	15	4	1	month.
6	BA	16	16	12	12	10	10	5	2	
7	LSCM	18	18	10	10	12	12	5	3	
8	PDCG	23	22	14	13	14	11	5	2	
9	E-Business	23	23	13	12	16	16	6	2	
10										
Total		185	172	120	118	132	125	46	22	
Percentage		92.97		98.33		94.6		47.82		

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and**

**SEE**

S. No.	Course Code	Title of the Course	CIE Marks											External Marks	Credits
			CT-I	CT-II	Avg	A	A1	A2	Avg	S1	S2	S3	Avg		
1.	20MBC201	Human Resource Management	18	16	17		7	9	8	5	5	5	5	54	4
2.	20MBC202	Financial Management	17	19	18	10	4	5	9.5	3.5	0	3.5	3.5	44	4
3.	20MBC203	Business Research Methods	17	15	16		10	7	9	4	5	5	5	38	4
4.	20MBC204	Operations Research	18	20	19		10	10	10	5	5	5	5	57	4
5.	20MBC205	Operations Management	18	19	19		10	10	10	5	5	5	5	47	4
6.	20MBC206	Business Analytics	17	16	17		10	8	9	4	3	3	4	52	3
7.	20MBC207	Logistics and Supply Chain Management	18	18	18	10	10		10	5	5	5	5	45	3
8.	20MBC208	Comprehensive Viva Voce- I												95	2
9.	20MBSD201	Personality Development and Career Guidance	A <sub>1</sub>	A <sub>2</sub>	A <sub>3</sub>	A <sub>4</sub>	A <sub>5</sub>	A <sub>6</sub>	A <sub>7</sub>	A <sub>8</sub>	A <sub>9</sub>	A <sub>10</sub>		38	2
10.		Open Elective:													
	20MBO201	E-Business	16	20	18		10	10	10	4.5	4	4	4	52	4
	20MBO202	Banking Management													
	20MBO203	Customer Relationship Management													
															34

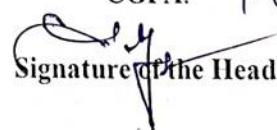
Position in the class:

CGPA: 9.06

Signature of the Mentor



Signature of the Head



**(E). Details of Participation in Co-curricular and Extra-Curricular activities:**

(i). Details of participation in Co-curricular activities

Nil

(ii). Details of participation in Extra-Curricular activities

Nil

(iii). Awards/ Honours/ Appreciations

Nil

**(F). Details of Conduct and Character**

(i). Involvement in any activity that reflects the good conduct of the student:

Nil

(ii). Awards/ Appreciations won (if any):

Nil

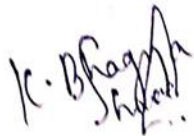
(iii). Involvement in any activity violating the code of conduct:

No

(iv). Punishments given / Penalty imposed (if any):

No

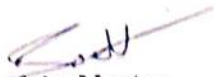
**(G). Any other information / Observations**



Signature of the student

signature of Parent

Mentor's initial Remarks: (Please specify whether the student needs counselling in any direction)



Signature of the Mentor











Signature of the Head

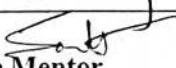
Signature of Director (SA&P)

Principal

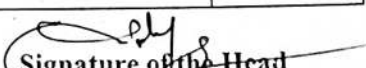


## COUNSELING NOTES

Sno	Date	Remarks	Signature
1.	28/5/21	Brief about II Semester Subjects and electives.	
2.	4/6/21	Guided about Various Internship Opportunities to explore	
3.	19/6/21	Explained about Value for Planning about Internship and Class work.	
4.	2/7/21	Advised to concentrate on other activities and Assessment of Internship.	
5.	9/7/21	Discussion on Covid vaccine. Permission for Internship, requested students list who got permission for Internship	
6.	16/7/21	HOD'S meeting	 
7.	27/8/21	Insisted on maintaining of attendance, when classes are offline take all precautionary measures.	

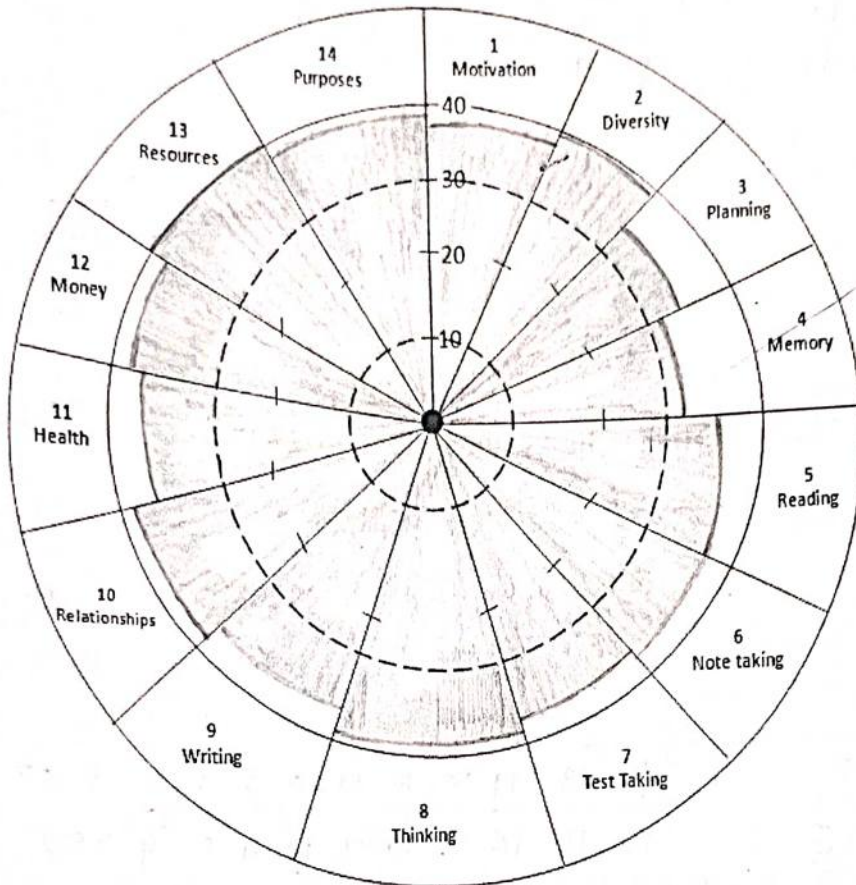
  
Signature of the Mentor

Director - SA&P

  
Signature of the Head

PRINCIPAL

(A). DISCOVERY WHEEL for III Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATHWAYS PLANNED TO REACH THEM:

1. Time Management by timely completion of academic study and improve self-knowledge and other social media platforms to expand existing skill set.

(C). Monthly Attendance Details: (T: Total classes P: Present)

S.No	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	SM	2	0							32/47
2	IM	10	10	15	15	8	8			52/53
3	FMS	6	3	14	6	11	11			35/49
4	TM	9	9	16	15	11	11			
5	DWM	9	9	15	15	10	9			
6										
7										
8										
9										
10										210/251
Total										83.67%
Percentage										

(D) Details of Marks Obtained in Assignments/Quizzes/Mid-exams & SEE

S. No.	Course Code	Title of the Course	CIE Marks											External Marks	Credits	
			CT-I	CT-II	Avg	A	A1	A2	Avg	S1	S2	S3	Avg			
1.	20MBC301	Strategic Management	20	20	20		9	9	9	5	5	5	5	4	4	38
2.	20MBC302	Internship													2	95
3.	20MBE301	IM	19	19	19	10	10	10	10	5	5	5	5	5	4	39
4.	20MBE302	FMS	16	16	16	9	10	9.2	9.5	4	5	4	4.5	2	4	32
5.	20MBE309	TM				.									4	38
6.	20MBE310	DWM				.									4	38
															22	

Position in the class:

CGPA:

Signature of the Mentor

Signature of the Head

**(E). Details of Participation in Co-curricular and Extra-Curricular activities:**

(i). Details of participation in Co-curricular activities

Nil

(ii). Details of participation in Extra-Curricular activities

1. Organized food camp and donated fruits for needy (Servaline)
2. Visit to Goshala to feed cows with fruits as a part of NGO activity (Every 2 months - 1 visit)

(iii). Awards/ Honours/ Appreciations

Nil

**(F). Details of Conduct and Character**

(i). Involvement in any activity that reflects the good conduct of the student:

Nil

(ii). Awards/ Appreciations won (if any):

Nil

(iii). Involvement in any activity violating the code of conduct:

No

(iv). Punishments given / Penalty imposed (if any):

No

**(G). Any other information / Observations**



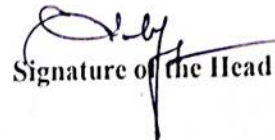
Signature of the student

signature of Parent

Mentor's initial Remarks: ( Please specify whether the student needs counselling in any direction )



Signature of the Mentor





Signature of the Head

Signature of Director(SA&P)

Principal



# COUNSELING NOTES

Sno	Date	Remarks	Signature
1.	17/11/21	Overview of <sup>III</sup> sem course	
2.	27/11/21	Briefed about <sup>III</sup> semester subjects.	
3.	2/12/21	Reviewed the previous performance, it is good	
4.	14/12/21	Discussed about SWAYAM and NPL courses.	
5.	18/12/21	The progress towards the placements	
6.	23/12/21	Performance in extra curricular & co-curricular activities	
7.	30/12/21	She was running business, discussed the same.	
8.	7/1/22	Reviewed the understanding of the <sup>III</sup> sem subjects	
9.	15/1/22	The overall performance was good	
10.	22/1/22	Initiation of Project Idea	
11.	29/1/22	How to document Internship, the steps & process was discussed.	
12.	3/2/22	Reviewed the Internship document	
13.	12/2/22	Appreciated the Internship presentation, she was confident on the content.	
14.	12/2/22	Overall reviewed the Academic & non-Academic Progress.	
15.	25/2/22	Preparation for exams, some tips	

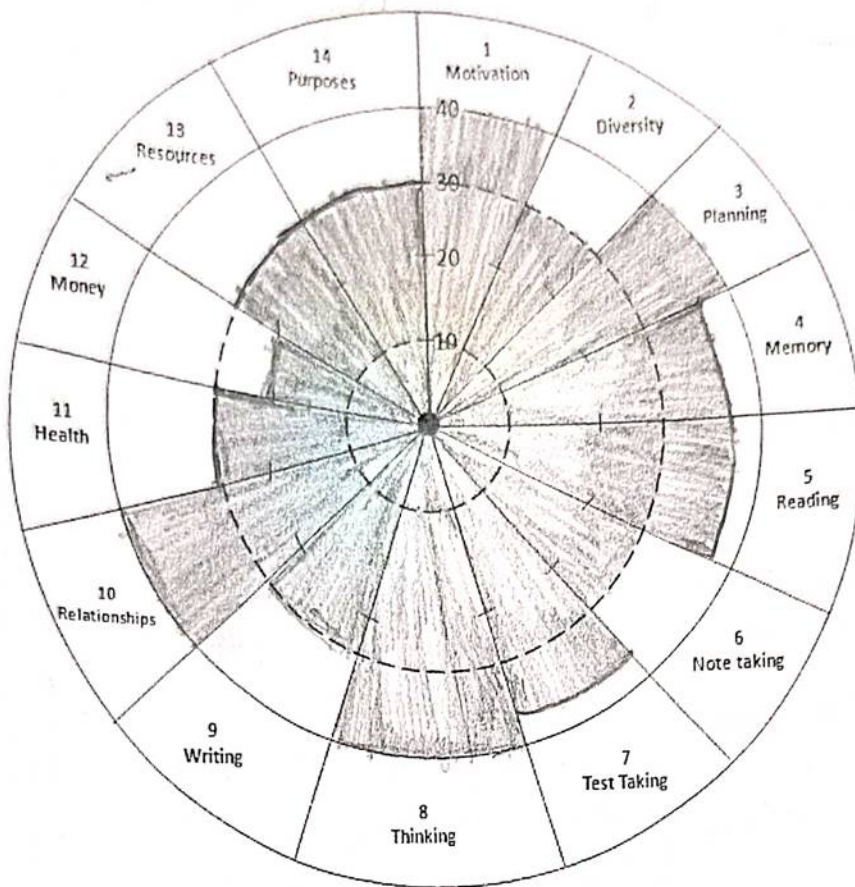
  
Signature of the Mentor

Director- SA&P

  
Signature of the Head

PRINCIPAL

(A). DISCOVERY WHEEL for IV Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

⇒ Time management & knowledge improvement  
for Project & regular class work.

(C). Monthly Attendance Details: (T: Total classes P: Present)

Sn o	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	ED	6	4	10	7	12	8	16	16	34/43
2	FRM	7	3	6	3	14	10	19	14	30/46
3	PAF	5	1	7	3	13	7	18	11	22/43
4	E-Com									
5	IL									
6										
7										
8										
9										
10										
Total										178/229
Percentage										77.73%

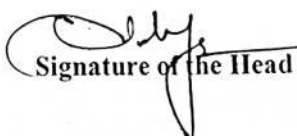
(D) Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE

S. No.	Course Code	Title of the Course	CIE Marks											External Marks	Credits	
			CT-I	CT-II	Avg	A	A1	A2	Avg	S1	S2	S3	Avg			
1.	20MBC401	Entrepreneurship Development			17		10	10	10	5	5	5	5	5	4	37
2.	20MBC402	Project Work													4	92
3.	20MBC403	Comprehensive Viva Voce- II													2	
4.	20MBE401	FRM	19	10	15		10	9	10	4	5	5	5	2	4	37
5.	20MBE402	PAF	16	16	16		10	10	10	5	5	5	5	2	4	33
6.	20MBE409	E-Com	19	20	20	-	10	10	10	6.5	5	5	5	4	4	38
7.	20MBE410	IL	19	20	20		10	10	10	6.5	5	5	5	4	4	38
													26			

Position in the class:

CGPA:

  
Signature of the Mentor

  
Signature of the Head



**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

(i). Details of participation in Co-curricular activities

NEU

(ii). Details of participation in Extra-Curricular activities

NEU

(iii). Awards/ Honours/ Appreciations

NEU

**(F). Details of Conduct and Character**

(i). Involvement in any activity that reflects the good conduct of the student:

NEU

(ii). Awards/ Appreciations won (if any):

NEU

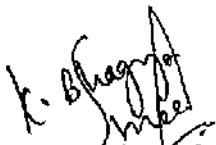
(iii).Involvement in any activity violating the code of conduct:

NO

(iv). Punishments given / Pcnalty imposed(if any):

NO

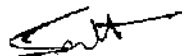
**(G). Any other information / Observations**



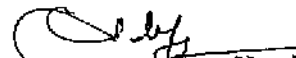
Signature of the student

signature of Parent

Mentor's initial Remarks:(Please specify whether the student needs counselling in any direction)



Signature of the Mentor



Signature of the Head

Signature of Director (SA&P)

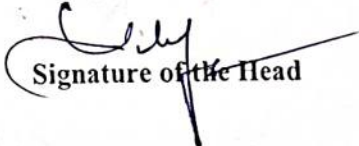
Principal

# COUNSELING NOTES

Sno	Date	Remarks	Signature
1.	4/4/22	Brief about the MBA IV Sem Subjects	
2.	14/4/22	How to do Project Work - An overview	
3.	22/4/22	Assessment of <sup>III</sup> Performance (Academics & Curricula)	
4.	26/4/22	Guidance/Plan for IV semester	
5.	8/5/22	Different stages in Project Work	
6.	12/5/22	Title of Project Discussion	
7.	18/5/22	Understanding of the sheets, difficulties if any	
8.	27/5/22	Online courses as value addition	
9.	3/6/22	Placement Progress	
10.	9/6/22	Participation in events, Seminars etc	
11.	17/6/22	Review of Academic Progress of IV semester	
12.	23/6/22	Guidance on Project & preparation of PPT for Project Presentations	
13.	1/7/22	Overall Performance review	
14.	8/7/22	Discussion of examinations, how to perform in Project block viva & Comprehensive viva	

  
 Signature of the Mentor

Director- SA&P  
 PRINCIPAL

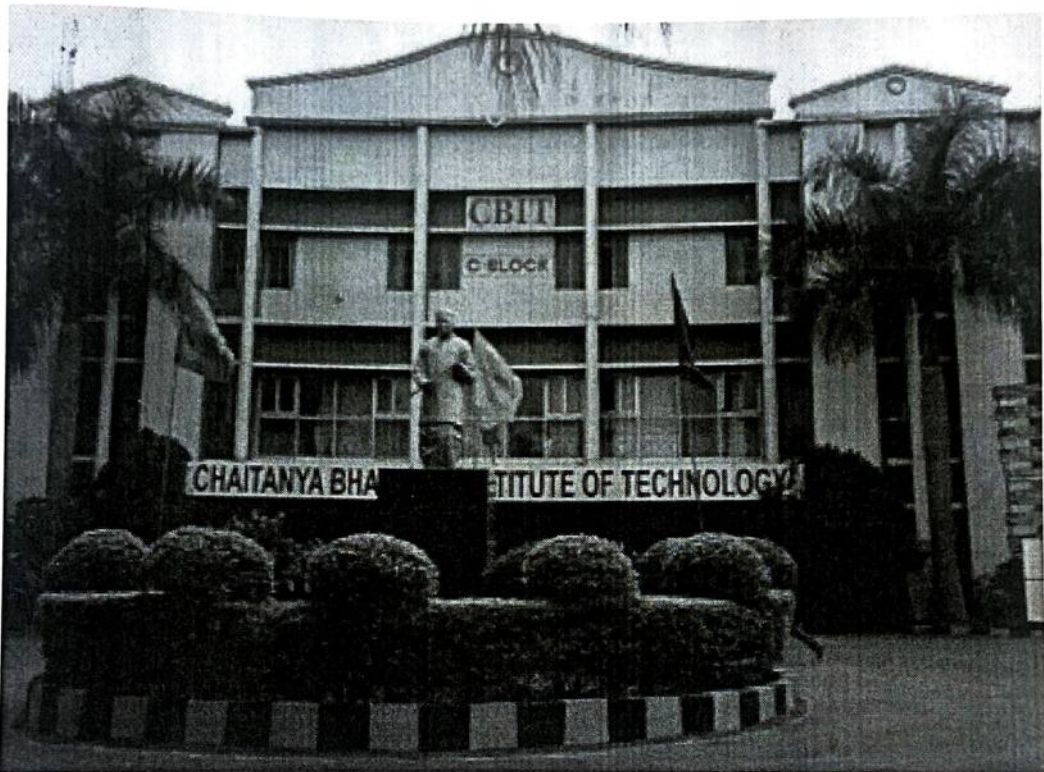
  
 Signature of the Head

Abhinav-46.

2021-23 Batch



## MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)**

( Established by CBES in 1979 )

Affiliated to Osmania University, Accredited by NBA – AICTE & NAAC – UGC

ISO 9001:2015 Certified Institution

Chaitanya Bharathi(P.O), Gandipet, Hyderabad, Telangana – 500075 (T.S)

Ph: 8466997201, E-mail : [principal@cbit.ac.in](mailto:principal@cbit.ac.in) Web : [cbit.ac.in](http://cbit.ac.in)

MAY,2021



## **I . PREAMBLE:**

This book is a record of Student's progression and the mentoring activity conducted by the mentors to support their progression.

## **II . STUDENT'S PROGRESSION:**

A process that ensures required progress of a student in terms of passing the examinations with good grades, acquiring knowledge in the subjects chosen and proper application of the same . It would be necessary to observe the progress of a student on a continuous basis and review periodically ( monthly or fortnightly ) in order to support and facilitate student's progression.

## **III . MENTORING:**

Mentoring is a partnership between Mentor and Mentee. Mentors are student-centric teacher- friend who help young adult learners in their transitory phases and challenging times. It is based on mutual trust and respect. It has been introduced for obtaining a holistic assessment of the learners' performance and providing inclusive spaces for growth and development. Mentors apply their guidance, experience and expertise in promoting their mentees professionally and personally, through interpersonal engagement. They build bridges among various stakeholders ( Students, Teachers, Parents , Principal, Management etc

### **(A). Objectives of Mentoring**

- Creating opportunities amongst college groups & communities for bonding
- Refining teacher-student communication outside classroom
- Maintaining data base of student performance, attendance details & drop outs
- Supporting personal & professional growth & monitoring psychological growth & progress
- Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
- Locating & solving attendance issues
- Providing sustained motivation
- Ensuring & providing feedback for parents and institute authorities as well
- Identifying learning needs
- Assisting in developing rights, responsibilities & values
- Provisioning a Comprehensive Personal Student Record
- Cultivating a healthy learning environment in college

## (B). Expected Outcomes

- A healthy Learning Environment
- Vibrant Peer Group Exchanges
- Creation of positive communication channels among Principal, Parents, Staff & Students
- Enhancing a feeling of belonging among students
- Self confident, bold & an active ,enthused student community
- Better attendance, lesser dropouts and good psychological health of students
- Confident Parents
- Improved Performance
- Mentor Certificate

In short, Mentoring aspires to bring transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement.



## (C). CBIT Student Mentoring System

Each faculty will be the mentor for a group of 20 to 25 students. First year students will have mentors from the department of basic sciences, Mathematics and Humanities and second, third, fourth year students will have mentors from the parent department. Departmental faculties will continue to be mentors for the same group of students till their graduation

### (i). Roles and Responsibilities of Mentors

- Conduct an orientation meeting at the entry level ( 1<sup>st</sup> Semester/ 3<sup>rd</sup> Semester as the case may be ) for appraisal of the process & make them prepare an Orientation Report

- Select a spokesperson/representative for the group
- Collect data of mentees at every stage & also see that the students fill their data from their side without fail. Also ensure the authenticity of the data.
- On locating their need for marked improvement in certain areas ( General/Academic/Career/Personal etc.,) refer the same to respective Heads of Departments
- Track the attendance and performance records & identify reasons, need if any, and prepare a Review Report with constructive suggestions
- Ensure frequent value added student visits to the library , Fitness center and other such , essentially in the allotted time slots and additionally in other permitted slots , if necessary.
- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Student Counselling Committee, through proper channel
- Notify to the Director-SA&P through proper channel about students with special talents
- Motivate them to take part in activities that can accrue more credits
- Compile their progress in performance through a Performance Chart & discuss threadbare with them, the details as the mentees produce the Mentor Certificate for career mobility and advanced studies.
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them weekly, submit a report at least twice in a month to the HoD and record the same as a Review Report , to be sent to the Director-SA&P at least once in a month.
- A total of FOUR reports to be prepared and submitted (One Orientation & THREE Monthly Reports)
- Ensure holistic well being of Mentee by sticking to the following
  1. Continuously monitor , counsel, guide and motivate the students in all academic matters

#### **(iv). Responsibilities of HOD:**

1. Meet all mentors of your department at least once a month to review proper implementation of the system
2. Advise mentors wherever necessary
3. Initiate administrative action on a student when necessary
4. Keep the Director- SA& P and Principal informed

#### **IV. CAREER GUIDANCE:**

It is imperative to have a clear idea of career options right from the beginning of your engineering study. Following information will be helpful in this regard:

##### **A. Placements:**

1. Have a consistently good academic record as this gives an edge over others.
2. Non-CSE/IT students also must develop mastery of 'C' language.
3. Referrals from employed friends give an edge over the others in getting a job. One must mail his/her resume to all friends and relatives in the desired companies.

##### **B. Job Sites:**

Job sites introduce you to companies, register with different sites as they play a vital role in the initial process of recruitment.

##### **C. Jobs in Defence:**

Opportunities galore in Defense Services like Air force, Army and Navy await students. Planning for these has to be done right from second year.

##### **D. Higher Studies**

1. **Higher Studies Overseas:** USA, Canada, UK, Germany, Australia, Sweden and other European Countries offer opportunities galore for higher studies. Excellent opportunities are available in the USA. Keep the following in mind while seeking studies abroad:



### **E. Training through Internships, Apprenticeships and other Training Programs:**

- 1. Internship:** An Internship gives an insight into the technicalities of a job in your field. By the end of internship, one would have learnt the work and also gained some amount of formal work experience.
- 2. Apprenticeships:** Apprenticeships help students to learn the technical skills while undergoing training in an organization. Several organizations such as Defence Labs, BHEL, HAL, BDL, etc. offer such apprenticeships. The Govt. of India offers one year Apprenticeship to graduate engineers with nominal monthly remuneration. Applications which are available at TASK need to be filled giving all details. TASK will inform the posting to a specific company after processing the papers. For further information on the matter, Training and Placement Section may be contacted.

**3. Training Programs:** One must also consider training programs in state of the art technologies like Artificial Intelligence, Machine Learning, Deep Learning, and Block Chain Technologies which may lead to subsequent absorption in IT and ITES industries.

**4. Short-Term Projects:** Short-term projects help a student in getting practical knowledge of his/her vocation, this later helps in handling interviews in a better way.

### **F. Opportunities through Entrepreneurship:**

The Govt. of India is encouraging entrepreneurship through various programs. In this regard, a careful study has to be made to select the area in which an industry has to be set up. Getting practical experience in the areas concerned is advised so that the difficulties that are likely to be faced when the industry is set up can be understood and addressed.

## **V. TRAINING IN EMPLOYABILITY SKILLS**

**A. Employability:** Employability relates to a graduate's achievements and their potential to gain a graduate job. Achievements relate to the degree itself but importantly also include transferable skills gained from studying at college / university.

**Employability Skills:** A set of achievements – skills, understandings and personal attributes that make graduates more likely to gain employment and be successful in their chosen occupations, which benefit themselves, the workforce, the community and the economy.

- Project exhibitions
- Programming / coding contests
- Summer Internships
- Business English Certificate Course
- Debates
- Technical Seminar / Poster
- JAM sessions
- Rubik's cube competition
- Mathematical Contests
- What's the Good word competition
- Creative Writing Competitions
- Entrepreneurship activities

## **VII. IMPORTANCE OF PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES:**

All employers normally look out for students and graduates who have a range of skills, personal qualities and experience, which will help them to be productive in the workplace. Extra-curricular activities give you the chance to develop these by doing things you enjoy. This is the best opportunity to have fun and make yourself more employable at the same time. By taking part you'll build long-lasting friendships and connections, meet students from different backgrounds, and gain transferable skills such as communication, teamwork, organisation, problem solving and time management. It will also improve your confidence.

If you want to go a step further you could become chairperson, treasurer or secretary of your club or society to develop your leadership abilities.

Besides, your creativity is nurtured when you participate in extracurricular activities such as various artforms. On the other hand, participation in Games and Sports will recharge yourself and keeps you Fit Physically and mentally. When your health is in place, everything else will automatically fall in groove.

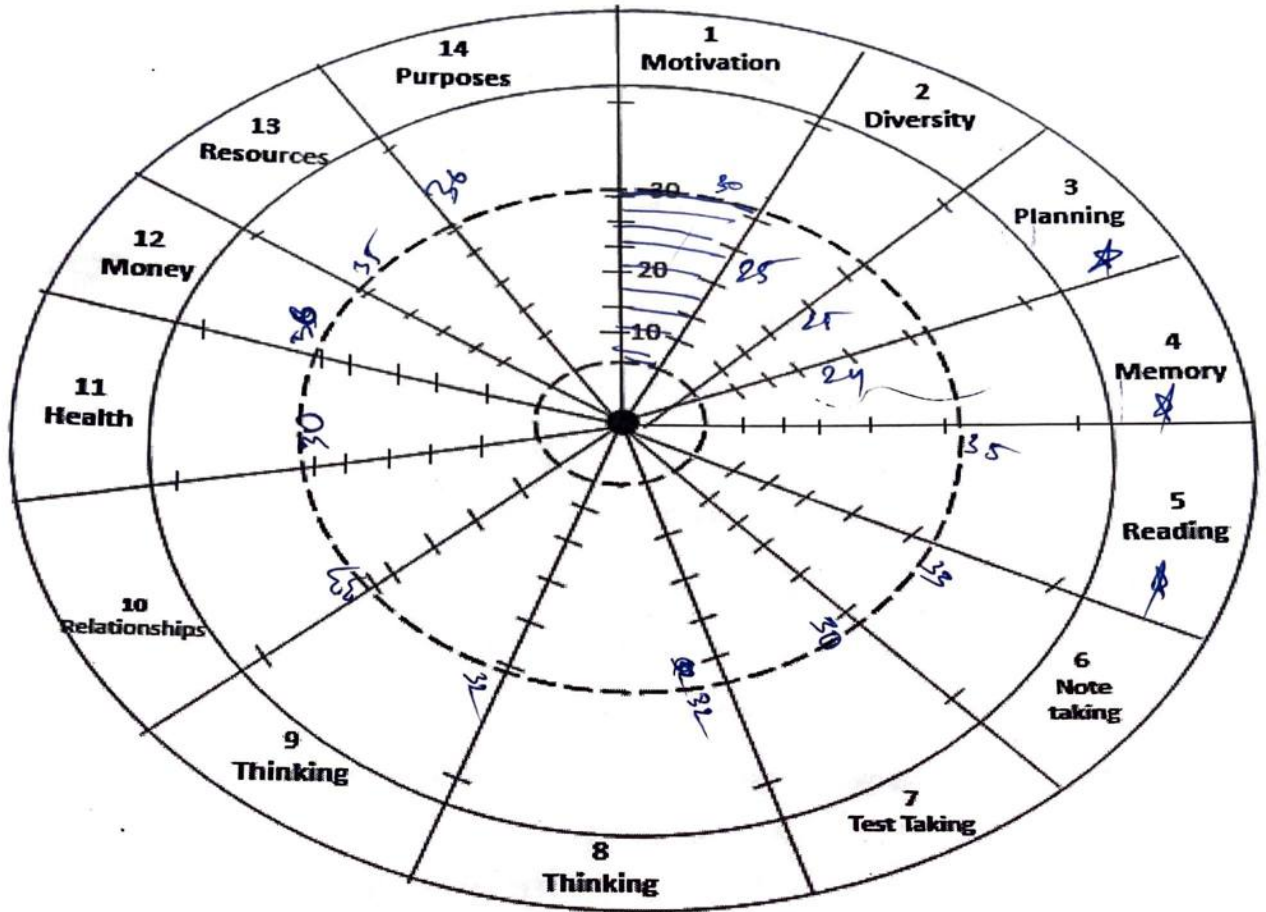
Realising this importance, CBIT has facilitated the students with a number of Student Clubs. Get familiarised to these clubs through your respective mentors/ Student Coordinators of various clubs / Directorate of student affairs and join in your choicest.

## **VIII. COUNSELLING:**

Counselling is an art of helping the student unveil the strengths, overcome the weaknesses, instill/boost up confidence and achieve goals. Proper counselling given at an appropriate time will certainly be a life shaping and at times can be even a life saving means for the student. Depending upon the personal, social, economic and Psychological background of the student, the counselling needs of a student arise besides being influenced by the ambient environment of the student at the campus and home. In the normal course, the mentors are expected to identify these counselling needs and refer them to the Director-SA&P through their respective HoDs. However, all the mentors are in general expected to be equipped with the basic knowledge of counselling the students, as every good teacher usually does. Specific cases of extremity will of course be referred to Specialists such as Doctors, Psychologists, Personality Trainers etc., as the case may be.

Some basic tips for discovering the counselling needs of a student at the beginning of each semester, are given here under.

# IX. DISCOVERY WHEEL



This is a tool to discover the strengths and weaknesses of a person in a figurative way, in the wheel form. The wheel strikingly depicts how strong or how weak a person is, in the chosen areas. The strength or weakness is plotted radially in the wheel, based on the marks scored by an individual in various areas. Any individual can assess himself or herself, by responding to the questionnaire under each area, honestly and sincerely. Mentors must see that the wheel is plotted by each student at the beginning of each semester so that any possible help in the form of counselling can be given to them.



- 14 areas are covered in the Discovery Wheel. These are Motivation, diversity, Planning, Reading, Note taking, Test taking, Thinking, Writing, Relationships, Health, Money, Resources, and Purpose. Each area has 8 statements related to the area.
- Read the statements carefully. For each statement award yourself points for each one using the following criterion
- 5 Points This statement is always or almost always true of me
- 4 Points This statement is often true of me
- 3 Points This statement is sometimes true of me
- 2 Points This statement is seldom true of me
- 1 Point This statement is never or almost never true of me.
- Then add up the total point for each section and shade the Discovery Wheel. The shaded parts indicate areas where you may want to improve.

### A. MOTIVATION

- 1. 4 I start each semester highly motivated, and I stay that way.
- 2. 4 I know what I want to get from my education.
- 3. 4 I enjoy learning
- 4. 2 I study even when distracted by activities of lower priority.
- 5. 4 I am satisfied with how I progress toward achieving goals.
- 6. 4 Studying is important and I allow adequate time for it
- 7. 4 I am excited about the courses I take.
- 8. 4 I have a clear idea of the benefits I expect to get from my education
- 30 Total score (1) Motivation

### B. DIVERSITY

- I am aware of my cultural biases and open to understanding people with different backgrounds
- 2. 4 I build rewarding relationships with people from other cultures and races.
- 3. 4 I can point out examples of discrimination and effectively respond to them
- 4. 4 I study in a way that draws on my preferred learning styles.
- 5. 3 I practice using several different learning styles when I study.
- 6. 4 I take specific steps to make a successful transition into higher education
- 7. 4 I use a sound process for defining my special areas of interest and choosing an academic major or program of study.
- 8. 4 I effectively integrate schooling with my family and work lives.
- 29 Total Score (2) Diversity



### C. PLANNING

- 1. 3 I periodically refine my long term goals.
  - 2. 4 I regularly define short term goals
  - 3. 2 I write a plan for each day and each week.
  - 4. 3 I assign priorities to what I choose to do each day.
  - 5. 2 I plan review time so I don't have to cram before tests.
  - 6. 3 I plan regular recreation time.
  - 7. 4 I adjust my study time to meet the demands of individual courses.
  - 8. 4 I have adequate time each day to accomplish what I plan.
- 25  
**Total score (3) planning**

### D. MEMORY

- 1. 5 I am confident in my ability to remember
- 2. 3 I remember people's names
- 3. 4 At the end of a lecture I can summarize what was presented.
- 4. 5 I apply techniques that enhance my memory skills
- 5. 2 I can recall information when I'm under pressure
- 6. 3 I remember important information clearly and easily
- 7. 3 I can jog my memory when I have difficulty recalling
- 8. 24 **Total score (4) Memory**

### E. READING

- 1. 4 I Preview and review reading assignments
- 2. 4 When reading, I underline or highlight important passages.
- 3. 4 When I read, I ask questions about the material
- 4. 5 When I read textbooks, I am alert and awake.
- 5. 4 I relate what I read to my life.
- 6. 5 I select a reading strategy to fit the type of material I'm reading
- 7. 4 I take effective notes when I read
- 8. 3 When I don't understand what I'm reading, I note my question and find my answers. 35

### F. NOTE TAKING

#### Total score (5) Reading

- 1. 5 When I'm in class I focus my attention
  - 2. 5 I take notes in class
  - 3. 4 I am aware of various methods for taking notes and choose that work best for me.
  - 4. 4 My notes are valuable for review.
  - 5. 3 I review class notes within 24 hours
  - 6. 4 I distinguish important material and notice key phrases in a lecture.
  - 7. 4 I copy material the instructor writes on the board or overhead projector
  - 8. 4 I can put important concepts into my own words
- 33  
**Total score (6) Note taking**

## G. TEST TAKING

- 1. 3 I feel confident and calm during an exam
- 2. 7 I can manage my time during exams and I can able to complete them.
- 3. 2 I am able to predict test questions
- 4. 4 I can examine essay questions in light of what I know and come to new original conclusions during a test
- 5. 4 I adapt my test taking strategy to the kind of test I'm taking
- 6. 5 I understand what essay questions ask and can answer them completely and accurately.
- 7. 4 I start reviewing for tests at the beginning of the term and review regularly.
- 8. 4 My sense of personal worth is independent of my personal scores. 30
- 30 Total score (7) Test taking

## H. THINKING

- 1. 3 I have flashes of insight, and solutions to problems appear to me at unusual times.
- 2. 4 I use brainstorming to generate solutions to a variety of problems.
- 3. 4 When I get stuck on a creative project, I use specific methods to get unstuck
- 4. 4 I see problems and decisions as opportunities for learning and personal growth
- 5. 4 I am willing to consider different points of view and alternative solutions
- 6. 4 I can state the assumptions that underline a series of assertions.
- 7. 4 I can detect common errors in logic
- 8. 5 I approach courses in mathematics and science with confidence
- 32 Total score (8) Thinking

## I. WRITING

- 1. 4 I approach writing with confidence
- 2. 4 I can effectively plan a large writing assignment
- 3. 3 I create first drafts without stopping to edit or criticize my writing
- 4. 5 I revise my writing for clarity, accuracy and coherence.
- 5. 4 My writing affirms women and is free of sexist expressions.
- 6. 4 When writing. I accurately credit ideas and facts from other
- 7. 4 I know how to prepare and deliver effective speeches.
- 8. 4 I am confident when I speak before others.
- 32 Total score (9) Writing

## J. RELATIONSHIPS

- 1. 5 I develop and maintain mutually supportive relationships
- 2. 4 I am candid with others about who I am, what I feel and what I want.
- 3. 5 Other people tell me that I am a good listener.
- 4. 3 I communicate my upset and anger without blaming others.
- 5. 2 I make and keep promises that stretch me to meet my potentials.
- 6. 5 I am able to learn from various instructors with different teaching styles.
- 7. 4 I have the ability to make friends and create valuable relationship in a new place.
- 8. 4 I am open to being with people I don't especially like in order to learn from them.
- 33 Total score (10) Relationships

## K. HEALTH

- 1. 5 I have enough energy to study and still enjoy other areas of my life.
- 2. 4 I exercise regularly.
- 3. 4 My emotional health support my ability to learn
- 4. 3 If the situation calls for it, I have enough reserve energy to put in a long day.
- 5. 4 I notice changes in my physical condition and respond effectively.
- 6. 4 I notice changes in my psychological condition and respond effectively.
- 7. 1 I am in control of the bad habits such as smoking, alcohol and drugs
- 8. 5 My food and sleeping habits contribute to my health.
- 30 Total score (11) Health

## L. MONEY

- 1. 5 I budget my money and I am in control of my personal finances.
- 2. 5 I am confident that I will have enough to complete the education I want.
- 3. 4 I have a clear picture of the financial resources available to me to pay for my education.
- 4. 5 I can make a little money go a long way.
- 5. 5 My education supports my long rang financial goals.
- 6. 5 I repay my debts on time
- 7. 4 My sense of personal worth is independent of my financial condition
- 8. 3 I make regular deposits to my savings accounts.
- 36 Total score (12) Money

## M. RESOURCES

- 1. 5 I can effectively use libraries to find the resources and information I want.
- 2. 4 I am aware of the services offered by my school as learning experiences.
- 3. 4 I use my job or other activities outside of school as learning experiences.
- 4. 4 I take on projects that can make a difference in other people's lives
- 5. 3 I know where to get help in my community for a variety of problems
- 6. 5 My relationships with friends, family and other support my educational goals.
- 7. 5 I think of my mistakes as valuable opportunities to learn.
- 8. 5 I see the world's problems as opportunities for me to participate and contribute.

35 Total score (13) Resources

## N. PURPOSE

- 1. 4 I see learning as a life process
- 2. 4 I relate school to what I plan to do for the rest of my life.
- 3. 4 I learn by contributing to others.
- 4. 4 I revise my plans as I learn, change and grow.
- 5. 5 I am clear about my purpose in life.
- 6. 5 I know that I am responsible for my own education
- 7. 5 I take responsibility for the quality of my life
- 8. 5 I am willing to accept challenges even when I'm not sure how to meet them.

36 Total score (14) purpose



X. Student's(Mentee's) Personal Details

**Student Profile:**

Name of the Student : B. Abhinav  
Branch & Section : MBA  
Hall Ticket number : 1601-21-672-046



Category : Convener (OC/BC/SC/ST/Sports/NCC/PH) / B-cat  
Management(JEE/NRI/PIO)

Contact ph.no. Alt.ph.no./ local guardian no. 9866846345 email ID:

**Parents' Details:**

Father's Name : B. Chandrappa Occupation : Business (Mobile shop)  
Mother's Name: B. Jaya Occupation : Housewife  
Contact No : 8801220666 email ID : abhinavabhi9549@gmail.com  
Contact Address: 10-1-488, Bhagyanagar, KMR

**Previous Academic Performance:**

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2015	8.7 GPA	Parvathi High School
2	12 <sup>th</sup> / Equivalent	2017	58.2%	Alphores Junior College

EAMCET/ JEE or any other examination Position details or merit awards (if any):

JCEET  
1. 12986  
2.  
3.

Hobbies : playing cricket

Career Plans : getting job

**Strengths and Weakness:**

Signature of the student  
Date: 17/02/2022

Signature of the Parent  
Date:

Name and Signature of the Mentor: B. Lavanya

**XI. DETAILS OF STUDENT'S INVOLVEMENT IN THE STUDENT INDUCTION PROGRAMME(SIP) CONDUCTED BY THE INSTITUTE**

**(To be filled by the student)**

1 . Attendance in the Induction Programme (No. of sessions attended/Conducted):-----

2.Which session of the SIP was impressive and why ?

*career guidance*

3 . Which session was not at all useful and why ?

*online campus tour*

4 . Whether the academic rules , examination rules, Code of Conduct were explained with clarity by the resource person and / or the mentor ? Do you have any doubts ?

*Yes*

5 . Whether the clubs related to Co-curricular& Extra-curricular activities were introduced ? Did you or do you wish to join any of them ?

*I wish to join*

6 . Was the course on Human Values taught ? Do you have anything to say on that ?

*Yes*

7 . Did you understand the need for keeping the campus clean and green and yourself Fit ?

*Yes*

8 . Was the campus tour organised for you? Are you aware of your campus now?

*Yes*

9 . Was the importance of Fine Arts in support of a Professional career driven ?

*Yes*

10 . Any other information you expected to be given to you in the SIP , but was not provided?

*Yes*

Signature of the Student

Signature of the Mentor

Head

Director – SA&P

Principal

## XII. 1<sup>st</sup> ORIENTATION BY THE CONCERNED MENTOR

( At the beginning of the Semester; 1<sup>st</sup> or 3<sup>rd</sup> as the case may be)

1 . Was the vision , mission and Quality policy of the institute explained by the mentor ?

Yes

2 . Was the awareness created in you about the vision & mission of the department and the need for falling in line with that of the institute?

Yes

3 . Were the Graduate attributes, COs , POs, PEOs, PSOs and their role in Outcome Based Education explained?

Yes

4 . Was the existence of various types of courses (HSSC,BSC,BESC,PCC,PEC ,OEC, Mandatory Courses) in the programme and their need explained?(Refer Rule II of Academic Rules)

Yes

5. Was the importance of Project Works/Seminars/Internships/Industrial Visits explained ?(Refer Rule V of academic Rules)

Yes

6 . Was the scope and opportunity for taking Swayam/ MOOCs course and the concept of award of Major/Minor degree explained ?(Refer Rule XII of Academic Rules)

Yes

7 . Was the concept of Credit system , GPA, SGPA and CGPA explained ?( Refer Rule VI of Academic Rules)

Yes

8 . Were the details about duration and academic credentials of Industrial visits / Internships explained ? ( Refer Rule XIII of Academic Rules )

Yes

9 . Was the requirement of Activity points explained ?( Refer to Rule XIV of Academic Rules)

Yes

10 . Was the eligibility criteria for award of Degree( Major/ Additional Major/ Honor ) explained ? ( Refer to Rule XVIII of Academic Rules )



Yes

11 . Were the additional rules for lateral entry students explained ?(Applicable only for lateral entry students. Refer Rule XXII of Academic Rules)

Yes

12. Was the Academic Rule book given to you and explained by the concerned authority?

Yes

13 . Was the Code of Conduct introduced to you and was made available ?

Yes

14. Was the existence of an R&E Hub , EDC and I&I center informed and their importance explained?

Yes

15. Whether the importance of participating in Social service , Community service, Extension activities ,Outreach activities & NSS activities explained and the available facilities in the campus introduced ?

  
Signature of the Student

Signature of the parent

  
Signature of the Mentor

  
Signature of HoD

Director – SA&P

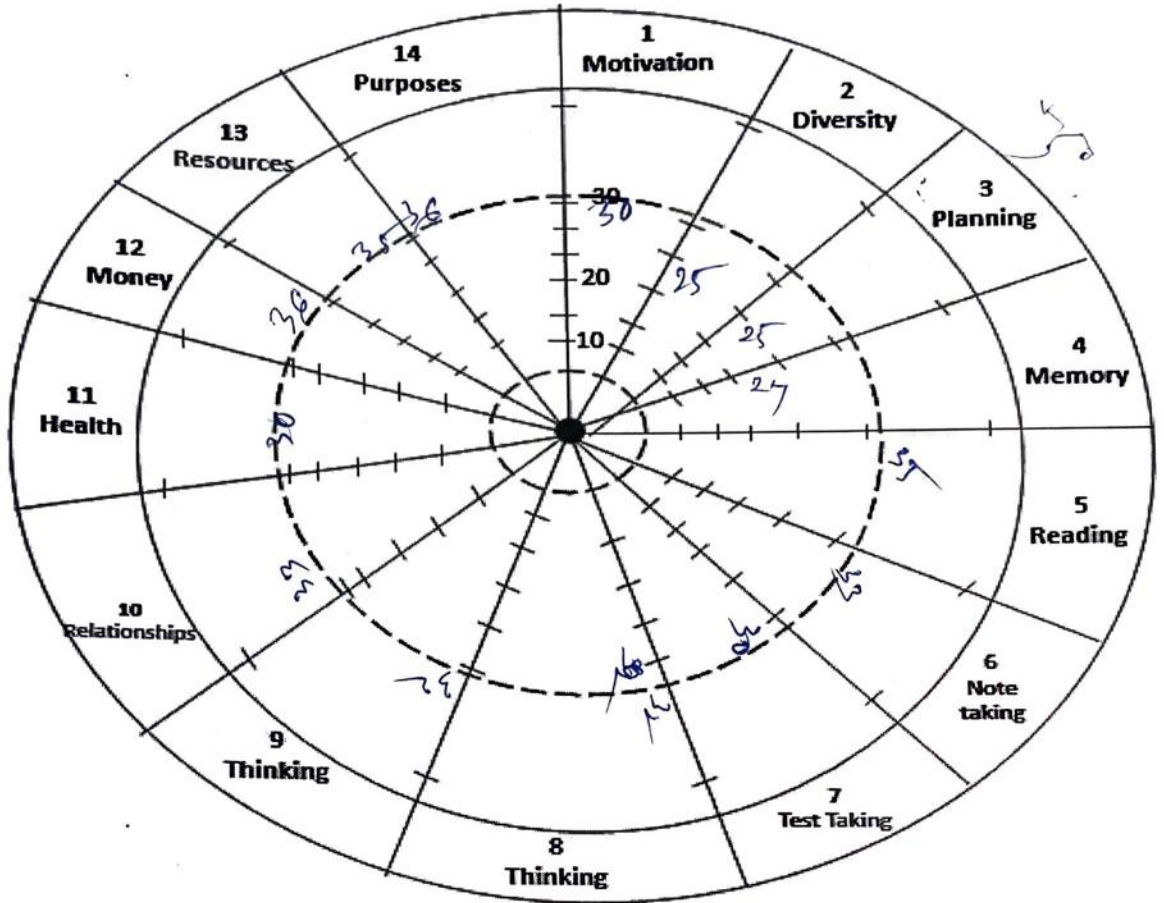
Principal



### XIII. STUDENT'S PROGRESS RECORD

1. BE / B.Tech./M.E/M.Tech/M.C.A/M.B.A ( \_\_\_\_\_ ) I-SEMESTER

A. DISCOVERY WHEEL for I Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

(C). Monthly Attendance Details: (T: total classes P: Present)

Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
	T	P	T	P	T	P	T	P	
MOB							52	36	
ME							57	36	
FAM							52	31	
MM							45	41	
SFM							51	39	
BE Lab DT							36	27	
B.E Lab							58	40	
B.E Lab							30	22	
Mentoring							08	08	
B.E							49	44	
Total	247 199						438	330	75.34%
Percentage	80.57								

(D). Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE

Course	Assignment / Quiz Max.Marks:	S.1				M1	M2	Mid-Final		External	Credits
		A1/A2	Q1/T	Q2/T	Q3/T			20	40		
1 MOB	9/8	5/5	4	4	11	14	13	27			
2 ME	8/8	9/10	5	4	8	8+4	8	23			
3 FAM	10	10/10	5	5	9	16	13	25			
4 MM	10/10	5	5	5	16	15	16	36			
5 SFM	6/6	5/33	2	3	10	10	10	22			
6 DT	10/10	9/10	5	5	11	13	12	31			
7 BE Lab	10/10	4	5	5	10	10	10	30			
8 C.Lab											
9 BE Lab		3/5									
10 NA											

SGPA:

Position in the class:

CGPA: 6.8

Fill the missing details.

Re-do at the end of I Sem

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

NO

**(ii). Details of participation in Extra-Curricular activities**

NO

**(iii). Awards/ Honours/ Appreciations**

NO

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

NO

**(ii). Awards/ Appreciations won (if any):**

NO

**(iii).Involvement in any activity violating the code of conduct:**

NO

**(iv). Punishments given / Penalty imposed(if any):**

NO

**(G). Any other information / Observations**

NO



Signature of the student

signature of Parent

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )** NO . Try to take part in other activities

Signature of the Mentor



Signature of the Head





Signature of Director(SA&P)

Principal



## COUNSELING NOTES

Sno	Date	Remarks	Signature
	Feb.	<p>Difficulties :- Diversity mgmt, Planning &amp; Memory.                      Work on these areas &amp; reach to me for help.</p> <p>Attendance : 80.5 (as on 18/2). 575% is                      Mandatory. (&lt;65 - detained &amp; 65-75 →                      medical test &amp; fee)</p> <p>Be regular (Manage your studies &amp; busyness)</p> <p>Focus more on SFM (FAM &amp; ME                      for external exams.</p>	  



Signature of the Mentor

Director - SA&P



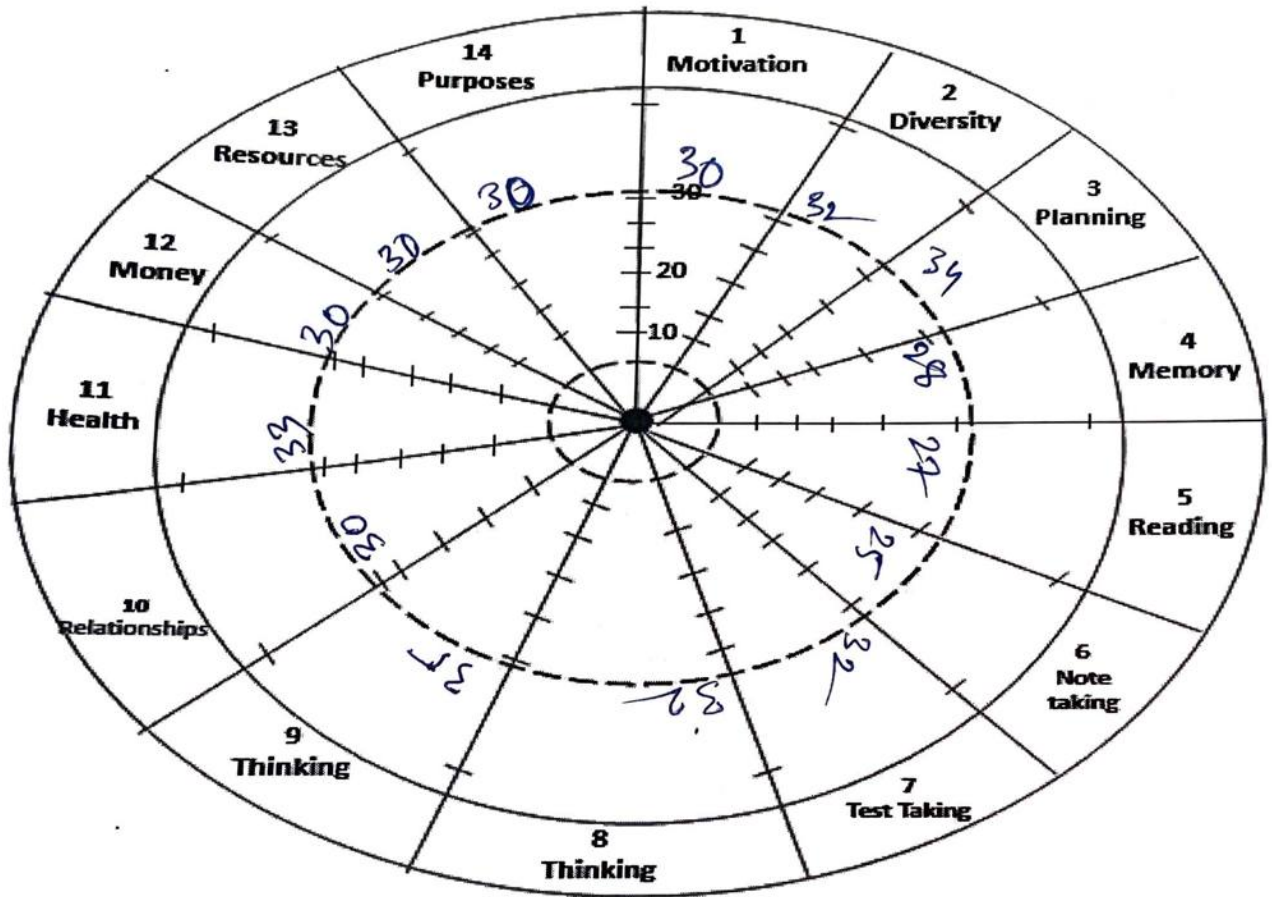
Signature of the Head

PRINCIPAL



2. BE / B.Tech./M.E./M.Tech./M.C.A/M.B.A/( \_\_\_\_\_ ) II-SEMESTER

(A). DISCOVERY WHEEL for II Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

(C) Monthly Attendance Details: (T: total classes, P: Present)

Sno	Course	Attendance								Remarks (90)
		1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		
		T	P	T	P	T	P	T	P	
1	HRM	5	1	13	4	7	7	15	12	58%
2	FM	6	1	21	9	11	9	8	7	54
3	BRM	5	1	25	15	8	6	9	7	64
4	OR	3	0	16	12	20	13	10	10	71
5	OM	6	1	16	9	14	12	13	12	69
6	BA	4	0	12	5	10	6	9	7	53
7	LSCM	4	1	13	8	9	9	8	8	81
8	PDCG	6	0	12	6	8	8	14	10	61
9	BM	4	2	17	12	12	11	9	9	80
10										
Total		46	8	182	81	122	81	117	96	430
Percentage		17.8%		56.8%		82.5%		86.46%		66.90%

(D) Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	HRM	4	5	-	15	13	27		
2	FM	A	5	5	12	18	28		
3	BRM	4	5	4	15	13	26		
4	OR	-	5	5	16.5	11	31		
5	OM	A	0.5	5	16	17	33		
6	BA	4	4.5	5	12	14	26		
7	LSCM	4.5	4.5	5	18	15	35		
8	PDCG	-	-	-	11	-	50		
9	BM	4.5	5	-	15	17	34		
10									
SGPA:									

Position in the class:

Fill the details after  
Desem results.

CGPA:

  
Signature of the Mentor

  
Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

*Participated*

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct: NO**

**(iv). Punishments given / Penalty imposed(if any): NO .**


**(G). Any other information / Observations :**

*Preparing for SI examinations & events .*

  
Signature of the student

signature of Parent

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )** NO

  
Signature of the Mentor

  
Signature of the Head

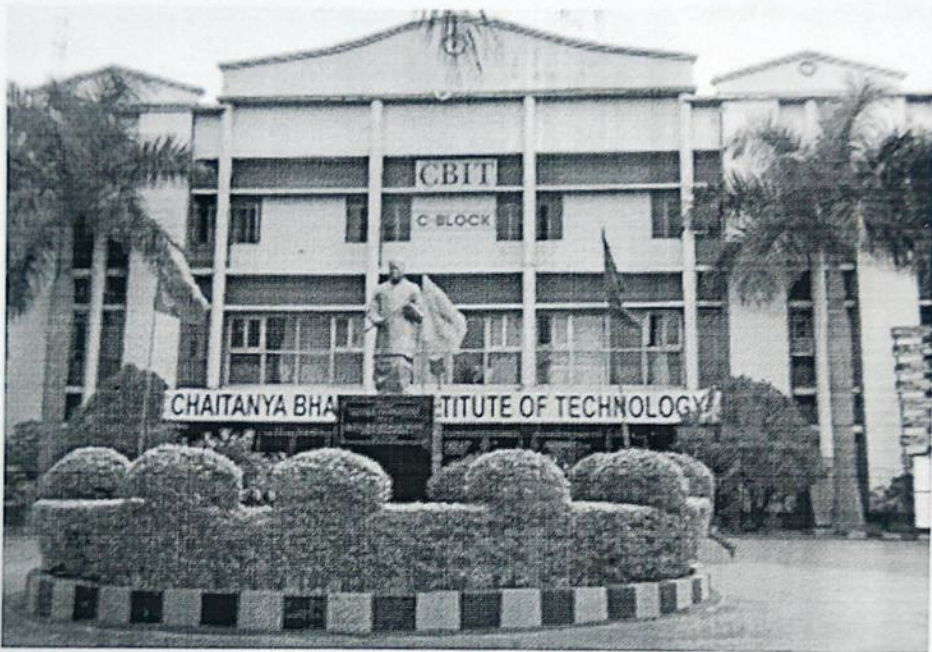
Signature of Director(SA&P)

Principal





## MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)**

( Established by CBES in 1979 )

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ISO 9001:2015 Certified Institution

Chaitanya Bharathi(P.O), Gandipet, Hyderabad, Telangana – 500075 (T.S)

Ph: 8466997201, E-mail : [principal@cbit.ac.in](mailto:principal@cbit.ac.in) Web : [cbit.ac.in](http://cbit.ac.in)

AY 2019-20



Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75

X. Student's(Mentee's) Personal Details

**Student Profile:**

Name of the Student : Anil Kumar B  
 Branch & Section : MBA [B]  
 Hall Ticket number : 16a1-19-672-088

Category : Convener (OC/BC/SC/ST/Sports/NCC/PH) / Management(JEE/NRI/PIO) Spot Admission - B-cat.

Contact ph.no. 9704023528 Alt. ph. no./ local guardian no.

email ID: anilbroad98@gmail.com

**Parents' Details:**

Father's Name : B. Kantha Rao

Occupation : Civil Contractor

Mother's Name: B. Vijaya Laxmi

Occupation : House Wife

Contact No : 9849637769

email ID : kumaraneel9849@gmail.com

Contact Address: # 2-24-10/23B, LN Colony, IDA Uppal - 500029, Hyd

**Previous Academic Performance:**

Sn o	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2014	9	St. Johns High School, Ramenthapur.
2	12 <sup>th</sup> / Equivalent	2016	87%	Master Minds Jr. College, Dilseuch Nagar.

EAMCET/ JEEE or any other examination Position details or merit awards (if any):

1. ICET Rank - 900
2. ....
3. ....

Hobbies : Carroms, Music

Career Plans : Establish an own business

Strengths and Weakness: Strength : Self-Confidence

Weakness : Sensitive

Signature of the student

Date:

Kantha Rao

Signature of the Parent

Date: 19/11/2019

Name and Signature of the Mentor:

P. Vasaprasad Goud

## COUNSELING NOTES

Sno	Date	Remarks	Signature
1	9/11/19	Discussed about the Program details.	B. Anil
2	16/11/19	Academic rules were again clearly discussed	B. Anil
3	23/11/19	Checking attendance & Punctuality	B. Anil
4	30/11/19	Discussed about Assignments Patterns.	B. Anil
5	14/12/19	Discussed about Career goals.	B. Anil
6	21/12/19	Previous year Model Papers were shared.	B. Anil
7	28/12/19	Discussion about academic issues	B. Anil
8	11/01/20	Encouraged to take part in extra-curricular activities.	B. Anil
9	18/01/20	Interested with his Parents to find out any issues.	B. Anil
10	25/01/20	Enquired about Exams Preparation.	B. Anil
11	08/02/20	Discussed about Internship Sources.	B. Anil
12	15/02/20	Explored different opportunities in internship	B. Anil
13	22/02/20	Informed to maintain attendance above 75%.	B. Anil
14	29/02/20	Discussed about interested areas to choose electives.	B. Anil



Signature of the Mentor



Signature of the Head

Director - SA&P

PRINCIPAL





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Ph: 8466997201, E-mail : [principal@cbit.ac.in](mailto:principal@cbit.ac.in) Web : [cbit.ac.in](http://cbit.ac.in)

AY 2018-19

Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75

X. Student's(Mentee's) Personal Details

Student Profile:

Name of the Student : PENDLI SHANMUKA PRIYA

Branch & Section : MBA , sec- A

Hall Ticket number : 1601-18-612-017

Category : Convener (OC/BC/SC/ST/Sports/NCC/PH) / Management(JEE/NRI/PIO)

Contact ph.no. 8465865-659 - Alt.ph. no./ local guardian no. 8341818379 email ID:shanmukapriyapendli@gmail.com

Parents' Details:

Father's Name : PENDLI SRINIVAS REDDY Occupation : BUSINESSMAN

Mother's Name: PENDLI UMA DEVI Occupation : HOUSE WIFE

Contact No : 8019399688 email ID : Umadevi1123@gmail.com

Contact Address: flat no-404, CC tower budan Kurum Khammam

Previous Academic Performance:

Sl no	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2012	9.0	Harvest Public School Khammam
2	12 <sup>th</sup> / Equivalent	2014	94.4%	Bri Chaitanya Junior College, vijayawada

EAMCET/ JEE or any other examination Position details or merit awards (if any):

1. TSICET - 1200
2. ....
3. ....

Hobbies : Web browsing , Sports .

Career Plans : Planning to have a startup.

Strengths and Weakness: strong character

- Too sensitive (emotionally)

shanmuka priya

Signature of the student

Date:

Srinivas Reddy

Signature of the Parent

Date:

Name and Signature of the Mentor:

Dr Mandakini Pawithar mendakini



## COUNSELING NOTES

Sno	Date	Remarks	Signature
		<p>She is very obedient, hard-working student. But, sometimes she gets emotional on small things.</p>	

*mandabekunte*  
Signature of the Mentor

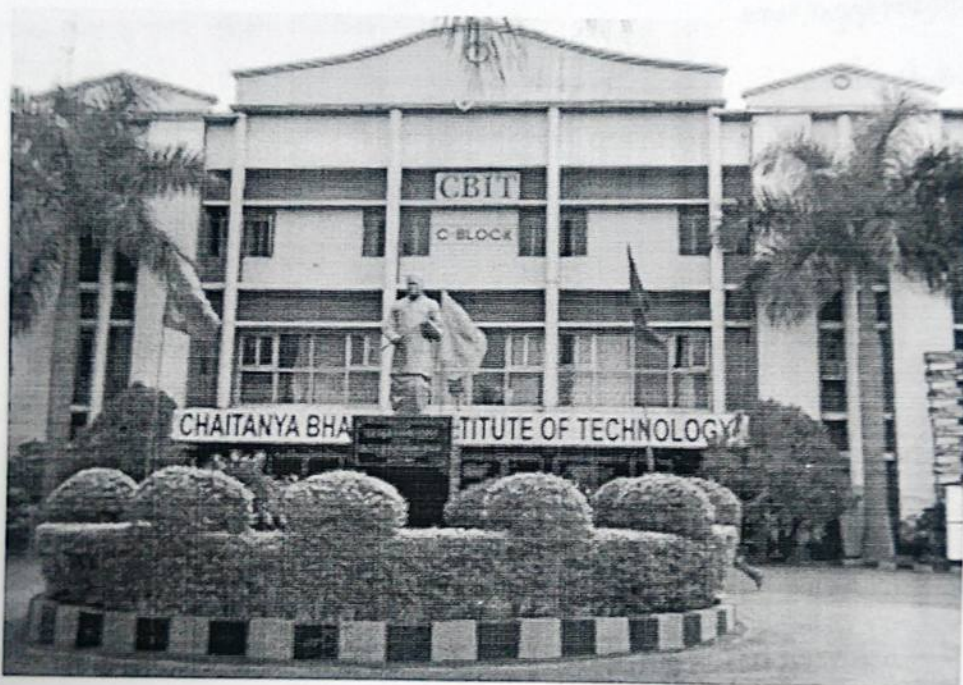
Director - SA&P

*Fr TSP*  
Signature of the Head

PRINCIPAL



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AY 2017-18



Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75

X. Student's(Mentee's) Personal Details

**Student Profile:**

Name of the Student : Jitta Gopinath  
Branch & Section : SMS - CBIT / Section - A  
Hall Ticket number : 1601-17-632-031

Category : Convener (OC/BC/SC/ST/Sports/NCC/PH) / Management(JEE/NRI/PIO) ✓

Contact ph.no. 7013919175. Alt.ph. no./ local guardian no.

email ID:gopi1996jitta@gmail.com.

**Parents' Details:**

Father's Name : J Lakshmi Narayana

Occupation : Deputy Statistical Officer.

Mother's Name : J Madhavi

Occupation : House wife

Contact No : 7013919175

email ID : gopi1996jitta@gmail.com

Contact Address: EWS 57, BK GUDA, Near Rudhira graphics plot 1td, Balakampet - 500038.

**Previous Academic Performance:**

Sl no	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2011	94.6%	Chaitanya High School.
2	12 <sup>th</sup> / Equivalent	2013	96.8%	Master Minds Junior College.

EAMCET/ JEEE or any other examination Position details or merit awards (if any): No

- .....
- .....
- .....

Hobbies : watching cricket, playing Carroms.

Career Plans : Financial Analyst

Strengths and Weakness: 1. Self motivated & disciplined.  
Gopinath 2. Very Sensitive.

Signature of the student

Signature of the Parent  
Date:

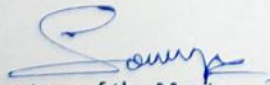
Name and Signature of the Mentor:

(Dr. Sowmya)



## COUNSELING NOTES

Sno	Date	Remarks	Signature
1.	30/9/17	Introduction about the MBA Programme & Specializations in detail.	Sowmya
2.	30/9/17	Explained Rules & Regulations of attendance to be maintained.	Sowmya
3.	10/3/18	Discussed. Internship Programme.	Sowmya
4.	10/3/18	Discussed to Select Specialization and opportunities in the market.	Sowmya
5.	06/7/18	Discussed. Project MBA.	Sowmya
6.	06/7/18	Encouraged to participate in Extra curricular activities.	Sowmya



Signature of the Mentor

(Dr. Sowmya)

Director - SA&P

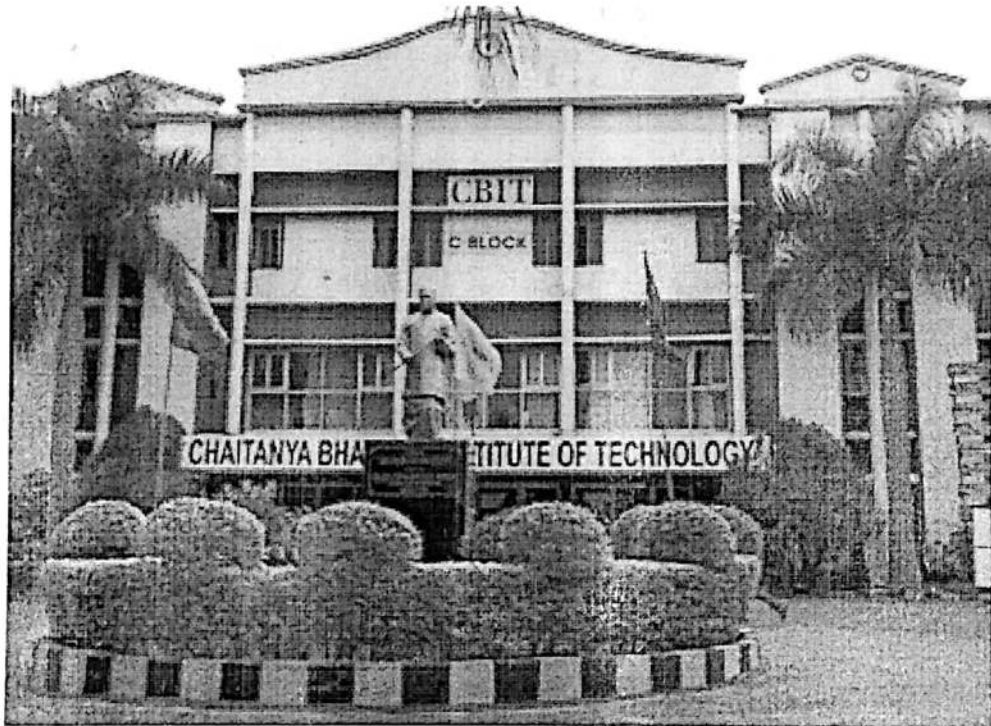


Signature of the Head

PRINCIPAL



## MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



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MAY,2021

## **I . PREAMBLE:**

This book is a record of Student's progression and the mentoring activity conducted by the mentors to support their progression.

## **II . STUDENT'S PROGRESSION:**

A process that ensures required progress of a student in terms of passing the examinations with good grades, acquiring knowledge in the subjects chosen and proper application of the same . It would be necessary to observe the progress of a student on a continuous basis and review periodically ( monthly or fortnightly ) in order to support and facilitate student's progression.

## **III . MENTORING:**

Mentoring is a partnership between Mentor and Mentee. Mentors are student-centric teacher- friend: who help young adult learners in their transitory phases and challenging times. It is based on mutual trust and respect. It has been introduced for obtaining a holistic assessment of the learners' performance and providing inclusive spaces for growth and development. Mentors apply their guidance, experience and expertise in promoting their mentees professionally and personally, through interpersonal engagement. They build bridges among various stakeholders ( Students, Teachers, Parents , Principal, Management etc.)

### **(A). Objectives of Mentoring**

- Creating opportunities amongst college groups & communities for bonding
- Refining teacher-student communication outside classroom
- Maintaining data base of student performance, attendance details & drop outs
- Supporting personal & professional growth & monitoring psychological growth & progress
- Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
- Locating & solving attendance issues
- Providing sustained motivation
- Ensuring & providing feedback for parents and institute authorities as well
- Identifying learning needs
- Assisting in developing rights, responsibilities & values
- Provisioning a Comprehensive Personal Student Record
- Cultivating a healthy learning environment in college



## (B). Expected Outcomes

- A healthy Learning Environment
- Vibrant Peer Group Exchanges
- Creation of positive communication channels among Principal, Parents, Staff & Students
- Enhancing a feeling of belonging among students
- Self confident, bold & an active ,enthused student community
- Better attendance, lesser dropouts and good psychological health of students
- Confident Parents
- Improved Performance
- Mentor Certificate

In short, Mentoring aspires to bring transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement.



## (C). CBIT Student Mentoring System

Each faculty will be the mentor for a group of 20 to 25 students. First year students will have mentors from the department of basic sciences, Mathematics and Humanities and second, third, fourth year students will have mentors from the parent department. Departmental faculties will continue to be mentors for the same group of students till their graduation

### (i). Roles and Responsibilities of Mentors

- Conduct an orientation meeting at the entry level ( 1<sup>st</sup> Semester/ 3<sup>rd</sup> Semester as the case may be ) for appraising them of the process & make them prepare an Orientation Report
- Select a spokesperson/representative for the group
- Collect data of mentees at every stage & also see that the students fill their data from their side without fail. Also ensure the authenticity of the data.

- On locating their need for marked improvement in certain areas ( General/Academic/Career/Personal etc.,) refer the same to respective Heads of Departments
- Track the attendance and performance records & identify reasons, need if any, and prepare a Review Report with constructive suggestions
- Ensure frequent value added student visits to the library , Fitness center and other such , essentially in the allotted time slots and additionally in other permitted slots , if necessary.
- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Student Counselling Committee, through proper channel
- Notify to the Director-SA&P through proper channel about students with special talents
- Motivate them to take part in activities that can accrue more credits
  - Compile their progress in performance through a Performance Chart & discuss threadbare with them, the detail as the mentees produce the Mentor Certificate for career mobility and advanced studies.
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them weekly, submit a report at least twice in a month to the HoD and record the same as a Review Report to be sent to the Director-SA&P at least once in a month.
- A total of FOUR reports to be prepared and submitted (One Orientation & THREE Monthly Reports)
- Ensure holistic well being of Mentee by sticking to the following
  1. Continuously monitor , counsel, guide and motivate the students in all academic matters
  2. Advise students regarding choice of electives, project, summer training , MOOCs , Honours degree etc.
  3. Contact parents / guardians if situation demands e.g. shortage of attendance, academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc. (in co-ordination with the class teachers)
  4. Advise students in their career development/professional guidance
  5. Keep contact with the students even after their graduation
  6. Intimate HOD and suggest if any administrative action is called for
  7. Maintain a detailed progressive record of the student
  8. Maintain a brief but clear record of all discussions with students
- Mentor can assess and grade the students ; but not for showing any discrimination.

## **(ii). Parameters for Mentee Assessment**

Assessment by Mentors is a continually evolving process. It should be engaging and student- centric. Assessment rather than evaluation, supports student initiatives to help themselves in improving their performance. It focuses on certain criteria for grading the mentee such as whether the Mentee

1. Is Punctual 2. Undertakes responsibilities-Spokesperson/Leader/Peer Mentor or any other 3. Engages in Quality Voluntary Interaction, frequently 4. Undertakes Supportive/Positive/ Roles 5. Employs Personal Development Strategies- Seeks suggestions/is cordial in taking advice/is prompt in following instructions/ applies given inputs for personal improvement/ is meticulous in providing feedback 6. Develops Team Spirit & Team building initiatives 7 Cultivates commitment/remains accountable for his or her omissions & commissions 8. Has creative impulses & exhibits them in extra/co-curricular activities 9. Demonstrates healthy Interpersonal Skills 10. Promptly furnishes all the required data

Note: All the above criteria are graded equally. Each criterion is ascribed a value of 1 and the scores are calculated on a scale of 1 to 10.

**GRADING KEY** Performance Grade Scores **Excellent- A+ :8 and above Very Good- A: 6 & 7 Good: B 5-6 Satisfactory –C: Up to 4 .**

The Mentor-Mentee interaction provides an opportunity to document the journey of a learner's life. It is a portal for the mentee to carry his/her progress into the larger world space. Therefore, kindly generate the certificate with care and precision .

### **(iii). Roles and Responsibilities of Mentees**

- Provide all the necessary data with relevant documents ( Previous Academic Performance Records, documents for participation in extra/co curricular activities and academic advancement )
  - Fill all the information that is sought from you in the prescribed format and location , at every stage as indicated in the 'Mentor's diary and student's progress record book'.
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor to decide the mission to achieve them. Prepare a pathway to your goals at the beginning of every year.
- Seek information regarding resources that you need from various sources
- Conduct Peer Mentoring to help your mentor
- Have a positive attitude
- Accept feedback respectfully & cordially & discuss future course of action with your mentor
- Attend mentor meetings regularly & punctually
- Provide feedback and communicate healthy developments in you. Reciprocity in interaction is the key to a successful mentor-mentee relationship

### **(iv). Responsibilities of HOD:**

1. Meet all mentors of your department at least once a month to review proper implementation of the system
2. Advise mentors wherever necessary



3. Initiate administrative action on a student when necessary
4. Keep the Director- SA& P and Principal informed

#### **IV. CAREER GUIDANCE:**

It is imperative to have a clear idea of career options right from the beginning of your engineering study.

Following information will be helpful in this regard:

##### **A. Placements:**

1. Have a consistently good academic record as this gives an edge over others.
2. Non-CSE/IT students also must develop mastery of 'C' language.
3. Referrals from employed friends give an edge over the others in getting a job. One must mail his/her resume to all friends and relatives in the desired companies.

##### **B. Job Sites:**

Job sites introduce you to companies, register with different sites as they play a vital role in the initial process of recruitment.

##### **C. Jobs in Defence:**

Opportunities galore in Defense Services like Air force, Army and Navy await students. Planning for these has to be done right from second year.

##### **D. Higher Studies**

1. **Higher Studies Overseas:** USA, Canada, UK, Germany, Australia, Sweden and other European Countries offer opportunities galore for higher studies. Excellent opportunities are available in the USA. Keep the following in mind while seeking studies abroad:

- High scores in GRE and TOEFL are required to get admission in good US universities. Assistantships will also be given to students who have excellent scores in GRE and to those who carried out their project work in hi-tech industries.
- Identification of professors in different Universities in areas of interest of students is a must for admission and also for getting financial assistance. This helps in the Visa process also as the US Embassy asks probing questions on how the proposed institution will help in fulfilling academic aspirations etc.
- The Record of Interaction with the professors which matches with the career objective can be quoted and shown during processing.
- In general, one should not apply to top Universities alone, two at higher level, two at medium level and two low ranking Universities may be chosen so that possibilities of securing assistantship can also be enhanced.
- Preparations for GRE and TOEFL examinations are essential for going to US Universities. And this should start as early as in First year engineering itself.
- Those who are unable to get Visa to USA, can apply to Germany, Sweden, and Norway, where education is free and courses are taught in English medium. You can also explore the possibilities of applying to Canada, Australia, New Zealand, UK, Singapore, etc.

2. **Higher studies in India through "GATE"-to enter into institutions of higher learning:** IITs conduct GATE examination every year for admission into various PG programs in India. All IITs, University Colleges and other renowned institutions consider GATE score as the criterion for admission to P.G. courses. GATE examination is basically on technical competence in the specialized area for which admission is sought. The courses and the syllabus for each course are clearly defined in the GATE application. It is advisable to take coaching in various coaching centers for improving proficiency.

3. **Higher Studies in Management institutions through CAT or Entrance Exams of any specific institution like ISB/SYMBIOSIS/ICFAI/XLRI/TAPMI, etc:** Many students are trying for admission into IIMs, XLRI, TAPMI, ISB, SYMBOSIS, MDI, FMS, IIFT, Narsee Monjee, etc as there is more emphasis on management education these days. The type of entrance examination conducted is different, and is known as 'CAT'. Effective mastering of communication skills, both written as well as oral is required for performing well in CAT.

### **E. Training through Internships, Apprenticeships and other Training Programs:**

- 1. Internship:** An internship gives an insight into the technicalities of a job in your field. By the end of internship, one would have learnt the work and also gained some amount of formal work experience.
- 2. Apprenticeships:** Apprenticeships help students to learn the technical skills while undergoing training in an organization. Several organizations such as Defence Labs, BHEL, HAL, BDL, etc. offer such apprenticeships. The Govt. of India offers one year Apprenticeship to graduate engineers with nominal monthly remuneration. Applications which are available at TASK need to be filled giving all details. TASK will inform the posting to a specific company after processing the papers. For further information on the matter, Training and Placement Section may be contacted.
- 3. Training Programs:** One must also consider training programs in state of the art technologies like Artificial Intelligence, Machine Learning, Deep Learning, and Block Chain Technologies which may lead to subsequent absorption in IT and ITES industries.
- 4. Short-Term Projects:** Short-term projects help a student in getting practical knowledge of his/her vocation, this later helps in handling interviews in a better way.

### **F. Opportunities through Entrepreneurship:**

The Govt. of India is encouraging entrepreneurship through various programs. In this regard, a careful study has to be made to select the area in which an industry has to be set up. Getting practical experience in the areas concerned is advised so that the difficulties that are likely to be faced when the industry is set up can be understood and addressed.

## **V. TRAINING IN EMPLOYABILITY SKILLS**

- A. Employability:** Employability relates to a graduate's achievements and their potential to gain a graduate job. Achievements relate to the degree itself but importantly also include transferable skills gained from studying at college / university.
- B. Employability Skills:** A set of achievements – skills, understandings and personal attributes that make graduates more likely to gain employment and be successful in their chosen occupations, which benefit themselves, the workforce, the community and the economy.



### C. What do Employers Want?

- Intellect
- Programming Skills
- Commercial awareness
- Willingness to learn Knowledge
- Resilience / flexibility
- Adaptability
- Self-regulatory skills
- Self-motivation
- Communication skills
- Writing Skills
- Interpersonal skills
- Teamwork
- Self-assurance / self-confidence
- Initiative and drive
- Leadership
- Enthusiasm/commitment
- Professionalism
- Business awareness / focus
- Problem solving
- Self-awareness
- Self-promotion
- Exploring and creating opportunities
- Action planning
- Networking
- Decision making
- Negotiation
- Political awareness
- Coping with uncertainty
- Development focus
- Transfer skills
- Enterprising
- Knowledge

### D. BASIC SKILLS REQUIRED FOR EMPLOYMENT

Following table shows basic skills required to be employed and how they can be honed/ exhibited by the Mentee:

- |   |   |
|---|---|
| <p>1. Listening - Receives, attends to, interprets and responds to verbal messages.</p> | <ul style="list-style-type: none"><li>• Responds through eye contact to oral messages that require action, acts on oral instructions, classifies unclear messages and retains verbal communication for later use.</li></ul> |
| <p>2. Speaking – Organizes ideas and communication orally.</p>                          | <ul style="list-style-type: none"><li>• Clearly speaks thoughts related to work tasks and understands messages.</li><li>• Speaks confidently before a group of people.</li></ul>  |

3. Reading: Locates and interprets written information in prose and in documents such as manuals, graphs and schedules.

4. Writing: Communication of thoughts, ideas, information, and messages in writing. Create documents such as letters, directories, reports, graphs and flow charts.

5. Aptitude (Quantitative, Verbal and Logical): Performs basic computations and approaches practical problem by choosing appropriately from a variety of mathematical techniques.

6. Interaction with others

7. Demonstrates integrity, honesty and chooses ethical courses of action.

8. To serve clients/ customers; and work to meet their expectations

9. Participates as a member of a team. Contributes to group efforts, demonstrates leadership skills as appropriate to assigned position

- Finds written information related in a task.
- Accurately retrieves/ communicates the meaning of the information.
- Acts on the information to complete the assigned task.
- Accurately generates notes/messages related to a task.
- Clearly, correctly and lightly writes notes.
- Creates documents such as letters, directories, reports, graphs and flow charts.
- Uses basic mathematical techniques, vocabulary lists, verbal analogies, and logical reasoning to solve practical problems related to a work task.
- Accurately solves various problems involving critical thinking.
- Uses effective verbal and non-verbal communication techniques for effective communication.
- Displays ethical behavior according to work policies and procedures, e.g. keeps certain information confidential
- Honors commitments
- Tells the truth
- Begins work on time
- Is appropriately dressed and groomed
- Respects fellow workers and equipment
- displays a positive attitude toward people and the job
- positively responds to direction and suggested correction
- displays confidence in learning new tasks
- is courteous and respectful
- work well with others displaying warmth and friendliness toward them
- shows connectedness with employees
- open to working with various employees
- willingness to initiate action in collaboration with other team members.

10. Demonstrates leadership skills, setting a positive example and teaching others.

- Engages in challenges and acts with energy shows connectedness with employees.
- Explores cause of problems.
- Engages in reflective. Yet proactive thinking when doubt and disagreement arise.
- Maintains self-control during challenges
- Open to training or assisting new employees.
- Uses positive phrases to encourage confidence in others.
- Contributes to a positive work climate.
- Appears to show no bias in working with others from diverse backgrounds, cultures or opposite gender
- Verbally acknowledges efforts of all co-workers for the effort given in the workplace
- Shows an openness to work with all employees.

11. Works well with women and men from diverse backgrounds

#### VI. IMPORTANCE OF PARTICIPATING IN CO-CURRICULAR ACTIVITIES:

Participating in various activities conducted in the college and in highly reputed institutions helps in building professional career. Take part in following activities right from your freshman year:

- Free writing
- Brainstorming
- Mind-mapping
- Periodical self-assessment
- Reading responses
- Questions formulation
- Conversation prompts and responses
- Logical Reasoning
- Vocabulary lists + definitions
- Workplace scenarios
- Rough drafts
- Assignment outlines
- Thesis statements
- Research assignments
- Teamwork exercises
- Structured note taking
- Peer assessment
- Role playing
- Problem solving
- Summaries
- Online resources critique
- Description of a process



- Project exhibitions
- Programming / coding contests
- Summer Internships
- Business English Certificate Course
- Debates
- Technical Seminar / Poster
- JAM sessions
- Rubik's cube competition
- Mathematical Contests
- What's the Good word competition
- Creative Writing Competitions
- Entrepreneurship activities

## **VII. IMPORTANCE OF PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES:**

All employers normally look out for students and graduates who have a range of skills, personal qualities and experience, which will help them to be productive in the workplace. Extra-curricular activities give you the chance to develop these by doing things you enjoy. This is the best opportunity to have fun and make yourself more employable at the same time. By taking part you'll build long-lasting friendships and connections, meet students from different backgrounds, and gain transferable skills such as communication, teamwork, organisation, problem solving and time management. It will also improve your confidence.

If you want to go a step further you could become chairperson, treasurer or secretary of your club or society to develop your leadership abilities.

Besides, your creativity is nurtured when you participate in extracurricular activities such as various artforms. On the other hand, participation in Games and Sports will recharge yourself and keeps you Fit Physically and mentally. When your health is in place, everything else will automatically fall in groove.

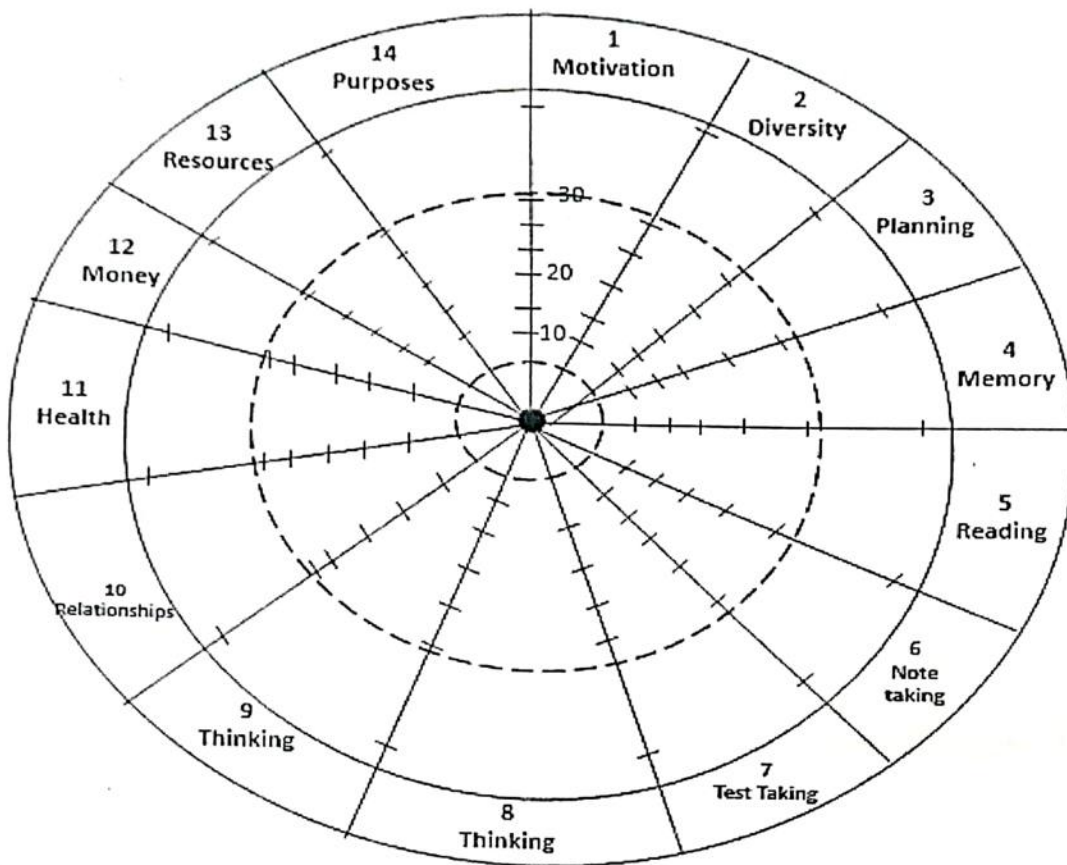
Realising this importance, CBIT has facilitated the students with a number of Student Clubs. Get familiarised to these clubs through your respective mentors/ Student Coordinators of various clubs / Directorate of student affairs and join in your choicest.

## **VIII. COUNSELLING:**

Counselling is an art of helping the student unveil the strengths, overcome the weaknesses, instill/boost up confidence and achieve goals. Proper counselling given at an appropriate time will certainly be a life shaping and at times can be even a life saving means for the student. Depending upon the personal, social, economic and Psychological background of the student, the counselling needs of a student arise besides being influenced by the ambient environment of the student at the campus and home. In the normal course, the mentors are expected to identify these counselling needs and refer them to the Director-SA&P through their respective HoDs. However, all the mentors are in general expected to be equipped with the basic knowledge of counselling the students, as every good teacher usually does. Specific cases of extremity will of course be referred to Specialists such as Doctors, Psychologists, Personality Trainers etc., as the case may be.

Some basic tips for discovering the counselling needs of a student at the beginning of each semester, are given here under.

## **IX. DISCOVERY WHEEL**



This is a tool to

discover the strengths and weaknesses of a person in a figurative way, in the wheel form. The wheel strikingly depicts how strong or how weak a person is, in the chosen areas. The strength or weakness is plotted radially in the wheel, based on the marks scored by an individual in various areas. Any individual can assess himself or herself, by responding to the questionnaire under each area, honestly and sincerely. Mentors must see that the wheel is plotted by each student at the beginning of each semester so that any possible help in the form of counselling can be given to them.

- 14 areas are covered in the Discovery Wheel. These are Motivation, diversity, Planning ,Reading, Note taking, Test taking, Thinking, Writing, Relationships, Health, Money, Resources, and Purpose. Each area has 8 statements related to the area.
- Read the statements carefully. For each statement award yourself points for each one using the following criterion
  - 5 Points This statement is always or almost always true of me
  - 4 Points This statement is often true of me
  - 3 Points This statement is sometimes true of me
  - 2 Points This statement is seldom true of me



- 1 Point This statement is never or almost never true of me.
- Then add up the total point for each section and shade the Discovery Wheel. The shaded parts indicate areas where you may want to improve.

### A. MOTIVATION

- 1. 5 I start each semester highly motivated, and I stay that way.
- 2. 4 I know what I want to get from my education.
- 3. 5 I enjoy learning
- 4. 4 I study even when distracted by activities of lower priority.
- 5. 4 I am satisfied with how I progress toward achieving goals.
- 6. 5 Studying is important and I allow adequate time for it
- 7. 5 I am excited about the courses I take.
- 8. 4 I have a clear idea of the benefits I expect to get from my education
- 45 36 Total score (1) Motivation

### B. DIVERSITY

- I am aware of my cultural biases and open to understanding people with different backgrounds 4
- 2. 4 I build rewarding relationships with people from other cultures and races.
- 3. 4 I can point out examples of discrimination and effectively respond to them
- 4. 5 I study in a way that draws on my preferred learning styles.
- 5. 4 I practice using several different learning styles when I study.
- 6. 4 I take specific steps to make a successful transition into higher education
- 7. 5 I use a sound process for defining my special areas of interest and choosing an academic major or program of study.
- 8. 5 I effectively integrate schooling with my family and work lives.
- 35 Total Score (2) Diversity

### C. PLANNING

- 1. 4 I periodically refine my long term goals.
- 2. 4 I regularly define short term goals
- 3. 4 I write a plan for each day and each week.
- 4. 5 I assign priorities to what I choose to do each day.
- 5. 4 I plan review time so I don't have to cram before tests.
- 6. 4 I plan regular recreation time.
- 7. 4 I adjust my study time to meet the demands of individual courses.



- 8. 5 I have adequate time each day to accomplish what I plan.
- 34 Total score (3) planning

#### D. MEMORY

- 1. 5 I am confident in my ability to remember
- 2. 5 I remember people's names
- 3. 4 At the end of a lecture I can summarize what was presented.
- 4. 4 I apply techniques that enhance my memory skills
- 5. 5 I can recall information when I'm under pressure
- 6. 5 I remember important information clearly and easily
- 7. 4 I can jog my memory when I have difficulty recalling
- 8. 32 Total score (4) Memory

#### E. READING

- 1. 5 I Preview and review reading assignments
- 2. 5 When reading, I underline or highlight important passages.
- 3. 5 When I read, I ask questions about the material
- 4. 4 When I read textbooks, I am alert and awake.
- 5. 4 I relate what I read to my life.
- 6. 4 I select a reading strategy to fit the type of material I'm reading
- 7. 5 I take effective notes when I read
- 8. 4 When I don't understand what I'm reading, I note my question and find my answers. 36

#### F. NOTE TAKING

- 36 Total score (5) Reading
- 1. 5 When I'm in class I focus my attention
- 2. 5 I take notes in class
- 3. 5 I am aware of various methods for taking notes and choose that work best for me.
- 4. 5 My notes are valuable for review.
- 5. 5 I review class notes within 24 hours
- 6. 5 I distinguish important material and notice key phrases in a lecture.
- 7. 4 I copy material the instructor writes on the board or overhead projector
- 8. 5 I can put important concepts into my own words
- 39 Total score (6) Note taking

#### G. TEST TAKING

- 1. 3 I feel confident and calm during an exam
- 2. 4 I can manage my time during exams and I can able to complete them.
- 3. 4 I am able to predict test questions
- 4. 4 I can examine essay questions in light of what I know and come to new original conclusions during a test
- 5. 54 I adapt my test taking strategy to the kind of test I'm taking
- 6. 5 I understand what essay questions ask and can answer them completely and accurately.

- 7. 5 I start reviewing for tests at the beginning of the term and review regularly.
- 8. 3 My sense of personal worth is independent of my personal scores.
- 32 Total score (7) Test taking

#### H. THINKING

- 1. 4 I have flashes of insight, and solutions to problems appear to me at unusual times.
- 2. 3 I use brainstorming to generate solutions to a variety of problems.
- 3. 4 When I get stuck on a creative project, I use specific methods to get unstuck
- 4. 4 I see problems and decisions as opportunities for learning and personal growth
- 5. 4 I am willing to consider different points of view and alternative solutions
- 6. 4 I can state the assumptions that underline a series of assertions.
- 7. 5 I can detect common errors in logic
- 8. 5 I approach courses in mathematics and science with confidence
- 33 Total score (8) Thinking

#### I. WRITING

- 1. 4 I approach writing with confidence
- 2. 5 I can effectively plan a large writing assignment
- 3. 4 I create first drafts without stopping to edit or criticize my writing
- 4. 4 I revise my writing for clarity, accuracy and coherence.
- 5. 4 My writing affirms women and is free of sexist expressions.
- 6. 3 When writing, I accurately credit ideas and facts from other
- 7. 3 I know how to prepare and deliver effective speeches.
- 8. 3 I am confident when I speak before others.
- 30 Total score (9) Writing

#### J. RELATIONSHIPS

- 1. 5 I develop and maintain mutually supportive relationships
- 2. 5 I am candid with others about who I am, what I feel and what I want.
- 3. 3 Other people tell me that I am a good listener.
- 4. 4 I communicate my upset and anger without blaming others.
- 5. 5 I make and keep promises that stretch me to meet my potentials.
- 6. 4 I am able to learn from various instructors with different teaching styles.
- 7. 5 I have the ability to make friends and create valuable relationship in a new place.

- 8. 4 I am open to being with people I don't especially like in order to learn from them.

• 37 Total score (10) Relationships

#### K. HEALTH

- 1. 4 I have enough energy to study and still enjoy other areas of my life.
- 2. 3 I exercise regularly.
- 3. 4 My emotional health support my ability to learn
- 4. 4 If the situation calls for it, I have enough reserve energy to put in a long day.
- 5. 5 I notice changes in my physical condition and respond effectively.
- 6. 5 I notice changes in my psychological condition and respond effectively.
- 7. 5 I am in control of the bad habits such as smoking, alcohol and drugs
- 8. 4 My food and sleeping habits contribute to my health.
- 36 Total score (11) Health

#### L. MONEY

- 1. 3 I budget my money and I am in control of my personal finances.
- 2. 3 I am confident that I will have enough to complete the education I want.
- 3. 3 I have a clear picture of the financial resources available to me to pay for my education.
- 4. 4 I can make a little money go a long way.
- 5. 4 My education supports my long rang financial goals.
- 6. 5 I repay my debts on time
- 7. 4 My sense of personal worth is independent of my financial condition
- 8. 4 I make regular deposits to my savings accounts.
- 30 Total score (12) Money

#### M. RESOURCES

- 1. 4 I can effectively use libraries to find the resources and information I want.
- 2. 4 I am aware of the services offered by my school as learning experiences.
- 3. 5 I use my job or other activities outside of school as learning experiences.
- 4. 4 I take on projects that can make a difference in other people's lives
- 5. 4 I know where to get help in my community for a variety of problems
- 6. 5 My relationships with friends, family and other support my educational goals.
- 7. 4 I think of my mistakes as valuable opportunities to learn.



- 8. 5 I see the world's problems as opportunities for me to participate and contribute.

35 Total score (13) Resources

#### N. PURPOSE

- 1. 5 I see learning as a life process
- 2. 5 I relate school to what I plan to do for the rest of my life.
- 3. 5 I learn by contributing to others.
- 4. 5 I revise my plans as I learn, change and grow.
- 5. 5 I am clear about my purpose in life.
- 6. 5 I know that I am responsible for my own education
- 7. 5 I take responsibility for the quality of my life
- 8. 5 I am willing to accept challenges even when I'm not sure how to meet them.
- 40 Total score (14) purpose

### Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75

#### X. Student's(Mentee's) Personal Details

##### Student Profile:

Name of the Student : RETINENI ROHAN

Branch & Section : CSE-2

Hall Ticket number : 160121733122

Category : Convener (OC/BC/SC/ST/Sports/NCC/PH) /

Management(JEE/NRI/PIO)

Contact ph.no. 9063807079 Alt.ph.no./ local guardian no. 9000944655

email ID: rohanretineni@gmail.com

##### Parents' Details:

Father's Name : R. Venkateshwar Rao

Occupation : Business



Mother's Name: R. Kalavathi

Occupation : H - W

Contact No : 9063807079

email ID : retinenikalavathi@gmail.com

Contact Address: plot - 89, Nagarjuna colony, Hasthinapuram, HSD

**Previous Academic Performance:**

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2019	98%	Nagarjuna high school
2	12 <sup>th</sup> / Equivalent	2021	98%	Narayan junior college

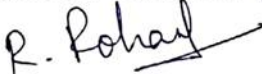
EAMCET/ JEE or any other examination Position details or merit awards (if any):

1. EAMCET - 910
2. JEE - 97.64%
- 3.

Hobbies : watching movies, dancing,

Career Plans : Masters, job


Strengths and Weakness: Fear, hardwork.

  
Signature of the student

Date: 10/9/2022

  
Signature of the Parent

Date: 10/9/2022

  
Name and Signature of the Mentor:

Dr M. Mammatha  
10/9/2022

**XI. DETAILS OF STUDENT'S INVOLVEMENT IN THE STUDENT INDUCTION PROGRAMME(SIP) CONDUCTED BY THE INSTITUTE**

(To be filled by the student)

1. Attendance in the Induction Programme (No. of sessions attended/Conducted): 6 days

2. Which session of the SIP was impressive and why?

Zumba

3. Which session was not at all useful and why?

All were useful

4. Whether the academic rules, examination rules, Code of Conduct were explained with clarity by the resource person and / or the mentor? Do you have any doubts?

Yes and no doubts

5 . Whether the clubs related to Co-curricular & Extra-curricular activities were introduced ?  
Did you or do you wish to join any of them ?

Yes and I wish to join many

6 . Was the course on Human Values taught ? Do you have anything to say on that ?

Yes

7 . Did you understand the need for keeping the campus clean and green and yourself Fit ?

Yes

8 . Was the campus tour organised for you? Are you aware of your campus now?

Yes

9 . Was the importance of Fine Arts in support of a Professional career driven ?

Yes

10 . Any other information you expected to be given to you in the SIP , but was not provided?

No

R. Rohan

Signature of the Student

Yash

Signature of the Mentor

Hemmi

Head

Director – SA&P

Principal

## XII. 1<sup>st</sup> ORIENTATION BY THE CONCERNED MENTOR

( At the beginning of the Semester; 1<sup>st</sup> or 3<sup>rd</sup> as the case may be)

1 . Was the vision , mission and Quality policy of the institute explained by the mentor ?

Yes

2 . Was the awareness created in you about the vision & mission of the department and the need for falling in line with that of the institute?

Yes

3 . Were the Graduate attributes, COs , POs, PEOs, PSOs and their role in Outcome Based Education explained?



Yes

4 . Was the existence of various types of courses (HSSC,BSC,BESC,PCC,PEC ,OEC, Mandatory Courses) in the programme and their need explained?(Refer Rule II of Academic Rules)

Yes

5. Was the importance of Project Works/Seminars/Internships/Industrial Visits explained ?(Refer Rule V of academic Rules)

Yes

6 . Was the scope and opportunity for taking Swayam/ MOOCs course and the concept of award of Major/Minor degree explained ?(Refer Rule XII of Academic Rules)

Yes

7 . Was the concept of Credit system , GPA, SGPA and CGPA explained ?( Refer Rule VI of Academic Rules)

Yes

8 . Were the details about duration and academic credentials of Industrial visits / Internships explained ? ( Refer Rule XIII of Academic Rules )

Yes

9 . Was the requirement of Activity points explained ?( Refer to Rule XIV of Academic Rules)

Yes

10 . Was the eligibility criteria for award of Degree( Major/ Additional Major/ Honor ) explained ? ( Refer to Rule XVIII of Academic Rules )

Yes

11 . Were the additional rules for lateral entry students explained ?(Applicable only for lateral entry students. Refer Rule XXII of Academic Rules)

Yes

12. Was the Academic Rule book given to you and explained by the concerned authority?

Yes


13 . Was the Code of Conduct introduced to you and was made available ?

Yes

14. Was the existence of an R&E Hub , EDC and I&I center informed and their importance explained?

Yes

15. Whether the importance of participating in Social service , Community service, Extension activities ,Outreach activities & NSS activities explained and the available facilities in the campus introduced ?



Signature of the Student



Signature of the parent



Signature of the Mentor



Signature of HoD

Director – SA&P

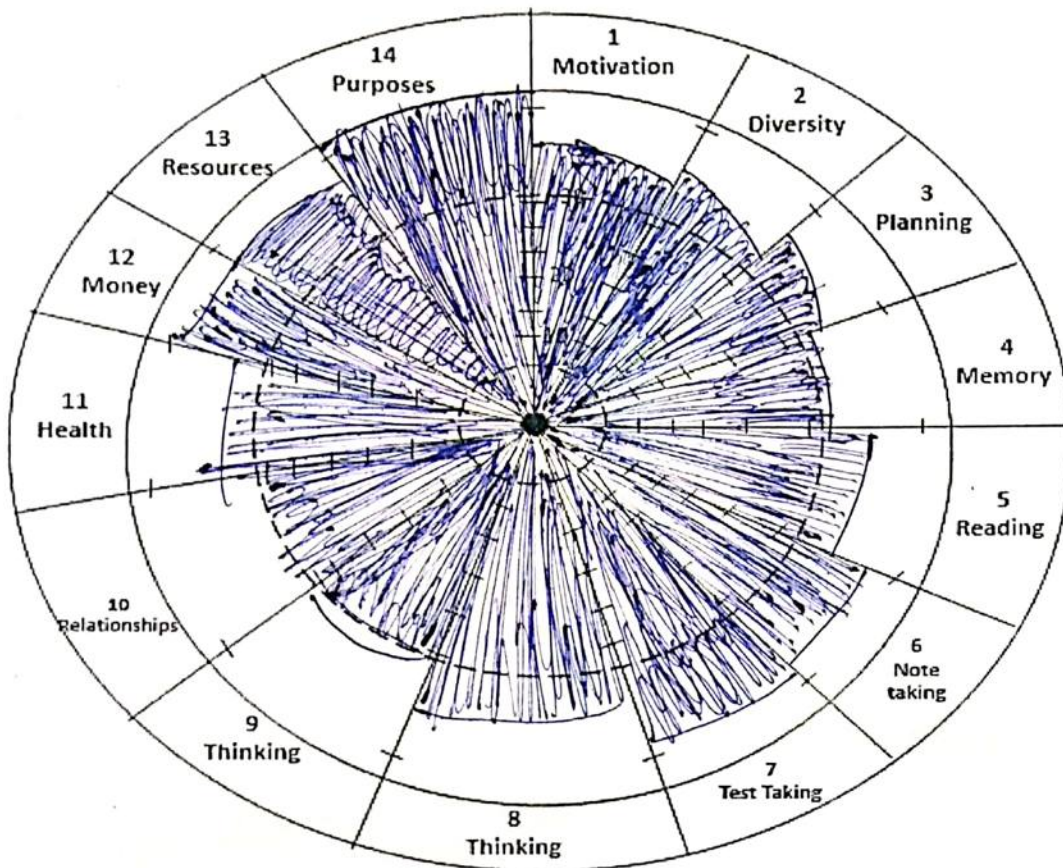
Principal

### XIII. STUDENT'S PROGRESS RECORD

1. BE / B.Tech./M.E/M.Tech/M.C.A/M.B.A ( B.E. ) I-SEMESTER

A. DISCOVERY WHEEL for I Semester

(B).



DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

- \* I want to improve my communicat<sup>n</sup> skills
- \* I want build my confidence which can be achieved by joining it into my desired club
- \* I should concentrate more on core subjects.

(C). Monthly Attendance Details: (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	DEET	4	4	17	17	7	7	17	14	
2	chemistry theory	6	5	19	18	16	14	21	18	
3	I 4.0	3	2	21	20	18	15	20	17	
4	OOPS	2	1	12	12	10	8	18	17	
5	DEET LAB	4	4	13	13	14	13	10	7	



6	chemistry lab	3	1	21	21	18	15	20	17	
7	oops lab	5	2	13	13	14	13	10	7	
8	wpm	.								
9	EE	2	2	10	8	6	4	13	12	
10	FIT	1	1	5	4	3	3	4	2	
Total										
Percentage		89%								

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz Max.Marks:			Mid-1	Mid-Mid-Final	External	Credits
		A1	A2	A3	(10)	(20)		
								8
1	DETT	10	10		19	18	19	3
2	chemistry Theory	10	10		18	18	18	3
3	I L.O	10	10		20	19	19	3
4	oops	10	10		20	20	19	2
5	DETT LAB				19	19	19	1
6	chemistry lab				20	20	20	2
7	oops LAB				20	20	20	1
8	wpm				17	17	17	2.5
9	EE							1.5
10								
SGPA:							20	

Position in the class: 1

CGPA:

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

Participated in Quizes, did a online course.

**(ii). Details of participation in Extra-Curricular activities**

Participated in Haritha Haram.

**(iii). Awards/ Honours/ Appreciations**

Recieved a certificate from CBIT MVN

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

Yes

**(ii). Awards/ Appreciations won (if any):**

Recieved certificate from CBIT MVN

(iii). Involvement in any activity violating the code of conduct:

NIL

(iv). Punishments given / Penalty Imposed (If any):

NIL

(G). Any other information / Observations

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

### COUNSELING NOTES =

Sno	Date	Remarks	Signature
1.	13/5/22	SC introduction, activity points discussion	
2.	3/6/22	Discovery wheel discussion.	
3.	10/6/22	Discussion on problems like drinking water.	
4.	17/6/22	Discussion on examination preparations.	
5	24/6/22	Discussion on problems in classrooms	

6.	11/7/22	General discussion on class room change.	<u>Hadi</u>
7	8/7/22	General doubts-	<u>Hadi</u>
8	25/7/22	Discussion on exam preparation.	<u>Hadi</u>
9	5/8/22	General discussion.	<u>Hadi</u>

Hadi

Signature of the Mentor

Director - SA&P

Hadi

Signature of the Head

PRINCIPAL



CSE-3  
Roll : 169



## MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)**

**( Established by CBES in 1979 )**

Affiliated to Osmania University, Accredited by NBA – AICTE & NAAC – UGC

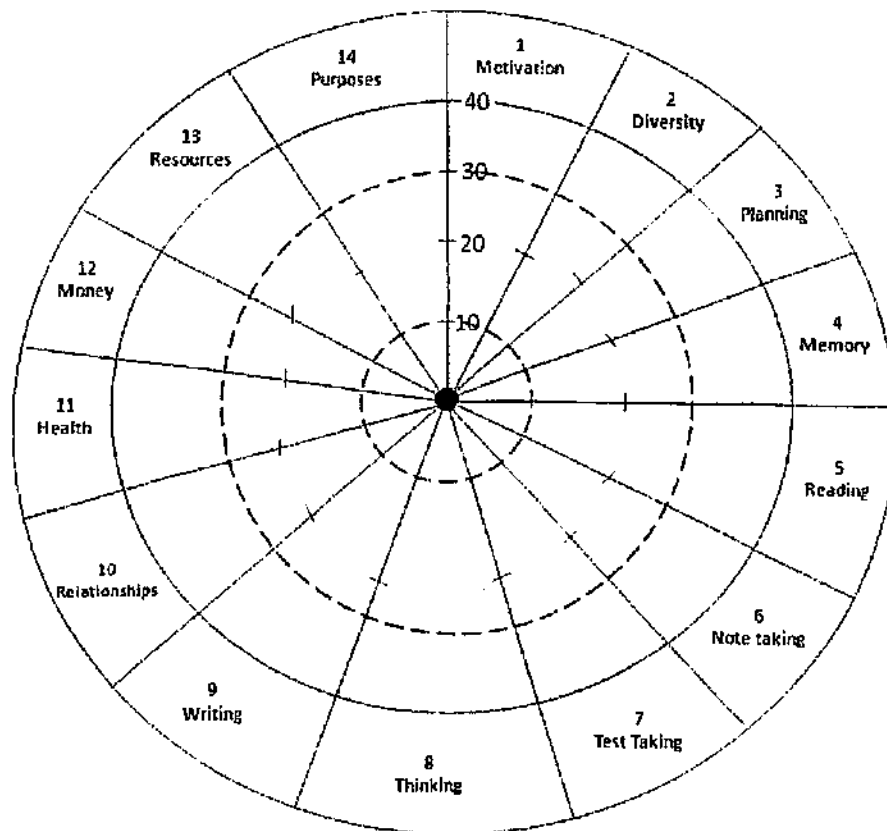
ISO 9001:2015 Certified Institution

Chaitanya Bharathi(P.O), Gandipet, Hyderabad, Telangana – 500075 (T.S)

Ph: 8466997201, E-mail : [principal@cbit.ac.in](mailto:principal@cbit.ac.in) Web : [cbit.ac.in](http://cbit.ac.in)

MAY, 2021

## IX. DISCOVERY WHEEL



This is a tool to discover the strengths and weaknesses of a person in a figurative way, in the wheel form. The wheel strikingly depicts how strong or how weak a person is, in the chosen areas. The strength or weakness is plotted radially in the wheel, based on the marks scored by an individual in various areas. Any individual can assess himself or herself, by responding to the questionnaire under each area, honestly and sincerely. Mentors must see that the wheel is plotted by each student at the beginning of each semester so that any possible help in the form of counselling can be given to them.

- 14 areas are covered in the Discovery Wheel. These are Motivation, diversity, Planning, Reading, Note taking, Test taking, Thinking, Writing, Relationships, Health, Money, Resources, and Purpose. Each area has 8 statements related to the area.
- Read the statements carefully. For each statement award yourself points for each one using the following criterion
  - 5 Points This statement is always or almost always true of me
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  - 1 Point This statement is never or almost never true of me.
- Then add up the total point for each section and shade the Discovery Wheel. The shaded parts indicate areas where you may want to improve.

## A. MOTIVATION

- 1. 4 I start each semester highly motivated, and I stay that way.
- 2. 4 I know what I want to get from my education.
- 3. 4 I enjoy learning
- 4. 3 I study even when distracted by activities of lower priority.
- 5. 3 I am satisfied with how I progress toward achieving goals.
- 6. 4 Studying is important and I allow adequate time for it
- 7. 5 I am excited about the courses I take.
- 8. 5 I have a clear idea of the benefits I expect to get from my education
- 32 **Total score (1) Motivation**

## B. DIVERSITY

- 1. 5 I am aware of my cultural biases and open to understanding people with different backgrounds
- 2. 5 I build rewarding relationships with people from other cultures and races.
- 3. 3 I can point out examples of discrimination and effectively respond to them
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- 5. 2 I practice using several different learning styles when I study.
- 6. 5 I take specific steps to make a successful transition into higher education.
- 7. 3 I use a sound process for defining my special areas of interest and choosing an academic major or program of study.
- 8. 3 I effectively integrate schooling with my family and work lives.
- 31 **Total Score (2) Diversity**

## C. PLANNING

- 1. 2 I periodically refine my long-term goals.
- 2. 4 I regularly define short term goals
- 3. 4 I write a plan for each day and each week.
- 4. 5 I assign priorities to what I choose to do each day.
- 5. 3 I plan review time so I don't have to cram before tests.
- 6. 5 I plan regular recreation time.
- 7. 4 I adjust my study time to meet the demands of individual courses.
- 8. 4 I have adequate time each day to accomplish what I plan.
- 29 **Total score (3) planning**



#### D. MEMORY

- 1.     4     I am confident in my ability to remember
- 2.     5     I remember people's names
- 3.     4     At the end of a lecture I can summarize what was presented.
- 4.     4     I apply techniques that enhance my memory skills
- 5.     3     I can recall information when I'm under pressure
- 6.     3     I remember important information clearly and easily
- 7.     3     I can jog my memory when I have difficulty recalling
- 8.   26/35   **Total score (4) Memory**

#### E. READING

- 1.     4     I Preview and review reading assignments
- 2.     5     When reading, I underline or highlight important passages.
- 3.     3     When I read, I ask questions about the material
- 4.     4     When I read textbooks, I am alert and awake.
- 5.     3     I relate what I read to my life.
- 6.     5     I select a reading strategy to fit the type of material I'm reading
- 7.     2     I take effective notes when I read
- 8.     2     When I don't understand what I'm reading, I note my question and find my answers.
- 28    **Total score (5) Reading**

#### F. NOTE TAKING

- 1.     3     When I'm in class I focus my attention
- 2.     4     I take notes in class
- 3.     4     I am aware of various methods for taking notes and choose that work best for me.
- 4.     4     My notes are valuable for review.
- 5.     3     I review class notes within 24 hours
- 6.     3     I distinguish important material and notice key phrases in a lecture.
- 7.     5     I copy material the instructor writes on the board or overhead projector
- 8.     5     I can put important concepts into my own words
- 31    **Total score (6) Note taking**

## G. TEST TAKING

- 1. 5 I feel confident and calm during an exam
- 2. 3 I can manage my time during exams and I can able to complete them.
- 3. 2 I am able to predict test questions
- 4. 3 I can examine essay questions in light of what I know and come to new original conclusions during a test
- 5. 3 I adapt my test taking strategy to the kind of test I'm taking
- 6. 3 I understand what essay questions ask and can answer them completely and accurately.
- 7. 3 I start reviewing for tests at the beginning of the term and review regularly.
- 8. 4 My sense of personal worth is independent of my personal scores.
- 26 Total score (7) Test taking

## H. THINKING

- 1. 3 I have flashes of insight, and solutions to problems appear to me at unusual times.
- 2. 3 I use brainstorming to generate solutions to a variety of problems.
- 3. 5 When I get stuck on a creative project, I use specific methods to get unstuck
- 4. 4 I see problems and decisions as opportunities for learning and personal growth
- 5. 5 I am willing to consider different points of view and alternative solutions
- 6. 5 I can state the assumptions that underline a series of assertions.
- 7. 5 I can detect common errors in logic
- 8. 4 I approach courses in mathematics and science with confidence
- 34 Total score (8) Thinking

## I. WRITING

- 1. 5 I approach writing with confidence
- 2. 5 I can effectively plan a large writing assignment
- 3. 5 I create first drafts without stopping to edit or criticize my writing
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- 7. 5 I know how to prepare and deliver effective speeches.
- 8. 5 I am confident when I speak before others.
- 40 Total score (9) Writing

## J. RELATIONSHIPS

- 1. 4 I develop and maintain mutually supportive relationships
- 2. 4 I am candid with others about who I am, what I feel and what I want.
- 3. 3 Other people tell me that I am a good listener.
- 4. 4 I communicate my upset and anger without blaming others.
- 5. 5 I make and keep promises that stretch me to meet my potentials.
- 6. 5 I am able to learn from various instructors with different teaching styles.
- 7. 5 I have the ability to make friends and create valuable relationship in a new place.
- 8. 5 I am open to being with people I don't especially like in order to learn from them.
- 35 Total score (10) Relationships

## K. HEALTH

- 1. 5 I have enough energy to study and still enjoy other areas of my life.
- 2. 5 I exercise regularly.
- 3. 3 My emotional health support my ability to learn
- 4. 5 If the situation calls for it, I have enough reserve energy to put in a long day.
- 5. 4 I notice changes in my physical condition and respond effectively.
- 6. 4 I notice changes in my psychological condition and respond effectively.
- 7. 3 I am in control of the bad habits such as smoking, alcohol and drugs
- 8. 3 My food and sleeping habits contribute to my health.
- 32 Total score (11) Health
- 

## L. MONEY

- 1. 4 I budget my money and I am in control of my personal finances.
- 2. 4 I am confident that I will have enough to complete the education I want.
- 3. 4 I have a clear picture of the financial resources available to me to pay for my education.
- 4. 5 I can make a little money go a long way.
- 5. 3 My education supports my long rang financial goals.
- 6. 5 I repay my debts on time
- 7. 5 My sense of personal worth is independent of my financial condition
- 8. 3 I make regular deposits to my savings accounts.
- 33 Total score (12) Money



#### M. RESOURCES

- 1.   2   I can effectively use libraries to find the resources and information I want.
- 2.   4   I am aware of the services offered by my school as learning experiences.
- 3.   3   I use my job or other activities outside of school as learning experiences.
- 4.   3   I take on projects that can make a difference in other people's lives
- 5.   3   I know where to get help in my community for a variety of problems
- 6.   5   My relationships with friends, family and other support my educational goals.
- 7.   5   I think of my mistakes as valuable opportunities to learn.
- 8.   4   I see the world's problems as opportunities for me to participate and contribute.
- 29   Total score (13) Resources

#### N. PURPOSE

- 1.   5   I see learning as a life process
- 2.   4   I relate school to what I plan to do for the rest of my life.
- 3.   5   I learn by contributing to others.
- 4.   3   I revise my plans as I learn, change and grow.
- 5.   3   I am clear about my purpose in life.
- 6.   5   I know that I am responsible for my own education
- 7.   5   I take responsibility for the quality of my life
- 8.   3   I am willing to accept challenges even when I'm not sure how to meet them.
- 33   Total score (14) purpose

Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75

**X. Student's(Mentee's) Personal Details**



**Student Profile:**

Name of the Student : AYYALA SOMAYAJULA PRASHANTH

Branch & Section : CSE -3

Hall Ticket number : 160120733169

Category : OC Convener (OC/BC/SC/ST/Sports/NCC/PH) /  
Management(JEE/NRI/PIO) JEE

Contact ph.no. 8008005363

Alt.ph. no./ local guardian no. 9618899938

email ID:prashanth9151@gmail.com

**Parents' Details:**

Father's Name : A S B S R SARMA

Occupation : software Employee

Mother's Name: A V LAKSHMI NARASAMMA

Occupation : Housewife

Contact No : 9618899938

email ID :-

Contact Address: FLAT NO: 204, SWATHI BLOCK, MEDHA REJOICE APARTMENTS, ATTAPUR, KANTA REDDY NAGAR, ATTAPUR, RAJENDRA NAGAR, RANGAREDDY DISTRICT, 500048, TELANGANA.

**Previous Academic Performance:**

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2018	6.2	KV No-2, Golconda
2	12 <sup>th</sup> / Equivalent	2020	7.4	Sri Gayathri College

EAMCET/ JEE or any other examination Position details or merit awards (if any):

1. JEE.....
2. ....
3. ....

**Hobbies** : playing football, reading novels

**Career Plans** : Masters in abroad

**Strengths and Weakness:** My strength is my dad he makes me comfortable whenever I am depressed or in a bad situation. My weakness are my friends they every time judge me.

  
Signature of the student

  
Signature of the Parent

Date: 13-07-2021

Date:

Name and Signature of the Mentor: J Shiva Sai

## XII. 1<sup>st</sup> ORIENTATION BY THE CONCERNED MENTOR

( At the beginning of the Semester; 1<sup>st</sup> or 3<sup>rd</sup> as the case may be)

1 . Was the vision , mission and Quality policy of the institute explained by the mentor ?

Yes

2 . Was the awareness created in you about the vision & mission of the department and the need for falling in line with that of the institute?

Yes

3 . Were the Graduate attributes, COs , POs, PEOs, PSOs and their role in Outcome Based Education explained?

Yes

4 . Was the existence of various types of courses (HSSC,BSC,BESC,PCC,PEC ,OEC, Mandatory Courses) in the programme and their need explained?(Refer Rule II of Academic Rules)

Yes

5. Was the importance of Project Works/Seminars/Internships/Industrial Visits explained ?(Refer Rule V of academic Rules)

Yes

6 . Was the scope and opportunity for taking Swayam/ MOOCs course and the concept of award of Major/Minor degree explained ?(Refer Rule XII of Academic Rules)

Yes

7 . Was the concept of Credit system , GPA, SGPA and CGPA explained ?( Refer Rule VI of Academic Rules)

Yes

8 . Were the details about duration and academic credentials of Industrial visits / Internships explained ? ( Refer Rule XIII of Academic Rules )



Yes

9 . Was the requirement of Activity points explained ?( Refer to Rule XIV of Academic Rules)

Yes

10 . Was the eligibility criteria for award of Degree( Major/ Additional Major/ Honor ) explained ? ( Refer to Rule XVIII of Academic Rules )

Yes

11 . Were the additional rules for lateral entry students explained ?(Applicable only for lateral entry students. Refer Rule XXII of Academic Rules)

Yes

12. Was the Academic Rule book given to you and explained by the concerned authority?

Yes

13 . Was the Code of Conduct introduced to you and was made available ?

Yes

14. Was the existence of an R&E Hub , EDC and I&I center informed and their importance explained?

Yes

15. Whether the importance of participating in Social service , Community service, Extension activities ,Outreach activities & NSS activities explained and the available facilities in the campus introduced ?

Yes



Signature of the Student



Signature of the parent



Signature of the Mentor



Signature of HoD

Director – SA&P

Principal

### XIII. STUDENT'S PROGRESS RECORD

#### I Sem

Grade Details

SINo	Exam Code	Subject ( No of Attempts )	Month & Year	FinalGrade	Credits	Status
1	20MTC01	Linear Algebra & Calculus	March 2021	E	3.00	PASS
2	20EGC01	English	March 2021	C	2.00	PASS
3	20PYC01	Optics and Semiconductor Physics	March 2021	E	3.00	PASS
4	20CSC01	Programming for Problem Solving	March 2021	E	3.00	PASS
5	20MTC02	Linear Algebra & Calculus Lab	March 2021	B	1.00	PASS
6	20EGC02	English lab	March 2021	A	1.00	PASS
7	20PYC03	Optics and Semiconductor Physics Lab	March 2021	B	2.00	PASS
8	20CSC02	Programming for problem Solving Lab	March 2021	B	2.00	PASS
9	20MEC01	CAD and Drafting	March 2021	A	2.50	PASS
10	20MBC02	Community Engagement	March 2021	S	1.50	PASS

SGPA : 6.93

CGPA : 6.93

#### II Sem

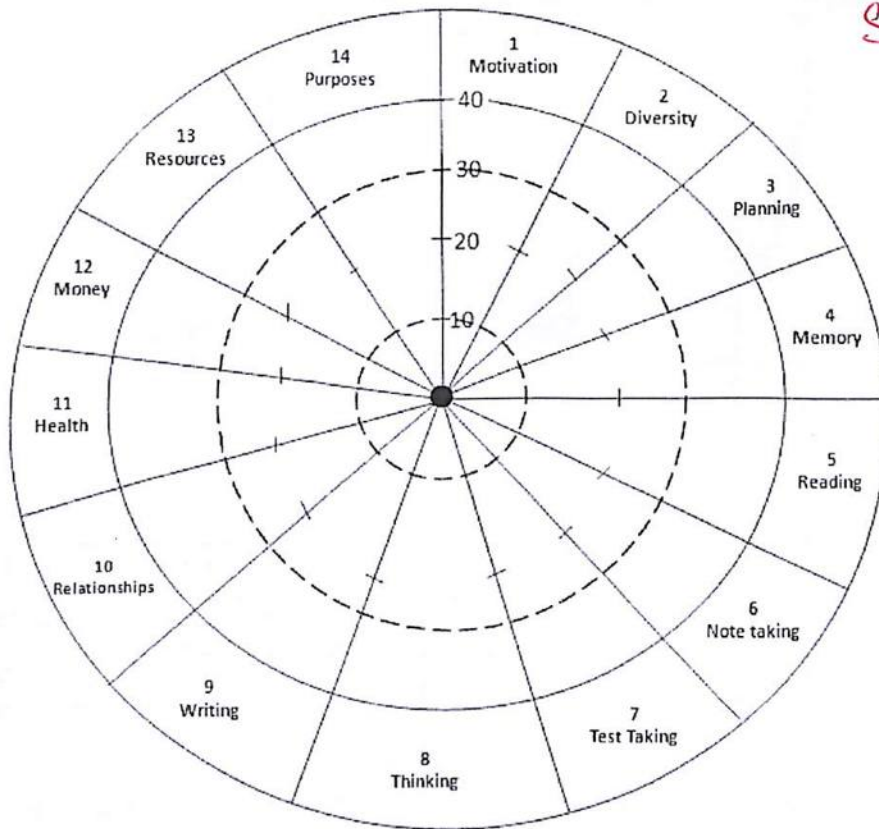
Grade Details

SINo	Exam Code	Subject ( No of Attempts )	Month & Year	FinalGrade	Credits	Status
1	20MTC03	Differential Equations & Transform Theory ( 2 )	February 2022	F	0.00	FAIL
2	20CYC01	Chemistry ( 2 )	February 2022	E	3.00	PASS
3	20CSC03	Object Oriented Programming ( 2 )	February 2022	F	0.00	FAIL
4	20CSC05	Industry 4.0 ( 2 )	February 2022	E	3.00	PASS
5	20MTC04	Differential Equations & Transform Theory Lab	August 2021	F	1.00	PASS
6	20CYC02	Chemistry Lab ( 2 )	February 2022	Ab	0.00	FAIL
7	20CSC04	Object Oriented Programming Lab ( 2 )	February 2022	Ab	0.00	FAIL
8	20MEC02	Workshop / Manufacturing Practice ( 2 )	February 2022	Ab	0.00	FAIL
9	20MEC03	Engineering Exploration	August 2021	D	1.50	PASS

SGPA :

1. BE / B.Tech./M.E/M.Tech./M.C.A/M.B.A ( BE ) III-SEMESTER

(A). DISCOVERY WHEEL for III Semester



Score - )  
Need to be  
added to  
wheel.

(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATHWAYS PLANNED TO REACH THEM:

There was one stage that I wanted to leave everything and go abroad with my basic intermediate degree after my IInd SEM failure, I didn't have the interest to study so after that - there was my parents who supported me and I started studying but - again failed.



(C) Monthly Attendance Details: (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	Basic Electric Engineering									
2	Basic Electronics									
3	Data Structures									
4	Discrete Mathematics									
5	Digital Logic Design									
6	Indian Traditional Knowledge									
7	Basic Electrical Engineering Lab									
8	Basic Electronics Lab									
9	Data Structures Lab									
10	MOOCs / Training / Internship									
Total		15	7	94	54	108	72	102	71	
Percentage		46.67		57.45		66.67		89.58		

(D) Details of Marks Obtained in Assignments/Quizzes/Mid-exams & SEE

Grade Details

SINo	Exam Code	Subject ( No of Attempts )	Month & Year	FinalGrade	Credits	Status
1	20EEC01	Basic Electric Engineering	February 2022	F	0.00	FAIL
2	20ECC35	Basic Electronics	February 2022	F	0.00	FAIL
3	20CSC08	Data Structures	February 2022	F	0.00	FAIL
4	20CSC09	Discrete Mathematics	February 2022	F	0.00	FAIL
5	20CSC10	Digital Logic Design	February 2022	F	0.00	FAIL
6	20EGM02	Indian Traditional Knowledge	February 2022	E	0.00	PASS
7	20EEC02	Basic Electrical Engineering Lab	February 2022	D	1.00	PASS
8	20ECC36	Basic Electronics Lab	February 2022	D	1.00	PASS
9	20CSC11	Data Structures Lab	February 2022	F	0.00	FAIL
10	20CSI01	MOOCs / Training / Internship	February 2022	F	0.00	FAIL

SGPA :

  
Signature of the Mentor

  
Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

(i). Details of participation in Co-curricular activities

—

(ii). Details of participation in Extra-Curricular activities

—

(iii). Awards/ Honours/ Appreciations

—

**(F). Details of Conduct and Character**

(i). Involvement in any activity that reflects the good conduct of the student:

—

(ii). Awards/ Appreciations won (if any):

(iii).Involvement in any activity violating the code of conduct:

(iv). Punishments given / Penalty imposed(if any):

**(G). Any other information / Observations**

1. Due to malpractice in lab in II SEM .Student was marked absent in lab external exam.



Signature of the student



signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )



Signature of the Mentor

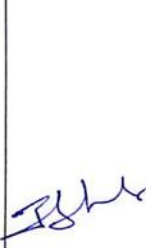


Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature
1.	14-09-21	Interaction was done online due to covid.	
2.	15-11-21	<p>Due to online classes student not able to get the content.</p> <p>Discuss on mid -1 marks, assignment , slip test marks</p> <p>In spite of several remainder regrading internships /MOOCs student have wontedly skipped it and send that he will do it next semester</p>	

  
 Signature of the Mentor

Director- SA&P

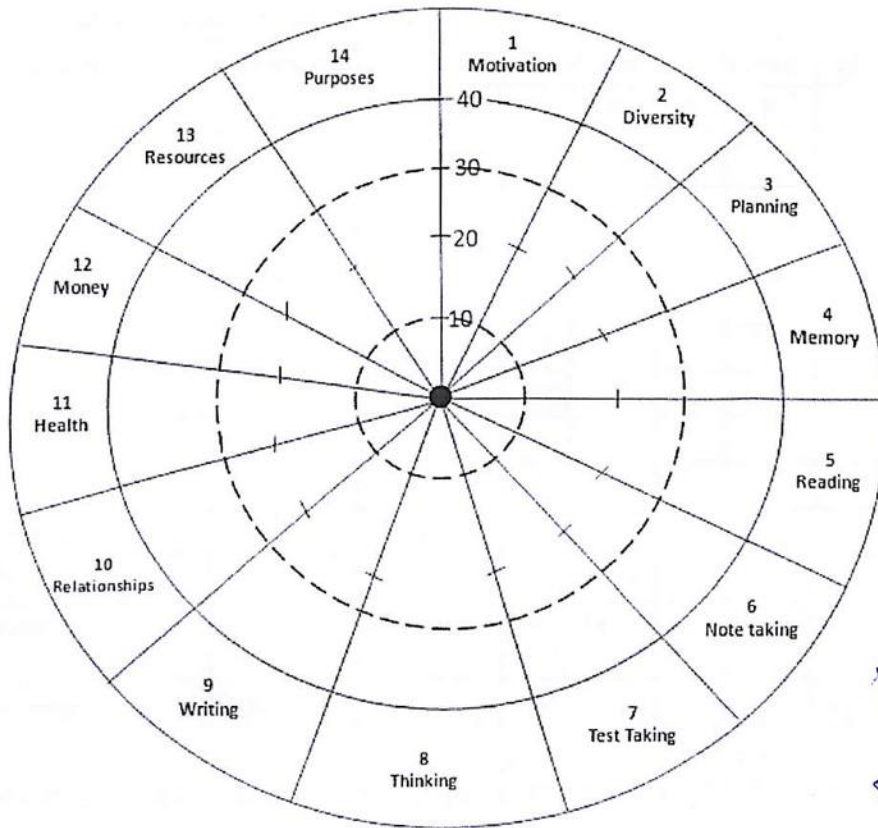
  
 Signature of the Head

PRINCIPAL

2. BE / B.Tech./M.E/M.Tech./M.C.A/M.B.A ( \_\_\_\_ BE \_\_\_\_ ) IV-SEMESTER

(A). DISCOVERY WHEEL for IV Semester





Need to fill with Pencil

**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

I joined counselling in the college at the very first day I thought I couldn't make it but after that day I started to have my priorities changed and start studying.


(C). Monthly Attendance Details: (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		5 <sup>th</sup> Month		6 <sup>th</sup> Month	
		T	P	T	P	T	P	T	P	T	P	T	P
1	MFDS												
2	DAA												
3	CAMP												
4	DBMS												
5	IWT												
6	EEA												
7	MFDS LAB												
8	DAA LAB												
9	DBMS LAB												
10	IWT Lab												
Total		5	5	53	49	64	48	14	99	40	19	100	37
Percentage		100		92.45		75.00		70.71		47.50		37	

(D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	MFDS					18			
2	DAA					4			
3	CAMP					20			
4	DBMS					17			
5	IWT					9			
6	EEA					24			
7	MFDS LAB					36			
8	DAA LAB					23			
9	DBMS LAB					27			
10	IWT Lab					33			
SGPA:									

  
Signature of the Mentor

  
Signature of the Head

(E).Details of Participation in Co-curricular and Extra-Curricular activities:

(i). Details of participation in Co-curricular activities

**(ii). Details of participation in Extra-Curricular activities**

Sruthi .

Malla Reddy- Sports football

Anurag, VJIT- Sports football

CBIT futsal 1.0- Runners-up

CBIT futsal 2.0- Winners

**(iii). Awards/ Honours/ Appreciations**

Runners-up = trophy and medals

Winners= trophy and medals

**(F). Details of Conduct and Character**

(i). Involvement in any activity that reflects the good conduct of the student:

(ii). Awards/ Appreciations won (if any ):

(iii).Involvement in any activity violating the code of conduct:

(iv). Punishments given / Penalty imposed(if any):

**(G). Any other information / Observations**

1. Student focus only on minimum target.
2. Student more interested in sport(football) rather than studies



Signature of the student



signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )



Signature of the Mentor






Signature of the Head

Signature of Director(SA&P)

Principal



## COUNSELING NOTES

Sno	Date	Remarks	Signature
1	10-06-22	Attendance caution and student promised that his attendance cross 65%	
2.	17-06-22	<p>Internal marks and attendance shortage</p> <p>In this semester, Class teacher made call to the parent for four to five time as continuous follow up from feb to june following conversion mentioned below</p> <ol style="list-style-type: none"> <li>1. Attending college but not attending classes.</li> <li>2. Going out for Lunch without prior information to department</li> <li>3. Shortage of Attendance</li> <li>4. III SEM Result Discussion</li> <li>5. Copying in DBMS Lab exam</li> </ol> <p><i>interacted with mother and informed Taken undertaking.</i></p>	<p></p> <p><i>Conduct by Class teacher.</i></p> <p></p>

  
Signature of the Mentor

Director- SA&P

  
Signature of the Head

PRINCIPAL

**XIV. Name and Signatures of the Counsellors:**

I-Semester: ..... II-Semester: .....  
 III-Semester: ..... IV-Semester: .....  
 V-Semester: ..... VI-Semester: .....  
 VII-Semester: ..... VIII-Semester: .....

**DETENTION DETAILS (if any):**

I-Semester	II-Semester	III-Semester	IV-Semester	V-Semester	VI-Semester	VII-Semester

**BACKLOG DETAILS (if any)**

Sno	Semester	Courses	Details of the cleared courses in the subsequent semesters
1	I-Semester		
2	II-Semester		
3	III-Semester		
4	II-Semester		
5	V-Semester		
6	VI-Semester		
7	VII-Semester		
8	VIII-Semester		

Sno	Semester	Date	Remarks and Signature of the Head
1	I-Semester		
2	II-Semester		
3	III-Semester		
4	IV-Semester		
5	V-Semester		
6	VI-Semester		
7	VII-Semester		
8	VIII-Semester		

Director-SA&P

PRINCIPAL



# MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)**

**( Established by CBES in 1979 )**

Affiliated to Osmania University, Accredited by NBA – AICTE & NAAC – UGC

ISO 9001:2015 Certified Institution

Chaitanya Bharathi(P.O), Gandipet, Hyderabad, Telangana – 500075 (T.S)

Ph: 8466997201, E-mail : [principal@cbit.ac.in](mailto:principal@cbit.ac.in) Web : [cbit.ac.in](http://cbit.ac.in)

MAY,2021



## **I . PREAMBLE:**

This book is a record of Student's progression and the mentoring activity conducted by the mentors to support their progression.

## **II . STUDENT'S PROGRESSION:**

A process that ensures required progress of a student in terms of passing the examinations with good grades, acquiring knowledge in the subjects chosen and proper application of the same . It would be necessary to observe the progress of a student on a continuous basis and review periodically ( monthly or fortnightly ) in order to support and facilitate student's progression.

## **III . MENTORING:**

Mentoring is a partnership between Mentor and Mentee. Mentors are student-centric teacher- friends who help young adult learners in their transitory phases and challenging times. It is based on mutual trust and respect. It has been introduced for obtaining a holistic assessment of the learners' performance and providing inclusive spaces for growth and development. Mentors apply their guidance, experience and expertise in promoting their mentees professionally and personally, through interpersonal engagement. They build bridges among various stakeholders ( Students, Teachers, Parents , Principal, Management etc.)

### **(A). Objectives of Mentoring**

- Creating opportunities amongst college groups & communities for bonding
- Refining teacher-student communication outside classroom
- Maintaining data base of student performance, attendance details & drop outs
- Supporting personal & professional growth & monitoring psychological growth & progress
- Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
- Locating & solving attendance issues
- Providing sustained motivation
- Ensuring & providing feedback for parents and institute authorities as well
- Identifying learning needs
- Assisting in developing rights, responsibilities & values
- Provisioning a Comprehensive Personal Student Record
- Cultivating a healthy learning environment in college

## (B). Expected Outcomes

- A healthy Learning Environment
- Vibrant Peer Group Exchanges
- Creation of positive communication channels among Principal, Parents, Staff & Students
- Enhancing a feeling of belonging among students
- Self confident, bold & an active ,enthused student community
- Better attendance, lesser dropouts and good psychological health of students
- Confident Parents
- Improved Performance
- Mentor Certificate

In short, Mentoring aspires to bring transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement.



## (C ). CBIT Student Mentoring System

Each faculty will be the mentor for a group of 20 to 25 students. First year students will have mentors from the department of basic sciences, Mathematics and Humanities and second, third, fourth year students will have mentors from the parent department. Departmental faculties will continue to be mentors for the same group of students till their graduation

### (i). Roles and Responsibilities of Mentors

- Conduct an orientation meeting at the entry level ( 1<sup>st</sup> Semester/ 3<sup>rd</sup> Semester as the case may be ) for appraising them of the process & make them prepare an Orientation Report
- Select a spokesperson/representative for the group

- Collect data of mentees at every stage & also see that the students fill their data from their side without fail. Also ensure the authenticity of the data.
- On locating their need for marked improvement in certain areas ( General/Academic/Career/Personal etc.,) refer the same to respective Heads of Departments
- Track the attendance and performance records & identify reasons, need if any, and prepare a Review Report with constructive suggestions
- Ensure frequent value added student visits to the library , Fitness center and other such , essentially in the allotted time slots and additionally in other permitted slots , if necessary.
- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Student Counselling Committee, through proper channel
- Notify to the Director-SA&P through proper channel about students with special talents
- Motivate them to take part in activities that can accrue more credits
- Compile their progress in performance through a Performance Chart & discuss threadbare with them, the details as the mentees produce the Mentor Certificate for career mobility and advanced studies.
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them weekly, submit a report at least twice in a month to the HoD and record the same as a Review Report , to be sent to the Director-SA&P at least once in a month.
- A total of FOUR reports to be prepared and submitted (One Orientation &THREE Monthly Reports)
- Ensure holistic well being of Mentee by sticking to the following
  1. Continuously monitor , counsel, guide and motivate the students in all academic matters
  2. Advise students regarding choice of electives, project, summer training , MOOCs , Honours degree, etc.
  3. Contact parents / guardians if situation demands e.g. shortage of attendance, academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc. (in co-ordination with the class teachers)
  4. Advise students in their career development/professional guidance
  5. Keep contact with the students even after their graduation
  6. Intimate HOD and suggest if any administrative action is called for
  7. Maintain a detailed progressive record of the student
  8. Maintain a brief but clear record of all discussions with students
- Mentor can assess and grade the students ; but not for showing any discrimination.



## **(ii). Parameters for Mentee Assessment**

Assessment by Mentors is a continually evolving process. It should be engaging and student- centric. Assessment rather than evaluation, supports student initiatives to help themselves in improving their performance. It focuses on certain criteria for grading the mentee such as whether the Mentee

1. Is Punctual 2. Undertakes responsibilities-Spokesperson/Leader/Peer Mentor or any other 3. Engages in Quality Voluntary Interaction, frequently 4. Undertakes Supportive/Positive/ Roles 5. Employs Personal Development Strategies-Seeks suggestions/is cordial in taking advice/is prompt in following instructions/ applies given inputs for personal improvement/ is meticulous in providing feedback 6. Develops Team Spirit& Team building initiatives 7. Cultivates commitment/remains accountable for his or her omissions & commissions 8. Has creative impulses & exhibits them in extra/co-curricular activities 9. Demonstrates healthy Interpersonal Skills 10. Promptly furnishes all the required data

Note: All the above criteria are graded equally. Each criterion is ascribed a value of 1 and the scores are calculated on a scale of 1 to 10.

GRADING KEY Performance Grade Scores **Excellent-** A+ :8 and above **Very Good-** A: 6 & 7 **Good:** B 5-6; **Satisfactory –** C: Up to 4 .

The Mentor-Mentee interaction provides an opportunity to document the journey of a learner’s life. It is a portal for the mentee to carry his/her progress into the larger world space. Therefore, kindly generate the certificate with care and precision .

## **(iii). Roles and Responsibilities of Mentees**

- Provide all the necessary data with relevant documents ( Previous Academic Performance Records, documents for participation in extra/co curricular activities and academic advancement )
- Fill all the information that is sought from you in the prescribed format and location , at every stage as indicated in the ‘Mentor’s diary and student’s progress record book’.
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor to decide the mission to achieve them. Prepare a pathway to your goals at the beginning of every year.
- Seek information regarding resources that you need from various sources
- Conduct Peer Mentoring to help your mentor
- Have a positive attitude
- Accept feedback respectfully & cordially & discuss future course of action with your mentor
- Attend mentor meetings regularly & punctually
- Provide feedback and communicate healthy developments in you. Reciprocity in interaction is the key to a successful mentor-mentee relationship

#### **(iv). Responsibilities of HOD:**

1. Meet all mentors of your department at least once a month to review proper implementation of the system
2. Advise mentors wherever necessary
3. Initiate administrative action on a student when necessary
4. Keep the Director- SA& P and Principal informed

#### **IV. CAREER GUIDANCE:**

It is imperative to have a clear idea of career options right from the beginning of your engineering study.

Following information will be helpful in this regard:

##### **A. Placements:**

1. Have a consistently good academic record as this gives an edge over others.
2. Non-CSE/IT students also must develop mastery of 'C' language.
3. Referrals from employed friends give an edge over the others in getting a job. One must mail his/her resume to all friends and relatives in the desired companies.

##### **B. Job Sites:**

Job sites introduce you to companies, register with different sites as they play a vital role in the initial process of recruitment.

##### **C. Jobs in Defence:**

Opportunities galore in Defense Services like Air force, Army and Navy await students. Planning for these has to be done right from second year.

##### **D. Higher Studies**

1. **Higher Studies Overseas:** USA, Canada, UK, Germany, Australia, Sweden and other European Countries offer opportunities galore for higher studies. Excellent opportunities are available in the USA. Keep the following in mind while seeking studies abroad:

- High scores in GRE and TOEFL are required to get admission in good US universities. Assistantships will also be given to students who have excellent scores in GRE and to those who carried out their project work in hi-tech industries.
- Identification of professors in different Universities in areas of interest of students is a must for admission and also for getting financial assistance. This helps in the Visa process also as the US Embassy asks probing questions on how the proposed institution will help in fulfilling academic aspirations etc.
- The Record of Interaction with the professors which matches with the career objective can be quoted and shown during processing.
- In general, one should not apply to top Universities alone, two at higher level, two at medium level and two low ranking Universities may be chosen so that possibilities of securing assistantship can also be enhanced.
- Preparations for GRE and TOEFL examinations are essential for going to US Universities. And this should start as early as in First year engineering itself.
- Those who are unable to get Visa to USA, can apply to Germany, Sweden, and Norway, where education is free and courses are taught in English medium. You can also explore the possibilities of applying to Canada, Australia, New Zealand, UK, Singapore, etc.

2. **Higher studies in India through “GATE”-to enter into institutions of higher learning:** IITs conduct GATE examination every year for admission into various PG programs in India. All IITs, University Colleges and other renowned institutions consider GATE score as the criterion for admission to P.G. courses. GATE examination is basically on technical competence in the specialized area for which admission is sought. The courses and the syllabus for each course are clearly defined in the GATE application. It is advisable to take coaching in various coaching centers for improving proficiency.

3. **Higher Studies in Management institutions through CAT or Entrance Exams of any specific institution like ISB/SYMBIOSIS/ICFAI/XLRI/TAPMI, etc:** Many students are trying for admission into IIMs, XLRI, TAPMI, ISB, SYMBOSIS, MDI, FMS, IIFT, NarseeMonjee, etc as there is more emphasis on management education these days. The type of entrance examination conducted is different, and is known as ‘CAT’. Effective mastering of communication skills, both written as well as oral is required for performing well in CAT.

### **E. Training through Internships, Apprenticeships and other Training Programs:**

1. **Internship:** An internship gives an insight into the technicalities of a job in your field. By the end of internship, one would have learnt the work and also gained some amount of formal work experience.
2. **Apprenticeships:** Apprenticeships help students to learn the technical skills while undergoing training in an organization. Several organizations such as Defence Labs, BHEL, HAL, BDL, etc. offer such apprenticeships. The Govt. of India offers one year Apprenticeship to graduate engineers with nominal monthly remuneration. Applications which are available at TASK need to be filled giving all details. TASK will inform the posting to a specific company after processing the papers. For further information on the matter, Training and Placement Section may be contacted.
3. **Training Programs:** One must also consider training programs in state of the art technologies like Artificial Intelligence, Machine Learning, Deep Learning, and Block Chain Technologies which may lead to subsequent absorption in IT and ITES industries.
4. **Short-Term Projects:** Short-term projects help a student in getting practical knowledge of his/her vocation, this later helps in handling interviews in a better way.

### **F. Opportunities through Entrepreneurship:**

The Govt. of India is encouraging entrepreneurship through various programs. In this regard, a careful study has to be made to select the area in which an industry has to be set up. Getting practical experience in the areas concerned is advised so that the difficulties that are likely to be faced when the industry is set up can be understood and addressed.

## **V. TRAINING IN EMPLOYABILITY SKILLS**

**A. Employability:** Employability relates to a graduate's achievements and their potential to gain a graduate job. Achievements relate to the degree itself but importantly also include transferable skills gained from studying at college / university.

**B. Employability Skills:** A set of achievements – skills, understandings and personal attributes that make graduates more likely to gain employment and be successful in their chosen occupations, which benefit themselves, the workforce, the community and the economy.



**C. What do Employers Want?**

● Intellect	● Professionalism
● Programming Skills	● Business awareness / focus
● Commercial awareness	● Problem solving
● Willingness to learn Knowledge	● Self-awareness
● Resilience / flexibility	● Self-promotion
● Adaptability	● Exploring and creating opportunities
● Self- regulatory skills	● Action planning
● Self-motivation	● Networking
● Communication skills	● Decision making
● Writing Skills	● Negotiation
● Interpersonal skills	● Political awareness
● Teamwork	● Coping with uncertainty
● Self-assurance / self-confidence	● Development focus
● Initiative and drive	● Transfer skills
● Leadership	● Enterprising
● Enthusiasm/commitment	● Knowledge

**D. BASIC SKILLS REQUIRED FOR EMPLOYMENT**

Following table shows basic skills required to be employed and how they can be honed/ exhibited by the Mentee:

1. Listening - Receives, attends to, interprets and responds to verbal messages.	<ul style="list-style-type: none"> <li>● Responds through eye contact to oral messages that require action, acts on oral instructions, classifies unclear messages and retains verbal communication for later use.</li> </ul>
2. Speaking – Organizes ideas and communication orally.	<ul style="list-style-type: none"> <li>● Clearly speaks thoughts related to work tasks and understands messages.</li> <li>● Speaks confidently before a group of people.</li> </ul>

<p>3. Reading: Locates and interprets written information in prose and in documents such as manuals, graphs and schedules.</p>	<ul style="list-style-type: none"> <li>● Finds written information related in a task.</li> <li>● Accurately retrieves/ communicates the meaning of the information.</li> <li>● Acts on the information to complete the assigned task.</li> </ul>
<p>4. Writing: Communication of thoughts, ideas, information, and messages in writing. Create documents such as letters, directories, reports, graphs and flow charts.</p>	<ul style="list-style-type: none"> <li>● Accurately generates notes/messages related to a task.</li> <li>● Clearly, correctly and lightly writes notes.</li> <li>● Creates documents such as letters, directories, reports, graphs and flow charts.</li> </ul>
<p>5. Aptitude (Quantitative, Verbal and Logical): Performs basic computations and approaches practical problem by choosing appropriately from a variety of mathematical techniques.</p>	<ul style="list-style-type: none"> <li>● Uses basic mathematical techniques, vocabulary lists, verbal analogies, and logical reasoning to solve practical problems related to a work task.</li> <li>● Accurately solves various problems</li> <li>● involving critical thinking.</li> </ul>
<p>6. Interaction with others</p>	<ul style="list-style-type: none"> <li>● Uses effective verbal and non-verbal communication techniques for effective communication.</li> </ul>
<p>7. Demonstrates integrity, honesty and chooses ethical courses of action.</p>	<ul style="list-style-type: none"> <li>● Displays ethical behavior according to work policies and procedures, e.g. keeps certain information confidential</li> <li>● Honors commitments</li> <li>● Tells the truth</li> <li>● Begins work on time</li> <li>● Is appropriately dressed and groomed</li> <li>● Respects fellow workers and equipment</li> </ul>
<p>8. To serve clients/ customers; and work to meet their expectations</p>	<ul style="list-style-type: none"> <li>● displays a positive attitude toward people and the job</li> <li>● positively responds to direction and suggested correction</li> <li>● displays confidence in learning new tasks</li> <li>● is courteous and respectful</li> </ul>

9. Participates as a member of a team.  
Contributes to group efforts, demonstrates leadership skills as appropriate to assigned position

- work well with others displaying warmth and friendliness toward them
- shows connectedness with employees
- open to working with various employees
- willingness to initiate action i

<p>10. Demonstrates leadership skills, setting a positive example and teaching others.</p>	<ul style="list-style-type: none"> <li>● Engages in challenges and acts with energy shows connectedness with employees.</li> <li>● Explores cause of problems.</li> <li>● Engages in reflective. Yet proactive thinking when doubt and disagreement arise.</li> <li>● Maintains self-control during challenges</li> <li>● Open to training or assisting new employees.</li> <li>● Uses positive phrases to encourage confidence in others.</li> <li>● Contributes to a positive work climate.</li> </ul>
<p>11. Works well with women and men from diverse backgrounds</p>	<ul style="list-style-type: none"> <li>● Appears to show no bias in working with others from diverse backgrounds, cultures or opposite gender</li> <li>● Verbally acknowledges efforts of all co-workers for the effort given in the workplace</li> <li>● Shows an openness to work with all employees.</li> </ul>

**VI. IMPORTANCE OF PARTICIPATING IN CO-CURRICULAR ACTIVITIES:**

Participating in various activities conducted in the college and in highly reputed institutions helps in building professional career. Take part in following activities right from your freshman year:

● Free writing	● Assignment outlines
● Brainstorming	● Thesis statements
● Mind-mapping	● Research assignments
● Periodical self-assessment	● Teamwork exercises
● Reading responses	● Structured note taking
● Questions formulation	● Peer assessment
● Conversation prompts anresponses	● Role playing
● Logical Reasoning	● Problem solving
● Vocabulary lists + definitions	● Summaries
● Workplace scenarios	● Online resources critique



- Rough drafts

- Description of a process

● Project exhibitions	● JAM sessions
● Programming / coding contests	● Rubik's cube competition
● Summer Internships	● Mathematical Contests
● Business English Certificate Course	● What's the Good word competition
● Debates	● Creative Writing Competitions
● Technical Seminar / Poster	● Entrepreneurship activities

## **VII. IMPORTANCE OF PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES:**

All employers normally look out for students and graduates who have a range of skills, personal qualities and experience, which will help them to be productive in the workplace. Extra-curricular activities give you the chance to develop these by doing things you enjoy. This is the best opportunity to have fun and make yourself more employable at the same time. By taking part you'll build long-lasting friendships and connections, meet students from different backgrounds, and gain transferable skills such as communication, teamwork, organisation, problem solving and time management. It will also improve your confidence.

If you want to go a step further you could become chairperson, treasurer or secretary of your club or society to develop your leadership abilities.

Besides, your creativity is nurtured when you participate in extracurricular activities such as various artforms. On the other hand, participation in Games and Sports will recharge yourself and keeps you Fit Physically and mentally. When your health is in place, everything else will automatically fall in groove.

Realising this importance, CBIT has facilitated the students with a number of Student Clubs. Get familiarised to these clubs through your respective mentors/ Student Coordinators of various clubs / Directorate of student affairs and join in your choicest.

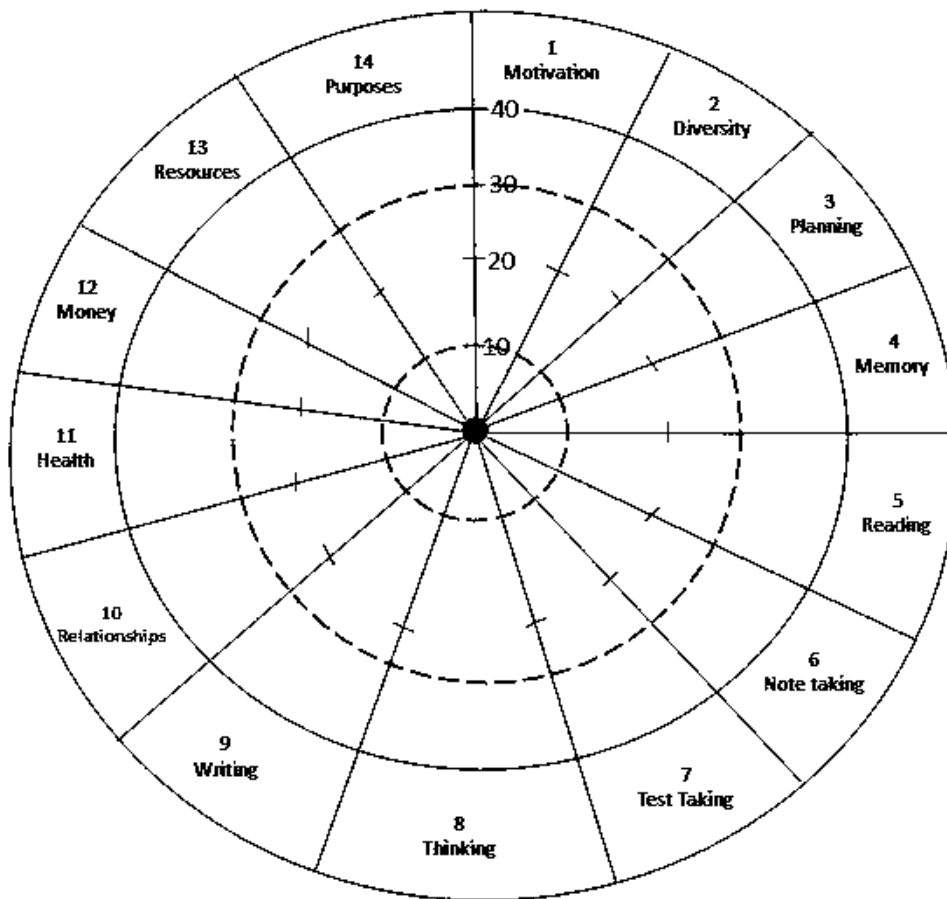
## **VIII. COUNSELLING:**

Counselling is an art of helping the student unveil the strengths, overcome the weaknesses, instill/boost up confidence and achieve goals. Proper counselling given at an appropriate time will certainly be a life shaping and at times can be even a life saving means for the student. Depending upon the personal, social, economic and Psychological background of the student, the counselling needs of a student arise besides being influenced by the ambient environment of the student at the campus and home. In the normal course, the mentors are expected to identify these counselling needs and refer them to the Director-SA&P through their respective HoDs. However, all the mentors are in general expected to be equipped with the basic knowledge of counselling the students, as every good teacher usually does. Specific cases of extremity will of

course be referred to Specialists such as Doctors, Psychologists , Personality Trainers etc., as the case may be.

Some basic tips for discovering the counselling needs of a student at the beginning of each semester, are given here under.

## IX. DISCOVERY WHEEL



This is a tool to discover the strengths and weaknesses of a person in a figurative way, in the wheel form. The wheel strikingly depicts how strong or how weak a person is, in the chosen areas. The strength or weakness is plotted radially in the wheel, based on the marks scored by an individual in various areas. Any individual can assess himself or herself, by responding to the questionnaire under each area, honestly and sincerely. Mentors must see that the wheel is plotted by each student at the beginning of each semester so that any possible help in the form of counselling can be given to them.

- 14 areas are covered in the Discovery Wheel. These are Motivation, diversity, Planning ,Reading, Note taking, Test taking, Thinking, Writing, Relationships, Health, Money, Resources, and Purpose. Each area has 8 statements related to the area.

- Read the statements carefully. For each statement award yourself points for each one using the following criterion

- 5 Points This statement is always or almost always true of me
- 4 Points This statement is often true of me
- 3 Points This statement is sometimes true of me
- 2 Points This statement is seldom true of me
- 1 Point This statement is never or almost never true of me.
- Then add up the total point for each section and shade the Discovery Wheel. The shaded parts indicate areas where you may want to improve.

**A. MOTIVATION**

- 1. 5 I start each semester highly motivated, and I stay that way.
- 2. 4 I know what I want to get from my education.
- 3. 5 I enjoy learning
- 4. 2 I study even when distracted by activities of lower priority.
- 5. 2 I am satisfied with how I progress toward achieving goals.
- 6. 4 Studying is important and I allow adequate time for it
- 7. 4 I am excited about the courses I take.
- 8. 5 I have a clear idea of the benefits I expect to get from my education

- 32 **Total score (1) Motivation**

**B. DIVERSITY**

- 1. 5 I am aware of my cultural biases and open to understanding people with different backgrounds
- 2. 4 I build rewarding relationships with people from other cultures and races.
- 3. 4 I can point out examples of discrimination and effectively respond to them
- 4. 3 I study in a way that draws on my preferred learning styles.
- 5. 5 I practice using several different learning styles when I study.
- 6. 4 I take specific steps to make a successful transition into higher education
- 7. 5 I use a sound process for defining my special areas of interest and choosing an academic major or program of study.
- 8. 4 I effectively integrate schooling with my family and work lives.

- 34 **Total Score (2) Diversity**



### C. PLANNING

- 1. \_\_\_\_\_4\_\_\_\_\_ I periodically refine my long term goals.
- 2. \_\_\_\_\_4\_\_\_\_\_ I regularly define short term goals
- 3. \_\_\_\_\_4\_\_\_\_\_ I write a plan for each day and each week.
- 4. \_\_\_\_\_5\_\_\_\_\_ I assign priorities to what I choose to do each day.
- 5. \_\_\_\_\_4\_\_\_\_\_ I plan review time so I don't have to cram before tests.
- 6. \_\_\_\_\_3\_\_\_\_\_ I plan regular recreation time.
- 7. \_\_\_\_\_3\_\_\_\_\_ I adjust my study time to meet the demands of individual courses.
- 8. \_\_\_\_\_4\_\_\_\_\_ I have adequate time each day to accomplish what I plan.

\_\_\_\_\_31\_\_\_\_\_ **Total score (3) planning**

### D. MEMORY

- 1. \_\_\_\_\_4\_\_\_\_\_ I am confident in my ability to remember
- 2. \_\_\_\_\_3\_\_\_\_\_ I remember people's names
- 3. \_\_\_\_\_3\_\_\_\_\_ At the end of a lecture I can summarize what was presented.
- 4. \_\_\_\_\_4\_\_\_\_\_ I apply techniques that enhance my memory skills
- 5. \_\_\_\_\_4\_\_\_\_\_ I can recall information when I'm under pressure
- 6. \_\_\_\_\_4\_\_\_\_\_ I remember important information clearly and easily
- 7. \_\_\_\_\_3\_\_\_\_\_ I can jog my memory when I have difficulty recalling
- 8. \_\_\_\_\_25\_\_\_\_\_ **Total score (4) Memory**

### E. READING

- 1. \_\_\_\_\_5\_\_\_\_\_ I Preview and review reading assignments
- 2. \_\_\_\_\_4\_\_\_\_\_ When reading, I underline or highlight important passages.
- 3. \_\_\_\_\_5\_\_\_\_\_ When I read, I ask questions about the material
- 4. \_\_\_\_\_4\_\_\_\_\_ When I read textbooks, I am alert and awake.
- 5. \_\_\_\_\_3\_\_\_\_\_ I relate what I read to my life.
- 6. \_\_\_\_\_4\_\_\_\_\_ I select a reading strategy to fit the type of material I'm reading
- 7. \_\_\_\_\_4\_\_\_\_\_ I take effective notes when I read
- 8. \_\_\_\_\_4\_\_\_\_\_ When I don't understand what I'm reading, I note my question

and find my answers.

•

### F. NOTE TAKING

- \_\_\_\_\_29\_\_\_\_\_ **Total score (5) Reading**
- 1. \_\_\_\_\_3\_\_\_\_\_ When I'm in class I focus my attention
- 2. \_\_\_\_\_4\_\_\_\_\_ I take notes in class

- 3. \_\_\_4\_\_\_ I am aware of various methods for taking notes and choose that work best for me.
- 4. \_\_\_4\_\_\_ My notes are valuable for review.
- 5. \_\_\_3\_\_\_ I review class notes within 24 hours
- 6. \_\_\_4\_\_\_ I distinguish important material and notice key phrases in a lecture.
- 7. \_\_\_4\_\_\_ I copy material the instructor writes on the board or overhead projector
- 8. \_\_\_5\_\_\_ I can put important concepts into my own words
- \_\_\_31\_\_\_ Total score (6) Note taking

## G. TEST TAKING

- 1. \_\_\_3\_\_\_ I feel confident and calm during an exam
- 2. \_\_\_4\_\_\_ I can manage my time during exams and I can able to complete them.
- 3. \_\_\_5\_\_\_ I am able to predict test questions
- 4. \_\_\_4\_\_\_ I can examine essay questions in light of what I know and come to new original conclusions during a test
- 5. \_\_\_3\_\_\_ I adapt my test taking strategy to the kind of test I'm taking
- 6. \_\_\_4\_\_\_ I understand what essay questions ask and can answer them completely and accurately.
- 7. \_\_\_4\_\_\_ I start reviewing for tests at the beginning of the term and review regularly.
- 8. \_\_\_3\_\_\_ My sense of personal worth is independent of my personal scores.
- \_\_\_30\_\_\_ Total score (7) Test taking

## H. THINKING

- 1. \_\_\_4\_\_\_ I have flashes of insight, and solutions to problems appear to me at unusual times.
- 2. \_\_\_4\_\_\_ I use brainstorming to generate solutions to a variety of problems.
- 3. \_\_\_3\_\_\_ When I get stuck on a creative project, I use specific methods to get unstuck
- 4. \_\_\_3\_\_\_ I see problems and decisions as opportunities for learning and personal growth
- 5. \_\_\_4\_\_\_ I am willing to consider different points of view and alternative solutions

- 6. \_\_\_3\_\_\_ I can state the assumptions that underline a series of assertions.
- 7. \_\_\_5\_\_\_ I can detect common errors in logic
- 8. \_\_\_4\_\_\_ I approach courses in mathematics and science with confidence
- \_\_\_30\_\_\_ Total score (8) Thinking

## I. WRITING

- 1. \_\_\_4\_\_\_ I approach writing with confidence
- 2. \_\_\_4\_\_\_ I can effectively plan a large writing assignment
- 3. \_\_\_4\_\_\_ I create first drafts without stopping to edit or criticize my writing
- 4. \_\_\_4\_\_\_ I revise my writing for clarity, accuracy and coherence.
- 5. \_\_\_4\_\_\_ My writing affirms women and is free of sexist expressions.
- 6. \_\_\_4\_\_\_ When writing. I accurately credit ideas and facts from other
- 7. \_\_\_4\_\_\_ I know how to prepare and deliver effective speeches.
- 8. \_\_\_4\_\_\_ I am confident when I speak before others.
- \_\_\_32\_\_\_ Total score (9) Writing

## J. RELATIONSHIPS

- 1. \_\_\_5\_\_\_ I develop and maintain mutually supportive relationships
- 2. \_\_\_5\_\_\_ I am candid with others about who I am, what I feel and what I want.
- 3. \_\_\_5\_\_\_ Other people tell me that I am a good listener.
- 4. \_\_\_5\_\_\_ I communicate my upset and anger without blaming others.
- 5. \_\_\_5\_\_\_ I make and keep promises that stretch me to meet my potentials.
- 6. \_\_\_5\_\_\_ I am able to learn from various instructors with different teaching styles.
- 7. \_\_\_5\_\_\_ I have the ability to make friends and create valuable relationship in a new place.
- 8. \_\_\_5\_\_\_ I am open to being with people I don't especially like in order to learn from them.
- \_\_\_40\_\_\_ Total score (10) Relationships

## K. HEALTH

- 1. \_\_\_5\_\_\_ I have enough energy to study and still enjoy other areas of my life.
- 2. \_\_\_4\_\_\_ I exercise regularly.
- 3. \_\_\_5\_\_\_ My emotional health support my ability to learn
- 4. \_\_\_5\_\_\_ If the situation calls for it, I have enough reserve energy to put in a long day.

- 5. \_\_\_\_5\_\_ I notice changes in my physical condition and respond effectively.
- 6. \_\_\_\_5\_\_ I notice changes in my psychological condition and respond effectively.
- 7. \_\_\_\_5\_\_ I am in control of the bad habits such as smoking, alcohol and drugs
- 8. \_\_\_\_5\_\_ My food and sleeping habits contribute to my health.
- \_\_\_\_39\_\_ Total score (11) Health

#### L. MONEY

- 1. \_\_\_\_4\_\_ I budget my money and I am in control of my personal finances.
- 2. \_\_\_\_4\_\_ I am confident that I will have enough to complete the education I want.
- 3. \_\_\_\_4\_\_ I have a clear picture of the financial resources available to me to pay for my education.
- 4. \_\_\_\_4\_\_ I can make a little money go a long way.
- 5. \_\_\_\_4\_\_ My education supports my long rang financial goals.
- 6. \_\_\_\_4\_\_ I repay my debts on time
- 7. \_\_\_\_4\_\_ My sense of personal worth is independent of my financial condition
- 8. \_\_\_\_4\_\_ I make regular deposits to my savings accounts.
- \_\_\_\_32\_\_ Total score (12) Money

#### M. RESOURCES

- 1. \_\_\_\_3\_\_ I can effectively use libraries to find the resources and information I want.
- 2. \_\_\_\_4\_\_ I am aware of the services offered by my school as learning experiences.
- 3. \_\_\_\_4\_\_ I use my job or other activities outside of school as learning experiences.
- 4. \_\_\_\_4\_\_ I take on projects that can make a difference in other people's lives
- 5. \_\_\_\_4\_\_ I know where to get help in my community for a variety of problems
- 6. \_\_\_\_5\_\_ My relationships with friends, family and other support my educational goals.
- 7. \_\_\_\_4\_\_ I think of my mistakes as valuable opportunities to learn.
- 8. \_\_\_\_4\_\_ I see the world's problems as opportunities for me to participate and contribute.
- \_\_\_\_32\_\_ Total score (13) Resources

#### N. PURPOSE

- 1. \_\_\_\_5\_\_ I see learning as a life process
- 2. \_\_\_\_5\_\_ I relate school to what I plan to do for the rest of my life.
- 3. \_\_\_\_5\_\_ I learn by contributing to others.



- 4. \_\_\_5\_\_\_ I revise my plans as I learn, change and grow.
- 5. \_\_\_5\_\_\_ I am clear about my purpose in life.
- 6. \_\_\_5\_\_\_ I know that I am responsible for my own education
- 7. \_\_\_5\_\_\_ I take responsibility for the quality of my life
- 8. \_\_\_5\_\_\_ I am willing to accept challenges even when I'm not sure how to meet them.
- \_\_\_\_\_40\_\_\_\_\_ Total score (14) purpose

## Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75

### X. Student's(Mentee's) Personal Details



#### **Student Profile:**

Name of the Student : Manthani. Anoop Kumar

Branch & Section : EEE D1

Hall Ticket number :160120734024

**Category :** Convener (BC-A) / Management(JEE)

Contact ph.no.7794902421 Alt. ph. no.9493145495 email ID:anoopkumar542002@gmail.com

#### **Parents' Details:**

Father's Name : Manthani. Prakasham Occupation : A A E in the electricity department  
Mother's Name: Manthani. Sharada Occupation :Housewife  
Contact No :9493145495 email ID :prakashmanthani@gmail.com  
Contact Address:4-100039 Vidyaranyapuri colony Road No.2 KARIMNAGAR,TELANGANA

**Previous Academic Performance:**

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2018	8.7	Paramita Heritage School
2	12 <sup>th</sup> / Equivalent	2020	654	Narayana JR College

EAMCET/ JEE or any other examination Position details or merit awards (if any):

1. ....
2. ....
3. ....

**Hobbies** : Videos & photos editing, Drawing, photogenic

**Career Plans** : Electrical Engineering


**Strengths and Weakness:** Strength is creative thinking, Weakness is anger.



Signature of the student  
Date: 09-10-20221



Signature of the Parent  
Date:09-10-2021



Name and Signature of the Mentor:

**XI. DETAILS OF STUDENT'S INVOLVEMENT IN THE STUDENT INDUCTION PROGRAMME(SIP) CONDUCTED BY THE INSTITUTE**

**(To be filled by the student)**

1 . Attendance in the Induction Programme (No. of sessions attended/Conducted):

4/4.

2. Which session of the SIP was impressive and why?

3<sup>rd</sup> Because they talked about the points which were confusing for the students.

3 . Which session was not at all useful and why?

Everything because they mentioned obviously.

4 . Whether the academic rules, examination rules, Code of Conduct were explained with clarity by the resource person and/or the mentor? Do you have any doubts?

Yes, they were explained all though not scrutinized.

5 . Whether the clubs related to Co-curricular Extra-curricular activities were introduced? Did you or do you wish to join any of them?

No time to even breathe how can we join clubs.

6 . Was the course on Human Values taught? Do you have anything to say on that?

Yes, it was taught.

7 . Did you understand the need for keeping the campus clean and green and yourself Fit?

Yes.

8 . Was the campus tour organised for you? Are you aware of your campus now?

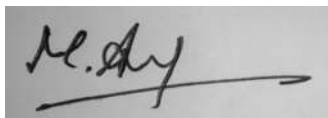
Yes.

9 . Was the importance of Fine Arts in support of a Professional career driven ?

No.

10 . Any other information you expected to be given to you in the SIP, but was not provided?

That Engineering was so tough.





Signature of the Student

Signature of the Mentor

Head

**Director – SA&P**

**Principal**

## **XII. 1<sup>st</sup> ORIENTATION BY THE CONCERNED MENTOR**

**( At the beginning of the Semester; 1<sup>st</sup> or 3<sup>rd</sup> as the case may be)**

1 . Was the vision, mission and Quality policy of the institute explained by the mentor?

YES.

2 . Was the awareness created in you about the vision & mission of the department and the need for falling in line with that of the institute?

YES.

3 . Were the Graduate attributes, COs , POs, PEOs, PSOs and their role in Outcome Based Education explained?

YES.

4 . Was the existence of various types of courses (HSSC,BSC,BESC,PCC,PEC ,OEC, Mandatory Courses) in the programme and their need explained?(Refer Rule II of Academic Rules)

YES.

5. Was the importance of Project Works/Seminars/Internships/Industrial Visits explained ?(Refer Rule V of academic Rules)

YES.

6 . Was the scope and opportunity for taking Swayam/ MOOCs course and the concept of award of Major/Minor degree explained ?(Refer Rule XII of Academic Rules)

YES.

7 . Was the concept of Credit system , GPA, SGPA and CGPA explained ?( Refer Rule VI of Academic Rules)

YES.



8 . Were the details about duration and academic credentials of Industrial visits / Internships explained? ( Refer Rule XIII of Academic Rules )

YES.

9 . Was the requirement of Activity points explained ?( Refer to Rule XIV of Academic Rules)

YES.

10 . Was the eligibility criteria for award of Degree( Major/ Additional Major/ Honor ) explained? ( Refer to Rule XVIII of Academic Rules )

YES.

11 . Were the additional rules for lateral entry students explained? (Applicable only for lateral entry students. Refer Rule XXII of Academic Rules)

YES.

12. Was the Academic Rule book given to you and explained by the concerned authority?

YES.

13 . Was the Code of Conduct introduced to you and was made available?

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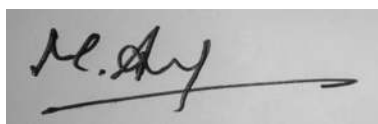
YES.

14. Was the existence of an R&E Hub , EDC and I&I center informed and their importance explained?

YES.

15. Whether the importance of participating in Social service, Community service, Extension activities, Outreach activities & NSS activities explained and the available facilities in the campus introduced ?

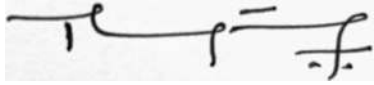
YES.



Signature of the Student



Signature of the parent



Signature of the Mentor

Director – SA&P



Signature of HoD

Principal

### **XIII. STUDENT's PROGRESS RECORD**

**1. BE I-SEMESTER**

**A. DISCOVERY WHEEL for I Semester**



4										
5										
6										
7										
10										
Total										
Percentage										87%

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz Max.Marks:			Mid-1 (20)	Mid-2 (20)	Mid-Final	External	Credits
		A1	A2	A3					
1	Calculus	10	10	4	4			F	0.00
2	Chemistry	10	10	3.5	4.5			E	3.00
3	Engineering Mechanics-I	10		1.00	4.00			F	0.00
4	Programming for Problem Solving	10		2.50	5.00			B	2.50
5	Chemistry Lab							A	2.00
6	Programming for Problem Solving							C	2.00
7	Workshop/ Manufacturing Practice							S	2.50
8	Engineering Exploration							S	1.50
<b>SGPA:</b>									

**Position in the class:**

**CGPA:**

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

NO

**(ii). Details of participation in Extra-Curricular activities**

NO



**(iii). Awards/ Honours/ Appreciations**

NO

**(F). Details of Conduct and Character**

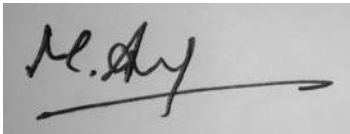
**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**



Signature of the student



Signature of Parent

**Mentor's initial Remarks: No need of counselling**

Signature of the Mentor

Signature of the Head

Signature of Director (SA&P)

Principal

**COUNSELING NOTES**

Sno	Date	Remarks	Signature
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**Signature of the Mentor**

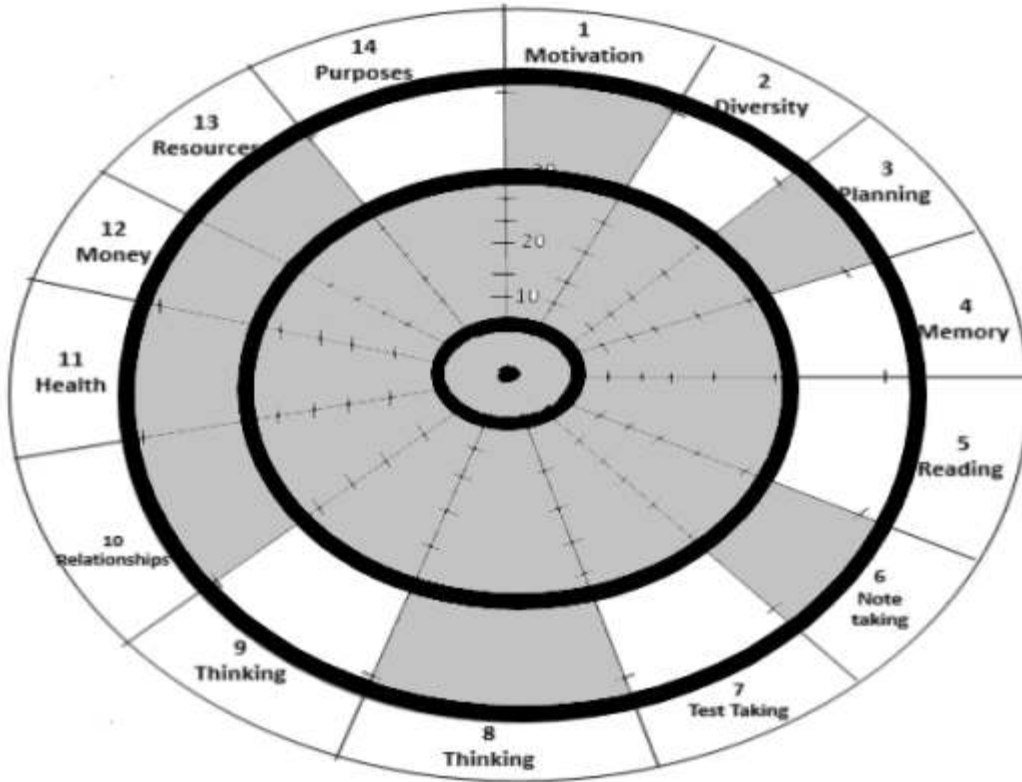
**Signature of the Head**

**Director – SA&P**

**PRINCIPAL**

**2. BE II-SEMESTER**

**(A). DISCOVERY WHEEL for II Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C) .Monthly Attendance Details: (T: total classes P: Present)**

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										82%

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	VCDE						F	0.00	
2	ETQM				12		E		
3	BEE						F	0.00	
4	Eng						A	3.00	
5	ETQM Lab						A	3.00	
6	BEE Lab						B	2.50	
7	Eng						S	3.50	
8									
9									
10									
<b>SGPA:</b>									

Position in the class:

CGPA:

Signature of the Mentor

Signature of the Head

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**



NO

**(ii). Details of participation in Extra-Curricular activities**

NO

**(iii). Awards/ Honours/ Appreciations**

NO

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

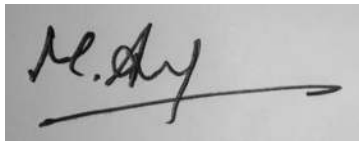
**(iii). Involvement in any activity violating the code of conduct:**

NO

**(iv). Punishments given / Penalty imposed(if any):**

NO

**(G). Any other information / Observations**



Signature of the student



Signature of Parent

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

**COUNSELING NOTES**

Sno	Date	Remarks	Signature
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**Signature of the Mentor**

**Signature of the Head**

**3. Director – SA&P  
BE III-SEMESTER**

**PRINCIPAL**



1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams& SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
<b>SGPA:</b>									

Position in the class:

CGPA:

Signature of the Mentor

Signature of the Head

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**



**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

## **COUNSELING NOTES**

Sno	Date	Remarks	Signature
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**Signature of the Mentor**

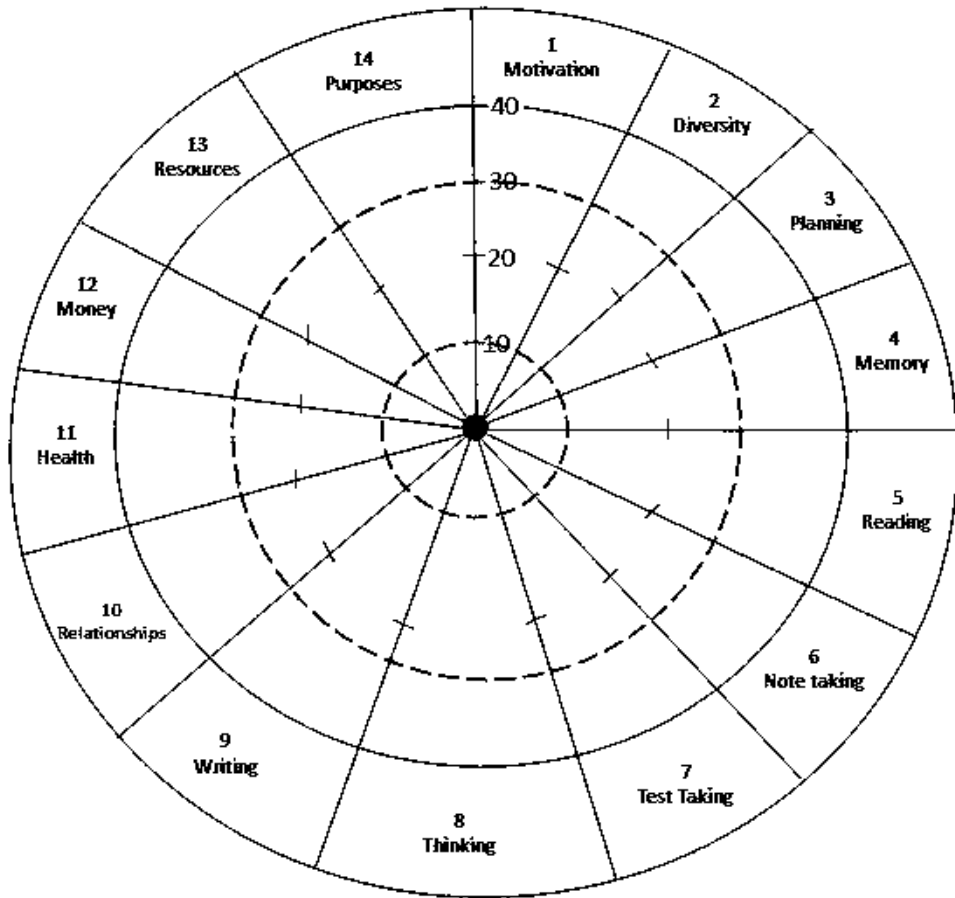
**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**4. BE / B.Tech./M.E/M.Tech./M.C.A/M.B.A ( \_\_\_\_\_ ) IV-SEMESTER**

**(A). DISCOVERY WHEEL for IV Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
<b>SGPA:</b>									

Position in the class:

CGPA:

Signature of the Mentor

Signature of the Head



**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## **COUNSELING NOTES**

<b>Sno</b>	<b>Date</b>	<b>Remarks</b>	<b>Signature</b>

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**Signature of the Mentor**

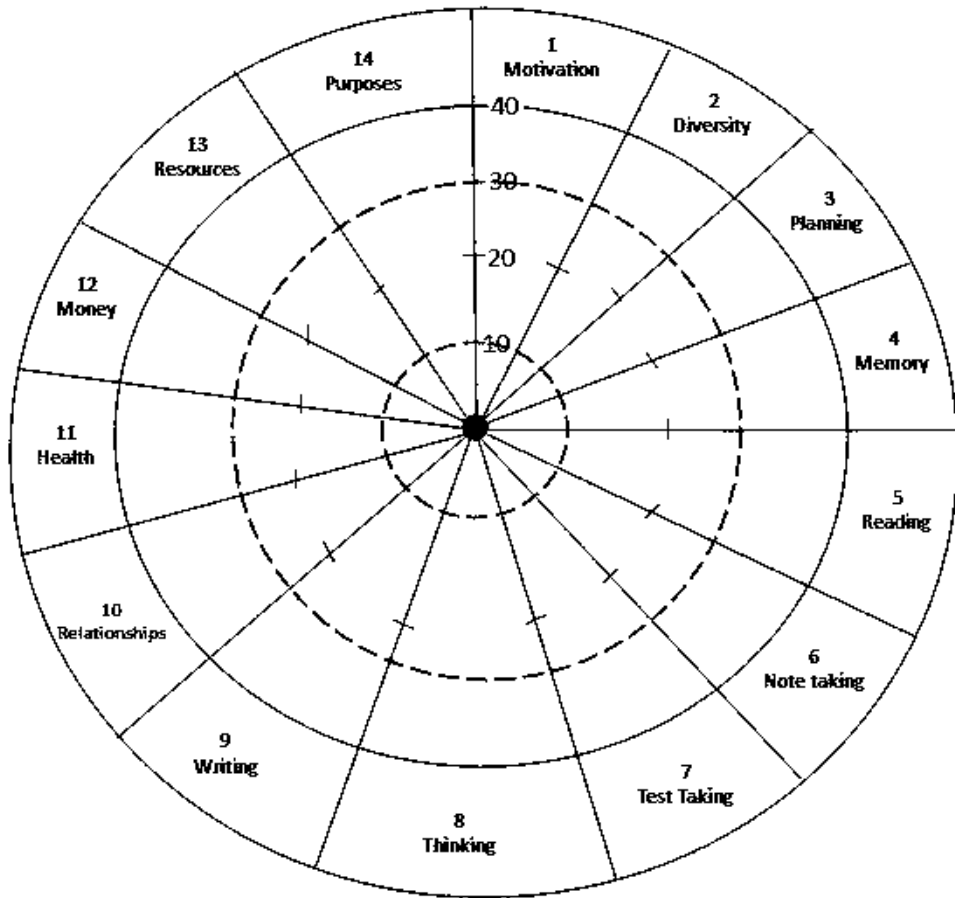
**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**5. BE / B.Tech. ( \_\_\_\_\_ ) V-SEMESTER**

**(A). DISCOVERY WHEEL for V Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month	2 <sup>rd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	Remarks
-----	--------	-----------------------	-----------------------	-----------------------	-----------------------	---------

		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
<b>SGPA:</b>									

Position in the class:

CGPA

Signature of the Mentor

Signature of the Head



**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

Signature of the Mentor

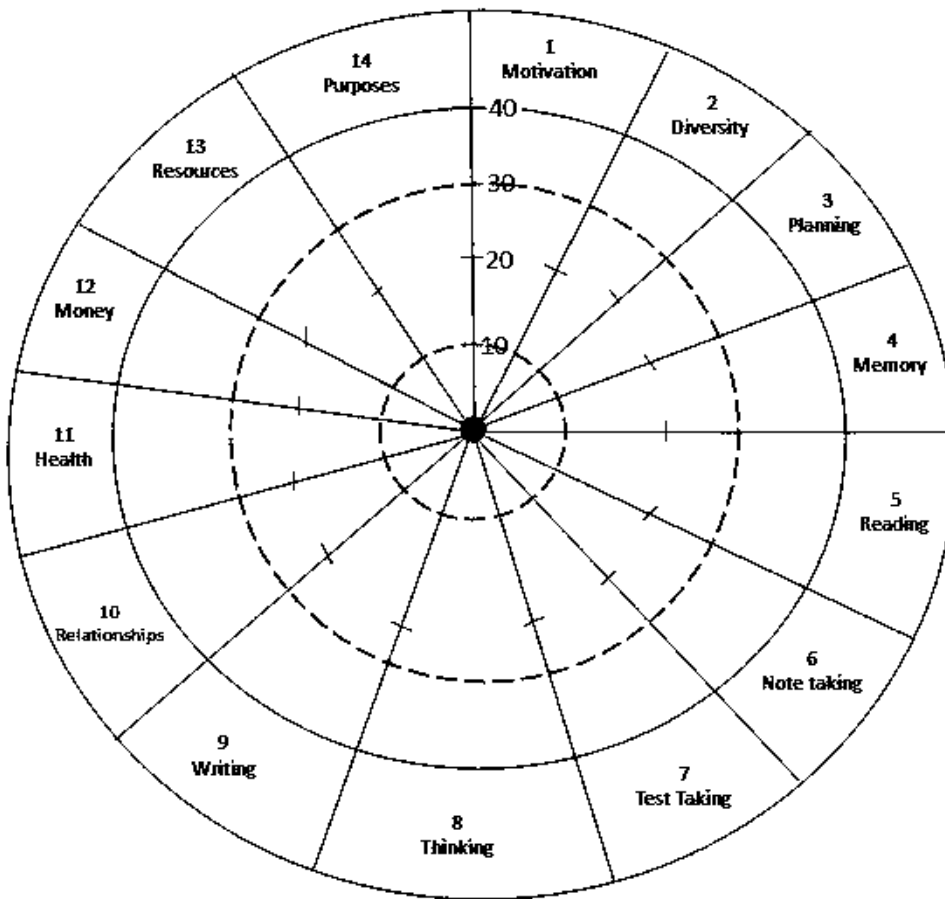
Signature of the Head

Director – SA&P

PRINCIPAL

## 6. BE / B.Tech. ( \_\_\_\_\_ ) VI-SEMESTER

### (A). DISCOVERY WHEEL for VI Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:



3									
4									
5									
6									
7									
8									
9									
10									
									<b>SGPA:</b>

**Position in the class:**

**CGPA:**

**Signature of the Mentor**

**Signature of the Head**

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**



**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

**COUNSELING NOTES**

Sno	Date	Remarks	Signature

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**Signature of the Mentor**

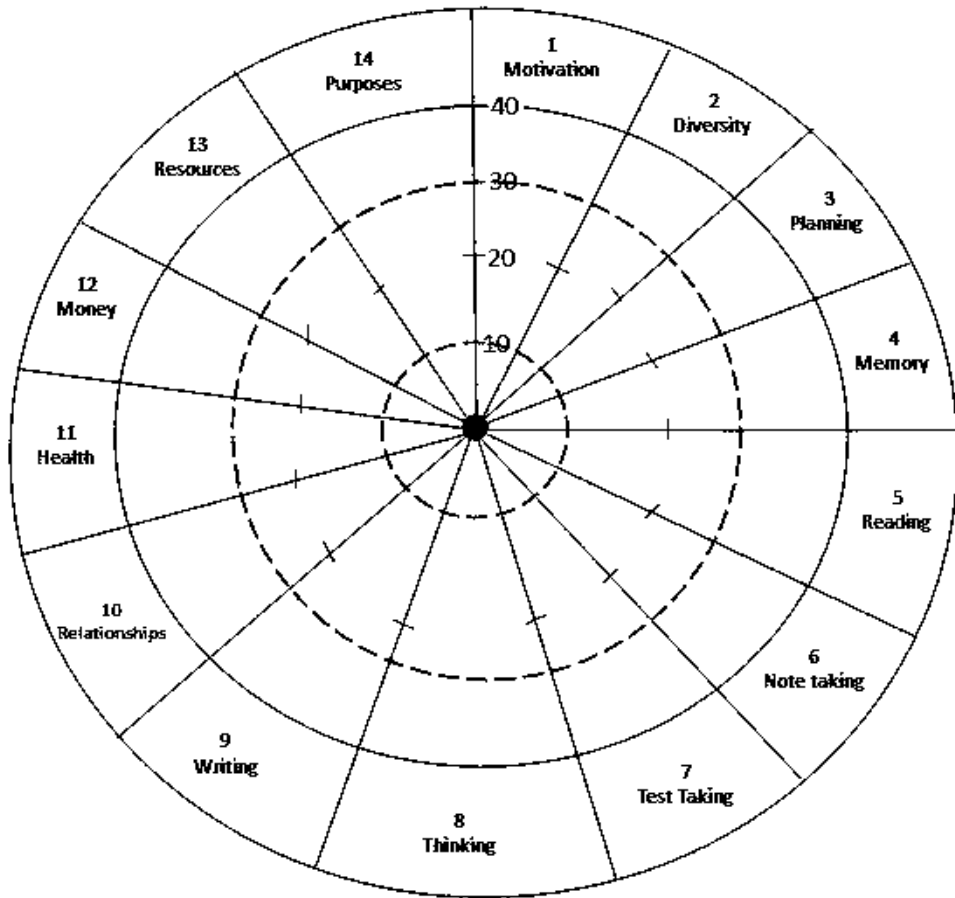
**Signature of the Head**

**Director – SA&P**

**PRINCIPAL**

**7. BE / B.Tech. ( \_\_\_\_\_ ) VII-SEMESTER**

**(A). DISCOVERY WHEEL for VII Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
<b>SGPA:</b>									

Position in the class:

CGPA:

Placements or any other exams:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )



Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

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**Signature of the Mentor**

**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**8. BE / B.Tech. ( \_\_\_\_\_ ) VIII-SEMESTER**

**(A). DISCOVERY WHEEL for VIII Semester**



1										
2										
3										
4										
5										
6										
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
								<b>SGPA:</b>	

Position in the class:

CGPA:

Placements or any other exams:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**



Signature of the Mentor

Signature of the Head

Signature of Director (SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

--	--	--	--

**Signature of the Mentor**

**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**XIV. Name and Signatures of the Counsellors:**

I-Semester: .....

II-Semester: .....

III-Semester: .....

IV-Semester: .....

V-Semester: .....

VI-Semester: .....

VII-Semester: .....

VIII-Semester: .....

**DETENTION DETAILS (if any):**

I-Semester	II-Semester	III-Semester	IV-Semester	V-Semester	VI-Semester	VII-Semester

**BACKLOG DETAILS (if any)**

Sno	Semester	Courses	Details of the cleared courses in the subsequent semesters
1	I-Semester		

2	II-Semester		
3	III-Semester		
4	II-Semester		
5	V-Semester		
6	VI-Semester		
7	VII-Semester		
8	VIII-Semester		

<b>Sno</b>	<b>Semester</b>	<b>Date</b>	<b>Remarks and Signature of the Head</b>
1	I-Semester		
2	II-Semester		
3	III-Semester		
4	IV-Semester		
5	V-Semester		
6	VI-Semester		
7	VII-Semester		
8	VIII-Semester		

Director-SA&P

PRINCIPAL



# MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



## CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

( Established by CBES in 1979 )

Affiliated to Osmania University, Accredited by NBA – AICTE & NAAC – UGC

ISO 9001:2015 Certified Institution

Chaitanya Bharathi(P.O), Gandipet, Hyderabad, Telangana – 500075 (T.S)

Ph: 8466997201, E-mail : [principal@cbit.ac.in](mailto:principal@cbit.ac.in) Web : [cbit.ac.in](http://cbit.ac.in)

MAY,2021

## **I . PREAMBLE:**

This book is a record of Student's progression and the mentoring activity conducted by the mentors to support their progression.

## **II . STUDENT'S PROGRESSION:**

A process that ensures required progress of a student in terms of passing the examinations with good grades, acquiring knowledge in the subjects chosen and proper application of the same . It would be necessary to observe the progress of a student on a continuous basis and review periodically ( monthly or fortnightly ) in order to support and facilitate student's progression.

## **III . MENTORING:**

Mentoring is a partnership between Mentor and Mentee. Mentors are student-centric teacher- friends who help young adult learners in their transitory phases and challenging times. It is based on mutual trust and respect. It has been introduced for obtaining a holistic assessment of the learners' performance and providing inclusive spaces for growth and development. Mentors apply their guidance, experience and expertise in promoting their mentees professionally and personally, through interpersonal engagement. They build bridges among various stakeholders ( Students, Teachers, Parents , Principal, Management etc.)

### **(A). Objectives of Mentoring**

- Creating opportunities amongst college groups & communities for bonding
- Refining teacher-student communication outside classroom
- Maintaining data base of student performance, attendance details & drop outs
- Supporting personal & professional growth & monitoring psychological growth & progress
- Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
- Locating & solving attendance issues
- Providing sustained motivation
- Ensuring & providing feedback for parents and institute authorities as well
- Identifying learning needs
- Assisting in developing rights, responsibilities & values
- Provisioning a Comprehensive Personal Student Record
- Cultivating a healthy learning environment in college



## (B). Expected Outcomes

- A healthy Learning Environment
- Vibrant Peer Group Exchanges
- Creation of positive communication channels among Principal, Parents, Staff & Students
- Enhancing a feeling of belonging among students
- Self confident, bold & an active ,enthused student community
- Better attendance, lesser dropouts and good psychological health of students
- Confident Parents
- Improved Performance
- Mentor Certificate

In short, Mentoring aspires to bring transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement.



## (C ). CBIT Student Mentoring System

Each faculty will be the mentor for a group of 20 to 25 students. First year students will have mentors from the department of basic sciences, Mathematics and Humanities and second, third, fourth year students will have mentors from the parent department. Departmental faculties will continue to be mentors for the same group of students till their graduation

### (i). Roles and Responsibilities of Mentors

- Conduct an orientation meeting at the entry level ( 1<sup>st</sup> Semester/ 3<sup>rd</sup> Semester as the case may be ) for appraising them of the process & make them prepare an Orientation Report
- Select a spokesperson/representative for the group

- Collect data of mentees at every stage & also see that the students fill their data from their side without fail. Also ensure the authenticity of the data.
- On locating their need for marked improvement in certain areas ( General/Academic/Career/Personal etc.,) refer the same to respective Heads of Departments
- Track the attendance and performance records & identify reasons, need if any, and prepare a Review Report with constructive suggestions
- Ensure frequent value added student visits to the library , Fitness center and other such , essentially in the allotted time slots and additionally in other permitted slots , if necessary.
- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Student Counselling Committee, through proper channel
- Notify to the Director-SA&P through proper channel about students with special talents
- Motivate them to take part in activities that can accrue more credits
- Compile their progress in performance through a Performance Chart & discuss threadbare with them, the details as the mentees produce the Mentor Certificate for career mobility and advanced studies.
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them weekly, submit a report at least twice in a month to the HoD and record the same as a Review Report , to be sent to the Director-SA&P at least once in a month.
- A total of FOUR reports to be prepared and submitted (One Orientation & THREE Monthly Reports)
- Ensure holistic well being of Mentee by sticking to the following
  1. Continuously monitor , counsel, guide and motivate the students in all academic matters
  2. Advise students regarding choice of electives, project, summer training , MOOCs , Honours degree, etc.
  3. Contact parents / guardians if situation demands e.g. shortage of attendance, academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc. (in co-ordination with the class teachers)
  4. Advise students in their career development/professional guidance
  5. Keep contact with the students even after their graduation
  6. Intimate HOD and suggest if any administrative action is called for
  7. Maintain a detailed progressive record of the student
  8. Maintain a brief but clear record of all discussions with students
- Mentor can assess and grade the students ; but not for showing any discrimination.

## (ii). Parameters for Mentee Assessment

Assessment by Mentors is a continually evolving process. It should be engaging and student- centric. Assessment rather than evaluation, supports student initiatives to help themselves in improving their performance. It focuses on certain criteria for grading the mentee such as whether the Mentee

1.Is Punctual 2. Undertakes responsibilities-Spokesperson/Leader/Peer Mentor or any other 3. Engages in Quality Voluntary Interaction, frequently 4. Undertakes Supportive/Positive/ Roles 5. Employs Personal Development Strategies-Seeks suggestions/is cordial in taking advice/is prompt in following instructions/ applies given inputs for personal improvement/ is meticulous in providing feedback 6. Develops Team Spirit& Team building initiatives 7. Cultivates commitment/remains accountable for his or her omissions & commissions 8. Has creative impulses & exhibits them in extra/co-curricular activities 9. Demonstrates healthy Interpersonal Skills 10.Promptly furnishes all the required data

Note: All the above criteria are graded equally. Each criterion is ascribed a value of 1 and the scores are calculated on a scale of 1 to 10.

GRADING KEY Performance Grade Scores **Excellent-** A+ :8 and above **Very Good-** A: 6 & 7 **Good:** B 5-6; **Satisfactory** –C: Up to 4 .

The Mentor-Mentee interaction provides an opportunity to document the journey of a learner's life. It is a portal for the mentee to carry his/her progress into the larger world space. Therefore, kindly generate the certificate with care and precision .

## (iii). Roles and Responsibilities of Mentees

- Provide all the necessary data with relevant documents ( Previous Academic Performance Records, documents for participation in extra/co curricular activities and academic advancement )
  - Fill all the information that is sought from you in the prescribed format and location , at every stage as indicated in the 'Mentor's diary and student's progress record book'.
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor to decide the mission to achieve them. Prepare a pathway to your goals at the beginning of every year.
- Seek information regarding resources that you need from various sources
- Conduct Peer Mentoring to help your mentor
- Have a positive attitude
- Accept feedback respectfully & cordially & discuss future course of action with your mentor
- Attend mentor meetings regularly & punctually
- Provide feedback and communicate healthy developments in you. Reciprocity in interaction is the key to a successful mentor-mentee relationship

#### **(iv). Responsibilities of HOD:**

1. Meet all mentors of your department at least once a month to review proper implementation of the system
2. Advise mentors wherever necessary
3. Initiate administrative action on a student when necessary
4. Keep the Director- SA& P and Principal informed

#### **IV. CAREER GUIDANCE:**

It is imperative to have a clear idea of career options right from the beginning of your engineering study.

Following information will be helpful in this regard:

##### **A. Placements:**

1. Have a consistently good academic record as this gives an edge over others.
2. Non-CSE/IT students also must develop mastery of 'C' language.
3. Referrals from employed friends give an edge over the others in getting a job. One must mail his/her resume to all friends and relatives in the desired companies.

##### **B. Job Sites:**

Job sites introduce you to companies, register with different sites as they play a vital role in the initial process of recruitment.

##### **C. Jobs in Defence:**

Opportunities galore in Defense Services like Air force, Army and Navy await students. Planning for these has to be done right from second year.

##### **D. Higher Studies**

1. **Higher Studies Overseas:** USA, Canada, UK, Germany, Australia, Sweden and other European Countries offer opportunities galore for higher studies. Excellent opportunities are available in the USA. Keep the following in mind while seeking studies abroad:

- High scores in GRE and TOEFL are required to get admission in good US universities. Assistantships will also be given to students who have excellent scores in GRE and to those who carried out their project work in hi-tech industries.
- Identification of professors in different Universities in areas of interest of students is a must for admission and also for getting financial assistance. This helps in the Visa process also as the US Embassy asks probing questions on how the proposed institution will help in fulfilling academic aspirations etc.
- The Record of Interaction with the professors which matches with the career objective can be quoted and shown during processing.
- In general, one should not apply to top Universities alone, two at higher level, two at medium level and two low ranking Universities may be chosen so that possibilities of securing assistantship can also be enhanced.
- Preparations for GRE and TOEFL examinations are essential for going to US Universities. And this should start as early as in First year engineering itself.
- Those who are unable to get Visa to USA, can apply to Germany, Sweden, and Norway, where education is free and courses are taught in English medium. You can also explore the possibilities of applying to Canada, Australia, New Zealand, UK, Singapore, etc.

**2. Higher studies in India through “GATE”-to enter into institutions of higher learning:** IITs conduct GATE examination every year for admission into various PG programs in India. All IITs, University Colleges and other renowned institutions consider GATE score as the criterion for admission to P.G. courses. GATE examination is basically on technical competence in the specialized area for which admission is sought. The courses and the syllabus for each course are clearly defined in the GATE application. It is advisable to take coaching in various coaching centers for improving proficiency.

**3. Higher Studies in Management institutions through CAT or Entrance Exams of any specific institution like ISB/SYMBIOSIS/ICFAI/XLRI/TAPMI, etc:** Many students are trying for admission into IIMs, XLRI, TAPMI, ISB, SYMBOSIS, MDI, FMS, IIFT, Narsee Monjee, etc as there is more emphasis on management education these days. The type of entrance examination conducted is different, and is known as ‘CAT’. Effective mastering of communication skills, both written as well as oral is required for performing well in CAT.



### **E. Training through Internships, Apprenticeships and other Training Programs:**

1. **Internship:** An internship gives an insight into the technicalities of a job in your field. By the end of internship, one would have learnt the work and also gained some amount of formal work experience.

2. **Apprenticeships:** Apprenticeships help students to learn the technical skills while undergoing training in an organization. Several organizations such as Defence Labs, BHEL, HAL, BDL, etc. offer such apprenticeships. The Govt. of India offers one year Apprenticeship to graduate engineers with nominal monthly remuneration. Applications which are available at TASK need to be filled giving all details. TASK will inform the posting to a specific company after processing the papers. For further information on the matter, Training and Placement Section may be contacted.

3. **Training Programs:** One must also consider training programs in state of the art technologies like Artificial Intelligence, Machine Learning, Deep Learning, and Block Chain Technologies which may lead to subsequent absorption in IT and ITES industries.

4. **Short-Term Projects:** Short-term projects help a student in getting practical knowledge of his/her vocation, this later helps in handling interviews in a better way.

### **F. Opportunities through Entrepreneurship:**

The Govt. of India is encouraging entrepreneurship through various programs. In this regard, a careful study has to be made to select the area in which an industry has to be set up. Getting practical experience in the areas concerned is advised so that the difficulties that are likely to be faced when the industry is set up can be understood and addressed.

## **V. TRAINING IN EMPLOYABILITY SKILLS**

**A. Employability:** Employability relates to a graduate's achievements and their potential to gain a graduate job. Achievements relate to the degree itself but importantly also include transferable skills gained from studying at college / university.

**B. Employability Skills:** A set of achievements – skills, understandings and personal attributes that make graduates more likely to gain employment and be successful in their chosen occupations, which benefit themselves, the workforce, the community and the economy.

### C. What do Employers Want?

- Intellect
- Programming Skills
- Commercial awareness
- Willingness to learn Knowledge
- Resilience / flexibility
- Adaptability
- Self- regulatory skills
- Self-motivation
- Communication skills
- Writing Skills
- Interpersonal skills
- Teamwork
- Self-assurance / self-confidence
- Initiative and drive
- Leadership
- Enthusiasm/commitment
- Professionalism
- Business awareness / focus
- Problem solving
- Self-awareness
- Self-promotion
- Exploring and creating opportunities
- Action planning
- Networking
- Decision making
- Negotiation
- Political awareness
- Coping with uncertainty
- Development focus
- Transfer skills
- Enterprising
- Knowledge

### D. BASIC SKILLS REQUIRED FOR EMPLOYMENT

**Following table shows basic skills required to be employed and how they can be honed/ exhibited by the Mentee:**

- |  |   |
|--|---|
| 1. Listening - Receives, attends to, interprets and responds to verbal messages. | • Responds through eye contact to oral messages that require action, acts on oral instructions, classifies unclear messages and retains verbal communication for later use. |
| 2. Speaking – Organizes ideas and communication orally.                          | • Clearly speaks thoughts related to work tasks and understands messages.<br>• Speaks confidently before a group of people.   |

3. Reading: Locates and interprets written information in prose and in documents such as manuals, graphs and schedules.

4. Writing: Communication of thoughts, ideas, information, and messages in writing. Create documents such as letters, directories, reports, graphs and flow charts.

5. Aptitude (Quantitative, Verbal and Logical): Performs basic computations and approaches practical problem by choosing appropriately from a variety of mathematical techniques.

6. Interaction with others

7. Demonstrates integrity, honesty and chooses ethical courses of action.

8. To serve clients/ customers; and work to meet their expectations

9. Participates as a member of a team. Contributes to group efforts, demonstrates leadership skills as appropriate to assigned position

- Finds written information related in a task.
- Accurately retrieves/ communicates the meaning of the information.
- Acts on the information to complete the assigned task.
- Accurately generates notes/messages related to a task.
- Clearly, correctly and lightly writes notes.
- Creates documents such as letters, directories, reports, graphs and flow charts.
- Uses basic mathematical techniques, vocabulary lists, verbal analogies, and logical reasoning to solve practical problems related to a work task.
- Accurately solves various problems
- involving critical thinking.
- Uses effective verbal and non-verbal communication techniques for effective communication.
- Displays ethical behavior according to work policies and procedures, e.g. keeps certain information confidential
- Honors commitments
- Tells the truth
- Begins work on time
- Is appropriately dressed and groomed
- Respects fellow workers and equipment
- displays a positive attitude toward people and the job
- positively responds to direction and suggested correction
- displays confidence in learning new tasks
- is courteous and respectful
- work well with others displaying warmth and friendliness toward them
- shows connectedness with employees
- open to working with various employees
- willingness to initiate action in collaboration with other team members.

10. Demonstrates leadership skills, setting a positive example and teaching others.

- Engages in challenges and acts with energy shows connectedness with employees.
- Explores cause of problems.
- Engages in reflective. Yet proactive thinking when doubt and disagreement arise.
- Maintains self-control during challenges
- Open to training or assisting new employees.
- Uses positive phrases to encourage confidence in others.
- Contributes to a positive work climate.
- Appears to show no bias in working with others from diverse backgrounds, cultures or opposite gender
- Verbally acknowledges efforts of all co-workers for the effort given in the workplace
- Shows an openness to work with all employees.

11. Works well with women and men from diverse backgrounds

## **VI. IMPORTANCE OF PARTICIPATING IN CO-CURRICULAR ACTIVITIES:**

Participating in various activities conducted in the college and in highly reputed institutions helps in building professional career. Take part in following activities right from your freshman year:

- Free writing
- Brainstorming
- Mind-mapping
- Periodical self-assessment
- Reading responses
- Questions formulation
- Conversation prompts and responses
- Logical Reasoning
- Vocabulary lists + definitions
- Workplace scenarios
- Rough drafts
- Assignment outlines
- Thesis statements
- Research assignments
- Teamwork exercises
- Structured note taking
- Peer assessment
- Role playing
- Problem solving
- Summaries
- Online resources critique
- Description of a process

- Project exhibitions
- Programming / coding contests
- Summer Internships
- Business English Certificate Course
- Debates
- Technical Seminar / Poster
- JAM sessions
- Rubik's cube competition
- Mathematical Contests
- What's the Good word competition
- Creative Writing Competitions
- Entrepreneurship activities

## **VII. IMPORTANCE OF PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES:**

All employers normally look out for students and graduates who have a range of skills, personal qualities and experience, which will help them to be productive in the workplace. Extra-curricular activities give you the chance to develop these by doing things you enjoy. This is the best opportunity to have fun and make yourself more employable at the same time. By taking part you'll build long-lasting friendships and connections, meet students from different backgrounds, and gain transferable skills such as communication, teamwork, organisation, problem solving and time management. It will also improve your confidence.

If you want to go a step further you could become chairperson, treasurer or secretary of your club or society to develop your leadership abilities.

Besides, your creativity is nurtured when you participate in extracurricular activities such as various artforms. On the other hand , participation in Games and Sports will recharge yourself and keeps you Fit Physically and mentally. When your health is in place, everything else will automatically fall in groove.

Realising this importance, CBIT has facilitated the students with a number of Student Clubs. Get familiarised to these clubs through your respective mentors/ Student Coordinators of various clubs / Directorate of student affairs and join in your choicest.

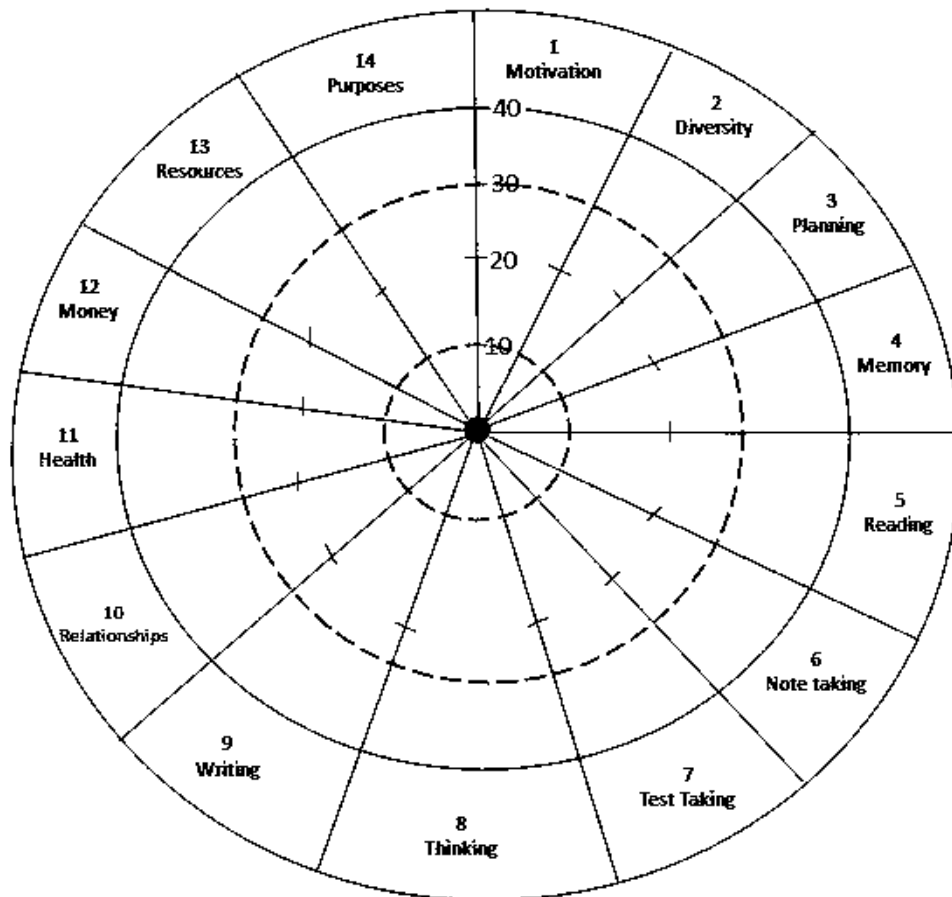
## **VIII. COUNSELLING:**

Counselling is an art of helping the student unveil the strengths, overcome the weaknesses, instill/boost up confidence and achieve goals. Proper counselling given at an appropriate time will certainly be a life shaping and at times can be even a life saving means for the student. Depending upon the personal, social, economic and Psychological background of the student , the counselling needs of a student arise besides being influenced by the ambient environment of the student at the campus and home. In the normal course, the mentors are expected to identify these counselling needs and refer them to the Director-SA&P through their respective HoDs. However, all the mentors are in general expected to be equipped with the basic knowledge of counselling the students , as every good teacher usually does. Specific cases of extremity will of course be referred to Specialists such as Doctors, Psychologists , Personality Trainers etc., as the case may be.

Some basic tips for discovering the counselling needs of a student at the beginning of each semester, are given here under.



## IX. DISCOVERY WHEEL



This is a tool to discover the strengths and weaknesses of a person in a figurative way, in the wheel form. The wheel strikingly depicts how strong or how weak a person is, in the chosen areas. The strength or weakness is plotted radially in the wheel, based on the marks scored by an individual in various areas. Any individual can assess himself or herself, by responding to the questionnaire under each area, honestly and sincerely. Mentors must see that the wheel is plotted by each student at the beginning of each semester so that any possible help in the form of counselling can be given to them.

- 14 areas are covered in the Discovery Wheel. These are Motivation, diversity, Planning ,Reading, Note taking, Test taking, Thinking, Writing, Relationships, Health, Money, Resources, and Purpose. Each area has 8 statements related to the area.
- Read the statements carefully. For each statement award yourself points for each one using the following criterion
- 5 Points            This statement is always or almost always true of me
- 4 Points            This statement is often true of me
- 3 Points            This statement is sometimes true of me
- 2 Points            This statement is seldom true of me
- 1 Point This statement is never or almost never true of me.
- Then add up the total point for each section and shade the Discovery Wheel. The shaded parts indicate areas where you may want to improve.

## A. MOTIVATION

- 1. 5 I start each semester highly motivated, and I stay that way.
- 2. 5 I know what I want to get from my education.
- 3. 5 I enjoy learning
- 4. 5 I study even when distracted by activities of lower priority.
- 5. 4 I am satisfied with how I progress toward achieving goals.
- 6. 5 Studying is important and I allow adequate time for it
- 7. 5 I am excited about the courses I take.
- 8. 4 I have a clear idea of the benefits I expect to get from my education
- 38 **Total score** **(1) Motivation**

## B. DIVERSITY

- 1. 4 I am aware of my cultural biases and open to understanding people with different backgrounds
- 2. 5 I build rewarding relationships with people from other cultures and races.
- 3. 4 I can point out examples of discrimination and effectively respond to them
- 4. 5 I study in a way that draws on my preferred learning styles.
- 5. 4 I practice using several different learning styles when I study.
- 6. 5 I take specific steps to make a successful transition into higher education
- 7. 4 I use a sound process for defining my special areas of interest and choosing an academic major or program of study.
- 8. 3 I effectively integrate schooling with my family and work lives.
- 34 **Total Score** **(2) Diversity**

## C. PLANNING

- 1. 5 I periodically refine my long term goals.
- 2. 5 I regularly define short term goals
- 3. 4 I write a plan for each day and each week.
- 4. 4 I assign priorities to what I choose to do each day.
- 5. 3 I plan review time so I don't have to cram before tests.
- 6. 4 I plan regular recreation time.
- 7. 5 I adjust my study time to meet the demands of individual courses.
- 8. 4 I have adequate time each day to accomplish what I plan.
- 34 **Total score** **(3) planning**

## D. MEMORY

- 1. \_\_\_4\_\_\_ I am confident in my ability to remember
- 2. \_\_\_5\_\_\_ I remember people's names
- 3. \_\_\_5\_\_\_ At the end of a lecture I can summarize what was presented.
- 4. \_\_\_3\_\_\_ I apply techniques that enhance my memory skills
- 5. \_\_\_5\_\_\_ I can recall information when I'm under pressure
- 6. \_\_\_5\_\_\_ I remember important information clearly and easily
- 7. \_\_\_4\_\_\_ I can jog my memory when I have difficulty recalling
- 8. \_\_\_31\_\_\_ **Total score** **(4) Memory**

#### E. READING

- 1. \_\_\_5\_\_\_ I Preview and review reading assignments
- 2. \_\_\_4\_\_\_ When reading, I underline or highlight important passages.
- 3. \_\_\_5\_\_\_ When I read, I ask questions about the material
- 4. \_\_\_5\_\_\_ When I read textbooks, I am alert and awake.
- 5. \_\_\_4\_\_\_ I relate what I read to my life.
- 6. \_\_\_4\_\_\_ I select a reading strategy to fit the type of material I'm reading
- 7. \_\_\_5\_\_\_ I take effective notes when I read
- 8. \_\_\_4\_\_\_ When I don't understand what I'm reading, I note my question and find my answers.
- \_\_\_36\_\_\_ **Total score** **(5) Reading**

#### F. NOTE TAKING

- 1. \_\_\_4\_\_\_ When I'm in class I focus my attention
- 2. \_\_\_5\_\_\_ I take notes in class
- 3. \_\_\_4\_\_\_ I am aware of various methods for taking notes and choose that work best for me.
- 4. \_\_\_4\_\_\_ My notes are valuable for review.
- 5. \_\_\_3\_\_\_ I review class notes within 24 hours
- 6. \_\_\_4\_\_\_ I distinguish important material and notice key phrases in a lecture.
- 7. \_\_\_3\_\_\_ I copy material the instructor writes on the board or overhead projector
- 8. \_\_\_5\_\_\_ I can put important concepts into my own words
- \_\_\_32\_\_\_ **Total score** **(6) Note taking**

#### G. TEST TAKING

- 1. \_\_\_5\_\_\_ I feel confident and calm during an exam

- 2. \_\_\_5\_\_\_ I can manage my time during exams and I can able to complete them.
- 3. \_\_\_4\_\_\_ I am able to predict test questions
- 4. \_\_\_4\_\_\_ I can examine essay questions in light of what I know and come to new original conclusions during a test
- 5. \_\_\_3\_\_\_ I adapt my test taking strategy to the kind of test I'm taking
- 6. \_\_\_5\_\_\_ I understand what essay questions ask and can answer them completely and accurately.
- 7. \_\_\_4\_\_\_ I start reviewing for tests at the beginning of the term and review regularly.
- 8. \_\_\_4\_\_\_ My sense of personal worth is independent of my personal scores.
- \_\_\_34\_\_\_ Total score **(7) Test taking**

#### H. THINKING

- 1. \_\_\_5\_\_\_ I have flashes of insight, and solutions to problems appear to me at unusual times.
- 2. \_\_\_4\_\_\_ I use brainstorming to generate solutions to a variety of problems.
- 3. \_\_\_5\_\_\_ When I get stuck on a creative project, I use specific methods to get unstuck
- 4. \_\_\_5\_\_\_ I see problems and decisions as opportunities for learning and personal growth
- 5. \_\_\_4\_\_\_ I am willing to consider different points of view and alternative solutions
- 6. \_\_\_4\_\_\_ I can state the assumptions that underline a series of assertions.
- 7. \_\_\_4\_\_\_ I can detect common errors in logic
- 8. \_\_\_3\_\_\_ I approach courses in mathematics and science with confidence
- \_\_\_34\_\_\_ Total score **(8) Thinking**

#### I. WRITING

- 1. \_\_\_4\_\_\_ I approach writing with confidence
- 2. \_\_\_4\_\_\_ I can effectively plan a large writing assignment
- 3. \_\_\_4\_\_\_ I create first drafts without stopping to edit or criticize my writing
- 4. \_\_\_5\_\_\_ I revise my writing for clarity, accuracy and coherence.
- 5. \_\_\_5\_\_\_ My writing affirms women and is free of sexist expressions.
- 6. \_\_\_4\_\_\_ When writing. I accurately credit ideas and facts from other
- 7. \_\_\_5\_\_\_ I know how to prepare and deliver effective speeches.
- 8. \_\_\_5\_\_\_ I am confident when I speak before others.
- \_\_\_36\_\_\_ Total score **(9) Writing**

## J. RELATIONSHIPS

- 1. \_\_\_ 5 \_\_\_ I develop and maintain mutually supportive relationships
- 2. \_\_\_ 4 \_\_\_ I am candid with others about who I am, what I feel and what I want.
- 3. \_\_\_ 4 \_\_\_ Other people tell me that I am a good listener.
- 4. \_\_\_ 5 \_\_\_ I communicate my upset and anger without blaming others.
- 5. \_\_\_ 4 \_\_\_ I make and keep promises that stretch me to meet my potentials.
- 6. \_\_\_ 4 \_\_\_ I am able to learn from various instructors with different teaching styles.
- 7. \_\_\_ 4 \_\_\_ I have the ability to make friends and create valuable relationship in a new place.
- 8. \_\_\_ 4 \_\_\_ I am open to being with people I don't especially like in order to learn from them.
- \_\_\_ 34 \_\_\_ Total score **(10) Relationships**

## K. HEALTH

- 1. \_\_\_ 5 \_\_\_ I have enough energy to study and still enjoy other areas of my life.
- 2. \_\_\_ 3 \_\_\_ I exercise regularly.
- 3. \_\_\_ 4 \_\_\_ My emotional health support my ability to learn
- 4. \_\_\_ 5 \_\_\_ If the situation calls for it, I have enough reserve energy to put in a long day.
- 5. \_\_\_ 5 \_\_\_ I notice changes in my physical condition and respond effectively.
- 6. \_\_\_ 5 \_\_\_ I notice changes in my psychological condition and respond effectively.
- 7. \_\_\_ 5 \_\_\_ I am in control of the bad habits such as smoking, alcohol and drugs
- 8. \_\_\_ 5 \_\_\_ My food and sleeping habits contribute to my health.
- \_\_\_ 37 \_\_\_ Total score **(11) Health**
- 

## L. MONEY

- 1. \_\_\_ 5 \_\_\_ I budget my money and I am in control of my personal finances.
- 2. \_\_\_ 5 \_\_\_ I am confident that I will have enough to complete the education I want.
- 3. \_\_\_ 5 \_\_\_ I have a clear picture of the financial resources available to me to pay for my education.
- 4. \_\_\_ 5 \_\_\_ I can make a little money go a long way.
- 5. \_\_\_ 4 \_\_\_ My education supports my long rang financial goals.
- 6. \_\_\_ 5 \_\_\_ I repay my debts on time
- 7. \_\_\_ 4 \_\_\_ My sense of personal worth is independent of my financial condition



- 8. \_\_\_3\_\_\_ I make regular deposits to my savings accounts.
- \_\_\_36\_\_\_ Total score **(12) Money**

#### M. RESOURCES

- 1. \_\_\_5\_\_\_ I can effectively use libraries to find the resources and information I want.
- 2. \_\_\_5\_\_\_ I am aware of the services offered by my school as learning experiences.
- 3. \_\_\_5\_\_\_ I use my job or other activities outside of school as learning experiences.
- 4. \_\_\_5\_\_\_ I take on projects that can make a difference in other people's lives
- 5. \_\_\_5\_\_\_ I know where to get help in my community for a variety of problems
- 6. \_\_\_5\_\_\_ My relationships with friends, family and other support my educational goals.
- 7. \_\_\_5\_\_\_ I think of my mistakes as valuable opportunities to learn.
- 8. \_\_\_5\_\_\_ I see the world's problems as opportunities for me to participate and contribute.
- \_\_\_40\_\_\_ Total score **(13) Resources**

#### N. PURPOSE

- 1. \_\_\_5\_\_\_ I see learning as a life process
- 2. \_\_\_4\_\_\_ I relate school to what I plan to do for the rest of my life.
- 3. \_\_\_5\_\_\_ I learn by contributing to others.
- 4. \_\_\_4\_\_\_ I revise my plans as I learn, change and grow.
- 5. \_\_\_5\_\_\_ I am clear about my purpose in life.
- 6. \_\_\_5\_\_\_ I know that I am responsible for my own education
- 7. \_\_\_5\_\_\_ I take responsibility for the quality of my life
- 8. \_\_\_5\_\_\_ I am willing to accept challenges even when I'm not sure how to meet them.
- \_\_\_38\_\_\_ Total score **(14) purpose**

## Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75

### X. Student's(Mentee's) Personal Details

#### Student Profile:

Name of the Student : LANKALA SRISHANTH

Branch & Section :EEE-D1

Hall Ticket number :160119734056

**Category** : Convener (OC/BC/SC/ST/Sports/NCC/PH) /

Management(JEE/NRI/PIO)

Contact ph.no. 8688780826 Alt.ph. no./ local guardian no.9912116396

email ID: lankala1612@gmail.com

#### Parents' Details:

Father's Name :L. Venkatesh

Occupation : Head constable

Mother's Name: L. Krishna veni

Occupation :home maker

Contact No :9912116396

email ID :sravansravs1999@gmail.com

Contact Address: 6-90;Chinna chinta Kunta (V/M); mahaboobnagar;Telangana;509131.

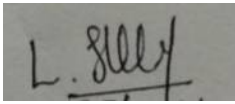
#### Previous Academic Performance:

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2017	9.5	M.V.RAMAN HIGH SCHOOL
2	12 <sup>th</sup> / Equivalent	2019	96.2%	SRI CHAITANYA JUNIOR KALASALA.

EAMCET/ JEEE or any other examination Position details or merit awards (if any):

1. **TS EAMCET RANK** - 16,133
2. **JEE MAINS RANK**— 1,75,942.(AIR).
3. **Hobbies** : Playing Cricket, Reading books.
4. **Career Plans** : Masters in IIT or NIT, IES
5. **Strengths and Weakness:** strong enough in C language, can speak and write in TELUGU, ENGLISH & HINDI.

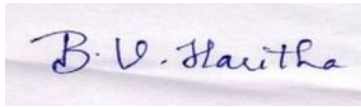




Signature of the Student



Signature of the parent



Name and Signature of the Mentor:

**XI. DETAILS OF STUDENT'S INVOLVEMENT IN THE STUDENT INDUCTION PROGRAMME(SIP) CONDUCTED BY THE INSTITUTE**

**(To be filled by the student)**

1 . Attendance in the Induction Programme (No. of sessions attended/Conducted): 20 days conducted

2. Which session of the SIP was impressive and why ?

Visit to near by famous location I made my first visit in my life

3 . Which session was not at all useful and why ?

None of them are not useful-----

4 . Whether the academic rules , examination rules, Code of Conduct were explained with clarity by the resource person and / or the mentor ? Do you have any doubts ?

yes those where personally said and no doubts in it.

5 . Whether the clubs related to Co-curricular& Extra-curricular activities were introduced ? Did you or do you wish to join any of them ?

Clubs were introduced but I was unavailable at that time but I joined STREET CAUSE later.

6 . Was the course on Human Values taught ? Do you have anything to say on that ?

Yes they were taught. NO comments

7 . Did you understand the need for keeping the campus clean and green and yourself Fit ?

Yes it make our mood of the day pleasant.

8 . Was the campus tour organised for you? Are you aware of your campus now?

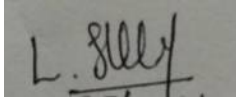
Yes... I am aware of the whole campus now

9 . Was the importance of Fine Arts in support of a Professional career driven ?

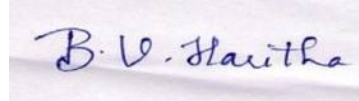
Could possibly be

10 . Any other information you expected to be given to you in the SIP , but was not provided?

No Sip was well organized.

A rectangular image showing a handwritten signature in black ink on a light-colored background. The signature appears to be "L. Sully" with a horizontal line underneath the name.

Signature of the Student

A rectangular image showing a handwritten signature in blue ink on a light-colored background. The signature is "B. V. Haritha" written in a cursive style.

Signature of the Mentor

**Signature of HOD**

**Director – SA&P**

**Principal**

## XII. 1<sup>st</sup> ORIENTATION BY THE CONCERNED MENTOR

( At the beginning of the Semester; 1<sup>st</sup> or 3<sup>rd</sup> as the case may be)

1 . Was the vision , mission and Quality policy of the institute explained by the mentor ?

Every faculty explains about the vision and mission of the responsible course and department.

2 . Was the awareness created in you about the vision & mission of the department and the need for falling in line with that of the institute?

yes

3 . Were the Graduate attributes, COs , POs, PEOs, PSOs and their role in Outcome Based Education explained?

-----yes-----

4 . Was the existence of various types of courses (HSSC,BSC,BESC,PCC,PEC ,OEC, Mandatory Courses) in the programme and their need explained?(Refer Rule II of Academic Rules)

Yes

5. Was the importance of Project Works/Seminars/Internships/Industrial Visits explained ?(Refer Rule V of academic Rules)

Yes.

6 . Was the scope and opportunity for taking Swayam/ MOOCs course and the concept of award of Major/Minor degree explained ?(Refer Rule XII of Academic Rules)

Yes.

7 . Was the concept of Credit system , GPA, SGPA and CGPA explained ?( Refer Rule VI of Academic Rules)

Yes in 1<sup>st</sup> sem itself.

8 . Were the details about duration and academic credentials of Industrial visits / Internships explained ? ( Refer Rule XIII of Academic Rules )

Industrial visit is not done yet for us it is planned in next sem (VI-Sem).

9 . Was the requirement of Activity points explained ?( Refer to Rule XIV of Academic Rules)

yes



10 . Was the eligibility criteria for award of Degree( Major/ Additional Major/ Honor ) explained ? ( Refer to Rule XVIII of Academic Rules )

yes\_\_\_\_\_

11 . Were the additional rules for lateral entry students explained ?(Applicable only for lateral entry students. Refer Rule XXII of Academic Rules)

Sorry I am not an lateral entry student.-----

12. Was the Academic Rule book given to you and explained by the concerned authority?

Yes, at admission time.

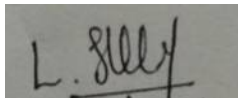
13 . Was the Code of Conduct introduced to you and was made available ?

Yes.

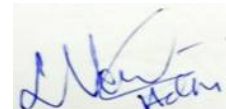
14. Was the existence of an R&E Hub , EDC and I&I center informed and their importance explained?

Yes.

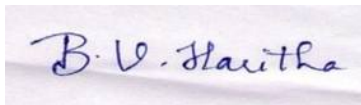
15. Whether the importance of participating in Social service , Community service, Extension activities ,Outreach activities & NSS activities explained and the available facilities in the campus introduced ?      yes



Signature of the Student



Signature of the parent



Signature of the Mentor

Signature of HoD

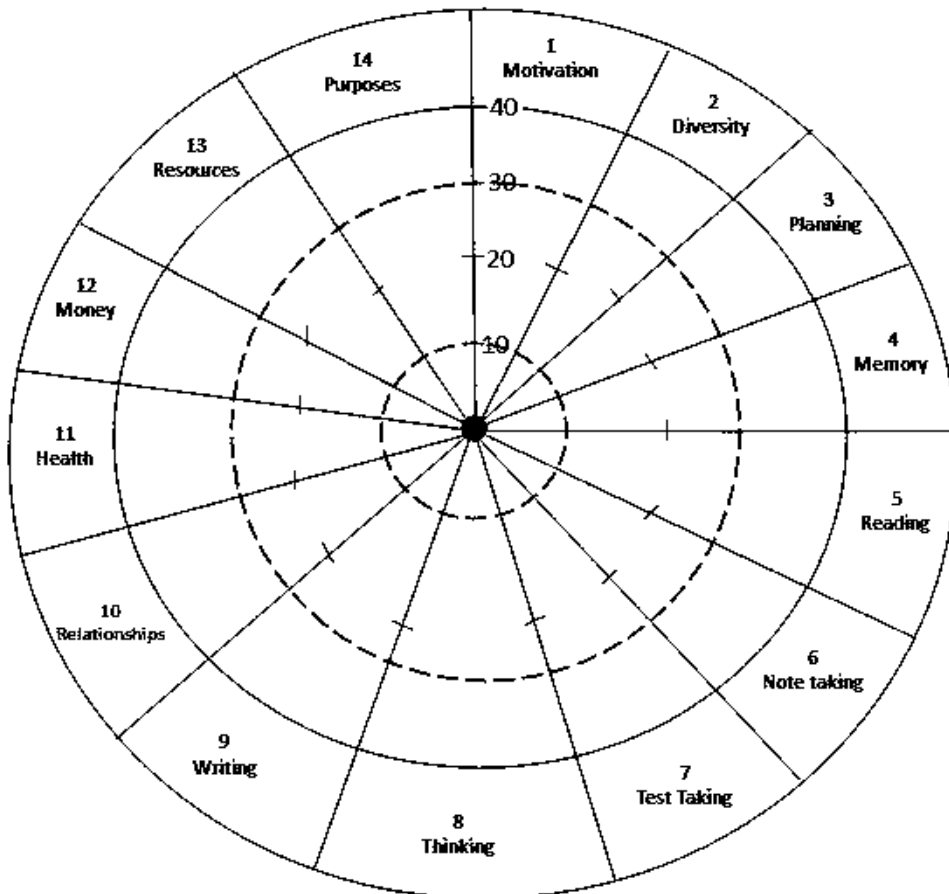
Director – SA&P

Principal

### XIII. STUDENT'S PROGRESS RECORD

1. BE / B.Tech./M.E/M.Tech/M.C.A/M.B.A (EEE) I-SEMESTER

A. DISCOVERY WHEEL for I Semester



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

Goal for this semester is to work on my study schedules and to get good attendance percentage for which being regular and attentive in the session is mandatory

**(C).Monthly Attendance Details: (T: total classes P: Present)**

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	EEE	50	08	65	58	10 6	95	58	58	
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total		50	08	65	58	10 6	95	58	58	
Percentage		16.00		89.23		89.62		100		84.63

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

	Course	Assignment / Quiz				Mid-Final	External	Credits	
		Max.Marks:							
1	English	10	08	09	015	17		A+	2.00
2	Programming for Problem Solving Lab	08	09	10	13	16		O	2.00
3	Waves and Optics Laboratory							A++	1.5
4	Waves, Optics and Introduction to	10	10	09	16	18		A++	4.00

	Quantum Mechanics								
5	Programming for Problem Solving	10	09	08	13	15		B	3.00
6	Workshop							A++	3.00
7	Mathematics-I	10	10	09	10	16		A++	4.00
8	English Lab							A+	1.00
9									
10									
<b>SGPA:</b>									<b>7.85</b>

Position in the class:

CGPA:7.85

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities:** not participated

**(ii). Details of participation in Extra-Curricular activities:** Worked in club.

**(iii). Awards/ Honours/ Appreciations**

NO

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

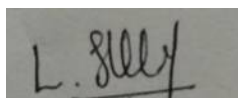
yes

**(ii). Awards/ Appreciations won (if any ): No**

**(iii).Involvement in any activity violating the code of conduct: no**

**(iv). Punishments given / Penalty imposed(if any): No**

**(G). Any other information / Observations**



Signature of the student



signature of Parent

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**      Only general academic counselling is required

### **COUNSELING NOTES**

<b>Sno</b>	<b>Date</b>	<b>Remarks</b>
	26.08.2019	<ul style="list-style-type: none"><li>&gt; Importance of being abiding by the academic rules and regulations explained</li><li>➔ Attendance percentage verified and subject wise marks were analyzed enquiring about any difficulties faced by him during the instruction period</li></ul>

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Signature of the Mentor

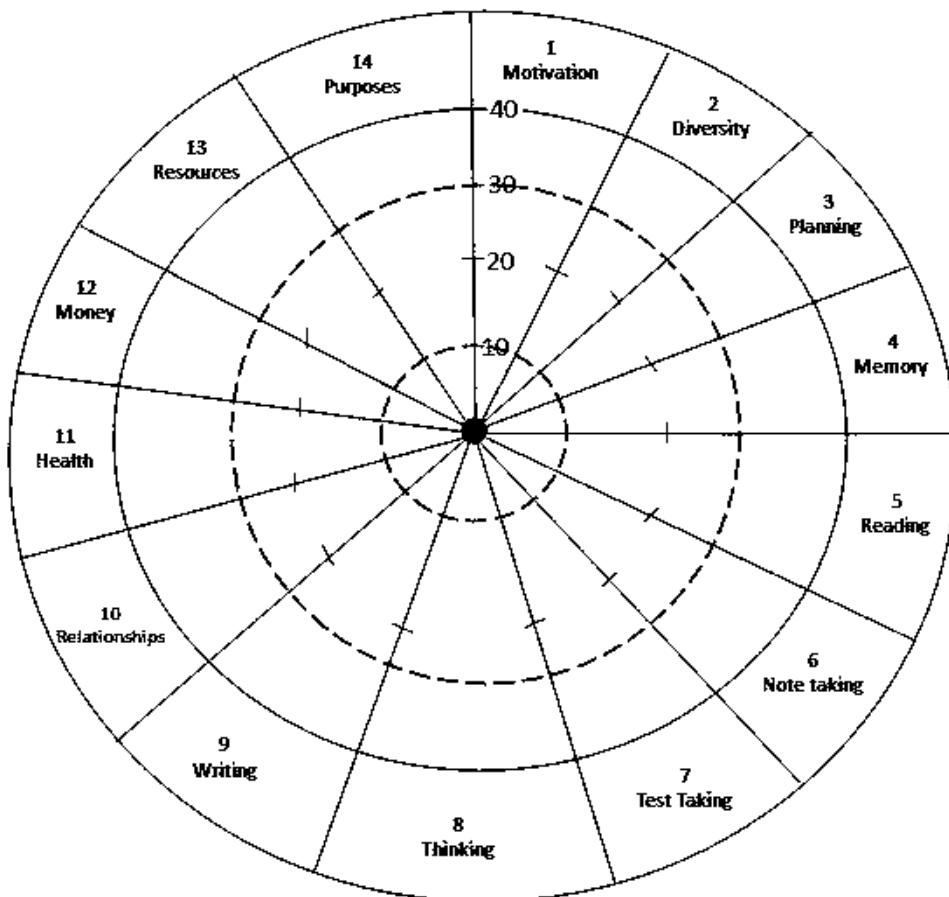
Signature of the Head

Director – SA&P

PRINCIPAL

## 2. BE / B.Tech./M.E./M.Tech./M.C.A/M.B.A/(EEE) II-SEMESTER

### (A). DISCOVERY WHEEL for II Semester





**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

Going to classes regularly and reviewing notes and also taking up extracurricular activities for overall development

**(C) .Monthly Attendance Details: (T: total classes P: Present)**

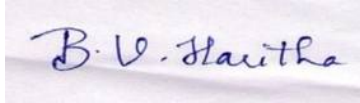
Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	EEE	120	109	48	44	53	52			
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total		120	109	48	44	53	52			
Percentage		90.83		91.67		98.11				92.76

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	Chemistry	10	10	10	16	18		A++	4.00
2	Mathematics-II	09	10	09	12	15		O	4.00
3	Engineering Mechanics	10	10	10	19	16		A+	4.00
4	Chemistry Lab	09	06	9	16	18		O	1.50
5	BEE	8	10	09	13	17		A++	4.00
6	BEE Lab					-		A++	1.00
7	Engineering Graphics and Design Lab							O	3.00
8									
9									
10									
								<b>SGPA:</b>	8.73

Position in the class:

CGPA:8.30



Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities:** not participated

**(ii). Details of participation in Extra-Curricular activities:** Worked in club. (Street cause CBIT)

**(iii). Awards/ Honours/ Appreciations**

NO

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

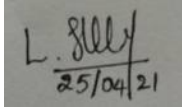
yes

**(ii). Awards/ Appreciations won (if any ):** No

**(iii).Involvement in any activity violating the code of conduct :** no

**(iv). Punishments given / Penalty imposed(if any):** No

**(G) ANY OTHER INFORMATION /OBSERVATIONS :** No

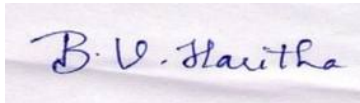


Signature of Student



Signature of the parent

**Mentor's initial Remarks :** ( Please specify whether the student needs counselling in any direction ) Student is doing well in academics and his attendance percentage is also good.



Signature of the Mentor

Signature of the Head

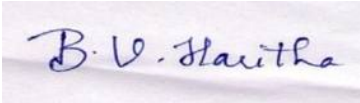
Signature of Director(SA&P)

Principal

### COUNSELING NOTES

Sno	Date	Remarks	Signature
	03/02 /2020	<ul style="list-style-type: none"><li>➔ Theory and lab attendance percentage analysis</li><li>➔ Queried for any academic and personal discrepancies faced</li><li>➔ Explained about importance of hands-on experience (industrial) so as to encourage students to take up internships in the early semesters</li></ul>	

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**Signature of the Mentor**

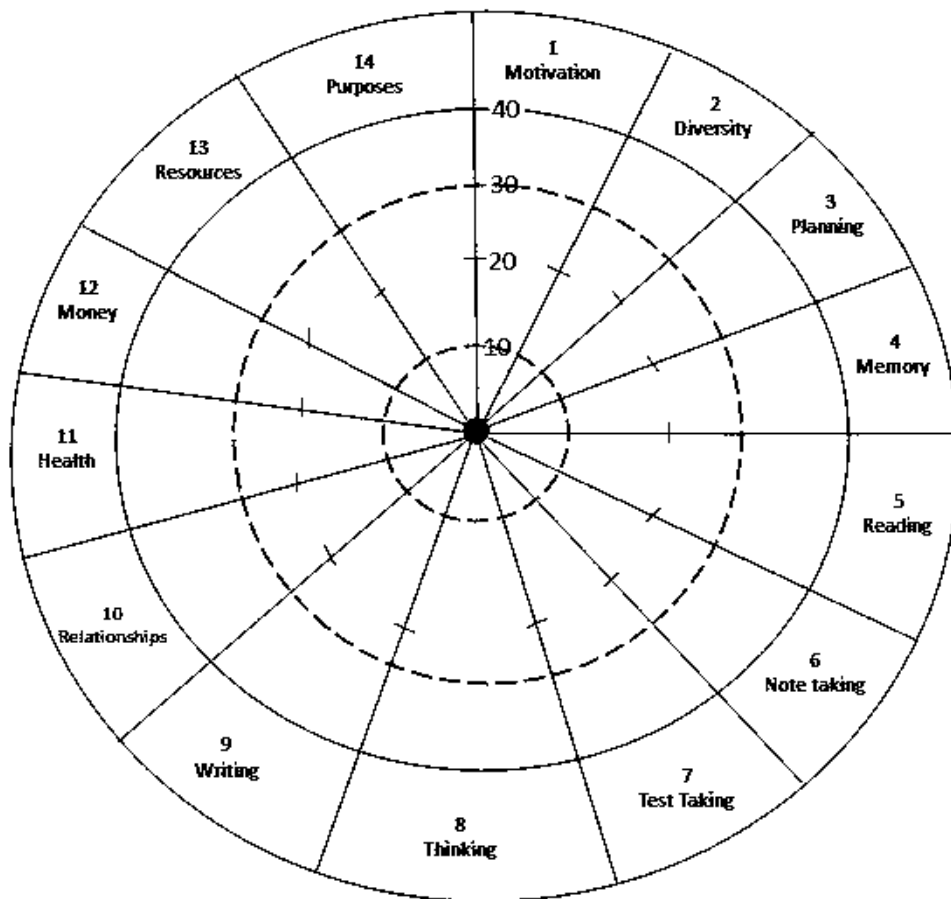
**Director – SA&P**

**Signature of the Head**

**PRINCIPAL**

3. BE / B.Tech./M.E/M.Tech./M.C.A/M.B.A ( EEE ) III-SEMESTER

(A). DISCOVERY WHEEL for III Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

Continuous reviewing of class notes and improving communication skills by reading good books

**(C). Monthly Attendance Details:** (T: total classes P: Present)

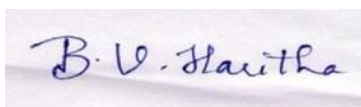
Sno	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	EEE	57	50	84	74	57	52	71	66	
2										
3										
4										
5										
6										
7										
8										
9										
10	Total	57	50	84	74	57	52	71	66	
Percentage		87.72%		88.10%		91.23%		92.93%		

**(D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams& SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	EMF	10	10	10	20	16	28	A++	4.00
2	AM	09	08	10	18	18	20	A+	4.00
3	ECA	10	10	07	13	12	22	A++	4.00
4	AEC	10	10	05	08	16	25	A+	4.00
5	EM&I	10	10	7.78	15	13	23	O	3.00
6	EMI Lab	10	09		12	14	13	A++	1.00
7	AEC Lab	10	04		09	10	09	A++	1.00
8	ITK	—	—	—			—	O	0.00
9	IC	—	—	—			—	A++	0.00
10	—	—	—	—					
SGPA:									8.08

Position in the class:

CGPA: 8.23



Signature of the Mentor

Signature of the Head



**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities:** not participated

**(ii). Details of participation in Extra-Curricular activities:** Worked in club.

**(iii). Awards/ Honours/ Appreciations**

NO

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

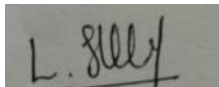
yes

**(ii). Awards/ Appreciations won (if any ):** No

**(iii).Involvement in any activity violating the code of conduct:** No

**(iv). Punishments given / Penalty imposed(if any):** No

**(G). Any other information / Observations**

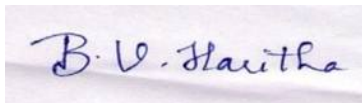


signature of the student



signature of Parent

**Mentor's initial Remarks :** ( Please specify whether the student needs counselling in any direction ) : Student is attentive and actively communicates about all academic and also personal issues



Signature of the Mentor

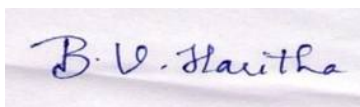
Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature
	22/09 /2020	<ul style="list-style-type: none"><li>➔ Review on companies offering internships to students</li><li>➔ Addressing academic and personal issues</li><li>➔ Enquired about health status in view of the pandemic</li></ul>	

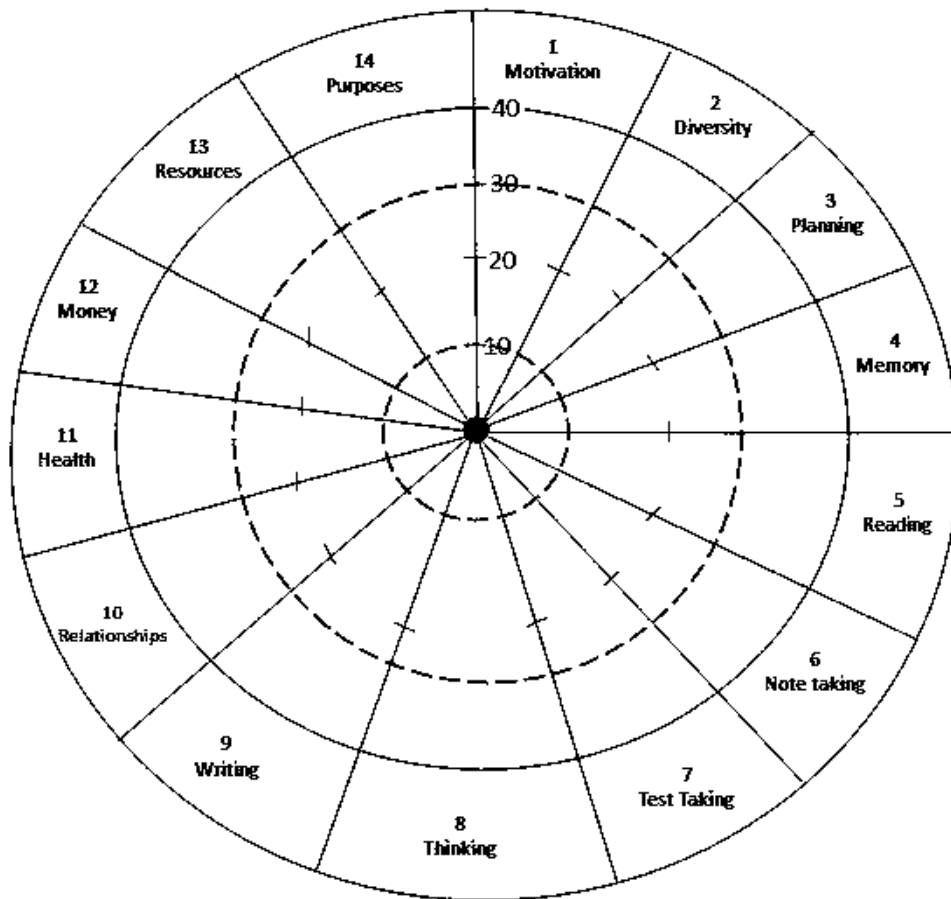


**Signature of the Mentor**

**Signature of the Head**

4. BE / B.Tech./M.E/M.Tech./M.C.A/M.B.A (EEE ) IV-SEMESTER

(A). DISCOVERY WHEEL for IV Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

To be a great listener and to improve professional skills which would be useful for attending interviews in the forthcoming semesters. Also to improve my grades

**(C). Monthly Attendance Details:** (T: total classes P: Present)

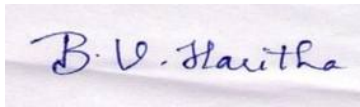
Sno	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	EEE	66	65	98	88	58	40	99	82	
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total		66	65	98	88	58	40	99	82	
Percentage		98.48		89.80		68.94		82.83		

**(D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	BDS	10	9.5	09	15	12	24	A+	2.00
2	DE	08	08	08	12	16	20	A+	3.00
3	EM-1	10	10	09	14	18	26	A+	4.00
4	PS-1	10	09	10	09	18	21	A+	3.00
5	POM	07	04	05	13	16	18	A++	3.00
6	ES	-	-	-	-	-	-	A+	0.00
7	BDS LAB							A++	1.00
8	DE LAB							A++	1.00
9	EM-1 LAB							A++	1.00
10	SS LAB							O	1.00
								<b>SGPA:</b>	7.97

Position in the class:

CGPA: 8.17



Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i).** Details of participation in Co-curricular activities: not participated

**(ii).** Details of participation in Extra-Curricular activities: Worked in club.

**(iii).** Awards/ Honours/ Appreciations

NO

**(F). Details of Conduct and Character**

**(i).** Involvement in any activity that reflects the good conduct of the student:

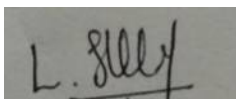
yes

**(ii).** Awards/ Appreciations won (if any ):No

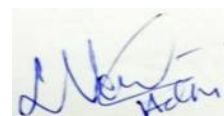
**(iii).**Involvement in any activity violating the code of conduct: no

**(iv).** Punishments given / Penalty imposed(if any): No

**(G). Any other information / Observations**



Signature of the student



signature of Parent

**Mentor's initial Remarks :** ( Please specify whether the student needs counselling in any direction ) student is going in the right direction. He has completed his Internship from HIEE.

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

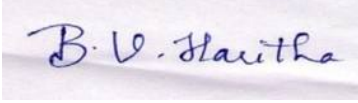
**Principal**

## COUNSELING NOTES

Sno	Date	Remarks	Signature
	26/03 /2021	<ul style="list-style-type: none"><li>➔ Analysis on attendance percentage and academic grades</li><li>➔ Academic and personal issues noted</li><li>➔ Enquired for any technical glitches faced by the student during online classes</li></ul>	



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**Signature of the Mentor**

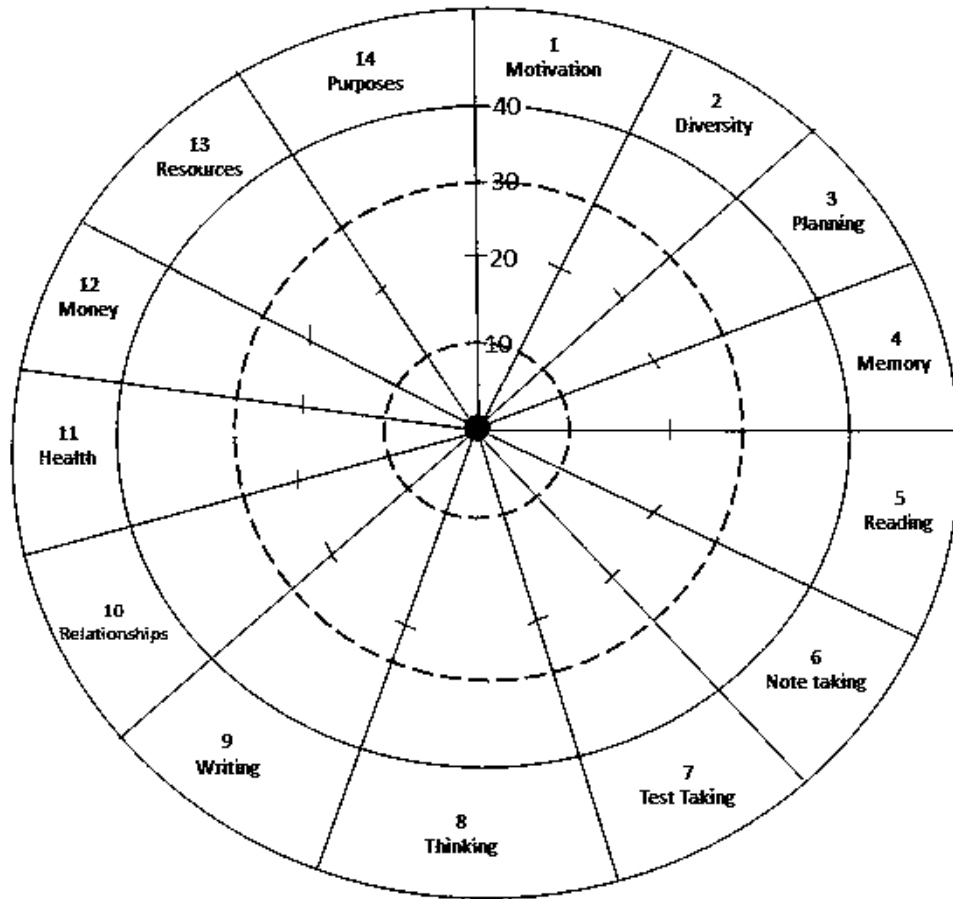
**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

## 5. BE / B.Tech. (EEE) V-SEMESTER

### (A). DISCOVERY WHEEL for V Semester



### (B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

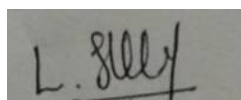
Being attentive in the class and developing aptitude skills and communication skills

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	EEE	77	49	79	58	69	53	98	87	
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total		77	49	79	58	69	53	98	87	
Percentage		63.64		73.42		76.81		88.78		76.47

**(D). Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	EM-II : Electrical Machines-II				18				
2	PS-II : Power Systems-II				07				
3	PE : Power Electronics				14				
4	EEA : Engineering Economics and Accountancy				09				
5	OT : Optimization Techniques				15				
6	IES : Industrial Electrical Systems				17				
7	EM-II Lab : Electrical Machines-II Lab				-				
8	PS-I Lab : Power Systems-I Lab				-				
9	PE Lab : Power Electronics Lab				-				
10									
								<b>SGPA:</b>	



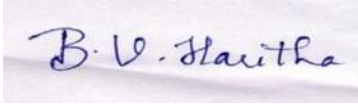
Position in the class:

Signature of the student:



CGPA

Signature of the parent:



Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i).** Details of participation in Co-curricular activities: not participated

**(ii).** Details of participation in Extra-Curricular activities: Worked in club.

**(iii).** Awards/ Honours/ Appreciations : No

**(F). Details of Conduct and Character**

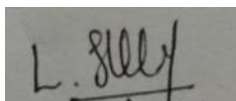
**(i).** Involvement in any activity that reflects the good conduct of the student :

yes

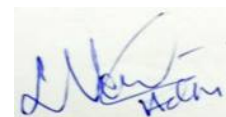
**(ii).** Awards/ Appreciations won (if any ): No

**(iii).**Involvement in any activity violating the code of conduct: no

**(iv).** Punishments given / Penalty imposed(if any): No

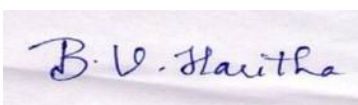


Signature of the student



signature of Parent

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction ):** Student shows improvement in academics, aptitude and communication skills. Student is also keen on exploring new topics related to his discipline



Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

### COUNSELING NOTES

Sno	Date	Remarks	Signature

B. V. Haritha

Signature of the Mentor

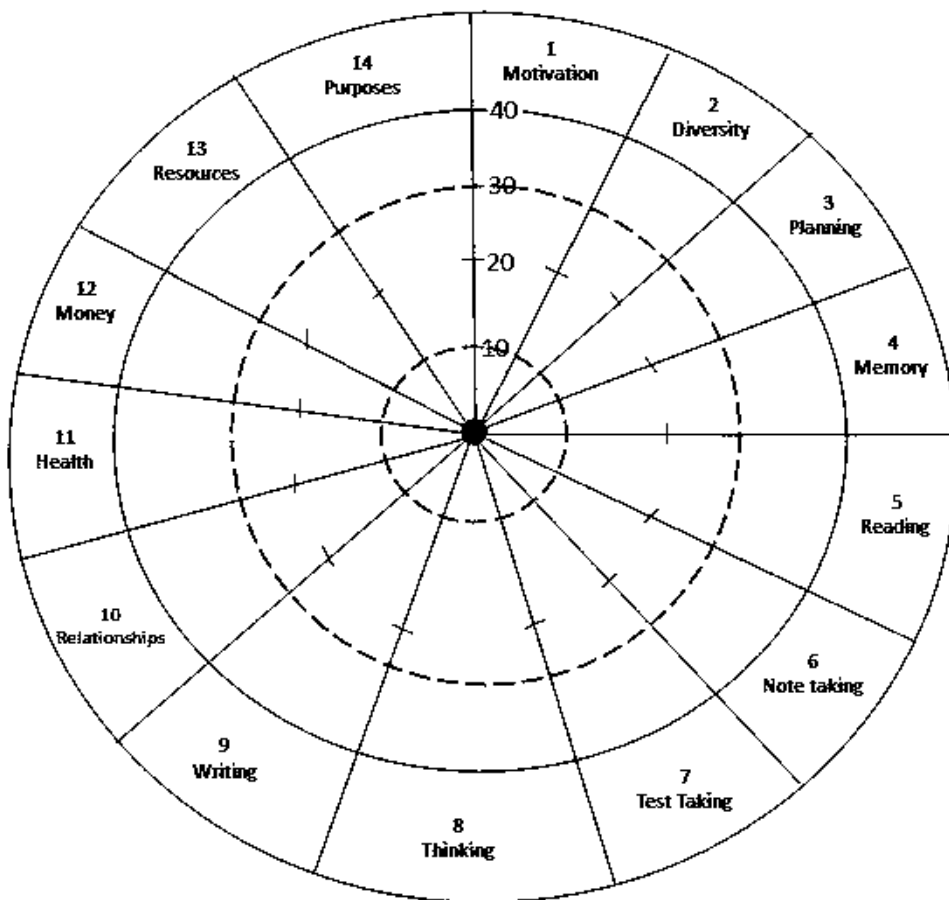
Signature of the Head

Director – SA&P

PRINCIPAL

## 6. BE / B.Tech. (EEE) VI-SEMESTER

### (A). DISCOVERY WHEEL for VI Semester



### (B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:



**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
<b>SGPA:</b>									

Position in the class:

CGPA:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

### **COUNSELING NOTES**

<b>Sno</b>	<b>Date</b>	<b>Remarks</b>	<b>Signature</b>

Signature of the Mentor

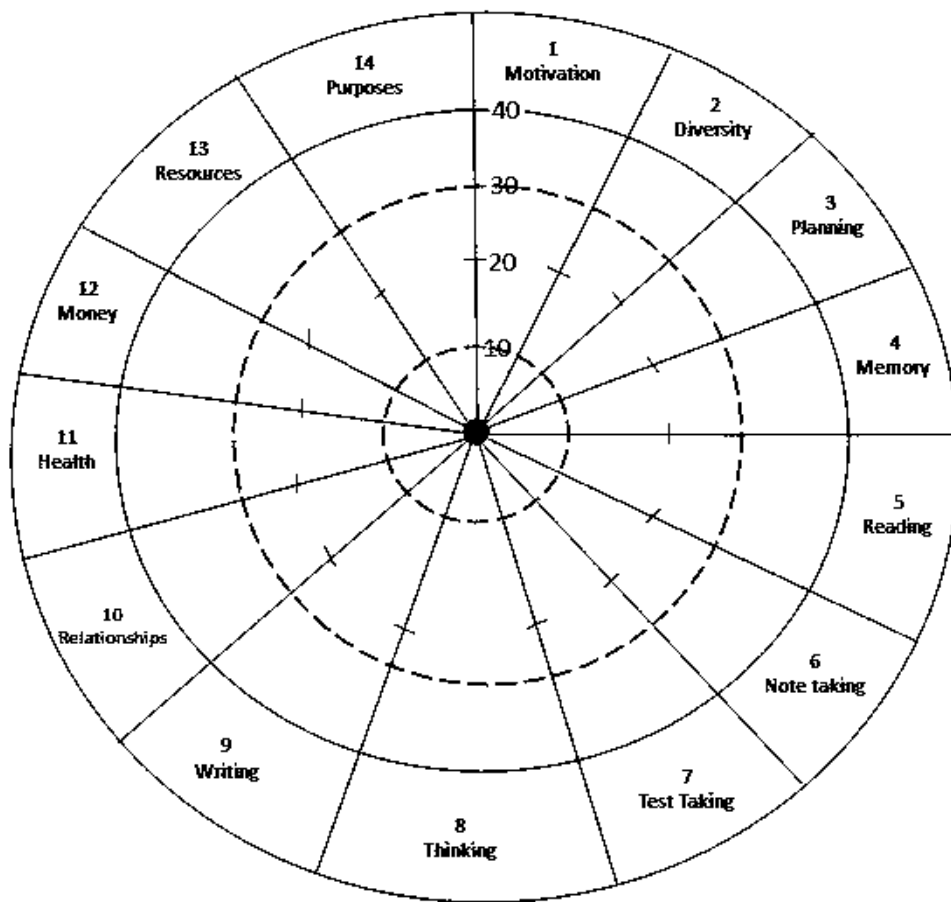
Signature of the Head

Director – SA&P

PRINCIPAL

## 7. BE / B.Tech. (EEE) VII-SEMESTER

### (A). DISCOVERY WHEEL for VII Semester



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATHWAYS PLANNED TO REACH THEM:**

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
<b>SGPA:</b>									

Position in the class:

CGPA:

Placements or any other exams:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )



Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

### COUNSELING NOTES

Sno	Date	Remarks	Signature

Signature of the Mentor

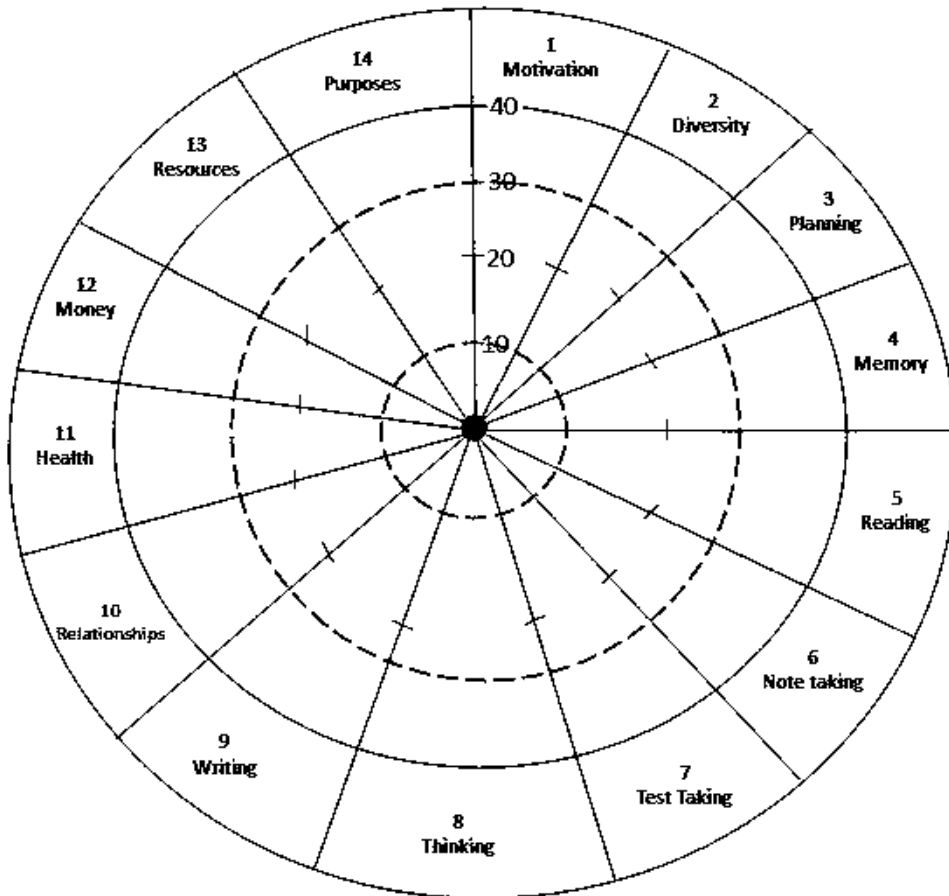
Signature of the Head

Director- SA&P

PRINCIPAL

## 8. BE / B.Tech. (EEE) VIII-SEMESTER

### (A). DISCOVERY WHEEL for VIII Semester



### (B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
								SGPA:	

Position in the class:

CGPA:

Placements or any other exams:

**Signature of the Mentor**

**Signature of the Head**

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

Signature of the Mentor

Signature of the Head

Signature of Director (SA&P)

Principal

### COUNSELING NOTES

Sno	Date	Remarks	Signature

Signature of the Mentor

Signature of the Head

Director- SA&P

PRINCIPAL

**XIV. Name and Signatures of the Counsellors:**

I-Semester: .....

II-Semester: .....

III-Semester: .....

IV-Semester: .....

V-Semester: .....

VI-Semester: .....

VII-Semester: .....

VIII-Semester: .....

**DETENTION DETAILS (if any):**

I-Semester	II-Semester	III-Semester	IV-Semester	V-Semester	VI-Semester	VII-Semester

**BACKLOG DETAILS (if any)**

Sno	Semester	Courses	Details of the cleared courses in the subsequent semesters
1	I-Semester	NO	
2	II-Semester	NO	
3	III-Semester	NO	
4	II-Semester	NO	
5	V-Semester	NO	
6	VI-Semester	NO	
7	VII-Semester	NO	
8	VIII-Semester	NO	

Sno	Semester	Date	Remarks and Signature of the Head
1	I-Semester		
2	II-Semester		
3	III-Semester		
4	IV-Semester		
5	V-Semester		
6	VI-Semester		
7	VII-Semester		



8	VIII-Semester		
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Director-SA&P

PRINCIPAL

**Chaitanya Bharathi Institute of Technology (Autonomous), Hyderabad-75**  
**Student Progress Report**

**Student Profile:**

Name of the Student : **V. Harikiran**  
Branch & Section : **EEE-D2**  
Hall Ticket number : **160118734088**



**Category** : Convener(OC/BC/SC/ST/Sports/NCC/PH) /Management(JEE/NRI/PIO) : **SC**

**Parents' Details:**

Father's Name : **V. Vasantha Rao** Occupation : **Daily Wages**  
Mother's Name: **V. Narasa Kumari** Occupation : **House Wife**  
Contact No : **9912060113** email ID : **vagirih@gmail.com**  
Contact Address: **Nidamanoor, Nalgonda**

**Previous Academic Performance:**

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2016	90%	Telangana Model School
2	12 <sup>th</sup> / Equivalent	2018	97.7%	Sri Chaitanya Jr. Kalasala

EAMCET/ JEE or any other examination Position details or merit awards (if any):

1. ....
2. ....
3. ....

**Hobbies** : **Wacthing Movies, Playing games.**

**Career Plans** :

**Strengths and Weakness:**

*V. Harikiran*  
Signature of the student  
Date: 01-05-2021

*V. Vasantha Rao*  
Signature of the Parent  
Date: 01-05-2021

Name and Signature of the Mentor:

## 5. BE / B.Tech. ( \_\_\_\_\_ ) V-SEMESTER

### 6. Monthly Attendance Details: (T: total classes      P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**Signature of the student:**

**Signature of the parent:**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	Electrical Machines-II							A+	3.00
2	Power Systems-II							A++	3.00
3	Power Electronics							A	3.00
4	Electrical Engineering Materials (CE-I)							A+	3.00
5	Simulation Techniques in Electrical Engineering (CE-I)							A++	3.00
6	Engineering Economics and Accountancy							A++	3.00
7	Electrical Machines-II Lab							A++	1.00
8	Power Systems-I Lab							A++	1.00
9	Power Electronics Lab							A++	1.00
10									
								<b>SGPA:</b>	<b>7.81</b>

**Position in the class:**

**CGPA:** 7.80

Any disciplinary actions taken/Achievements (paper presentations/seminars/internships/ workshops):

**Signature of the Mentor**

**Signature of the Head**

## **COUNSELING NOTES**

<b>Sno</b>	<b>Date</b>	<b>Remarks</b>	<b>Signature</b>

**Chaitanya Bharathi Institute of Technology (Autonomous), Hyderabad-75**  
**Student Progress Report**

**Student Profile:**

Name of the Student : Chitla Pavan

Branch & Section : EEE-D2 3/4

Hall Ticket number : 160117734094

**Category :** Convener (OC/BC/SC/ST/Sports/NCC/PH) / Management(JEE/NRI/PIO)

: BC



**Parents' Details:**

Father's Name : Chitla Sudhakar

Occupation : Retired singareni employe

Mother's Name: Chitla Pushpa latha

Occupation : Housewife

Contact No : 8074567656

email ID : [chitlapavan23@gmail.com](mailto:chitlapavan23@gmail.com)

Contact Address: Ramakrishnapur, Mancherial

**Previous Academic Performance:**

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2015	85%	Krishnaveni Talent School, mancherial
2	12 <sup>th</sup> / Equivalent	2017	84.2%	NRI junior college, Bachupally, Hyderabad

EAMCET/ JEEE or any other examination Position details or merit awards (if any):

Signature of the student:

Signature of the parent:

Sno	Course	Assignment/ Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	Electrical Machines-II						A++	3	
2	Power Systems-II						A++	3	
3	Power Electronics						A+	3	
4	Wind And Solar Energy (CE-I)						A++	3	
5	Industrial Electrical Systems (CE-I)						A	3	
6	Engineering Economics and Accountancy						O	3	
7	Electrical Machines-II Lab						A++	1	
8	Power Systems-I Lab						A	1	
9	Power Electronics Lab						A+	1	
10									
<b>SGPA:</b>								7.96	

**Position in the class:**

**CGPA:**

Any disciplinary actions taken/Achievements (paper presentations/seminars/internships/ workshops):

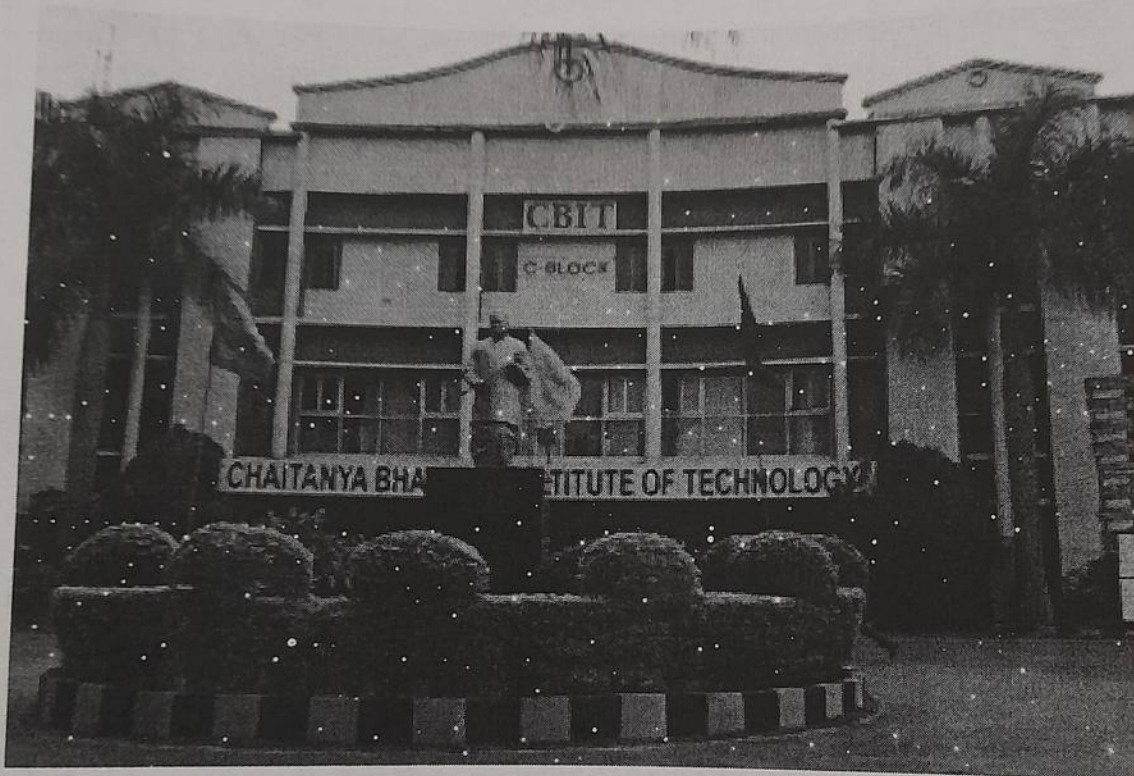
**Signature of the Mentor**

**Signature of the Head**





# MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



## CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A) (Established by CBES in 1979)

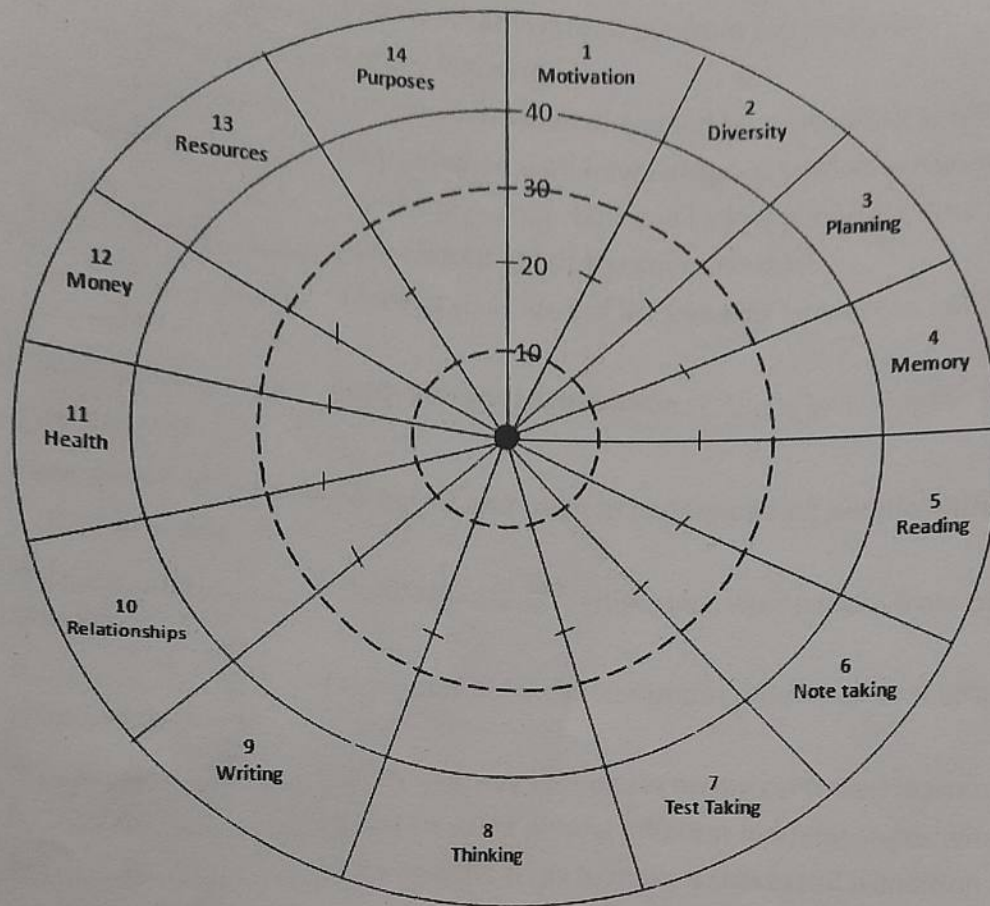
Affiliated to Osmania University, Accredited by NBA – AICTE & NAAC – UGC  
ISO 9001:2015 Certified Institution

Chaitanya Bharathi (P.O), Gandipet, Hyderabad, Telangana – 500075 (T.S)

Ph: 8466997201, E-mail: [principal@cbit.ac.in](mailto:principal@cbit.ac.in) Web : [cbit.ac.in](http://cbit.ac.in)

MAY, 2021

## IX. DISCOVERY WHEEL



This is a tool to discover the strengths and weaknesses of a person in a figurative way, in the wheel form. The wheel strikingly depicts how strong or how weak a person is, in the chosen areas. The strength or weakness is plotted radially in the wheel, based on the marks scored by an individual in various areas. Any individual can assess himself or herself, by responding to the questionnaire under each area, honestly and sincerely. Mentors must see that the wheel is plotted by each student at the beginning of each semester so that any possible help in the form of counselling can be given to them.

- 14 areas are covered in the Discovery Wheel. These are Motivation, diversity, Planning, Reading, Note taking, Test taking, Thinking, Writing, Relationships, Health, Money, Resources, and Purpose. Each area has 8 statements related to the area.
- Read the statements carefully. For each statement award yourself points for each one using the following criterion

- 5 Points This statement is always or almost always true of me
- 4 Points This statement is often true of me
- 3 Points This statement is sometimes true of me
- 2 Points This statement is seldom true of me
- 1 Point This statement is never or almost never true of me.
- Then add up the total point for each section and shade the Discovery Wheel. The shaded parts indicate areas where you may want to improve.



### A. MOTIVATION

- 1. 5 I start each semester highly motivated, and I stay that way.
- 2. 5 I know what I want to get from my education.
- 3. 3 I enjoy learning
- 4. 5 I study even when distracted by activities of lower priority.
- 5. 4 I am satisfied with how I progress toward achieving goals.
- 6. 5 Studying is important and I allow adequate time for it
- 7. 5 I am excited about the courses I take.
- 8. 4 I have a clear idea of the benefits I expect to get from my education
- 36 **Total score (1) Motivation**

### B. DIVERSITY

- I am aware of my cultural biases and open to understanding people with different backgrounds 5
- 2. 5 I build rewarding relationships with people from other cultures and races.
- 3. 4 I can point out examples of discrimination and effectively respond to them
- 4. 5 I study in a way that draws on my preferred learning styles.
- 5. 4 I practice using several different learning styles when I study.
- 6. 2 I take specific steps to make a successful transition into higher education
- 7. 5 I use a sound process for defining my special areas of interest and choosing an academic major or program of study.
- 8. 5 I effectively integrate schooling with my family and work lives.
- 35 **Total Score (2) Diversity**

### C. PLANNING

- 1. 5 I periodically refine my long term goals.
- 2. 5 I regularly define short term goals
- 3. 5 I write a plan for each day and each week.
- 4. 5 I assign priorities to what I choose to do each day.
- 5. 4 I plan review time so I don't have to cram before tests.
- 6. 5 I plan regular recreation time.
- 7. 5 I adjust my study time to meet the demands of individual courses.
- 8. 4 I have adequate time each day to accomplish what I plan.
- 30 **Total score (3) planning**

### D. MEMORY

- 1. 5 I am confident in my ability to remember
  - 2. 5 I remember people's names
  - 3. 5 At the end of a lecture I can summarize what was presented.
  - 4. 5 I apply techniques that enhance my memory skills
  - 5. 5 I can recall information when I'm under pressure
  - 6. 5 I remember important information clearly and easily
  - 7. 5 I can jog my memory when I have difficulty recalling
  - 8. 35
- Total score (4) Memory**

#### E. READING

- 1. 5 I Preview and review reading assignments
- 2. 5 When reading, I underline or highlight important passages.
- 3. 5 When I read, I ask questions about the material
- 4. 5 When I read textbooks, I am alert and awake.
- 5. 5 I relate what I read to my life.
- 6. 5 I select a reading strategy to fit the type of material I'm reading
- 7. 5 I take effective notes when I read
- 8. 5 When I don't understand what I'm reading, I note my question and find my answers. 40

#### F. NOTE TAKING

- 45 Total score (5) Reading
- 1. 5 When I'm in class I focus my attention
- 2. 5 I take notes in class
- 3. 5 I am aware of various methods for taking notes and choose that work best for me.
- 4. 5 My notes are valuable for review.
- 5. 5 I review class notes within 24 hours
- 6. 5 I distinguish important material and notice key phrases in a lecture.
- 7. 5 I copy material the instructor writes on the board or overhead projector
- 8. 5 I can put important concepts into my own words
- 40 Total score (6) Note taking

#### G. TEST TAKING

- 1. 5 I feel confident and calm during an exam
- 2. 5 I can manage my time during exams and I can able to complete them.



- 3. 5 I am able to predict test questions
- 4. 5 I can examine essay questions in light of what I know and come to new original conclusions during a test
- 5. 5 I adapt my test taking strategy to the kind of test I'm taking
- 6. 5 I understand what essay questions ask and can answer them completely and accurately.
- 7. 5 I start reviewing for tests at the beginning of the term and review regularly.
- 8. 5 My sense of personal worth is independent of my personal scores.
- 40 Total score (7) Test taking

#### H. THINKING

- 1. 4 I have flashes of insight, and solutions to problems appear to me at unusual times.
- 2. 4 I use brainstorming to generate solutions to a variety of problems.
- 3. 4 When I get stuck on a creative project, I use specific methods to get unstuck
- 4. 4 I see problems and decisions as opportunities for learning and personal growth
- 5. 4 I am willing to consider different points of view and alternative solutions
- 6. 4 I can state the assumptions that underline a series of assertions.
- 7. 4 I can detect common errors in logic
- 8. 4 I approach courses in mathematics and science with confidence
- 32 Total score (8) Thinking

#### I. WRITING

- 1. 5 I approach writing with confidence
- 2. 5 I can effectively plan a large writing assignment
- 3. 5 I create first drafts without stopping to edit or criticize my writing
- 4. 5 I revise my writing for clarity, accuracy and coherence.
- 5. 5 My writing affirms women and is free of sexist expressions.
- 6. 5 When writing, I accurately credit ideas and facts from other
- 7. 5 I know how to prepare and deliver effective speeches.
- 8. 5 I am confident when I speak before others.
- 40 Total score (9) Writing

#### J. RELATIONSHIPS

- 1. 5 I develop and maintain mutually supportive relationships
- 2. 5 I am candid with others about who I am, what I feel and what I want.

- 3. 5 Other people tell me that I am a good listener.
- 4. 5 I communicate my upset and anger without blaming others.
- 5. 5 I make and keep promises that stretch me to meet my potentials.
- 6. 5 I am able to learn from various instructors with different teaching styles.
- 7. 5 I have the ability to make friends and create valuable relationship in a new place.
- 8. 5 I am open to being with people I don't especially like in order to learn from them.
- 40 Total score (10) Relationships

### K. HEALTH

- 1. 5 I have enough energy to study and still enjoy other areas of my life.
- 2. 5 I exercise regularly.
- 3. 5 My emotional health support my ability to learn
- 4. 5 If the situation calls for it, I have enough reserve energy to put in a long day.
- 5. 5 I notice changes in my physical condition and respond effectively.
- 6. 5 I notice changes in my psychological condition and respond effectively.
- 7. 5 I am in control of the bad habits such as smoking, alcohol and drugs
- 8. 5 My food and sleeping habits contribute to my health.
- 40 Total score (11) Health

### L. MONEY

- 1. 5 I budget my money and I am in control of my personal finances.
- 2. 5 I am confident that I will have enough to complete the education I want.
- 3. 5 I have a clear picture of the financial resources available to me to pay for my education.
- 4. 5 I can make a little money go a long way.
- 5. 5 My education supports my long rang financial goals.
- 6. 5 I repay my debts on time
- 7. 5 My sense of personal worth is independent of my financial condition
- 8. 5 I make regular deposits to my savings accounts.
- 40 Total score (12) Money

### M. RESOURCES

- 1. 5 I can effectively use libraries to find the resources and information I want.



- 3. 5 Other people tell me that I am a good listener.
- 4. 5 I communicate my upset and anger without blaming others.
- 5. 5 I make and keep promises that stretch me to meet my potentials.
- 6. 5 I am able to learn from various instructors with different teaching styles.
- 7. 5 I have the ability to make friends and create valuable relationship in a new place.
- 8. 5 I am open to being with people I don't especially like in order to learn from them.
- 40 Total score (10) Relationships

### K. HEALTH

- 1. 5 I have enough energy to study and still enjoy other areas of my life.
- 2. 5 I exercise regularly.
- 3. 5 My emotional health support my ability to learn
- 4. 5 If the situation calls for it, I have enough reserve energy to put in a long day.
- 5. 5 I notice changes in my physical condition and respond effectively.
- 6. 5 I notice changes in my psychological condition and respond effectively.
- 7. 5 I am in control of the bad habits such as smoking, alcohol and drugs
- 8. 5 My food and sleeping habits contribute to my health.
- 40 Total score (11) Health

### L. MONEY

- 1. 5 I budget my money and I am in control of my personal finances.
- 2. 5 I am confident that I will have enough to complete the education I want.
- 3. 5 I have a clear picture of the financial resources available to me to pay for my education.
- 4. 5 I can make a little money go a long way.
- 5. 5 My education supports my long rang financial goals.
- 6. 5 I repay my debts on time
- 7. 5 My sense of personal worth is independent of my financial condition
- 8. 5 I make regular deposits to my savings accounts.
- 40 Total score (12) Money

### M. RESOURCES

- 1. 5 I can effectively use libraries to find the resources and information I want.

- 2. 5 I am aware of the services offered by my school as learning experiences.
- 3. 5 I use my job or other activities outside of school as learning experiences.
- 4. 5 I take on projects that can make a difference in other people's lives
- 5. 5 I know where to get help in my community for a variety of problems
- 6. 5 My relationships with friends, family and other support my educational goals.
- 7. 5 I think of my mistakes as valuable opportunities to learn.
- 8. 5 I see the world's problems as opportunities for me to participate and contribute.
- 40 Total score (13) Resources

#### N. PURPOSE

- 1. 5 I see learning as a life process
- 2. 5 I relate school to what I plan to do for the rest of my life.
- 3. 5 I learn by contributing to others.
- 4. 5 I revise my plans as I learn, change and grow.
- 5. 5 I am clear about my purpose in life.
- 6. 5 I know that I am responsible for my own education
- 7. 5 I take responsibility for the quality of my life
- 8. 5 I am willing to accept challenges even when I'm not sure how to meet them.
- 40 Total score (14) purpose



## X. Student's (Mentee's) Personal Details



### Student Profile:

Name of the Student : Mudavath Rani

Branch & Section : ITS (A22)

Hall Ticket number :

Category : Convener (OC/BC/SC/ST/Sports/NCC/PH) / Management (JEE/NRI/PIO)

Contact ph.no.

Alt.ph. no./ local guardian no.

email ID: mudavathranirani9999@gmail.com

### Parents' Details:

Father's Name : M. Chandru

Occupation : Farmer

Mother's Name : M. Nefamma

Occupation : Housewife

Contact No : 9502289614

email ID : mudavathchandrust7@gmail.com

Contact Address: Washimnagar (vill), Wanaparthy (Dist)

### Previous Academic Performance:

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2019	90%	Residential school
2	12 <sup>th</sup> / Equivalent	2021	97%	Residential Cg

EAMCET/ JEE or any other examination Position details or merit awards (if any):

1. ....
2. ....
3. ....

Hobbies : Watching movies, sleeping

Career Plans : To start a business

Strengths and Weakness: family / family

Signature of the student  
M. Rani

Date: 12/05/2022

Signature of the Parent  
M. Chandru

Date:

Name and Signature of the Mentor:

## XI. DETAILS OF STUDENT'S INVOLVEMENT IN THE STUDENT INDUCTION PROGRAMME (SIP) CONDUCTED BY THE INSTITUTE

(To be filled by the student)

1. Attendance in the Induction Programme (No. of sessions attended/Conducted):
2. Which session of the SIP was impressive and why?  
Clubs introduction was impressive and because student gave nice introduction.
3. Which session was not at all useful and why?  
No session.
4. Whether the academic rules, examination rules, Code of Conduct were explained with clarity by the resource person and / or the mentor? Do you have any doubts?  
Yes, No doubt
5. Whether the clubs related to Co-curricular & Extra-curricular activities were introduced? Did you or do you wish to join any of them?  
Yes, they were introduced, Yes, I wish to join
6. Was the course on Human Values taught? Do you have anything to say on that?  
Yes, they were thought, I don't have anything to say
7. Did you understand the need for keeping the campus clean and green and yourself Fit?  
Yes
8. Was the campus tour organised for you? Are you aware of your campus now?  
Yes
9. Was the importance of Fine Arts in support of a Professional career driven?  
Yes
10. Any other information you expected to be given to you in the SIP, but was not provided?  
No

M. Raj  
Signature of the Student

Signature of the Mentor

Head

Director - SA&P

Principal

### XII. 1<sup>st</sup> ORIENTATION BY THE CONCERNED MENTOR

(At the beginning of the Semester; 1<sup>st</sup> or 3<sup>rd</sup> as the case may be)



11 . Were the additional rules for lateral entry students explained ?(Applicable only for lateral entry students. Refer Rule XXII of Academic Rules)

NO

12. Was the Academic Rule book given to you and explained by the concerned authority?

NO

13 . Was the Code of Conduct introduced to you and was made available ?

Yes

14. Was the existence of an R&E Hub , EDC and I&I center informed and their importance explained?

NO

15. Whether the importance of participating in Social service , Community service, Extension activities ,Outreach activities & NSS activities explained and the available facilities in the campus introduced ?

NO

M. *Pooj*  
Signature of the Student

M. *Chanderu*  
Signature of the parent

Signature of the Mentor

Signature of HoD

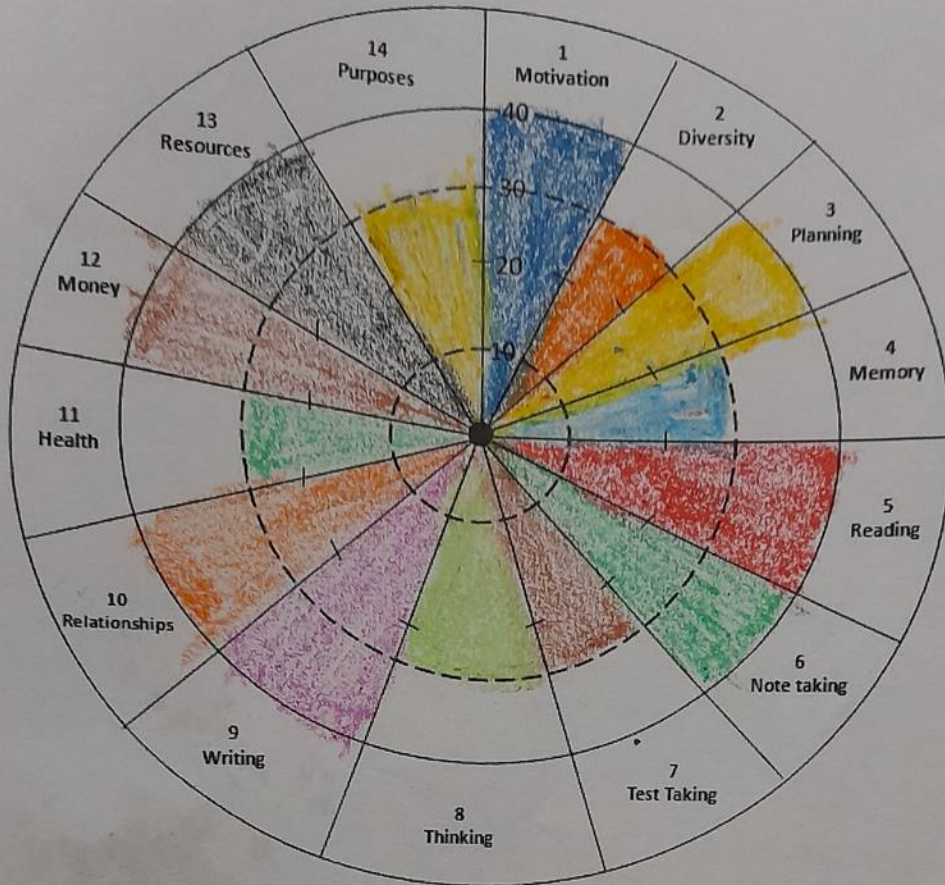
Director – SA&P

Principal

### XIII. STUDENT'S PROGRESS RECORD

1. *✓* BE / B.Tech./M.E/M.Tech/M.C.A/M.B.A ( \_\_\_\_\_ ) I-SEMESTER

A. DISCOVERY WHEEL for I Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

(C) Monthly Attendance Details: (T: total classes P: Present)

	Course	1 <sup>st</sup> Month	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	Remarks
1)	linear algebra & calculus					
2)	PPS					
3)	OSP					
4)	English					
5)	PPS lab					
6)	CAD & D					
7)	English lab					
8)	OSP lab					
9)	LATC lab					
10)	English lab					

11) CE

Total attendance: 9.96-1.





# Sample Mentor Diary for the AY: 2020-21

Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75

## X. Student's(Mentee's) Personal Details



### Student Profile:

Name of the Student : K.Ruchitha

Branch & Section : MCA

Roll number : 1601-20-862-027.

Category : Convener [OC/BC/SC/ST/Sports/NCC/PH] / Management[EE/NR/PIO]: BC

Contact ph.no. 9652776907 Alt.ph.no./local guardian no 8897365366email

id.ruchitha19899@gmail.com Official id ggs\_mca.ruchitha@cbait.org.in

### Parents' Details:

Father's Name : K.Kumar Occupation : Business

Mother's Name : K.Radha Occupation : House wife

Contact No : 8897365366,9573155542 email id k.karrekumar@gmail.com

Corresponding Address: H.NO:1-2-2,Bhavani Temple,Shreenagar colony,old bustand,Sangareddy

Permanent Address: H.NO:1-2-2,Bhavani Temple, Shree nagar colony ,oldbustand , Sangareddy

### Previous Academic Performance:

Sr no	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2015	93%	St.Ann's High School
2	12 <sup>th</sup> / Equivalent	2017	92.5%	Akhaya Junior College
3	Degree/ Equivalent	2020	95.5%	Spoorthy Degree College

Hobbies : Cooking, Singing

Career Plans : Software Developer.

Strengths : Discipline, hardworking nature, attitude towards my work. Quick Learner

Weakness : Selfiminded.

Signature of the student

Signature of the Parent

P. Krishna Prasad

Name and Signature of the Mentor:

## COUNSELING NOTES

Sno	Date	Remarks	Signature
1.	21-5-2021	Mr. P. Krishna Prasad, Mr. M. Ramchander and Dr. S. Indira are the mentors of MCA II Semester students. We three collectively addressed the students of MCA II Semester on 21-05-2021 from 3.30 to 4.30 PM as part of the counselling session scheduled for them. As this is the first counselling session taken by us, we collectively addressed the students and advised them and gave many suggestion regarding. <ul style="list-style-type: none"> <li>Attending classes regularly and punctually</li> <li>Preparing for placements</li> <li>Participating in hackathons</li> <li>Competing with other students in coding competitions</li> <li>Participating in curricular and co-curricular activities</li> <li>Building their personality</li> <li>Concentrating on overall development</li> <li>Participating in extra-curricular activities</li> <li>Importance of internships</li> <li>Doing Projects in various domains</li> <li>Get certification of various courses in MOOCS/Swayam platforms</li> <li>Providing solutions for societal needs</li> <li>Encouraging them to develop small APPs</li> <li>To explore various opportunities</li> </ul> We concluded saying that we will have a separate meeting with the respective mentors from next week onwards	
2.	28-5-2021	Absent	
3.	4-6-2021	Had an interaction with the him no concerns. asked regarding NPTEL courses which I briefed him	
4.	11-6-2021	Had an interaction with the all the students and explained about Swayam NPTEL course and the process of registration and importance of it and cleared doubts regarding NPTEL courses	
5.	18-6-2021	Absent	
6.	25-6-2021	Had an interaction with the father they were very happy with the Department but had shown concern regarding the offline classes	
7.	2-7-2021	as there is high possibility of Covid and also requested for extension of students bus up to patancheru Had interaction and asked for any issues , no issues reported	
8.	9-7-2021	Had interaction and asked for any issues , no issues reported	
9.	23-7-2021	Had interaction and asked for any issues , no issues reported	
10.	6-8-2021	Had interaction and asked for any issues , no issues reported	
11.	13-8-2021	Had combined interaction and discussed about placements and motivated students to prepare well for placements	
12.	27-8-2021	Discussed about completion of syllabus and all the subjects syllabus was almost completed any issues regarding subjects problems no issue reported	

Signature of the Mentor

HEAD OF DEPARTMENT  
Master of Computer Application  
C.B.I.T., Hyderabad-500 075

# Sample Mentor Diary for the AY: 2019-20

Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75

## X. Student's(Mentee's) Personal Details



### Student Profile:

Name of the Student : GADDAMEEDI VISHWAKUMAR

Branch & Section : MCA -3 YEAR

Hall Ticket number : 160119862048

Category : Convener [OC/BC/SC/ST/Sports/NCC/PH] / BC Management(JEE/NR/PIC)

Contact ph.no. 8501020312 Alt.ph. no./ local guardian no. 8317533760

email ID: vishwakumar629@gmail.com

### Parents' Details:

Father's Name :G.Satyanarayana

Occupation :Farmer

Mother's Name: G.Sugana

Occupation :HOME MAKER

Contact No : 8317533760

email ID : gaddameedi123@gmail.com

Contact Address: Hno:3-69 ,Chegunta,Chegunta,Medak,Telangana,502255

### Previous Academic Performance:

Sl o	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2014	9.2 GPA	ZILLA PARISHAD HIGH SCHOOL
2	12 <sup>th</sup> / Equivalent	2016	879	SNEHA JUNIOR COLLEGE

EAMCET/ JEE or any other examination Position details or merit awards (if any):

1. 2925 RANK IN

ICET-2019.....

2. ....

3. ....

Hobbies : Browsing wikipedia,watching SO-FI movies and documentaries,listening to music.

Career Plans :to gain work experience in IT industry and to make a technical innovation .

Strengths and Weakness: Quick learner,Hard working, Positive Thinking.

G. Vishwakumar

Signature of the student

G. Satyanarayana

Signature of the Parent

1	Orinetation given to him on Mentoring	G. Vishwakumar
2	Asked to be regular to the classes without fail and asked about any problems phasing during the class works	G. Vishwakumar
3	Discussed about subjects and any issues in learning process	G. Vishwakumar
4	Acked to prepare well for Mid Exams	G. Vishwakumar
5	Discussed about marks gained in mids	G. Vishwakumar
6	Suggested to start preparation on Aptitude for placements	G. Vishwakumar
7.	Suggested to prepare well for mid and end exams	G. Vishwakumar



Ramesh Ponnala

HEAD OF DEPARTMENT  
Master of Computer Apploetic  
C.B.I.T., Hyderabad-500 075

# Sample Mentor Diary for the AY: 2018-19

Chaitanya Bharathi Institute of Technology (Autonomous), Hyderabad-75

## CBIT Student Progress Report

### Student Profile:

Name of the Student : R. Alekha

Branch & Section : MCA

Hall Ticket number : 16018862001

Category : Convener (OC/BC/SC/ST/Sports/NCC/PH) / Management(JEE/NRI/PIO)



### Parents' Details:

Father's Name : R. Muralidhar

Occupation : Taxildar (Government)

Mother's Name : R. N. Sunitha

Occupation : House wife

Contact No : 8331854169

email ID : rmuralidhar0999@gmail.com

Contact Address: Plot no: 77, Revenue colony, Sangareddy

Previous Academic Performance: Telangana

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2013	92%	BVM High school
2	12 <sup>th</sup> / Equivalent	2015	79%	St. Anthony's junior college

EAMCET/ JEE or any other examination Position details or merit awards (if any):

1. ICET Rank 5672
- 2.
- 3.

Hobbies : Drawing, Singing

Career Plans : Software

Strengths and Weakness:

Signature of the student

Date: 29/09/2019

Signature of the Parent

Date: 29/09/2019

Name and Signature of the Mentor:

## COUNSELING NOTES

Sno	Date	Remarks	Signature
1	21/7/19	Appraised importance of attendance	Alekha
2	24/7/19	Emphasized the requirement of Foundation courses	Alekha
3	11/8/19	Motivated to prepare well for good govt skills	Alekha
4	26/8/19	Advised for acquaintance of skills required for product development	Alekha
5	5/9/19	Advised to develop good aptitude & attitude attributes	Alekha
6	24/9/19	counselled for any difficulties faced in subjects/topics	Alekha

Signature of the Mentor

Signature of the Head



# Sample Mentor Diary for the AY: 2017-18

Chaitanya Bharathi Institute of Technology (Autonomous), Hyderabad-75  
**CBIT Student Progress Report**

**Student Profile:**  
 Name of the Student : Bandari Saikrishna  
 Branch & Section : MCA  
 Hall Ticket number : 160117982026  
 Category : Convener (OC/BC/SC/ST/Sports/NCC/PH) / Management(JEE/NRI/PIO)

**Parents' Details:**  
 Father's Name : Bandari. Thirupathi Occupation : M.A - Teacher  
 Mother's Name : Bandari. Bhagyakumari Occupation :  
 Contact No : 98999 9295149435 email ID : saikrishna@bandari.org  
 Contact Address:


**Previous Academic Performance:**

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2012	82.8	vanikethan High school
2	12 <sup>th</sup> / Equivalent	2014	86%	Trinity Junior college

EAMCET/ JEE or any other examination Position details or merit awards (if any):  
 1. I got good rank in JEE  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

**Hobbies** : playing cricket  
**Career Plans** : To be successful

**Strengths and Weakness:**  
 Signature of the student : [Signature]  
 Date: 20/10/2019  
 Signature of the Parent : B. Thirupathi  
 Date: 20/10/2019  
 Name and Signature of the Mentor: P. Krishna Prasad



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Chaitanya Bharathi Institute of Technology (Autonomous), 2018-19

**COUNSELING NOTES**

Sno	Date	Remarks	Signature
1		Mediated the regarding the academic matters	[Signature]
2		Advised the student to development of skills	[Signature]
3		Guided students in their carrier development	[Signature]
4		Guided the students how to develop the technical skills	[Signature]

Signature of the Mentor

Signature of the Head

Chaitanya Bharathi Institute of Technology (Autonomous), 2018-19

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## MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



### CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

( Established by CBES in 1979 )

Affiliated to Osmania University, Accredited by NBA – AICTE & NAAC – UGC

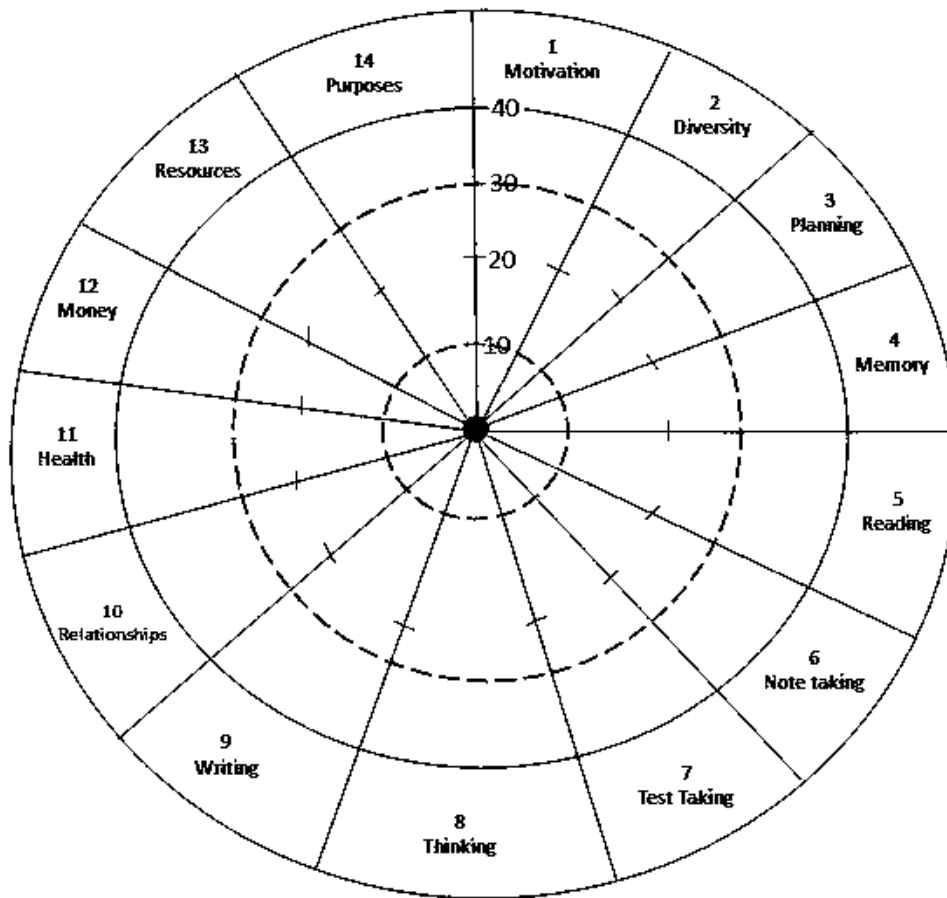
ISO 9001:2015 Certified Institution

Chaitanya Bharathi(P.O), Gandipet, Hyderabad, Telangana – 500075 (T.S)

Ph: 8466997201, E-mail : [principal@cbit.ac.in](mailto:principal@cbit.ac.in) Web : [cbit.ac.in](http://cbit.ac.in)



## IX. DISCOVERY WHEEL



This is a tool to discover the strengths and weaknesses of a person in a figurative way, in the wheel form. The wheel strikingly depicts how strong or how weak a person is, in the chosen areas. The strength or weakness is plotted radially in the wheel, based on the marks scored by an individual in various areas. Any individual can assess himself or herself, by responding to the questionnaire under each area, honestly and sincerely. Mentors must see that the wheel is plotted by each student at the beginning of each semester so that any possible help in the form of counselling can be given to them.

- 14 areas are covered in the Discovery Wheel. These are Motivation, diversity, Planning, Reading, Note taking, Test taking, Thinking, Writing, Relationships, Health, Money, Resources, and Purpose. Each area has 8 statements related to the area.
- Read the statements carefully. For each statement award yourself points for each one using the following criterion
- 5 Points This statement is always or almost always true of me
- 4 Points This statement is often true of me
- 3 Points This statement is sometimes true of me
- 2 Points This statement is seldom true of me
- 1 Point This statement is never or almost never true of me.

- Then add up the total point for each section and shade the Discovery Wheel. The shaded parts indicate areas where you may want to improve.

### A. MOTIVATION

- 1.     4     I start each semester highly motivated, and I stay that way.
- 2.     3     I know what I want to get from my education.
- 3.     2     I enjoy learning
- 4.     3     I study even when distracted by activities of lower priority.
- 5.     4     I am satisfied with how I progress toward achieving goals.
- 6.     4     Studying is important and I allow adequate time for it
- 7.     5     I am excited about the courses I take.
- 8.     4     I have a clear idea of the benefits I expect to get from my education
- 29     **Total score (1) Motivation**

### B. DIVERSITY

- I     4     am aware of my cultural biases and open to understanding people with different backgrounds
- 2.     4     I build rewarding relationships with people from other cultures and races.
- 3.     4     I can point out examples of discrimination and effectively respond to them
- 4.     5     I study in a way that draws on my preferred learning styles.
- 5.     3     I practice using several different learning styles when I study.
- 6.     4     I take specific steps to make a successful transition into higher education
- 7.     5     I use a sound process for defining my special areas of interest and choosing an academic major or program of study.
- 8.     4     I effectively integrate schooling with my family and work lives.
- 33     **Total Score (2) Diversity**

### C. PLANNING

- 1.     4     I periodically refine my long term goals.
- 2.     4     I regularly define short term goals
- 3.     4     I write a plan for each day and each week.
- 4.     3     I assign priorities to what I choose to do each day.
- 5.     4     I plan review time so I don't have to cram before tests.
- 6.     5     I plan regular recreation time.

- 7. 4 I adjust my study time to meet the demands of individual courses.
  - 8. 4 I have adequate time each day to accomplish what I plan.
- 32 **Total score (3) planning**

#### D. MEMORY

- 1. 4 I am confident in my ability to remember
  - 2. 4 I remember people's names
  - 3. 5 At the end of a lecture I can summarize what was presented.
  - 4. 4 I apply techniques that enhance my memory skills
  - 5. 5 I can recall information when I'm under pressure
  - 6. 4 I remember important information clearly and easily
  - 7. 3 I can jog my memory when I have difficulty recalling
- 29 **Total score (4) Memory**

#### E. READING

- 1. 5 I Preview and review reading assignments
- 2. 5 When reading, I underline or highlight important passages.
- 3. 5 When I read, I ask questions about the material
- 4. 4 When I read textbooks, I am alert and awake.
- 5. 4 I relate what I read to my life.
- 6. 4 I select a reading strategy to fit the type of material I'm reading
- 7. 5 I take effective notes when I read
- 8. 3 When I don't understand what I'm reading, I note my question and find my answers.

• 35 total

#### F. NOTE TAKING

- \_\_\_\_\_ **Total score (5) Reading**
- 1. 5 When I'm in class I focus my attention
- 2. 5 I take notes in class
- 3. 5 I am aware of various methods for taking notes and choose that work best for me.
- 4. 5 My notes are valuable for review.
- 5. 5 I review class notes within 24 hours
- 6. 5 I distinguish important material and notice key phrases in a lecture.
- 7. 4 I copy material the instructor writes on the board or overhead projector
- 8. 4 I can put important concepts into my own words

- \_\_\_\_38\_\_\_\_ Total score (6) Note taking

## G. TEST TAKING

- 1. \_\_\_\_5\_\_\_\_ I feel confident and calm during an exam
- 2. \_\_\_\_5\_\_\_\_ I can manage my time during exams and I can able to complete them.
- 3. \_\_\_\_4\_\_\_\_ I am able to predict test questions
- 4. \_\_\_\_5\_\_\_\_ I can examine essay questions in light of what I know and come to new original conclusions during a test
- 5. \_\_\_\_4\_\_\_\_ I adapt my test taking strategy to the kind of test I'm taking
- 6. \_\_\_\_5\_\_\_\_ I understand what essay questions ask and can answer them completely and accurately.
- 7. \_\_\_\_4\_\_\_\_ I start reviewing for tests at the beginning of the term and review regularly.
- 8. \_\_\_\_5\_\_\_\_ My sense of personal worth is independent of my personal scores.
- \_\_\_\_37\_\_\_\_ Total score (7) Test taking

## H. THINKING

- 1. \_\_\_\_5\_\_\_\_ I have flashes of insight, and solutions to problems appear to me at unusual times.
- 2. \_\_\_\_4\_\_\_\_ I use brainstorming to generate solutions to a variety of problems.
- 3. \_\_\_\_3\_\_\_\_ When I get stuck on a creative project, I use specific methods to get unstuck
- 4. \_\_\_\_4\_\_\_\_ I see problems and decisions as opportunities for learning and personal growth
- 5. \_\_\_\_5\_\_\_\_ I am willing to consider different points of view and alternative solutions
- 6. \_\_\_\_5\_\_\_\_ I can state the assumptions that underline a series of assertions.
- 7. \_\_\_\_5\_\_\_\_ I can detect common errors in logic
- 8. \_\_\_\_3\_\_\_\_ I approach courses in mathematics and science with confidence
- \_\_\_\_34\_\_\_\_ Total score (8) Thinking

## I. WRITING

- 1. \_\_\_\_5\_\_\_\_ I approach writing with confidence
- 2. \_\_\_\_4\_\_\_\_ I can effectively plan a large writing assignment
- 3. \_\_\_\_5\_\_\_\_ I create first drafts without stopping to edit or criticize my writing
- 4. \_\_\_\_4\_\_\_\_ I revise my writing for clarity, accuracy and coherence.
- 5. \_\_\_\_5\_\_\_\_ My writing affirms women and is free of sexist expressions.

- 6. \_\_\_4\_\_\_ When writing. I accurately credit ideas and facts from other
- 7. \_\_\_5\_\_\_ I know how to prepare and deliver effective speeches.
- 8. \_\_\_4\_\_\_ I am confident when I speak before others.
- \_\_\_36\_\_\_ Total score (9) Writing

#### J. RELATIONSHIPS

- 1. \_\_\_4\_\_\_ I develop and maintain mutually supportive relationships
- 2. \_\_\_4\_\_\_ I am candid with others about who I am, what I feel and what I want.
- 3. \_\_\_4\_\_\_ Other people tell me that I am a good listener.
- 4. \_\_\_4\_\_\_ I communicate my upset and anger without blaming others.
- 5. \_\_\_4\_\_\_ I make and keep promises that stretch me to meet my potentials.
- 6. \_\_\_5\_\_\_ I am able to learn from various instructors with different teaching styles.
- 7. \_\_\_5\_\_\_ I have the ability to make friends and create valuable relationship in a new place.
- 8. \_\_\_5\_\_\_ I am open to being with people I don't especially like in order to learn from them.
- \_\_\_35\_\_\_ Total score (10) Relationships

#### K. HEALTH

- 1. \_\_\_5\_\_\_ I have enough energy to study and still enjoy other areas of my life.
- 2. \_\_\_5\_\_\_ I exercise regularly.
- 3. \_\_\_5\_\_\_ My emotional health support my ability to learn
- 4. \_\_\_5\_\_\_ If the situation calls for it, I have enough reserve energy to put in a long day.
- 5. \_\_\_5\_\_\_ I notice changes in my physical condition and respond effectively.
- 6. \_\_\_5\_\_\_ I notice changes in my psychological condition and respond effectively.
- 7. \_\_\_5\_\_\_ I am in control of the bad habits such as smoking, alcohol and drugs
- 8. \_\_\_4\_\_\_ My food and sleeping habits contribute to my health.
- \_\_\_39\_\_\_ Total score (11) Health
- 

#### L. MONEY

- 1. \_\_\_5\_\_\_ I budget my money and I am in control of my personal finances.
- 2. \_\_\_5\_\_\_ I am confident that I will have enough to complete the education I want.
- 3. \_\_\_5\_\_\_ I have a clear picture of the financial resources available to me to pay for my education.

- 4. \_\_\_5\_\_\_ I can make a little money go a long way.
- 5. \_\_\_5\_\_\_ My education supports my long rang financial goals.
- 6. \_\_\_5\_\_\_ I repay my debts on time
- 7. \_\_\_5\_\_\_ My sense of personal worth is independent of my financial condition
- 8. \_\_\_5\_\_\_ I make regular deposits to my savings accounts.
- \_\_\_40\_\_\_ Total score (12) Money

#### M. RESOURCES

- 1. \_\_\_4\_\_\_ I can effectively use libraries to find the resources and information I want.
- 2. \_\_\_4\_\_\_ I am aware of the services offered by my school as learning experiences.
- 3. \_\_\_4\_\_\_ I use my job or other activities outside of school as learning experiences.
- 4. \_\_\_4\_\_\_ I take on projects that can make a difference in other people’s lives
- 5. \_\_\_4\_\_\_ I know where to get help in my community for a variety of problems
- 6. \_\_\_4\_\_\_ My relationships with friends, family and other support my educational goals.
- 7. \_\_\_4\_\_\_ I think of my mistakes as valuable opportunities to learn.
- 8. \_\_\_4\_\_\_ I see the world’s problems as opportunities for me to participate and contribute.
- \_\_\_32\_\_\_ Total score (13) Resources

#### N. PURPOSE

- 1. \_\_\_3\_\_\_ I see learning as a life process
- 2. \_\_\_3\_\_\_ I relate school to what I plan to do for the rest of my life.
- 3. \_\_\_3\_\_\_ I learn by contributing to others.
- 4. \_\_\_4\_\_\_ I revise my plans as I learn, change and grow.
- 5. \_\_\_4\_\_\_ I am clear about my purpose in life.
- 6. \_\_\_4\_\_\_ I know that I am responsible for my own education
- 7. \_\_\_5\_\_\_ I take responsibility for the quality of my life
- 8. \_\_\_3\_\_\_ I am willing to accept challenges even when I’m not sure how to meet them.
- \_\_\_29\_\_\_ Total score (14) purpose



## Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75

### X. Student's(Mentee's) Personal Details



#### Student Profile:

Name of the Student : prasannaganapati Manjunath nayak

Branch & Section : mechanical f1

Hall Ticket number : 160120736027

Category : Convener (OC) /

Management(JEE)

Contact ph.no.9515817469 Alt.ph. no./ local guardian no.9000644486 email ID:pgmn9x9@gmail.com

#### Parents' Details:

Father's Name : Manjunath nayak Occupation : country manager

Mother's Name: sujata naik Occupation : house wife

Contact No : 9000644486 email ID : sujju939@gmail.com

Contact Address: 403,kachams residency, gayatri nagar, jeedimetla village, hyderabad

#### Previous Academic Performance:

Sn o	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2018	81	S.V.I.S
2	12 <sup>th</sup> / Equivalent	2020	93	Trividya junior college

EAMCET/ JEEE or any other examination Position details or merit awards (if any):

1. <50,000 rank in jee mains
2. 15k rank in eamcet
3. 15k marathon runner, member of inter school dance competition held by oakridge international school

Hobbies : tennis, volleyball, dance, riding, drawing, sketching

Career Plans : masters in Germany and start-up already in progress

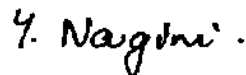
Strengths and Weakness:



Signature of the student  
Date: 4/12/2021

Manjunath  
Signature of the Parent man  
Date:4/12/2021

Name and Signature of the Mentor: Y.Nagini



## XI. DETAILS OF STUDENT'S INVOLVEMENT IN THE STUDENT INDUCTION PROGRAMME(SIP) CONDUCTED BY THE INSTITUTE

(To be filled by the student)

1 . Attendance in the Induction Programme (No. of sessions attended/Conducted):---6---

2. Which session of the SIP was impressive and why ?

-----helps you tell about problems in life and get advices

3 . Which session was not at all useful and why ?

-----none-----

4 . Whether the academic rules , examination rules, Code of Conduct were explained with clarity by the resource person and / or the mentor ? Do you have any doubts ?

-----no doubts

5 . Whether the clubs related to Co-curricular& Extra-curricular activities were introduced ? Did you or do you wish to join any of them ?

-----yes, I have joined the recommended ones

6 . Was the course on Human Values taught ? Do you have anything to say on that ?

-----yes I have started implementing these in my life

7 . Did you understand the need for keeping the campus clean and green and yourself Fit ?

-----yes or else there is no mood to study without cleanliness

8 . Was the campus tour organised for you? Are you aware of your campus now?

-----no, but over the course of an year I am used to it now

9 . Was the importance of Fine Arts in support of a Professional career driven ?

-----yes

10 . Any other information you expected to be given to you in the SIP , but was not provided?

-----no



Signature of the Student

Y. Nagmi .

Signature of the Mentor



Head

Director – SA&P

Principal

## XII. 1<sup>st</sup> ORIENTATION BY THE CONCERNED MENTOR

( At the beginning of the Semester; 1<sup>st</sup> or 3<sup>rd</sup> as the case may be)

1 . Was the vision , mission and Quality policy of the institute explained by the mentor ?

-----yes

2 . Was the awareness created in you about the vision & mission of the department and the need for falling in line with that of the institute?

-----yes

3 . Were the Graduate attributes, COs , POs, PEOs, PSOs and their role in Outcome Based Education explained?

-----yes

4 . Was the existence of various types of courses (HSSC,BSC,BESC,PCC,PEC ,OEC, Mandatory Courses) in the programme and their need explained?(Refer Rule II of Academic Rules)

-----yes

5. Was the importance of Project Works/Seminars/Internships/Industrial Visits explained ?(Refer Rule V of academic Rules)

-----yes

6 . Was the scope and opportunity for taking Swayam/ MOOCs course and the concept of award of Major/Minor degree explained ?(Refer Rule XII of Academic Rules)

-----yes

7 . Was the concept of Credit system , GPA, SGPA and CGPA explained ?( Refer Rule VI of Academic Rules)

-----yes

8 . Were the details about duration and academic credentials of Industrial visits / Internships explained ? ( Refer Rule XIII of Academic Rules )

-----yes

9 . Was the requirement of Activity points explained ?( Refer to Rule XIV of Academic Rules)

-----yes

10 . Was the eligibility criteria for award of Degree( Major/ Additional Major/ Honor ) explained ? ( Refer to Rule XVIII of Academic Rules )

\_\_\_\_\_yes

11 . Were the additional rules for lateral entry students explained ?(Applicable only for lateral entry students. Refer Rule XXII of Academic Rules)

-----yes

12. Was the Academic Rule book given to you and explained by the concerned authority?

-----yes

13 . Was the Code of Conduct introduced to you and was made available ?

yes

14. Was the existence of an R&E Hub , EDC and I&I center informed and their importance explained?

-----yes

15. Whether the importance of participating in Social service , Community service, Extension activities ,Outreach activities & NSS activities explained and the available facilities in the campus introduced ?

yes



Signature of the Student

manjunath

Signature of the parent

Y. Nagini .

Signature of the Mentor



Signature of HoD

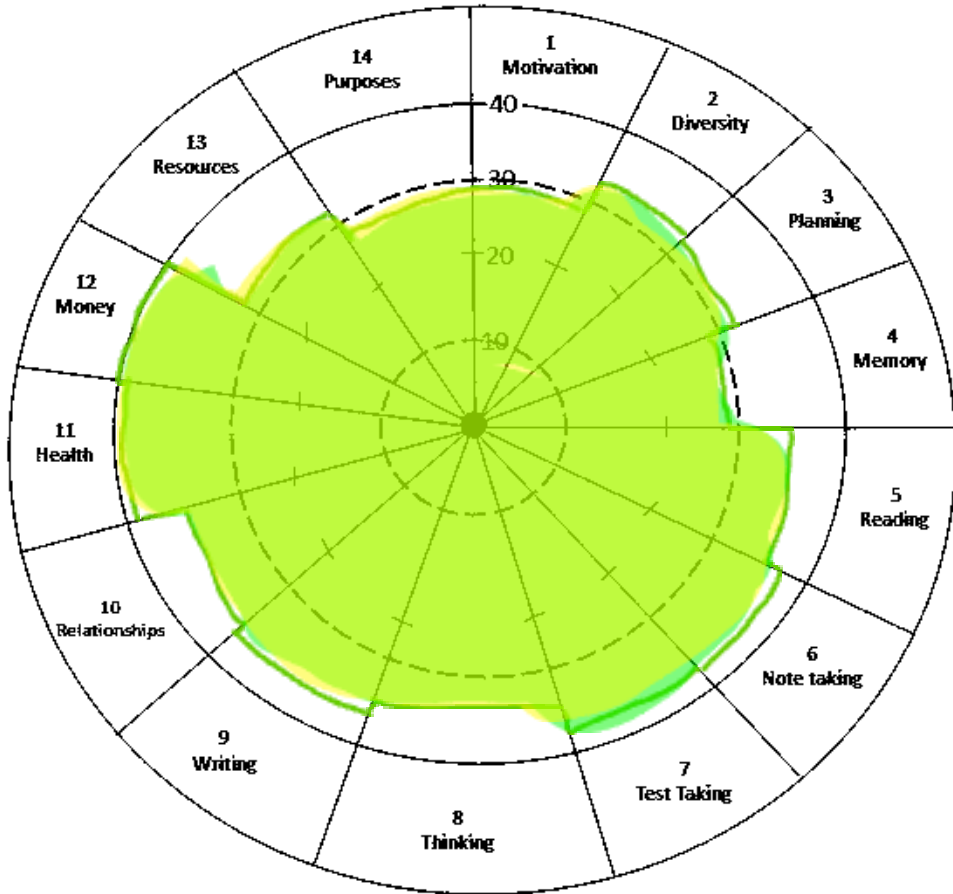
Director – SA&P

Principal

### XIII. STUDENT'S PROGRESS RECORD

1. BE / B.Tech./M.E/M.Tech/M.C.A/M.B.A ( \_\_\_\_\_ ) I-SEMESTER

#### A. DISCOVERY WHEEL for I Semester







	Problem Solving Lab								
7	Workshop/ Manufacturing Practice								S
8	Engineering Exploration								S
9									
10									
<b>SGPA:</b>									8.89

**Position in the class:**

**CGPA:8.89**

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**



Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

**COUNSELING NOTES**

Sno	Date	Remarks	Signature

Signature of the Mentor

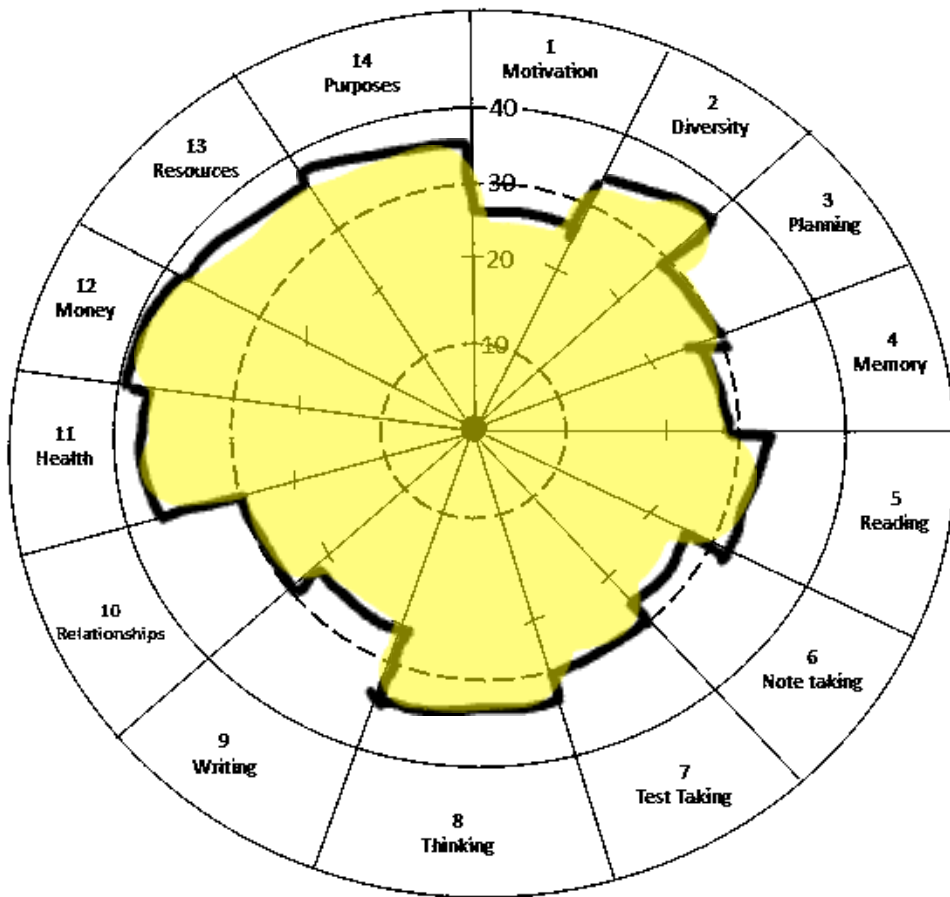
Signature of the Head

Director – SA&P

PRINCIPAL

2. BE / B.Tech./M.E./M.Tech./M.C.A/M.B.A/( \_\_\_\_\_ ) II-SEMESTER

**(A). DISCOVERY WHEEL for II Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**



9	Community Engagement								A
10									
<b>SGPA:</b>									9.23

Position in the class:

CGPA:9.01

Signature of the Mentor

Signature of the Head

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**



Signature of the student

signature of Parent



**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## **COUNSELING NOTES**

<b>Sno</b>	<b>Date</b>	<b>Remarks</b>	<b>Signature</b>

--	--	--	--

Signature of the Mentor

Signature of the Head

Director – SA&P

PRINCIPAL

3. **BE** / B.Tech./M.E/M.Tech./M.C.A/M.B.A ( \_\_\_\_\_ ) **III-SEMESTER**

(A). DISCOVERY WHEEL for III Semester



9										
10										
Total										
Percentage										83.27

#### (D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams& SEE

Sn o	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	strength of materials								4
2	material science and metallurgy								3
3	manufacturing process								4
4	partial differential equation and statistics								4
5	basics of data structures								2
6	environmental science								-
7	material science and metallurgy lab								1
8	strength of materials lab								1
9	manufacturing process lab								1
10	bds lab								1
11	internship								2
<b>SGPA:</b>									8.58

Position in the class:

CGPA:8.82

*Y. Nagini*

Signature of the Mentor

Signature of the Head

#### (E ).Details of Participation in Co-curricular and Extra-Curricular activities:

**(i). Details of participation in Co-curricular activities**

- Sudhee 2022 - hands on engine assembly workshop
- B.se in data science from IIT Madras Online Degree.

**(ii). Details of participation in Extracurricular activities**

- Formula Imperial ( 24 august to 1st september 2022)
- CTO of TRUSS

**(iii). Awards/ Honours/ Appreciations**

- Combustion Vehicle Lead appreciation certificate
- Ideathon - ACIC CBIT I2P
- Cisco Thinqubator product track in progress
- MSME Registered Company
- Shark Tank CBIT

**(F). Details of Conduct and Character**

(i). Involvement in any activity that reflects the good conduct of the student:

(ii). Awards/ Appreciations won (if any ):

(iii). Involvement in any activity violating the code of conduct:

(iv). Punishments given / Penalty imposed(if any):

**(G). Any other information / Observations**



Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Y. Nagini .

Signature of the Mentor



Signature of the Head

Signature of Director(SA&P)

Principal

### COUNSELING NOTES

Sno	Date	Remarks	Signature
1	9/10/2021	No Remarks	Y. Nagini .
2	16/10/2021	No Remarks	Y. Nagini .
3	18/10/2021	No Remarks	Y. Nagini .
4	30/10/2021	No Remarks	Y. Nagini .
5	13/11/2021	No Remarks	Y. Nagini .
6	20/11/2021	No Remarks	Y. Nagini .
7	27/11/2021	No Remarks	Y. Nagini .
8	4/12/2021	No Remarks	Y. Nagini .

Y. Nagini .

Signature of the Mentor



Signature of the Head





3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sn o	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
								<b>SGPA:</b>	

Position in the class:

CGPA:

*Y. Nagini .*

Signature of the Mentor

*Peddy*

Signature of the Head

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**



**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

*Y. Nagmi*



**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## COUNSELING NOTES

Sno	Date	Remarks	Signature
1	16/02/22	No Remarks	Y. Nagtani .
2	30/03/22	No Remarks	Y. Nagtani .
3	13/4/22	No Remarks	Y. Nagtani .
4	27/4/22	No Remarks	Y. Nagtani .
5	11/5/22	No Remarks	Y. Nagtani .
6	01/6/22	No Remarks	Y. Nagtani .
7	08/6/22	No Remarks	Y. Nagtani .
8	15/6/22	No Remarks	Y. Nagtani .
9	29/6/22	No Remarks	

Y. Nagtani .

Signature of the Mentor

Director- SA&P

Reddy

Signature of the Head

PRINCIPAL

5. BE / B.Tech. ( \_\_\_\_\_ ) V-SEMESTER

(A). DISCOVERY WHEEL for V Semester



2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D). Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sn o	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
								<b>SGPA:</b>	

Position in the class:

CGPA

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**



**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**


**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**



**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## COUNSELING NOTES

Sno	Date	Remarks	Signature

Signature of the Mentor

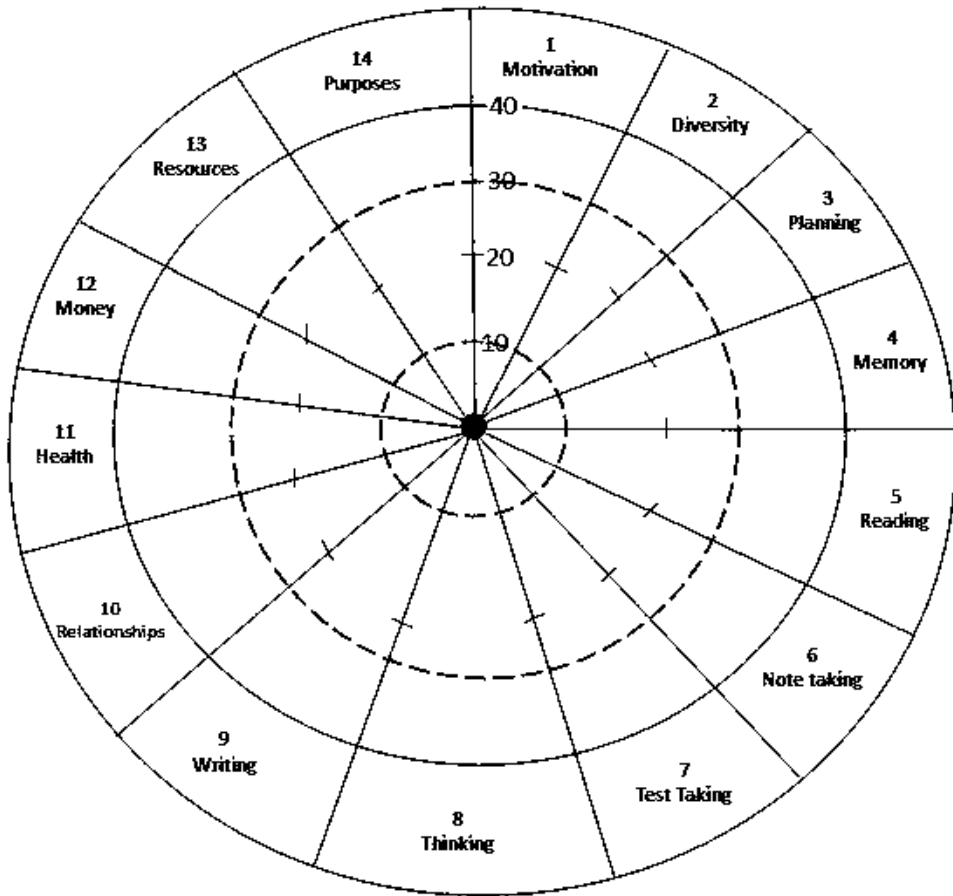
Signature of the Head

Director – SA&P

PRINCIPAL

**6. BE / B.Tech. ( \_\_\_\_\_ ) VI-SEMESTER**

**(A). DISCOVERY WHEEL for VI Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATHWAYS PLANNED TO REACH THEM:**

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sn o	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sn o	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
<b>SGPA:</b>									

Position in the class:

CGPA:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## COUNSELING NOTES

Sno	Date	Remarks	Signature



Signature of the Mentor

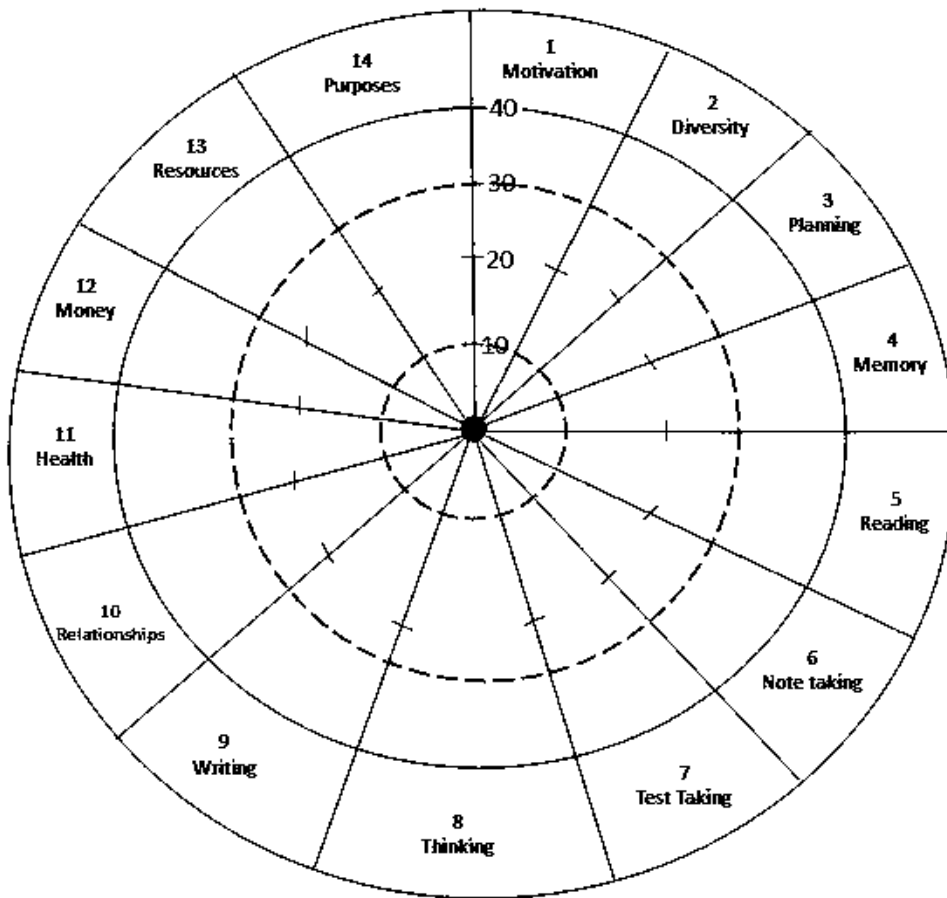
Signature of the Head

Director – SA&P

PRINCIPAL

## 7. BE / B.Tech. ( \_\_\_\_\_ ) VII-SEMESTER

### (A). DISCOVERY WHEEL for VII Semester



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sn o	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sn o	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
<b>SGPA:</b>									

**Position in the class:**

**CGPA:**

**Placements or any other exams:**

**Signature of the Mentor**

**Signature of the Head**

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## **COUNSELING NOTES**

<b>Sno</b>	<b>Date</b>	<b>Remarks</b>	<b>Signature</b>

--	--	--	--

**Signature of the Mentor**

**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**8. BE / B.Tech. ( \_\_\_\_\_ ) VIII-SEMESTER**

**(A). DISCOVERY WHEEL for VIII Semester**





1										
2										
3										
4										
5										
6										
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sn o	Course	Assignment / Quiz / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
								<b>SGPA:</b>	

Position in the class:

**CGPA:**

**Placements or any other exams:**

**Signature of the Mentor**

**Signature of the Head**

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

Signature of Director (SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

Signature of the Mentor

Signature of the Head

Director- SA&P

PRINCIPAL

**XIV. Name and Signatures of the Counsellors:**

I-Semester: .....

II-Semester: .....

III-Semester: .....

IV-Semester: .....

V-Semester: .....

VI-Semester: .....

VII-Semester: .....

VIII-Semester: .....

**DETENTION DETAILS (if any):**

I-Semester	II-Semester	III-Semester	IV-Semester	V-Semester	VI-Semester	VII-Semester

**BACKLOG DETAILS (if any)**

Sno	Semester	Courses	Details of the cleared courses in the subsequent semesters
1	I-Semester		
2	II-Semester		
3	III-Semester		
4	II-Semester		
5	V-Semester		
6	VI-Semester		
7	VII-Semester		
8	VIII-Semester		

Sno	Semester	Date	Remarks and Signature of the Head
1	I-Semester		
2	II-Semester		
3	III-Semester		
4	IV-Semester		

5	V-Semester		
6	VI-Semester		
7	VII-Semester		
8	VIII-Semester		

Director-SA&P

PRINCIPAL



# MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)**

**( Established by CBES in 1979 )**

Affiliated to Osmania University, Accredited by NBA – AICTE & NAAC – UGC

ISO 9001:2015 Certified Institution

Chaitanya Bharathi(P.O), Gandipet, Hyderabad, Telangana – 500075 (T.S)

Ph: 8466997201, E-mail : [principal@cbit.ac.in](mailto:principal@cbit.ac.in) Web : [cbit.ac.in](http://cbit.ac.in)

MAY,2021





## A. MOTIVATION

- 1. \_\_\_\_\_ 5 \_\_\_\_ I start each semester highly motivated, and I stay that way.
- 2. \_\_\_\_\_ 5 \_\_\_\_ I know what I want to get from my education.
- 3. \_\_\_\_\_ 5 \_\_\_\_ I enjoy learning
- 4. \_\_\_\_\_ 4\_ I study even when distracted by activities of lower priority.
- 5. \_\_\_\_\_ 4 \_\_\_\_ I am satisfied with how I progress toward achieving goals.
- 6. \_\_\_\_\_ 4 \_\_\_\_ Studying is important and I allow adequate time for it
- 7. \_\_\_\_\_ 4 \_\_\_\_ I am excited about the courses I take.
- 8. \_\_\_\_\_ 5 \_\_\_\_ I have a clear idea of the benefits I expect to get from my education
- \_\_\_\_\_ 36 \_\_\_\_ **Total score (1) Motivation**

## B. DIVERSITY

- \_\_\_\_ 4\_ I am aware of my cultural biases and open to understanding people with different backgrounds
- 2. \_\_\_\_\_ 5 \_\_\_\_ I build rewarding relationships with people from other cultures and races.
- 3. \_\_\_\_\_ 5 \_\_\_\_ I can point out examples of discrimination and effectively respond to them
- 4. \_\_\_\_ 5 \_\_\_\_ I study in a way that draws on my preferred learning styles.
- 5. \_\_\_\_\_ 4 \_\_\_\_ I practice using several different learning styles when I study.
- 6. \_\_\_\_\_ 4 \_\_\_\_ I take specific steps to make a successful transition into higher education
- 7. \_\_\_\_\_ 4 \_\_\_\_ I use a sound process for defining my special areas of interest and choosing an academic major or program of study.
- 8. \_\_\_\_\_ 4 \_\_\_\_ I effectively integrate schooling with my family and work lives.
- \_\_\_\_\_ 35 \_\_\_\_ **Total Score (2) Diversity**

## C. PLANNING

- 1. \_\_\_\_\_ 4 \_\_\_\_ I periodically refine my long term goals.
- 2. \_\_\_\_\_ 5 \_\_\_\_ I regularly define short term goals
- 3. \_\_\_\_\_ 3 \_\_\_\_ I write a plan for each day and each week.
- 4. \_\_\_\_\_ 4 \_\_\_\_ I assign priorities to what I choose to do each day.
- 5. \_\_\_\_\_ 3 \_\_\_\_ I plan review time so I don't have to cram before tests.
- 6. \_\_\_\_\_ 4 \_\_\_\_ I plan regular recreation time.
- 7. \_\_\_\_\_ 4 \_\_\_\_ I adjust my study time to meet the demands of individual courses.
- 8. \_\_\_\_\_ 3 \_\_\_\_ I have adequate time each day to accomplish what I plan.
- \_\_\_\_\_ 30 \_\_\_\_ **Total score (3) planning**

## D. MEMORY

- 1. \_\_\_\_\_ 5 \_\_\_\_ I am confident in my ability to remember
- 2. \_\_\_\_\_ 5 \_\_\_\_ I remember people's names
- 3. \_\_\_\_\_ 5 \_\_\_\_ At the end of a lecture I can summarize what was presented.

- 4. \_\_\_\_\_ 5 \_\_\_\_\_ I apply techniques that enhance my memory skills
- 5. \_\_\_\_\_ 4 \_\_\_\_\_ I can recall information when I'm under pressure
- 6. \_\_\_\_\_ 4 \_\_\_\_\_ I remember important information clearly and easily
- 7. \_\_\_\_\_ 4 \_\_\_\_\_ I can jog my memory when I have difficulty recalling
- 8. \_\_\_\_\_ 32 \_\_\_\_\_ **Total score (4) Memory**

## E. READING

- 1. \_\_\_\_\_ 5 \_\_\_\_\_ I Preview and review reading assignments
- 2. \_\_\_\_\_ 5 \_\_\_\_\_ When reading, I underline or highlight important passages.
- 3. \_\_\_\_\_ 5 \_\_\_\_\_ When I read, I ask questions about the material
- 4. \_\_\_\_\_ 5 \_\_\_\_\_ When I read textbooks, I am alert and awake.
- 5. \_\_\_\_\_ 5 \_\_\_\_\_ I relate what I read to my life.
- 6. \_\_\_\_\_ 4 \_\_\_\_\_ I select a reading strategy to fit the type of material I'm reading
- 7. \_\_\_\_\_ 5 \_\_\_\_\_ I take effective notes when I read
- 8. \_\_\_\_\_ 5 \_\_\_\_\_ When I don't understand what I'm reading, I note my question and find my answers.

## F. NOTE TAKING

- \_\_\_\_\_ 39 \_\_\_\_\_ **Total score (5) Reading**
- 1. \_\_\_\_\_ 4 \_\_\_\_\_ When I'm in class I focus my attention
- 2. \_\_\_\_\_ 5 \_\_\_\_\_ I take notes in class
- 3. \_\_\_\_\_ 5 \_\_\_\_\_ I am aware of various methods for taking notes and choose that work best for me.
- 4. \_\_\_\_\_ 5 \_\_\_\_\_ My notes are valuable for review.
- 5. \_\_\_\_\_ 4 \_\_\_\_\_ I review class notes within 24 hours
- 6. \_\_\_\_\_ 5 \_\_\_\_\_ I distinguish important material and notice key phrases in a lecture.
- 7. \_\_\_\_\_ 5 \_\_\_\_\_ I copy material the instructor writes on the board or overhead projector
- 8. \_\_\_\_\_ 5 \_\_\_\_\_ I can put important concepts into my own words
- \_\_\_\_\_ 38 \_\_\_\_\_ **Total score (6) Note taking**

## G. TEST TAKING

- 1. \_\_\_\_\_ 5 \_\_\_\_\_ I feel confident and calm during an exam
- 2. \_\_\_\_\_ 5 \_\_\_\_\_ I can manage my time during exams and I can able to complete them.
- 3. \_\_\_\_\_ 4 \_\_\_\_\_ I am able to predict test questions
- 4. \_\_\_\_\_ 4 \_\_\_\_\_ I can examine essay questions in light of what I know and come to new original conclusions during a test
- 5. \_\_\_\_\_ 5 \_\_\_\_\_ I adapt my test taking strategy to the kind of test I'm taking

- 6. \_\_\_4\_\_\_ I understand what essay questions ask and can answer them completely and accurately.
- 7. \_\_\_4\_\_\_ I start reviewing for tests at the beginning of the term and review regularly.
- 8. \_\_\_5\_\_\_ My sense of personal worth is independent of my personal scores.
- \_\_\_36\_\_\_ Total score (7) Test taking

## H. THINKING

- 1. \_\_\_5\_\_\_ I have flashes of insight, and solutions to problems appear to me at unusual times.
- 2. \_\_\_4\_\_\_ I use brainstorming to generate solutions to a variety of problems.
- 3. \_\_\_4\_\_\_ When I get stuck on a creative project, I use specific methods to get unstuck
- 4. \_\_\_4\_\_\_ I see problems and decisions as opportunities for learning and personal growth
- 5. \_\_\_5\_\_\_ I am willing to consider different points of view and alternative solutions
- 6. \_\_\_4\_\_\_ I can state the assumptions that underline a series of assertions.
- 7. \_\_\_4\_\_\_ I can detect common errors in logic
- 8. \_\_\_5\_\_\_ I approach courses in mathematics and science with confidence
- \_\_\_35\_\_\_ Total score (8) Thinking

## I. WRITING

- 1. \_\_\_5\_\_\_ I approach writing with confidence
- 2. \_\_\_5\_\_\_ I can effectively plan a large writing assignment
- 3. \_\_\_3\_\_\_ I create first drafts without stopping to edit or criticize my writing
- 4. \_\_\_5\_\_\_ I revise my writing for clarity, accuracy and coherence.
- 5. \_\_\_4\_\_\_ My writing affirms women and is free of sexist expressions.
- 6. \_\_\_5\_\_\_ When writing. I accurately credit ideas and facts from other
- 7. \_\_\_4\_\_\_ I know how to prepare and deliver effective speeches.
- 8. \_\_\_4\_\_\_ I am confident when I speak before others.
- \_\_\_35\_\_\_ Total score (9) Writing

## J. RELATIONSHIPS

- 1. \_\_\_4\_\_\_ I develop and maintain mutually supportive relationships
- 2. \_\_\_4\_\_\_ I am candid with others about who I am, what I feel and what I want.
- 3. \_\_\_3\_\_\_ Other people tell me that I am a good listener.
- 4. \_\_\_3\_\_\_ I communicate my upset and anger without blaming others.
- 5. \_\_\_3\_\_\_ I make and keep promises that stretch me to meet my potentials.
- 6. \_\_\_4\_\_\_ I am able to learn from various instructors with different teaching styles.
- 7. \_\_\_5\_\_\_ I have the ability to make friends and create valuable relationship in a new place.
- 8. \_\_\_4\_\_\_ I am open to being with people I don't especially like in order to learn from them.
- \_\_\_30\_\_\_ Total score (10) Relationships

## K. HEALTH

- 1. \_\_\_\_\_ 4\_\_ I have enough energy to study and still enjoy other areas of my life.
- 2. \_\_\_\_\_ 4\_ I exercise regularly.
- 3. \_\_\_\_\_ 5\_\_\_ My emotional health support my ability to learn
- 4. \_\_\_\_\_ 5\_\_\_ If the situation calls for it, I have enough reserve energy to put in a long day.
- 5. \_\_\_\_\_ 5\_ I notice changes in my physical condition and respond effectively.
- 6. \_\_\_\_\_ 5\_\_\_ I notice changes in my psychological condition and respond effectively.
- 7. \_\_\_\_\_ 5\_\_\_ I am in control of the bad habits such as smoking, alcohol and drugs
- 8. \_\_\_\_\_ 5\_ My food and sleeping habits contribute to my health.
- \_\_\_\_\_ 38\_\_\_ Total score (11) Health

## L. MONEY

- 1. \_ 4\_\_\_\_\_ I budget my money and I am in control of my personal finances.
- 2. \_ 5\_\_\_\_\_ I am confident that I will have enough to complete the education I want.
- 3. \_\_\_\_\_ 5\_\_\_ I have a clear picture of the financial resources available to me to pay for my education.
- 4. \_\_\_\_\_ 5\_\_\_ I can make a little money go a long way.
- 5. \_\_\_\_\_ 4\_\_\_\_\_ My education supports my long rang financial goals.
- 6. \_\_\_\_\_ 5\_\_\_ I repay my debts on time
- 7. \_\_\_\_\_ 5\_ My sense of personal worth is independent of my financial condition
- 8. \_\_\_\_\_ 4\_\_\_ I make regular deposits to my savings accounts.
- \_\_\_\_\_ 37\_\_\_\_\_ Total score (12) Money

## M. RESOURCES

- 1. \_\_\_\_\_ 5\_\_\_ I can effectively use libraries to find the resources and information I want.
- 2. \_\_\_\_\_ 5\_\_\_ I am aware of the services offered by my school as learning experiences.
- 3. \_\_\_\_\_ 4\_\_\_ I use my job or other activities outside of school as learning experiences.
- 4. \_\_\_\_\_ 5\_\_\_ I take on projects that can make a difference in other people's lives
- 5. \_\_\_\_\_ 5\_ I know where to get help in my community for a variety of problems
- 6. \_\_\_\_\_ 5\_\_\_ My relationships with friends, family and other support my educational goals.
- 7. \_\_\_\_\_ 4\_\_\_ I think of my mistakes as valuable opportunities to learn.
- 8. \_\_\_\_\_ 4\_ I see the world's problems as opportunities for me to participate and contribute.
- \_\_\_\_\_ 37\_\_\_ Total score (13) Resources

## N. PURPOSE

- 1. \_\_\_\_\_ 5\_ I see learning as a life process
- 2. \_\_\_\_\_ 4\_ I relate school to what I plan to do for the rest of my life.

- 3. \_\_\_ 4 \_\_\_ I learn by contributing to others.
- 4. \_\_\_ 4 \_\_\_ I revise my plans as I learn, change and grow.
- 5. \_\_\_ 5 \_\_\_ I am clear about my purpose in life.
- 6. \_\_\_ 4 \_\_\_ I know that I am responsible for my own education
- 7. \_\_\_ 5 \_\_\_ I take responsibility for the quality of my life
- 8. \_\_\_ 4 \_\_\_ I am willing to accept challenges even when I'm not sure how to meet them.
- \_\_\_ 35 \_\_\_ Total score (14) purpose

# Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75

## X. Student's(Mentee's) Personal Details



### Student Profile:

Name of the Student : Mamatha Choudhary

Branch & Section : Civil A1

Hall Ticket number : 1601-21-732-009

**Category :** Convener (OC)

Contact ph.no: 9030540751  
choudharymamata673@gmail.com

Alt.ph. no./ local guardian no. :8328247566

email ID:

### Parents' Details:

Father's Name : Mohan Lal Choudhary

Occupation : Businessman

Mother's Name: Bavaria Devi Choudhary

Occupation : Housewife

Contact No : 8331932402

email ID: mohanlalchoudhary8@gmail.com

Contact Address: 24-93,Street number 11 ,Anandbagh,Malkajgiri,500047

### Previous Academic Performance:

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2019	100	St. Little Theresa's High School
2	12 <sup>th</sup> / Equivalent	2021	98.2	Sri Chaitanya Junior Kalashala, DD colony

EAMCET/ JEEE or any other examination Position details or merit awards (if any):

1. ....8643 Rank in EAMCET.....

**Hobbies** : Drawing , Cooking, Writing,Designing

**Career Plans** : GATE after graduation

Mamatha

पुत्री

Signature of the student  
Date: 17/09/2022

Signature of the Parent  
Date: 18/09/2022

Name and Signature of the Mentor: Dr M.Subhadra

Dr. Subhadra

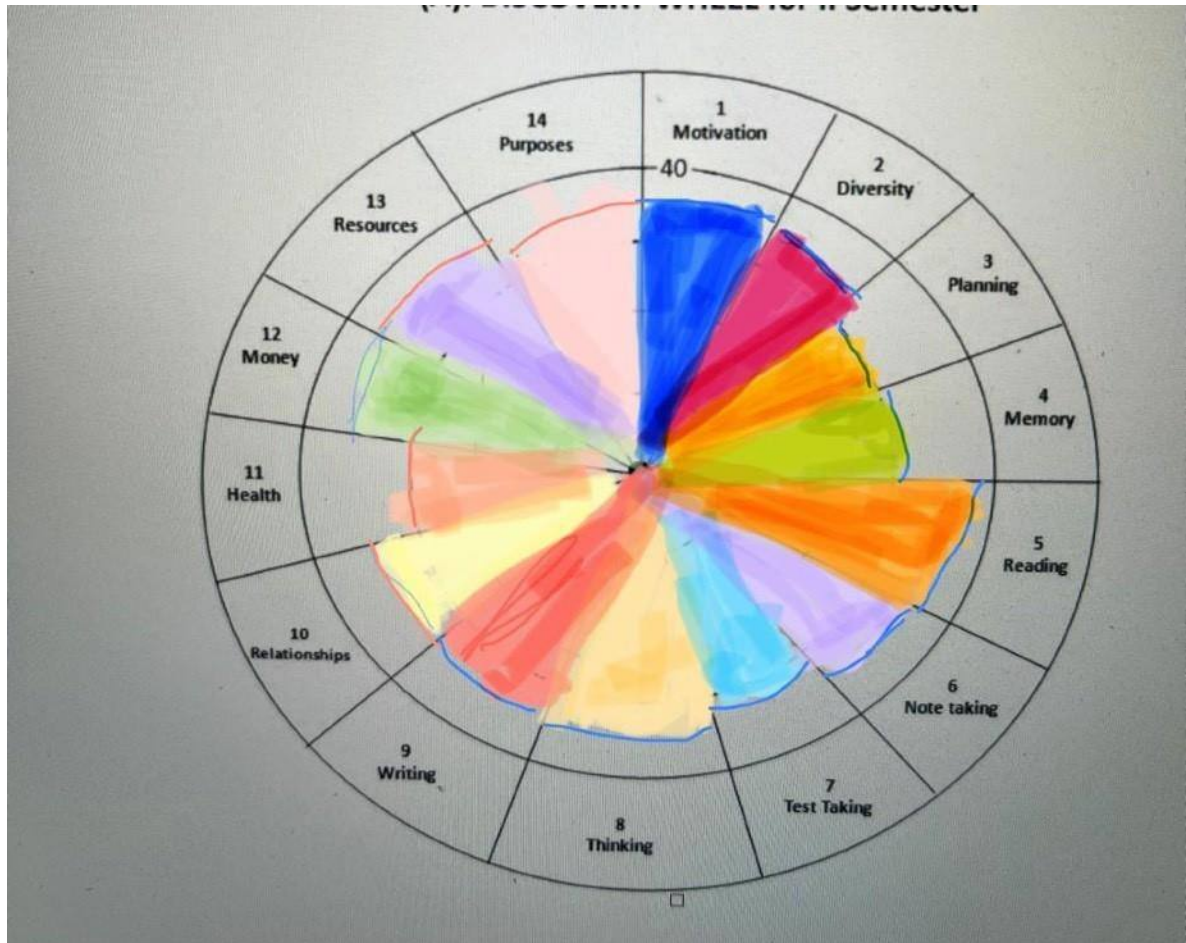
**Principal**



### XIII. STUDENT'S PROGRESS RECORD

BE(CIVIL)

#### (A). DISCOVERY WHEEL for II Semester



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

I planned to learn a programming language in Second semester and thus I applied for a Python course in NPTEL. Improving my CGPA was also one of my goals for the second semester. I also took up a resolution to invest my time to improve my writing and public speaking skills.

**(C).Monthly Attendance Details: (T: total classes P: Present)**

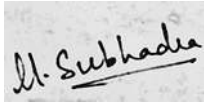
Sno	Course	1 <sup>st</sup> Month May		2 <sup>rd</sup> Month June		3 <sup>rd</sup> Month July		4 <sup>th</sup> Month Aug		Remarks
		T	P	T	P	T	P	T	P	
		1	EM-II	4	4	17	17	7	7	
2	VCDE	6	5	19	19	16	13	21	18	
3	MMS	3	1	21	21	18	15	20	17	
4	ENGLISH	2	1	12	12	10	8	18	17	
5	BEE	4	4	20	17	5	5	16	14	
6	MMS LAB	5	2	13	13	14	13	10	7	
7	BEE LAB	2	0	6	6	6	6	6	4	
8	ENGLISH LAB	4	4	8	8	4	2	8	8	
9	CE	2	2	10	8	6	4	13	12	
10	FIT	1	1	5	4	3	3	4	2	
Total										
Total Percentage		<b><u>88.13%</u></b>								

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)/ Internal 1	Mid-2 (20)/ Internal 2	Mid-Final (20)	External	Credits
		A1	A2	A3					
1	EM-II				19	20	20		
2	VCDE				19	19.5	20		
3	MMS				20	17	19		
4	ENGLISH				18.5	18	18		
5	BEE				12	19	16		
6	MMS LAB						47		
7	BEE LAB						49		
8	ENGLISH LAB						49		
9	CE	4.5	5	5			49		
10									
<b>SGPA:</b>									

Position in the class: I

CGPA: Results Awaited



Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

- 1.Participated in Essay Writing competition based on the topic of National movement
- 2.Participated in CBIT MUN-2022 Conference
- 3.Participated in CCD event 'IMPROV-WARS'

**(iii). Awards/ Honours/ Appreciations**

- 1.Won a special mention at CBIT MUN 2022
- 2.Won second place in the Essay competition
- 3.Special mention in IMPROV WARS

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

No

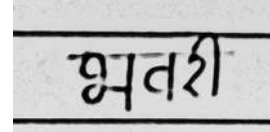
**(iv). Punishments given / Penalty imposed(if any):**

-

**(G). Any other information / Observations**

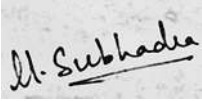


**Signature of the student**



**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**



**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## COUNSELING NOTES

Sno	Date	Remarks	Signature

**Signature of the Mentor**

**Director – SA&P**

**Signature of the Head**

**PRINCIPAL**





# MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



## CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

( Established by CBES in 1979 )

Affiliated to Osmania University, Accredited by NBA – AICTE & NAAC – UGC

ISO 9001:2015 Certified Institution

Chaitanya Bharathi(P.O), Gandipet, Hyderabad, Telangana – 500075 (T.S)

Ph: 8466997201, E-mail : [principal@cbit.ac.in](mailto:principal@cbit.ac.in) Web : [cbit.ac.in](http://cbit.ac.in)



MAY,2021

## **I . PREAMBLE:**

This book is a record of Student's progression and the mentoring activity conducted by the mentors to support their progression.

## **II . STUDENT'S PROGRESSION:**

A process that ensures required progress of a student in terms of passing the examinations with good grades, acquiring knowledge in the subjects chosen and proper application of the same . It would be necessary to observe the progress of a student on a continuous basis and review periodically ( monthly or fortnightly ) in order to support and facilitate student's progression.

## **III . MENTORING:**

Mentoring is a partnership between Mentor and Mentee. Mentors are student-centric teacher- friends who help young adult learners in their transitory phases and challenging times. It is based on mutual trust and respect. It has been introduced for obtaining a holistic assessment of the learners' performance and providing inclusive spaces for growth and development. Mentors apply their guidance, experience and expertise in promoting their mentees professionally and personally, through interpersonal engagement. They build bridges among various stakeholders ( Students, Teachers, Parents , Principal, Management etc.)

### **(A). Objectives of Mentoring**

- Creating opportunities amongst college groups & communities for bonding
- Refining teacher-student communication outside classroom
- Maintaining data base of student performance, attendance details & drop outs
- Supporting personal & professional growth & monitoring psychological growth & progress
- Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
- Locating & solving attendance issues
- Providing sustained motivation
- Ensuring & providing feedback for parents and institute authorities as well
- Identifying learning needs
- Assisting in developing rights, responsibilities & values
- Provisioning a Comprehensive Personal Student Record
- Cultivating a healthy learning environment in college

## **(B). Expected Outcomes**

- A healthy Learning Environment
- Vibrant Peer Group Exchanges
- Creation of positive communication channels among Principal, Parents, Staff & Students
- Enhancing a feeling of belonging among students
- Self confident, bold & an active ,enthused student community
- Better attendance, lesser dropouts and good psychological health of students
- Confident Parents
- Improved Performance
- Mentor Certificate

In short, Mentoring aspires to bring transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement.



## **(C ). CBIT Student Mentoring System**

Each faculty will be the mentor for a group of 20 to 25 students. First year students will have mentors from the department of basic sciences, Mathematics and Humanities and second, third, fourth year students will have mentors from the parent department. Departmental faculties will continue to be mentors for the same group of students till their graduation

### **(i). Roles and Responsibilities of Mentors**

- Conduct an orientation meeting at the entry level ( 1<sup>st</sup> Semester/ 3<sup>rd</sup> Semester as the case may be ) for appraising them of the process & make them prepare an Orientation Report

- Select a spokesperson/representative for the group
- Collect data of mentees at every stage & also see that the students fill their data from their side without fail. Also ensure the authenticity of the data.
  - On locating their need for marked improvement in certain areas ( General/Academic/Career/Personal etc.,) refer the same to respective Heads of Departments
- Track the attendance and performance records & identify reasons, need if any, and prepare a Review Report with constructive suggestions
- Ensure frequent value added student visits to the library , Fitness center and other such , essentially in the allotted time slots and additionally in other permitted slots , if necessary.
- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Student Counselling Committee, through proper channel
- Notify to the Director-SA&P through proper channel about students with special talents
- Motivate them to take part in activities that can accrue more credits
  - Compile their progress in performance through a Performance Chart & discuss threadbare with them, the details as the mentees produce the Mentor Certificate for career mobility and advanced studies.
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them weekly, submit a report at least twice in a month to the HoD and record the same as a Review Report , to be sent to the Director-SA&P at least once in a month.
- A total of FOUR reports to be prepared and submitted (One Orientation & THREE Monthly Reports)
- Ensure holistic well being of Mentee by sticking to the following
  1. Continuously monitor , counsel, guide and motivate the students in all academic matters
  2. Advise students regarding choice of electives, project, summer training , MOOCs , Honours degree, etc.
  3. Contact parents / guardians if situation demands e.g. shortage of attendance, academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc. (in co-ordination with the class teachers)
  4. Advise students in their career development/professional guidance
  5. Keep contact with the students even after their graduation
  6. Intimate HOD and suggest if any administrative action is called for
  7. Maintain a detailed progressive record of the student
  8. Maintain a brief but clear record of all discussions with students
- Mentor can assess and grade the students ; but not for showing any discrimination.

## **(ii). Parameters for Mentee Assessment**

Assessment by Mentors is a continually evolving process. It should be engaging and student- centric. Assessment rather than evaluation, supports student initiatives to help themselves in improving their performance. It focuses on certain criteria for grading the mentee such as whether the Mentee

1. Is Punctual 2. Undertakes responsibilities-Spokesperson/Leader/Peer Mentor or any other 3. Engages in Quality Voluntary Interaction, frequently 4. Undertakes Supportive/Positive/ Roles 5. Employs Personal Development Strategies-Seeks suggestions/is cordial in taking advice/is prompt in following instructions/ applies given inputs for personal improvement/ is meticulous in providing feedback 6. Develops Team Spirit& Team building initiatives 7. Cultivates commitment/remains accountable for his or her omissions & commissions 8. Has creative impulses & exhibits them in extra/co-curricular activities 9. Demonstrates healthy Interpersonal Skills 10. Promptly furnishes all the required data

Note: All the above criteria are graded equally. Each criterion is ascribed a value of 1 and the scores are calculated on a scale of 1 to 10.

GRADING KEY Performance Grade Scores **Excellent-** A+ :8 and above **Very Good-** A: 6 & 7 **Good:** B 5-6; **Satisfactory** –C: Up to 4 .

The Mentor-Mentee interaction provides an opportunity to document the journey of a learner's life. It is a portal for the mentee to carry his/her progress into the larger world space. Therefore, kindly generate the certificate with care and precision .

## **(iii). Roles and Responsibilities of Mentees**

- Provide all the necessary data with relevant documents ( Previous Academic Performance Records, documents for participation in extra/co curricular activities and academic advancement )
  - Fill all the information that is sought from you in the prescribed format and location , at every stage as indicated in the 'Mentor's diary and student's progress record book'.
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor to decide the mission to achieve them. Prepare a pathway to your goals at the beginning of every year.
- Seek information regarding resources that you need from various sources
- Conduct Peer Mentoring to help your mentor
- Have a positive attitude
- Accept feedback respectfully & cordially & discuss future course of action with your mentor
- Attend mentor meetings regularly & punctually
- Provide feedback and communicate healthy developments in you. Reciprocity in interaction is the key to a successful mentor-mentee relationship

#### **(iv). Responsibilities of HOD:**

1. Meet all mentors of your department at least once a month to review proper implementation of the system
2. Advise mentors wherever necessary
3. Initiate administrative action on a student when necessary
4. Keep the Director- SA& P and Principal informed

#### **IV. CAREER GUIDANCE:**

It is imperative to have a clear idea of career options right from the beginning of your engineering study.

Following information will be helpful in this regard:

##### **A. Placements:**

1. Have a consistently good academic record as this gives an edge over others.
2. Non-CSE/IT students also must develop mastery of 'C' language.
3. Referrals from employed friends give an edge over the others in getting a job. One must mail his/her resume to all friends and relatives in the desired companies.

##### **B. Job Sites:**

Job sites introduce you to companies, register with different sites as they play a vital role in the initial process of recruitment.

##### **C. Jobs in Defence:**

Opportunities galore in Defense Services like Air force, Army and Navy await students. Planning for these has to be done right from second year.

##### **D. Higher Studies**

1. **Higher Studies Overseas:** USA, Canada, UK, Germany, Australia, Sweden and other European Countries offer opportunities galore for higher studies. Excellent opportunities are available in the USA. Keep the following in mind while seeking studies abroad:

- High scores in GRE and TOEFL are required to get admission in good US universities. Assistantships will also be given to students who have excellent scores in GRE and to those who carried out their project work in hi-tech industries.
- Identification of professors in different Universities in areas of interest of students is a must for admission and also for getting financial assistance. This helps in the Visa process also as the US Embassy asks probing questions on how the proposed institution will help in fulfilling academic aspirations etc.
- The Record of Interaction with the professors which matches with the career objective can be quoted and shown during processing.
- In general, one should not apply to top Universities alone, two at higher level, two at medium level and two low ranking Universities may be chosen so that possibilities of securing assistantship can also be enhanced.
- Preparations for GRE and TOEFL examinations are essential for going to US Universities. And this should start as early as in First year engineering itself.
- Those who are unable to get Visa to USA, can apply to Germany, Sweden, and Norway, where education is free and courses are taught in English medium. You can also explore the possibilities of applying to Canada, Australia, New Zealand, UK, Singapore, etc.

2. **Higher studies in India through “GATE”-to enter into institutions of higher learning:** IITs conduct GATE examination every year for admission into various PG programs in India. All IITs, University Colleges and other renowned institutions consider GATE score as the criterion for admission to P.G. courses. GATE examination is basically on technical competence in the specialized area for which admission is sought. The courses and the syllabus for each course are clearly defined in the GATE application. It is advisable to take coaching in various coaching centers for improving proficiency.

3. **Higher Studies in Management institutions through CAT or Entrance Exams of any specific institution like ISB/SYMBIOSIS/ICFAI/XLRI/TAPMI, etc:** Many students are trying for admission into IIMs, XLRI, TAPMI, ISB, SYMBOSIS, MDI, FMS, IIFT, Narsee Monjee, etc as there is more emphasis on management education these days. The type of entrance examination conducted is different, and is known as ‘CAT’. Effective mastering of communication skills, both written as well as oral is required for performing well in CAT.

### **E. Training through Internships, Apprenticeships and other Training Programs:**

1. **Internship:** An internship gives an insight into the technicalities of a job in your field. By the end of internship, one would have learnt the work and also gained some amount of formal work experience.
2. **Apprenticeships:** Apprenticeships help students to learn the technical skills while undergoing training in an organization. Several organizations such as Defence Labs, BHEL, HAL, BDL, etc. offer such apprenticeships. The Govt. of India offers one year Apprenticeship to graduate engineers with nominal monthly remuneration. Applications which are available at TASK need to be filled giving all details. TASK will inform the posting to a specific company after processing the papers. For further information on the matter, Training and Placement Section may be contacted.
3. **Training Programs:** One must also consider training programs in state of the art technologies like Artificial Intelligence, Machine Learning, Deep Learning, and Block Chain Technologies which may lead to subsequent absorption in IT and ITES industries.
4. **Short-Term Projects:** Short-term projects help a student in getting practical knowledge of his/her vocation, this later helps in handling interviews in a better way.

### **F. Opportunities through Entrepreneurship:**

The Govt. of India is encouraging entrepreneurship through various programs. In this regard, a careful study has to be made to select the area in which an industry has to be set up. Getting practical experience in the areas concerned is advised so that the difficulties that are likely to be faced when the industry is set up can be understood and addressed.

## **V. TRAINING IN EMPLOYABILITY SKILLS**

- A. **Employability:** Employability relates to a graduate's achievements and their potential to gain a graduate job. Achievements relate to the degree itself but importantly also include transferable skills gained from studying at college / university.
- B. **Employability Skills:** A set of achievements – skills, understandings and personal attributes that make graduates more likely to gain employment and be successful in their chosen occupations, which benefit themselves, the workforce, the community and the economy.



### C. What do Employers Want?

- Intellect
- Programming Skills
- Commercial awareness
- Willingness to learn Knowledge
- Resilience / flexibility
- Adaptability
- Self- regulatory skills
- Self-motivation
- Communication skills
- Writing Skills
- Interpersonal skills
- Teamwork
- Self-assurance / self-confidence
- Initiative and drive
- Leadership
- Enthusiasm/commitment
- Professionalism
- Business awareness / focus
- Problem solving
- Self-awareness
- Self-promotion
- Exploring and creating opportunities
- Action planning
- Networking
- Decision making
- Negotiation
- Political awareness
- Coping with uncertainty
- Development focus
- Transfer skills
- Enterprising
- Knowledge

### D. BASIC SKILLS REQUIRED FOR EMPLOYMENT

**Following table shows basic skills required to be employed and how they can be honed/ exhibited by the Mentee:**

- |  |  |
|--|--|
| <p>1. Listening - Receives, attends to, interprets and responds to verbal messages.</p> <p>2. Speaking – Organizes ideas and communication orally.</p> | <ul style="list-style-type: none"><li>● Responds through eye contact to oral messages that require action, acts on oral instructions, classifies unclear messages and retains verbal communication for later use.</li><li>● Clearly speaks thoughts related to work tasks and understands messages.</li><li>● Speaks confidently before a group of people.</li></ul> |
|--|--|



3. Reading: Locates and interprets written information in prose and in documents such as manuals, graphs and schedules.

4. Writing: Communication of thoughts, ideas, information, and messages in writing. Create documents such as letters, directories, reports, graphs and flow charts.

5. Aptitude (Quantitative, Verbal and Logical): Performs basic computations and approaches practical problem by choosing appropriately from a variety of mathematical techniques.

6. Interaction with others

7. Demonstrates integrity, honesty and chooses ethical courses of action.

8. To serve clients/ customers; and work to meet their expectations

9. Participates as a member of a team. Contributes to group efforts, demonstrates leadership skills as appropriate to assigned position

- Finds written information related in a task.
- Accurately retrieves/ communicates the meaning of the information.
- Acts on the information to complete the assigned task.
- Accurately generates notes/messages related to a task.
- Clearly, correctly and lightly writes notes.
- Creates documents such as letters, directories, reports, graphs and flow charts.
- Uses basic mathematical techniques, vocabulary lists, verbal analogies, and logical reasoning to solve practical problems related to a work task.
- Accurately solves various problems
- involving critical thinking.
- Uses effective verbal and non-verbal communication techniques for effective communication.
- Displays ethical behavior according to work policies and procedures, e.g. keeps certain information confidential
- Honors commitments
- Tells the truth
- Begins work on time
- Is appropriately dressed and groomed
- Respects fellow workers and equipment
- displays a positive attitude toward people and the job
- positively responds to direction and suggested correction
- displays confidence in learning new tasks
- is courteous and respectful
- work well with others displaying warmth and friendliness toward them
- shows connectedness with employees
- open to working with various employees
- willingness to initiate action in collaboration with other team members.



10. Demonstrates leadership skills, setting a positive example and teaching others.

- Engages in challenges and acts with energy shows connectedness with employees.
- Explores cause of problems.
- Engages in reflective. Yet proactive thinking when doubt and disagreement arise.
- Maintains self-control during challenges
- Open to training or assisting new employees.
- Uses positive phrases to encourage confidence in others.
- Contributes to a positive work climate.
- Appears to show no bias in working with others from diverse backgrounds, cultures or opposite gender
- Verbally acknowledges efforts of all co-workers for the effort given in the workplace
- Shows an openness to work with all
- employees.

11. Works well with women and men from diverse backgrounds

## **VI. IMPORTANCE OF PARTICIPATING IN CO-CURRICULAR ACTIVITIES:**

Participating in various activities conducted in the college and in highly reputed institutions helps in building professional career. Take part in following activities right from your freshman year:

- Free writing
- Brainstorming
- Mind-mapping
- Periodical self-assessment
- Reading responses
- Questions formulation
- Conversation prompts anresponses
- Logical Reasoning
- Vocabulary lists + definitions
- Assignment outlines
- Thesis statements
- Research assignments
- Teamwork exercises
- Structured note taking
- Peer assessment
- Role playing
- Problem solving
- Summaries

- Workplace scenarios
- Rough drafts

- Online resources critique
- Description of a process

- Project exhibitions
- Programming / coding contests
- Summer Internships
- Business English Certificate Course
- Debates
- Technical Seminar / Poster
- JAM sessions
- Rubik's cube competition
- Mathematical Contests
- What's the Good word competition
- Creative Writing Competitions
- Entrepreneurship activities

## **VII. IMPORTANCE OF PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES:**

All employers normally look out for students and graduates who have a range of skills, personal qualities and experience, which will help them to be productive in the workplace. Extra-curricular activities give you the chance to develop these by doing things you enjoy. This is the best opportunity to have fun and make yourself more employable at the same time. By taking part you'll build long-lasting friendships and connections, meet students from different backgrounds, and gain transferable skills such as communication, teamwork, organisation, problem solving and time management. It will also improve your confidence.

If you want to go a step further you could become chairperson, treasurer or secretary of your club or society to develop your leadership abilities.

Besides, your creativity is nurtured when you participate in extracurricular activities such as various artforms. On the other hand , participation in Games and Sports will recharge yourself and keeps you Fit Physically and mentally. When your health is in place, everything else will automatically fall in groove.

Realising this importance, CBIT has facilitated the students with a number of Student Clubs. Get familiarised to these clubs through your respective mentors/ Student Coordinators of various clubs / Directorate of student affairs and join in your choicest.

## **VIII. COUNSELLING:**

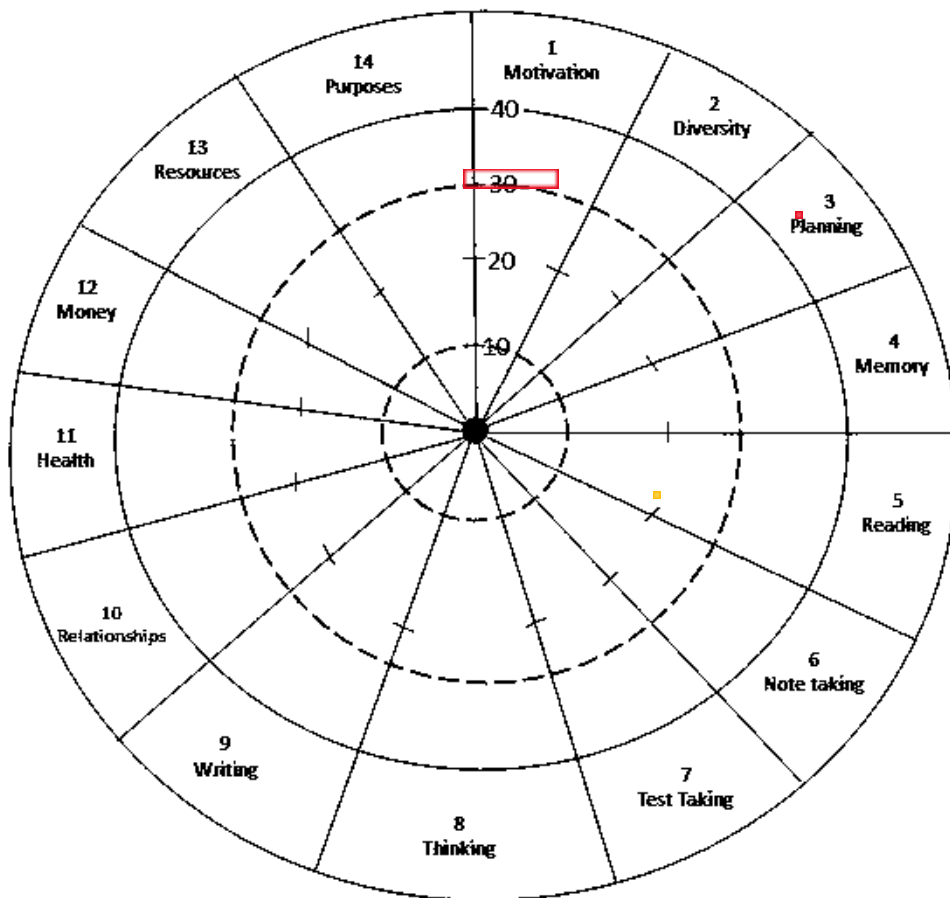
Counselling is an art of helping the student unveil the strengths, overcome the weaknesses, instill/boost up confidence and achieve goals. Proper counselling given at an appropriate time will certainly be a life shaping and at times can be even a life saving means for the student. Depending upon the personal, social, economic and Psychological background of the student , the counselling needs of a student arise besides being influenced by the ambient environment of the student at the campus and home. In the normal course, the mentors are expected to identify these counselling needs and refer them to the Director-SA&P through their respective HoDs. However, all the mentors are in general expected to be equipped with the basic knowledge of counselling the students , as every good teacher usually does. Specific cases of extremity will of



course be referred to Specialists such as Doctors, Psychologists , Personality Trainers etc., as the case may be.

Some basic tips for discovering the counselling needs of a student at the beginning of each semester, are given here under.

## IX. DISCOVERY WHEEL



This is a tool to discover the strengths and weaknesses of a person in a figurative way, in the wheel form. The wheel strikingly depicts how strong or how weak a person is, in the chosen areas. The strength or weakness is plotted radially in the wheel, based on the marks scored by an individual in various areas. Any individual can assess himself or herself, by responding to the questionnaire under each area, honestly and sincerely. Mentors must see that the wheel is plotted by each student at the beginning of each semester so that any possible help in the form of counselling can be given to them.

- 14 areas are covered in the Discovery Wheel. These are Motivation, diversity, Planning ,Reading, Note taking, Test taking, Thinking, Writing, Relationships, Health, Money, Resources, and Purpose. Each area has 8 statements related to the area.

- Read the statements carefully. For each statement award yourself points for each one using the following criterion
- 5 Points This statement is always or almost always true of me
- 4 Points This statement is often true of me
- 3 Points This statement is sometimes true of me
- 2 Points This statement is seldom true of me
- 1 Point This statement is never or almost never true of me.
- Then add up the total point for each section and shade the Discovery Wheel. The shaded parts indicate areas where you may want to improve.

#### A. MOTIVATION

- 1. \_\_\_\_\_ 3\_\_ I start each semester highly motivated, and I stay that way.
- 2. \_\_\_\_\_ 4 \_\_\_\_ I know what I want to get from my education.
- 3. \_\_\_\_\_ 4 \_\_\_\_ I enjoy learning
- 4. \_\_\_\_\_ 3 \_\_\_\_ I study even when distracted by activities of lower priority.
- 5. \_\_\_\_\_ 4 \_\_\_\_ I am satisfied with how I progress toward achieving goals.
- 6. \_\_\_\_\_ 4 \_\_\_\_ Studying is important and I allow adequate time for it
- 7. \_\_\_\_\_ 5 \_\_\_\_ I am excited about the courses I take.
- 8 \_\_\_\_\_ 4 \_\_\_\_ I have a clear idea of the benefits I expect to get from my education
- \_\_\_\_\_ 31 \_\_\_\_\_ **Total score (1) Motivation**

#### B. DIVERSITY

- 3 I am aware of my cultural biases and open to understanding people with different backgrounds
- 2. \_\_\_\_\_ 4 \_\_\_\_\_ I build rewarding relationships with people from other cultures and races.
- 3. \_\_\_\_\_ 4 \_\_\_\_\_ I can point out examples of discrimination and effectively respond to them
- 4. \_\_\_\_\_ 4 \_\_\_\_\_ I study in a way that draws on my preferred learning styles.
- 5 \_\_\_\_\_ 3 \_\_\_\_\_ I practice using several different learning styles when I study.
- 6. \_\_\_\_\_ 4 \_\_\_\_\_ I take specific steps to make a successful transition into higher education
- 7. \_\_\_\_\_ 3 \_\_\_\_\_ I use a sound process for defining my special areas of interest and choosing an academic major or program of study.
- 8. \_\_\_\_\_ 4 \_\_\_\_\_ I effectively integrate schooling with my family and work lives.
- \_\_\_\_\_ 29 \_\_\_\_\_ **Total Score (2) Diversity**

#### C. PLANNING

- 1. \_\_\_\_\_ 4 \_\_\_\_\_ I periodically refine my long term goals.
- 2. \_\_\_\_\_ 4 \_\_\_\_\_ I regularly define short term goals

- 3. \_\_\_\_\_ 3 \_\_\_\_\_ I write a plan for each day and each week.
  - 4. \_\_\_\_\_ 5 \_\_\_\_\_ I assign priorities to what I choose to do each day.
  - 5. \_\_\_\_\_ 4 \_\_\_\_\_ I plan review time so I don't have to cram before tests.
  - 6. \_\_\_\_\_ 3 \_\_\_\_\_ I plan regular recreation time.
  - 7. \_\_\_\_\_ 3 \_\_\_\_\_ I adjust my study time to meet the demands of individual courses.
  - 8. \_\_\_\_\_ 3 \_\_\_\_\_ I have adequate time each day to accomplish what I plan.
- \_\_\_\_\_ 29 \_\_\_\_\_ **Total score (3) planning**

#### D. MEMORY

- 1. \_\_\_\_\_ 4 \_\_\_\_\_ I am confident in my ability to remember
- 2. \_\_\_\_\_ 4 \_\_\_\_\_ I remember people's names
- 3. \_\_\_\_\_ 5 \_\_\_\_\_ At the end of a lecture I can summarize what was presented.
- 4. \_\_\_\_\_ 3 \_\_\_\_\_ I apply techniques that enhance my memory skills
- 5. \_\_\_\_\_ 3 \_\_\_\_\_ I can recall information when I'm under pressure
- 6. \_\_\_\_\_ 4 \_\_\_\_\_ I remember important information clearly and easily
- 7. \_\_\_\_\_ 4 \_\_\_\_\_ I can jog my memory when I have difficulty recalling
- 8. \_\_\_\_\_ 27 \_\_\_\_\_ **Total score (4) Memory**

#### E. READING

- 1. \_\_\_\_\_ 3 \_\_\_\_\_ I Preview and review reading assignments
  - 2. \_\_\_\_\_ 4 \_\_\_\_\_ When reading, I underline or highlight important passages.
  - 3. \_\_\_\_\_ 3 \_\_\_\_\_ When I read, I ask questions about the material
  - 4. \_\_\_\_\_ 4 \_\_\_\_\_ When I read textbooks, I am alert and awake.
  - 5. \_\_\_\_\_ 4 \_\_\_\_\_ I relate what I read to my life.
  - 6. \_\_\_\_\_ 4 \_\_\_\_\_ I select a reading strategy to fit the type of material I'm reading
  - 7. \_\_\_\_\_ 5 \_\_\_\_\_ I take effective notes when I read
  - 8. \_\_\_\_\_ 4 \_\_\_\_\_ When I don't understand what I'm reading, I note my question and find my answers.
- 31 Total score (5) Reading

#### F. NOTE TAKING

- 
- 1. \_\_\_\_\_ 5 \_\_\_\_\_ When I'm in class I focus my attention
- 2. \_\_\_\_\_ 5 \_\_\_\_\_ I take notes in class
- 3. \_\_\_\_\_ 4 \_\_\_\_\_ I am aware of various methods for taking notes and choose that work best for me.
- 4. \_\_\_\_\_ 5 \_\_\_\_\_ My notes are valuable for review.
- 5. \_\_\_\_\_ 3 \_\_\_\_\_ I review class notes within 24 hours

- 6. \_\_\_3\_\_\_ I distinguish important material and notice key phrases in a lecture.
- 7. \_\_\_4\_\_\_ I copy material the instructor writes on the board or overhead projector
- 8. \_\_\_5\_\_\_ I can put important concepts into my own words
- \_\_\_34\_\_\_ Total score (6) Note taking

## G. TEST TAKING

- 1. \_\_\_4\_\_\_ I feel confident and calm during an exam
- 2. \_\_\_4\_\_\_ I can manage my time during exams and I can able to complete them.
- 3. \_\_\_3\_\_\_ I am able to predict test questions
- 4. \_\_\_4\_\_\_ I can examine essay questions in light of what I know and come to new original conclusions during a test
- 5. \_\_\_4\_\_\_ I adapt my test taking strategy to the kind of test I'm taking
- 6. \_\_\_4\_\_\_ I understand what essay questions ask and can answer them completely and accurately.
- 7. \_\_\_3\_\_\_ I start reviewing for tests at the beginning of the term and review regularly.
- 8. \_\_\_3\_\_\_ My sense of personal worth is independent of my personal scores.
- \_\_\_29\_\_\_ Total score (7) Test taking

## H. THINKING

- 1. \_\_\_4\_\_\_ I have flashes of insight, and solutions to problems appear to me at unusual times.
- 2. \_\_\_4\_\_\_ I use brainstorming to generate solutions to a variety of problems.
- 3. \_\_\_3\_\_\_ When I get stuck on a creative project, I use specific methods to get unstuck
- 4. \_\_\_4\_\_\_ I see problems and decisions as opportunities for learning and personal growth
- 5. \_\_\_5\_\_\_ I am willing to consider different points of view and alternative solutions
- 6. \_\_\_4\_\_\_ I can state the assumptions that underline a series of assertions.
- 7. \_\_\_4\_\_\_ I can detect common errors in logic
- 8. \_\_\_4\_\_\_ I approach courses in mathematics and science with confidence
- \_\_\_32\_\_\_ Total score (8) Thinking

## I. WRITING

- 1. \_\_\_\_ 4 \_\_\_\_ I approach writing with confidence
- 2. \_\_\_\_ 3 \_\_\_\_ I can effectively plan a large writing assignment
- 3. \_\_\_\_ 3 \_\_\_\_ I create first drafts without stopping to edit or criticize my writing
- 4. \_\_\_\_ 5 \_\_\_\_ I revise my writing for clarity, accuracy and coherence.
- 5. \_\_\_\_ 4 \_\_\_\_ My writing affirms women and is free of sexist expressions.
- 6. \_\_\_\_ 3 \_\_\_\_ When writing. I accurately credit ideas and facts from other
- 7. \_\_\_\_ 3 \_\_\_\_ I know how to prepare and deliver effective speeches.
- 8. \_\_\_\_ 4 \_\_\_\_ I am confident when I speak before others.
- \_\_\_\_ 29 \_\_\_\_ Total score (9) Writing

## J. RELATIONSHIPS

- 1. \_\_\_\_ 5 \_\_\_\_ I develop and maintain mutually supportive relationships
- 2. \_\_\_\_ 5 \_\_\_\_ I am candid with others about who I am, what I feel and what I want.
- 3. \_\_\_\_ 5 \_\_\_\_ Other people tell me that I am a good listener.
- 4. \_\_\_\_ 4 \_\_\_\_ I communicate my upset and anger without blaming others.
- 5. \_\_\_\_ 5 \_\_\_\_ I make and keep promises that stretch me to meet my potentials.
- 6. \_\_\_\_ 4 \_\_\_\_ I am able to learn from various instructors with different teaching styles.
- 7. \_\_\_\_ 5 \_\_\_\_ I have the ability to make friends and create valuable relationship in a new place.
- 8. \_\_\_\_ 3 \_\_\_\_ I am open to being with people I don't especially like in order to learn from them.
- \_\_\_\_ 36 \_\_\_\_ Total score (10) Relationships

## K. HEALTH

- 1. \_\_\_\_ 4 \_\_\_\_ I have enough energy to study and still enjoy other areas of my life.
- 2. \_\_\_\_ 3 \_\_\_\_ I exercise regularly.
- 3. \_\_\_\_ 4 \_\_\_\_ My emotional health support my ability to learn
- 4. \_\_\_\_ 4 \_\_\_\_ If the situation calls for it, I have enough reserve energy to put in a long day.
- 5. \_\_\_\_ 4 \_\_\_\_ I notice changes in my physical condition and respond effectively.
- 6. \_\_\_\_ 5 \_\_\_\_ I notice changes in my psychological condition and respond effectively.
- 7. \_\_\_\_ 5 \_\_\_\_ I am in control of the bad habits such as smoking, alcohol and drugs
- 8. \_\_\_\_ 4 \_\_\_\_ My food and sleeping habits contribute to my health.
- \_\_\_\_ 33 \_\_\_\_ Total score (11) Health
- 

## L. MONEY

- 1. \_\_\_5\_\_\_ I budget my money and I am in control of my personal finances.
- 2. \_\_\_4\_\_\_ I am confident that I will have enough to complete the education I want.
- 3. \_\_\_5\_\_\_ I have a clear picture of the financial resources available to me to pay for my education.
- 4. \_\_\_3\_\_\_ I can make a little money go a long way.
- 5. \_\_\_4\_\_\_ My education supports my long rang financial goals.
- 6. \_\_\_5\_\_\_ I repay my debts on time
- 7. \_\_\_4\_\_\_ My sense of personal worth is independent of my financial condition
- 8. \_\_\_3\_\_\_ I make regular deposits to my savings accounts.
- \_\_\_33\_\_\_ Total score (12) Money

#### M. RESOURCES

- 1. \_\_\_3\_\_\_ I can effectively use libraries to find the resources and information I want.
- 2. \_\_\_4\_\_\_ I am aware of the services offered by my school as learning experiences.
- 3. \_\_\_4\_\_\_ I use my job or other activities outside of school as learning experiences.
- 4. \_\_\_4\_\_\_ I take on projects that can make a difference in other people's lives
- 5. \_\_\_4\_\_\_ I know where to get help in my community for a variety of problems
- 6. \_\_\_5\_\_\_ My relationships with friends, family and other support my educational goals.
- 7. \_\_\_5\_\_\_ I think of my mistakes as valuable opportunities to learn.
- 8. \_\_\_4\_\_\_ I see the world's problems as opportunities for me to participate and contribute.
- \_\_\_33\_\_\_ Total score (13) Resources

#### N. PURPOSE

- 1. \_\_\_4\_\_\_ I see learning as a life process
- 2. \_\_\_4\_\_\_ I relate school to what I plan to do for the rest of my life.
- 3. \_\_\_4\_\_\_ I learn by contributing to others.
- 4. \_\_\_3\_\_\_ I revise my plans as I learn, change and grow.
- 5. \_\_\_4\_\_\_ I am clear about my purpose in life.
- 6. \_\_\_4\_\_\_ I know that I am responsible for my own education
- 7. \_\_\_4\_\_\_ I take responsibility for the quality of my life
- 8. \_\_\_5\_\_\_ I am willing to accept challenges even when I'm not sure how to meet them.
- \_\_\_32\_\_\_ Total score (14) purpose

**Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75**

**X. Student's(Mentee's) Personal Details**

Passport size Photograp



**Student Profile:**

Name of the Student : Sathvika Gummadvally

Branch & Section : ECE-3

Hall Ticket number : 160119735128

**Category :** BC

Management(JEE/NRI/PIO)

Contact ph.no. 8712722112

Alt.ph. no./ local guardian no. 9989922112

email ID: sathvika1068@gmail.com

**Parents' Details:**

Father's Name : Gummadvally Srinadh

Occupation : pvt employee

Mother's Name: Gummadvally Jyothi

Occupation : housewife



Contact No : 9989922112,9848322112

email ID : srinadhmmm@gmail.com

Contact Address: Ngo's colony, Vanasthalipuram, Hyderabad

**Previous Academic Performance:**

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2017	10	Loyola Model High School
2	12 <sup>th</sup> / Equivalent	2019	97.3%	Sri Gayatri Junior College

EAMCET/ JEEE or any other examination Position details or merit awards (if any):

1. ....3523 rank in eamcet.....
2. ....96.3 percentile in JEE mains.....
3. ....

**Hobbies** : badminton, dancing, crafts making

**Career Plans** : pursue MBA and get placed in good company

**Strengths:** good communication skills, quick learner, good listener, involvement in humanitarian projects

**Weakness:** lack of confidence, overthinking, sensitive

Signature of the student

Date: 23-08-2021

Signature of the Parent

Date:23-08-2021

Name and Signature of the Mentor:

**XI. DETAILS OF STUDENT'S INVOLVEMENT IN THE STUDENT INDUCTION PROGRAMME(SIP) CONDUCTED BY THE INSTITUTE**

**(To be filled by the student)**

1 . Attendance in the Induction Programme (No. of sessions attended/Conducted):-----attended 5 days of induction programme

2. Which session of the SIP was impressive and why ?

---- outdoor visits were impressive as we got to know about each other, made new friends..

3 . Which session was not at all useful and why ?

-----all the sessions were useful, there was no such session

4 . Whether the academic rules , examination rules, Code of Conduct were explained with clarity by the resource person and / or the mentor ? Do you have any doubts ?

---yes, they have explained about it clearly

5 . Whether the clubs related to Co-curricular& Extra-curricular activities were introduced ? Did you or do you wish to join any of them ?

-----thought of joining few clubs, but had to stay back.

6 . Was the course on Human Values taught ? Do you have anything to say on that ?

---was absent on that day

7 . Did you understand the need for keeping the campus clean and green and yourself Fit ?

-----Yes

8 . Was the campus tour organised for you? Are you aware of your campus now?

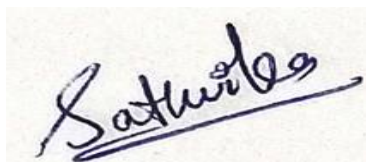
---Yes

9 . Was the importance of Fine Arts in support of a Professional career driven ?

-----yes-----

10 . Any other information you expected to be given to you in the SIP , but was not provided?

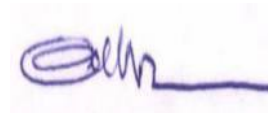
-----no-----



Signature of the Student



Signature of the Mentor



Head

**Director – SA&P**

**Principal**

## **XII. 1<sup>st</sup> ORIENTATION BY THE CONCERNED MENTOR**

**( At the beginning of the Semester; 1<sup>st</sup> or3rd as the case may be)**

1 . Was the vision , mission and Quality policy of the institute explained by the mentor ?

-----yes-----

2 . Was the awareness created in you about the vision & mission of the department and the need for falling in line with that of the institute?

-----yes-----

3 . Were the Graduate attributes, COs , POs, PEOs, PSOs and their role in Outcome Based Education explained?

-----yes-----

4 . Was the existence of various types of courses (HSSC,BSC,BESC,PCC,PEC ,OEC, Mandatory Courses) in the programme and their need explained?(Refer Rule II of Academic Rules)

-----yes-----

5. Was the importance of Project Works/Seminars/Internships/Industrial Visits explained ?(Refer Rule V of academic Rules)

-----yes-----

6 . Was the scope and opportunity for taking Swayam/ MOOCs course and the concept of award of Major/Minor degree explained ?(Refer Rule XII of Academic Rules)

-----yes-----

7 . Was the concept of Credit system , GPA, SGPA and CGPA explained ?( Refer Rule VI of Academic Rules)

-----yes-----

8 . Were the details about duration and academic credentials of Industrial visits / Internships explained ? ( Refer Rule XIII of Academic Rules )

-----yes-----

9 . Was the requirement of Activity points explained ?( Refer to Rule XIV of Academic Rules)

-----yes-----

10 . Was the eligibility criteria for award of Degree( Major/ Additional Major/ Honor ) explained ? ( Refer to Rule XVIII of Academic Rules )

\_\_\_\_\_yes\_\_\_\_\_

11 . Were the additional rules for lateral entry students explained ?(Applicable only for lateral entry students. Refer Rule XXII of Academic Rules)

-----

12. Was the Academic Rule book given to you and explained by the concerned authority?

-----yes-----

13 . Was the Code of Conduct introduced to you and was made available ?

yes

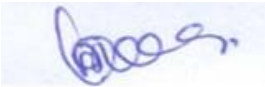
14. Was the existence of an R&E Hub , EDC and I&I center informed and their importance explained?

-----yes-----

15. Whether the importance of participating in Social service , Community service, Extension activities ,Outreach activities & NSS activities explained and the available facilities in the campus introduced ?yes

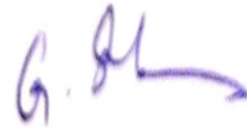


Signature of the Student



Signature of the Mentor

Director – SA&P



Signature of the parent



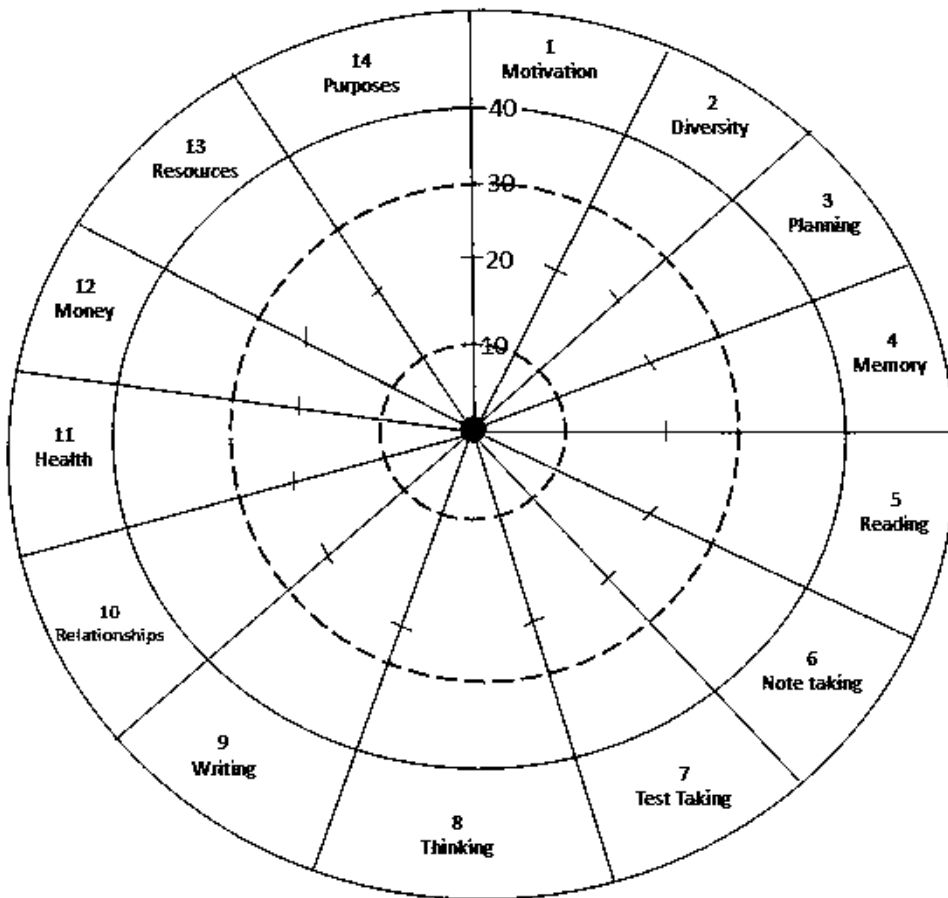
Signature of HoD

Principal

### XIII. STUDENT'S PROGRESS RECORD

1. BE / B.Tech./M.E/M.Tech/M.C.A/M.B.A ( \_\_\_\_\_ ) I-SEMESTER

A. DISCOVERY WHEEL for I Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

Concentrated more on studies and tried to participate more in events.



4	Basic Electrical engineering							O	4.00
5	Engineering graphics and design							O	3.00
6	Basics electrical engineering lab							O	1.00
7	Chemistry lab							O	1.50
8									
9									
10									
<b>SGPA:</b>									9.24

Position in the class: 3rd

CGPA:9.24

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

Communicando, chaitanya srujana

**(iii). Awards/ Honours/ Appreciations**

none

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

none

**(ii). Awards/ Appreciations won (if any ):**

none

**(iii).Involvement in any activity violating the code of conduct:**

none

**(iv). Punishments given / Penalty imposed(if any):**

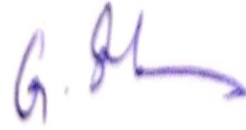
none

**(G). Any other information / Observations**





Signature of the student



signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor



Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

--	--	--	--

**Signature of the Mentor**

**Signature of the Head**

**Director – SA&P**

**PRINCIPAL**

**2. BE / B.Tech./M.E./M.Tech./M.C.A/M.B.A/( \_\_\_\_\_ ) II-SEMESTER**

**(A). DISCOVERY WHEEL for II Semester**



4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	Mathematics-II							A++	4.00
2	Optics and Semiconductor Physics							A++	4.00
3	Programming for Problem Solving							O	3.00
4	English							O	2.00
5	Optics and Semiconductor Physics Laboratory							O	1.50
6	Programming for Problem Solving Lab							A++	2.00
7	Workshop/ Manufacturing Practice							O	3.00
8	English Lab							O	1.00
9									
10									
<b>SGPA:</b>									<b>8.92</b>

Position in the class:

CGPA:9.08

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

Group discussions, role plays

**(ii). Details of participation in Extra-Curricular activities**

Volunteer in Communicando , Chaitanya srujana and street cause

**(iii). Awards/ Honours/ Appreciations**

Appreciated for the work done as a volunteer

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

none

**(ii). Awards/ Appreciations won (if any ):**

none

**(iii).Involvement in any activity violating the code of conduct:**

none

**(iv). Punishments given / Penalty imposed(if any):**

none

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )



Signature of the Mentor



Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

--	--	--	--

Signature of the Mentor

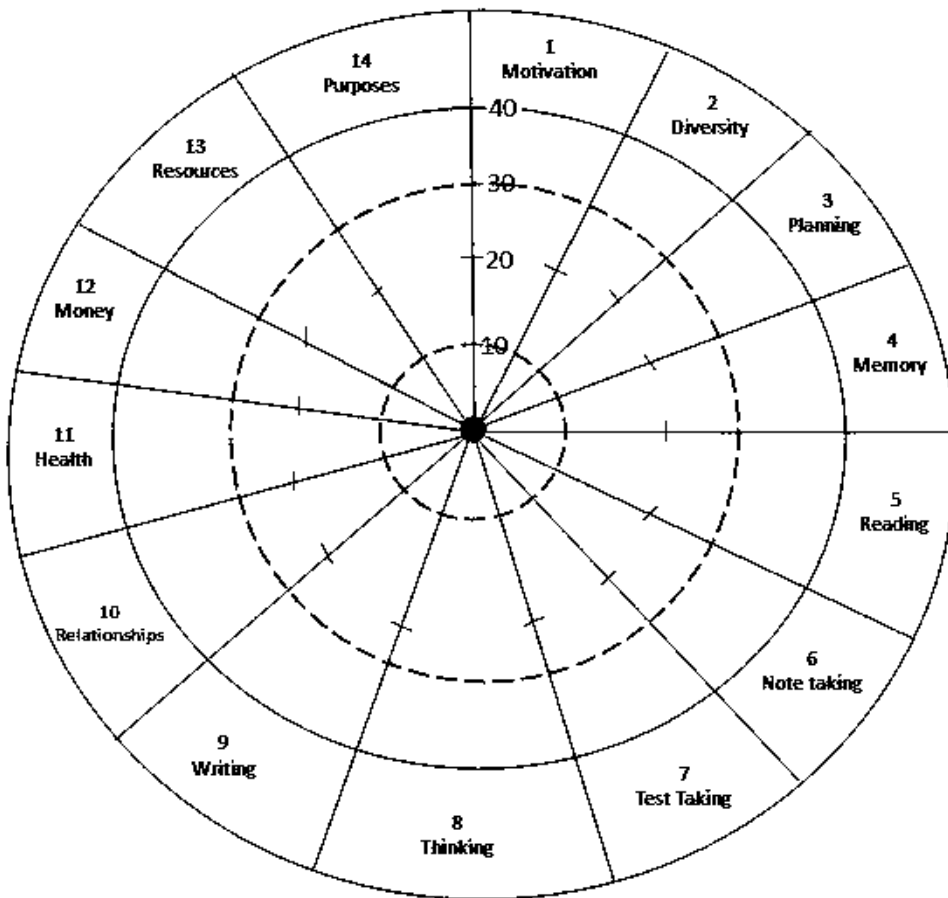
Signature of the Head

Director – SA&P

PRINCIPAL

3. BE / B.Tech./M.E/M.Tech./M.C.A/M.B.A ( \_\_\_\_\_ ) III-SEMESTER

**(A). DISCOVERY WHEEL for III Semester**





**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

Since classes were held online and due to poor network connection, was unable to attend all the classes but later had gone through all the recordings.

**(C). Monthly Attendance Details: (T: total classes P: Present)**

Sno	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams& SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Fin al (25/30)	External	Credits
		A1	A2	A3					
1	Applied Mathematics							0	4.00
2	Basics of Data Structures							0	2.00

3	Electromagnetic Theory and Transmission Lines							A++	3.00
4	Electronic Devices							O	3.00
5	Network Theory							A++	3.00
6	Signals and System							A++	3.00
7	Environmental Science							A++	0.00
8	Basics of Data Structures Lab							O	1.00
9	Electronic Devices Lab							A++	1.00
10	Electronic Workshop and Networks Lab							O	1.00
11	Soft Skills Lab							O	1.00
<b>SGPA:</b>									<b>9.08</b>

Position in the class:

CGPA:9.08

Signature of the Mentor

Signature of the Head

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

none

**(ii). Details of participation in Extra-Curricular activities**

Chaitanya srujana, street cause

**(iii). Awards/ Honours/ Appreciations**

none

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

none

**(ii). Awards/ Appreciations won (if any ):**

none

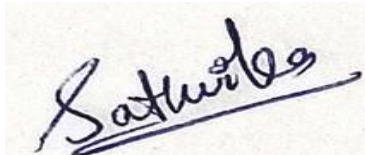
**(iii).Involvement in any activity violating the code of conduct:**

none

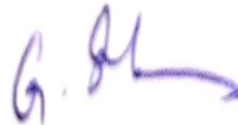
**(iv). Punishments given / Penalty imposed(if any):**

none

**(G). Any other information / Observations**



Signature of the student



signature of Parent

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

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Signature of the Mentor

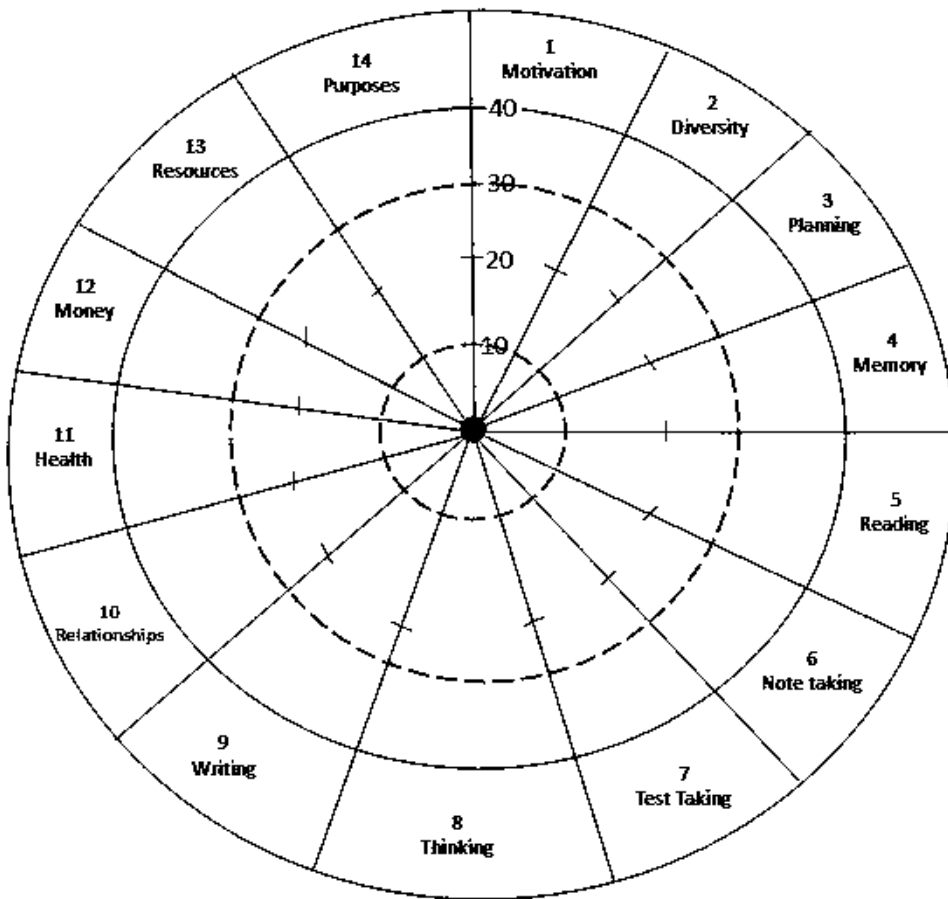
Signature of the Head

Director- SA&P

PRINCIPAL

4. BE / B.Tech./M.E/M.Tech./M.C.A/M.B.A ( \_\_\_\_\_ ) IV-SEMESTER

**(A). DISCOVERY WHEEL for IV Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**



5	Digital Systems Design							O	3.00
6	Indian Constitution							A++	0.00
7	Indian Traditional Knowledge							O	0.00
8	Analog Circuits Lab							O	1.00
9	Analog Communication Lab							O	1.00
10	Digital Systems Design Lab							A++	1.00
<b>SGPA:</b>									8.95

**Position in the class:**

**CGPA:9.05**

**Signature of the Mentor**

**Signature of the Head**

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**



(iv). Punishments given / Penalty imposed(if any):

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature
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**Signature of the Mentor**

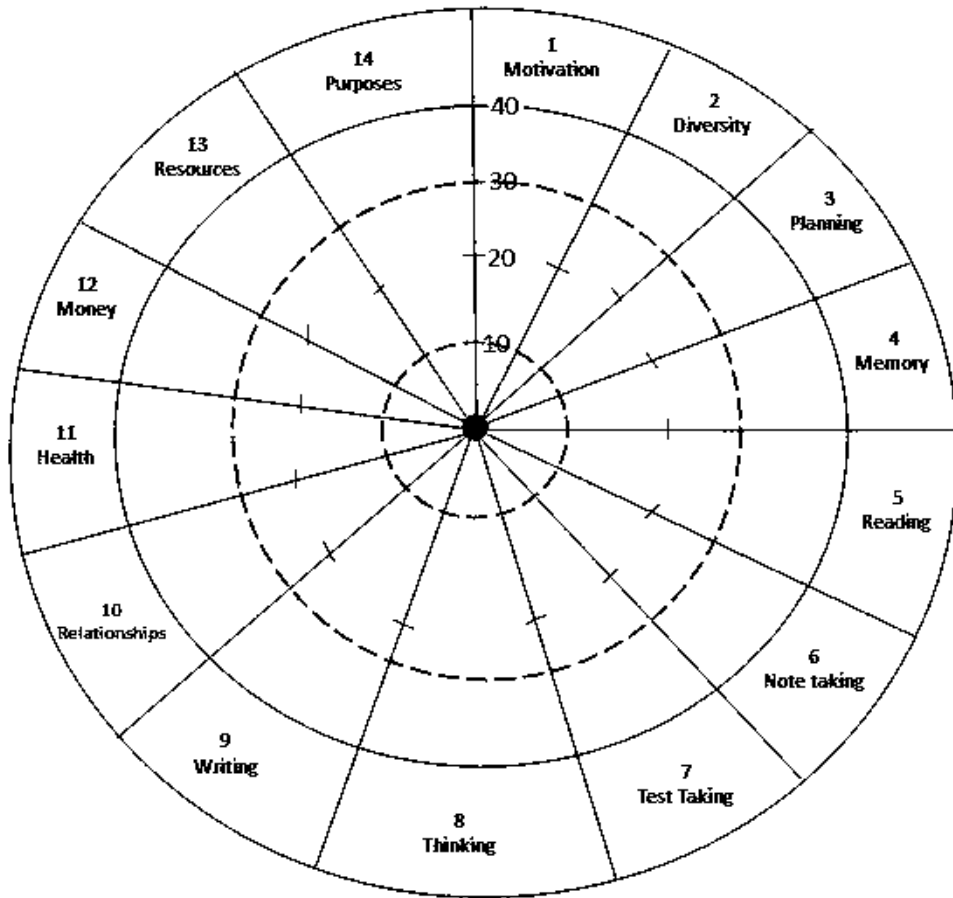
**Director- SA&P**

**Signature of the Head**

**PRINCIPAL**

5. BE / B.Tech. ( \_\_\_\_\_ ) V-SEMESTER

(A). DISCOVERY WHEEL for V Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

to complete course related to object oriented programming language and score well in semester end examinations.

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	computer architecture and microprocessor	10	10	9	9	2	2			
2	digital communication	10	10	9	8	3	2			
3	linear and digital integrated circuits	10	9	9	9	2	2			
4	principles of management	11	11	10	7	3	3			
5	Electronic Measurements and instrumentation	12	10	9	7	5	5			
6	object oriented programming using java	12	12	8	7	4	3			
7										
8										
9										
10										
Total		65	62	54	47	19	17			
Percentage		95.38		87		89				

Signature of the student:

Signature of the parent:

**(D). Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	computer architecture and microprocessor	8	8		19		28		
2	digital communication		9		20	20	29		
3	linear and digital integrated circuits		10		17	18	28		
4	principles of management		9		15	20	28		

5	Electronic Measurements and instrumentation				20	20	30		
6	object oriented programming using java	10	10		19		29		
7									
8									
9									
10									
								<b>SGPA:</b>	

**Position in the class:**

**CGPA**

**Signature of the Mentor**

**Signature of the Head**

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

**COUNSELING NOTES**

o	Date	Remarks	Signature
	09-08-2021		
	16-08-2021	1. Discussion and Explanation of discovery Wheel to assess and find the weakness in particular areas and need counselling.	
	23-08-2021	2. Identify special goals that you want to achieve and set action plan and prepare a pathway to your goals at the beginning of every semester and year	
	30-08-2021	<b>3. Career guidance:</b> Placements and Higher Studies- <b>GATE</b> , GRE and TOEFL examinations. Training through Internships.  4. Motivated to actively participate in Innovation and Incubation workshops/training programmes to generate Ideas in T-Hub, MSME and also motivated to become a Young Entrepreneurs.	

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Signature of the Mentor



Signature of the Head

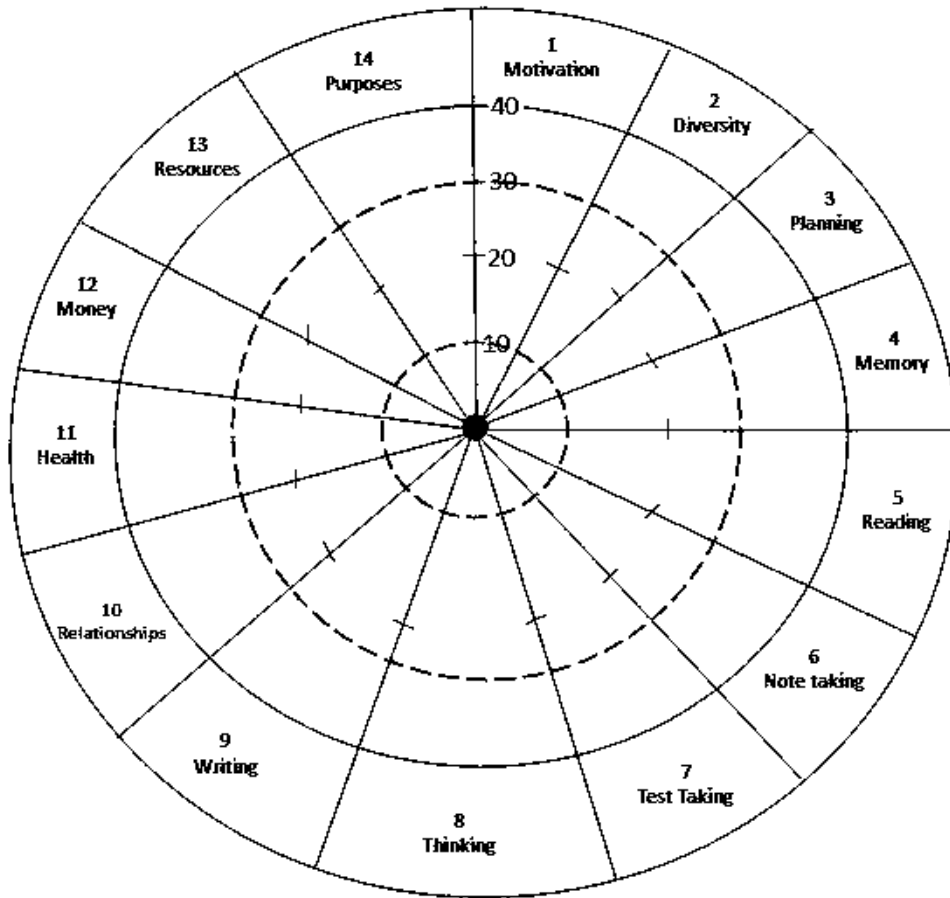
Director – SA&P

PRINCIPAL

6. BE / B.Tech. ( \_\_\_\_\_ ) VI-SEMESTER



**(A). DISCOVERY WHEEL for VI Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C). Monthly Attendance Details: (T: total classes P: Present)**

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	Digital Signal Processing	4	3	4	4					
2	Microcontrollers	3	3	6	6					
3	Microwave and Radar Engineering									
4	Principles and Applications of AI	3	3	4	4					
5	CPLD and FPGA Architectures	4	4	4	3					
6	Engineering Economics and Accountancy	1	1	6	6					
7	Digital Signal Processing Lab	0	0							
8	Microcontrollers Lab	1	1	2	2					
9	Microwave Engineering Lab	1	1	2	2					
10										
Total										
Percentage										

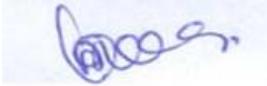
Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

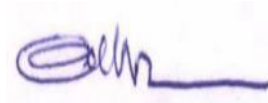
Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	Digital Signal Processing								
2	Microcontrollers								
3	Microwave and Radar Engineering								
4	Principles and Applications of AI								
5	CPLD and FPGA Architectures								
6	Engineering Economics and Accountancy								
7	Digital Signal Processing Lab								
8	Microcontrollers Lab								
9	Microwave Engineering Lab								
10									
<b>SGPA:</b>									

**Position in the class:**



**Signature of the Mentor**

**CGPA:**



**Signature of the Head**

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

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Signature of the Mentor

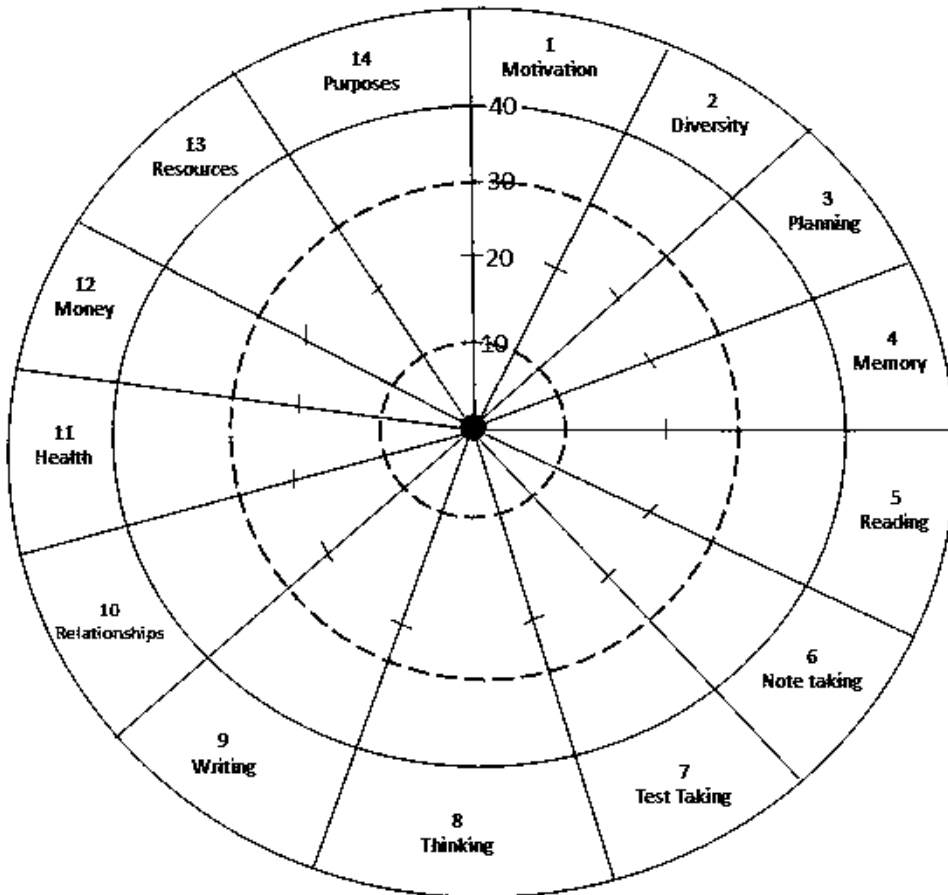
Signature of the Head

Director – SA&P

PRINCIPAL

**7. BE / B.Tech. ( \_\_\_\_\_ ) VII-SEMESTER**

**(A). DISCOVERY WHEEL for VII Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**



6									
7									
8									
9									
									<b>SGPA:</b>

**Position in the class:**

**CGPA:**

**Placements or any other exams:**

**Signature of the Mentor**

**Signature of the Head**

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature



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**Signature of the Mentor**

**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**8. BE / B.Tech. ( \_\_\_\_\_ ) VIII-SEMESTER**

**(A). DISCOVERY WHEEL for VIII Semester**



2										
3										
4										
5										
6										
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
								SGPA:	

Position in the class:

CGPA:

Placements or any other exams:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director (SA&P)**

**Principal**

## COUNSELING NOTES

Sno	Date	Remarks	Signature

**Signature of the Mentor**

**Signature of the Head**

Director- SA&P

PRINCIPAL

**XIV. Name and Signatures of the Counsellors:**

I-Semester: .....

II-Semester:

III-Semester: .....

IV-Semester:

V-Semester: .....

VI-Semester:

VII-Semester: .....

VIII-Semester:

**DETENTION DETAILS (if any):**

I-Semester	II-Semester	III-Semester	IV-Semester	V-Semester	VI-Semester	VII-Semester

**BACKLOG DETAILS (if any)**

Sno	Semester	Courses	Details of the cleared courses in the subsequent semesters
1	I-Semester		
2	II-Semester		
3	III-Semester		
4	II-Semester		
5	V-Semester		
6	VI-Semester		
7	VII-Semester		
8	VIII-Semester		

Sno	Semester	Date	Remarks and Signature of the Head
1	I-Semester		
2	II-Semester		
3	III-Semester		
4	IV-Semester		
5	V-Semester		
6	VI-Semester		

7	VII-Semester		
8	VIII-Semester		

Director-SA&P

PRINCIPAL



# MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)**

**( Established by CBES in 1979 )**

Affiliated to Osmania University, Accredited by NBA – AICTE & NAAC – UGC

ISO 9001:2015 Certified Institution

Chaitanya Bharathi(P.O), Gandipet, Hyderabad, Telangana – 500075 (T.S)

Ph: 8466997201, E-mail : [principal@cbit.ac.in](mailto:principal@cbit.ac.in) Web : [cbit.ac.in](http://cbit.ac.in)

MAY,2021



## **I . PREAMBLE:**

This book is a record of Student's progression and the mentoring activity conducted by the mentors to support their progression.

## **II . STUDENT'S PROGRESSION:**

A process that ensures required progress of a student in terms of passing the examinations with good grades, acquiring knowledge in the subjects chosen and proper application of the same . It would be necessary to observe the progress of a student on a continuous basis and review periodically ( monthly or fortnightly ) in order to support and facilitate student's progression.

## **III . MENTORING:**

Mentoring is a partnership between Mentor and Mentee. Mentors are student-centric teacher- friends who help young adult learners in their transitory phases and challenging times. It is based on mutual trust and respect. It has been introduced for obtaining a holistic assessment of the learners' performance and providing inclusive spaces for growth and development. Mentors apply their guidance, experience and expertise in promoting their mentees professionally and personally, through interpersonal engagement. They build bridges among various stakeholders ( Students, Teachers, Parents , Principal, Management etc.)

### **(A). Objectives of Mentoring**

- Creating opportunities amongst college groups & communities for bonding
- Refining teacher-student communication outside classroom
- Maintaining data base of student performance, attendance details & drop outs
- Supporting personal & professional growth & monitoring psychological growth & progress
- Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
- Locating & solving attendance issues
- Providing sustained motivation
- Ensuring & providing feedback for parents and institute authorities as well
- Identifying learning needs
- Assisting in developing rights, responsibilities & values
- Provisioning a Comprehensive Personal Student Record
- Cultivating a healthy learning environment in college

## (B). Expected Outcomes

- A healthy Learning Environment
- Vibrant Peer Group Exchanges
- Creation of positive communication channels among Principal, Parents, Staff & Students
- Enhancing a feeling of belonging among students
- Self confident, bold & an active ,enthused student community
- Better attendance, lesser dropouts and good psychological health of students
- Confident Parents
- Improved Performance
- Mentor Certificate

In short, Mentoring aspires to bring transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement.



## (C ). CBIT Student Mentoring System

Each faculty will be the mentor for a group of 20 to 25 students. First year students will have mentors from the department of basic sciences, Mathematics and Humanities and second, third, fourth year students will have mentors from the parent department. Departmental faculties will continue to be mentors for the same group of students till their graduation

### (i). Roles and Responsibilities of Mentors

- Conduct an orientation meeting at the entry level ( 1<sup>st</sup> Semester/ 3<sup>rd</sup> Semester as the case may be ) for appraising them of the process & make them prepare an Orientation Report
- Select a spokesperson/representative for the group

- Collect data of mentees at every stage & also see that the students fill their data from their side without fail. Also ensure the authenticity of the data.
- On locating their need for marked improvement in certain areas ( General/Academic/Career/Personal etc.,) refer the same to respective Heads of Departments
- Track the attendance and performance records & identify reasons, need if any, and prepare a Review Report with constructive suggestions
- Ensure frequent value added student visits to the library , Fitness center and other such , essentially in the allotted time slots and additionally in other permitted slots , if necessary.
- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Student Counselling Committee, through proper channel
- Notify to the Director-SA&P through proper channel about students with special talents
- Motivate them to take part in activities that can accrue more credits
- Compile their progress in performance through a Performance Chart & discuss threadbare with them, the details as the mentees produce the Mentor Certificate for career mobility and advanced studies.
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them weekly, submit a report at least twice in a month to the HoD and record the same as a Review Report , to be sent to the Director-SA&P at least once in a month.
- A total of FOUR reports to be prepared and submitted (One Orientation & THREE Monthly Reports)
- Ensure holistic well being of Mentee by sticking to the following
  1. Continuously monitor , counsel, guide and motivate the students in all academic matters
  2. Advise students regarding choice of electives, project, summer training , MOOCs , Honours degree, etc.
  3. Contact parents / guardians if situation demands e.g. shortage of attendance, academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc. (in co-ordination with the class teachers)
  4. Advise students in their career development/professional guidance
  5. Keep contact with the students even after their graduation
  6. Intimate HOD and suggest if any administrative action is called for
  7. Maintain a detailed progressive record of the student
  8. Maintain a brief but clear record of all discussions with students
- Mentor can assess and grade the students ; but not for showing any discrimination.

## **(ii). Parameters for Mentee Assessment**

Assessment by Mentors is a continually evolving process. It should be engaging and student- centric. Assessment rather than evaluation, supports student initiatives to help themselves in improving their performance. It focuses on certain criteria for grading the mentee such as whether the Mentee

1. Is Punctual 2. Undertakes responsibilities-Spokesperson/Leader/Peer Mentor or any other 3. Engages in Quality Voluntary Interaction, frequently 4. Undertakes Supportive/Positive/ Roles 5. Employs Personal Development Strategies-Seeks suggestions/is cordial in taking advice/is prompt in following instructions/ applies given inputs for personal improvement/ is meticulous in providing feedback 6. Develops Team Spirit& Team building initiatives 7. Cultivates commitment/remains accountable for his or her omissions & commissions 8. Has creative impulses & exhibits them in extra/co-curricular activities 9. Demonstrates healthy Interpersonal Skills 10. Promptly furnishes all the required data

Note: All the above criteria are graded equally. Each criterion is ascribed a value of 1 and the scores are calculated on a scale of 1 to 10.

GRADING KEY Performance Grade Scores **Excellent-** A+ :8 and above **Very Good-** A: 6 & 7 **Good:** B 5-6; **Satisfactory –** C: Up to 4 .

The Mentor-Mentee interaction provides an opportunity to document the journey of a learner’s life. It is a portal for the mentee to carry his/her progress into the larger world space. Therefore, kindly generate the certificate with care and precision .

## **(iii). Roles and Responsibilities of Mentees**

- Provide all the necessary data with relevant documents ( Previous Academic Performance Records, documents for participation in extra/co curricular activities and academic advancement )
- Fill all the information that is sought from you in the prescribed format and location , at every stage as indicated in the ‘Mentor’s diary and student’s progress record book’.
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor to decide the mission to achieve them. Prepare a pathway to your goals at the beginning of every year.
- Seek information regarding resources that you need from various sources
- Conduct Peer Mentoring to help your mentor
- Have a positive attitude
- Accept feedback respectfully & cordially & discuss future course of action with your mentor
- Attend mentor meetings regularly & punctually
- Provide feedback and communicate healthy developments in you. Reciprocity in interaction is the key to a successful mentor-mentee relationship

#### **(iv). Responsibilities of HOD:**

1. Meet all mentors of your department at least once a month to review proper implementation of the system
2. Advise mentors wherever necessary
3. Initiate administrative action on a student when necessary
4. Keep the Director- SA& P and Principal informed

#### **IV. CAREER GUIDANCE:**

It is imperative to have a clear idea of career options right from the beginning of your engineering study.

Following information will be helpful in this regard:

##### **A. Placements:**

1. Have a consistently good academic record as this gives an edge over others.
2. Non-CSE/IT students also must develop mastery of 'C' language.
3. Referrals from employed friends give an edge over the others in getting a job. One must mail his/her resume to all friends and relatives in the desired companies.

##### **B. Job Sites:**

Job sites introduce you to companies, register with different sites as they play a vital role in the initial process of recruitment.

##### **C. Jobs in Defence:**

Opportunities galore in Defense Services like Air force, Army and Navy await students. Planning for these has to be done right from second year.

##### **D. Higher Studies**

1. **Higher Studies Overseas:** USA, Canada, UK, Germany, Australia, Sweden and other European Countries offer opportunities galore for higher studies. Excellent opportunities are available in the USA. Keep the following in mind while seeking studies abroad:

- High scores in GRE and TOEFL are required to get admission in good US universities. Assistantships will also be given to students who have excellent scores in GRE and to those who carried out their project work in hi-tech industries.
- Identification of professors in different Universities in areas of interest of students is a must for admission and also for getting financial assistance. This helps in the Visa process also as the US Embassy asks probing questions on how the proposed institution will help in fulfilling academic aspirations etc.
- The Record of Interaction with the professors which matches with the career objective can be quoted and shown during processing.
- In general, one should not apply to top Universities alone, two at higher level, two at medium level and two low ranking Universities may be chosen so that possibilities of securing assistantship can also be enhanced.
- Preparations for GRE and TOEFL examinations are essential for going to US Universities. And this should start as early as in First year engineering itself.
- Those who are unable to get Visa to USA, can apply to Germany, Sweden, and Norway, where education is free and courses are taught in English medium. You can also explore the possibilities of applying to Canada, Australia, New Zealand, UK, Singapore, etc.

2. **Higher studies in India through “GATE”-to enter into institutions of higher learning:** IITs conduct GATE examination every year for admission into various PG programs in India. All IITs, University Colleges and other renowned institutions consider GATE score as the criterion for admission to P.G. courses. GATE examination is basically on technical competence in the specialized area for which admission is sought. The courses and the syllabus for each course are clearly defined in the GATE application. It is advisable to take coaching in various coaching centers for improving proficiency.

3. **Higher Studies in Management institutions through CAT or Entrance Exams of any specific institution like ISB/SYMBIOSIS/ICFAI/XLRI/TAPMI, etc:** Many students are trying for admission into IIMs, XLRI, TAPMI, ISB, SYMBOSIS, MDI, FMS, IIFT, Narsee Monjee, etc as there is more emphasis on management education these days. The type of entrance examination conducted is different, and is known as ‘CAT’. Effective mastering of communication skills, both written as well as oral is required for performing well in CAT.

### **E. Training through Internships, Apprenticeships and other Training Programs:**

1. **Internship:** An internship gives an insight into the technicalities of a job in your field. By the end of internship, one would have learnt the work and also gained some amount of formal work experience.
2. **Apprenticeships:** Apprenticeships help students to learn the technical skills while undergoing training in an organization. Several organizations such as Defence Labs, BHEL, HAL, BDL, etc. offer such apprenticeships. The Govt. of India offers one year Apprenticeship to graduate engineers with nominal monthly remuneration. Applications which are available at TASK need to be filled giving all details. TASK will inform the posting to a specific company after processing the papers. For further information on the matter, Training and Placement Section may be contacted.
3. **Training Programs:** One must also consider training programs in state of the art technologies like Artificial Intelligence, Machine Learning, Deep Learning, and Block Chain Technologies which may lead to subsequent absorption in IT and ITES industries.
4. **Short-Term Projects:** Short-term projects help a student in getting practical knowledge of his/her vocation, this later helps in handling interviews in a better way.

### **F. Opportunities through Entrepreneurship:**

The Govt. of India is encouraging entrepreneurship through various programs. In this regard, a careful study has to be made to select the area in which an industry has to be set up. Getting practical experience in the areas concerned is advised so that the difficulties that are likely to be faced when the industry is set up can be understood and addressed.

## **V. TRAINING IN EMPLOYABILITY SKILLS**

**A. Employability:** Employability relates to a graduate's achievements and their potential to gain a graduate job. Achievements relate to the degree itself but importantly also include transferable skills gained from studying at college / university.

**B. Employability Skills:** A set of achievements – skills, understandings and personal attributes that make graduates more likely to gain employment and be successful in their chosen occupations, which benefit themselves, the workforce, the community and the economy.

**C. What do Employers Want?**

● Intellect	● Professionalism
● Programming Skills	● Business awareness / focus
● Commercial awareness	● Problem solving
● Willingness to learn Knowledge	● Self-awareness
● Resilience / flexibility	● Self-promotion
● Adaptability	● Exploring and creating opportunities
● Self- regulatory skills	● Action planning
● Self-motivation	● Networking
● Communication skills	● Decision making
● Writing Skills	● Negotiation
● Interpersonal skills	● Political awareness
● Teamwork	● Coping with uncertainty
● Self-assurance / self-confidence	● Development focus
● Initiative and drive	● Transfer skills
● Leadership	● Enterprising
● Enthusiasm/commitment	● Knowledge

**D. BASIC SKILLS REQUIRED FOR EMPLOYMENT**

Following table shows basic skills required to be employed and how they can be honed/ exhibited by the Mentee:

1. Listening - Receives, attends to, interprets and responds to verbal messages.	<ul style="list-style-type: none"> <li>● Responds through eye contact to oral messages that require action, acts on oral instructions, classifies unclear messages and retains verbal communication for later use.</li> </ul>
2. Speaking – Organizes ideas and communication orally.	<ul style="list-style-type: none"> <li>● Clearly speaks thoughts related to work tasks and understands messages.</li> <li>● Speaks confidently before a group of people.</li> </ul>



<p>3. Reading: Locates and interprets written information in prose and in documents such as manuals, graphs and schedules.</p>	<ul style="list-style-type: none"> <li>● Finds written information related in a task.</li> <li>● Accurately retrieves/ communicates the meaning of the information.</li> <li>● Acts on the information to complete the assigned task.</li> </ul>
<p>4. Writing: Communication of thoughts, ideas, information, and messages in writing. Create documents such as letters, directories, reports, graphs and flow charts.</p>	<ul style="list-style-type: none"> <li>● Accurately generates notes/messages related to a task.</li> <li>● Clearly, correctly and lightly writes notes.</li> <li>● Creates documents such as letters, directories, reports, graphs and flow charts.</li> </ul>
<p>5. Aptitude (Quantitative, Verbal and Logical): Performs basic computations and approaches practical problem by choosing appropriately from a variety of mathematical techniques.</p>	<ul style="list-style-type: none"> <li>● Uses basic mathematical techniques, vocabulary lists, verbal analogies, and logical reasoning to solve practical problems related to a work task.</li> <li>● Accurately solves various problems</li> <li>● involving critical thinking.</li> </ul>
<p>6. Interaction with others</p>	<ul style="list-style-type: none"> <li>● Uses effective verbal and non-verbal communication techniques for effective communication.</li> </ul>
<p>7. Demonstrates integrity, honesty and chooses ethical courses of action.</p>	<ul style="list-style-type: none"> <li>● Displays ethical behavior according to work policies and procedures, e.g. keeps certain information confidential</li> <li>● Honors commitments</li> <li>● Tells the truth</li> <li>● Begins work on time</li> <li>● Is appropriately dressed and groomed</li> <li>● Respects fellow workers and equipment</li> </ul>
<p>8. To serve clients/ customers; and work to meet their expectations</p>	<ul style="list-style-type: none"> <li>● displays a positive attitude toward people and the job</li> <li>● positively responds to direction and suggested correction</li> <li>● displays confidence in learning new tasks</li> <li>● is courteous and respectful</li> </ul>

9. Participates as a member of a team.  
Contributes to group efforts, demonstrates leadership skills as appropriate to assigned position

- work well with others displaying warmth and friendliness toward them
- shows connectedness with employees
- open to working with various employees
- willingness to initiate action i

10. Demonstrates leadership skills, setting a positive example and teaching others.	<ul style="list-style-type: none"> <li>● Engages in challenges and acts with energy shows connectedness with employees.</li> <li>● Explores cause of problems.</li> <li>● Engages in reflective. Yet proactive thinking when doubt and disagreement arise.</li> <li>● Maintains self-control during challenges</li> <li>● Open to training or assisting new employees.</li> <li>● Uses positive phrases to encourage confidence in others.</li> <li>● Contributes to a positive work climate.</li> </ul>
11. Works well with women and men from diverse backgrounds	<ul style="list-style-type: none"> <li>● Appears to show no bias in working with others from diverse backgrounds, cultures or opposite gender</li> <li>● Verbally acknowledges efforts of all co-workers for the effort given in the workplace</li> <li>● Shows an openness to work with all employees.</li> </ul>

## VI. IMPORTANCE OF PARTICIPATING IN CO-CURRICULAR ACTIVITIES:

Participating in various activities conducted in the college and in highly reputed institutions helps in building professional career. Take part in following activities right from your freshman year:

● Free writing	● Assignment outlines
● Brainstorming	● Thesis statements
● Mind-mapping	● Research assignments
● Periodical self-assessment	● Teamwork exercises
● Reading responses	● Structured note taking
● Questions formulation	● Peer assessment
● Conversation prompts anresponses	● Role playing
● Logical Reasoning	● Problem solving
● Vocabulary lists + definitions	● Summaries
● Workplace scenarios	● Online resources critique

- Rough drafts

- Description of a process

● Project exhibitions	● JAM sessions
● Programming / coding contests	● Rubik's cube competition
● Summer Internships	● Mathematical Contests
● Business English Certificate Course	● What's the Good word competition
● Debates	● Creative Writing Competitions
● Technical Seminar / Poster	● Entrepreneurship activities

## **VII. IMPORTANCE OF PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES:**

All employers normally look out for students and graduates who have a range of skills, personal qualities and experience, which will help them to be productive in the workplace. Extra-curricular activities give you the chance to develop these by doing things you enjoy. This is the best opportunity to have fun and make yourself more employable at the same time. By taking part you'll build long-lasting friendships and connections, meet students from different backgrounds, and gain transferable skills such as communication, teamwork, organisation, problem solving and time management. It will also improve your confidence.

If you want to go a step further you could become chairperson, treasurer or secretary of your club or society to develop your leadership abilities.

Besides, your creativity is nurtured when you participate in extracurricular activities such as various artforms. On the other hand, participation in Games and Sports will recharge yourself and keeps you Fit Physically and mentally. When your health is in place, everything else will automatically fall in groove.

Realising this importance, CBIT has facilitated the students with a number of Student Clubs. Get familiarised to these clubs through your respective mentors/ Student Coordinators of various clubs / Directorate of student affairs and join in your choicest.

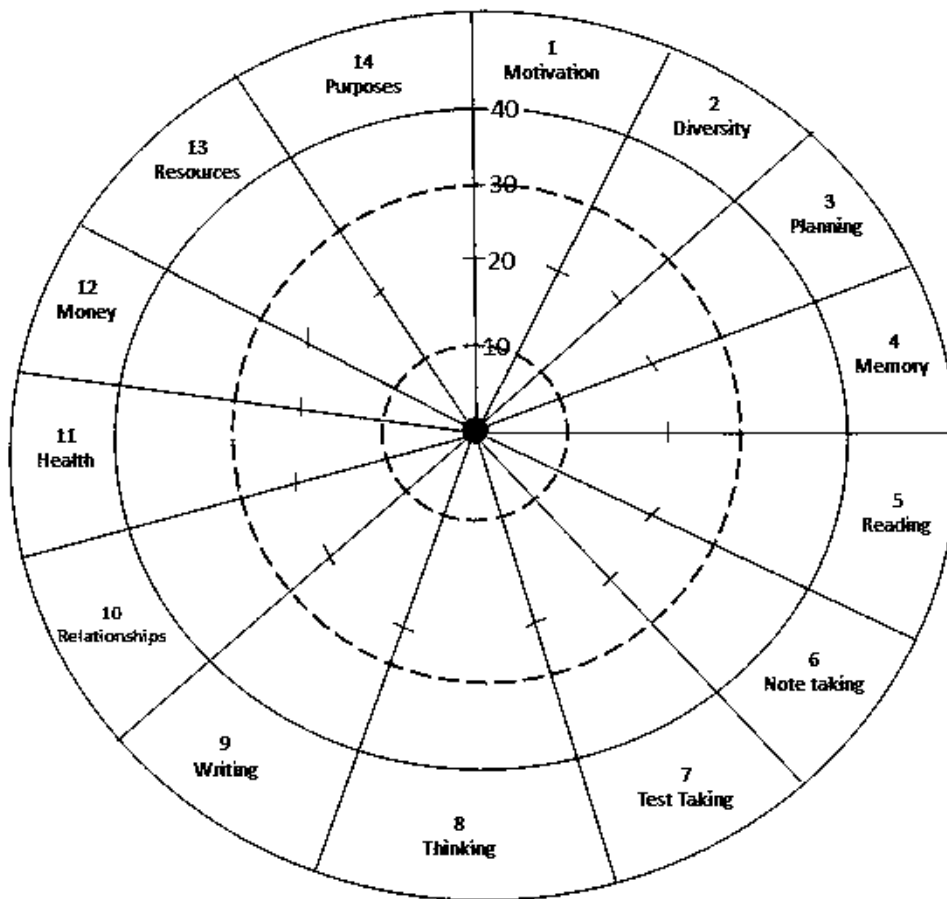
## **VIII. COUNSELLING:**

Counselling is an art of helping the student unveil the strengths, overcome the weaknesses, instill/boost up confidence and achieve goals. Proper counselling given at an appropriate time will certainly be a life shaping and at times can be even a life saving means for the student. Depending upon the personal, social, economic and Psychological background of the student, the counselling needs of a student arise besides being influenced by the ambient environment of the student at the campus and home. In the normal course, the mentors are expected to identify these counselling needs and refer them to the Director-SA&P through their respective HoDs. However, all the mentors are in general expected to be equipped with the basic knowledge of counselling the students, as every good teacher usually does. Specific cases of extremity will of

course be referred to Specialists such as Doctors, Psychologists , Personality Trainers etc., as the case may be.

Some basic tips for discovering the counselling needs of a student at the beginning of each semester, are given here under.

## IX. DISCOVERY WHEEL



This is a tool to discover the strengths and weaknesses of a person in a figurative way, in the wheel form. The wheel strikingly depicts how strong or how weak a person is, in the chosen areas. The strength or weakness is plotted radially in the wheel, based on the marks scored by an individual in various areas. Any individual can assess himself or herself, by responding to the questionnaire under each area, honestly and sincerely. Mentors must see that the wheel is plotted by each student at the beginning of each semester so that any possible help in the form of counselling can be given to them.

- 14 areas are covered in the Discovery Wheel. These are Motivation, diversity, Planning ,Reading, Note taking, Test taking, Thinking, Writing, Relationships, Health, Money, Resources, and Purpose. Each area has 8 statements related to the area.

- Read the statements carefully. For each statement award yourself points for each one using the following criterion

- 5 Points This statement is always or almost always true of me
- 4 Points This statement is often true of me
- 3 Points This statement is sometimes true of me
- 2 Points This statement is seldom true of me
- 1 Point This statement is never or almost never true of me.
- Then add up the total point for each section and shade the Discovery Wheel. The shaded parts indicate areas where you may want to improve.

### A. MOTIVATION

- 1. 3 I start each semester highly motivated, and I stay that way.
- 2. 4 I know what I want to get from my education.
- 3. 4 I enjoy learning
- 4. 2 I study even when distracted by activities of lower priority.
- 5. 4 I am satisfied with how I progress toward achieving goals.
- 6. 4 Studying is important and I allow adequate time for it
- 7. 5 I am excited about the courses I take.
- 8. 5 I have a clear idea of the benefits I expect to get from my education

- 31 **Total score (1) Motivation**

### B. DIVERSITY

- 1. 2 I am aware of my cultural biases and open to understanding people with different backgrounds
- 2. 2 I build rewarding relationships with people from other cultures and races.
- 3. 4 I can point out examples of discrimination and effectively respond to them
- 4. 4 I study in a way that draws on my preferred learning styles.
- 5. 5 I practice using several different learning styles when I study.
- 6. 5 I take specific steps to make a successful transition into higher education
- 7. 4 I use a sound process for defining my special areas of interest and choosing an academic major or program of study.
- 8. 4 I effectively integrate schooling with my family and work lives.

- 30 **Total Score (2) Diversity**

C. PLANNING

- 1. \_\_\_\_\_ 4 \_\_\_\_\_ I periodically refine my long term goals.
  - 2. \_\_\_\_\_ 3 \_\_\_\_\_ I regularly define short term goals
  - 3. \_\_\_\_\_ 5 \_\_\_\_\_ I write a plan for each day and each week.
  - 4. \_\_\_\_\_ 5 \_\_\_\_\_ I assign priorities to what I choose to do each day.
  - 5. \_\_\_\_\_ 5 \_\_\_\_\_ I plan review time so I don't have to cram before tests.
  - 6. \_\_\_\_\_ 5 \_\_\_\_\_ I plan regular recreation time.
  - 7. \_\_\_\_\_ 4 \_\_\_\_\_ I adjust my study time to meet the demands of individual courses.
  - 8. \_\_\_\_\_ 2 \_\_\_\_\_ I have adequate time each day to accomplish what I plan.
- \_\_\_\_\_ 33 \_\_\_\_\_ **Total score (3) planning**

D. MEMORY

- 1. \_\_\_\_\_ 5 \_\_\_\_\_ I am confident in my ability to remember
- 2. \_\_\_\_\_ 5 \_\_\_\_\_ I remember people's names
- 3. \_\_\_\_\_ 5 \_\_\_\_\_ At the end of a lecture I can summarize what was presented.
- 4. \_\_\_\_\_ 4 \_\_\_\_\_ I apply techniques that enhance my memory skills
- 5. \_\_\_\_\_ 2 \_\_\_\_\_ I can recall information when I'm under pressure
- 6. \_\_\_\_\_ 5 \_\_\_\_\_ I remember important information clearly and easily
- 7. \_\_\_\_\_ 4 \_\_\_\_\_ I can jog my memory when I have difficulty recalling
- 8. \_\_\_\_\_ 30 \_\_\_\_\_ **Total score (4) Memory**

E. READING

- 1. \_\_\_\_\_ 4 \_\_\_\_\_ I Preview and review reading assignments
- 2. \_\_\_\_\_ 5 \_\_\_\_\_ When reading, I underline or highlight important passages.
- 3. \_\_\_\_\_ 4 \_\_\_\_\_ When I read, I ask questions about the material
- 4. \_\_\_\_\_ 4 \_\_\_\_\_ When I read textbooks, I am alert and awake.
- 5. \_\_\_\_\_ 5 \_\_\_\_\_ I relate what I read to my life.
- 6. \_\_\_\_\_ 4 \_\_\_\_\_ I select a reading strategy to fit the type of material I'm reading
- 7. \_\_\_\_\_ 5 \_\_\_\_\_ I take effective notes when I read
- 8. \_\_\_\_\_ 4 \_\_\_\_\_ When I don't understand what I'm reading, I note my question and find my answers.

F. NOTE TAKING

- \_\_\_\_\_ 35 \_\_\_\_\_ **Total score (5) Reading**
- 1. \_\_\_\_\_ 3 \_\_\_\_\_ When I'm in class I focus my attention



- 2. \_\_\_4\_\_\_ I take notes in class
- 3. \_\_\_5\_\_\_ I am aware of various methods for taking notes and choose that work best for me.
- 4. \_\_\_5\_\_\_ My notes are valuable for review.
- 5. \_\_\_3\_\_\_ I review class notes within 24 hours
- 6. \_\_\_5\_\_\_ I distinguish important material and notice key phrases in a lecture.
- 7. \_\_\_5\_\_\_ I copy material the instructor writes on the board or overhead projector
- 8. \_\_\_5\_\_\_ I can put important concepts into my own words
- \_\_\_35\_\_\_ Total score (6) Note taking

## G. TEST TAKING

- 1. \_\_\_4\_\_\_ I feel confident and calm during an exam
- 2. \_\_\_4\_\_\_ I can manage my time during exams and I can able to complete them.
- 3. \_\_\_5\_\_\_ I am able to predict test questions
- 4. \_\_\_4\_\_\_ I can examine essay questions in light of what I know and come to new original conclusions during a test
- 5. \_\_\_4\_\_\_ I adapt my test taking strategy to the kind of test I'm taking
- 6. \_\_\_5\_\_\_ I understand what essay questions ask and can answer them completely and accurately.
- 7. \_\_\_5\_\_\_ I start reviewing for tests at the beginning of the term and review regularly.
- 8. \_\_\_5\_\_\_ My sense of personal worth is independent of my personal scores.
- \_\_\_36\_\_\_ Total score (7) Test taking

## H. THINKING

- 1. \_\_\_4\_\_\_ I have flashes of insight, and solutions to problems appear to me at unusual times.
- 2. \_\_\_3\_\_\_ I use brainstorming to generate solutions to a variety of problems.
- 3. \_\_\_3\_\_\_ When I get stuck on a creative project, I use specific methods to get unstuck
- 4. \_\_\_5\_\_\_ I see problems and decisions as opportunities for learning and personal growth

- 5. 3 I am willing to consider different points of view and alternative solutions
- 6. 3 I can state the assumptions that underline a series of assertions.
- 7. 4 I can detect common errors in logic
- 8. 5 I approach courses in mathematics and science with confidence
- 30 Total score (8) Thinking

#### I. WRITING

- 1. 5 I approach writing with confidence
- 2. 5 I can effectively plan a large writing assignment
- 3. 4 I create first drafts without stopping to edit or criticize my writing
- 4. 5 I revise my writing for clarity, accuracy and coherence.
- 5. 5 My writing affirms women and is free of sexist expressions.
- 6. 5 When writing. I accurately credit ideas and facts from other
- 7. 2 I know how to prepare and deliver effective speeches.
- 8. 2 I am confident when I speak before others.
- 33 Total score (9) Writing

#### J. RELATIONSHIPS

- 1. 5 I develop and maintain mutually supportive relationships
- 2. 2 I am candid with others about who I am, what I feel and what I want.
- 3. 5 Other people tell me that I am a good listener.
- 4. 2 I communicate my upset and anger without blaming others.
- 5. 2 I make and keep promises that stretch me to meet my potentials.
- 6. 5 I am able to learn from various instructors with different teaching styles.
- 7. 2 I have the ability to make friends and create valuable relationship in a new place.
- 8. 2 I am open to being with people I don't especially like in order to learn from them.
- 25 Total score (10) Relationships

#### K. HEALTH

- 1. 4 I have enough energy to study and still enjoy other areas of my life.
- 2. 5 I exercise regularly.
- 3. 5 My emotional health support my ability to learn

- 4. \_\_\_5\_\_\_ If the situation calls for it, I have enough reserve energy to put in a long day.
- 5. \_\_\_4\_\_\_ I notice changes in my physical condition and respond effectively.
- 6. \_\_\_4\_\_\_ I notice changes in my psychological condition and respond effectively.
- 7. \_\_\_5\_\_\_ I am in control of the bad habits such as smoking, alcohol and drugs
- 8. \_\_\_5\_\_\_ My food and sleeping habits contribute to my health.
- \_\_\_37\_\_\_ Total score (11) Health

#### L. MONEY

- 1. \_\_\_3\_\_\_ I budget my money and I am in control of my personal finances.
- 2. \_\_\_3\_\_\_ I am confident that I will have enough to complete the education I want.
- 3. \_\_\_5\_\_\_ I have a clear picture of the financial resources available to me to pay for my education.
- 4. \_\_\_2\_\_\_ I can make a little money go a long way.
- 5. \_\_\_5\_\_\_ My education supports my long rang financial goals.
- 6. \_\_\_5\_\_\_ I repay my debts on time
- 7. \_\_\_5\_\_\_ My sense of personal worth is independent of my financial condition
- 8. \_\_\_3\_\_\_ I make regular deposits to my savings accounts.
- \_\_\_31\_\_\_ Total score (12) Money

#### M. RESOURCES

- 1. \_\_\_4\_\_\_ I can effectively use libraries to find the resources and information I want.
- 2. \_\_\_4\_\_\_ I am aware of the services offered by my school as learning experiences.
- 3. \_\_\_5\_\_\_ I use my job or other activities outside of school as learning experiences.
- 4. \_\_\_4\_\_\_ I take on projects that can make a difference in other people's lives
- 5. \_\_\_2\_\_\_ I know where to get help in my community for a variety of problems
- 6. \_\_\_5\_\_\_ My relationships with friends, family and other support my educational goals.
- 7. \_\_\_5\_\_\_ I think of my mistakes as valuable opportunities to learn.
- 8. \_\_\_3\_\_\_ I see the world's problems as opportunities for me to participate and contribute.
- \_\_\_32\_\_\_ Total score (13) Resources

#### N. PURPOSE

- 1. \_\_\_5\_\_\_ I see learning as a life process
- 2. \_\_\_4\_\_\_ I relate school to what I plan to do for the rest of my life.
- 3. \_\_\_5\_\_\_ I learn by contributing to others.
- 4. \_\_\_5\_\_\_ I revise my plans as I learn, change and grow.
- 5. \_\_\_3\_\_\_ I am clear about my purpose in life.
- 6. \_\_\_5\_\_\_ I know that I am responsible for my own education
- 7. \_\_\_5\_\_\_ I take responsibility for the quality of my life
- 8. \_\_\_4\_\_\_ I am willing to accept challenges even when I'm not sure how to meet them.
- \_\_\_36\_\_\_ Total score (14) purpose

## Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75

### X. Student's(Mentee's) Personal Details



#### **Student Profile:**

Name of the Student :PATLOLLA MAHATHI REDDY

Branch & Section :CHEMICAL B

Hall Ticket number :160120802008

**Category :** Convener (OC/BC/SC/ST/Sports/NCC/PH) / Management(JEE/NRI/PIO)

Contact ph.no.9100583188

Alt.ph. no./ local guardian no. 9866751594

email ID:mahathireddy2468@gmail.com

**Parents' Details:**

Father's Name :PATLOLLA SUNIL REDDY

Occupation:BUSINESS

Mother's Name: PATLOLLA KAVITHA REDDY

Occupation:HOMEMAKER

:

Contact No :9866751594

email:sunil.decarzone@gmail.com

Contact Address:flat no:103,street no:6,sri harsha residency,habsiguda,hyderabad,telangana

**Previous Academic Performance:**

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2018	9.0 GPA	ALL SAINTS HIGH SCHOOL
2	12 <sup>th</sup> / Equivalent	2020	98 percentage 977/1000	SRI CHAITANYA JUNIOR COLLEGE

EAMCET/ JEE or any other examination Position details or merit awards (if any):

1. EAMCET 21334 RANK

2. JEE MAIN 62

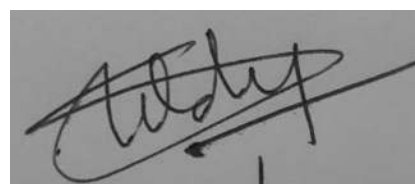
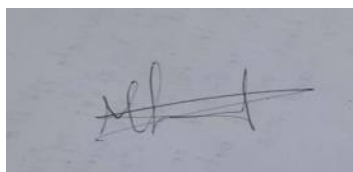
PERCENTILE.....

3. ....

**Hobbies:** I KEEP WRITING POEMS AND ARTICLES APART FROM WRITING I ALSO DO PAINTING AND LISTENING TO MUSIC THEY ARE LIKE STRESS BUSTERS TO ME

**Career Plans:**I LIKE CAREER IN PHARMACEUTICAL INDUSTRY BECAUSE WORKING IN THE PHARMACEUTICAL INDUSTRY ALLOWS US TO CHANGE PEOPLE'S LIVES FOR BETTER

**Strengths and Weakness:** MY STRENGTH IS MY FAMILY, MY PARENTS SUPPORT ME IN EVERY ASPECT AND MY WEAKNESS IS THAT I AM A SOCIAL INTROVERT,I AM BIT AFRAID OF TALKING TO PEOPLE AND TO MINGLE UP IN GROUPS FOR THIS REASON MANY TIMES I KEEP MYSELF AWAY FROM GATHERINGS AND CLUB ACTIVITIES



Signature of the student  
Date: 11th october 2021

Signature of the Parent  
Date:11th october 2021

Name and Signature of the Mentor:

**XI. DETAILS OF STUDENT'S INVOLVEMENT IN THE STUDENT INDUCTION PROGRAMME(SIP) CONDUCTED BY THE INSTITUTE**

**(To be filled by the student)**

1 . Attendance in the Induction Programme (No. of sessions attended/Conducted):-----

2. Which session of the SIP was impressive and why ?

-----

3 . Which session was not at all useful and why ?

-----

4 . Whether the academic rules , examination rules, Code of Conduct were explained with clarity by the resource person and / or the mentor ? Do you have any doubts ?

-----

5 . Whether the clubs related to Co-curricular& Extra-curricular activities were introduced ? Did you or do you wish to join any of them ?

-----

6 . Was the course on Human Values taught ? Do you have anything to say on that ?

-----

7 . Did you understand the need for keeping the campus clean and green and yourself Fit ?

-----

8 . Was the campus tour organised for you? Are you aware of your campus now?

-----

9 . Was the importance of Fine Arts in support of a Professional career driven ?

-----

10 . Any other information you expected to be given to you in the SIP , but was not provided?

-----

Signature of the Student

Signature of the Mentor

Head

**Director – SA&P**

**Principal**

## **XII. 1<sup>st</sup> ORIENTATION BY THE CONCERNED MENTOR**

**( At the beginning of the Semester; 1<sup>st</sup> or3rd as the case may be)**

1 . Was the vision , mission and Quality policy of the institute explained by the mentor ?

-----

2 . Was the awareness created in you about the vision & mission of the department and the need for falling in line with that of the institute?

-----

3 . Were the Graduate attributes, COs , POs, PEOs, PSOs and their role in Outcome Based Education explained?

-----

4 . Was the existence of various types of courses (HSSC,BSC,BESC,PCC,PEC ,OEC, Mandatory Courses) in the programme and their need explained?(Refer Rule II of Academic Rules)

-----

5. Was the importance of Project Works/Seminars/Internships/Industrial Visits explained ?(Refer Rule V of academic Rules)

-----

6 . Was the scope and opportunity for taking Swayam/ MOOCs course and the concept of award of Major/Minor degree explained ?(Refer Rule XII of Academic Rules)

-----

7 . Was the concept of Credit system , GPA, SGPA and CGPA explained ?( Refer Rule VI of Academic Rules)

-----  
8 . Were the details about duration and academic credentials of Industrial visits / Internships explained ? ( Refer Rule XIII of Academic Rules )

-----  
9 . Was the requirement of Activity points explained ?( Refer to Rule XIV of Academic Rules)

-----  
10 . Was the eligibility criteria for award of Degree( Major/ Additional Major/ Honor ) explained ? ( Refer to Rule XVIII of Academic Rules )

-----  
11 . Were the additional rules for lateral entry students explained ?(Applicable only for lateral entry students. Refer Rule XXII of Academic Rules)

-----  
12. Was the Academic Rule book given to you and explained by the concerned authority?

-----  
13 . Was the Code of Conduct introduced to you and was made available ?

-----  
14. Was the existence of an R&E Hub , EDC and I&I center informed and their importance explained?

-----  
15. Whether the importance of participating in Social service , Community service, Extension activities ,Outreach activities & NSS activities explained and the available facilities in the campus introduced ?

Signature of the Student

Signature of the parent



Signature of the Mentor

Signature of HoD

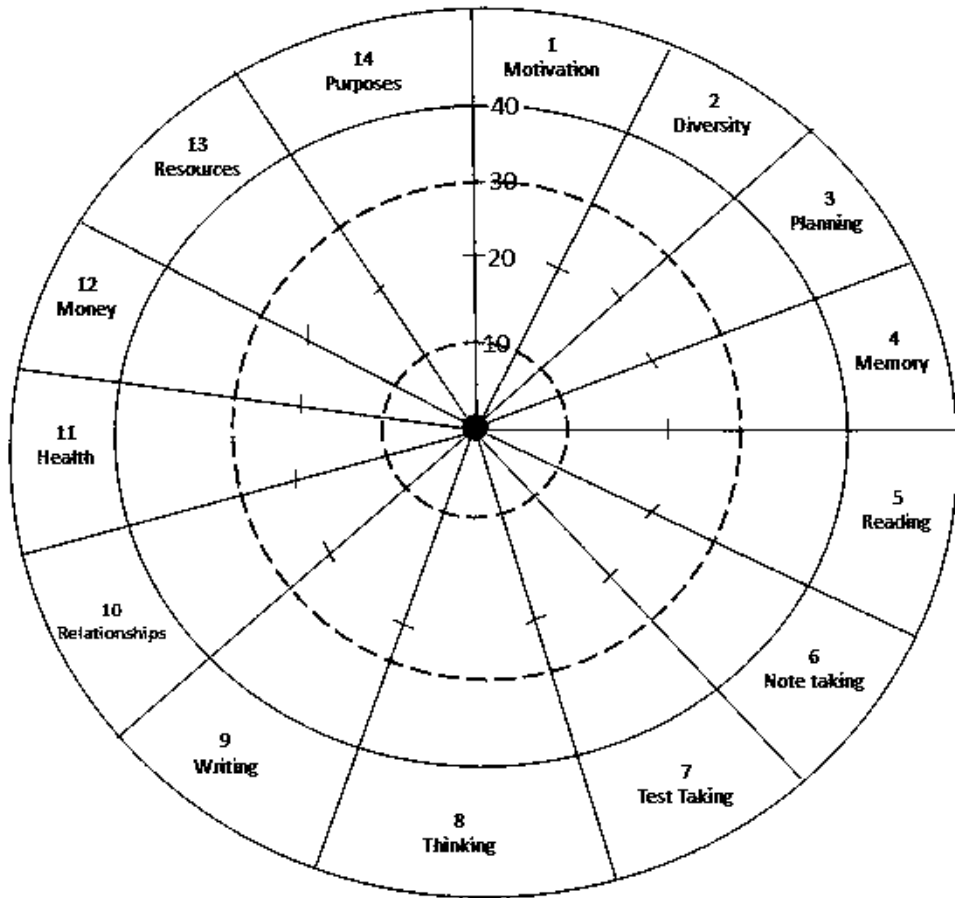
Director – SA&P

Principal

### **XIII. STUDENT'S PROGRESS RECORD**

1. **BE / B.Tech./M.E/M.Tech/M.C.A/M.B.A ( \_\_\_\_\_ ) I-SEMESTER**

A. **DISCOVERY WHEEL for I Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month	2 <sup>rd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	Remarks
-----	--------	-----------------------	-----------------------	-----------------------	-----------------------	---------

		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz Max.Marks:			Mid-1 (20)	Mid-2 (20)	Mid-Final	External	Credits
		A1	A2	A3					
1	maths-1	10	10				C	4	
2	chemistry	10	10				C	3	
3	em	10	10				D	3	
4	pps	8	10				D	3	
5	chemistry lab						A	2	
6	pps lab						S	2	
7	workshop						S	2.5	
8	ee						A	1.5	
9									
10									
<b>SGPA:</b>								<b>7.69</b>	

Position in the class:

CGPA:8.27

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

Signature of the Mentor

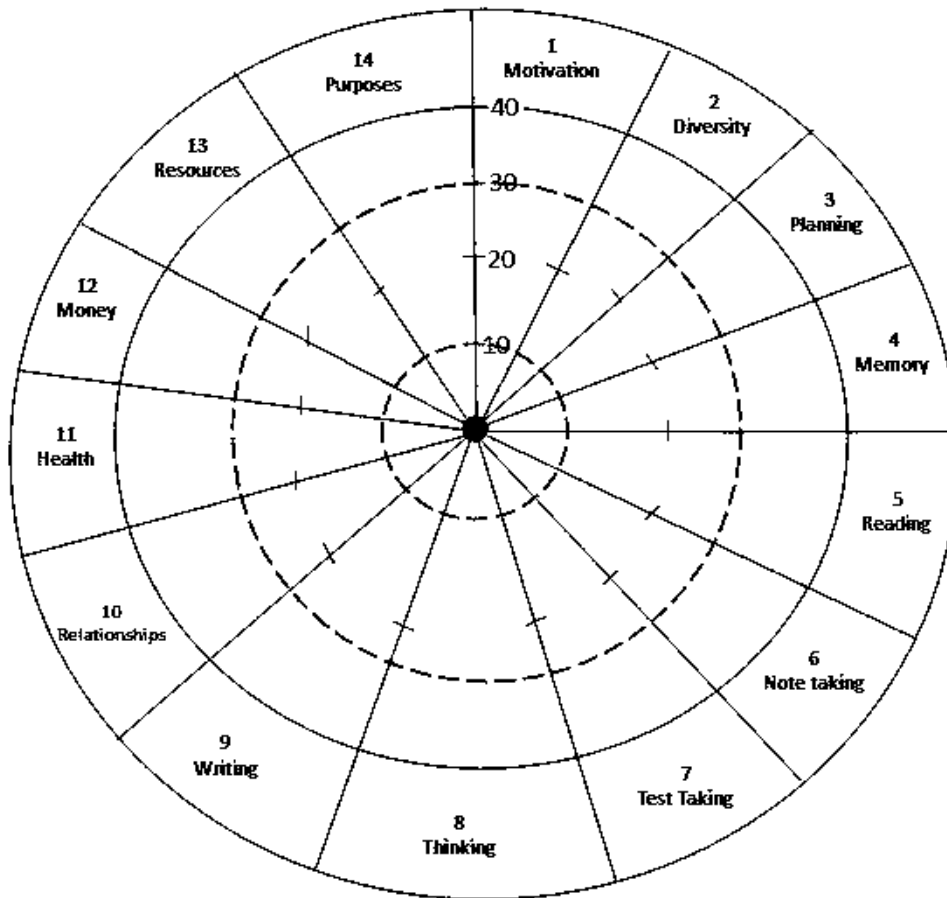
Signature of the Head

Director – SA&P

PRINCIPAL

2. BE / B.Tech./M.E./M.Tech./M.C.A/M.B.A/( \_\_\_\_\_ ) II-SEMESTER

**(A). DISCOVERY WHEEL for II Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C) .Monthly Attendance Details: (T: total classes P: Present)**

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	maths-2	10	10				A	4	
2	physics	10	10				B	3	
3	basic electrical engineering	10	10				B	3	
4	english	10	10				A	2	
5	cad lab						A	2.5	
6	english lab						A	1	

7	bee lab							A	1
8	community engagement							S	1.5
9	physics lab							S	2
10									
<b>SGPA:</b>									<b>8.88</b>

**Position in the class:**

**CGPA:8.27**

**Signature of the Mentor**

**Signature of the Head**

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**



**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

**COUNSELING NOTES**

Sno	Date	Remarks	Signature
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**Signature of the Mentor**

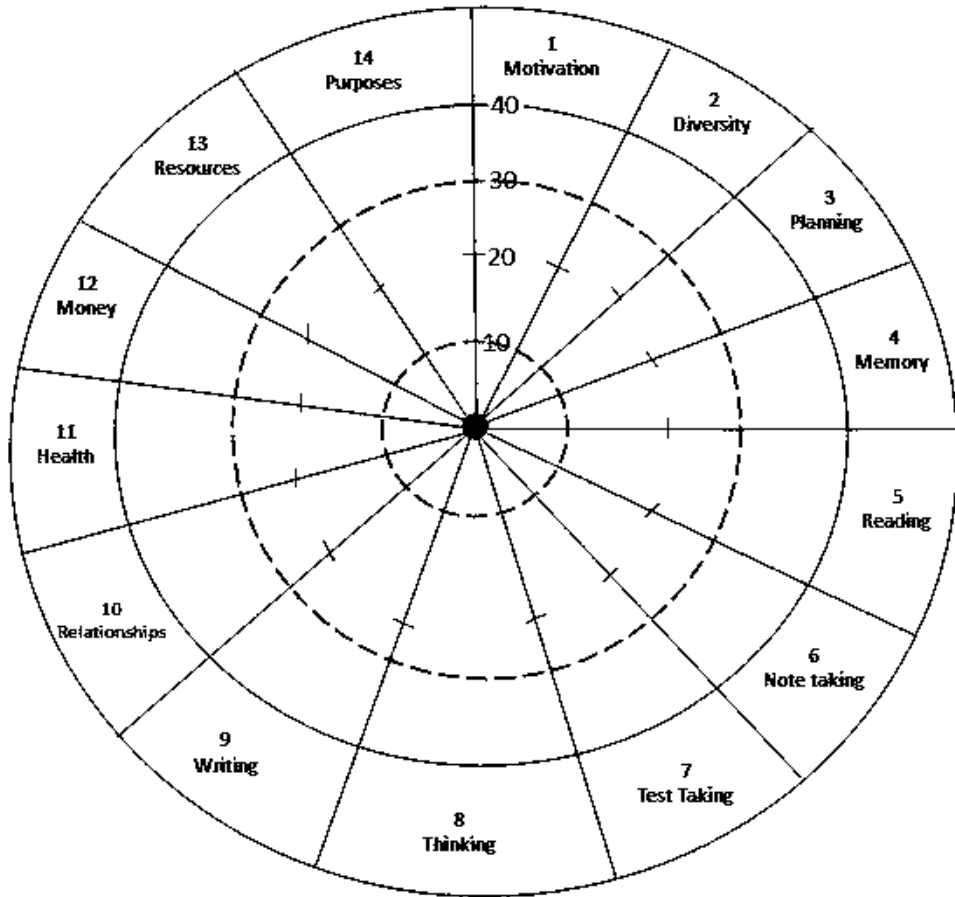
**Director – SA&P**

**Signature of the Head**

**PRINCIPAL**

3. BE / B.Tech./M.E/M.Tech./M.C.A/M.B.A ( \_\_\_\_\_ ) III-SEMESTER

(A). DISCOVERY WHEEL for III Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams& SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
<b>SGPA:</b>									

Position in the class:

CGPA:

Signature of the Mentor

Signature of the Head

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature
1	27/09/21	nill	mahathi
2	4/10/21	nill	mahathi
3	11/10/21	nill	mahathi
4	18/10/21	nill	mahathi
5	25/10/21	nill	mahathi
6	1/11/21	nill	mahathi
7	8/11/21	not able to understand basic data structures	mahathi

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**Signature of the Mentor**

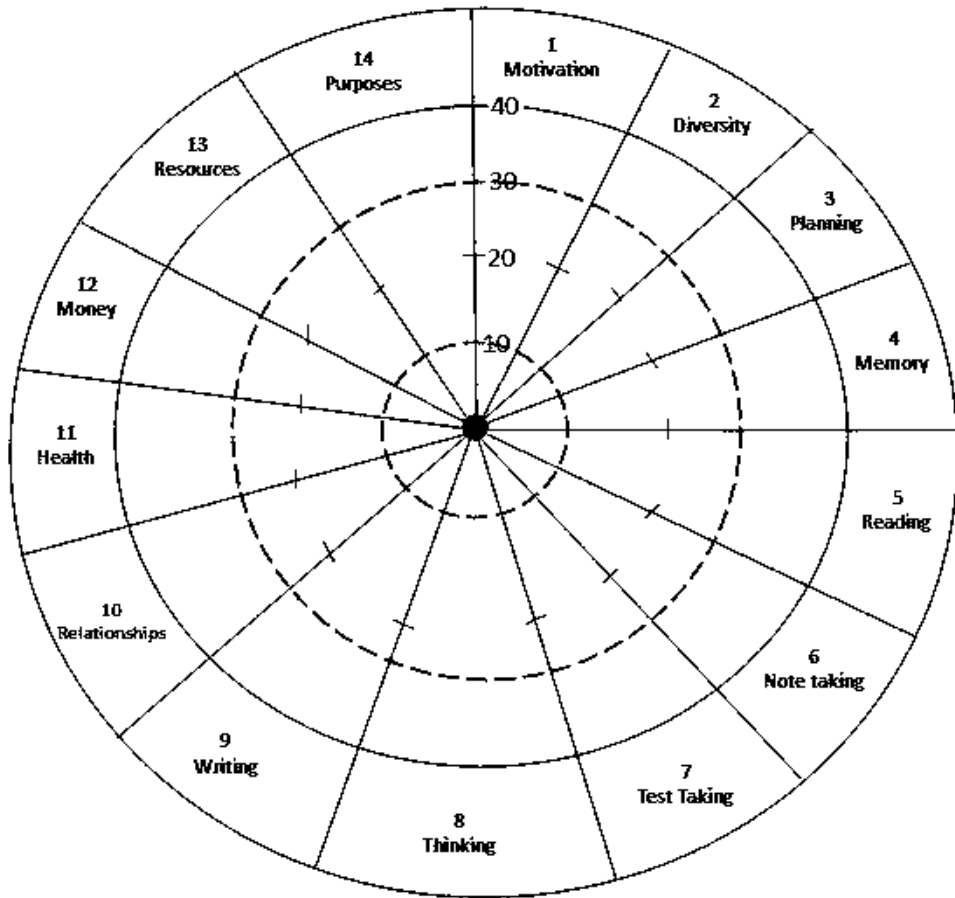
**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**4. BE / B.Tech./M.E/M.Tech./M.C.A/M.B.A ( \_\_\_\_\_ ) IV-SEMESTER**

**(A). DISCOVERY WHEEL for IV Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**



**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
<b>SGPA:</b>									

Position in the class:

CGPA:

Signature of the Mentor

Signature of the Head

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## **COUNSELING NOTES**

<b>Sno</b>	<b>Date</b>	<b>Remarks</b>	<b>Signature</b>

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**Signature of the Mentor**

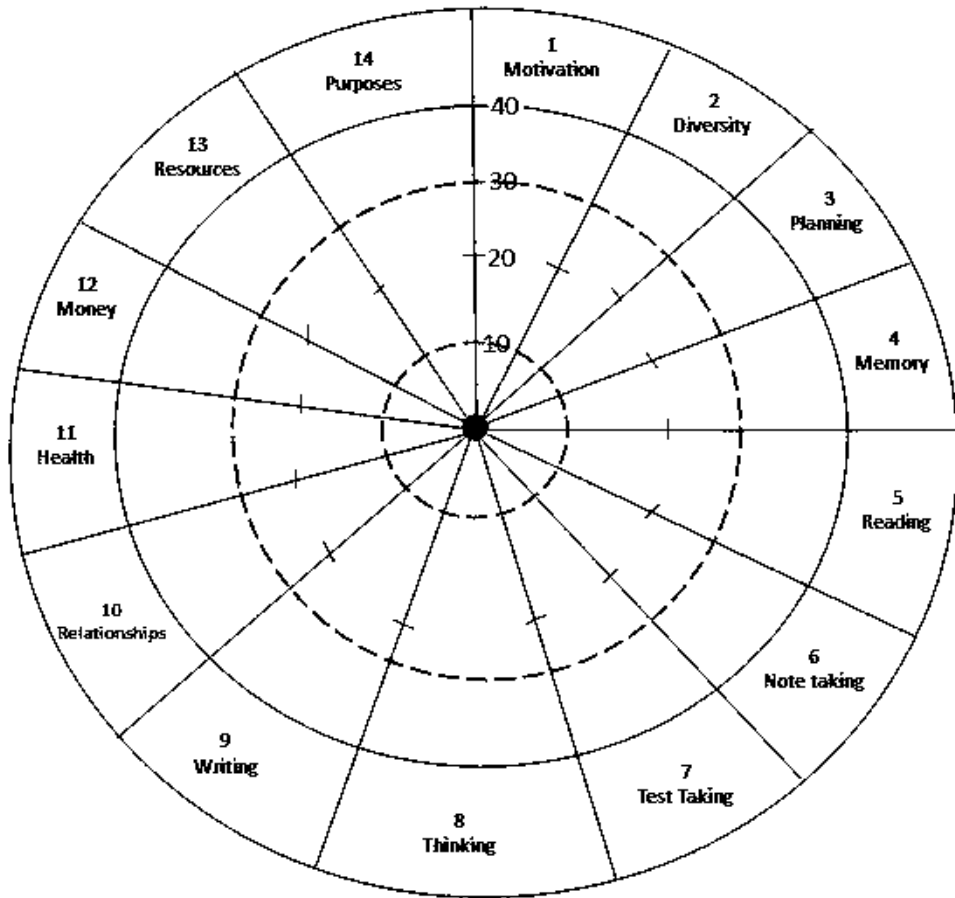
**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**5. BE / B.Tech. ( \_\_\_\_\_ ) V-SEMESTER**

**(A). DISCOVERY WHEEL for V Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month	2 <sup>rd</sup> Month	3 <sup>rd</sup> Month	4 <sup>th</sup> Month	Remarks
-----	--------	-----------------------	-----------------------	-----------------------	-----------------------	---------

		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D). Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
<b>SGPA:</b>									

Position in the class:

CGPA

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature



Signature of the Mentor

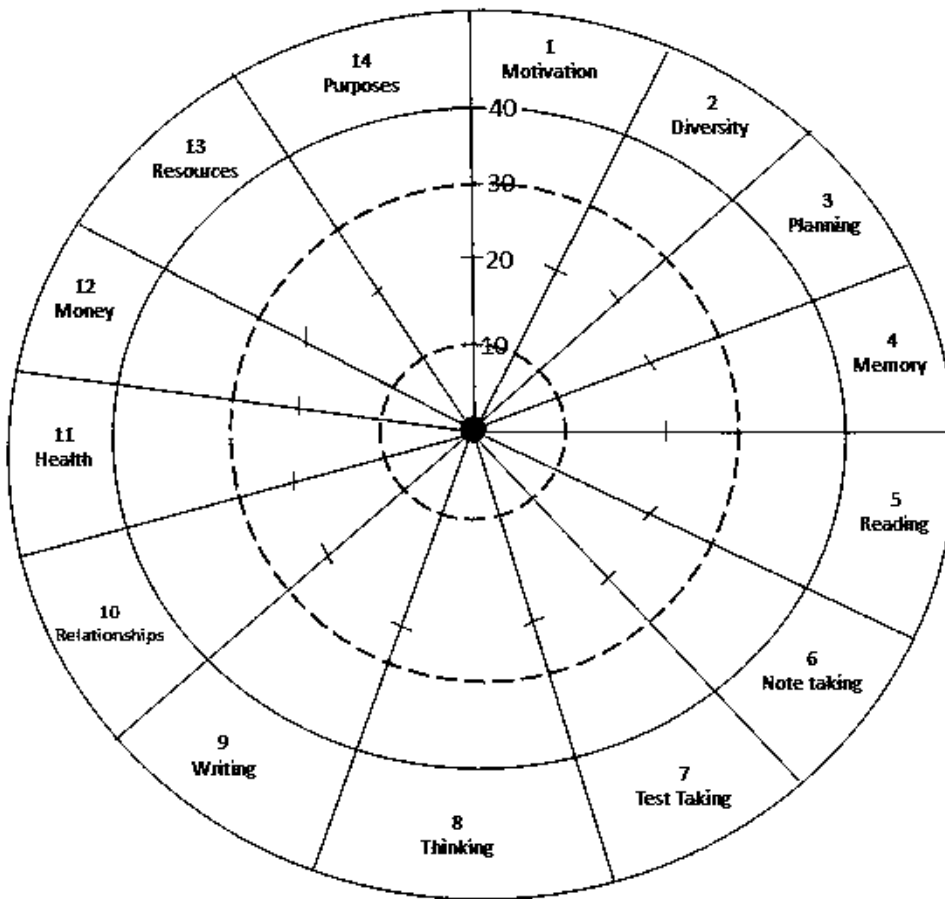
Signature of the Head

Director – SA&P

PRINCIPAL

## 6. BE / B.Tech. ( \_\_\_\_\_ ) VI-SEMESTER

### (A). DISCOVERY WHEEL for VI Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:



3									
4									
5									
6									
7									
8									
9									
10									
									<b>SGPA:</b>

**Position in the class:**

**CGPA:**

**Signature of the Mentor**

**Signature of the Head**

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

**COUNSELING NOTES**

Sno	Date	Remarks	Signature

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**Signature of the Mentor**

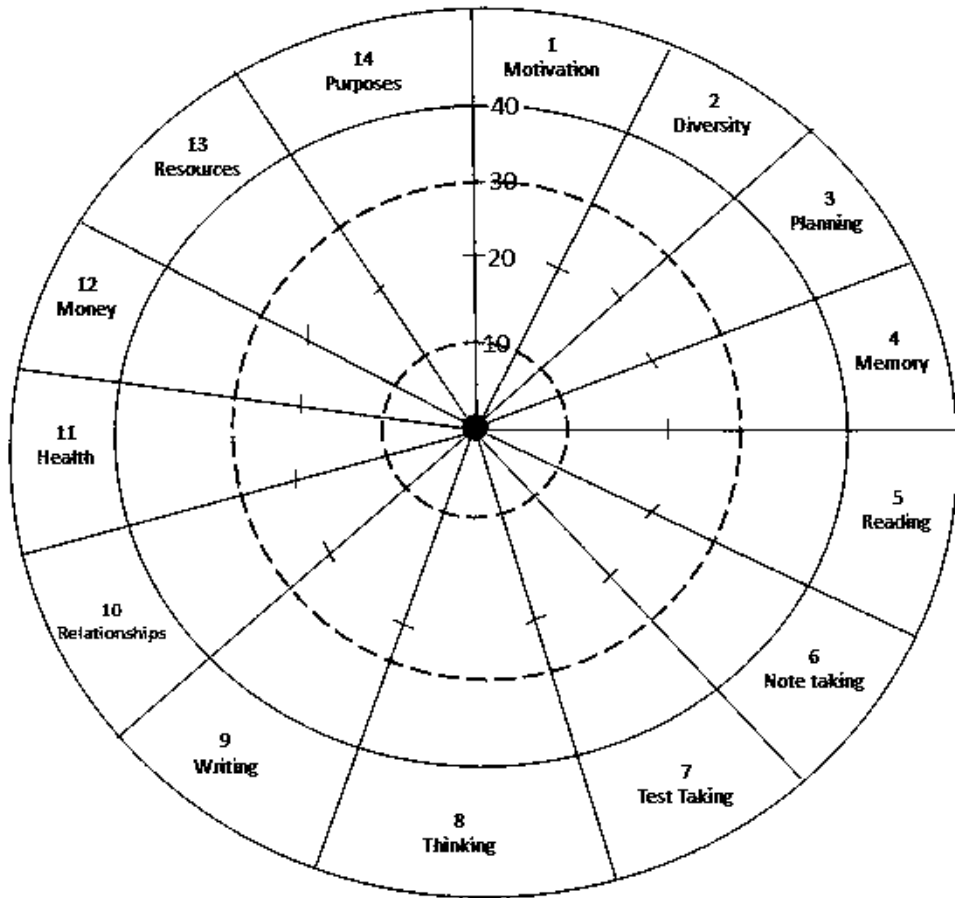
**Signature of the Head**

**Director – SA&P**

**PRINCIPAL**

**7. BE / B.Tech. ( \_\_\_\_\_ ) VII-SEMESTER**

**(A). DISCOVERY WHEEL for VII Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
<b>SGPA:</b>									

Position in the class:

CGPA:

Placements or any other exams:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )



Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

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**Signature of the Mentor**

**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**8. BE / B.Tech. ( \_\_\_\_\_ ) VIII-SEMESTER**

**(A). DISCOVERY WHEEL for VIII Semester**



1										
2										
3										
4										
5										
6										
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
								<b>SGPA:</b>	

Position in the class:

CGPA:

Placements or any other exams:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

Signature of the Mentor

Signature of the Head

Signature of Director (SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

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**Signature of the Mentor**

**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**XIV. Name and Signatures of the Counsellors:**

I-Semester: .....

II-Semester: .....

III-Semester: .....

IV-Semester: .....

V-Semester: .....

VI-Semester: .....

VII-Semester: .....

VIII-Semester: .....

**DETENTION DETAILS (if any):**

I-Semester	II-Semester	III-Semester	IV-Semester	V-Semester	VI-Semester	VII-Semester

**BACKLOG DETAILS (if any)**

Sno	Semester	Courses	Details of the cleared courses in the subsequent semesters
1	I-Semester		

2	II-Semester		
3	III-Semester		
4	II-Semester		
5	V-Semester		
6	VI-Semester		
7	VII-Semester		
8	VIII-Semester		

<b>Sno</b>	<b>Semester</b>	<b>Date</b>	<b>Remarks and Signature of the Head</b>
1	I-Semester		
2	II-Semester		
3	III-Semester		
4	IV-Semester		
5	V-Semester		
6	VI-Semester		
7	VII-Semester		
8	VIII-Semester		

Director-SA&P

PRINCIPAL





## MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)**

**( Established by CBES in 1979 )**

Affiliated to Osmania University, Accredited by NBA – AICTE & NAAC – UGC

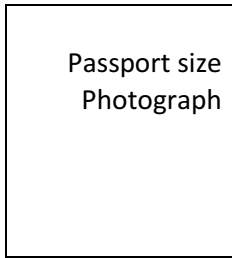
ISO 9001:2015 Certified Institution

Chaitanya Bharathi(P.O), Gandipet, Hyderabad, Telangana – 500075 (T.S)

Ph: 8466997201, E-mail : [principal@cbit.ac.in](mailto:principal@cbit.ac.in) Web : [cbit.ac.in](http://cbit.ac.in)

MAY,2021

**X. Student's(Mentee's) Personal Details**



**Student Profile:**

Name of the Student : Amulya Rayapuri

Branch & Section : Civil A2

Hall Ticket number : 20-1237

**Category** : Convener (OC/BC/SC/ST/Sports/NCC/PH) / Management(JEE/NRI/PIO)

Contact ph.no. 7799828286

Alt.ph. no./ local guardian no. 9652492632/8886886000

email ID: amulyarayapuri@gmail.com

**Parents' Details:**

Father's Name : Ashok

Occupation : chemical engineer

Mother's Name: Madhavi

Occupation : Doctor

Contact No : 9652492632/8886886000

email ID :

ashokautofuels@gmail.com

Contact Address: New saidabad colony, street no 3, Hno:16-2-835 73 & 74, plot no:9B ,10B ETERNAL FLORA APARTMENTS saidabad colony, Hyderabad 500059.

**Previous Academic Performance:**

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2018		Sri Chaitanya school
2	12 <sup>th</sup> / Equivalent	2020		Narayana junior college

EAMCET/ JEEE or any other examination Position details or merit awards (if any):

1. ....jee 94 percentile.....
2. ....

**Hobbie:painting,music**

**Career Plans : UPSC/MS abroad.**

**Strengths and Weakness: nil**

**Amulya**

Signature of the student

Date:

**Ashok**

Signature of the Parent

Date:

Name and Signature of the Mentor: K. Manasa

A small, dark rectangular image containing a handwritten signature in blue ink. The signature is stylized and appears to be 'K. Manasa'. There is a small, illegible mark or stamp at the bottom left of the signature area.

**XI. DETAILS OF STUDENT'S INVOLVEMENT IN THE STUDENT INDUCTION PROGRAMME(SIP) CONDUCTED BY THE INSTITUTE**

**(To be filled by the student)**

1 . Attendance in the Induction Programme (No. of sessions attended/Conducted): **Dont remember**

2. Which session of the SIP was impressive and why ?

**CIVIL ENGINEERS By Prof. P. Sreenivas Sarma sir**

3 . Which session was not at all useful and why ? **Nil**

4 . Whether the academic rules , examination rules, Code of Conduct were explained with clarity by the resource person and / or the mentor ? Do you have any doubts ? **Yes,no doubts**

5 . Whether the clubs related to Co-curricular Extra-curricular activities were introduced ? Did you or do you wish to join any of them ? **Yes, CBITMUN, STREETCAUSE, NSS**

6 . Was the course on Human Values taught ? Do you have anything to say on that ?

**HUMAN VALUES (truth, honesty, loyalty, love, peace, etc). bring out the fundamental goodness of human beings and society at large.**

7 . Did you understand the need for keeping the campus clean and green and yourself Fit?

**Yes, Being healthy and maintaining clean environment in the campus is necessary.**

8 . Was the campus tour organised for you? Are you aware of your campus now?

**No campus tour.**

9 . Was the importance of Fine Arts in support of a Professional career driven ? **Yes**

10 . Any other information you expected to be given to you in the SIP , but was not provided?

**No**

**Amulya**

Signature of the Student



Signature of the Mentor

Head

**Director – SA&P**

**Principal**

## **XII. 1<sup>st</sup> ORIENTATION BY THE CONCERNED MENTOR**

**( At the beginning of the Semester; 1<sup>st</sup> or 3<sup>rd</sup> as the case may be)**

1 . Was the vision , mission and Quality policy of the institute explained by the mentor ?

**yes**

2 . Was the awareness created in you about the vision & mission of the department and the need for falling in line with that of the institute? **yes**

3 . Were the Graduate attributes, COs , POs, PEOs, PSOs and their role in Outcome Based Education explained? **yes**

4 . Was the existence of various types of courses (HSSC,BSC,BESC,PCC,PEC ,OEC, Mandatory Courses) in the programme and their need explained?(Refer Rule II of Academic Rules) **yes**

5 . Was the importance of Project Works/Seminars/Internships/Industrial Visits explained ?(Refer Rule V of academic Rules) **yes**

6 . Was the scope and opportunity for taking Swayam/ MOOCs course and the concept of award of Major/Minor degree explained ?(Refer Rule XII of Academic Rules) **yes**

7 . Was the concept of Credit system , GPA, SGPA and CGPA explained ?( Refer Rule VI of Academic Rules) **yes**

8 . Were the details about duration and academic credentials of Industrial visits / Internships explained ? ( Refer Rule XIII of Academic Rules ) **yes**

9 . Was the requirement of Activity points explained ?( Refer to Rule XIV of Academic Rules)

**yes**

10 . Was the eligibility criteria for award of Degree( Major/ Additional Major/ Honor ) explained ? ( Refer to Rule XVIII of Academic Rules )

**yes**

11 . Were the additional rules for lateral entry students explained ?(Applicable only for lateral entry students. Refer Rule XXII of Academic Rules)

**yes**

12. Was the Academic Rule book given to you and explained by the concerned authority?

**yes**

13 . Was the Code of Conduct introduced to you and was made available ?

---

**yes**

14. Was the existence of an R&E Hub , EDC and I&I center informed and their importance explained? **yes**

15. Whether the importance of participating in Social service , Community service, Extension activities ,Outreach activities & NSS activities explained and the available facilities in the campus introduced ?

**yes**

---

**Amulya**

Signature of the Student



Signature of the Mentor

Director – SA&P

**Ashok**

Signature of the parent

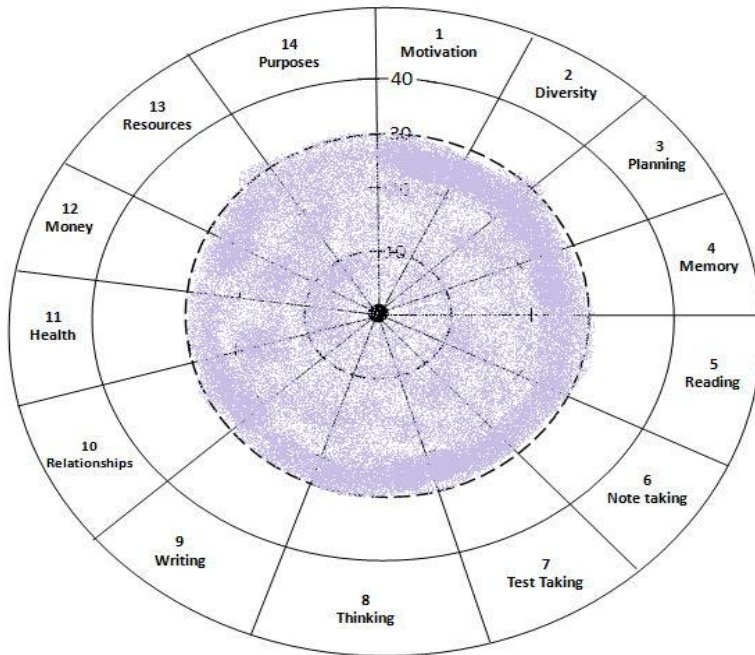
Signature of HoD

Principal

### XIII. STUDENT'S PROGRESS RECORD

1. BE / B.Tech./M.E/M.Tech/M.C.A/M.B.A ( \_\_\_\_\_ ) I-SEMESTER

A. DISCOVERY WHEEL for I Semester



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**Score top**

**Socialize**

**Confident**

**Understand what's happening around**

**(C).Monthly Attendance Details: (T: total classes P: Present)**

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz Max.Marks:			Mid-1 (20)	Mid-2 (20)	Mid-Final	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
								SGPA:	

Position in the class:

CGPA:

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**



**(i). Details of participation in Co-curricular activities**

street cause,coursera meet

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Amulya**

Signature of the student

**Ashok**

signature of Parent

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## COUNSELING NOTES

Sno	Date	Remarks	Signature

**Signature of the Mentor**

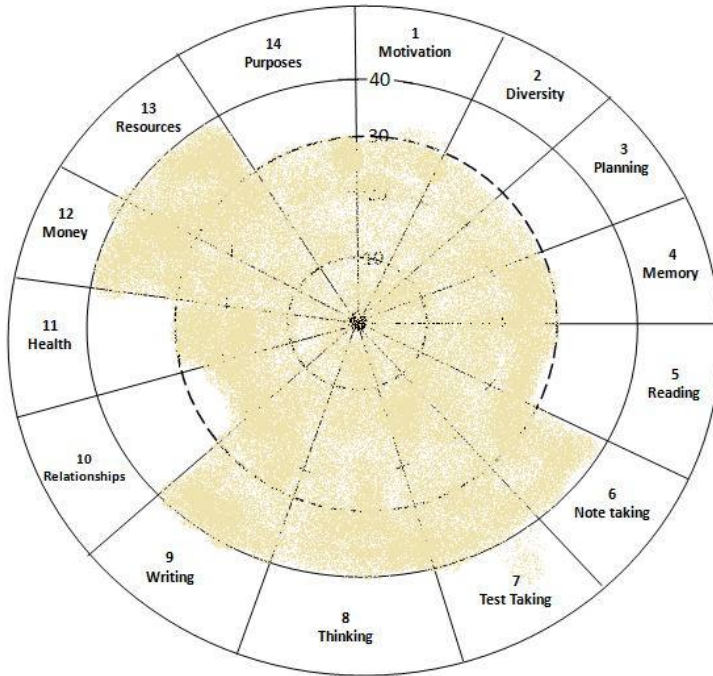
**Signature of the Head**

Director – SA&P

PRINCIPAL

2. BE / B.Tech./M.E./M.Tech./M.C.A/M.B.A/( \_\_\_\_\_ ) II-SEMESTER

**(A). DISCOVERY WHEEL for II Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C) .Monthly Attendance Details: (T: total classes P: Present)**

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
								<b>SGPA:</b>	

Position in the class:

CGPA:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Amulya**

**Signature of the student**

**Ashok**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

### COUNSELING NOTES

Sno	Date	Remarks	Signature

--	--	--	--

**Signature of the Mentor**

**Signature of the Head**

**Director – SA&P**

**PRINCIPAL**

**3. BE / B.Tech./M.E/M.Tech./M.C.A/M.B.A ( \_\_\_\_\_ ) III-SEMESTER**

**(A). DISCOVERY WHEEL for III Semester**





1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams& SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	Fluid Mechanics				19				
2									
3									
4									
5									
6									
7									
8									
9									
10									
								<b>SGPA:</b>	

Position in the class:

CGPA:



Signature of the Mentor

Signature of the Head

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Amulya

Signature of the student

Ashok

signature of Parent

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**



Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

**COUNSELING NOTES**

Sno	Date	Remarks	Signature
1	4/10/21	Introduction of mentors, mentees and mentoring	
2	11/10/21	Shared Google Drive links and explained discovery wheel and importance of framing goals.	
3	18/10/21	Discovery wheel explained again and asked to fill their mentoring diary	
4	27/10/21	ABSENT	
5	03/11/21	No Issues	
6	10/11/21	ABSENT	
7	17/11/21	ABSENT	
8	24/11/21	MUN membership; sometimes, FM sir is teaching in telugu.	
9	08/12/21	No Issues	
10	15/12/21	No Issues	
11	22/12/21	No Issues	
12	29/12/21	No Issues	
13	05/01/22	Updation of mentor book	
14	17/01/22	Suggested to prepare for semester exams	



**Signature of the Mentor**

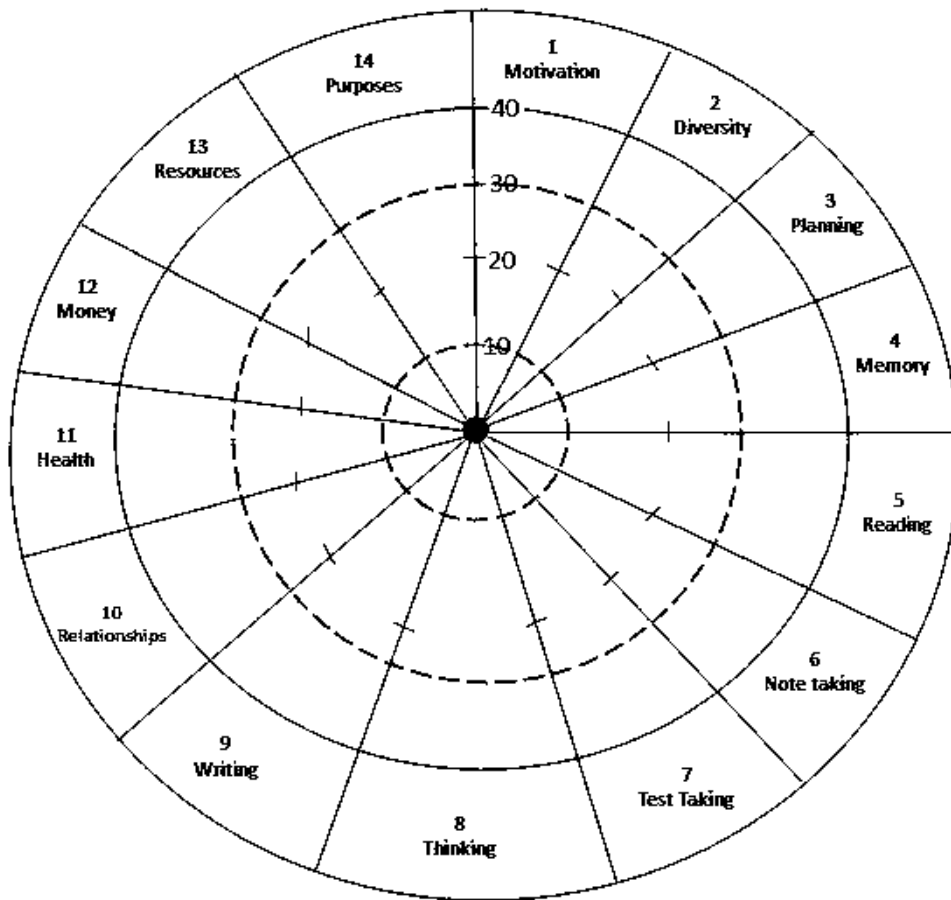
**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

4. BE / B.Tech./M.E/M.Tech./M.C.A/M.B.A ( \_\_\_\_\_ ) IV-SEMESTER

**(A). DISCOVERY WHEEL for IV Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATHWAYS PLANNED TO REACH THEM:**

**(C). Monthly Attendance Details: (T: total classes P: Present)**

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
								SGPA:	

Position in the class:

CGPA:



Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Amulya**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**



**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## COUNSELING NOTES

Sno	Date	Remarks	Signature
	12-02-2022	Conducted online due to online classes. Welcomed to the new semester and cautioned to study regularly as their B.E first year was online and had affected their subject grasping.	
	26-03-2022	Discussion and Explanation of discovery Wheel to assess and find the weakness in particular areas and need of counselling once again.	
	09-04-2022	Identify special goals that you want to achieve and set action plan and prepare a pathway to your goals at the beginning of every semester and year	
	16-04-2022	Career guidance: Placements and Higher Studies-GATE, GRE and TOEFL examinations. Training through Internships.	
	23-04-2022	Motivated to actively participate in co curricular activities and extra curricular activities by taking membership in various clubs available in CBIT.	
	30-04-2022	Informed about the importance of workshops/training programmes.	
	14-05-2022	Student complained that Surveying subject is not being taught properly with enough examples.	
	11-06-2022	Student complained about the incomplete syllabus of RCD subject	
	18-06-2022		
	25-06-2022		



**Signature of the Mentor**

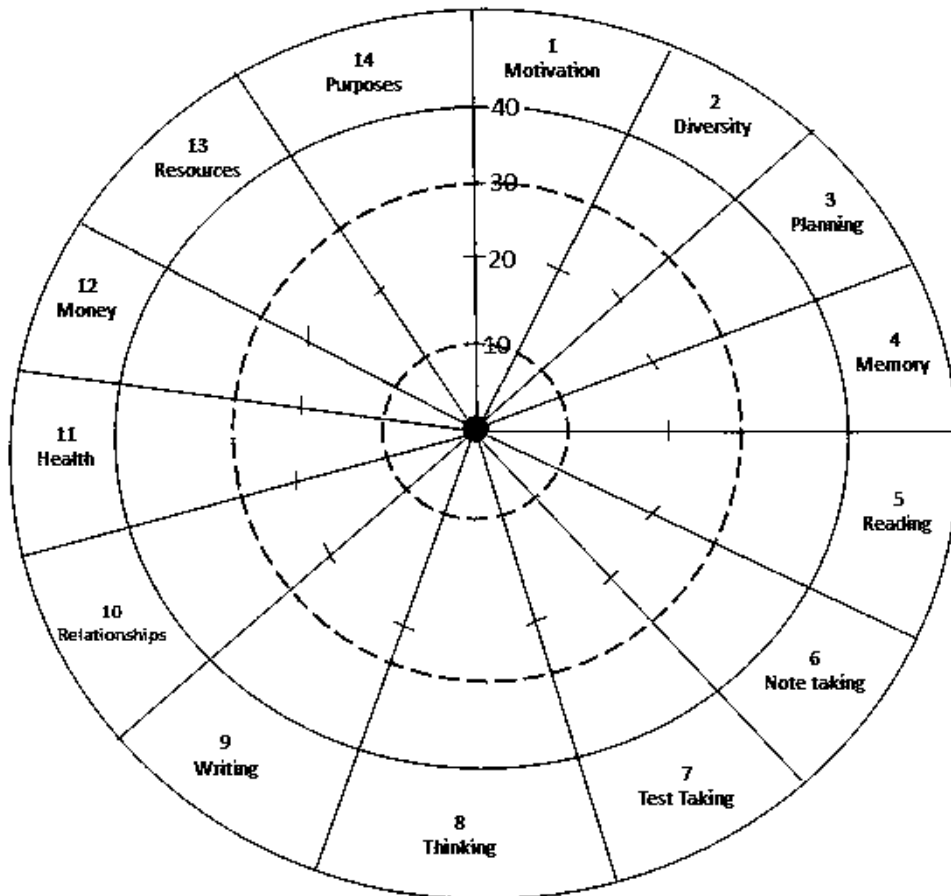
**Director- SA&P**

**Signature of the Head**

**PRINCIPAL**

5. BE / B.Tech. ( \_\_\_\_\_ ) V-SEMESTER

(A). DISCOVERY WHEEL for V Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:



**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D). Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
<b>SGPA:</b>									

Position in the class:

CGPA

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## COUNSELING NOTES

Sno	Date	Remarks	Signature

**Signature of the Mentor**

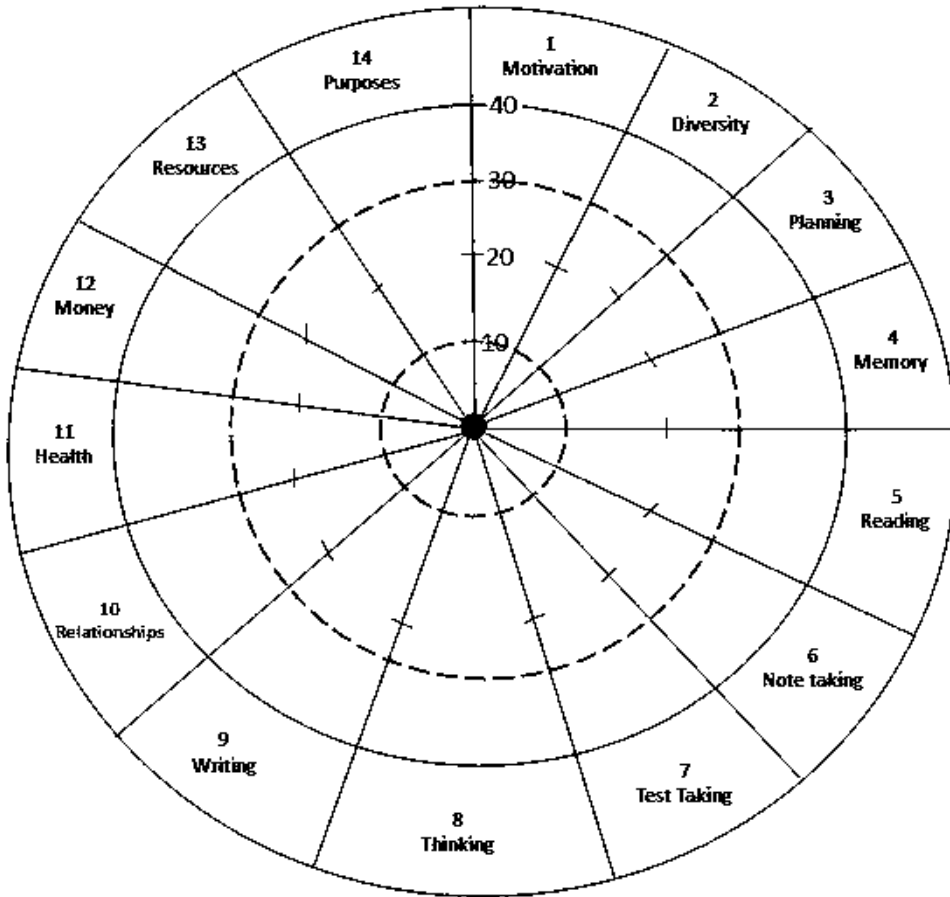
**Signature of the Head**

**Director – SA&P**

**PRINCIPAL**

6. BE / B.Tech. ( \_\_\_\_\_ ) VI-SEMESTER

(A). DISCOVERY WHEEL for VI Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
								SGPA:	

Position in the class:

CGPA:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

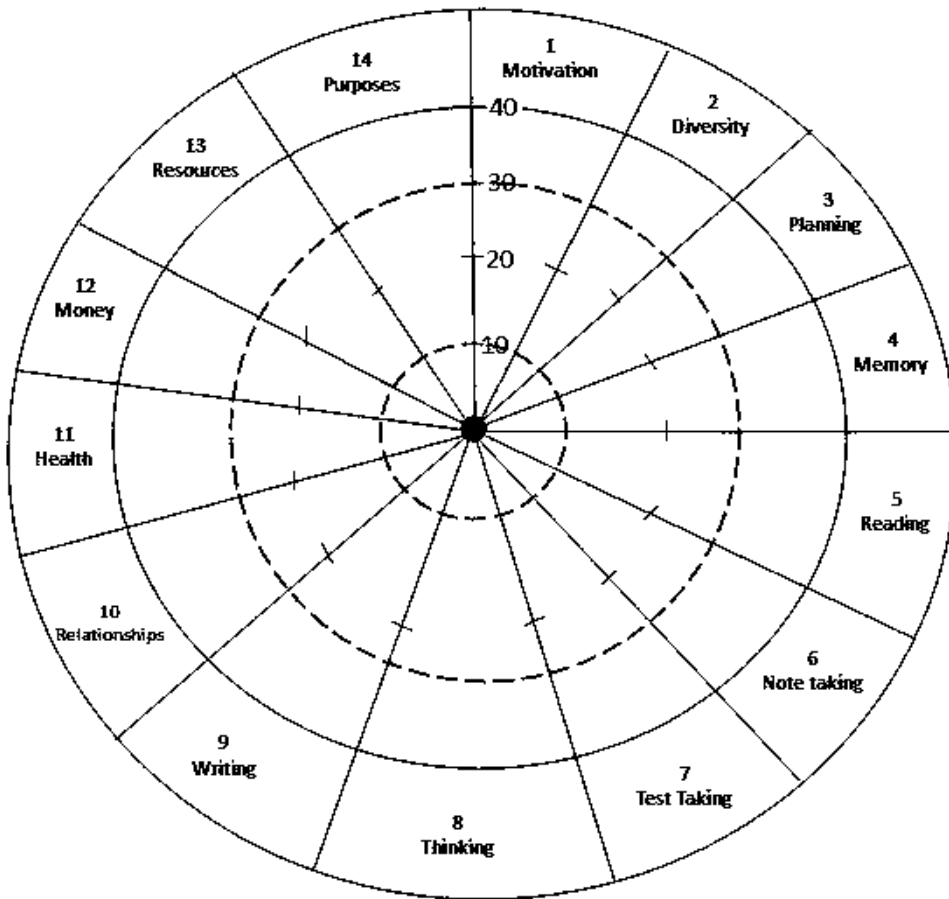
Sno	Date	Remarks	Signature

**Signature of the Mentor**

**Signature of the Head**

7. BE / B.Tech. ( \_\_\_\_\_ ) VII-SEMESTER

(A). DISCOVERY WHEEL for VII Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:



**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
<b>SGPA:</b>									

Position in the class:

CGPA:

Placements or any other exams:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

Signature of the Mentor

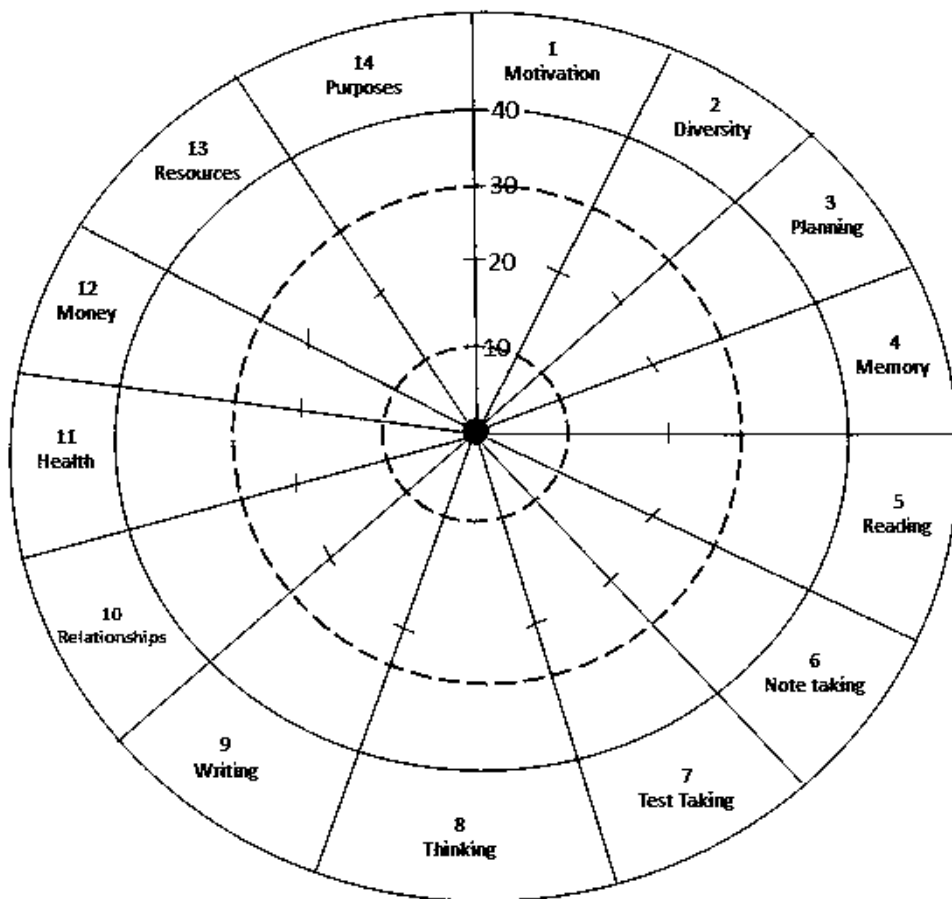
Signature of the Head

Director- SA&P

PRINCIPAL

8. BE / B.Tech. ( \_\_\_\_\_ ) VIII-SEMESTER

(A). DISCOVERY WHEEL for VIII Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sno	Course	Assignment / Quiz / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
								<b>SGPA:</b>	

Position in the class:

**CGPA:**

**Placements or any other exams:**

**Signature of the Mentor**

**Signature of the Head**

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director (SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

--	--	--	--

**Signature of the Mentor**

**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**XIV. Name and Signatures of the Counsellors:**

I-Semester: .....

II-Semester: .....

III-Semester: .....

IV-Semester: .....

V-Semester: .....

VI-Semester: .....

VII-Semester: .....

VIII-Semester: .....

**DETENTION DETAILS (if any):**

I-Semester	II-Semester	III-Semester	IV-Semester	V-Semester	VI-Semester	VII-Semester

**BACKLOG DETAILS (if any)**

Sno	Semester	Courses	Details of the cleared courses in the subsequent semesters
1	I-Semester		
2	II-Semester		
3	III-Semester		



4	II-Semester		
5	V-Semester		
6	VI-Semester		
7	VII-Semester		
8	VIII-Semester		

<b>Sno</b>	<b>Semester</b>	<b>Date</b>	<b>Remarks and Signature of the Head</b>
1	I-Semester		
2	II-Semester		
3	III-Semester		
4	IV-Semester		
5	V-Semester		
6	VI-Semester		
7	VII-Semester		
8	VIII-Semester		

Director-SA&P

PRINCIPAL



# MENTORING DIARY AND STUDENT'S PROGRESSION RECORD BOOK



## CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (A)

( Established by CBES in 1979 )

Affiliated to Osmania University, Accredited by NBA – AICTE & NAAC – UGC

ISO 9001:2015 Certified Institution

Chaitanya Bharathi(P.O), Gandipet, Hyderabad, Telangana – 500075 (T.S)

Ph: 8466997201, E-mail : [principal@cbit.ac.in](mailto:principal@cbit.ac.in) Web : [cbit.ac.in](http://cbit.ac.in)

MAY,2021

## **I . PREAMBLE:**

This book is a record of Student's progression and the mentoring activity conducted by the mentors to support their progression.

## **II . STUDENT'S PROGRESSION:**

A process that ensures required progress of a student in terms of passing the examinations with good grades, acquiring knowledge in the subjects chosen and proper application of the same . It would be necessary to observe the progress of a student on a continuous basis and review periodically ( monthly or fortnightly ) in order to support and facilitate student's progression.

## **III . MENTORING:**

Mentoring is a partnership between Mentor and Mentee. Mentors are student-centric teacher- friends who help young adult learners in their transitory phases and challenging times. It is based on mutual trust and respect. It has been introduced for obtaining a holistic assessment of the learners' performance and providing inclusive spaces for growth and development. Mentors apply their guidance, experience and expertise in promoting their mentees professionally and personally, through interpersonal engagement. They build bridges among various stakeholders ( Students, Teachers, Parents , Principal, Management etc.)

### **(A). Objectives of Mentoring**

- Creating opportunities amongst college groups & communities for bonding
- Refining teacher-student communication outside classroom
- Maintaining data base of student performance, attendance details & drop outs
- Supporting personal & professional growth & monitoring psychological growth & progress
- Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
- Locating & solving attendance issues
- Providing sustained motivation
- Ensuring & providing feedback for parents and institute authorities as well
- Identifying learning needs
- Assisting in developing rights, responsibilities & values
- Provisioning a Comprehensive Personal Student Record
- Cultivating a healthy learning environment in college

## (B). Expected Outcomes

- A healthy Learning Environment
- Vibrant Peer Group Exchanges
- Creation of positive communication channels among Principal, Parents, Staff & Students
- Enhancing a feeling of belonging among students
- Self confident, bold & an active ,enthused student community
- Better attendance, lesser dropouts and good psychological health of students
- Confident Parents
- Improved Performance
- Mentor Certificate

In short, Mentoring aspires to bring transformational positive changes. It augments self confidence, improves peer bonding and prepares mentees for career advancement.



## (C ). CBIT Student Mentoring System

Each faculty will be the mentor for a group of 20 to 25 students. First year students will have mentors from the department of basic sciences, Mathematics and Humanities and second, third, fourth year students will have mentors from the parent department. Departmental faculties will continue to be mentors for the same group of students till their graduation

### (i). Roles and Responsibilities of Mentors

- Conduct an orientation meeting at the entry level ( 1<sup>st</sup> Semester/ 3<sup>rd</sup> Semester as the case may be ) for appraising them of the process & make them prepare an Orientation Report
- Select a spokesperson/representative for the group

- Collect data of mentees at every stage & also see that the students fill their data from their side without fail. Also ensure the authenticity of the data.
- On locating their need for marked improvement in certain areas ( General/Academic/Career/Personal etc.,) refer the same to respective Heads of Departments
- Track the attendance and performance records & identify reasons, need if any, and prepare a Review Report with constructive suggestions
- Ensure frequent value added student visits to the library , Fitness center and other such , essentially in the allotted time slots and additionally in other permitted slots , if necessary.
- Allow & guide Peer Mentoring
- Refer distressed or disturbed cases to the Student Counselling Committee, through proper channel
- Notify to the Director-SA&P through proper channel about students with special talents
- Motivate them to take part in activities that can accrue more credits
- Compile their progress in performance through a Performance Chart & discuss threadbare with them, the details as the mentees produce the Mentor Certificate for career mobility and advanced studies.
- Identify reasons for poor performance & attach a note (illness, domestic disturbances, personal obstacles & so on)
- Meet them weekly, submit a report at least twice in a month to the HoD and record the same as a Review Report , to be sent to the Director-SA&P at least once in a month.
- A total of FOUR reports to be prepared and submitted (One Orientation & THREE Monthly Reports)
- Ensure holistic well being of Mentee by sticking to the following
  1. Continuously monitor , counsel, guide and motivate the students in all academic matters
  2. Advise students regarding choice of electives, project, summer training , MOOCs , Honours degree, etc.
  3. Contact parents / guardians if situation demands e.g. shortage of attendance, academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc. (in co-ordination with the class teachers)
  4. Advise students in their career development/professional guidance
  5. Keep contact with the students even after their graduation
  6. Intimate HOD and suggest if any administrative action is called for
  7. Maintain a detailed progressive record of the student
  8. Maintain a brief but clear record of all discussions with students
- Mentor can assess and grade the students ; but not for showing any discrimination.

## **(ii). Parameters for Mentee Assessment**

Assessment by Mentors is a continually evolving process. It should be engaging and student- centric. Assessment rather than evaluation, supports student initiatives to help themselves in improving their performance. It focuses on certain criteria for grading the mentee such as whether the Mentee

1.Is Punctual 2. Undertakes responsibilities-Spokesperson/Leader/Peer Mentor or any other 3. Engages in Quality Voluntary Interaction, frequently 4. Undertakes Supportive/Positive/ Roles 5. Employs Personal Development Strategies-Seeks suggestions/is cordial in taking advice/is prompt in following instructions/ applies given inputs for personal improvement/ is meticulous in providing feedback 6. Develops Team Spirit& Team building initiatives 7. Cultivates commitment/remains accountable for his or her omissions & commissions 8. Has creative impulses & exhibits them in extra/co-curricular activities 9. Demonstrates healthy Interpersonal Skills 10.Promptly furnishes all the required data

Note: All the above criteria are graded equally. Each criterion is ascribed a value of 1 and the scores are calculated on a scale of 1 to 10.

GRADING KEY Performance Grade Scores **Excellent-** A+ :8 and above **Very Good-** A: 6 & 7 **Good:** B 5-6; **Satisfactory** –C: Up to 4 .

The Mentor-Mentee interaction provides an opportunity to document the journey of a learner's life. It is a portal for the mentee to carry his/her progress into the larger world space. Therefore, kindly generate the certificate with care and precision .

## **(iii). Roles and Responsibilities of Mentees**

- Provide all the necessary data with relevant documents ( Previous Academic Performance Records, documents for participation in extra/co curricular activities and academic advancement )
  - Fill all the information that is sought from you in the prescribed format and location , at every stage as indicated in the 'Mentor's diary and student's progress record book'.
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor to decide the mission to achieve them. Prepare a pathway to your goals at the beginning of every year.
- Seek information regarding resources that you need from various sources
  - Conduct Peer Mentoring to help your mentor
- Have a positive attitude
- Accept feedback respectfully & cordially & discuss future course of action with your mentor
- Attend mentor meetings regularly & punctually
- Provide feedback and communicate healthy developments in you. Reciprocity in interaction is the key to a successful mentor-mentee relationship

#### **(iv). Responsibilities of HOD:**

1. Meet all mentors of your department at least once a month to review proper implementation of the system
2. Advise mentors wherever necessary
3. Initiate administrative action on a student when necessary
4. Keep the Director- SA& P and Principal informed

#### **IV. CAREER GUIDANCE:**

It is imperative to have a clear idea of career options right from the beginning of your engineering study.

Following information will be helpful in this regard:

##### **A. Placements:**

1. Have a consistently good academic record as this gives an edge over others.
2. Non-CSE/IT students also must develop mastery of 'C' language.
3. Referrals from employed friends give an edge over the others in getting a job. One must mail his/her resume to all friends and relatives in the desired companies.

##### **B. Job Sites:**

Job sites introduce you to companies, register with different sites as they play a vital role in the initial process of recruitment.

##### **C. Jobs in Defence:**

Opportunities galore in Defense Services like Air force, Army and Navy await students. Planning for these has to be done right from second year.

##### **D. Higher Studies**

1. **Higher Studies Overseas:** USA, Canada, UK, Germany, Australia, Sweden and other European Countries offer opportunities galore for higher studies. Excellent opportunities are available in the USA. Keep the following in mind while seeking studies abroad:

- High scores in GRE and TOEFL are required to get admission in good US universities. Assistantships will also be given to students who have excellent scores in GRE and to those who carried out their project work in hi-tech industries.
- Identification of professors in different Universities in areas of interest of students is a must for admission and also for getting financial assistance. This helps in the Visa process also as the US Embassy asks probing questions on how the proposed institution will help in fulfilling academic aspirations etc.
- The Record of Interaction with the professors which matches with the career objective can be quoted and shown during processing.
- In general, one should not apply to top Universities alone, two at higher level, two at medium level and two low ranking Universities may be chosen so that possibilities of securing assistantship can also be enhanced.
- Preparations for GRE and TOEFL examinations are essential for going to US Universities. And this should start as early as in First year engineering itself.
- Those who are unable to get Visa to USA, can apply to Germany, Sweden, and Norway, where education is free and courses are taught in English medium. You can also explore the possibilities of applying to Canada, Australia, New Zealand, UK, Singapore, etc.

**2. Higher studies in India through “GATE”-to enter into institutions of higher learning:** IITs conduct GATE examination every year for admission into various PG programs in India. All IITs, University Colleges and other renowned institutions consider GATE score as the criterion for admission to P.G. courses. GATE examination is basically on technical competence in the specialized area for which admission is sought. The courses and the syllabus for each course are clearly defined in the GATE application. It is advisable to take coaching in various coaching centers for improving proficiency.

**3. Higher Studies in Management institutions through CAT or Entrance Exams of any specific institution like ISB/SYMBIOSIS/ICFAI/XLRI/TAPMI, etc:** Many students are trying for admission into IIMs, XLRI, TAPMI, ISB, SYMBOSIS, MDI, FMS, IIFT, Narsee Monjee, etc as there is more emphasis on management education these days. The type of entrance examination conducted is different, and is known as ‘CAT’. Effective mastering of communication skills, both written as well as oral is required for performing well in CAT.



### **E. Training through Internships, Apprenticeships and other Training Programs:**

1. **Internship:** An internship gives an insight into the technicalities of a job in your field. By the end of internship, one would have learnt the work and also gained some amount of formal work experience.
2. **Apprenticeships:** Apprenticeships help students to learn the technical skills while undergoing training in an organization. Several organizations such as Defence Labs, BHEL, HAL, BDL, etc. offer such apprenticeships. The Govt. of India offers one year Apprenticeship to graduate engineers with nominal monthly remuneration. Applications which are available at TASK need to be filled giving all details. TASK will inform the posting to a specific company after processing the papers. For further information on the matter, Training and Placement Section may be contacted.
3. **Training Programs:** One must also consider training programs in state of the art technologies like Artificial Intelligence, Machine Learning, Deep Learning, and Block Chain Technologies which may lead to subsequent absorption in IT and ITES industries.
4. **Short-Term Projects:** Short-term projects help a student in getting practical knowledge of his/her vocation, this later helps in handling interviews in a better way.

### **F. Opportunities through Entrepreneurship:**

The Govt. of India is encouraging entrepreneurship through various programs. In this regard, a careful study has to be made to select the area in which an industry has to be set up. Getting practical experience in the areas concerned is advised so that the difficulties that are likely to be faced when the industry is set up can be understood and addressed.

## **V. TRAINING IN EMPLOYABILITY SKILLS**

- A. Employability:** Employability relates to a graduate's achievements and their potential to gain a graduate job. Achievements relate to the degree itself but importantly also include transferable skills gained from studying at college / university.
- B. Employability Skills:** A set of achievements – skills, understandings and personal attributes that make graduates more likely to gain employment and be successful in their chosen occupations, which benefit themselves, the workforce, the community and the economy.

### C. What do Employers Want?

- Intellect
- Programming Skills
- Commercial awareness
- Willingness to learn Knowledge
- Resilience / flexibility
- Adaptability
- Self- regulatory skills
- Self-motivation
- Communication skills
- Writing Skills
- Interpersonal skills
- Teamwork
- Self-assurance / self-confidence
- Initiative and drive
- Leadership
- Enthusiasm/commitment
- Professionalism
- Business awareness / focus
- Problem solving
- Self-awareness
- Self-promotion
- Exploring and creating opportunities
- Action planning
- Networking
- Decision making
- Negotiation
- Political awareness
- Coping with uncertainty
- Development focus
- Transfer skills
- Enterprising
- Knowledge

### D. BASIC SKILLS REQUIRED FOR EMPLOYMENT

**Following table shows basic skills required to be employed and how they can be honed/ exhibited by the Mentee:**

1. Listening - Receives, attends to, interprets and responds to verbal messages.

2. Speaking – Organizes ideas and communication orally.

- Responds through eye contact to oral messages that require action, acts on oral instructions, classifies unclear messages and retains verbal communication for later use.
- Clearly speaks thoughts related to work tasks and understands messages.
- Speaks confidently before a group of people.

3. Reading: Locates and interprets written information in prose and in documents such as manuals, graphs and schedules.

4. Writing: Communication of thoughts, ideas, information, and messages in writing. Create documents such as letters, directories, reports, graphs and flow charts.

5. Aptitude (Quantitative, Verbal and Logical): Performs basic computations and approaches practical problem by choosing appropriately from a variety of mathematical techniques.

6. Interaction with others

7. Demonstrates integrity, honesty and chooses ethical courses of action.

8. To serve clients/ customers; and work to meet their expectations

9. Participates as a member of a team. Contributes to group efforts, demonstrates leadership skills as appropriate to assigned position

- Finds written information related in a task.
- Accurately retrieves/ communicates the meaning of the information.
- Acts on the information to complete the assigned task.
- Accurately generates notes/messages related to a task.
- Clearly, correctly and lightly writes notes.
- Creates documents such as letters, directories, reports, graphs and flow charts.
- Uses basic mathematical techniques, vocabulary lists, verbal analogies, and logical reasoning to solve practical problems related to a work task.
- Accurately solves various problems involving critical thinking.
- Uses effective verbal and non-verbal communication techniques for effective communication.
- Displays ethical behavior according to work policies and procedures, e.g. keeps certain information confidential
- Honors commitments
- Tells the truth
- Begins work on time
- Is appropriately dressed and groomed
- Respects fellow workers and equipment
- displays a positive attitude toward people and the job
- positively responds to direction and suggested correction
- displays confidence in learning new tasks
- is courteous and respectful
- work well with others displaying warmth and friendliness toward them
- shows connectedness with employees
- open to working with various employees
- willingness to initiate action in collaboration with other team members.

10. Demonstrates leadership skills, setting a positive example and teaching others.

- Engages in challenges and acts with energy shows connectedness with employees.
- Explores cause of problems.
- Engages in reflective. Yet proactive thinking when doubt and disagreement arise.
- Maintains self-control during challenges
- Open to training or assisting new employees.
- Uses positive phrases to encourage confidence in others.
- Contributes to a positive work climate.
- Appears to show no bias in working with others from diverse backgrounds, cultures or opposite gender
- Verbally acknowledges efforts of all co-workers for the effort given in the workplace
- Shows an openness to work with all employees.

11. Works well with women and men from diverse backgrounds

## **VI. IMPORTANCE OF PARTICIPATING IN CO-CURRICULAR ACTIVITIES:**

Participating in various activities conducted in the college and in highly reputed institutions helps in building professional career. Take part in following activities right from your freshman year:

- Free writing
- Brainstorming
- Mind-mapping
- Periodical self-assessment
- Reading responses
- Questions formulation
- Conversation prompts anresponses
- Logical Reasoning
- Vocabulary lists + definitions
- Workplace scenarios
- Assignment outlines
- Thesis statements
- Research assignments
- Teamwork exercises
- Structured note taking
- Peer assessment
- Role playing
- Problem solving
- Summaries
- Online resources critique

- Rough drafts

- Description of a process

- Project exhibitions
- Programming / coding contests
- Summer Internships
- Business English Certificate Course
- Debates
- Technical Seminar / Poster
- JAM sessions
- Rubik's cube competition
- Mathematical Contests
- What's the Good word competition
- Creative Writing Competitions
- Entrepreneurship activities

## **VII. IMPORTANCE OF PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES:**

All employers normally look out for students and graduates who have a range of skills, personal qualities and experience, which will help them to be productive in the workplace. Extra-curricular activities give you the chance to develop these by doing things you enjoy. This is the best opportunity to have fun and make yourself more employable at the same time. By taking part you'll build long-lasting friendships and connections, meet students from different backgrounds, and gain transferable skills such as communication, teamwork, organisation, problem solving and time management. It will also improve your confidence.

If you want to go a step further you could become chairperson, treasurer or secretary of your club or society to develop your leadership abilities.

Besides, your creativity is nurtured when you participate in extracurricular activities such as various artforms. On the other hand, participation in Games and Sports will recharge yourself and keeps you Fit Physically and mentally. When your health is in place, everything else will automatically fall in groove.

Realising this importance, CBIT has facilitated the students with a number of Student Clubs. Get familiarised to these clubs through your respective mentors/ Student Coordinators of various clubs / Directorate of student affairs and join in your choicest.

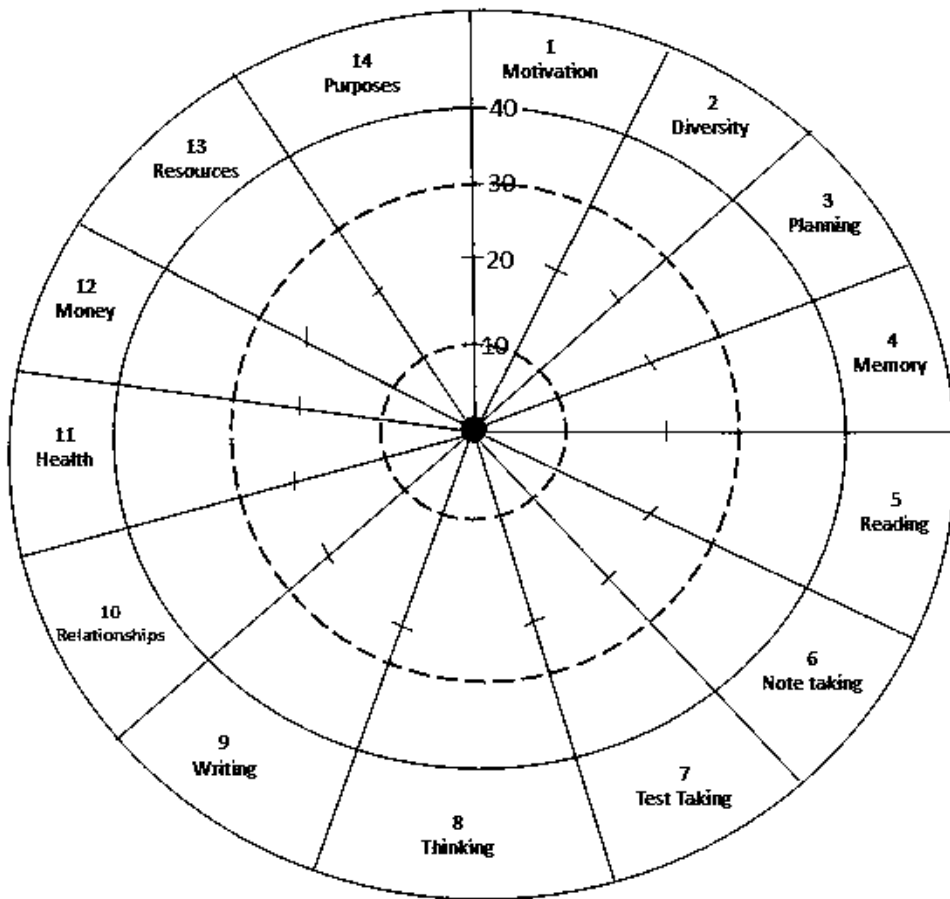
## **VIII. COUNSELLING:**

Counselling is an art of helping the student unveil the strengths, overcome the weaknesses, instill/boost up confidence and achieve goals. Proper counselling given at an appropriate time will certainly be a life shaping and at times can be even a life saving means for the student. Depending upon the personal, social, economic and Psychological background of the student, the counselling needs of a student arise besides being influenced by the ambient environment of the student at the campus and home. In the normal course, the mentors are expected to identify these counselling needs and refer them to the Director-SA&P through their respective HoDs. However, all the mentors are in general expected to be equipped with the basic knowledge of counselling the students, as every good teacher usually does. Specific cases of extremity will of

course be referred to Specialists such as Doctors, Psychologists , Personality Trainers etc., as the case may be.

Some basic tips for discovering the counselling needs of a student at the beginning of each semester, are given here under.

## IX. DISCOVERY WHEEL



This is a tool to discover the strengths and weaknesses of a person in a figurative way, in the wheel form. The wheel strikingly depicts how strong or how weak a person is, in the chosen areas. The strength or weakness is plotted radially in the wheel, based on the marks scored by an individual in various areas. Any individual can assess himself or herself, by responding to the questionnaire under each area, honestly and sincerely. Mentors must see that the wheel is plotted by each student at the beginning of each semester so that any possible help in the form of counselling can be given to them.

- 14 areas are covered in the Discovery Wheel. These are Motivation, diversity, Planning ,Reading, Note taking, Test taking, Thinking, Writing, Relationships, Health, Money, Resources, and Purpose. Each area has 8 statements related to the area.
- Read the statements carefully. For each statement award yourself points for each one using the following criterion

- 5 Points This statement is always or almost always true of me
- 4 Points This statement is often true of me
- 3 Points This statement is sometimes true of me
- 2 Points This statement is seldom true of me
- 1 Point This statement is never or almost never true of me.
- Then add up the total point for each section and shade the Discovery Wheel. The shaded parts indicate areas where you may want to improve.

#### A. MOTIVATION

- 1. 4 I start each semester highly motivated, and I stay that way.
- 2. 5 I know what I want to get from my education.
- 3. 5 I enjoy learning
- 4. 3 I study even when distracted by activities of lower priority.
- 5. 4 I am satisfied with how I progress toward achieving goals.
- 6. 5 Studying is important and I allow adequate time for it
- 7. 5 I am excited about the courses I take.
- 8. 5 I have a clear idea of the benefits I expect to get from my education
- 36 **Total score (1) Motivation**

#### B. DIVERSITY

- I am aware of my cultural biases and open to understanding people with different backgrounds
- 2. 5 I build rewarding relationships with people from other cultures and races.
- 3. 5 I can point out examples of discrimination and effectively respond to them
- 4. 5 I study in a way that draws on my preferred learning styles.
- 5. 4 I practice using several different learning styles when I study.
- 6. 5 I take specific steps to make a successful transition into higher education
- 7. 5 I use a sound process for defining my special areas of interest and choosing an academic major or program of study.
- 8. 4 I effectively integrate schooling with my family and work lives.
- 38 **Total Score (2) Diversity**

#### C. PLANNING

- 1. 5 I periodically refine my long term goals.
- 2. 4 I regularly define short term goals



- 3. \_\_\_\_\_ 2 \_\_\_\_\_ I write a plan for each day and each week.
  - 4. \_\_\_\_\_ 3 \_\_\_\_\_ I assign priorities to what I choose to do each day.
  - 5. \_\_\_\_\_ 4 \_\_\_\_\_ I plan review time so I don't have to cram before tests.
  - 6. \_\_\_\_\_ 5 \_\_\_\_\_ I plan regular recreation time.
  - 7. \_\_\_\_\_ 4 \_\_\_\_\_ I adjust my study time to meet the demands of individual courses.
  - 8. \_\_\_\_\_ 4 \_\_\_\_\_ I have adequate time each day to accomplish what I plan.
- \_\_\_\_\_ 31 \_\_\_\_\_ **Total score (3) planning**

#### D. MEMORY

- 1. \_\_\_\_\_ 3 \_\_\_\_\_ I am confident in my ability to remember
- 2. \_\_\_\_\_ 1 \_\_\_\_\_ I remember people's names
- 3. \_\_\_\_\_ 4 \_\_\_\_\_ At the end of a lecture I can summarize what was presented.
- 4. \_\_\_\_\_ 2 \_\_\_\_\_ I apply techniques that enhance my memory skills
- 5. \_\_\_\_\_ 3 \_\_\_\_\_ I can recall information when I'm under pressure
- 6. \_\_\_\_\_ 4 \_\_\_\_\_ I remember important information clearly and easily
- 7. \_\_\_\_\_ 4 \_\_\_\_\_ I can jog my memory when I have difficulty recalling
- 8. \_\_\_\_\_ 21 \_\_\_\_\_ **Total score (4) Memory**

#### E. READING

- 1. \_\_\_\_\_ 4 \_\_\_\_\_ I Preview and review reading assignments
- 2. \_\_\_\_\_ 2 \_\_\_\_\_ When reading, I underline or highlight important passages.
- 3. \_\_\_\_\_ 5 \_\_\_\_\_ When I read, I ask questions about the material
- 4. \_\_\_\_\_ 4 \_\_\_\_\_ When I read textbooks, I am alert and awake.
- 5. \_\_\_\_\_ 4 \_\_\_\_\_ I relate what I read to my life.
- 6. \_\_\_\_\_ 4 \_\_\_\_\_ I select a reading strategy to fit the type of material I'm reading
- 7. \_\_\_\_\_ 3 \_\_\_\_\_ I take effective notes when I read
- 8. \_\_\_\_\_ 3 \_\_\_\_\_ When I don't understand what I'm reading, I note my question and find my answers.

#### F. NOTE TAKING

- \_\_\_\_\_ 29 \_\_\_\_\_ **Total score (5) Reading**
- 1. \_\_\_\_\_ 5 \_\_\_\_\_ When I'm in class I focus my attention
- 2. \_\_\_\_\_ 4 \_\_\_\_\_ I take notes in class
- 3. \_\_\_\_\_ 4 \_\_\_\_\_ I am aware of various methods for taking notes and choose that work best for me.
- 4. \_\_\_\_\_ 3 \_\_\_\_\_ My notes are valuable for review.
- 5. \_\_\_\_\_ 3 \_\_\_\_\_ I review class notes within 24 hours

- 6. \_\_\_4\_\_\_ I distinguish important material and notice key phrases in a lecture.
- 7. \_\_\_3\_\_\_ I copy material the instructor writes on the board or overhead projector
- 8. \_\_\_5\_\_\_ I can put important concepts into my own words
- \_\_\_31\_\_\_ Total score (6) Note taking

## G. TEST TAKING

- 1. \_\_\_2\_\_\_ I feel confident and calm during an exam
- 2. \_\_\_5\_\_\_ I can manage my time during exams and I can able to complete them.
- 3. \_\_\_4\_\_\_ I am able to predict test questions
- 4. \_\_\_5\_\_\_ I can examine essay questions in light of what I know and come to new original conclusions during a test
- 5. \_\_\_4\_\_\_ I adapt my test taking strategy to the kind of test I'm taking
- 6. \_\_\_4\_\_\_ I understand what essay questions ask and can answer them completely and accurately.
- 7. \_\_\_3\_\_\_ I start reviewing for tests at the beginning of the term and review regularly.
- 8. \_\_\_5\_\_\_ My sense of personal worth is independent of my personal scores.
- \_\_\_32\_\_\_ Total score (7) Test taking

## H. THINKING

- 1. \_\_\_5\_\_\_ I have flashes of insight, and solutions to problems appear to me at unusual times.
- 2. \_\_\_5\_\_\_ I use brainstorming to generate solutions to a variety of problems.
- 3. \_\_\_5\_\_\_ When I get stuck on a creative project, I use specific methods to get unstuck
- 4. \_\_\_5\_\_\_ I see problems and decisions as opportunities for learning and personal growth
- 5. \_\_\_5\_\_\_ I am willing to consider different points of view and alternative solutions
- 6. \_\_\_5\_\_\_ I can state the assumptions that underline a series of assertions.
- 7. \_\_\_5\_\_\_ I can detect common errors in logic
- 8. \_\_\_5\_\_\_ I approach courses in mathematics and science with confidence
- \_\_\_40\_\_\_ Total score (8) Thinking

## I. WRITING

- 1. \_\_\_5\_\_\_ I approach writing with confidence
- 2. \_\_\_5\_\_\_ I can effectively plan a large writing assignment
- 3. \_\_\_3\_\_\_ I create first drafts without stopping to edit or criticize my writing
- 4. \_\_\_5\_\_\_ I revise my writing for clarity, accuracy and coherence.
- 5. \_\_\_5\_\_\_ My writing affirms women and is free of sexist expressions.
- 6. \_\_\_5\_\_\_ When writing. I accurately credit ideas and facts from other
- 7. \_\_\_3\_\_\_ I know how to prepare and deliver effective speeches.
- 8. \_\_\_3\_\_\_ I am confident when I speak before others.
- \_\_\_34\_\_\_ Total score (9) Writing

## J. RELATIONSHIPS

- 1. \_\_\_5\_\_\_ I develop and maintain mutually supportive relationships
- 2. \_\_\_5\_\_\_ I am candid with others about who I am, what I feel and what I want.
- 3. \_\_\_2\_\_\_ Other people tell me that I am a good listener.
- 4. \_\_\_5\_\_\_ I communicate my upset and anger without blaming others.
- 5. \_\_\_5\_\_\_ I make and keep promises that stretch me to meet my potentials.
- 6. \_\_\_5\_\_\_ I am able to learn from various instructors with different teaching styles.
- 7. \_\_\_4\_\_\_ I have the ability to make friends and create valuable relationship in a new place.
- 8. \_\_\_4\_\_\_ I am open to being with people I don't especially like in order to learn from them.
- \_\_\_34\_\_\_ Total score (10) Relationships

## K. HEALTH

- 1. \_\_\_5\_\_\_ I have enough energy to study and still enjoy other areas of my life.
- 2. \_\_\_2\_\_\_ I exercise regularly.
- 3. \_\_\_5\_\_\_ My emotional health support my ability to learn
- 4. \_\_\_3\_\_\_ If the situation calls for it, I have enough reserve energy to put in a long day.
- 5. \_\_\_5\_\_\_ I notice changes in my physical condition and respond effectively.
- 6. \_\_\_5\_\_\_ I notice changes in my psychological condition and respond effectively.
- 7. \_\_\_5\_\_\_ I am in control of the bad habits such as smoking, alcohol and drugs
- 8. \_\_\_4\_\_\_ My food and sleeping habits contribute to my health.
- \_\_\_34\_\_\_ Total score (11) Health
-

## L. MONEY

- 1.   5   I budget my money and I am in control of my personal finances.
- 2.   5   I am confident that I will have enough to complete the education I want.
- 3.   5   I have a clear picture of the financial resources available to me to pay for my education.
- 4.   5   I can make a little money go a long way.
- 5.   5   My education supports my long rang financial goals.
- 6.   5   I repay my debts on time
- 7.   5   My sense of personal worth is independent of my financial condition
- 8.   5   I make regular deposits to my savings accounts.
- 40   Total score (12) Money

## M. RESOURCES

- 1.   4   I can effectively use libraries to find the resources and information I want.
- 2.   5   I am aware of the services offered by my school as learning experiences.
- 3.   5   I use my job or other activities outside of school as learning experiences.
- 4.   3   I take on projects that can make a difference in other people's lives
- 5.   4   I know where to get help in my community for a variety of problems
- 6.   5   My relationships with friends, family and other support my educational goals.
- 7.   5   I think of my mistakes as valuable opportunities to learn.
- 8.   5   I see the world's problems as opportunities for me to participate and contribute.
- 36   Total score (13) Resources

## N. PURPOSE

- 1.   5   I see learning as a life process
- 2.   4   I relate school to what I plan to do for the rest of my life.
- 3.   4   I learn by contributing to others.
- 4.   5   I revise my plans as I learn, change and grow.
- 5.   5   I am clear about my purpose in life.
- 6.   5   I know that I am responsible for my own education
- 7.   5   I take responsibility for the quality of my life
- 8.   4   I am willing to accept challenges even when I'm not sure how to meet them.

- \_\_\_\_37\_\_\_\_ Total score (14) purpose

**Chaitanya Bharathi Institute of Technology(Autonomous),Hyderabad-75**

**X. Student's(Mentee's) Personal Details**



**Student Profile:**

Name of the Student : PULI UDAY KIRAN

Branch & Section : AI&DS 2

Hall Ticket number : 2114244

**Category :** Convener(OBC)

Contact ph.no :9347206684 Alt.ph. no./ local guardian no :8309892174

email ID: puliudaykiran1234@gmail.com

**Parents' Details:**

Father's Name : PULI SHIVA SHANKAR Occupation : flower decoration

Mother's Name: PULI LAXMI Occupation : House wife  
Contact No : 9949015134 email ID: pulishivashankar4657@gmail.com  
Contact Address: H-N0:5-25-548,jagathgirigutta,medchal dist

**Previous Academic Performance:**

Sn o	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2019	100	Navodaya high school,Srinivas nagar
2	12 <sup>th</sup> / Equivalent	2021	97.4	Narayana college,kphb,jal vahu vihar colony

EAMCET/ JEEE or any other examination Position details or merit awards (if any):

**Hobbies : Astronomy, Astrophysics, Guitar, Gaming, Linux, FOSS software,  
Computer Hardware, Photography,**

**Career Plans :**

**Strengths and Weakness:**

Signature of the student p.uday kiran  
Date:

Signature of the Parent  
Date:

Name and Signature of the Mentor:

**XI. DETAILS OF STUDENT'S INVOLVEMENT IN THE STUDENT INDUCTION  
PROGRAMME(SIP) CONDUCTED BY THE INSTITUTE**

**(To be filled by the student)**

1 . Attendance in the Induction Programme (No. of sessions attended/Conducted):All

2. Which session of the SIP was impressive and why ?

Literary activity, was a fun interaction with seniors.

3 . Which session was not at all useful and why ?

Outdoor visit was useless because 2 hours is not enough to do anything meaningful in an outdoor place.

4 . Whether the academic rules , examination rules, Code of Conduct were explained with clarity by the resource person and / or the mentor ? Do you have any doubts ?

All ok

5 . Whether the clubs related to Co-curricular& Extra-curricular activities were introduced ? Did you or do you wish to join any of them ?

They were introduced. Might join open source club, photography club, transcendent, instrumental music club and might start astronomy/astrophysics club.

6 . Was the course on Human Values taught ? Do you have anything to say on that ?

Yes. Not really, most of the things that were pointed out are obvious.

7 . Did you understand the need for keeping the campus clean and green and yourself Fit ?

Obviously

8 . Was the campus tour organised for you? Are you aware of your campus now?

Yes. Yes

9 . Was the importance of Fine Arts in support of a Professional career driven ?

Yes

10 . Any other information you expected to be given to you in the SIP , but was not provided?

Procedure to start new clubs

Signature of the Student

Signature of the Mentor

Head

**Director – SA&P**

**Principal**

## **XII. 1<sup>st</sup> ORIENTATION BY THE CONCERNED MENTOR**

**( At the beginning of the Semester; 1<sup>st</sup> or3rd as the case may be)**

1 . Was the vision , mission and Quality policy of the institute explained by the mentor ?

Yes

2 . Was the awareness created in you about the vision & mission of the department and the need for falling in line with that of the institute?

Yes

3 . Were the Graduate attributes, COs , POs, PEOs, PSOs and their role in Outcome Based Education explained?

Yes

4 . Was the existence of various types of courses (HSSC,BSC,BESC,PCC,PEC ,OEC, Mandatory Courses) in the programme and their need explained?(Refer Rule II of Academic Rules)

Yes

5. Was the importance of Project Works/Seminars/Internships/Industrial Visits explained ?(Refer Rule V of academic Rules)

Yes

6 . Was the scope and opportunity for taking Swayam/ MOOCs course and the concept of award of Major/Minor degree explained ?(Refer Rule XII of Academic Rules)

Yes

7 . Was the concept of Credit system , GPA, SGPA and CGPA explained ?( Refer Rule VI of Academic Rules)

Yes

8 . Were the details about duration and academic credentials of Industrial visits / Internships explained ? ( Refer Rule XIII of Academic Rules )

Yes

9 . Was the requirement of Activity points explained ?( Refer to Rule XIV of Academic Rules)

Yes

10 . Was the eligibility criteria for award of Degree( Major/ Additional Major/ Honor ) explained ? ( Refer to Rule XVIII of Academic Rules )

Yes

11 . Were the additional rules for lateral entry students explained ?(Applicable only for lateral entry students. Refer Rule XXII of Academic Rules)

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12. Was the Academic Rule book given to you and explained by the concerned authority?

Yes

13 . Was the Code of Conduct introduced to you and was made available ?

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Yes

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14. Was the existence of an R&E Hub , EDC and I&I center informed and their importance explained?

Yes

15. Whether the importance of participating in Social service , Community service, Extension activities ,Outreach activities & NSS activities explained and the available facilities in the campus introduced ?

Yes

Signature of the Student

Signature of the parent

Signature of the Mentor

Signature of HoD

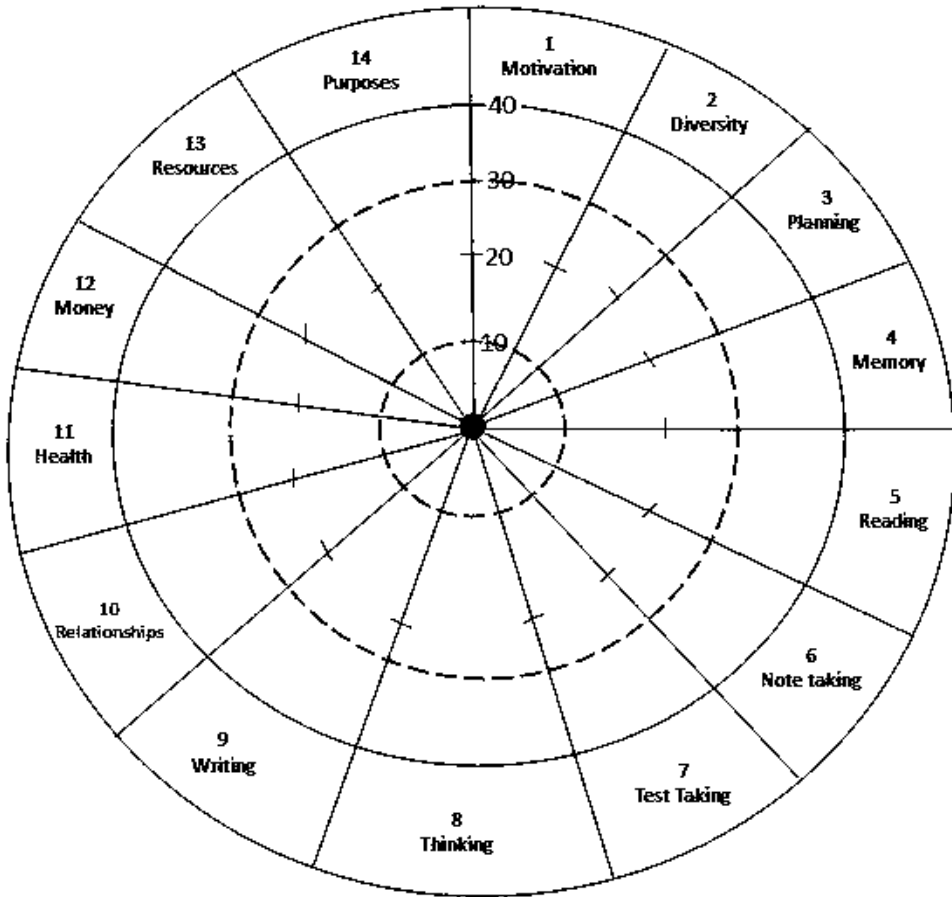
Director – SA&P

Principal

### **XIII. STUDENT's PROGRESS RECORD**

**1. BE / B.Tech./M.E/M.Tech/M.C.A/M.B.A ( \_\_\_\_BE\_\_\_\_ ) I-SEMESTER**

**A. DISCOVERY WHEEL for I Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C).Monthly Attendance Details: (T: total classes P: Present)**

Sn o	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										95

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sn o	Course	Assignment / Quiz Max.Marks:			Mid -1 (20)	Mid -2 (20)	Mid - Fina l	Externa l	Credit s
		A 1	A 2	A 3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
								<b>SGPA:</b>	8.74

Position in the class:

CGPA:

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

Signature of the Mentor

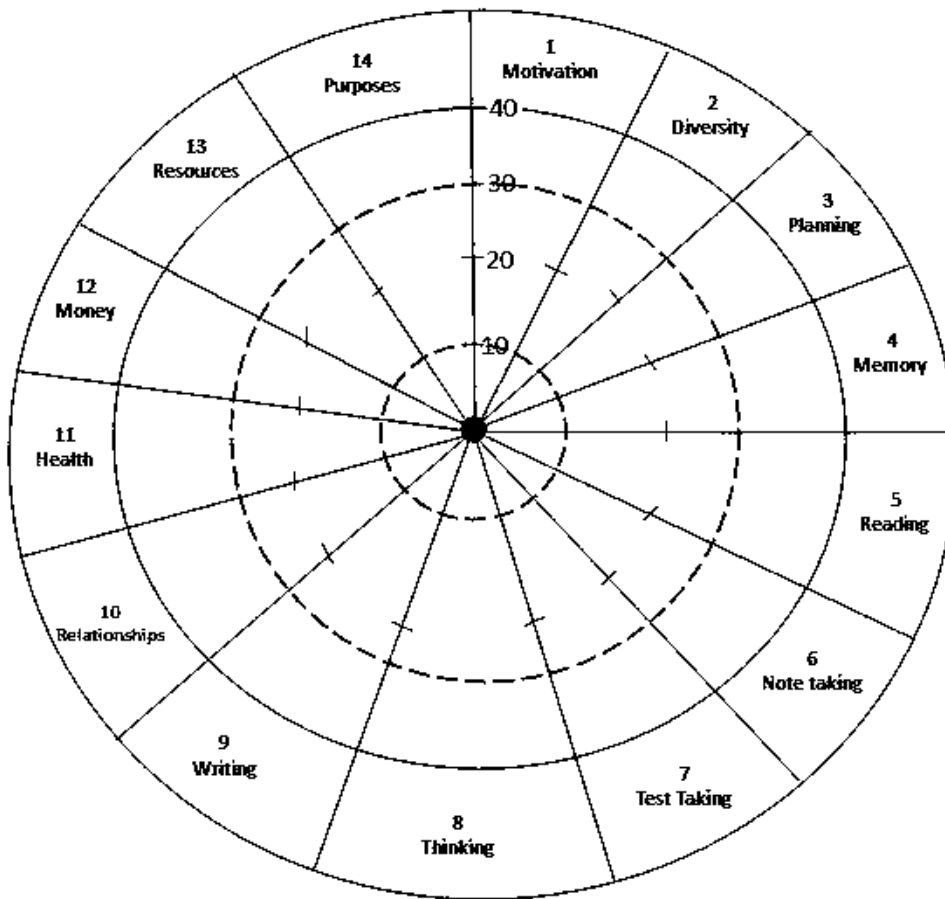
Signature of the Head

Director – SA&P

PRINCIPAL

2. BE / B.Tech./M.E./M.Tech./M.C.A/M.B.A/( \_\_\_\_\_ ) II-SEMESTER

**(A). DISCOVERY WHEEL for II Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**



4									
5									
6									
7									
8									
9									
10									
									<b>SGPA:</b>

Position in the class:

CGPA:

Signature of the Mentor

Signature of the Head

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**



**(G). Any other information / Observations**

Signature of the student

signature of Parent

Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

**COUNSELING NOTES**

Sno	Date	Remarks	Signature
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**Signature of the Mentor**

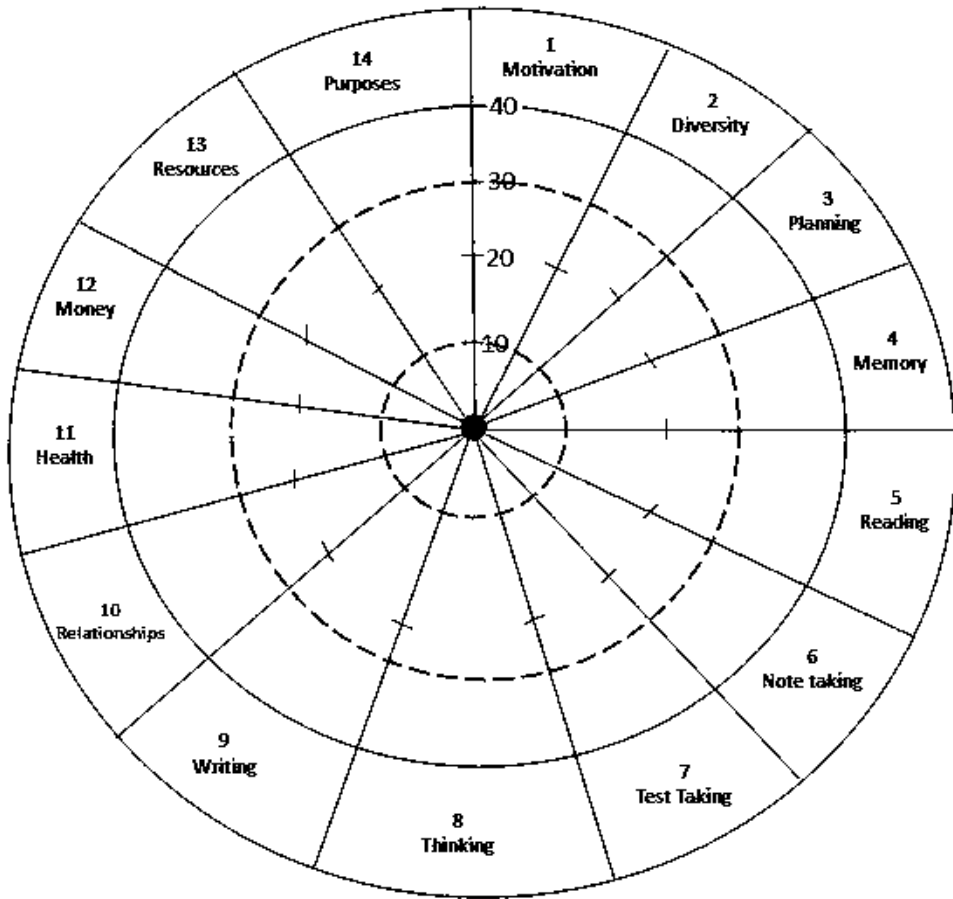
**Director – SA&P**

**Signature of the Head**

**PRINCIPAL**

**3. BE / B.Tech./M.E/M.Tech./M.C.A/M.B.A ( \_\_\_\_\_ ) III-SEMESTER**

**(A). DISCOVERY WHEEL for III Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sn o	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams& SEE**

Sn o	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
SGPA:									

Position in the class:

CGPA:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## **COUNSELING NOTES**

<b>Sno</b>	<b>Date</b>	<b>Remarks</b>	<b>Signature</b>

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**Signature of the Mentor**

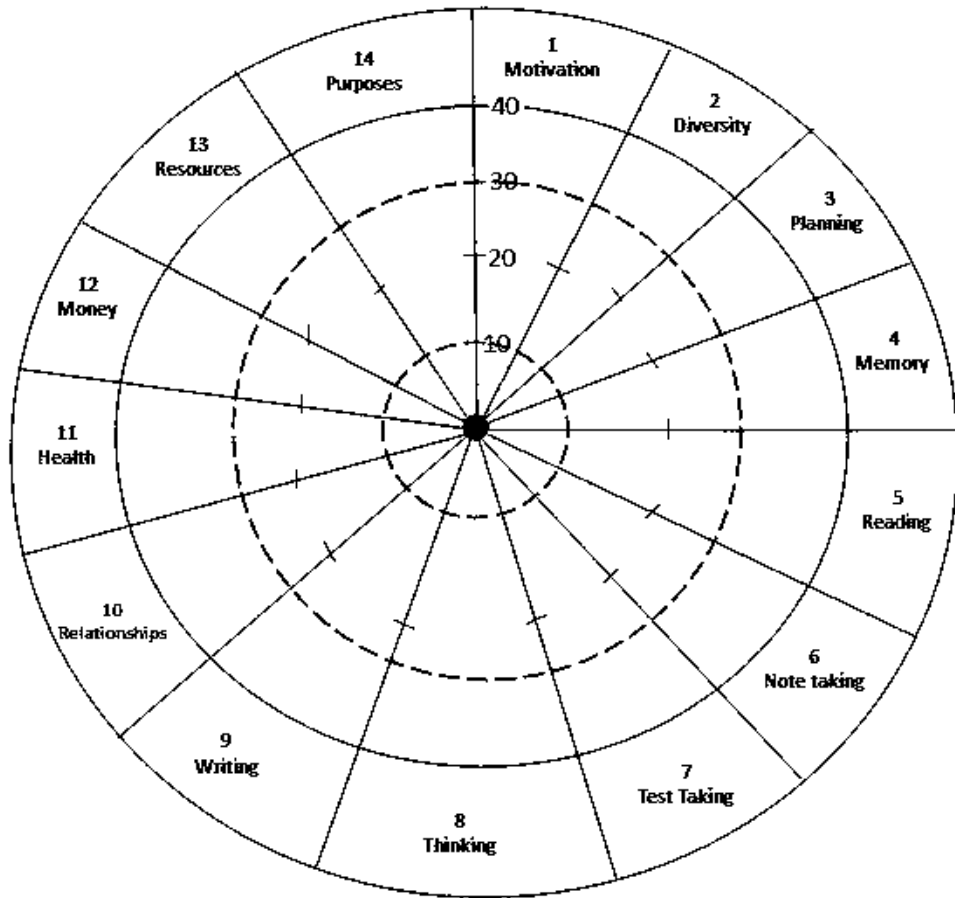
**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**4. BE / B.Tech./M.E/M.Tech./M.C.A/M.B.A ( \_\_\_\_\_ ) IV-SEMESTER**

**(A). DISCOVERY WHEEL for IV Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS  
PLANNED TO REACH THEM:**



**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sn o	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

**(D)Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sn o	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
SGPA:									

Position in the class:

CGPA:

Signature of the Mentor

Signature of the Head

**(E ).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

Signature of the Mentor

Signature of the Head

Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

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**Signature of the Mentor**

**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**5. BE / B.Tech. ( \_\_\_\_\_ ) V-SEMESTER**

**(A). DISCOVERY WHEEL for V Semester**



1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D). Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sn o	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
<b>SGPA:</b>									

Position in the class:

CGPA

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## COUNSELING NOTES

Sno	Date	Remarks	Signature

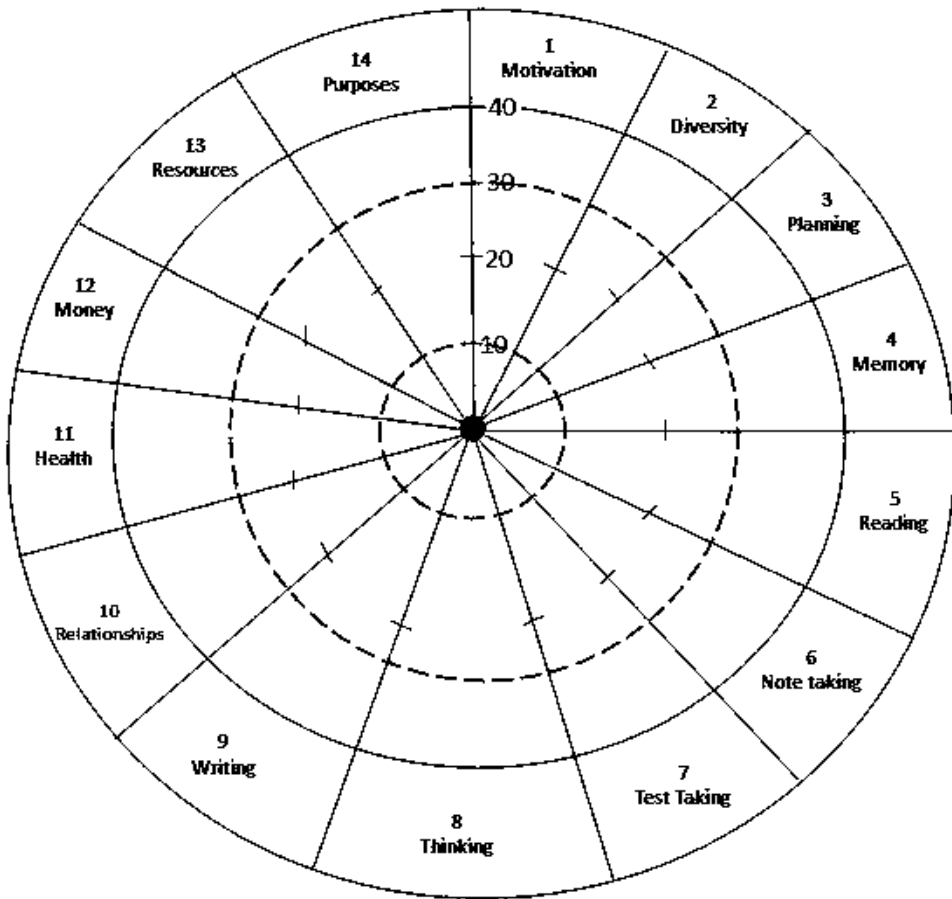
**Signature of the Mentor**

**Signature of the Head**



6. BE / B.Tech. ( \_\_\_\_\_ ) VI-SEMESTER

(A). DISCOVERY WHEEL for VI Semester



(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:



9									
10									
									<b>SGPA:</b>

**Position in the class:**

**CGPA:**

**Signature of the Mentor**

**Signature of the Head**

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

**Signature of Director(SA&P)**

**Principal**

## **COUNSELING NOTES**

<b>Sno</b>	<b>Date</b>	<b>Remarks</b>	<b>Signature</b>

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**Signature of the Mentor**

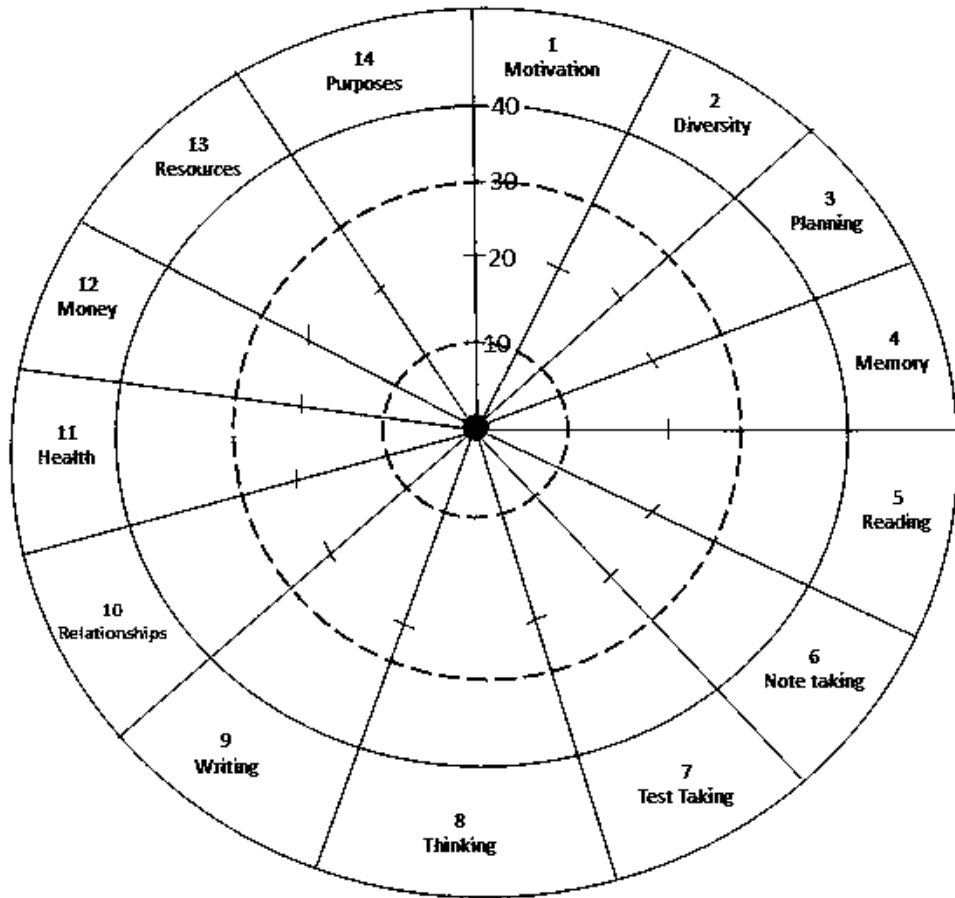
**Signature of the Head**

**Director – SA&P**

**PRINCIPAL**

**7. BE / B.Tech. ( \_\_\_\_\_ ) VII-SEMESTER**

**(A). DISCOVERY WHEEL for VII Semester**



**(B). DESCRIBE YOUR GOALS FOR THIS SEMESTER AND THE PATH WAYS PLANNED TO REACH THEM:**

**(C). Monthly Attendance Details:** (T: total classes P: Present)

Sn o	Course	1 <sup>st</sup> Month		2 <sup>rd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1										
2										
3										
4										
5										
6										
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sn o	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
<b>SGPA:</b>									

Position in the class:

CGPA:

Placements or any other exams:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student:**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**



Signature of Director(SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

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**Signature of the Mentor**

**Signature of the Head**

**Director- SA&P**

**PRINCIPAL**

**8. BE / B.Tech. ( \_\_\_\_\_ ) VIII-SEMESTER**

**(A). DISCOVERY WHEEL for VIII Semester**



1										
2										
3										
4										
5										
6										
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

**(D).Details of Marks Obtained in Assignments/Quizzes/Mid-exams and SEE**

Sn o	Course	Assignment / Quiz / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1									
2									
3									
4									
5									
6									
7									
8									
9									
								SGPA:	

Position in the class:

CGPA:

Placements or any other exams:

Signature of the Mentor

Signature of the Head

**(E).Details of Participation in Co-curricular and Extra-Curricular activities:**

**(i). Details of participation in Co-curricular activities**

**(ii). Details of participation in Extra-Curricular activities**

**(iii). Awards/ Honours/ Appreciations**

**(F). Details of Conduct and Character**

**(i). Involvement in any activity that reflects the good conduct of the student :**

**(ii). Awards/ Appreciations won (if any ):**

**(iii).Involvement in any activity violating the code of conduct:**

**(iv). Punishments given / Penalty imposed(if any):**

**(G). Any other information / Observations**

**Signature of the student**

**signature of Parent**

**Mentor's initial Remarks : ( Please specify whether the student needs counselling in any direction )**

**Signature of the Mentor**

**Signature of the Head**

Signature of Director (SA&P)

Principal

## COUNSELING NOTES

Sno	Date	Remarks	Signature

Signature of the Mentor

Signature of the Head

Director- SA&P

PRINCIPAL

**XIV. Name and Signatures of the Counsellors:**

I-Semester: .....

II-Semester: .....

III-Semester: .....

IV-Semester: .....

V-Semester: .....

VI-Semester: .....

VII-Semester: .....

VIII-Semester: .....

**DETENTION DETAILS (if any):**

I-Semester	II-Semester	III-Semester	IV-Semester	V-Semester	VI-Semester	VII-Semester

**BACKLOG DETAILS (if any)**

Sno	Semester	Courses	Details of the cleared courses in the subsequent semesters
1	I-Semester		
2	II-Semester		
3	III-Semester		
4	II-Semester		
5	V-Semester		
6	VI-Semester		
7	VII-Semester		
8	VIII-Semester		

Sno	Semester	Date	Remarks and Signature of the Head
1	I-Semester		
2	II-Semester		
3	III-Semester		
4	IV-Semester		

5	V-Semester		
6	VI-Semester		
7	VII-Semester		
8	VIII-Semester		

Director-SA&P

PRINCIPAL





## COUNSELING NOTES, V SEM, (AY 2021-22)

Sno	Date	Remarks	Signature
1.	13.10.2021	Mentoring was done on zoom platform, motivated to study well, encouraged to go for higher studies, motivated to write competitive exam, encouraged to get counselling and meet mentor if necessary and also instructed to follow COVID rules in the campus,	<i>K. Dharmalingam</i>
2.	20-10-21	Mentoring was done on Zoom call, enquired about the issues that he faces currently. The student does not have any issues. The student is comfortable with online classes and waiting eagerly to attend offline classes. He does not like classes on Saturday. Counselling him to attend the classes regularly and advised him to be ready for the upcoming exams. Advised him to follow COVID 19 protocol when he comes to college.	<i>K. Dharmalingam</i>
3.	27-10-21	Mentoring was done in person. He does not have any issues. Counselling him to attend the classes regularly and advised him to be ready for Mid Sem-II exams. Advised him to follow COVID 19 protocol when he is in college.	<i>K. Dharmalingam</i>
4.	3.11.2021	Absent	<i>K. Dharmalingam</i>
5.	10.11.2021	Encouraged him to maintain the CGPA and instructed to prepare for the upcoming exam	<i>K. Dharmalingam</i>
6.	17.11.2021	Encouraged him to prepare for GATE exam and motivated to concentrate on upcoming exams	<i>K. Dharmalingam</i>
7.	24.11.2021	Absent	<i>K. Dharmalingam</i>
8.	1.12.2021	No issues	<i>K. Dharmalingam</i>
9.	8.12.2021	Encouraged to study well for the upcoming theory and practical exams, instructed to keep well during exams	<i>K. Dharmalingam</i>

*K. Dharmalingam*

Signature of the Mentor (Dr. Dharmalingam K)



Signature of the Head (Dr. Y. Rajasri)

## COUNSELING NOTES, VI SEM, (AY 2021-22)

Sno	Date	Remarks	Signature
1.	02-02-2022	Instructed to attend the online class regularly, motivated to pursue higher studies, encouraged to attend mentoring class regularly, asked to call me for sharing problems over phone, motivated to get interest on all subjects, instructed to follow COVID rules, advised him to be free from stress	K. Dharmaraj
2.	09-02-2022	Instructed to attend the online class regularly, instructed to be ready for lab exam, which was postponed due to COVID pandemic, encouraged to write the GATE exam well, motivated to participate in intercollege online events, instructed to follow COVID rules and advised him to be free from stress. Encouraged him to contact me at any time for counselling and for any guidance.	K. Dharmaraj
3.	23.02.22	He was instructed to attend the offline class regularly. Motivated to concentrate on this current semester to have a good CGPA, which could help in placements. Advised him to contact me at any time for counselling and for any guidance	K. Dharmaraj
4.	02-03-2022	He was highly motivated to showcase his talents in the upcoming Sudhee -22 and Shruthi -22. Motivated to do small projects in the lab and encouraged to exhibit it in the CBIT Annual symposium. Motivated him to submit his abstracts soon. Advised to enter his attendance percentage with respect to subjects.	K. Dharmaraj
5.	09-03-2022	He was advised to concentrate on studies as well as on the upcoming CBIT Annual symposium. Advised him to balance both conference work and studies. Encouraged him to contact me at any time for counselling and for any guidance regarding paper, poster and live projects. Asked him to enter attendance percentage with respect to subjects.	K. Dharmaraj
6.	16-03-2022	Absent	K. Dharmaraj
7.	23-03-2022	Sudhee -22 (CBIT, Annual symposium)	K. Dharmaraj
8.	30-03-2022	He was motivated to prepare well for upcoming Mid Sem 1. He was instructed to collect materials from respective subject teachers. He was instructed to keep well during Mid Sem. Highly encouraged him	K. Dharmaraj

		to get good marks in Mid Sem 1 so that he could increase their internal marks. He was directed to his future after completion of B.Tech. and suggestions were given in this regard. Advised to enter his attendance percentage with respect to subjects.	<i>K. Dharmalingam</i>
9.	06-04-2022	Absent	
10.	13-04-2022	He was enquired regarding his Mid Sem 1. Encouraged him to concentrate on the next Mid Sem 1 if he did not do well in the Mid Sem 1. Instructed to attend the class regularly. Encouraged to contact me at any time for counselling and for any guidance. Advised him to submit assignments on time.	<i>K. Dharmalingam</i>
11.	20-04-2022	He was instructed to attend the remaining class regularly so that he would not face attendance issues at the end of semester. Motivated to concentrate on this current semester to score a good CGPA. Advised to contact me at any time for counselling and for any guidance. Advised him to cooperate with faculties with respect to assignment submission, attendance, etc. Advised him to enter attendance percentage with respect to subjects	<i>K. Dharmalingam</i>
12.	27-04-2022	Absent	<i>K. Dharmalingam</i>
13.	11.5.22	Absent	<i>K. Dharmalingam</i>
14.	18.5.22	Online mentoring was conducted. Highly encouraged him to score well in Mid Sem 2. He was instructed to collect all his subject notes from respective subject teachers. He was instructed to keep well during Mid Sem 2. Advised him to study sincerely without stress.	<i>K. Dharmalingam</i>

*K. Dharmalingam*

Signature of the Mentor (Dr. Dharmalingam K)



Signature of the Head (Dr. Y. Rajasri)

# CBIT Student Mentoring System

Chaitanya Bharathi Institute of Technology (Autonomous), Hyderabad-75

## Student Progress Report



### Student Profile:

Name of the Student : K Mahitha

Branch & Section : Biotechnology

Hall Ticket number : 160117805009

**Category** : Convener (OC/BC/SC/ST/Sports/NCC/PH) / Management(JEE/NRI/PIO)

### Parents' Details:

Father's Name : Manohar K

Occupation : Employee- Senior

Manager, McDonalds India- TELANGANA/AP States

Mother's Name: Revathi K

Occupation : Employee- Teacher

Contact No: 9989057063/62

email ID: mahithakasturi22@gmail.com

Contact Address: 102, Fort View Apartments, Film Nagar, Hyderabad

### Previous Academic Performance:

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2015	88	Bharatiya Vidya Bhavans ARR School
2	12 <sup>th</sup> / Equivalent	2017	89	Sri Chaitanya Junior College, SR Nagar

EAMCET/ JEE or any other examination Position details or merit awards (if any):

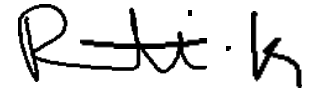
1. ....2000.....

**Hobbies: Dancing, Yoga, Art**

**Career Plans: Employment & Higher Studies**

**Strengths: Strong willed, hard working, socialite, creative, empathetic. Weakness: Self-criticism.**

Signature of the student

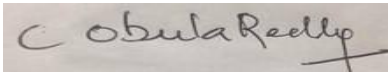
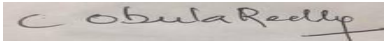


Signature of the Parent

Date: 23-05-2021

Date: 23-05-2021

Name and Signature of the Mentor: Dr C.Obula Reddy,

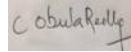
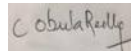
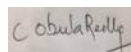
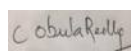
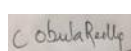
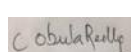
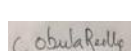
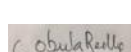
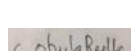
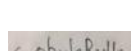



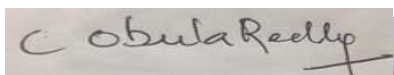
Signature of the Mentor

Signature of the Head

## BE / B.Tech. (Biotech) VII-SEMESTER

### COUNSELING NOTES

Sno	Date	Remarks	Signature
1	11/7/20	Given the information about the careers in the abroad.	
2	21/7/2020	Advised to her to Participate in the National and international level technical symposiums	
3	25/07/2020	counselled her reg career prospects in Biotech	
4	31/07/2020	suggested suitable books for strengthen the basic knowledge	
5	5/08/2020	counselled her to be prepared for Mid-1 exams	
6	12/08/2020	Motivated and suggested the tips for improvement of academic performance	
7	23/08/2020	Advised him to Participate in the National and international level technical symposiums	
8	5/09/2020	Motivated him towards digital learning tools	
9	14/09/2020	Motivated her towards participation in conferences and tips for the preparation of exams.	
10	28/09/2020	Given tips for the preparation of main exams.	
11	5/10/2020	Absent	

Signature of the Mentor

Signature of the Head

## BE / B.Tech. (Biotech) VIII-SEMESTER

### COUNSELING NOTES

S. No	Date	Remarks	Signature
1	5/12/20	Encouraged her to publish the Research papers in reputed journals.	C. Obula Reddy
2	10/12/20	Advised her to Improve the academic performance	C. Obula Reddy
3	15/12/20	Counselled her to participate in the technical clubs	C. Obula Reddy
4	27/12/20	Given tips for the preparation of MID-1 Exams	C. Obula Reddy
5	07/01/21	Absent	
6	18/01/21	Counselled her to participate in the national level technical symposiums.	C. Obula Reddy
7	25/02/21	Encouraged her to publish the research article.	C. Obula Reddy
8	12/02/21	Absent	C. Obula Reddy
9	23/02/21	Given career counselling	
10	4/03/21	Tips for the preparation of MID-2 exam.	C. Obula Reddy
11	15/03/21	Advised her to improve the attendance.	C. Obula Reddy
12	30/03/21	Congratulated for the successful completion of course and advised her to prepare Semester end exam.	C. Obula Reddy



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**Signature of the Mentor**

**Signature of the Head**

**Name and Signatures of the Counsellors:**

VII-Semester: Dr. C. Obula Reddy

VIII-Semester: Dr. C. Obula Reddy

# Chaitanya Bharathi Institute of Technology (Autonomous), Hyderabad-75

## Student Progress Report

### Student Profile:

Name of the Student : Vadakavila Geethikalal

Branch & Section : Biotechnology

Hall Ticket number : 160118805006

Category : Convener

(OC/BC/SC/ST/Sports/NCC/PH)/Management(JEE/NRI/PIO)



### Parents' Details:

Father's Name : V.R Jawaharlal

Occupation : private employee

Mother's Name: V. Vijayasreelal

Occupation : Housewife

Contact No : 9000310259

email ID : vrlal1971@gmail.com

Contact Address: 8-3-315/3/c/2, Yousufguda, Hyderabad-500045

### Previous Academic Performance:

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2016	8.7	Bright High School
2	12 <sup>th</sup> / Equivalent	2018	9.21	Narayana junior college

EAMCET/ JEE or any other examination Position details or merit awards (if any):

1. AP EAMCET -10704 RANK
2. NEET-287616 RANK (ALL INDIA QUOTA RANK)

**Hobbies** : listening to music, playing badminton, reading books.

**Career Plans** : To work in core company and gain exposure

**Strengths and Weaknesses:** punctuality, team working skills, and determination in the work I do.

*Geethika* *V.R. Jawaharlal*

Signature of the student

Signature of the Parent

Date:

Date:21-05-2021

Name and Signature of the Mentor:

*Yob*

## BE / B.Tech. (BIOTECHNOLOGY) III-SEMESTER 2019 - 20

**Monthly Attendance Details:** (T: total classes      P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	Engineering Mathematics-III									
2	Cell and Molecular Biology									
3	Biochemistry									
4	Microbiology and Industrial Biotechnology									
5	Process Principles and Reaction Engineering									
6	Genetics									
7	Indian Constitution									
8	Indian Traditional Knowledge									
9	Biochemistry Lab									
10	Microbiology Lab									
<b>Total</b>		99	75	66	57	87	82	110	108	328/374
<b>Percentage</b>		75.76		86.36		94.25		98.18		87.70

*Geethika*

*V. P. Lal*

**Signature of the student:**



**Signature of the parent:**

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	Engineering Mathematics-III	10	10	10	17	19	28	O	3
2	Cell and Molecular Biology	10	10	10	18	20	29	A+	3
3	Biochemistry			8	17	17	25	A++	3
4	Microbiology and Industrial Biotechnology			8.7	10	17	22	A+	3
5	Process Principles and Reaction Engineering			9	19	17.5	27	A	3
6	Genetics			9.6	13.5	10	21	A	3
7	Indian Constitution							---	Non credit
8	Indian Traditional Knowledge							---	Non credit
9	Biochemistry Lab						15	O	1
10	Microbiology Lab						14	O	1
								<b>SGPA:</b>	7.93











**Position in the class:**



**CGPA: 7.65**

**Any disciplinary actions taken:**

<b>Signature of the Mentor:</b>		<b>Signature of the Head</b>	
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## COUNSELING NOTES

Sno	Date	Remarks	Signature
1	4.7.2019	Introduced myself and explained about the college, rules, and regulations for R 18 regulations. Motivated to get more marks in exams. Also mentioned is to regularly attend class and study. She was motivated to participate in co-circular activities also.	
2	18.7.2019	Encouraged to do project-based learning for a better understanding of the concepts.	
3	25.7.2019	No issues for her. Counseled her to attend classes regularly and encouraged her to maintain her CGPA and instructed her to prepare well for the upcoming exam.	
4	8.8.2019	Informed about the research day to her and told to submit an abstract for the same.	
5	22.8.2019	She was encouraged to attend the paper presentation on research day. I have guided this presentation on Theranostics. Informed to prepare well for the mid-sessional exams	
6	5.9.2019	Informed to submit the assignment before the deadlines. Also, enquire about the mid-sessional marks	
7	19.9.2019	No issues everything is fine	
8	26.9.2019	Informed to attend the class regularly	
9	3.10.2019	Encouraged to attend the co-circular and extra-circular activities	
10	24.10.2019	Informed to prepare well for the mid-sessional exams	

<b>Signature of the Mentor:</b>		<b>Signature of the Head</b>	
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## BE / B.Tech. (BIOTECHNOLOGY) IV-SEMESTER

**Monthly Attendance Details:** (T: total classes      P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	Basics of Data Structures									
2	Immunology									
3	Instrumental Methods in Biotechnology									
4	Chemical and Biochemical Thermodynamics									
5	Principles of Management									
6	Environmental Science									
7	Basics of Data Structures									
8	Immunology Lab									
9	Instrumentation Lab									
10	Soft Skills Lab									
<b>Total</b>		57	49	102	90	109	102	60	60	301/328
<b>Percentage</b>		85.96		88.24		93.58		100		91.77

Signature of the student:

*Geethika*

Signature of the parent:

*V.P. Gaj*

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	Basics of Data Structures	5	5	5	10	14	17	A++	2
2	Immunology	10	10	10	18	13	26	A++	4
3	Instrumental Methods in Biotechnology	9	9	9	15	15	24	A+	4
4	Chemical and Biochemical Thermodynamics	8	8	8	17	20	27	A+	3
5	Principles of Management	10	10	10	19	17	28	A+	3
6	Environmental Science							A++	Non credit
7	Basics of Data Structures lab						14	O	1
8	Immunology Lab						14	O	1
9	Instrumentation Lab						14	A++	1
10	Soft Skills Lab						15	O	1
<b>SGPA:</b>									8.22











Position in the class:



**CGPA: 7.79**

Any disciplinary actions / Achievements:

Signature of the Mentor:	<i>[Signature]</i>	Signature of the Head	<i>[Signature]</i>
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## COUNSELING NOTES

Sno	Date	Remarks	Signature
1	27.12.2019	Informed above the various course and how to prepare for that courses this semester	
2	3.1.2020	No issues for her.	
3	10.1.2020	Counseled her to attend class regularly and encouraged her to maintain her CGPA and instructed her to prepare for the upcoming exam.	
4	24.1.2020	Encouraged to attend the Bio Asia event.	
5	31.1.2020	Informed to prepare well for the mid exams	
6	14.2.2020	Informed to submit the assignment before the deadlines. Also, enquire about the mid-session marks	
7	6.3.2020	Encouraged to attend the co-circular and extra-circular activities. No issues	
8	21.3.2020	Informed to be safe at home during this pandemic situation.	
9	30.3.2020	She was encouraged to do online Coursera courses.	
10	25.4.2020	She completed two courses. She was also encouraged to attend the online webinars and IIC sessions.	

<b>Signature of the Mentor:</b>		<b>Signature of the Head</b>	
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**Chaitanya Bharathi Institute of Technology (Autonomous), Hyderabad-75**  
**CBIT Student Progress Report**



**Student Profile:**

Name of the Student : SANA NISAR  
 Branch & Section : BIOTECHNOLOGY  
 Hall Ticket number : 160115805028

**Category :** Convener (OC/BC/SC/ST/Sports/NCC/PH) / Management(JEE/NRI/PIO)

**Parents' Details:**

Father's Name : MOHAMMED NISSAR ALI Occupation : CIVIL ENGINEER  
 Mother's Name: GAZALA ANJUM Occupation : HOME MAKER  
 Contact No : 8297906065 email ID : sananisar01@gmail.com  
 Contact Address: FLATNO.202, SABZA COLONY, TOLICHOWKI

**Previous Academic Performance:**

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2012	97%	NARAYANA CONCEPT SCHOOL
2	12 <sup>th</sup> / Equivalent	2014	80%	CHAITANYA JUNIOR KALASALA

EAMCET/ JEEE or any other examination Position details or merit awards (if any):

1. EAMCET RANK - 34717
2. ....
3. ....

**Hobbies** : PAINTING ; COOKING ; PLANTING TREES etc.

**Career Plans** : MTECH / JOB

**Strengths and Weakness:**

Signature of the student  
 Date: 11-09-2018

Signature of the Parent  
 Date: 11-09-2018

Name and Signature of the Mentor:



7. BE / B.Tech. ( Biotech ) VII-SEMESTER 2018-19

Monthly Attendance Details (T total classes P Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	Downstream processing									
2	Bioprocess dynamics control									
3	Plant biotechnology									
4	Animal biotechnology									
5	Principles of Management									
6	Genomics & Proteomics									
7	DSP Lab									
8	TL Lab									
9	PS									
Total										
Percentage										

Sana  
Signature of the student:

[Signature]  
Signature of the parent:

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	Downstream processing								
2	B.P.D.C								
3	Plant biotechnology								
4	Animal biotechnology								
5	PM								
6	Genomics & Proteomics								
7	DSP Lab								
8	TL Lab								
9	PS								

Position in the class:

CGPA:

Any disciplinary actions taken/Achievements (paper presentations/seminars/internships/workshops/GRE/TOEFL/GATE/CAT).

Placements or any other exams:

[Signature]  
Signature of the Mentor

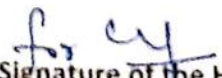
[Signature]  
Signature of the Head



**COUNSELING NOTES** 2018-19

Sno	Date	Remarks	Signature
1	18/7/18	Counselled to come regularly to Theory & Lab.	G. Nagaraj
2	25/9/18	Very irregular. Counselled to come regularly to theory & lab.	G. Nagaraj
3.	13/10/18	Sania was asked to complete the record upto date. Her mother visited to know about her academics	G. Nagaraj
4)	16/10/18	Corrected her final ppt for seminar.  Counselled her to be regular to class from next sem - and complete her project on time.	G. Nagaraj
5)	22/10/18	- Reported to start her project work, as per instructions & guidelines given by me in a medicinal plant -	G. Nagaraj

  
Signature of the Mentor

  
Signature of the Head

## 8. BE / B.Tech. ( Biotech ) VIII-SEMESTER

(Wednesday)  
18-19

Monthly Attendance Details: (T: total classes      P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	Computer Applications in Bioprocess Industries									
2	BE PD									
3	Immunodiagnostic									
4	Entrepreneurship									
5	Seminar									
6	project									
7										
8										
9										
Total										
Percentage										

Signature of the student:

Signature of the parent:

Sno	Course	Assignment / Quiz / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	CAG								
2	BE PD								
3	Immunodiagnostic								
4	Entrepreneurship								
5	Seminar								
6	project								
7									
8									
9									
SGPA:									

Position in the class:

CGPA:

Any disciplinary actions taken/Achievements (paper presentations/seminars/internships/ workshops / GRE/TOEFL/GATE/CAT):






Placements or any other exams:

  
Signature of the Mentor

  
Signature of the Head



COUNSELING NOTES 18-19.

Sno	Date	Remarks	Signature
1	12/12/18	Students were advised to select a proper topic / feasible to complete in this Sem for projects	
2.	16/12/18	Students were asked to raise any questions & problems if they have if any	
3	6/2/18	All the students were given instructions on how to write / prepare their dissertations.	
4)	20/2/18	Students were advised to refer some journal articles to improve their project-work.	
5)	6/3/18	Students were alerted about their attendance.	
6)	13/3/18	Students were mentioned on their higher education options & research options as <sup>their</sup> career.	

  
Signature of the Mentor

  
Signature of the Head

Chaitanya Bharathi Institute of Technology (Autonomous), Hyderabad-75

CBIT Student Progress Report



**Student Profile:**

Name of the Student : ROHINI BIJJAM  
Branch & Section : BIOTECHNOLOGY- 4/4  
Hall Ticket number : 160115805024  
Category : Convener (OC/BC/SC/ST/Sports/NCC/PH) / Management(JEE/NRI/PIO)

**Parents' Details:**

Father's Name : B. RANGASWAMY REDDY Occupation : PRIVATE EMPLOYEE  
Mother's Name: B.V. LAXMI Occupation : HOMEMAKER  
Contact No : 9440148112 email ID : brohini01@gmail.com  
Contact Address: FLAT NO-160, BLOCK-B, RIDGE TOWERS, SURYA NAGAR, CHINTAL, HYD.

**Previous Academic Performance:**

Sno	Class	Year of passing	% of marks / Grade	School/ College
1	10 <sup>th</sup> / Equivalent	2013	93.1	ST. MARTINS HIGH SCHOOL
2	12 <sup>th</sup> / Equivalent	2015	95.3	SRICHAITANYA JUNIOR KALASALA

EAMCET/ JEE or any other examination Position details or merit awards (if any):

1. EAMCET RANK: 9644
2. ....
3. ....

**Hobbies** : PLAYING BADMINTON, LISTENING TO MUSIC.

**Career Plans** : HIGHER STUDIES .

**Strengths and Weakness:**

*Rohini*  
Signature of the student  
Date:

*M. Reddy*  
Signature of the Parent  
Date:

Name and Signature of the Mentor: *Dr. Vasimadugu Aruna*



## 5. BE / B.Tech. ( Biotech ) V-SEMESTER 2017-18

**Monthly Attendance Details:** (T: total classes      P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	BIOSTATISTICS									
2	FLUID MECHANICS & HEAT TRANSFER									
3	PROTEIN ENGINEERING & ENZYME TECHNOLOGY									
4	BIOREACTION ENGINEERING									
5	GENETIC ENGINEERING & rDNA TECHNOLOGY									
6	HUMAN VALUES & PROFESSIONAL ETHICS									
7	FLUID MECHANICS & HEAT TRANSFER LAB									
8	ENZYME TECHNOLOGY LAB									
9	GENETIC ENGINEERING LAB									
10	SOFTSKILLS									
Total										
Percentage										

*Rohini*  
Signature of the student:

*[Signature]*  
Signature of the parent:

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	BIOSTATISTICS						17	B	3
2	FLUID MECHANICS & HEAT TRANSFER						22	C	3
3	PROTEIN ENGINEERING & ENZYME TECH						19	C	3
4	BIOREACTION ENGINEERING						19	C	3
5	GENETIC ENGINEERING & rDNA TECH						21	C	3
6	HUMAN VALUES & PROFESSIONAL ETHICS						16	B	0
7	FLUID MECHANICS & HEAT TRANSFER LAB						23	S	2
8	ENZYME TECHNOLOGY LAB						24	S	2
9	GENETIC ENGINEERING LAB						23	S	2
10	SOFTSKILLS						22	S	1
							187	SGPA:	8.09

Position in the class:

CGPA: 8.14

Any disciplinary actions taken/Achievements (paper presentations/seminars/internships/ workshops):

*[Signature]*  
Signature of the Mentor

*[Signature]*  
Signature of the Head

## COUNSELING NOTES

Sno	Date	Remarks	Signature
1.	19/7/2017	Explained about the academic rules and regulations.	<u>V. Aruna</u> 19/7/2017
2.	26/7/2017	Informed students to be punctual to classes and advised her to submit assignments before deadline for all the courses.	<u>V. Aruna</u> 26/7/2017
3.	2/8/2017	Enquired about any concerns that the student have. related studies as well as personal.	<u>V. Aruna</u> 2/8/2017
4.	9/8/2017	Good, No issues. Informed to prepare well for mid sectional exams.	<u>V. Aruna</u> 9/8/2017
5.	16/8/17	Emphasis was laid on attending to classes regularly and indicated the actions imposed due to less attendance.	<u>V. Aruna</u> 16/8/2017
6.	6/9/17	discussed about the preparation methods for appearing for various assessments.	<u>V. Aruna</u> 6/9/2017
7.	27/9/17	Discussed previous question papers and cleared few doubts regarding GATE and higher studies, informed to prepare well for the mid sectional and semester end examinations.	<u>V. Aruna</u> 27/9/2017

V. Aruna  
Signature of the Mentor

S. C. C.  
Signature of the Head



## 6. BE / B.Tech. ( Biotech ) VI-SEMESTER 2017-18

Monthly Attendance Details: (T: total classes      P: Present)

Sno	Course	1 <sup>st</sup> Month		2 <sup>nd</sup> Month		3 <sup>rd</sup> Month		4 <sup>th</sup> Month		Remarks
		T	P	T	P	T	P	T	P	
1	FERMENTATION TECHNOLOGY									
2	IPR, REGULATORY AFFAIRS & CLINICAL TRIALS									
3	BIOINFORMATICS									
4	ENVIRONMENTAL BIOTECHNOLOGY									
5	MASS TRANSFER OPERATIONS									
6	MEDICAL BIOTECHNOLOGY									
7	BIOPROCESS LAB.									
8	BIOINFORMATICS LAB									
9	MASS TRANSFER OPERATION LAB									
10										
Total										
Percentage										

Signature of the student: *Robini*

Signature of the parent: *M. N. S.*

Sno	Course	Assignment / Quiz (10/5)			Mid-1 (20)	Mid-2 (20)	Mid-Final (25/30)	External	Credits
		A1	A2	A3					
1	FERMENTATION TECHNOLOGY						18	A	3
2	IPR, REGULATORY AFFAIRS & CLINICAL TRIALS						18	B	3
3	BIOINFORMATICS						19	C	3
4	ENVIRONMENTAL BIOTECHNOLOGY						19	C	3
5	MASS TRANSFER OPERATIONS						20	B	3
6	MEDICAL BIOTECHNOLOGY						21	C	3
7	BIOPROCESS LAB						25	S	2
8	BIOINFORMATICS LAB						21	S	2
9	MASS TRANSFER OPERATION LAB						24	S	2
10									
							185	SGPA:	8.25

Position in the class:

CGPA: 8.16.

Any disciplinary actions taken/Achievements (paper presentations/seminars/internships/ workshops / GRE/TOEFL/GATE/CAT or any other exams):

Signature of the Mentor: *V. Suresh*

Signature of the Head: *S. S. S.*

## COUNSELING NOTES

Sno	Date	Remarks	Signature
1.	7/12/17	Explained about the various course for the VI Semester. Also encouraged her to apply for the internships during the Summer break.	V. Aene 7/12/2017
2.	27/12/17	Motivated her to participate in Co-curricular & Extra curricular activities along with academics.	V. Aene 27/12/2017
3.	31/1/2018	Advised the student to read about the research articles on upcoming thrust area of Biotechnology. Also suggested that it will be helpful for final year project	V. Aene 31/1/2018.
4.	11/1/2018.	Counselled about higher studies & profile building	V. Aene 11/1/2018.
5.	24/1/2018.	Instructed her to take good care of herself in terms of nutrition. Informed to prepare well for GATE Exam	V. Aene 24/1/2018.
6.	31/1/2018	No issues.	V. Aene 31/1/2018.
7.	28/2/2018	Enquired about their preparation for the upcoming exams.	V. Aene 28/2/2018
8.	8/3/2018	Briefed about the structure & instructions to be followed while appearing for exams.	V. Aene 8/3/2018.

  
 Signature of the Mentor

  
 Signature of the Head