



DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to JNTUK, Kakinada)

NAAC ACCREDITED INSTITUTE

ISO 9001:2008; ISO 14001:2004 & OHSAS 18001:2007 Certified Institution

NH -16, ANAKAPALLE – 531 002, Visakhapatnam, A.P.

DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Best Practices -1

Professional Bodies

IEEE-Institute of Electronics and Electronics engineers

About IEEE:

IEEE is the world's largest technical professional organization dedicated to advancing technology for the benefit of humanity. IEEE and its members inspire a global community through its highly cited publications, conferences, technology standards, and professional and educational activities. Through its global membership, IEEE is a leading authority on areas ranging from aerospace systems, computers and telecommunications to biomedical engineering, electric power and consumer electronics.

About DIET IEEE Student Branch

DIET IEEE Student Branch was established in the year 2008 under IEEE Vizag Bay Sub Section as a part of IEEE Hyderabad section with a humble beginning of 2 Professional members and 15 student members. With an active role in the IEEE community, the student branch rose to a strong unit of 250 members led by dynamic branch counselors and in the year 2013, it received the Most Vibrant Student Branch award after which it achieved further heights and currently, with a strong team of volunteers and representatives of newly formed IEEE Vizag Bay section, it has gained a bigger role as DIET IEEE SB Counselor is currently serving as the Student Activity Chair for Vizag Bay and a couple of student volunteers are functioning as the Student Network members of IEEE Vizag Bay Section.

Various events are conducted from time to time like-

DIET DAKSHAK

Faraday Memorial Lecture

Awareness on IEEE Xtreme

IEEE Student Branch

SSA Workshop

MADC Ambassador Talk

CSI-Computer Society of India

About Computer Society of India (CSI):

Formed in 1965, the CSI has been instrumental in guiding the Indian IT industry down the right path since its formative years. Today, the CSI has 69 chapters all over India, 381 student branches, and more than 70000 members including India's most famous IT industry leaders, brilliant scientists and dedicated academicians.

About DIET CSI Student Branch:

DIET CSI Student Branch is approved by Computer Society of India, Chennai on 26th July 2010. There are 200+ student members in the DIET CSI Student Branch. The Aim of DIET CSI Student Branch is to Enhance Technocratic values of the Students.

» Mission:

The mission of CSI is to facilitate research, knowledge sharing, learning and career enhancement for all categories of IT Professionals, while simultaneously inspiring and nurturing new entrants into the industry and helping them to integrate into the IT community. The CSI is also working closely with other industry associations, government bodies and academia to ensure that the benefits of IT advancement ultimately percolate down to every single citizen of India.

To help achieve these goals, the CSI has several Special Interest Groups (SIG's), and various initiatives pertaining to affordable computing and the spread of computer literacy.

As a member of the CSI, you will have the satisfaction of Knowing that your participation is channeled into accomplishing these noble objectives. While you gain professionally through the CSI 's myriad activities, you also automatically repay to society, in no small measure, the personal enrichment and glory that the IT industry has enabled for you and your family over the years.

» Vision:

Keeping in mind the interest of the IT professionals & computer users, CSI works towards, making the profession an area of choice amongst all sections of the society. The promotion of Information Technology as a profession is the top priority of CSI today. To fulfill this objective, the CSI regularly organizes conferences, conventions, lectures and gives various awards. And at the same time it also ensures that regular training and skill updating are organized for the IT professionals.

CSI also works towards a global approach, by seeking out alliances with organizations overseas who may be willing to come forward and participate in such activities. CSI also helps governments in formulating IT strategy & planning.

Various events are conducted under it like-

- FDP on Artificial Intelligence
- DIET Student Innovation Idea Challenge
- Role of IOT in start ups
- Role of Innovations in Teaching and Research
- R&D Webinar Series

Best Practice- 2

Student Mentor Book

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NAAC Accredited Institute

An ISO 9001 : 2008, ISO 14001 : 2004 &

OHSAS 18001 : 2007 Certified Institution

Build New World

Diet

Student Monitor



Name
Regd. No.
Branch
Batch



*Dedicated for the
cause of
Value added Education
and Research*



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NH-16, **ANAKAPALLE**, VISAKHAPATNAM - 531 002, A.P.

Phone : 996398 1111 / 996369 4444



www.diet.edu.in



Dadi Institute of Engineering & Technology

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STUDENT GENERAL INFORMATION

Admitted Batch : _____ Branch : _____

1. Student Profile -

a. Name of the Student : _____

b. Surname : _____

c. Nationality : _____ d. Religion : _____

e. Caste : _____ f. Category : _____

g. Date of Birth : _____ h. Place of Birth : _____

i. Hall Ticket No. : _____

j. Aadhar No. : _____

K. Residence Address : Door No. _____

Building Name / Flat : _____

Street : _____

City : _____ District : _____

State : _____ Pin Code : _____

l. Student Mobile No. : _____

m. Residence Landline No. : _____

n. E-Mail of Student : _____

o. Mother Tongue : _____

I YEAR
Photograph

IV YEAR
Photograph

2. Profile of Parents -

a. Name of the Father : _____

Occupation : _____

landline : _____ Mobile No. : _____

Education : _____ E-Mail id : _____

b. Name of the Mother : _____

Occupation : _____

landline : _____ Mobile No. : _____

Education : _____ E-Mail id : _____

- c. Mobile Number You wish to receive attendance & Progress : _____
- d. Annual Income of Family : _____
- e. Mother Tongue of Parent : _____
- f. Whether Parent / relatives/ acquaintance working in DIET (if yes, give the name) : _____

3. Academic Background of the Student -

- a. School where he/she Studied 10th Class : _____
Mode of Syllabus : State / CBSE / ICSE
- b. College in which he/she Completed Inter / Diploma : _____
- c. Year of Completion of : 10th / CBSE _____ Inter / Diploma / Degree : _____
- d. Percentage of Marks in : 10th / CBSE _____ Inter / Diploma / Degree : _____
- e. Rank in EAMCET/ECET/POLYCET/ICET : _____
- f. Proficiency in other activities : _____ (like Quiz/Debate/Essay writing/Sports & Games)
- g. Category of admission : Counseling / Management / Spot
- h. Achievements : _____

4. A. Self Analysis - Give rating as EXCELLENT/GOOD/SATISFACTORY/POOR

- 1. Communication
My Proficiency in English : _____
My proficiency in mother tongue : _____
General speaking abilities : _____
Confidence to talk with new people : _____
- 2. Academic -
My Motivation towards Engineering : _____
Motivation towards General Studies : _____
My Performance in the past : _____
- 3. Hard Work -
(a) To learn theory subjects : _____

(b) To acquire practical knowledge : _____

(c) To solve problems : _____

5. Health -

a. Blood Group : _____ b.Height : _____

c. Weight : _____ d. Eye Sight : _____

e. Any other : _____

f. Illness during last year, if any : _____

g. Chronic disease, if any : _____

h. Essential medicines in
emergency, if any : _____

6. Hobbies : _____

7. Parents Observation -

1. Behaviour :

a. Respect towards elders : _____
(parents, teachers & relatives)

b. Relation with friends : _____

c. Working temperament : _____

2. Health : _____

3. If Motivation required
(a) towards studies : _____

(b) towards career : _____

4. Level of Confidence : _____

5. Communication Skills : _____

6. Any other suggestions : _____

8. Professional Membership Enrolment Details

Professional Body	Membership No.	Date of Enrolment	Validity

9. Merits / Achievements

10. Indiscipline / Misbehaviour Identified

Signature of the Parent

Signature of the Student

Signature of the Mentor

Signature of the HOD



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B.TECH SEMESTER WISE MENTORING SHEET

I Year - I Semester

NAME OF THE MENTOR : _____

Department : _____

Academic Year : _____ Branch : _____

1. Student Name : _____

Regd. No. : _____

2. Student Ph. No. : _____

3. Parent Mobile No. : _____

Land Line No. : _____

4. Student e-mail id : _____

Parent e-mail id : _____

5. Attendance (1) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(2) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(3) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(4) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(5) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

6. (b) University Examinations :

Sl. No.	Name of the Subject / Lab	Month & Year in which cleared									Max Marks	Remarks
		1 st Attempt			2 nd Attempt			3 rd Attempt				
		Month & Year	Marks	Pass / Fail	Month & Year	Marks	Pass / Fail	Month & Year	Marks	Pass / Fail		
1												
2												
3												
4												
5												
6												
7												
8												
9												
Total :											Percentage :	

7. Mentoring Sheet -

Bi-Weekly Report	Mentoring Areas	Problems, if any	Suggestions	Signature of the Student	Signature of the Mentor
1, 2	ATTENDANCE				
	ACADEMICS				
	BEHAVIOUR				
	EXTRA CURRICULAR				
3, 4	ATTENDANCE				
	ACADEMICS				
	BEHAVIOUR				
	EXTRA CURRICULAR				
5, 6	ATTENDANCE				
	ACADEMICS				
	BEHAVIOUR				
	EXTRA CURRICULAR				
7, 8	ATTENDANCE				
	ACADEMICS				
	BEHAVIOUR				
	EXTRA CURRICULAR				

Bi-Weekly Report	Mentoring Areas	Problems, if any	Suggestions	Signature of the Student	Signature of the Mentor
9, 10	ATTENDANCE				
	ACADEMICS				
	BEHAVIOUR				
	EXTRA CURRICULAR				
11, 12	ATTENDANCE				
	ACADEMICS				
	BEHAVIOUR				
	EXTRA CURRICULAR				
13, 14	ATTENDANCE				
	ACADEMICS				
	BEHAVIOUR				
	EXTRA CURRICULAR				
15, 16	ATTENDANCE				
	ACADEMICS				
	BEHAVIOUR				
	EXTRA CURRICULAR				

END OF THE SEMESTER REPORT

1. General Observations -

a) Academic Development :

.....
.....
.....
.....

b) Any other :

.....
.....

Please mention your rating as - EXCELLENT / GOOD / SATISFACTORY / POOR

2. Personality Development -

a) Communication Skills : _____

b) Behaviour with other students : _____

c) Team Spirit / Ability to mix with others : _____

d) Creativity : _____

e) Leadership Qualities : _____

f) Regularity (Monthly Attendance) : _____

g) Maintenance of dress code : _____

h) General attitude (Hard working/ : _____
easy going/ works under supervision)

i) Any destructive / negative thinking : _____

j) General Behaviour

a) (PI **5** the box) : Normal if not

1. Aggressive in : _____

2. Dull due to : _____

b) Observable Behavioural Aspects

a) Name of the language he / she uses

i) In the class room with teacher : _____

ii) Outside class room with teacher : _____

b) Any other abnormal behaviour : _____

c) Achievements in the current semester (attach photos / proofs if any) -

1.....

2.....

3.....

d) Mentor Report -

.....
.....
.....
.....
.....

e) Suggestions of the Mentor for further development -

.....
.....
.....

f) Indiscipline activities indulged if any, during the semester -

.....
.....
.....

g) Details of Parents' visits

Date	Name of the Parent / Guardian	Reason of Visit	Counseling report

3. Feedback to and from Parents -

Sl. No.	Date & Time of call	Contacted Father / Mother / Guardian	Feedback submitted to parent	Parent response
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

4. Overall Rating -

Rate by Mentor - **EXCELLENT / GOOD / AVERAGE / POOR**

Signature of the Student

Signature of the Mentor

Signature of the Parent

Signature of the HOD



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B.TECH SEMESTER WISE MENTORING SHEET

I Year - II Semester

NAME OF THE MENTOR : _____

Department : _____

Academic Year : _____ Branch : _____

1. Student Name : _____

Regd. No. : _____

2. Student Ph. No. : _____

3. Parent Mobile No. : _____

Land Line No. : _____

4. Student e-mail id : _____

Parent e-mail id : _____

5. Attendance (1) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(2) Month _____ % of Attendance : _____

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(3) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(4) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(5) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____



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B.TECH SEMESTER WISE MENTORING SHEET

II Year - I Semester

NAME OF THE MENTOR : _____

Department : _____

Academic Year : _____ Branch : _____

1. Student Name : _____

Regd. No. : _____

2. Student Ph. No. : _____

3. Parent Mobile No. : _____

Land Line No. : _____

4. Student e-mail id : _____

Parent e-mail id : _____

5. Attendance (1) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(2) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(3) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(4) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(5) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____



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II Year - II Semester

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(4) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(5) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____



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B.TECH SEMESTER WISE MENTORING SHEET

III Year - I Semester

NAME OF THE MENTOR : _____

Department : _____

Academic Year : _____ Branch : _____

1. Student Name : _____

Regd. No. : _____

2. Student Ph. No. : _____

3. Parent Mobile No. : _____

Land Line No. : _____

4. Student e-mail id : _____

Parent e-mail id : _____

5. Attendance (1) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(2) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(3) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(4) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(5) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____



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B.TECH SEMESTER WISE MENTORING SHEET

III Year - II Semester

NAME OF THE MENTOR : _____

Department : _____

Academic Year : _____ Branch : _____

1. Student Name : _____

Regd. No. : _____

2. Student Ph. No. : _____

3. Parent Mobile No. : _____

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No. of working periods _____ No. of periods attended : _____

(4) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(5) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____



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B.TECH SEMESTER WISE MENTORING SHEET

IV Year - I Semester

NAME OF THE MENTOR : _____

Department : _____

Academic Year : _____ Branch : _____

1. Student Name : _____

Regd. No. : _____

2. Student Ph. No. : _____

3. Parent Mobile No. : _____

Land Line No. : _____

4. Student e-mail id : _____

Parent e-mail id : _____

5. Attendance (1) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(2) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(3) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(4) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(5) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____



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B.TECH SEMESTER WISE MENTORING SHEET

IV Year - II Semester

NAME OF THE MENTOR : _____

Department : _____

Academic Year : _____ Branch : _____

1. Student Name : _____

Regd. No. : _____

2. Student Ph. No. : _____

3. Parent Mobile No. : _____

Land Line No. : _____

4. Student e-mail id : _____

Parent e-mail id : _____

5. Attendance (1) Month _____ % of Attendance : _____

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(2) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(3) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(4) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

(5) Month _____ % of Attendance : _____

No. of working periods _____ No. of periods attended : _____

Best Practice 3

Green Campus

1. ENVIRONMENTAL POLICY OF THE COLLEGE: -

Dadi Institute of Engineering and Technology, Anakapalle is a quality conscious college. It protects its own environment with its green campus initiative and keeps pollution free campus. Environment development is its basic work with the educational policies implemented on the campus. Environmental conscious administration, the management and the students of the college look after the environment carefully. Every year, during rainy season, we do tree plantation and carefully look after it. It's our own responsibility to preserve the work done on the campus related to the environment.

Our environmental policy:

- To create awareness regarding environmental policy amongst the students and the management.
- To Use Solar Energy on College Campus by installing Solar Lamps and Solar water Heaters.
- To sensitize the students and staff regarding the use of drinking water properly for which, we have provided purified (RO aqua-guard) drinking water facilities on the campus.
- To bring in use the 'Rain Water Harvesting' on the campus. We have collected the rain water from the college roof and it is percolated in the land.
- To maximize the use of ICT and minimize the use of paper. It will help to go towards 'Paperless Office'.
- To use the solid waste through vermin-compost on the campus and use it as a fertilizer.
- To use 'Use me' Dry and Wet dust bins in the college campus so as to keep college campus clean.
- To maintain green campus, 'Green Audit' is done regularly.

2. CONSTITUTION FOR GREEN AUDIT:-

The Green Audit Committee will act as per the environmental policy and shoulder the responsibility of maintaining and protecting environment surrounding the college. The aim of the committee is to provide advice for the development of environmental policy and practice in the areas of.

Waste Management

- i. Solid waste management
- ii. Sewage water management
- iii. Effluent water treatment
- iv. E-waste management

Soil Management

Water conservation and management

Tree plantations

Bio-diversity and threatened/ endangered species preservations

Energy use and conservations

Eco-friendly techniques

Eco-friendly campus

Noise Pollution

Air Pollution

Paper less operating procedure

Green environment and clean campus

3. AIR POLLUTION MANAGEMENT

○ Periodic Awareness Programme for Staff, Students and Society:

Our college has been continuously conducting awareness programmes for staff, students and society for protecting and maintaining environment. The awareness is also done by arranging programmes, rallies on various issues related to environment and health. The college students and faculty Members are involved in the activities through NSS.

○ Establishment of oxygen park, plantation of oxygen rich plants:

Our college has a beautiful green campus. We have skillfully planted the plants like Pimpal, Neem Trees and Tulsi so as to make the campus full of oxygen. The greenery has remained useful in developing Oxygen Park in our college.

○ Display boards on college campus:

Various boards for the awareness on the environment control, noise control, conservation of energy, recycling of resources, tree plantation and environmental policy of college have been displayed for all the stakeholders.

- **Eco-ventilators/Exhaust fans in the laboratories and the library:**

All the laboratories and library have proper ventilation and exhaust fans to maintain the freshness.

4. NOISE POLLUTION MANAGEMENT

- **Silence zones in the college:**

Various display boards have been placed in the library and other places for awareness to maintain silence in the college.

5. HUMAN HEALTH AND SAFETY MANAGEMENT

- **Organizing Blood donation camps:**

The NSS unit of college organizes blood donation camps on various occasions in association with government and private hospitals.

- **Fire safety:**

College has many fire extinguishers, all across College Buildings. Fire extinguishers have been fixed in the main building, library building, Canteen, and all Department of the college for safety purpose.

6. SOIL POLLUTION MANAGEMENT:

- **Rain water harvesting:**

The college is having rain water harvesting system to conserve the rain water. The earth water level is increased which helped to have water to our college board. It increases natural storage of water, and helps the college in getting water for various purposes.

- **Plastic free Campus:**

The college is having plastic free campus and also creating awareness amongst the students and staff members regarding the same by display boards and other programmes.

7. OTHER SECTORS FOR ENVIRONMENT MANAGEMENT:

○ Solid waste Management:

Dust bins are kept at different places in campus as well as in all class rooms and laboratories. Solid waste was (Dry and wet) collected regularly at one place and informed to Municipal Corporation for proper disposal. Waste from plants are also regularly collected and used in vermi-composting unit.

○ Use of LED bulbs in college:

Principal's Office, Office of IQAC, Administrative Office, Library, Virtual Classrooms, Language Lab, Computer Labs, Science Lab, Departmental Offices, and all classrooms have LED bulbs to save and conserve energy.

○ Conducting energy audit:

Energy audit of consumption of electricity in the college is conducted during the academic year. The objective of this audit is to identify energy consumption and conservation opportunity.

○ Dustbins on the premises:

In our college campus all the laboratories, cabin and corridor is having dustbins. Laboratories are having separate dustbins for dry and wet wastage. The use of dustbins maintains garbage free campus.

○ No uses of plastic in canteen:

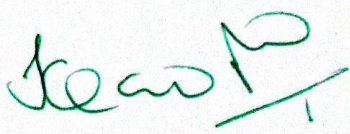
Our canteen uses paper plates, newspapers, utensils so as to control the use of plastic on the college campus. It has helped in keeping the campus plastic free.

○ Use of dust proof chalks:

In our college some classrooms and laboratories are fitted with white and green boards with dust free chalks and marker pens.

○ Minimum use of Photocopy/printing:

In the college paper data is converted into soft copies and procedures are digitalized which minimizes the use of printing papers. We also put warning stickers on each Photocopy/ Printing machine to use. The maximum working procedures are paperless. We take the already one-sided Photocopy papers in use to avoid the maximum use of papers.


PRINCIPAL
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