



DADI INSTITUTE OF ENGINEERING & TECHNOLOGY
(Approved by A.I.C.T.E & Permanently Affiliated to JNTUK)
Recognised u/s 2(f) & 12 (b) of UGC Act NAAC Accredited Institute
National Highway-16, Anakapalle, Visakhapatnam-531002, A.P.
Phone: 9963981111, E-Mail: info@diet.edu.in, Web: www.diet.edu.in

Key Indicator - 7.2 Best Practices

7.2.1. Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice 1

1. Title of the Practice: “Professional Bodies and Connectivity”

2. Objectives of the Practice

- To promote the general advancement of Engineering and their application.
- Promote study of Engineering through R & D activities and grants.
- Dissemination and updating of Engineering and Technological Knowledge among its student members through Technical Activities.
- Fostering National and International cooperation in Engineering and Technology
- To promote efficiency and honorable dealings to suppress malpractice in Engineering
- Providing quality training programmes to teachers and administrators of technical institutions to update their knowledge and skills in their fields of activity.
- To assist and contribute in the production and development of top quality professional engineers and technicians needed by the industry and other organisations.
- Providing guidance and training to students to develop better learning skills and personality.

3. The Context

- Improving the standard of education;
- Counselling the students in the emerging new opportunities;
- Encouraging outside-the-classroom studies / practical work / seminars etc;
- Better employment of the students on completion of their courses;
- Substantial increase of memberships.
- Opportunity to participate in technical events e.g. Seminar, Symposia, Conventions, Workshops etc. organized by IE(I) State/Local Centres.
- Participation in various Technical Activities of the Students’ Chapter.

- Access to library facilities at 121 State/Local Centres of the Institution across the country.
- Opportunity to meet fellow engineers for professional interaction.
- Reimbursement of travelling expenses to students selected for presentation of technical papers in Technicians’/Student’s Convention.
- Reimbursement of travelling expenses to students selected for presentation of technical papers in Technicians’/Students’ Convention.
- Preference to attend short-term training programmes for academic excellence and to become eligible for career advancement opportunities
- Eligible to apply for various national level awards
- Publications for Self-Development, Institution Development, etc.

4. The Practice

DIET is a self-financed Private Engineering College associated with a greater number of International and National Level Professional Bodies having active student branches. Student branches of The Institute of Electrical Electronics Engineers (IEEE), Association for Computing Machinery (ACM), The Institute of Engineering Technology (IET), Indian Society for Technical Education (ISTE), Computer Society of India (CSI), The Institute of Electronics and Telecommunication Engineers (IETE), The Institute of Engineers (INDIA), Confederation of Indian Industries.

| S.NO. | Membership type | No.of memberships |
|-------|-----------------|-------------------|
| 1 | ISTE | 10 |
| 2 | IEEE | 58 |
| 3 | IEI | 45 |
| 4 | CSI | 250 |
| 5 | IETE | 150 |
| 6 | ACM | 3 |

IEEE

DIET IEEE Student Branch is the only active SB in the bay region, (CII), Infosys Campus Connect, APITA, Andhra Pradesh Society for Mathematical Sciences (APSMS), Andhra Pradesh Chambers of Commerce and Industry Federation and also implemented the programs in association with these professional Bodies. DIET IEEE students consistently take part in the IEEE Extreme global 24-hour programming competition with record no. of teams participating and grabbing good number of world rankings.

IEI

The Institution of Engineers (India) [IE(I)] is a statutory body to promote and advance the Engineering and Technology, established in 1920 and incorporated by Royal Charter in 1935. It is the largest multi-disciplinary professional body of engineers encompassing 15 (fifteen) engineering disciplines with a Corporate membership of over 2 lakhs, and serving the nation for more than 9 decades. The IE(I) has its headquarters located in Kolkata with national presence through more than hundred Centres and several Overseas Chapters. IE(I) has been recognized as Scientific and Industrial Research Organization by the Ministry of Science & Technology, Govt. of India and besides conducting its own research, provides Grant-in-Aid to UG/PG/PhD students of Engineering Institutes & Universities. The Institution of Engineers (India) is a first professional body to represent India in several International Bodies, such as the World Mining Congress (WMC), the World Federation of Engineering Organizations (WFEO), the Commonwealth Engineers' Council (CEC), the Federation International du Beton (fib), and the Federation of Engineering Institutions of South and Central Asia (FEISCA). It also has bilateral agreements with a number of professional societies across the globe. IE(I) holds the International Professional Engineers (IntPE) Register for India under the global International Professional Engineers Alliance (IntPEA). The Institution also awards the Professional Engineers (PE) Certification.

ISTE

The Indian Society for Technical Education (ISTE) is the leading National Professional non-profit making Society for the Technical Education System in our country with the motto of Career Development of Teachers and Personality Development of Students and overall development of our Technical Education System. Being the only national organisation of educators in the field of Engineering and Technology, ISTE effectively contributes in various missions of the Union Government. The strength of ISTE is the strong base it has in technical education institutions in the country. At present, the ISTE has a very large and an effective membership base consisting of 124024 Life Members, 5 lakh Student members, 2734 Institutional Members, 1369 Faculty Chapters, 1479 Student Chapters at institutional level and 17 Sections at State level. The major objective of the ISTE is to provide quality training programmes to teachers and administrators of technical institutions to update their knowledge and skills in their fields of activity and to assist and contribute in the production and development of top quality professional engineers and technicians needed by the industry and other organisations.

CSI

Seed for the Computer Society of India (CSI) was first shown in the year 1965 with a handful of IT enthusiasts who were a computer user group and felt the need to organize their activities. They also wanted to share their knowledge and exchange ideas on what they felt was a fast emerging sector. Today the CSI takes pride in being the largest and most professionally managed association of and for IT professionals in India. The purposes of the Society are scientific and educational directed towards the

advancement of the theory and practice of computer science and IT. The organisation has grown to an enviable size of 100,000 strong members consisting of professionals with varied backgrounds including Software developers, Scientists, Academicians, Project Managers, CIO's , CTO's & IT vendors to just name a few. It has spread its branches all over the country. Currently having 488 student branches and rooted firmly at 73 different locations, CSI has plans of opening many more chapters & activity centers in smaller towns and cities of the country. The idea is to spread the knowledge, and provide opportunities to as many interested as possible.

ACM

ACM brings together computing educators, researchers, and professionals to inspire dialogue, share resources, and address the field's challenges. As the world's largest computing society, ACM strengthens the profession's collective voice through strong leadership, promotion of the highest standards, and recognition of technical excellence. ACM supports the professional growth of its members by providing opportunities for life-long learning, career development, and professional networking. Founded at the dawn of the computer age, ACM's reach extends to every part of the globe, with more than half of its nearly 100,000 members residing outside the U.S. Its growing membership has led to Councils in Europe, India, and China, fostering networking opportunities that strengthen ties within and across countries and technical communities. Their actions enhance ACM's ability to raise awareness of computing's important technical, educational, and social issues around the world.

IETE

The IETE has built up an impressive strength of student members all over the Country, at both Graduate (AM) and Diploma (SD) levels. A pass in Section A & B makes them eligible for AMIETE / DipIETE respectively. Students chapters of IETE Centres generally take care of the academic / professional needs of these members. IETE however needs to be well known to all electronics / telecommunication / computer science / information technology students to build awareness amongst them for the mutual benefit. In India, there are nearly 600 Engineering Colleges (affiliated to Universities), over 190 universities and over 750 Polytechnics (coming under State Dtes). Most of these Institutions have Departments of Electronics /Telecom / Computer / IT / Electrical and related areas of direct interest to IETE and prepare the students for BE/B Tech or Diploma Qualifications.

5. Evidence of Success

| S No | Date | Professional Body | EVENT/ ACTIVITY |
|-------------|---------------|--------------------------|--|
| 1 | 25 Jul,2017 | ISTE | A Guest lecture on "Advancements in power systems" |
| 2 | Aug, Sep-2018 | ISTE | A one-month workshop on "Diet creative buddy apps" |

| | | | |
|----|--------------|------|---|
| 3 | 12 Dec,2018 | IETE | Guest Lecture on Industrial Automation –Applications in Electronics Organized by IETE |
| 4 | 12 Dec,2019 | IETE | Recent Trends in Electronics &Communication Engineering |
| 5 | 20 Feb, 2020 | ISTE | One Day Seminar on “Entrepreneurship Development Lecture2k20” |
| 6 | 12 Dec,2020 | IETE | Industrial Automation on Mechatronics |
| 7 | 10 Feb,2021 | IEEE | Blood Donation/Social Event [In association with NSS Unit] |
| 8 | 04 Apr,2021 | IEI | Webinar on Autodesk Revit. |
| 9 | 26 May, 2021 | IEI | DIET IEI workshop on MS Project and Primavera |
| 10 | 09 Sep, 2021 | IEI | Royal charter day |
| 11 | 09 Sep, 2021 | CSI | Dennis Ritchie Birthday[Department Day] - Guest Lecture and Technical Quiz. |
| 12 | 15 Sep, 2021 | IEI | Engineers Day [DIET IEI with other professional Bodies at DIET] |
| 13 | 23 Sep, 2021 | ISTE | A one-day Seminar on “Entrepreneurship development lecture-2K21” |
| 14 | 23 Sep, 2021 | IEEE | FML2k21 [Faraday Memorial Lecture] |
| 15 | 29 Sep, 2021 | IETE | MOU with BSNL |
| 16 | 29 Sep, 2021 | IETE | Guest Lecture On Advanced Trends in Telecommunication Systems |
| 17 | 07 Oct 2021 | CSI | CSI Technical Workshop |
| 18 | 22 Oct, 2021 | IEI | Each one plant one /Social Event [In association with NSS Unit] |
| 19 | 23 Oct, 2021 | ISTE | Entrepreneurship 2k21 |
| 20 | 24 Oct, 2021 | IEEE | IEEEExtreme 15.0 [In association with IEEE USA] |
| 21 | 29 Oct, 2021 | IETE | Poster Presentation, Paper Presentation (Technical Talk) |

| | | | |
|----|-----------------|------|--|
| 22 | 15 Nov, 2021 | IEEE | DIET IEEE ExCom Meet [Student Branch Event] |
| 23 | 19 Nov, 2021 | IEI | DIET IEI Workshop on ETABS [Student Branch Event] |
| 24 | 1 Dec, 2021 | IETE | ECE Day Robert Noyce Birthday, Inventor of IC |
| 25 | 11 Dec, 2021 | IETE | ECE Day Robert Noyce Birthday, Inventor of IC |
| 26 | 13 Dec, 2021 | CSI | Hackathon in Association with CSI |
| 27 | 18 Dec, 2021 | IEI | Webinar on Performance of precast buildings in seismic zone |
| 28 | 20-25 Dec, 2021 | ISTE | A one Week online refresher programme on “Applications of signal processing” |
| 29 | 27 Dec, 2021 | IEEE | Annual Exit Meet |

6. Problems Encountered and Resources Required

1. As students are from rural background, they are unable to understand the professional memberships importance.
- 2 Many students are from economically backward family and they need support in acquiring professional memberships.



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Key Indicator - 7.2 Best Practices

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Best Practice 2

1. Title of the Practice- “Counseling and Mentoring”

2. Objectives of the Practice

Mentoring and counseling are the regular practice of DIET College for all the students. All-inclusive development of our students is a Quality Policy that is followed very rigorously. Mentoring makes it possible for the students to get nurtured at specific areas of their weakness, as continuous mentoring and counseling would be provided to the students by the mentors. The students feel empowered and motivated with the constant teacher’s monitoring and counseling, which in turn makes the students recognize their own worth and results in overall improvement and success. The concept of this practice is meant to strengthen and identify career paths for students and support students' personal growth. Provide an opportunity for students to learn and practice professional networking skills. Prepare students with the understanding and tools to make moral and decision-making skills. To improve discipline and human interaction in the campus through the mentoring and counseling system.

Objectives:

- Holistic development of our students is our Quality Policy, which is very important for our students to be socially responsible and to grow as nation builders.
- Mentoring aims at providing complete motivation and support to students for their overall improvement and success.
- Help identify career paths for students and support students' personal growth. Provide an opportunity for students to learn and practice professional networking skills.
- Equip students with the understanding and tools to make ethical and decisions making skills. To improve discipline and social interaction in the campus through the mentoring system.
- To assist students in feeling more connected to the campus and to academics.

Mentoring:

It is the process of providing guidance and advice by the Mentors in order to help develop students’ overall performance index.

Mentor activities are:

- Advice oneself-development and learning
- General help with learning programs
- Guidance on acquiring new necessary skills.
- Guidance on administrative and human resources management problems
- Advice on career planning and development at various stages of career.
- Information on corporation culture and the way the things are done in the company.
- Coaching in specific skills.
- Directing on project planning, preparation and implementation.
- Advising on personal issues.
- Providing parental guidance and assistance.
- Mentor books are prescribed to all mentors and Mentors fill all the forms in mentor book regularly.

3. The Context

The concept is a challenging one to introduce as there were issues related to administrative process. The mentors found it challenging to deal with difficult students. So extra time was needed to have a personal discussing so that counselling could be done to change the rigid mindset of students. Making rules and designing standard operating procedure was needed. Explaining the concept and its advantages to students was needed. To find time and implement certain strategies for weak and difficult students from tight academic schedule was needed. Encouraging students to do better for a qualitative overall result within the timeframe. Providing platforms to help students to nurture and have inclusive development was to be addressed. Mentor activities are designed for the following purposes:

- Advice the mentees to have a self -development and learning
- General help with learning programs
- Guidance on acquiring new necessary skills.
- Advice on career planning and development at various stages of career.
- Coaching to develop specific skills.
- Directing on planning lessons, preparation and implementation.
- Advising on personal issues.
- Providing parental guidance and assistance.
- Maintaining constant updates about the mentee and be in touch with parents

Mentor monitors the students in the following aspects-

- Student general information
- Monthly consolidated attendance
- Internal examinations and evaluation
- University examinations
- Bi- weekly report of academics,
- Behavior and extracurricular activities
- Academic development
- Personality development.
- Indiscipline activities if any
- Details of Parent's visit
- Conducting parents meet
- Feedback from parents
- Mentor overall report

- CRT
- Suggestions of the mentor for further development

4. The Practice

- A group of 20 students are allotted to a teacher for mentoring, under a prescribed format. The mentors are supposed to discuss with the mentees regarding daily class activity, problems they face if any, discuss with individual mentee about their understanding of subjects and provide them a plan of action if they don't cope-up with a particular subject. They are advised to go through a home-based study time table to have better focus in studies. The report/outcome is submitted by Lead Coordinators to the coordinators of activity. The progress and report of mentee's improvement is intimated to their parents as well. Every month mentee's parents are consulted twice and whenever needed to keep them updated and resolve the quarries if any about their wards area of improvement. It gives a chance to the mentors to study the psychological aspects once they get to know about their ward from their parents and work systematically with that mentee to improve his/her progress.
- The mentees are encouraged to develop their strength and eliminate weakness through SWOC analysis and are motivated with an action plan to develop and enable them to hone their strength. The mentors provide ground to change them so that the mentees can grow strong by practicing e.g Math, Communication skills, Intra-Interpersonal skills, presentation skills, decision making skills, critical skills and life skills, present/publish the work at different conferences or journals., develop their areas of interest like their hobbies/passion/sports/music /drawing etc. With various level of competition, students are encouraged to participate in events of national and international and the same is also discussed with parents.
- The parents are informed about their ward's progress in attendance and academics. They are intimated about the behavioral traits in terms of both positive and negative quality. In case of positive traits, the mentee is appreciated and in case of negative, both mentor and parents discuss the ways to improve/refine the negative behaviors of the mentee.
- The best mentee from the group is awarded with word of appreciation for his/her overall performance. A benchmark is set for the group so that all the mentees can follow and lead themselves towards a progressive path.
- Uniqueness in the context of India higher education: Looking at the focus of government of India; research, inventions and innovations is the hour of need. So students equipped with good standard of life, learning the lessons of leadership, the ethical and moral values, teamwork and its management as taught and guided by mentors leads the mentees to follow the conduct of life and in turn they can be proved to be better citizens of nation and develop effort to do something in the field if innovation and development.
- This system is unique as it prepares the students to exhibit moral and ethical life with a promising career, so that work on their ideas and develop them into a tangible product which is further tested by scientific evaluation at various platforms where it is presented.
- Mentor books are prescribed to all mentors for individual students and all related to a

mentee is recorded in the mentor books. The mentor forms are attached

NOTE: Mentor books and counselling forms are attached in a PDF

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review/results. What do these results indicate? Describe in about 200 words.

The evidence of success of practice lies in

- Number of Mentees enrolled under a mentor (20) and number of students (15) participated in various activities after being guided by the mentor.
- The practice has continued uninterrupted since last 10 years.
- We were able to simplify the administrative process by following this system to achieve better results in examination and campus drives
- The students have shown enthusiastic response to wards the mentor and followed their path as advised /guided
- Many students have taken part in college level competitions in various events
- The students have achieved good scores in Mid and Semester examination and had all clear results after constant guidance and mentoring by the mentor.

The results of students are mentioned below:

| S. NO | HT NO | MI | | | ENG | | | ENG LAB | | | PPSUC | | | PPSUC LAB | | | AC | | | AC LAB | | | CEW | | | Cr | BL | Grade Points | Result | Grade Awarded |
|-------|------------|---------|---|----|---------|---|----|---------|-----|----|---------|---|----|-----------|-----|----|---------|---|----|---------|-----|----|---------|---|----|----|----|--------------|--------|---------------|
| | | R201101 | | | R201102 | | | R201106 | | | R201110 | | | R201113 | | | R201115 | | | R201116 | | | R201118 | | | | | | | |
| | | G | C | GP | G | C | GP | G | C | GP | G | C | GP | G | C | GP | G | C | GP | G | C | GP | G | C | GP | | | | | |
| 1 | 20U41A4401 | D | 3 | 6 | C | 3 | 7 | A+ | 1.5 | 10 | C | 3 | 7 | A+ | 1.5 | 10 | A | 3 | 9 | A+ | 1.5 | 10 | A+ | 3 | 10 | 69 | 0 | 69 | Pass | 8.63 |
| 2 | 20U41A4402 | D | 3 | 6 | D | 3 | 6 | A+ | 1.5 | 10 | D | 3 | 6 | A+ | 1.5 | 10 | D | 3 | 6 | A+ | 1.5 | 10 | A+ | 3 | 10 | 64 | 0 | 64 | Pass | 8.00 |
| 3 | 20U41A4403 | D | 3 | 6 | B | 3 | 8 | A+ | 1.5 | 10 | C | 3 | 7 | A+ | 1.5 | 10 | A | 3 | 9 | A+ | 1.5 | 10 | A+ | 3 | 10 | 70 | 0 | 70 | Pass | 8.75 |
| 4 | 20U41A4404 | E | 3 | 5 | D | 3 | 6 | A+ | 1.5 | 10 | D | 3 | 6 | A+ | 1.5 | 10 | D | 3 | 6 | A+ | 1.5 | 10 | A+ | 3 | 10 | 63 | 0 | 63 | Pass | 7.88 |
| 5 | 20U41A4405 | E | 3 | 5 | C | 3 | 7 | A+ | 1.5 | 10 | C | 3 | 7 | A+ | 1.5 | 10 | D | 3 | 6 | A+ | 1.5 | 10 | A+ | 3 | 10 | 65 | 0 | 65 | Pass | 8.13 |
| 6 | 20U41A4406 | D | 3 | 6 | C | 3 | 7 | A+ | 1.5 | 10 | C | 3 | 7 | A+ | 1.5 | 10 | C | 3 | 7 | A+ | 1.5 | 10 | A+ | 3 | 10 | 67 | 0 | 67 | Pass | 8.38 |

These results indicate that, if continuous monitoring is provided to a student in a friendly way, identify his/her emotional state of mind, provide the strategies to improve against all odds, then that student becomes more prone to achieve success and learns from his/her mistakes and constantly seek the mentor's suggestion to resolve an issue. So, a mentor acts as a philosopher, guide and friend for his/her Mentee. Moreover, the mentor keeps updated about their ward to the parent, which makes it possible to know their children better through their mentors.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

Problems encountered are-

1. Primarily motivating the students to take up some challenges was a challenge to the mentor.
2. Mentors with their parents had to find ways to keep a track on the difficult and weak students
3. As per new academic pattern of "CA" (continuous assessment), the time management to

deal with their mentees has become difficult.

4. Teachers today have to play the role of an educator, motivator and entertainer combined, rather than just a tutor. Most of the faculty members are a part of multiple departments/committees and it becomes challenging for them to work with optimum efficiency in every department/ committee.

Problems were overcome by carefully planning the activities. The resources required are-

1. Well maintained innovative activities 2. Skill development guidance by mentors

7. Notes (Optional)

The steps to start this activity of “mentoring system” will be administrated properly without hampering the routine academics, encouraging students to be good at studies and have overall self-development.

NOTE: Mentor books and counselling forms are attached in a PDF



PRINCIPAL
Dadi Institute of
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ANAKAPALLE - 531 002

Best Practice- 2

Student Mentor Book

DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

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NAAC Accredited Institute

An ISO 9001 : 2008, ISO 14001 : 2004 &

OHSAS 18001 : 2007 Certified Institution



Student Monitor



Name
Regd. No.
Branch
Batch



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



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www.diet.edu.in



Dadi Institute of Engineering & Technology

Anakapalle, Visakhapatnam - 531 002, www.diet.edu.in

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 : _____

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 : _____

I YEAR
Photograph

II YEAR
Photograph

III YEAR
Photograph

IV YEAR
Photograph

- 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 |
|-------------------|----------------|-------------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

PROOF

9. Merits / Achievements

| |
|--|
| |
| |
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| |
| |
| |
| |

10. Indiscipline / Misbehaviour Identified

| |
|--|
| |
| |
| |
| |
| |
| |
| |

Signature of the Parent

Signature of the Student

Signature of the Mentor

Signature of the HOD



Dadi Institute of Engineering & Technology

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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 ✓ 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 : _____

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

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 : _____

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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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(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 - 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. : _____

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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 : _____

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III 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

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 : _____

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