



Sinhgad Institutes

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

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Vision and Mission of the Institute

VISION

उत्तमपुरुषान् उत्तमाभियंतृन् निर्मातुं कटीबध्दाः वयम्।

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: _____

Vision and Mission of the Department

VISION:

MISSION:

Program Educational Objectives (PEOs):

Program Specific Outcomes (PSOs):

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2	Roles and Responsibilities og TG/ CC
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6	Unit Test Mark Sheet (Attach Printout)
7	Remedial Classes Record
8	Term Grant Certificate

Student Details:

AY :

Class:

Div:

Roll No	Students Name	PRN No.	Result	City	Contact Numbers		e-mail	Fees paid RS.	Balance Fees Rs.
					Self	Parent/ Guardian			
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
12									
14									
15									

Roll No	Students Name	PRN No.	Result	City	Contact Numbers		e-mail	Fees paid RS.	Balance Fees Rs.
					Self	Parent/ Guardian			
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									

A. 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 carry out 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.

B. 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.

C. Responsibilities of Subject Teacher

1. Maintain and update course file and lab manual time to time
2. Prepare self-notes for theory.
3. Monitor attendance i.e. take review of last lectures attendance in every lecture and maintain the record
4. 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.
5. The subject teacher must provide
 - a. University question papers along with the frequency data
 - b. Question bank for each unit
 - c. Text / reference book name for the subject
 - d. Model solution paper
 - e. Oral questions
 - f. MCQs for online exam.
 - g. Soft/ Hard copies of Notes
 - h. Journal

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

6. Staff conducting practical must maintain and update continuous assessment sheet in every turn of practical strictly.
7. Teacher must check and sign the assignment as soon as the student complete the assignment.
8. Fill subject attendance in the system on every day without fail.
9. Fill marks of unit test and prelim exam in the system within two days from the date of conduction of his/her subject paper.
10. Take sign of Head of the Department on –
 - a. Update attendance sheet.
 - b. Update teaching plan on 1st day of every month.
11. 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

()
Head, Department of _____ Engg.

Dr. M. S. Gaikwad
Principal

Telephone Record

Class:		Roll No:		Name of Student:	
Cell No:		Parent No:		Fees Paid	

Date	Time	Call Received by	Instruction / Discussion (In short)		

Telephone Record

Class:		Roll No:		Name of Student:	
Cell No:		Parent No:		Fees Paid	

Date	Time	Call Received by	Instruction / Discussion (In short)		

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Class:		Roll No:		Name of Student:	
Cell No:		Parent No:		Fees Paid	

Date	Time	Call Received by	Instruction / Discussion (In short)		

Students Meeting Record (SEMESTER I/II)

Meeting No. :

Date:

Time:

No.	Points Discussed	Action Taken
1		
2		
3		
4		
5		
6		
7		
8		

Roll No.	Signature	Roll No.	Signature	Roll No.	Signature	Roll No.	Signature

Student

Mentor/Teacher Guardian

Class Teacher

HOD

Students Meeting Record (SEMESTER I/II)

Meeting No. :

Date:

Time:

No.	Points Discussed	Action Taken
1		
2		
3		
4		
5		
6		
7		
8		

Roll No.	Signature	Roll No.	Signature	Roll No.	Signature	Roll No.	Signature

Student

Mentor/Teacher Guardian

Class Teacher

HOD

Students Meeting Record (SEMESTER I/II)

Meeting No. :

Date:

Time:

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Roll No.	Signature	Roll No.	Signature	Roll No.	Signature	Roll No.	Signature

Student

Mentor/Teacher Guardian

Class Teacher

HOD

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Date:

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Roll No.	Signature	Roll No.	Signature	Roll No.	Signature	Roll No.	Signature

Student

Mentor/Teacher Guardian

Class Teacher

HOD

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Roll No.	Signature	Roll No.	Signature	Roll No.	Signature	Roll No.	Signature

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Mentor/Teacher Guardian

Class Teacher

HOD

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Mentor/Teacher Guardian

Class Teacher

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Class Teacher

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Roll No.	Signature	Roll No.	Signature	Roll No.	Signature	Roll No.	Signature

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No.	Points Discussed	Action Taken
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Roll No.	Signature	Roll No.	Signature	Roll No.	Signature	Roll No.	Signature

Student

Mentor/Teacher Guardian

Class Teacher

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Meeting No. :

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No.	Points Discussed	Action Taken
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7		
8		

Roll No.	Signature	Roll No.	Signature	Roll No.	Signature	Roll No.	Signature

Student

Mentor/Teacher Guardian

Class Teacher

HOD

Students Feed Back on Curriculum

Student Name: _____ Balance Fee: _____ Roll No. _____

	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. _____

	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							
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Student Name: _____ Balance Fee: _____ Roll No. _____

	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				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

Ms / Mr. _____ Class: _____ Date: _____
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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CALENDER

Inside Last Cover

Program Outcomes (POs)

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