

**Sinhgad technical education society’s**

**sINHGAD INSTITUTE OF TECHNOLOGY (Affiliated to Savitribai Phule Pune University & Approved by AICTE)**

Gat No. 309/310, off Mumbai Pune Expressway Kusgaon (Bk), Lonavala Pune – 410401

Telephone: (02114) 673 355, Fax: (02114) 278304, Website : [sit.sinhgad.edu](http://www.sinhgad.edu)

Vision and Mission of the Institute

vision**VISION**

**We are committed to produce not only good engineers but good human beings, also.**

**MISSION**

Holistic development of students and teachers is what we believe in and work for. We strive to achieve this by imbibing a unique value system, transparent work culture, excellent academic and physical environment conducive to learning, creativity & technology transfer. Our mandate is to generate, preserve and share knowledge for developing a vibrant Society.

MENTOR-MENTEE/TEACHER GUARDIAN RECORD

ACADEMIC YEAR 20 -20

SEMESTER I/II

Faculty Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class: \_\_\_\_\_\_\_\_\_\_ Div: \_\_\_\_ Roll Nos: \_\_\_\_\_ Cell No of Mentor/TG:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Vision and Mission of the Department

VISION:

MISSION:

Program Educational Objectives (PEOs):

Program Specific Outcomes (PSOs):

**INDEX**

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| **Sr. No.** | **Contents** |
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| 5 | Attendance Record ( Attach Printout) |
| 6 | Unit Test Mark Sheet ( Attach Printout) |
| 7 | Remedial Classes Record |
| 8 | Term Grant Certificate |

*Student Details: AY : Class: Div:*

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| **Roll No** | **Students Name** | **PRN No.** | **Result** | **City** | | **Contact Numbers** | | **e-mail** | **Fees paid RS.** | **Balance Fees Rs.** |
| **Self** | **Parent/ Guardian** |
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| **Roll No** | **Students Name** | **PRN No.** | **Result** | | **City** | **Contact Numbers** | | **e-mail** | **Fees paid RS.** | **Balance Fees Rs.** |
| **Self** | **Parent/ Guardian** |
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1. **Responsibility of Mentor/Teacher Guardian**

1. A teacher guardian should maintain all records of students in the standard format provided.
2. The teacher guardian should conduct at least one meeting every week.
3. The teacher guardian should update attendance of students under his/her supervision.
4. The teacher guardian will monitor academic performance of the students.
5. If student remains absent for continuous three lectures then teacher guardian will bring it to notice of respective class teacher & then to the H.O.D.
6. The teacher guardian should send letters regarding performance and attendance to parents every month.
7. The poor performance of the students should be improved by way of counseling of students along with parents.
8. The teacher guardian should maintain a record of efforts taken for improvement of students.
9. If required the teacher guardian will call parents on phone on the basis of record maintained; the direct telephone lines in the office will be made available for this purpose.
10. The teacher guardian is expected to carryout genuine counseling about studies.
11. The teacher guardian should try to solve problems of students.
12. The teacher guardian can give necessary punishment to students for improvements of performance in consultation with H.O.D.
13. The teacher guardian will give recommendation regarding the grant of term to the H.O.D. through class teacher at the end of semester.
14. The teacher guardian should see that no parent should come to the principal or management for the grant of term at the end of semester.
15. This document has to be signed by the teacher guardian and then submit it to the H.O.D. at the end of the semester.
16. **Responsibilities of Class Teacher**

1. Maintain class teacher manual and get it signed from head of the department on the first day of every month.
2. Conduct meeting of his/her own teacher guardians of the respective class, once in a month.
3. Check every day, whether all lectures and practicals are conducted smoothly.
4. Keep leave record of student in the class.
5. Maintain bio-data file of students in the class with necessary proofs.
6. Try to encourage students to score more in the exam and clear all the exams in first attempt.
7. Monitor attendance of the students and report to the Principal. Try to encourage students to maintain 100% attendance.
8. Make phone calls to defaulter students’ parents in every month & conduct parent meet.
9. Motivate students to study more and suggest various ways of systematic study so that no student will have backlog in the exam and encourage students who have backlog to attend Remedial Classes regularly and clear the backlogs as soon as possible.
10. **Responsibilities of Subject Teacher**
11. Maintain and update course file and lab manual time to time
12. Prepare self-notes for theory.
13. Monitor attendance i.e. take review of last lectures attendance in every lecture and maintain the record
14. If the Teacher need to remain absent for any reason, He/She must make alternative arrangement and convey it to the class teacher without fail.
15. The subject teacher must provide ………
    1. University question papers along with the frequency data
    2. Question bank for each unit
    3. Text / reference book name for the subject
    4. Model solution paper
    5. Oral questions
    6. MCQs for online exam.
    7. Soft/ Hard copies of Notes
    8. Journal

[Within 1st seven days from the date of Commencement of the term.]

1. Staff conducting practical must maintain and update continuous assessment sheet in every turn of practical strictly.
2. Teacher must check and sign the assignment as soon as the student complete the assignment.
3. Fill subject attendance in the system on every day without fail.
4. Fill marks of unit test and prelim exam in the system within two days from the date of conduction of his/her subject paper.
5. Take sign of Head of the Department on –
   1. Update attendance sheet.
   2. Update teaching plan on 1st day of every month.
6. Suggest systematic way of study to the students for the subject preparation to face the Online exam successfully and how to solve the Theory paper so that students will be able to score more marks in the subject

( ) Dr. M. S. Gaikwad

Head, Department of \_\_\_\_\_\_ Engg. Principal

Telephone Record

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**Students Meeting Record (SEMESTER I/II)**

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| **No.** | Points **Discussed** | **Action Taken** |
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Student Mentor/Teacher Guardian Class Teacher HOD

**Students Meeting Record (SEMESTER I/II)**

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Student Mentor/Teacher Guardian Class Teacher HOD

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Student Mentor/Teacher Guardian Class Teacher HOD

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Student Mentor/Teacher Guardian Class Teacher HOD

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Student Mentor/Teacher Guardian Class Teacher HOD

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Student Mentor/Teacher Guardian Class Teacher HOD

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Student Mentor/Teacher Guardian Class Teacher HOD

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Student Mentor/Teacher Guardian Class Teacher HOD

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Student Mentor/Teacher Guardian Class Teacher HOD

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Student Mentor/Teacher Guardian Class Teacher HOD

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Student Mentor/Teacher Guardian Class Teacher HOD

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Student Mentor/Teacher Guardian Class Teacher HOD

Students Feed Back on Curriculum

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Balance Fee: \_\_\_\_\_\_\_\_\_\_\_ Roll No.\_\_\_\_\_\_\_\_

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|  | **Subject Name** | **Question Bank Set , Oral Question Set** | **M.C.Qs** | **Model Question Solution Set** | **University Question Paper Set** | **Text Book** | **Signature of** |
| **Th 1** |  |  |  |  |  |  |  |
| **Th 2** |  |  |  |  |  |  |  |
| **Th 3** |  |  |  |  |  |  |  |
| **Th 4** |  |  |  |  |  |  |  |
| **Th 5** |  |  |  |  |  |  |  |
| **Pr 1** |  |  |  | **Practical’s Performed satisfactorily & certified duly** | | |  |
| **Pr 2** |  |  |  | **Practical’s Performed satisfactorily & certified duly** | | |  |
| **Pr 3** |  |  |  | **Practical’s Performed satisfactorily & certified duly** | | |  |

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Balance Fee: \_\_\_\_\_\_\_\_\_\_\_ Roll No.\_\_\_\_\_\_\_\_

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|  | **Subject Name** | **Question Bank Set , Oral Question Set** | **M.C.Qs** | **Model Question Solution Set** | **University Question Paper Set** | **Text Book** | **Signature of** |
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| **Pr 1** |  |  |  | **Practical’s Performed satisfactorily & certified duly** | | |  |
| **Pr 2** |  |  |  | **Practical’s Performed satisfactorily & certified duly** | | |  |
| **Pr 3** |  |  |  | **Practical’s Performed satisfactorily & certified duly** | | |  |

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Balance Fee: \_\_\_\_\_\_\_\_\_\_\_ Roll No.\_\_\_\_\_\_\_\_

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| **Pr 1** |  |  |  | **Practicals Performed satisfactorily & certified duly** | | |  |
| **Pr 2** |  |  |  | **Practicals Performed satisfactorily & certified duly** | | |  |
| **Pr 3** |  |  |  | **Practicals Performed satisfactorily & certified duly** | | |  |

**SINHGAD TECHNICAL EDUCATION SOCIETY’S**

**SINHGAD INSTITUTE OF TECHNOLOGY, LONAVALA**

***Term Grant Certificate***

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ms / Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No: \_\_\_\_\_\_\_\_\_\_\_**

He / She has Theory / Practical Performance and Attendance as per the University norms. He / She has shown Question Bank, Model Question Set, University Question Paper Set, Oral Question Set, Text Books etc. to respective teachers. His / Her term is granted/not granted and a admit card may be issued/not issued to him / her.

**Mentor/Teacher Guardian Class Teacher HOD**

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**SINHGAD INSTITUTE OF TECHNOLOGY, LONAVALA**

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**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Mentor/Teacher Guardian Class Teacher HOD**

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**Mentor/Teacher Guardian Class Teacher HOD**

**CALENDER**

**Inside Last Cover**

**Program Outcomes (POs)**

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| **List of Program Outcomes (POs)** | | |
| **PO1** | **Engineering Knowledge** | Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems. |
| **PO2** | **Problem Analysis** | Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences. |
| **PO3** | **Design/Development of Solutions** | Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations. |
| **PO4** | **Conduct Investigations of Complex Problems:** | Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions. |
| **PO5** | **Modern Tool Usage:** | Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations. |
| **PO6** | **The Engineer and Society:** | Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice |
| **PO7** | **Environment and Sustainability:** | Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development. |
| **PO8** | **Ethics:** | Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice. |
| **PO9** | **Individual and Team Work:** | Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings. |
| **PO10** | **Communication:** | Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions. |
| **PO11** | **Project Management and Finance:** | Demonstrate knowledge and understanding of the engineering and management principles and apply these to one’s own work, as a member and leader in a team, to manage projects and in multidisciplinary environments. |
| **PO12** | **Life-Long Learning:** | Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change |

Guidelines:

1. The concerned Teacher will be responsible for sole custody of this register and should be able to submit it to authorities whenever required
2. Attendance record is an important document and at most care should be taken while making entries. There should be no overwriting or incompleteness. Any correction if made should be individually initiated
3. Attendance should be marked in the relevant column Noting the date and the period.
4. For uniformity of attendance record , mark “P” for Present and “A” for Absent or numbers
5. At the end of every month Cumulative attendance should be submitted to department authorities.
6. For calculation of TW, all the entries of Attendance, Tests, Continuous Assessment, Assignment, Mock and In-sem examination should be completed in given time.
7. The head of the department will review the progress of teaching of faculty according to teaching plan and submitted activities over and above after every two weeks

PRINCIPAL