



BHARAT

INSTITUTE OF ENGINEERING AND TECHNOLOGY

NAAC Accredited, NBA Accredited for UG Programmes: CSE, ECE
Approved by AICTE, New Delhi, Affiliated to JNTUH

BEST PRACTICE – II

1. Title of the Practice:

MENTORING SYSTEM FOR STUDENTS

2. Objectives of the Practice:

To minimize dropouts, improve performance and reduce stress of the students through personal counselling.

3. The Context :

Students undergo various problems of stress- personal, academic, physical, mental. Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress.

4. The Practice

- The practice is that of creating an efficient mentor-ward system. Each teacher is assigned 15-20 students for the complete duration of their study.
- They meet at least once a week to discuss, clarify and primarily to share various problems which may be personal, domestic, academic, etc.
- The mentors encourage the students to participate in co-curricular and extra-curricular activities and sports.
- Mentors are in constant touch with the parent to update about their progress, attendance and any other related issues
- Mentors take special care of slow learners and arrange bridge and remedial classes for them.

5. Evidence of Success:

Evidence of success of the practice includes university ranks, better results in the examinations, more regular attendance, less drop outs, increased participation in co-curricular and extra-curricular activities, better discipline on campus



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6. Problems Encountered and Resources Required

This practice requires well-committed teaching staff that has the desire to help students beyond teaching hours. There are no limitations or constraints faced during implementing the program.

The following proofs are attached for supporting the mechanism of mentoring

- Sample list of mentors
- Student mentor ratio list
- Mentor book copy
- Parent communication register
- Automation Screenshot for parent access
- Parent teacher meeting Report
- Parents feedback on mentoring
- Sample UCP (register post for informing the parents about their wards performance)




Principal
Bharat Institute of Engg. and Tech
Mangalpally(V), Ibrahimpatnam(M)
Ranga Reddy (Dist)-Telangana-501510



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SCIENCE & HUMANITIES

<u>S.No.</u>	SECTION	Counsellor name	ASSIGNED STUDENTS ROLL NO.S From	Roll No To	Total No
1	CSE-A	Dr.Nagaveni	22E11A0501	22E11A0520	20
		Kolakani Kavya	22E11A0521	22E11A0540	20
		BHOGOLLA GUTTAIAH	22E11A0541	22E11A0560	20
2	CSE-B	Ch.Kumara Swamy	22E11A0561	22E11A0580	20
		GUUDA KAVYA	22E11A0581	22E11A05A0	20
		GUJULLA SHEKAR	22E11A05A1	22E11A05B8	18
3	CSE-C	P. Aparna	22E11A05B9	22E11A05D8	20
		Dr. Archi Sharma	22E11A05D9	22E11A05F8	20
		PURUGULA SANDHYA RANI	22E11A05F9	22E11A05H8	20
4	CSE-D	Dr. M. Naveenkumar	22E11A05H9	22E11A05J8	20
		MAHESH BODA	22E11A05J9	22E11A05L8	20
		SYED HAFIZA AFSANA	22E11A05L9	22E11A05L9	18
5	CS	NARESH NELLUTLA	22E11A6201	22E11A6220	20
		K SUBRAHMANYAM	22E11A6221	22E11A6240	20
		SUDHA TADINADA	22E11A6241	22E11A6259	19
6	DS	Naheed Akhtar	22E11A6701	22E11A6720	20
		RAMANA REDDY YERUVA	22E11A6721	22E11A6740	20
		NILABH DISH	22E11A6741	22E11A6763	23
7	CSM-A	Pooja Nair	22E11A6602	22E11A6621	20
		RAJU GAJULAPALLY	22E11A6622	22E11A6641	20
		SUBHAJIT AICH	22E11A6642	22E11A6663	22
8	CSM-B	Zehra	22E11A6664	22E11A6683	20
		SRAVANI BADDIPALLI	22E11A6684	22E11A66A3	20
		LITUN SWAIN	22E11A66A4	22E11A66C5	22
		Mr. B. Shiva Kumar Reddy	22E11A1201	22E11A1217	17

9	IT-A	Batool Fatima Khaleel	22E11A1218	22E11A1234	17
		SWETHA SUNCHU	22E11A1235	22E11A1250	15
10	IT-B	Dr. Richa Kumari	22E11A1251	22E11A1272	22
		Dr. Papori Seal	22E11A1273	22E11A1294	22
		GARIKAPATI BALAJI	22E11A1279	22E11A1294	16
11	ECE-A	K Subrahmanyam	22E11A0401	22E11A0417	17
		SUSHMA GAJJELA	22E11A0418	22E11A0434	17
		RAJYALAXMI DABBIKARU	22E11A0435	22E11A0453	19
12	ECE-B	Dr. G. Polaiiah	22E11A0454	22E11A0478	25
		Swathidevi Dronadula	22E11A0479	22E11A04A3	25
13	ECE-C	K Arpita	22E11A04A4	22E11A04C8	25
		Ms Sanjana	22E11A04C9	22E11A04F3	25
14	EEE	KUMARI RINKI	22E11A0201	22E11A0221	21
15	CE	BANKA	22E11A0101	22E11A0111	11
	ME	HEMASUNDER	22E11A0301	22E11A0302	2

MECHANICAL ENGINEERING

<u>S.No.</u>	SECTION	Counsellor name	ASSIGNED STUDENTS ROLL NO.S From	Roll No To	Total No
1	II ME	CHAVAN MAHADEVAPPA PRADEEP	21E11A0301	22E15A0305	7
2	III ME	GAYATHRI TADEPALLI	21E15A0301	21E15A0315	15
3	IV ME	RAJDEEP PAUL	17E11A0369	19E11A0308	12
		RAMAKRISHNA BHUKYA	20E15A0301	20E15A0313	13

CIVIL ENGINEERING

<u>S.No.</u>	SECTION	Counsellor name	ASSIGNED STUDENTS ROLL NO.S From	Roll No To	Total No
1	II CE	ADITHYA S	21E11A0102	22E15A0103	12
		ANUMA LOWKYA	22E15A0104	22E15A0115	12
2	III CE	ARCHANA PITTA	20E11A0101	21E15A0107	13
		GOVIND MOHAN	21E15A0108	21E15A0120	13
		PRUDHVI RAJU MUDUNURI	21E15A0121	21E15A0132	12
3	IV CE	RAJESWARAN KARUPPIAH	19E11A0101	19E11A0114	13
		SHABANA	19E11A0115	19E11A0121	13
		SHADAB AHMAD	19E11A0122	20E15A0107	13
		SOMA SHIVA	20E15A0108	20E15A0123	14

ELECTRICAL AND ELECTRONICS ENGINEERING

<u>S.No.</u>	SECTION	Counsellor name	ASSIGNED STUDENTS ROLL NO.S From	Roll No To	Total No
1	II EEE	VIJAYA LAKSHMI YARRA	21E11A0201	22E15A0208	13
2	III EEE	AMARNATH REDDY NEELAM	20E11A0201	21E15A0207	10
		GHOSH RANJAN PRADYUMNA	21E15A0208	21E15A0217	10
		SRAVAN KUMAR PALCHAM	21E15A0218	21E15A0229	10
		Sri Lakshmi E	21E15A0230	21E15A0240	11
4	IV EEE	NAGARAJU AJMIRA	17E11A0291	19E11A0211	12
		SUBHANI SHAIK	19E11A0212	20E15A0207	12
		NARESH VAYANTULA	20E15A0208	20E15A0219	12
		velijala mounika	20E15A0220	20E15A0230	11

MASTER OF BUSSINESS ADMINISTRATION

<u>S.No.</u>	SECTION	Counsellor name	ASSIGNED STUDENTS ROLL NO.S From	Roll No To	Total No
1	I MBA	ERAMADHA VARALAXMI	22E11E0001	22E11E0013	13
		RAMA KRISHNA VISWANADHA	22E11E0014	22E11E0029	13
		KODAGANI KULAKARNI MAMATHA	22E11E0030	22E11E0042	13
		SWAPNA PULAKANTI	22E11E0043	22E11E0053	10
2	II MBA	NEERAJA PEDDAPALLI	21 E11E0001	21 E11E0010	10



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Date :24/11/2022

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CIRCULAR


Sub : Mentors allocation for the Academic Year A. Y. 2022-23

The following faculty members have given responsibility as mentors for the Academic Year A.Y. 2022-23. In this regard , all the mentors are request to do the mentorship roles and responsibilities properly.

CSE IIA

S.NO	COUNSELOR NAME	ROLL NO FROM	ROLL NO TO	TOTAL NO
1	AHMAD TAWSEEF	21E11A0501	21E11A0511	11
2	AMBEDKA PULIGUJU	21E11A0512	21E11A0523	11
3	KIRANMAIPEDDAKASULA	21E11A0524	21E11A0535	11
4	FALAKNAAZ	21E11A0536	21E11A0547	11
5	MANGESH TULSHIRAM MATKE	21E11A0548	22E15A0505	11
CSE IIB				
S.NO	COUNSELOR NAME	ROLL NO FROM	ROLL NO TO	TOTAL NO
1	MECHINENI SRI SINDHU	21E11A0552	21E11A0568	11
2	PRATIBHA KATIKIREDDY	21E11A0569	21E11A0580	11
3	SAIBA JAN	21E11A0581	21E11A0593	11
4	SHARWAN RAM	21E11A0594	22E15A0510	11
CSE II C				
S.NO	COUNSELOR NAME	ROLL NO FROM	ROLL NO TO	TOTAL NO
1	SASANKO SEKHAR GANTAYAT	21E11A05A3	21E11A05B3	11
2	SREEKANTH THULLIBILLI	21E11A05B6	21E11A05C6	11
3	SARABU JOSHNA	21E11A05C7	21E11A05D8	11
4	SRIHARI RAO NIDAMANURU	21E11A05D9	21E11A05F1	11
5	SETH MEGHA	21E11A05F2	22E15A0515	8




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CSE IID				
S.NO	COUNSELOR NAME	ROLL NO FROM	ROLL NO TO	TOTAL NO
1	VIVEK DUBEY	21E11A05F4	21E11A05G4	11
2	SURIYA BEGUM	21E11A05G5	21E11A05H5	11
3	SWATHI THANDU	21E11A05H6	21E11A05I6	11
4	UMMADISETTY NARASIMHULU	21E11A05I7	21E11A05J7	11
5	tallapallymounikatallapally	21E11A05J8	21E15A0529	11
CSE II E				
S.NO	COUNSELOR NAME	ROLL NO FROM	ROLL NO TO	TOTAL NO
1	SHAZIA ANJUM MOHAMED SIBGATHULLA	21E11A05K1	21E11A05L1	11
2	SETH MEGHA	21E11A05L2	21E11A05M2	11
3	SUPRAJA GOLI	21E11A05M3	21E11A05N3	11
4	rehana begum	21E11A05N4	21E11A05O4	11
5	PRUDHVI MUNISEKHAR	21E11A05O5	22E15A0527	11
CSE III A				
S.NO	COUNSELOR NAME	ROLL NO FROM	ROLL NO TO	TOTAL NO
1	DELSHI HOWSALYA DEVI MANIKANDAN	20E11A0501	20E11A0511	11
2	KANCHAN RANI	20E11A0512	20E11A0523	11
3	KARPAGA SELVI SUBRAMANIAN	20E11A0524	20E11A0535	11
4	kotakondasharankumar	20E11A0536	21E15A0507	11
CSE IIIB				
S.NO	COUNSELOR NAME	ROLL NO FROM	ROLL NO TO	TOTAL NO
1	EDEN THEOPHILUS	20E11A0545	20E11A0556	11
2	GADDAMIDI RAGHAVENDER	20E11A0557	20E11A0568	11
3	KANTI PATLETI	20E11A0569	20E11A0580	11
4	gorlasivaparvathi	20E11A0582	21E15A0514	13
CSE IIIC				
S.NO	COUNSELOR NAME	ROLL NO FROM	ROLL NO TO	TOTAL NO
1	JINCY DENNY	20E11A0589	20E11A05A0	11
2	KANTI PATLETI	20E11A05A1	20E11A05B0	11
3	kotakondasharankumar	20E11A05B1	20E11A05C0	11



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4	MANOHAR SHARANAPPA GOSUL	20E11A05C1	20E11A05D0	11
5	mubeena begum	20E11A05D1	21E15A0521	11
CSE IIID				
S.NO	COUNSELOR NAME	ROLL NO FROM	ROLL NO TO	TOTAL NO
1	MECHINENI SRI SINDHU	20E11A05D3	20E11A05E5	11
2	MUSHAM THIRUMALESH	20E11A05E6	20E11A05F6	11
3	NASRIN JUMANA KANNAM THODI	20E11A05F7	20E11A05G7	11
4	LOTHUKUNTA SWETHA	20E11A05G8	21E15A0522	11
5	MANGESH TULSHIRAM	21E15A0523	19E11A05F5	7
CSE IV A				
S.NO	COUNSELOR NAME	ROLL NO FROM	ROLL NO TO	TOTAL NO
1	RUGHWANI DEVENDRA VIJAY	19E11A0501	19E11A0511	11
2	SETH MEGHA	19E11A0512	19E11A0522	11
3	SRABANI PATIKAR	19E11A0523	19E11A0534	11
4	SREEKANTH THULLIBILLI	19E11A0535	19E11A0546	11
5	SUPRAJA GOLI	19E11A0547	20E15A0505	8
CSE IV B				
S.NO	COUNSELOR NAME	ROLL NO FROM	ROLL NO TO	TOTAL NO
1	SHAZIA ANJUM MOHAMED SIBGATHULLA	19E11A0550	19E11A0561	11
2	SUPRAJA GOLI	19E11A0562	19E11A0573	11
3	SURIYA BEGUM	19E11A0574	19E11A0585	11
4	UMMADISETTY NARASIMHULU	19E11A0586	19E11A0597	11
5	SWATHI THANDU	19E11A0598	20E15A0510	7
CSE IV C				
S.NO	COUNSELOR NAME	ROLL NO FROM	ROLL NO TO	TOTAL NO
1	VELMURUGAN PATTANI	19E11A0599	19E11A05A9	11
2	SRIHARI RAO NIDAMANURU	19E11A05B0	19E11A05C1	11
3	SASANKO SEKHAR GANTAYAT	19E11A05C2	19E11A05D2	11
4	PRASUNNA D L N	19E11A05D3	19E11A05E3	11
5	MAHESH NATTHUJI LOKHANDE	19E11A05E4	20E15A0515	9



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CSE IV D				
S.NO	COUNSELOR NAME	ROLL NO FROM	ROLL NO TO	TOTAL NO
1	RAJESHAM JELLA	19E11A05E8	19E11A05F9	11
2	RAMAKANTH KOMATI	19E11A05G0	19E11A05H1	11
3	SARABU JOSHNA	19E11A05H2	19E11A05I2	11
4	AHMAD TAWSEEF	19E11A05I3	19E11A05J3	11
5	KIRANMAI PEDDAKASULA	17E11A05E6	20E15A0520	9



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Ranga Reddy (Dist)-Telangana-501510

BHARAT INSTITUTIONS

Mangalpally (V), Ibrahimpatnam (M), R.R. Dist - 501 510.



STUDENT MENTORING / COUNSELING REGISTER

Continuous monitoring, evaluation and mentoring for better performance



NAME OF THE STUDENT :

J. Surya chandra

YEAR OF ADMISSION :

2022 - 2023

CATEGORY OF ADMISSION :

CONVENOR



MANAGEMENT



SPOT



ROLL No.

22E11R0460

BRANCH :

ECE

SECTION :

C

DATE OF BIRTH :

19-03-2005

STUDENT CONTACT No.

8712288749

EMAIL ID :

SuryachandraTindam@gmail.com

A. PERSONAL INFORMATION

(To be filled by Parent)

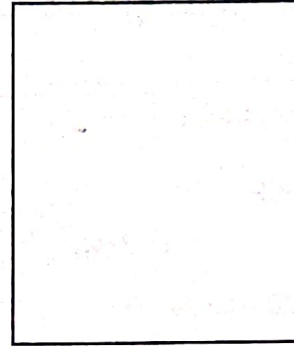
	NAME	Occupation	Contact No.		E-mail ID	Sign.
			Residence	Office		
1. FATHER	J. Laxminarayana	Business	9948074449		@gmail. jindam.laxminarayana	J. Laxminarayana
2. MOTHER	J. Mani	Home maker	9347739701			Soes
3. LOCAL GUARDIAN	G. Sai	B-TECH.	7893510075			Sty



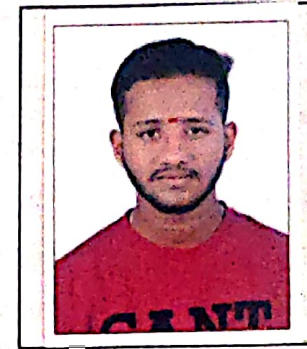
Father's Photo



Mother's Photo



Local Guardian's Photo



Student's Photo

	Permanent Address	Address for Correspondence	Local Guardian Address
H.No.	4-2-186	4-2-186	4-2-186
Street	Opp police station	Opp police station	Opp police station
Locality	Korutla	Korutla	Korutla
City	Korutla	Korutla	Korutla
State	Telangana	Telangana	Telangana

NOTE : If any changes in contact number or address it should be immediately informed to the college by the parent.

Wedy
Name & Sign. of
Admission Committee Member

B. STUDENTS PREVIOUS ACADEMIC RECORD

Sl. No.	Name of the Course	Board of Study	Name of The School / College	Background (Rural/Urban/Sub-Urban)	Medium	Subject	Marks / Grade	Overall Total	% of Marks/ Grade	Rank (if any)
1.	SSC / X Class	Telangana	Sri chaitanya school		English	English	10	10.0	10.0	
						Maths	10			
						Science	10			
2.	INTER - I / XI	Telangana	Sri chaitanya Junior college		English	English	48	273	850	
						Maths	55/65			
						Physics	51			
						Chemistry	54			
3.	INTER-II / XII	Telangana	Sri chaitanya Junior college		English	English	90	349	850	
						Maths	75/75			
						Physics	52			
						Chemistry	57			
4.	ANY OTHER QUALIFICATION									

EAMCET RANK : JEE (Main) RANK : JEE (Advanced) RANK : E-CET RANK :

Foreign Languages known : 1) English 2) Foreign Languages interested in learning : Spanish

Academic Achievements / Awards : Scored 10.0 in school

CO-CURRICULAR ACTIVITIES PARTICIPATED (Debate, Quiz, Elocution, Other Literary Activities) :

EXTRA CURRICULAR ACTIVITIES :

Activity	If already participated (Specify)	Level of Participation (International / National / State / University / College)	Specify if interested in participating
Games / Sports	Sports	College	yes
NCC / NSS			
Other Extra Curricular Activities : (Music, Dance, Painting, Drama, Musical Instruments or any other field, specify)			

CLUB ACTIVITIES IN COLLEGE

LIST OF CLUBS - Singing Club, Musical Instruments Club (Violin, Drums, Tabla, Guitar, Veena, Key board, etc), Drama /Mono action/Skit Club, Mime/Mimicry Club, Dance Club (Classical Dance, Western Dance), Debate & Orators / Toastmasters Club, Creative Writing Club, Quiz Club, Poetry Club, Shayari & Ghazal Club, Scrabble (Vocabulary) Club, Student Publications Club (College Magazine, News Letter, Students Voice (Wall Journals) etc.), Painting Club, Photography Club, Radio Club, Pottery Club, Basket Ball Club, Throw Ball Club, Athletic Club, Tennis Club, Chess Club, Table Tennis Club, Volley Ball Club, Foot ball Club, Cricket Club, Robotics Club, Mathematics Club, Physics Club, Department related technical Club, Helping Hands Club, Mountaineering /Trekking Club, Event Management & Anchoring Club, NSS, NCC.

Specify the Club Names you are interested to Participate

Photograph.
Cricket Club.

In case unable to contact Parent/Local Guardlan, Third Person contact details :

Name	G. Sai		
H.No.	u-2-186	Street	opp police station
City	Korutla	Mandal/Village	Korutla
District	Jagital	State	Telangana
Phone (Landline)	7893510095	Pin	5005326
Email ID		Mobile	7893510095
		Mobile	9347739901, 871222749


Signature of Parent

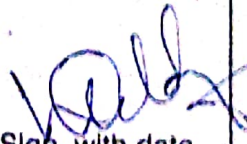

Signature of Student

ADMISSION COMMITTEE MEMBER

All the information is correctly filled by the Parent/Student. All the required documents are submitted. All academic details are verified as per photocopies of certificates and seems to be correct. Parent has personally signed the documents.

Name : G. Suresh Reddy

Dept. : 16/07/2023


Sigh. with date

PARENT & STUDENT UNDERTAKING

1) I, G. Shanthan Kumar hereby undertake that the above furnished information is correct to the best of my knowledge.

[Signature]
Signature of the Parent

[Signature]
Signature of the Student

2) I hereby assure that I shall maintain above 75% attendance throughout every academic year / semester. If my attendance is less than 50% in first 8 weeks of any semester, my name will be removed from the roll list and I shall be detained then itself without waiting till the end of the semester. I shall abide with this procedure.

[Signature]
Signature of the Parent

[Signature]
Signature of the Student

3) I hereby undertake that I will attend all the bridge & remedial classes whenever required for the improvement of my academic performance. I am aware that attendance of bridge & remedial classes will be added to the regular attendance.

[Signature]
Signature of the Parent

[Signature]
Signature of the Student

3) I hereby undertake that I will enroll & actively participate in at least one student's club activity at the college level during my course.

[Signature]
Signature of the Parent

[Signature]
Signature of the Student

4) I hereby undertake that I will enroll for various training programs such as JKC, etc. as recommended by the college, by paying the respective fees separately for my improvement for the purpose of placement.

[Signature]
Signature of the Parent

[Signature]
Signature of the Student

5) I hereby undertake that at any point of time, I shall abide by the college policy regarding attendance / credits / backlogs (not more than 4 in first year and not more than seven in second & third year, etc relating promotion to the next academic year / semester. Else I shall take the TC and leave the Institution without any dispute.

[Signature]
Signature of the Parent

[Signature]
Signature of the Student

5) I hereby undertake that I shall follow college rules & regulations regarding punctuality, regularity, dress code and discipline.

[Signature]
Signature of the Parent

[Signature]
Signature of the Student

UNDERTAKING BY THE PARENT

1) I assure that I shall personally come to college whenever called by mentor / class in-charge / college authorities in response to any issue related to attendance, discipline, academics and training programs as per the college rules & regulations.

2) I shall personally contact the Mentor to know about the result of my ward after every semester exam. Once results are declared by JNTUH, I shall personally visit the college and collect student academic performance report from the mentor or class in-charge.

3) I shall personally contact the Mentor and Class VC from time to time and get updated about my ward's attendance, academic performance and discipline in the college.

4) I assure that if my ward is going to be absent from the college on any day, I shall send Leave Request in writing in Student Diary at least one day in advance by specifying the reason for absence. Such leave request will be signed by the Parent / Local Guardian only.

5) I also undertake to pay all the applicable fees such as Tuition fees, Exam fees, Library fees, Transport fees, Training program fees, Readmission fees, fine, etc on time as per schedule prescribed by the college.

Place :
Date :

[Signature]
Signature of the Parent

GUIDELINES FOR STUDENT MENTORING & PARENTS COMMUNICATION

- A. Ensuring Students' Regularity & Attendance and Responsibility of Mentors & Class I/Cs**
1. Every day faculty handling first hour & second hour should prepare the list of absent students and provide it to the Class I/C immediately after their class. Similarly, faculty handling fifth hour i.e., 1st hour after lunch, should prepare the list of absent students and provide it to the Class I/C immediately after their class.
 2. Class I/C with the help of mentors should ensure that parents of the absent students in the morning session and also students present in the morning but absent in the afternoon session are informed through Phone call, SMS and E Mail and the communication details should be recorded in the Parents Communication Register by 3.30 pm every day.
 3. The Dept. Admin I/C along with dept. admin committee should verify few registers on daily basis selecting randomly to check whether absentees list is mentioned, calls are made to the parents about their wards absence and parent's response details are noted. All registers should be verified by them at least once weekly. Dept. Admin I/C should ensure that Parents Communication Registers are sent to Admin Council for verification every week in staggered pattern such that all the registers are sent for verification every fortnight.
 4. Admin Council should verify each & every register within a fortnight selecting randomly a few on weekly basis to check whether absentees list is mentioned, calls are made to the parents about their wards absence and parent's response details, by randomly calling one out of every 5 absent students. Admin Council should enter their remarks and sign at the end of last entry with stamp & return the register to the concerned department.
 5. If a student is absent regularly for 3 days even after informing the parents, then the mentor should call the parents and ask them to come to the college and meet the Class I/C and the Mentor personally. Undertaking should be taken from the parent for ensuring the student's regularity to the college as well as improvement in academic performance. Undertaking should be filed in the Student's Personal File. Parent's signature should be taken in the Parents Communication Register against entry of their personal visit to the college.
 6. If parents don't respond, even after pursuing constantly for three more days, i.e. 6 days from the date of absence, Mentor should send a registered post to the parents and also provide the details of such student to the Admin Council for further action in writing. Admin Council should again contact parents through Phone, SMS, and Email and ask them to meet immediately.
 7. If parents do not respond, after waiting for 1 week, Admin Council should send a person from college to meet the parents, update them about the student absenteeism, his academic performance & get an undertaking signed by them to ensure improvement of student's regularity & performance.
 8. If the student's regularity and performance doesn't improve, name of such student can be removed from the Roll list.
 9. Fortnightly attendance statement must be prepared for every class by the class I/C in the approved standard format which should be signed by every subject faculty, Class I/C, Academic I/C and Admin I/C of the dept. Two copies should be sent to Admin Council, out of which one should be returned to the department after certification and the other should be filed in the Admin Council attendance file.
 10. After 15 days of commencement of semester and at the end of every month after the attendance computation, mentor should send letters to all parents stating Student's Attendance and Mock Test / Mid Exam marks. Mentor should personally call the parents of students with less than 75% attendance and ask them to meet personally and to give an undertaking for student's regularity. Parents of such students should be called on first Friday and Saturday of every month for giving the undertakings.
 11. At least once in a month, a registered post should be sent to the parent about student's attendance, mock test marks, mid marks, etc. and the acknowledgement must be pasted at the space provided on the back side of final performance sheet of every academic year / semester.
 12. After 8 weeks from the commencement of semester, if the attendance of any student is less than 50% (Less than 40% on medical grounds) such student should be detained. For detaining such students, Class I/C should submit all the details to Dean Admin such as attendance report, attendance registers, all the proofs of regular communication made to the parents and their undertakings, if any, for thorough verification, then only the student should be detained.
 13. Department should ensure attendance of all the students. Even after consistence efforts, if any student is short of attendance i.e. less than 75% (Less than 65% on medical grounds), such student should be compulsorily detained.
 14. It is the primary responsibility of every mentor to collect correct details about every student such as: communication details of parents, student, local guardian and academic performance details, for which student Mentor Register, Admission Form as well as the Xerox copies of Marks Memos can be referred.
 15. **Student Personal File** should be created for every student immediately after joining the college which should contain the following documents:

<ol style="list-style-type: none"> i. Photo Copies of Mark Memos (SSC & Inter / diploma) ii. Photo Copy of Allotment Letter & EAMCET / ECET Rank Card iii. Any other certificates of student achievement 	<ol style="list-style-type: none"> iv. Copies of parents undertakings / letters v. Acknowledgments of letters sent to parents vi. Any other reports about the student.
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B. Improvement of the student's Academic Performance, Marks & Measures to be taken

1. Within 1 month from the admission, the class I/C should prepare a report about the students name, roll no, previous pass % for SSC, Inter, EAMCET Rank, Previous medium of study, Background (Urban/Rural) etc. This record should be maintained by the department as well as a copy should be forwarded to the Academic Council
2. For constant monitoring of the students academic performance & improvement, student Academic Record such as SSC, Inter marks should be compared with E Tech I, II, III, IV semester wise marks. For any student whose academic performance is falling from the previous record, immediate counseling should be done by the Mentor & Class I/C. The same should be brought to the notice of parents as well as Dean Academics.
3. Within 1st one month of the semester, class I/C along with mentors should identify the students with poor communication skills and arrange special Communication skills classes with the help of English Department. Similarly based on performance in first Mock test, faculty should identify the underperforming students and organize Bridge classes for their improvement and to achieve better results in semester examinations.
4. Every department should categorize all the subjects such as Easy, Moderate & Difficult and a list should be submitted to the Academic council.
5. All the concerned faculty should ensure minimum of pass % as follows: (a) 85% for Easy Subject, (b) 75% for moderate subject and (c) 65% for Difficult Subject. 5% concession in the minimum pass % can be considered for the departments which get the last ranker students.
6. If results in any subject are less than minimum % as mentioned above then that faculty should be removed from the college, also the information about removal of such faculty along with the reason should be circulated among department faculty members.
7. For improvement of students Academic Performance, every Department should conduct Mock Test / Mid Exam every month i.e., after completion of one unit in the syllabus. Initially, a Mock Test should be conducted within first four weeks in Unit I to identify weak student subject wise. Performance of the students should be monitored in these Mock Tests & Mid Exams and students should be counseled for further improvement.
8. Bridge classes should be conducted by the same faculty for underperforming students based on their performance in Mock Tests and Remedial classes should be conducted by a senior faculty of the department for subjects in which the Final Exam result is poor.
9. Time table should be displayed for the remedial classes and classes should commence immediately two days after the announcement of Semester results. It is the responsibility of Academic I/C to prepare time tables for Bridge and Remedial classes and responsibility of Admin I/C and Class I/C to ensure student's attendance for these classes. 100% attendance is mandatory for Bridge classes & Remedial classes. If not, such students can be sent out of the college by issuing TC.
10. Any student who is having more than 2 backlogs, Parent should be called for giving an Undertaking about student's academic improvement as well as regularity in regular and remedial classes.
11. Every faculty should ensure that the students should perform well consistently and get good marks in Internal Exams as well as in External exams.
12. If still the student's performance does not improve, then the student name can be removed from the Roll list.
13. Mentor & Class I/C should ensure that students result, attendance, mid marks & backlogs, if any, should be communicated to the parents through registered post & the acknowledgement should be pasted in the concerned Student's Mentoring Report, for further verification. Mentors can also send an SMS to the parents along with the letters.
14. If any student has more than four backlogs in first year and more than seven backlogs in IInd & IIIrd year, such students name should be removed from roll list and T.C. must be issued.
15. Due to vindictive attitude of any faculty or any other reason, students should not be penalized and fair marks should be allotted in the internals. Hence, to ensure this subject wise internal marks should be verified by the Dept. Academic I/C and the Academic Council before uploading it on the University website. Academic Council should identify the abnormalities such as very less marks to any students or very high marks to all the students verify the genuinity & ask the concerned faculty for explanation.



I. STUDENT MENTORING

I.1. IDENTIFYING TRAINING NEEDS IN 1st YEAR

(Screening test should be conducted for evaluation of below mentioned skills by Training & Placement Cell within one month from the date of admission)

a) SCREENING TEST :

Grading : Excellent / Good / Average / Below Average

1) Communication Skills : Listening : <input style="width: 30px; text-align: center;" type="text" value="4"/> Speaking : <input style="width: 30px; text-align: center;" type="text" value="1"/> Reading : <input style="width: 30px; text-align: center;" type="text" value="7"/> Writing : <input style="width: 30px; text-align: center;" type="text" value="7"/> Overall : <input style="width: 30px; text-align: center;" type="text" value="19"/> (to be graded by the English Faculty)	Sign. of the concerned English Faculty : 												
2) Quantitative Skills : <input style="width: 80px; height: 20px;" type="text"/> Analytical Skills : <input style="width: 80px; height: 20px;" type="text"/>	Sign. of Aptitude Trainer :												
3) Basic knowledge in Fundamental subjects (specify) : (by concerned subject faculty)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">a) Maths</td> <td style="width: 15%; text-align: center;"><input style="width: 30px; text-align: center;" type="text" value="7"/></td> <td style="width: 55%;">Sign. of concerned Maths Faculty :</td> </tr> <tr> <td>b) Physics</td> <td style="text-align: center;"><input style="width: 30px; text-align: center;" type="text" value="7"/></td> <td>Sign. of concerned Physics Faculty :</td> </tr> <tr> <td>c) Chemistry</td> <td style="text-align: center;"><input style="width: 30px; text-align: center;" type="text" value="9"/></td> <td>Sign. of concerned Chemistry Faculty :</td> </tr> <tr> <td>d) Any Other</td> <td style="text-align: center;"><input style="width: 30px; height: 20px;" type="text"/></td> <td>Sign. of concerned Subject Faculty :</td> </tr> </table>	a) Maths	<input style="width: 30px; text-align: center;" type="text" value="7"/>	Sign. of concerned Maths Faculty :	b) Physics	<input style="width: 30px; text-align: center;" type="text" value="7"/>	Sign. of concerned Physics Faculty :	c) Chemistry	<input style="width: 30px; text-align: center;" type="text" value="9"/>	Sign. of concerned Chemistry Faculty :	d) Any Other	<input style="width: 30px; height: 20px;" type="text"/>	Sign. of concerned Subject Faculty :
a) Maths	<input style="width: 30px; text-align: center;" type="text" value="7"/>	Sign. of concerned Maths Faculty :											
b) Physics	<input style="width: 30px; text-align: center;" type="text" value="7"/>	Sign. of concerned Physics Faculty :											
c) Chemistry	<input style="width: 30px; text-align: center;" type="text" value="9"/>	Sign. of concerned Chemistry Faculty :											
d) Any Other	<input style="width: 30px; height: 20px;" type="text"/>	Sign. of concerned Subject Faculty :											
4) Additional Counseling (specify) : (Attitude, Behavior, Psychological etc... by Mentor)													

c) Based on the above screening tests, student's strengths and weaknesses have to be identified

i) Strengths Identified : confidence, punctuality, Hardworker, Active, Resourceful.

ii) Weaknesses Identified : nil.

Sign. of Mentor with date
 21/3/23


Sign. of Class I/C with date

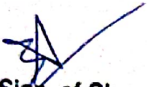
Sign. of Dept. Acad. I/C with date

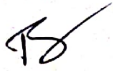
Sign. of College Academic Council Member with date


c) TRAINING PROGRAMMES :

Training Programme Details	Duration	Attendance		Communication with parent regarding attendance and performance	Remarks
		Conducted	Attended		
Orientation	12/11/22			Yes	


Sign. of Mentor with date


Sign. of Class I/C with date


Sign. of Dept. Acad. I/C with date



Sign. of Dept. Admin I/C with date


I.II. ATTENDANCE & COMMUNICATION DETAILS in B.TECH Ist YEAR - I Semester

Percentage of Attendance :

MONTH	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL %
% OF ATTENDANCE	97	96	100	94	96		95%

NOTE : Parent should be informed by the mentor on phone on the same day, if the student is absent and record it in Parent's Communication Register. If student is continuously absent for 3 days, parents should be informed to personally come and give an undertaking on behalf of the student. If student is continuously absent for 6 days, and parents don't turn up, a letter should be posted and the student case should be handed over to Academic Council who will send a person to meet the student's parents personally to update them about the attendance status and take the undertaking from the parents. If, the attendance of the student is still not improved, then name of such student can be recommended for removal from the roll list.


Sign. of Class I/C with date


Sign. of Dept. Admin I/C with date

Sign. of College Admin Council Member with date

I. III. MOCI

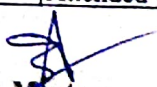
1a) Mock Test Mid Exam Objective- NOTE: Bring the parents


furnished for your intimation.

S.No	Course Name	Attendance		Internal-I Marks			Internal-II Marks			
		C	A	Mock I Sub (10)	Mock I Obj (10)	Total	MOCK2 -S (10)	MOCK2 -O (10)	Total	
1	Matrices And Calculus	58	56	-	-	-	-	-	-	
2	Applied Physics	60	56	8	8	16	5	5	10	
3	C Programming For Engineers	63	61	8	3	11	8	3	11	
4	English For Skill Enhancement	30	29	5	5	10	9	8	17	
5	Environmental Science	32	31	-	-	-	-	-	-	
6	CLUB	0	0	-	-	-	-	-	-	
7	Engineering Workshop	42	42	-	-	-	-	-	-	
8	Elements Of Electronics And Communication Engineering	54	51	-	-	-	-	-	-	
9	Applied Physics Laboratory	42	39	-	-	-	-	-	-	
10	English Language And Communication Skills Laboratory	34	32	-	-	-	-	-	-	
11	C Programming For Engineers Laboratory	71	66	-	-	-	-	-	-	
TOTAL		486	463	TOTAL			37/60	TOTAL		38/60

Your ward attendance is Satisfactory with 95%

C	Conducted Classes
A	Attended Classes


Mentor


Admin I/C


Academic I/C


AAC I/C

1b) AFTER Regard

Sl. No.	Month	Communication	Personal Meet	Relation	Mentor	Admin I/C.

Sign. of College Admin Council Member with date

2a) MID PERFORMANCE AND BRIDGE CLASSES DETAILS : Mentor should recommend student who he/she has secured < 50% marks in Mid Exams.

Sl. No.	NAME OF THE SUBJECT	Attendance		Internal-I Marks					Internal-II Marks					
		C	A	MID 1-S (20)	MID 1-O (10)	MID 1-A (5)	MID 1 P (5)	Total	MID 2-O (10)	MID 2-S (20)	MID 2-A (5)	MID 2 P (5)	Total	
1	Matrices And Calculus	58	56	17	8	5	5	35	7	20	5	5	37	
2	Applied Physics	60	56	17	7	5	5	34	7	17	5	5	34	
3	C Programming For Engineers	63	61	19	9	5	5	38	2	14	5	5	26	
4	English For Skill Enhancement	30	29	12	9	5	5	31	7	17	5	5	34	
5	Environmental Science	32	31	12	9	5	5	31	7	17	5	5	34	
6	CLUB	0	0	-	-	-	-	-	-	40	-	-	-	40
7	Engineering Workshop	42	42	39	-	-	-	39	-	-	-	-	0	
8	Elements Of Electronics And Communication Engineering	54	51	28	-	-	-	28	-	30	-	-	30	
9	Applied Physics Laboratory	42	39	35	-	-	-	35	-	36	-	-	36	
10	English Language And Communication Skills Laboratory	34	32	36	-	-	-	36	-	37	-	-	37	
11	C Programming For Engineers Laboratory	71	66	30	-	-	-	30	-	30	-	-	30	
TOTAL		486	463	TOTAL					355/420	TOTAL				304/430

Your ward attendance is Satisfactory with 95%

C	Conducted Classes
A	Attended Classes

[Signature]
Mentor

[Signature]
Admin I/C

[Signature]
Academic I/C

[Signature]
AAC I/C

NOTI
acknc

... should be sent to the parent about student's attendance, mock test marks, mid marks, etc. and to the space provided on the back side of final performance sheet of every academic year / semester.

Sign. of College Admin
Council Member with date

I. IV. **STUDENTS TALENT** : Mentor should identify the student's talent and inform the concerned committee about the student's achievements and further coaching should be provided which may bring laurels to the Institute.

a) **CO-CURRICULAR ACTIVITIES :**
 DEBATE, QUIZ, ELOCUTION, OTHER LITERARY ACTIVITIES /
 EXTRA CURRICULAR ACTIVITIES / SPORTS / CULTURAL
 (Music, Dance, Painting, Drama, any other field)

NAME OF THE ACTIVITY	Cricket	Quiz	Volley Ball
LEVEL OF PARTICIPATION*	Active	Active	Active
PLACE OF PARTICIPATION	BIET	BIET	BIET
DATES OF PARTICIPATION			
ACHIEVEMENTS			

*LEVEL OF PARTICIPATION : INTERNATIONAL / NATIONAL / STATE / UNIVERSITY / COLLEGE

Note : Photocopy of certificates must be collected as proof for participation and achievements by the mentor and filed.

Sign. of Mentor
with date

Sign. of Class I/C
with date

b) **STUDENT CLUB MEMBERSHIP :**
 Mentor should encourage the student to enroll and actively participate in the clubs.

NAME OF THE CLUB ENROLLED	Cricket	Quiz	Volley Ball
ROLE OF PARTICIPATION (Lead role / Active role / Passive role / No role)	Active	Active	Active
ACHIEVEMENT			
SIGN. OF CLUB I/C. with date			

Sign. of Dept. Admin I/C
with date

Sign. of College Admin
Council Member with date


1/4 Semester-I

Sl.No	Subject	Marks			Result
		Internal	External	Total	
1	AP LAB	35	54	89	Pass
2	CP LAB	35	53	88	Pass
3	EECE	36	0	36	Pass
4	EWS	39	59	98	Pass
5	ELCS LAB	39	59	98	Pass
6	AP	34	6	40	F
7	CPS	38	11	49	F
8	ESE	33	21	54	Pass
9	M&C	36	9	45	F
10	ES	80	0	80	Pass
				677/940: 72.00	Fail

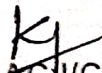
677/940, 72.02

You are requested to inform to your ward to improve his performance.
Kindly acknowledge the receipt of progress report


Mentor


Admin I/C


Academic I/C


AAC I/C



BHARAT

INSTITUTIONS

PARENT COMMUNICATION REGISTER

Name Of the College : **BIET**
Name Of the Mentor : **Dr. Nagaveni**
Department : **(CSE - A)** Academic Year : **2022-23**
chemistry

GUIDELINES : (1) It is the responsibility of Mentor to call the parents of absent students everyday and inform them about students absence and note the details in this register. (2) If the mentor is absent, it is the duty of the Class I/C to communicate to the parents about the absence of the students of his class. (3) Parents contact details must be taken from the **Admission Form or Student Mentoring Report** and not from the student. (4) Class I/C should verify communication register of all the mentors of his class everyday. Periodic verification should be done by the Department Admin I/C and members of the Academic Council. A note with remarks should be made below the last entry made in the register along with signature and date of the verifying authority (i.e., Class I/C, Department Admin I/C, members of Academic Council).

Date	Student Roll No.	Purpose of Communication	Mode of Communication (Phone / E-mail / Postal / Personal Meet)	Person contacted (Father/Mother/ Local Guardian)	Response of the Person contacted	Sign. of the Mentor
29/8	505	Result	Mobile	Mother	Informed	NK
	506	Result	Mobile	father	Informed	NK
	507	Result	mobile	father	not lifting	NK
	508	Result	mobile	father	Switch off	NK
	509	Result	mobile	father	Informed	NK
	514	Result	mobile	father	not lifting	NK
	515	Result	mobile	father	informed	NK
					please complete	
					mg.	
	516		All clear			NK
	517	Result	mobile	father	informed	NK
	518		All clear			NK
	519	Result	mobile	father/sister	informed	NK
	520	Result	mobile	father	Switch off	NK
	521		All clear			NK
	522	Result	mobile	father	informed / not lifting	NK
	523	Result	mobile	father	Not reachable	NK
	524	Result	mobile	father	not lifting	NK
	525	Result	mobile	father	out of network coverage	NK
	526	Result	mobile	father	Always busy	NK
	527	Result	mobile	father	informed	NK
	528		All clear			NK
	529	Result	mobile	father	Not lifting	NK
	530		All clear			NK
30/8	501	Absent	mobile	father	will come tomorrow	NK
	502	Absent	mobile	mother	not lifting	NK
	503	Absent	mobile	father	After 2 days	NK
	504	Absent	mobile	father	not lifting	NK
	505	Absent	mobile	father	will come tomorrow	NK
	509	Absent	mobile	father	not lifting	NK
	510	Absent	mobile	father	informed	NK

GUIDELINES : (1) It is the responsibility of Mentor to call the parents of absent students everyday and inform them about students absence and note the details in this register. **(2)** If the mentor is absent, it is the duty of the Class I/C to communicate to the parents about the absence of the students of his class. **(3)** Parents contact details must be taken from the **Admission Form or Student Mentoring Report** and not from the student. **(4)** Class I/C should verify communication register of all the mentors of his class everyday. Periodic verification should be done by the Department Admin I/C and members of the Academic Council. A note with remarks should be made below the last entry made in the register along with signature and date of the verifying authority (i.e., Class I/C, Department Admin I/C, members of Academic Council).

Date	Student Roll No.	Purpose of Communication	Mode of Communication (Phone / E-mail / Postal / Personal Meet)	Person contacted (Father/Mother/ Local Guardian)	Response of the Person contacted	Sign. of the Mentor
511	511	Absent	mobile	father/sister	went to Maharashtra	NK
513	513	Absent	mobile	father	he will come tomorrow	NK
514	514	Absent	mobile	father	not reachable	NK
516	516	Absent	mobile	father	not lifting	NK
518	518	Absent	mobile	father	After 2 days she will come	NK
519	519	Absent	mobile	sister/father	will come tomorrow	NK
520	520	Absent	mobile	father	not lifting	NK
523	523	Absent	mobile	father	not reachable	NK
524	524	Absent	mobile	father	not lifting	NK
525	525	Absent	mobile	father	he will find out	NK
526	526	Absent	mobile	father	wanted by putting my call busy	NK
1/6	502	Absent	mobile	mother	monday he will come	NK
	504	Absent	mobile	father	not lifting	NK
	516	Absent	mobile	father	not lifting	NK
	517	Absent	mobile	father	fever	NK
	519	Absent	mobile	sister	function at home	NK
	520	Absent	mobile	father	not lifting	NK
2/6	501	Absent	mobile	father	not lifting	NK
	502	Absent	mobile	mother	she will find out	NK
	504	Absent	mobile	father	not lifting	NK
	511	Absent	mobile		Monday	? NK
	516	Absent	mobile	father	not lifting	
	518	Absent	mobile		Monday	
	520	Absent	mobile	father	not lifting	
	521	informed to me				NK
	524	Absent	mobile	father	not lifting	NK



BHARAT
INSTITUTIONS

PARENT COMMUNICATION REGISTER

Name Of the College : **BIET**

Name Of the Mentor : **S. Hafeeza Afsana**

Department : **English** Academic Year : **2022-23**

DS

GUIDELINES : (1) It is the responsibility of Mentor to call the parents of absent students everyday and inform them about students absence and note the details in this register. (2) If the mentor is absent, it is the duty of the Class I/C to communicate to the parents about the absence of the students of his class. (3) Parents contact details must be taken from the **Admission Form or Student Mentoring Report** and not from the student. (4) Class I/C should verify communication register of all the mentors of his class everyday. Periodic verification should be done by the Department Admin I/C and members of the Academic Council. A note with remarks should be made below the last entry made in the register along with signature and date of the verifying authority (i.e., Class I/C, Department Admin I/C, members of Academic Council).

Date	Student Roll No.	Purpose of Communication	Mode of Communication (Phone / E-mail / Postal / Personal Meet)	Person contacted (Father/Mother/ Local Guardian)	Response of the Person contacted	Sign. of the Mentor
21/1/23	711	Absent	Father phone	Father	not feeling well	↑
21/1/23	727	Absent	phone	father	did not receive	↑
19/1/23	05	Absent	phone	father	wrong number	↑
14/1/23	9	Absent	call	father	Back to hotel not answer	↑
19/1/23	12	Absent	call	father	pick call not answer	↑
14/1/23	13	AB	call	father	not connected	↑
14/1/23	15	AB	call	father	not answer	↑
14/1/23	16	AB	call	father	not answer	↑
14/1/23	17	AB	call	father	not answer	↑
14/1/23	18	AB	call	father	not answer	↑
14/1/23	19	AB	call	father	cold health is ill	↑
19/1/23	20	AB	call	father	present	↑
19/1/23	21	AB	call	mother	after 4 days from morning with	↑
14/1/23	22	AB	call	-	not answer	↑
19/1/23	23	AB	call	father	not answer	↑
14/1/23	24	AB	call	mother	not answer	↑
14/1/23	25	AB	call	father	not connected	↑
14/1/23	26	AB	call	father	tomorrow will come	↑
14/1/23	27	AB	call	father	no ans.	↑
14/1/23	28	AB	call	father	non local in the centre	↑
14/1/23	29	AB	call	-	distance	↑
14/1/23	30	AB	call	-	not answer	↑
14/1/23	31	AB	call	mother	not aware why he didn't come	↑
23/1/23	19	Absent	call	father	health is ill	↑
23/1/23	23	Absent	call	father	Reached hotel body. will come to city tomorrow	↑
23/1/23	26	Absent	call	mother	health ill come from afternoon	↑
23/1/23	29	Absent	call	-	doesn't exist	↑
23/1/23	24	Admission	call	mother	didn't answer	↑
24/1/23	5	absent	call	notans	didn't pick up	↑
24/1/23	29	absent	mobile	mother	not well	↑
25/1/23	10	AB	mobile	-	busy	↑
25/1/23	15	AB	mobile	-	no. doesn't exist	↑



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The screenshot displays the website header with the Bharat Institute of Engineering and Technology logo and name. The navigation menu includes 'Home', 'About Us', 'Courses', 'Admission', 'Faculty', 'Library', 'Placement', 'Contact Us', and 'Feedback'. The contact information provided is 08414 252313, info@biet.ac.in, and EAMCET/PGET/ICET: BIET. Below the header is a banner image showing students in a library and a classroom. A text overlay on the banner reads: 'DATE AFTER CLASS COMPLETION. ANY QUERIES CONTACT COORDINATOR,'. Below the banner are two login forms: 'Employee Login' and 'Student Login'. The 'Student Login' form is highlighted with a red border. Both forms have fields for 'User Name' and 'Password' and a 'LOGIN' button. The 'Student Login' form also features a graduation cap icon.

Student and Parent Access in Automation of College



[Handwritten Signature]

Principal
Bharat Institute of Engg. and Tech
Mangalpally(V), Ibrahimpatnam(M)
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Meeting with all S&H faculty @: 13/05/23.
members regarding parent teacher meeting.

All class mentors kindly inform the following points to the parents.

- 1) Students Academic performance in all subjects.
- 2) Biometric attendance & automation attendance. Explain them clearly regarding Biometric attendance.
- 3) If students are having less than 75% attendance from their parents take undertaking letter & ask them to sign in undertaking letter.
- 4) Vacation assignment, mid Exam dates, vacation period.

T. Sudha
13/5/23

Faculty Name

Sign

P. Aparna	S&H (Maths)	A
Dr. Nagaveni	S&H Chemistry	N
S. Hyligeesum	S&H English	A
Dr. M. Naveenkumar	S&H (Physics)	N
E. Sivasai	S&H (Mathematics)	A
K. Subrahmanyam	S&H	A
P. Rajani	S&H (Maths)	A
Ch. Kumareswari	S&H (Maths)	A
Dr. G. polairah	S&H (Physics)	A
Dr. Renu	S&H (Chemistry)	A
Lehra	S&H English	A
Nagesh Stehlae	S&H English	A
Dr. Renu	Ru	A
Dr. Nitun	Nitun	A
Dr. Sahasra	Dr. Shah	A
D. Rajalaxmi	Rajalaxmi	A



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Date	Student Roll No.	Purpose of Communication	Mode of Communication (Phone / E-mail / Postal / Personal Meet)	Person contacted (Father/Mother/ Local Guardian)	Response of the Person contacted	Sign. of the Mentor
10/6	22E-5A9	Parent meeting	Phone	Father	Informed	
	22E-5I0	PTM	Phone	Mother	Informed	
	22E-5I1	PTM	"	Father	Not answering	
	22E-5J2	"	"	Father	No one talk	
	22E-5J3	"	"	Father	Number busy	
	22E-5J4	"	"	Father	also informed	
	22E-5J5	"	"	Student	Informed	
	22E-5J6	"	"	Father	Informed	
	22E-5J7	"	"	Father & Mother	Number busy	
	22E-5J8	"	"	Father	Informed	
	22E-5J9	"	"	Father	Informed	
	22E-5J0	"	"	Father	Informed	
	22E-5J1	"	Phone	Father & Mother	Not connecting	
	22E-5J2	"	"	Father	Informed	
	22E-5J3	"	"	Father & Mother	Not connecting	
	22E-5J4	"	"	Mother	Informed	
	22E-5J5	"	"	Father	Informed	
	22E-5J6	"	"	Father	Informed	
	22E-5J7	"	"	Father	Informed	
	22E-5J8	"	"	Father	Number busy	
	22E-5J9	"	"	Father	Informed	
	22E-5K0	"	"	Father	Informed	
	22E-5K1	"	"	Father	Informed	
	22E-5K2	"	"	Father	Informed	
	22E-5K3	"	"	Father	Informed	
13/5	22E-5A9	PTM - Parent meet	Phone	Father	Informed - Student not communicated to parent	
	5I0	PTM - Parent meet	"	Mother	Informed - The as in function	
	5I1	"	"	Father	Informed - may be the same info not given	
	5J3	"	"	Father	Informed - after vacation parent are meet & collect	
	5I4	"	"	"	Not lifted	
	5J4	"	"	Father	Informed - they attended relatives meeting	
	5J6	"	"	"	Informed - student not available	



21/04

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Date	Student Roll No.	Purpose of Communication	Mode of Communication (Phone / E-mail / Postal / Personal Meet)	Person contacted (Father/Mother/ Local Guardian)	Response of the Person contacted	Sign. of the Mentor
9/5	80			Student	went to village	
	54			Student	may not attend this week	
	56			Student	Brother's marriage	
	77			"	fever.	
	93			Student	due to work.	
	52			Student	headache.	
10/6/23		Summer vacation Parent meetings				
	22E-251		Phone	student	Father not answering call Info Informed to student	
	22E-252	PTM	Phone	stu	Number busy.	
	22E-253	PTM	Phone	Mother	Informed	
	22E-254	"	Phone	Father	Informed	
	22E-255	"	Phone	Father	Informed	
	22E-256	"	Phone	Father	Brother's Marriage	
	22E-257	"	Phone	Father	Number busy	
	22E-258	"	Phone	Father & Mother	Not Answering the call	
	22E-259	"	Phone	Father	out of state	
	22E-260	"	Phone	Father & Mother	Both are Not answering the call	
	22E-261	"	Phone	Student	Informed	
	22E-262	"	Phone	Father	Informed.	
	22E-263	"	Phone	Mother	Not answering the call	
	22E-264	"	Phone	Father & Student	Informed	
	22E-265	"	Phone	Father & Mother	Both are Not answering the call	
	22E-266	"	Phone	Student	Informed	
	22E-267	"	Phone	Student	Informed	
	22E-268	"	Phone	Student	Informed	
	22E-269	"	Phone	Student	Not Answering the call	
	22E-270	"	Phone	Father	Informed	
	22E-271	"	Phone	Student	Informed.	
	22E-272	"	Phone	Mother	Currently busy	
	22E-273	"	Phone	Mother	Info	
	22E-274	"	Phone	Student	Informed	
	22E-275	"	Phone	Mother	Not Answering the call	

P.O. No. : CHMR/B1/OCT-2016/Printing/Sravani Offset Printers/F1-03/PO No.-07/Date : 15/12/2016 Qty.-100.



Signature

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Date	Student Roll No.	Purpose of Communication	Mode of Communication (Phone / E-mail / Postal / Personal Meet)	Person contacted (Father/Mother/ Local Guardian)	Response of the Person contacted	Sign. of the Mentor
	22E-276	PTM phone	1 student	Informed	Informed	
	22E-277	PTM phone	student	Informed	Informed	
	22E-278	PTM phone	student	Not answer	Not answering the call	
	22E-279	PTM phone	Phone	student	Informed	
	22E-280	PTM phone	phone	student	Informed	
	22E-281	PTM phone	phone	student	Informed	
	22E-282	PTM phone	phone	student	Not answering the d	
	22E-283	PTM phone	phone	father	Informed	
	22E-284	PTM phone	phone	student	Informed.	
	20105123	Absent	Phone	Listed by father	Informed, they went to pool back to college on thursday	(Ra)
	22E110125	"	"	Mother	Informed, I arrived will come	(Ra)
	252	"	"	Mother	Informed, he will come on 1st June	(Ra)
	253	"	"	father	Informed	(Ra)
	254	"	"	father	Informed will come tomorrow	(Ra)
	255	"	"	father	Informed will come tomorrow	(Ra)
	256	"	"	Student	Informed, thursday will come	(Ra)
	257	"	"	"	Not answering	(Ra)
	258	"	"	father	Informed	(Ra)
	259	"	"	father	Informed 1st will come	(Ra)
	260	"	"	father	Informed 1st will come	(Ra)
	261	"	"	Brother	Informed	(Ra)
	262	"	"	father	Informed will come to attend my functions	(Ra)
	263	"	"	Student	Informed 1st	(Ra)
	264	"	"	father	Informed 1st June	(Ra)
	265	"	"	"	Switched off	(Ra)
	266	"	"	Student	Informed will come on 1st June	(Ra)
	267	"	"	Student	Informed	(Ra)
	268	"	"	Student	Got fever will come on 1st June	(Ra)
	269	"	"	Sister	Informed will come tomorrow	(Ra)
	270	"	"	"	Not answering	(Ra)
	271	"	"	Student	Got cold, will come tomorrow	(Ra)
		"	"	"	Informed, he will come	(Ra)



21/07

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Parents - Feedback on mentoring during PTM

date - 20/5/23

S.No Student name - Varshitha
 1 Roll no - 23E11A6630
 Parent name - N. Gopal Reddy
 Feedback -

I am very much satisfied with the mentoring system of the college (BIET) because they inform us daily about our children attendance in the class, their performance in examination and their overall development.

As a parent I am able to guide my daughter at home in the same context. This mentoring system has benefitted my daughter in academics and overall improvement.

Thanking You

N. Gopal

(N. Gopal Reddy)

S.No Student name - M. Karthik Goud ; Roll no - 23E11A0524
 2 Parent name - M. Janardhan Goud
 Feedback -

The mentoring system of BIET is one of the best. College inform us about any difficulty of student or if he/she has missed class, which help us as parents to know the overall progress of our son. The overall responsibility of the student has been taken care of in all aspect right after taking admission.

Thanking you,

J. Goud

Janardhan Goud