MENTOR AND MENTEE POLICY

(Approved in the 20th BOG meeting held on 19-05-2018 vide agenda Item no. 20.8)

- Managed By: Rajiv Memorial Academic Welfare Society, Mathura
- Approved By: All India Council for Technical Education, New Delhi
- Affiliated To: Dr.A.P.J. Abdul Kalam Technical University, Lucknow
G.L. Bajaj Institute of Technology and Management, Greater Noida

MENTOR AND MENTEE POLICY

The policy for mentorship in the institute is framed with purpose to provide a holistic, proactive and perceptive support to all students. The system is based on the student’s strength and need so that even the non-achievers can succeed. This includes academic and behavioral support to all students.

The academic support provided to the students;

1. Starting from the 1st Year, each student is mentored by a faculty member who provides academic support to individual student.

2. Each mentor can have maximum 25 students in a particular semester, this help to monitor the student’s progress continuously and the same is informed time to time to their parents too.

3. They serve as the concourse between the student and institution and provide necessary counseling to the students for their problems related to academics, behavioral, societal and personal.

4. The interaction with the student is maintained in a record book along with the action taken by them for the problems students mentioned during the studies. These records are maintained at the department level till his course of study.

5. To further support every mentors are also headed by the class coordinator, then by head of department and finally by Dean Student welfare (DSW).

6. The other problems of the students are addressed through different policies such as weak student’s policy, anti-ragging policy, Bright Student policy.

Format Attached:
University Roll No. 
Correspondence Address 

Permanent Address 

Mobile No. (Student's) 
Mobile No. (Parent's) 
Email (Student's) 
Email (Parent's) 
Occupation of Father/Mother 
Academic Qualifications

<table>
<thead>
<tr>
<th>Class</th>
<th>Board/University</th>
<th>Percentage (Aggr.)</th>
<th>Percentage (PCM/PCB/Science)</th>
<th>Division</th>
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<td>Other</td>
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Participation in Extra Curricular Activities (during course)

1. 
2. 
3. 

Category: GEN/OBC/SC/ST/MINORITY
Local Guardian:
Name: 
Address: 
Contact No.: 
Previous Achievement (if any)
Assessment during 1st Semester

Mentor's Name: 
Subjects Studying:

<table>
<thead>
<tr>
<th>S No.</th>
<th>Subject (Code &amp; Name)</th>
<th>Marks Obtained (1st Sessional)</th>
<th>Marks Obtained (2nd Sessional)</th>
<th>Marks Obtained (3rd Sessional)</th>
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</tbody>
</table>

N.B.: Mark "A" if absent, mark "D" if detained

Attendance Record:
1. After 1st Month % attendance (from__ to __)
2. After 2nd Month % attendance (from__ to __)
3. After 3rd Month % attendance (from__ to __)
4. Overall attendance in the semester % attendance (from__ to __)

Performance in 1st semester:
1. Cumulative score card

<table>
<thead>
<tr>
<th></th>
<th>External</th>
<th>Internal</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Marks</td>
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<td></td>
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<tr>
<td>Percentage</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

2. Carry over if any (provide details)

Sub. code

Marks

3. Any other Achievements
   i.
   ii.
   iii.

4. Involvement in indiscipline (Mention if any)
   i.
   ii.

5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)

Subject
Remarks
Teacher's Name

Accommodation: Hosteller/Day-scholar

Remarks by Dean 1st Year

Registrar
Assessment during II\textsuperscript{nd} Semester

Mentor's Name:  
Subjects Studying:

<table>
<thead>
<tr>
<th>S No.</th>
<th>Subject (Code &amp; Name)</th>
<th>Marks Obtained (1st Sessional)</th>
<th>Marks Obtained (2nd Sessional)</th>
<th>Marks Obtained (3rd Sessional)</th>
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</table>

N.B.: Mark "A" if absent, mark "D" if detained

Attendance Record:
1. After 1st Month % attendance (from \_\_\_\_\_\_ to \_\_\_\_\_\_)
2. After 2nd Month % attendance (from \_\_\_\_\_\_ to \_\_\_\_\_\_)
3. After 3rd Month % attendance (from \_\_\_\_\_\_ to \_\_\_\_\_\_)
4. Overall attendance in the semester % attendance (from \_\_\_\_\_\_ to \_\_\_\_\_\_)

Performance in 2\textsuperscript{nd} semester:
1. Cumulative score card

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<th>Total</th>
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</thead>
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<tr>
<td>Percentage</td>
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</tr>
</tbody>
</table>

2. Carry over if any (provide details)

Sub. code

Marks

3. Any other Achievements
i. 
ii. 
iii. 

4. Involvement in indiscipline (Mention if any)
 i. 
 ii. 

5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)

Subject

Remarks

Teacher's Name

Accommodation: Hosteller/Day-scholar

Remarks by Dean 1st Year

Registrar

G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III,
Greater Noida - 201306 (U., P.)
Assessment during III\textsuperscript{rd} Semester

Mentor's Name:
Subjects Studying:

<table>
<thead>
<tr>
<th>S No.</th>
<th>Subject (Code &amp; Name)</th>
<th>Marks Obtained (1st Sessional)</th>
<th>Marks Obtained (2nd Sessional)</th>
<th>Marks Obtained (3rd Sessional)</th>
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</tbody>
</table>

N.B.: Mark "A" if absent, mark "D" if detained

Attendance Record:
1. After 1st Month % attendance (from \_\_\_\_\_\_ to \_\_\_\_\_\_)
2. After 2nd Month % attendance (from \_\_\_\_\_\_ to \_\_\_\_\_\_)
3. After 3rd Month % attendance (from \_\_\_\_\_\_ to \_\_\_\_\_\_)
4. Overall attendance in the semester % attendance (from \_\_\_\_\_\_ to \_\_\_\_\_\_)

Performance in 3\textsuperscript{rd} semester:
1. Cumulative score card

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<tr>
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<th>External</th>
<th>Internal</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Percentage</td>
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<td></td>
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</tbody>
</table>

2. Carry over if any (provide details)

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Marks</th>
</tr>
</thead>
</table>

3. Any other Achievements
i.
ii.
iii.

4. Involvement in indiscipline (Mention if any)
i.
ii.

5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher's Name</td>
<td></td>
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</tbody>
</table>

Accommodation: Hosteller/Day-scholar

Remarks by Head of the Department

Registrar
G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III,
Greater-Noida-201306 (U.P.)
Assessment during IVth Semester

Mentor's Name:
Subjects Studying:

<table>
<thead>
<tr>
<th>S No.</th>
<th>Subject (Code &amp; Name)</th>
<th>Marks Obtained (1st Sessional)</th>
<th>Marks Obtained (2nd Sessional)</th>
<th>Marks Obtained (3rd Sessional)</th>
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N.B.: Mark “A” if absent, mark “D” if detained

Attendance Record:
1. After 1st Month % attendance (from ___ to ___)
2. After 2nd Month % attendance (from ___ to ___)
3. After 3rd Month % attendance (from ___ to ___)
4. Overall attendance in the semester % attendance (from ___ to ___)

Performance in 4th semester:
1. Cumulative score card

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<th>Internally</th>
<th>Total</th>
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<tr>
<td>Percentage</td>
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</tbody>
</table>

2. Carry over if any (provide details)

Sub. Code
Marks

3. Any other Achievements
   i.
   ii.
   iii.

4. Involvement in indiscipline (Mention if any)
   i.
   ii.

5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)

Subject
Remarks
Teacher's Name

Accommodation: Hosteller/Day-scholar
Remarks by Head of the Department

Registrar
G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III, Greater Noida - 201306 (U. P.)
Assessment during Vth Semester

**Mentor's Name:**

**Subjects Studying:**

<table>
<thead>
<tr>
<th>S No.</th>
<th>Subject (Code &amp; Name)</th>
<th>Marks Obtained (1st Sessional)</th>
<th>Marks Obtained (2nd Sessional)</th>
<th>Marks Obtained (3rd Sessional)</th>
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**N.B.:** Mark "A" if absent, mark "D" if detained

**Attendance Record:**
1. After 1st Month
2. After 2nd Month
3. After 3rd Month
4. Overall attendance in the semester

(attendance % from __________ to __________)

**Performance in 5th semester:**

1. **Cumulative score card**

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2. Carry over if any (provide details)

   Subject Code

   Marks

3. **Any other Achievements**

   i.
   ii.
   iii.

4. Involvement in indiscipline (Mention if any)

   i.
   ii.

5. **Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)**

   Subject

   Remarks

   Teacher's Name

**Accommodation:** Hosteller/Day-scholar

Remarks by Head of the Department

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Registrar

G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III,
Greater Noida - 201306 (U. P.)
Assessment during VIth Semester

Mentor's Name:
Subjects Studying:

<table>
<thead>
<tr>
<th>S No.</th>
<th>Subject (Code &amp; Name)</th>
<th>Marks Obtained (1st Sessional)</th>
<th>Marks Obtained (2nd Sessional)</th>
<th>Marks Obtained (3rd Sessional)</th>
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N.B.: Mark “A” if absent, mark “D” if detained

Attendance Record:
1. After 1st Month % attendance (from to)
2. After 2nd Month % attendance (from to)
3. After 3rd Month % attendance (from to)
4. Overall attendance in the semester % attendance (from to)

Performance in 6th semester:
1. Cumulative score card

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<tr>
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<th>Marks</th>
<th>Percentage</th>
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<td>Total</td>
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2. Carry over if any (provide details)

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<td>Marks</td>
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3. Any other Achievements
i.     
ii.    
iii.   

4. Involvement in indiscipline (Mention if any)
i.     
ii.    

5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)

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<tr>
<th>Subject</th>
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<tbody>
<tr>
<td>Remarks</td>
<td></td>
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<tr>
<td>Teacher's Name</td>
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</table>

Accommodation: Hosteller/Day-scholar

Remarks by Head of the Department

Registrar
G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III,
Greater Noida - 201306 (U. P.)
Assessment during VIIth Semester

Mentor's Name: 
Subjects Studying:

<table>
<thead>
<tr>
<th>S No.</th>
<th>Subject (Code &amp; Name)</th>
<th>Marks Obtained (1st Sessional)</th>
<th>Marks Obtained (2nd Sessional)</th>
<th>Marks Obtained (3rd Sessional)</th>
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N.B.: Mark "A" if absent, mark "D" if detained

Attendance Record:
1. After 1st Month % attendance (from _______ to _______)
2. After 2nd Month % attendance (from _______ to _______)
3. After 3rd Month % attendance (from _______ to _______)
4. Overall attendance in the semester % attendance (from _______ to _______)

Performance in 7th semester:
1. Cumulative score card

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<th>External</th>
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<tr>
<td>Percentage</td>
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</tbody>
</table>

2. Carry over if any (provide details)

code

3. Any other Achievements
   i. 
   ii. 
   iii. 

4. Involvement in indiscipline (Mention if any)
   i. 
   ii. 

5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Remarks</th>
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<table>
<thead>
<tr>
<th>Teacher's Name</th>
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</thead>
</table>

Accommodation: Hosteller/Day-scholar
Placement status and Company:
Remarks by Head of the Department

Registrar

& E. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III,
Greater Noida - 201305 (U. P.)
Assessment during VIIIth Semester

Mentor's Name:
Subjects Studying:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Subject (Code &amp; Name)</th>
<th>Marks Obtained (1st Sessional)</th>
<th>Marks Obtained (2nd Sessional)</th>
<th>Marks Obtained (3rd Sessional)</th>
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N.B.: Mark "A" if absent, mark "D" if detained

Attendance Record:
1. After 1st Month % attendance (from ______ to ______)
2. After 2nd Month % attendance (from ______ to ______)
3. After 3rd Month % attendance (from ______ to ______)
4. Overall attendance in the semester % attendance (from ______ to ______)

Performance in 8th semester:
1. Cumulative score card

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</table>

2. Carry over if any (provide details)

Sub. code
Marks

3. Any other Achievements
i.
ii.
iii.

4. Involvement in indiscipline (Mention if any)
i.
ii.

5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)

<table>
<thead>
<tr>
<th>Subject</th>
<th>Remarks</th>
<th>Teacher's Name</th>
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</table>

Accommodation: Hosteller/Day-scholar

Placement status and Company:
GATE Enrollment No.:
Remarks by Head of the Department

Registrar

G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III,
Greater Noida - 201308 (U.P.)
(Technical Profile)

Training and Certification

Projects

Seminar

Technical Skills

Registrar
G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III,
Greater Noida - 201306 (U. P.)
# PDP Assessment Sheet

## Attendance in PDP Classes

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Semester</th>
<th>Attendance</th>
<th>Total %</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Aptitude</td>
<td>Soft Skills</td>
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## Performance in PDP assessment (Aptitude/Technical/English/Others Tests)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Date of Test</th>
<th>Type of Test</th>
<th>Topic</th>
<th>Max. Marks</th>
<th>Score</th>
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## Soft Skill Assessment/One to One Assessment

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Date</th>
<th>Technical Writing Skills</th>
<th>Communication Skills</th>
<th>Communication Skills</th>
<th>Assessment</th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Need Improvement</th>
<th>Signature of Assessor</th>
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## Technical/HR Assessment

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Date</th>
<th>Technical</th>
<th>HR</th>
<th>Overall Personality</th>
<th>Signature of Assessor</th>
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</table>

*Note: Add Additional Sheets if Required*
(Remarks if any)

<table>
<thead>
<tr>
<th>S No.</th>
<th>Date</th>
<th>Remarks</th>
</tr>
</thead>
</table>

Registrar
G.L. Bajaj Institute of Technology & Management
Plot No. 2, Knowledge Park - III,
Greater Noida - 201306 (U.P.)
PROGRAM OUTCOMES (POs)

Engineering Graduates will be able to:

1. Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

2. 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.

3. 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.

4. 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.

5. 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.

6. The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequential responsibilities relevant to the professional engineering practice.

7. 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.

8. Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

9. Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

10. 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.

11. 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.

12. 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.

Registrar

G.L. Bajaj Institute of Technology & Management
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VISION OF THE INSTITUTE
To be an institute of repute, providing professionally competent and socially sensitive engineers.

MISSION OF THE INSTITUTE
- To equip with the latest technologies to be globally competitive professionals.
- To inculcate qualities of leadership, professionalism, corporate understanding and executive competence.
- To imbibe and enhance human values, ethics and morals in our students.