Criterion 7

Institutional Values and Best Practices

Key Indicator - 7.1 Institutional Values and Social Responsibilities

7.2.1

Best Practices

1. Transforming Students into Better Individuals Through Faculty and Professional Mentorship.
2. Inter-Departmental Academic Audit

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7.2.1 BEST PRACTICES

PRACTICE-1

Title: Transforming students into better individuals through faculty and professional mentorship.

Objectives of the Practice:

1) Providing academic guidance and support to improve student performance.
2) Offering mentorship for professional growth and career planning.
3) Assisting and guiding on personal matters to promote overall well-being.
4) Creating a supportive environment for students to effectively handle challenges.
5) Building strong student-teacher relationships to foster open communication and trust.
6) Enhancing the overall learning experience and academic success through personalized support for student's retention and satisfaction.
7) Encouraging self-reflection and goal-setting for personal and academic development.

Context:

During their four-year undergraduate program, students often seek support, advice, and counselling in academic, professional, and personal matters, often looking to a caring elder for guidance. To meet this need, the Institute has established a Mentoring System, with the goal of cultivating stronger and more meaningful student-teacher relationships to help students address the daily challenges encountered. This supportive process continues until the student completes undergraduate program and is primarily conducted by:

I. Faculty Mentors

II. Students Mentoring and Counselling Centre (SMC)

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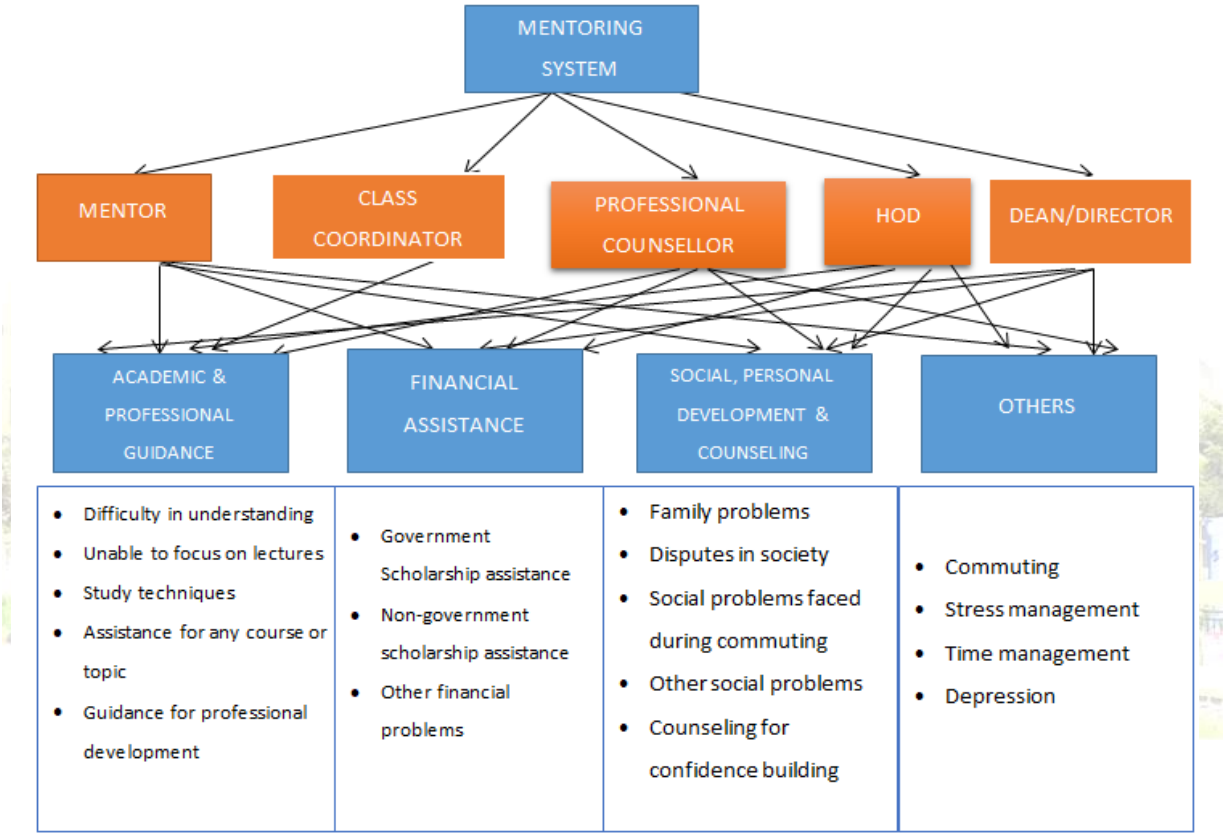
The Practice:

The mentoring is carried out broadly under different levels as Faculty mentor, Class Coordinator, Professional Counsellor, and Heads.

The Class coordinators dealt with the academic related issues of the students while the Faculty mentors, Professional counsellors and Heads look after other issues of the student ranging from academic to personal development and counselling.

The details of the process of mentoring is as explained below.



I. Faculty Mentor: Faculty mentoring is carried out by adopting following steps;

1) *Allotment of Mentor Coordinator and Mentor*
2) *Mentor- Mentees Meeting*
3) *Resolution of student issues*
4) *Communication with parents*
5) *Evaluation of strengths and weaknesses*
6) *Updating the status of Campus recruitment drives*

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7) *Updating the results status of the students*

A comprehensive template is prepared to maintained mentoring including various parameters like personal information, live results, mentee profile, meeting attendance, cocurricular activities etc. During Covid-19 a special mentoring program was launched asking students family status and needs. A google form was floated for the same. Based on the inputs possible help were provided to needy family.

II. Students Mentoring and Counselling Center (SMC):

Institute has a dedicated Students Mentoring and Counselling (SMC) center headed by a senior faculty member, taking help of coordinators from each program and hiring professional counsellors. The professional counsellors are available in the campus 4 days per week.

The objectives of the centre covers:

- Academic Support
- Personal Development
- Mental Health Support
- Conflict Resolution
- Outreach and Awareness etc.

Overall, the mentoring and counselling cell aims to empower students to overcome challenges, maximize their potential, and thrive academically, personally, and professionally during their college journey. The centre starts its working from planning of activities, awareness of importance of counselling to the group and individual counselling.

Evidence of Success:

- During the mentor mentee interaction many of the students share their problems, doubts from academic, financial problems, domestic issues etc. the mentors guide them handle situation efficiently.
- Many of the students who desperately needed counselling got the facility at the college itself.
- A total of 123 students were counseled at individual level, of whom 8 were facing

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critical issues and needed counseling.

- A total of 39 workshops on different topics ranging from behavioral modification, internet addiction, relationship issues were delivered resulting in 2164 beneficiaries through the year 2022-2024.

Problems Encountered:

Student Engagement & Feedback: Due to shyness and lack of confidence and interest, few students did not meet mentors on regular basis. Assessing the effectiveness of mentorship programs and providing constructive feedback to mentors and mentees is challenging.

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7.2.1 BEST PRACTICES

PRACTICE-2

Title: Inter-departmental Academic Audit

Objectives of the Practice:

The inter-departmental academic audit is a crucial practice aimed at ensuring accountability, maintaining high academic standards, and continuously enhancing the teaching-learning process to deliver quality education. Its primary objectives are to establish a culture of transparency and accountability within academic institutions and to foster a commitment to excellence in education.

Context:

In the context of modern educational institutions, where the focus is shifting towards outcome-based education and continuous improvement, the need for robust quality assurance mechanisms like the inter-departmental academic audit is paramount. This practice serves as a proactive approach to address the challenges faced by academic institutions in maintaining high standards of education and meeting the expectations of various stakeholders, including students, parents, and accrediting bodies.

The Practice:

The inter-departmental academic audit is a comprehensive process that involves the systematic review of academic programs and activities across different schools and departments within the institue. It is conducted three times in academic semester and employs rubrics-based marking for evaluating various parameters related to the teaching-learning process.

The aspects of this practice are to focus on outcome based education by means of reviewing mapping of course outcomes with program outcomes, target setting, planning of course delivery, slow and advanced learner activities, and calculations of the outcomes from both direct and indirect ways of attainment. The audit is divided into four parts: preterm, mid-

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term, post-term, and post-result audits, which is practically match the academic flow. Faculty members are being appreciated and reprimanded based on their scores of these audits. The final scores of odd and even semester academic audits are linked with the performance appraisal mechanism, ensuring timely management of academic work by the faculty members.

By assessing these aspects against predefined standards and benchmarks, the audit helps identify areas that require improvement and provides valuable insights for enhancing the overall quality of education.

Evidence of Success:

Few of the tangible outcomes of the inter-departmental academic audit is the timely completion of academic documentations and implementation of uniformly defined quality teaching-learning process. It has garnered effective implementation of outcome-based education at the course level, which is the base of OBE implementation in any institution.

By ensuring that all academic processes are documented and reviewed periodically as per predefined qualitative rubrics, the academic audit helps maintain uniformity, transparency and accountability in the system.

Problems Encountered:

The post-result audit has to be done in the next semester as it depends on university results declaration which generally gets declared by the mid of the next semester. This delays the preparation of complete audit report.

Since multiple auditors are involved in the process and faculty members of various programs acts as auditors, it has been observed that all auditors do not have common understanding of various parameters' rubrics.

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PRACTICE-1

Title: Transforming Students into Better Individuals Through Faculty and Professional Mentorship.

Mentoring Documents

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Plot 2 & 3, Sector - 16, Khandagaon, Near Thana Naka, New Panvel, Navi Mumbai. 410206.
Tel. : +91 9137123439 Email : aiktc.newpanvel@aiktc.ac.in URL. www.aiktc.ac.in

Mentoring Documentations

Objectives	
Ob1	Improvement of Students' Academics
Ob2	Support for Social development (Stress Mgmt, Time Mgmt, Handling Social and family issues,etc)
Ob3	Establish strong connect with the Students and Parents.

Mentees		
Sr. No	**Roll No**	**Name**
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		

Mentors	
FE	Prof.
SE Onwards	Prof.

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Personal Information:

Sr. No	Roll No	Name	Email	Mobile	Parent's Mobile	Father's Occupation	Mother's Occupation	Address	Locality	Orphan	Separated Family	Financial Status
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

Live Result/Progressive performance:

Sr. No	Roll No	Name	Live Result (Academic Performance)							
			Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI	Sem-VII	Sem-VIII
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Attendance:

Sr. No	Roll No	Name	1	2	3	4	5	6	7	8	9	10
			Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	Date 9	Date 10	Date 11	Date 12
1												
2												
3												
4												
5												

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Mentee Profile:

Roll No:		**Name:**	

Area(s) of Interest:	

Strengths	**Areas to Improve**

Observations & Expected Actions (Academics/Social/Personal/Family Issues & Achievements & Communication with Parents)

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Mentor (Name & Sign)

Co-Curricular Activities:

	Student's Co-curricular Activities (Individual)		
Semester	**Professional Society**	**Internship**	**Paper Published**
I			
II			
III			
IV			
V			
VI			
VII			
VIII			

Student Mentor's Feedback Semester wise			
Semester-I	**Semester-II**	**Semester-III**	**Semester-IV**

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Allotment of Mentor Coordinator and Mentee

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☑ SCHOOL OF ENGINEERING & TECHNOLOGY
☐ SCHOOL OF PHARMACY
☐ SCHOOL OF ARCHITECTURE
DEPARTMENT OF CIVIL ENGINEERING

Ref: AIKTC/SoET/CE/Mentoring/2022/100

03/08/2022

Revised Mentoring Responsibilities for the AY 2022-23

The following faculties are assigned responsibilities to mentor the students of the allotted batch from the academic year 2021-22. They should carry out the mentoring in the prescribed mentoring formats. For any further querries w.r.t the formats and procedures, the mentors may discuss with Prof. Fauwaz Parkar or the Program Owner.

Class	Second year		Third year		Final year	
Duration	2021-25		2020-24		2019-23	
Batches	First shift	Second Shift	First shift	Second Shift	First shift	Second Shift
Batch 1	Prof. Irfan Shaikh	Prof. Umesh Jadhav	Prof. Shoukin Hawelikar	Prof. Junaid Maste	Prof. Shafi Mujawar	Prof. Vedprakash Marlapalle
Batch 2	Prof. Dada Patil	Prof. Irfan Nalband	Prof. Shoukin Hawelikar	Prof. Fauwaz Parkar	Prof. Rohan Dasgupta	Prof. Junaid Siddiqui
Batch 3	Prof. Dhaval Shah	Prof. Umesh Jadhav	Dr. Prabha Joshi	N.A.	Prof. Wasim Shaikh	Prof. Prathamesh Gawade
Batch 4	Dr. Girish Mahajan	Prof. Irfan Nalband	Prof. Firoz Nadaf	N.A	Prof. Tehsin Kazi	Prof. Suhail Ahmed

It is essential that sufficient meetings with mentees for understanding and resolving their grievances, concerns; identifying slow and weak learners; spreading academic awareness; highlighting the importance of attendance; encouraging for participation in various co-curricular, extra-curricular activities; guiding them about various learning resources available; guiding their careers be conducted by mentors throughout all semesters. The record of the meetings and all other related formats may be preserved digitally.

RBMagar 03/08/2022

(Dr. Rajendra Magar)

Program Owner

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☑ SCHOOL OF ARCHITECTURE

Ref: AIKTC/SoA/ Office order/2022-23 **Date: 06/06/2022**

Office Order

For the academic year 2022-23, following faculty members are assigned as mentors. The list of the mentees is given along with the mentor appointed. They are expected to meet their mentees at least once a month unless otherwise required

Sr. No.	Year	Mentor 01	Mentor 02	Mentor 03	Mentor 04
1	First	Prof.Pawan	Prof.Sarah		
2	Second	Prof. Apurva	Prof. Kamlesh		
3	Third	Prof. Siddesh	Prof. Teena	Prof. Sandeep	Prof. Mayuri
4	Fourth	Prof. Sadam	Prof. Parag	Prof. Parvathi	
5	Fifth	Prof. Poonam	Prof. Insha	Prof. Abhijit	Prof. Prajakta

Raj Mhatre
(I/C Dean, SoA)

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SMC

AIKTC, New Panvel

2022-23

Department of Mechanical Engineering

Mentor Mentee Allotment Record 2022-23

SE

Class: SEME **A.Y. 2022-23**

Group No	Members	Name	Roll No.	Class	Phone No.	Guide/ Mentor
1	Member 1	ABUSAHMA ABDUL HAK IDRISHI	21ME01	SE-ME-1	8828930030	Prof. Zakir Ansari
	Member 2	ANSARI MOHAMMED ARSALAN MOHAMMED AZAM	21ME02	SE-ME-1	8828730205	
	Member 3	FARIS RIZWAN AHMED	21ME03	SE-ME-1	8237617775	
	Member 4	KAZI SAYYAM FAISAL	21ME04	SE-ME-1	7875600962	
	Member 5	KHAN ASHAR WASI AHMED	21ME05	SE-ME-1	9892870552	
2	Member 1	KHAN MOHD RASHID MOHD SADIK	21ME06		9137699102	Prof. Amruta Karve
	Member 2	PATIL SOHAM AJIT	21ME08		8097936895	
	Member 3	PESHIMAM ANZAR FAROOQUE	21ME09		8452051514	
	Member 4	SALMAN ASHRAF MUHAMMAD	21ME11		8692846282	
		Asif Valiyani	21ME20			
3	Member 1	NEDARIYA MUSEB RASHID	21ME07	SE-ME-1	9987423021	Prof. Maroof
	Member 3	SARIM KHAN	21ME12	SE-ME-1	8090262427	
	Member 4	SHAIKH MOHD MEHBOOB MAHTAB ALI	21ME13	SE-ME-1	8097048166	
	Member 5	VISHWAKARMA SUSHIL DHRUPNATH	21ME14	SE-ME-1	8424834296	
4	Member 1	Khan tarique jamal	22DME17	S.E.M.E-2	9137908854	Prof. Atul Meshram
	Member 2	Kottapally mohd umair adil	22DME21	S.E.M.E-2	7208102592	
	Member 3	Hajju awwab kalim	22DME12	S.E.M.E-2	7506210845	
	Member 4	Khan zaid mujibulla	22DME20	S.E.M.E-2	9930546208	
5	Member 1	Khan mohd Rehan Salmanullah	22DME18	S.E.M.E-2	7317266535	Prof. Altamash Ghazi
	Member 2	Pawaskar Arsalan Bashiruddin	22DME29	S.E.M.E-2	9769457836	
	Member 3	Fakih huzaifa mansur	22DME07	S.E.M.E-2	9082343704	
	Member 4	Shaikh Mohd Zehaan usman	22DME45	S.E.M.E-2	9307470432	
6	Member 1	Qureshi Mohd Irfan Shakeel Ahmed	22DME31	S.E.M.E-2	9152770783	Prof. M Nafe Momin
	Member 2	Habibullah obaidullah	22DME11	S.E.M.E-2	9076414397	
	Member 3	Adnan azim sayyed	22DME35	S.E.M.E-2	8104776825	
	Member 4	Muzammil Mubarak shirgaonkar	22DME58	S.E.M.E-2	8459589770	
7	Member 1	Pawaskar Fuzail	22DME30	S.E.M.E-2	9324746773	Prof.Zia Momin
	Member 2	Shaikh Ayan	22DME44	S.E.M.E-2	9326846028	
	Member 3	Shaikh waqar	22DME47	S.E.M.E-2	7045059908	
	Member 4	Warwande Mazin	22DME62	S.E.M.E-2	7666112666	

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8	Member 1	Tole Ikrama Kutbuddin	22DME61	S.E.M.E-2	8657073979	Prof.Javed Kazi
	Member 2	Siddique Anas Rizwa	22DME59	S.E.M.E-2	9152742718	
	Member 3	Shaikh Sohel Shamisudin	22DME54	S.E.M.E-2	9324687902	
	Member 4	Rawoot Ali Arif	22DME32	S.E.M.E-2	9372110710	
9	Member 1	GHARATKAR AFIF MANZOOR	22DME09	S.E.M.E-2	8421611706	Dr M Asif Gandhi
	Member 2	ANSARI UZAIR IMTIYAZ	22DME03	S.E.M.E-2	9764714353	
	Member 3	MIRZA RYAN ASAD	22DME25	S.E.M.E-2	9372652771	
	Member 4	SHAIKH AMAAN FAROOQ	22DME40	S.E.M.E-2	9323384925	
10	Member 1	SHAIKH AHMED HUSAIN GULAM HASAN	22DME39	S.E.M.E-2	9167175484	Prof.Saad Shaikh
	Member 2	SHAIKH FAHAD HUSAIN SHAHID HUSAIN	22DME43	S.E.M.E-2	9324348737	
	Member 3	SHAIKH ASAD AMIN	22DME42	S.E.M.E-2	9930918996	
	Member 4	SHAIKH SHAHID MEHBOOB	22DME53	S.E.M.E-2	9594146658	
11	Member 1	Shaikh Ubaid Zahid	22DME55	S.E.M.E-2	9594878919	Prof.Mohammed Jawed
	Member 2	Shaikh Zaki Ahmed Sameer Ahmed	22DME57	S.E.M.E-2	7400394280	
	Member 3	Sayyed Aftab Abid	22DME36	S.E.M.E-2	9987806217	
	Member 4	Khan Sohail Salahuddin	22DME19	S.E.M.E-2	9920210801	
12	Member 1	Malik Tamim shahnawaz	22DME23	S.E.M.E-2	07276411001	Prof.Rizwan Shaikh
	Member 2	Jamadar Zaheer Nurulla	22DME14	S.E.M.E-2	9372004217	
	Member 3	Shaikh Afsha Maqsood	22DME38	S.E.M.E-2	8828444736	
	Member 4					
13	Member 1	SAYYED ABBAS ZAMIR	22DME34	S.E.M.E-2	7021616900	Prof.Ashfaq Jamkhandikar
	Member 2	SHAIKH MOHAMMED AMAAN HANIF	22DME46	S.E.M.E-2	8652542137	
	Member 3	ATAR SAHIL SIKANDAR	22DME04	S.E.M.E-2	8692061737	
	Member 4	SHAIKH MOHD HAMZA ABDUL REHMAN	22DME49	S.E.M.E-2	93722 34989	
14	Member 1	Taha Talha Zhombark	22DME63	S.E.M.E-2	8149794407	Prof.Talha Munshi
	Member 2	Shaikh Arshad mehboob	22DME41	S.E.M.E-2	8355838831	
	Member 3	Chaulkar Danish shahnawaz	22DME06	S.E.M.E-2	93229 12383	
	Member 4	Riyaz abdul habib mansoori	22DME24	S.E.M.E-2	73049 39811	
15	Member 1	Gadkari Danish Sabir	22DME08	S.E.M.E-2	8847752388	Prof.Juned Kazi
	Member 2	Majgaonkar Zain Khalid	22DME22	S.E.M.E-2	8956506149	
	Member 3	Sayyed Mustufa Maqsood	22DME37	S.E.M.E-2	9665280755	
	Member 4	Khan Abdul Mukit	22DME15	S.E.M.E-2	9022928108	
16	Member 1	Ansari saif parvez	22DME02	S.E.M.E-2	9920939489	Prof.Juned Kazi
	Member 2	shaikh riyaz abdul razzak	22DME10	S.E.M.E-2	8355854597	
	Member 3	Golandaz saif fayaz ahmed	22DME52	S.E.M.E-2	9004784599	
	Member 4	Shaikh shadab sayed basha	22DME50	S.E.M.E-2	9136899876	

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17	Member 1	Mukadam mohammed umer md hanif	22DME27	S.E.M.E-2	9029255552	Prof.Saad Shaikh
	Member 2	Shaikh zaid danish	22DME56	S.E.M.E-2	8828088410	
	Member 3	Attar alsa tanvir	22DME05	S.E.M.E-2	9225118940	
	Member 4	Karbelkar namreen nawaz	22DME28	S.E.M.E-2	7304807067	
18	Member 1	KHAN ADIL RIZWAN	22DME16	S.E.M.E-2	9076351105	Prof.Juned Kazi
	Member 2	IDREESE MOHD FARAZ MOHD ASLAM	22DME13	S.E.M.E-2	7558642006	
	Member 3	SAQEEB AFZAL WAVGHARKAR	22DME33	S.E.M.E-2	9405896982	
	Member 4	MOHAMMED ALI SHAIKH	22DME26	S.E.M.E-2	9920094709	
19	Member 1	Shaikh yusuf mohammad hussain	22DME48	S.E.M.E-2	9769471842	Prof.Juned Kazi
	Member 2	Shaikh yunus mohammad hussain	22DME51	S.E.M.E-2	9167182013	
	Member 3	Ansari ammar sajeed	22DME01	S.E.M.E-2	7821044526	
	Member 4	Tanaji sohel shammer	22DME60	S.E.M.E-2	8433535176	

Student Mentoring & Counselling Coordinator

12/07/2023
Program Owner

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DEPARTMENT OF HUMANITIES AND APPLIED SCIENCES

Ref: AIKTC/SoET/HAS/2022/29

24/11/2022

Office Order

Following faculty members are assigned duties as mentioned in the table. They are expected to complete their task with utmost care. The student mentors are also listed in the below table as per the new curriculum and AICTE guidelines from 2019 onwards.

Sr. No	Div	Branch Name	Group-1	Group-2	Group-3
1	A	Computer (63)	**Prof. Ghazala Parveen** (22CO01 TO 22CO21)	**Prof. Taib Quraishi** (22CO22 TO 22CO42)	**Prof. Nitin Sonawane** (22CO43 TO 22CO63)
			NAVDEKAR IMAN IMRAN (21CO07)	QADRI MOHAMMED AMBAR MOHAMMED AZHAR (21CO34)	SHAIKH MOHD SHADULLA KHURSEED (21CO51)
2	B	ECS (63)	**Prof. Rajee John** (22EC01 TO 22EC21)	**Prof. Shaikh Arif Iqbal** (22EC22 TO 22EC42)	**Dr. Nusrath Junaidi** (22EC43 TO 22EC63)
			SHAIKH SADIYA SARFARAZ (21EC10)	SHAIKH FARHAN RIZWAN AHMAD (21EC41)	MALVANKAR SHUBHAM MAHENDRA (21EC27)
3	C	Electrical (38)	**Prof. Asma Tambe** (22EE01 TO 22EE19)	**Prof. Shahbaz Haque** (22EE20 TO 22EE38)	----
			SHAIKH HUMERA ASIF (21EE01)	ULDAY MUZAMMIL MUNIRUDDIN (21EE13)	----
4	D	Civil (16) + Mechanical (28)	**Prof. Varsha Pawar** (22CE01 TO 22CE16 & 22ME01 TO 22ME06)	**Prof. Shahid Anjum** (22ME07 TO 22ME28)	----
			POTRICK ABUBAKAR INAYATULLAH (21CE18)	PATIL SOHAM AJIT (21ME08)	----

Mentorship Coordinator

Anjuman-I-Islam's Kalsekar Technical Campus New Panvel

FE. Controller

Copy to: All concern faculty members, Student mentors, FE Mentoring file

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Objectives	
Ob1	Improvement of Students' Academics
Ob2	Support for Social development (Stress Mgmt, Time Mgmt, Handling Social and family
Ob3	Establish strong connect with the Students and Parents.

Mentees

Sr. No	Roll No	NAME	Mobile
1	22ME07	KAZI MOHD QAMAR AZEEMUL HAQ	9819807053
2	22ME08	KHAN HAFEEZ ABDUL MUNAF	8454042098
3	22ME09	KHAN MOHD ANAS IMTIYAZ KHAN	9321831404
4	22ME10	KHAN MOHD KAIF ABDUL KALEEM	9892671363
5	22ME11	KHAN ZAID MOINUDDIN	9372402506
6	22ME12	MAKANDAR SOHAIL ADAM	9702446926
7	22ME13	MALIK AHMED RAZA MOHD VAIS	8591195825
8	22ME14	MD SHAHANWAZ	7739343274
9	22ME15	MEKRANI MOHAMMED YASIN ISHTIYAQ	9920145316
10	22ME16	MOHAMMAD ARIZ	9651553223
11	22ME17	PAGARKAR ZAYAAN SHABBIR	9823413461
12	22ME18	SALEMANI FAIZ FAZAL	9892637479
13	22ME19	SAWANT MOHAMMED SAAD AIJAZ	9321626659
14	22ME20	SHAIKH ABDUL MANNAN NOAMAN	8850625519
15	22ME21	SHAIKH ATIF ISRAR	9136237273
16	22ME22	SHAIKH REHAN RIYAZ	7304904050
17	22ME23	SHAIKH SAHIL AMIN MOMEN	9321472872
18	22ME24	SHAIKHMANSOORI MEHTAB ALAM RIYASAT ALI	8108997928
19	22ME25	SYED HAMMADUR RAHMAN	8253914796
20	22ME26	TAHWILDAR MUHAMMADSAIF REYAZ	9067474945
21	22ME27	TELANG AAYUSH SUBHASH	8806819995
22	22ME28	WADKAR ISMAIL SAJJAD	9370262275

Mentors Name	
FE	Prof. Shahid Anjum
SE Onwards	

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ANJUMAN-I-ISLAM'S
KALSEKAR TECHNICAL CAMPUS, NEW PANVEL
Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi,
Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.
☐ SCHOOL OF ENGINEERING & TECHNOLOGY
☑ SCHOOL OF PHARMACY
☐ SCHOOL OF ARCHITECTURE

Ref: AIKTC/DPharm/Office order/2022-23 Date: 08-02-2023

Office Order

For the academic year 2022-23, following faculty members are assigned as Mentors. The list of the Mentees is given along with the mentor appointed. They are expected to meet their mentees (Online) as per the time table. Mentors are supposed to meet and guide their mentees so as to improve their academic as well as overall performance. The mentorship coordinator along with the HoD will conduct a meeting twice a semester to understand the progress of the student.

AIKTC SCHOOL OF PHARMACY
MENTOR ASSIGNMENT 2022-23 ADMITTED BATCH

SR. NO	ROLL NO.	NAME OF STUDENTS	MENTOR ASSIGNED/SIGN
1	22DP01	ABDUL MALIK HASSAN DAWRE	Lr. Nazila Hayat K
2	22DP02	ANSARI FAZRUL ISLAM ANWARUL HASAN	
3	22DP03	ANSARI MOHD SAMEER NASIMUDDIN	
4	22DP04	ANSARI RASHID AHMED KAMRUDDIN MAROOFI	
5	22DP05	ASHOK VASANT PATEL	
6	22DP06	BELOSKAR TAMIM ANIS	
7	22DP07	CHAUHAN HAMID ASHRAF VALIMOHMAD	
8	22DP08	CHOUDHARI SALEHA FIRDOS ABDUL WAHAB	
9	22DP09	DALVI NAYEEF SAMIULLAH	
10	22DP10	DUBEY ADITYA KALISHANKAR	
11	22DP11	FAROOQUI MOHAMMAD ALI	
12	22DP12	JUMMAL RANIYA MUSTAFA	
13	22DP13	KHAN AATIF AHMED	
14	22DP14	KHAN ABDUL WAHID	
15	22DP15	KHAN ALTAF HAFIZ LUTFUR REHMAN	
16	22DP16	KHAN ANAM ABDUL REHMAN	
17	22DP17	KHAN FAIZAN KALIMULLAH	
18	22DP18	KHAN HUMAIRA SHAHID	
19	22DP19	KHAN MOHAMMAD AKDUS KHALID	
20	22DP20	KHAN MOHAMMED SHAHID IQBAL HUSSAIN	

(Prof. Abusufyan S)
HoD, DPharm

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☐ SCHOOL OF ENGINEERING & TECHNOLOGY
☑ SCHOOL OF PHARMACY
☐ SCHOOL OF ARCHITECTURE

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Office Order

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AIKTC SCHOOL OF PHARMACY
MENTOR ASSIGNMENT 2022-23 ADMITTED BATCH

SR. NO	ROLL NO.	NAME OF STUDENTS	MENTOR ASSIGNED/SIGN
1	22DP21	KHAN MUZAFFAR NADEEM ABDUL HAKIM	Lr. Sakina Bano K
2	22DP22	KHAN NAZMEEN HAYATULLAH	
3	22DP23	KHAN SABIR ALI JALALUDDIN	
4	22DP24	KHAN SAHIL REZA RIZWAN	
5	22DP25	KHAN SHABNAM ALI HUSSAIN	
6	22DP26	KHAN SHAEMA BASHIR	
7	22DP27	KHAN UMME KULSUM MOHSIN	
8	22DP28	KHAN YAKUB FAROOK	
9	22DP29	KHAN ZOYA ALMAS MAZHARUDDIN	
10	22DP30	KULDUNKAR OMERA BANU KADAR	
11	22DP31	MEMON MOHMMAD ANAS RAFIQUE	
12	22DP32	MOHAMMED ALI MOHAMMED ARSHAD	
13	22DP33	MOHD ASHFAQUE ISRAR MANIHHR	
14	22DP34	MOMIN MASHIYAT MUKHTAR AHMED	
15	22DP35	NIDA JAFAR SAYYED	
16	22DP36	PARKAR AFFAN MUZAMMIL	
17	22DP37	PATIL VRISHALI RAHUL	
18	22DP38	PIRJADE ASHNA KASAM	
19	22DP39	SAMANI MOHAMMED KAIF SAEE MOHAMMED	
20	22DP40	SAYED ZAUFISHAAN TANZEEM ALI	
21	22DP41	SAYYED SADIYA KHATOON MOHAMMAD SHAMIM	

(Prof. Abusufyan S)
HoD, DPharm

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KALSEKAR TECHNICAL CAMPUS, NEW PANVEL
SCHOOL OF ENGINEERING & TECHNOLOGY
SCHOOL OF PHARMACY
SCHOOL OF ARCHITECTURE
Department of Electronic and Computer Science

Revised Mentoring Responsibilities for Academic Year 2022-23

The following faculties are assigned responsibilities to mentor the students of the allotted batch for the academic year 2022-23. They should carry out the mentoring in the prescribed mentoring formats. For any further the queries w.r.t. formats and procedures, the mentors may discuss with Prof. Kashif Kazmi or the Program owner.

Class / Batches	Second Year (2021-25)	Third Year (2020-24)	Final Year (2019-23)
Batch A	Dr. Mujib Tamboli (21EC01 to 21EC25)	Prof. Azim Khan (20ET01 to 20EE01)	Prof. Shahin Athavani (19ET01 to 19ET21)
Batch B	Prof. Gnanasekaran (21EC26 to 21EC52)	Prof. Riyaz Pathan (20EE04 to 21DET24)	Prof. Amjad Khan (19ET22 to 17ET31)
Batch C	Prof. Kashif Kazmi (22DEC01 to 22DEC17)	-	-

It is essential that sufficient meetings with mentees for understanding and resolving their grievances, concerns; identifying slow and fast learners; spreading academic awareness; highlighting the importance of attendance; encouraging for the participation in various co-curricular, extra-curricular activities; guiding them about various learning resources available; sessions guiding their careers should also be conducted by mentors. The record of the meetings and all other related formats may be preserved digitally.

Note: The list of batch-wise (mentees) students is shared with each Faculty Mentor wherein we have to keep the complete record which will be periodically checked by the Program Owner.

Anjuman-I-Islam's Kalsekar Technical Campus New Panvel

(Prof. Bandanawaz Kotiyal)
Program Owner

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Minutes of Meeting

Date:09/11/2022	**Time:**9:30 pm onwards	**Agenda:** 1)Review on Mentoring work 2) Meeting Day finalization 3) Identification of Activities 4) record Keeping
Day: Wednesday	**Venue:** ECS dept Conference Room	
Attendees: 1. Prof. Arif Iqbal 2. Prof. Ghazala Parveen 3. Prof. Saba Shaikh 4. Prof. Atul Meshram 5. Prof. Rehaal Qureshi 6. Prof. Kashif Kazmi , 7) Prof. Pritika Patil		

Following points were discussed and decisions were taken:

Controller SCGCM called up second meeting to discuss as per the agenda. Following points discussed.

- ✓ Controller SCGCM read the last meeting points for the coordinators who are newly appointed for the centre.
- ✓ Standard Operating Procedure for SCGCM centre, hand-out of coordinators shared via google drive.
- ✓ An appointment of educational Psychologist is done. She will be available in college for maximum 2 days (Wednesday & Thursday) for individual counselling and group activities.
- ✓ All coordinators were asked to identify different activities required for their dept/schools.
- ✓ A SCGCM banner printed to be changed with names of new coordinators.
- ✓ Each coordinator of SCGCM will act as single point of contact for mentors of their respective schools/departments and students.
- ✓ Mentoring format to be followed by mentors as instructed earlier by Program owners. The same format is also shared in the google drive.
- ✓ Prof. Saba shaikh suggested having a separate tab on website for showing mentoring, counselling related activities.
- ✓ Meeting will be conducted among SCGCM team on available day or any working Saturdays once in a month or whenever seems necessary.
- ✓ Need based analysis questionnaire to be shared among coordinators for their input. After that final questionnaire to be used to know students status on academic skills, study and thinking skills, personal issues, planning for future etc.
- ✓ Prof. Atul Meshram suggested that every mentor should also maintain a separate notebook on interaction done with students by a mentor.
- ✓ All coordinators shall maintain documentation for their respective school/dept in consultation with Program owner and controller SCGCM.
- ✓ Minutes of meeting related to mentoring/counselling should also be kept separately with coordinators.

Anjuman-i-Islam's Kalsekar Technical Campus New Panvel

Minutes Recorded & approved by: Prof. Arif Iqbal Shaikh
(Controller-SCGCM)

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Batches	Second Year (2022-26)	
	Name of Faculty	Student Roll No.
Batch A	Prof.Shahin Athavani	22EC01 to 22EC25
Batch B	Prof. Geeta Desai	22EC26 to 22EC52
Batch C	Prof. Amjad Khan	22EC53 to 22EC63 & DSY

Batches	Third Year (2021-25)	
	Name of Faculty	Student Roll No.
Batch A	Dr. Mujib Tamboli	21EC01 to 21EC25
Batch B	Prof. Gnanasekaran	21EC26 to 21EC52
Batch C	Prof. Kashif Kazmi	22DEC01 to 22DEC17

Batches	Final Year (2020-24)	
	Name of Faculty	Student Roll No.
Batch A	Prof. Azim Khan	20ET01 to 20EE01
Batch B	Prof. Riyaz Pathan	20EE04 to 21DET24

(Prof. Bandanawaz Kotiyal)

Program Owner

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Anjuman-I-Islam's Kalsekar Technical Campus New Panvel

Special Mentoring During COVID

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AIKTC, SoET, Panvel: Department of Civil Engineering

Status of the Students of BE 1: Batch 3 during lockdown due to Covid-19: Mentorship

Mentor: Mohammed Junaid Siddiqui **Date: 2nd June 2020**

Sr. No.	Name of the Student	Current Location	Mobile Number	Father's occupation	Covid-19 related issues	Financial/ other problems
1	SAYYED FURQUAN MUKTAKALI	Andheri	9769046148	State Agent	No case in the family, but cases in the nearby areas	No
2	SHAIKH MOHAMMED FAISAL CHAND PASHA	Sewri	8097766680	Tailor	No case in the family	No
3	SHETTY VISHWAJEET MAHESHWAR	Govandi	9768071222	Worker	No case in the family	No
4	SYED ZULFIQUAR IRSHAD MEHDI	Kharghar	9987999265	Real State	No case in the family	No
5	SHAIKH HAMZA MOHAMMAD HAROON	Bhiwandi	8793122805	Rikshaw Driver	No case in the family	No
6	ANSARI UZAIR DR NIYAZ	Bhiwandi	9175781841	Business	No case in the family	No
7	BHOSALE OMKAR AJAY	Thane	7718984568	Government Servant	No case in the family, but cases in the nearby areas	No
8	DUSHANT SANJAY SONAWANE	Thane	7506574565	Government Servant	No case in the family	No
9	HATWADKAR MHANMADJAYYAN JAVID	Ratnagiri	7448038761 8766875205	Tailor	No case in the family	No
10	KHAN HIFZUR REHMAN ASLAM	Kurla	8097943977	Supplier	No case in the family	No
11	KHAN IFTIKHAR KHALILULLAH	Karjat	8983467681	Service	No case in the family	No
12	KHAN SHAIFALI BABLU	Dharavi	8928175663	Crane Service	No case in the family, but cases in the nearby areas	No
13	KHOKHAR MOHAMMED GUFRAN ASLAM	Mumbra	9619106828	Compounder	No case in the family, but cases in the nearby areas	No
14	KULDUNKAR NEEDA ZAHEER AHMED	Govandi	8898785065	BMC Employee	No case in the family, but cases in the nearby areas	No
15	MALVE AKASH DIPAK	Ghatkopar	7666467964	Watchmen	No case in the family, recently grandmother expired.	didn't get scholarship, problem in fee payment.

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Roll No (CAPITAL)	Name of the student (CAPITAL)	Gender	Category (Minority, Open, OBC, etc)	Mobile No (Self)	Connected Through Call	Ready for ONLINE Class	Covid-19 related issues in Family	Financial/ other problems	Problem in Visinity	today at	In Imergency Duty	Number of KT (SEM-III)	Number of KT (SEM-IV)	Number of KT (SEM-V)
18DCES07	SANJAY APPASO GAIKWAD	Male	OPEN	7045757333	YES	YES	NO	OK	RED	SATARA	NO	ALL Clear	ALL Clear	ALL Clear
18DCES08	VIVEK ASHOK GUNDUKA	Male	SBC	9869784890	NO		YES (His Father) Family is Quarantine	Stable	RED		NO	ALL Clear	ALL Clear	ALL Clear
18DCES09	GURAV SAIRAJ DIGAMBAR	Male	OPEN	8692801522	YES	YES	NO	Low	Orange	SHIVADI (MUMBAI)	YES (Security Duty)	ALL Clear	ALL Clear	ALL Clear
18DCES10	MIRKAR HANNAN HANIF	Male	OPEN	8208214702	YES	YES	NO	OK	RED	MUMBRA	NO	ALL Clear	ALL Clear	ENV
18DCES11	AFFAN NADEEM HUNERKAR	Male	OBC	9527700551	NO									
18DCES12	AYAAN ASLAM KHAN	Male	OPEN	9699665742	YES	YES	NO	NORMAL	RED (Cantainment)	GHATKOPAR	NO	ALL Clear	ALL Clear	ALL Clear
18DCES13	KHAN IMRAN IRFAN	Male	OPEN	9769969456	NO									
18DCES14	Furkan Husain Khot	Male	Minority	9923115864	YES	YES	NO	Normal	GREEN	KAUSA	NO	ALL Clear	ALL Clear	ALL Clear
18DCES15	KOKATE MAAZ ANIS	Male	OPEN	7045102528	NO									
18DCES16	MAJGAONKAR DANISH IRFAN	Male	OBC	9765708839	YES	YES	NO		Orange	Ratnagiri (Karla)	NO	ALL Clear	ALL Clear	ALL Clear
18DCES17	MARZIYA IQBAL MIRKAR	Female	Open	8830535837	YES	YES	NO	OK	GREEN	Ratnagiri (Mirakar Wada)	NO	ALL Clear	ALL Clear	ALL Clear
18DCES18	PATEL YASEEN MUHAMMADKHAN	Male	OBC	8390577196	YES	YES	NO	OK	GREEN	Ratnagiri	NO	ALL Clear	ALL Clear	ALL Clear
18DCES19	PATHAN ASLAMKHAN MAJASKHA	Male	Minority	9145300354	YES	YES	NO	NORMAL	GREEN	KARNATAKA (GADAG)	NO	ALL Clear	ALL Clear	ALL Clear
18DCES20	SAYYED JUNAID ZAHID ALI	Male	Minority	9833893616	YES	YES	NO	Schorship	GREEN	MUMBRA	NO	ALL Clear	ALL Clear	ALL Clear
18DCES21	SHAIKH ASHFAQ KABEER	Male	Minority	9850331243	NO									
18DCES22	SHAIKH IRFAN GOUSSAB	Male	OPEN	8898510496	YES	YES	NO	NORMAL	RED	KALAMBOI	NO	ALL Clear	ALL Clear	ALL Clear
18DCES23	SHAIKH JUNAID JAMALUDDIN	Male	OBC	7720804265	YES	YES	NO	NORMAL	RED (Cantainment)	AURANGABAD	NO	ALL Clear	ALL Clear	ALL Clear

TECE2 now in BECE2 Batch_D_Prof. Hawelikar

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AIKTC, SoET, Panvel: Department of Civil Engineering

Status of the Students of BE 1: Batch 1 during lockdown due to Covid-19: Mentorship

Mentor: Jehsin Kazi

5th June 2020

S.NO	Name	Self Contact Number	Father's/ Mother's/ Guardian's Occupation	Current location	Is your area under red zone ?	What are the difficulties you are experiencing during this lock down period?	Has any of your family members or relatives diagnosed with COVID-19?	Have they recovered completely?	Is your family facing any financial issues during this lock down ?	Any other health issues in your family ?	If there were one thing you wanted help with right now, what would it be?	Number of KT in SEM V , Name of subject	Number of KT in SEM VI , Name of subject	Number of KT in SEM VII , Name of subject	How many times did your MENTOR interact with you during lock down ?	Did you face any difficulty in appearing UNIT TEST II , through online portal	Did you play any constructive role in this lock down ?	Did you attend any online course/ seminar/ webinar etc during this period	Name the online course/ seminar / webinar etc if you attended during this period	What questions do you have about College in general right now that I can answer?	Do you have access to a device that you feel you can complete your college work on?	Do you have Internet access?	What other concerns do you have that might limit your ability to engage in learning activities over the next few weeks (e.g. responsibility for taking care of a sick family member, needing to share computer access with others in your house, low or no network etc.)?
1	SHAIKH ZEESHAN AHMED	9930224886	Teacher	Mumbai	Yes	None currently	No	NA	NA	NA	NA	0	0	0	Consistently in touch	No	NA	Yes	Opportunities after B.E	Are we going to get a FAREWELL?. Please arrange that for us we missed out many a things that were important to us in our final year.	Yes	Yes, via broadband	NA
2	MASOOD	8779643001	Mother house wife	Mumbai	No	More not once ☹	No	NA	No	No	No	0	1 ,DDSS	0	Consistently in touch	No	We distribute foods	No	No	Nothing	Yes	Yes, via cellular	NA
3	KHAN MOHAMMED UMAIR ABDUL JALIL	9769146243	BUSINESS	MUMBRA	Yes	NO DIFFICULTIES	No	NA	No	NO	NOTHING	2, EE1& GE1	0	0	Consistently in touch	No	YES	No	NA	CAN I GET SOFT COPIES OF REFERENCE BOOKS?	Yes	Yes, but it isn't good	Low Network
4	JAY PANDYA	9833982995	Service	Chembur	Yes	As such no difficulties except the broadband which is off since the lockdown and I am unable to post my assignments on google classroom due to low internet connection of mobile data.	No	NA	NA	NA	As such nothing right now.	1, SA-2	2, GE-2 & EE-2	0	Consistently in touch	No	Attend webinars and tried to study something related to syllabus via google as we don't have sufficient books to study.	Yes	Thumb rules of RCC and Steel Structures	NA	No	Yes, but it isn't good	Low network is causing many problems.
5	KHAN ZAKIR MOHAMMED KABIR	8652668823	Fabrication	Mumbai	Yes	NA	No	NA	NA	NA	NA	2 (SA-2,GE-1)	1 (GE-2)	0	Consistently in touch	No	NA	No	NA	NA	Yes	Yes, but it isn't good	Low Network
6	HASHMI MD ZIAUDDIN	09870820209	Self Employed	Dharavi	Yes	NA1	No	NA	No	NA	NA	1,SA-2	1,DDSS	1,TRCS	Consistently in touch	No	NA	No	NA	NA	No	Yes, but it isn't good	NA
7	SYED UMAMAH MAHMOOD	8850165336	House maker	Kurla	Yes	Lack of concentration on studies, no sleep,	No	No	No	No	Assignment papers are not available due to shop closed and do also do not have any notebook to write on that	SA 2	0	0	Consistently in touch	No	Help some people in need	No	None	None	No	Yes, but it isn't good	Network issue if mobile
8	IMADUDDIN DILAWAR MUKADAM	08928287303	Retired	Wadala	Yes	NA	No	NA	Yes	Ever one. Were having fever but	NA	1- GTE I	2- GTE II, DDSS	2- TRCS,SWM	Consistently in touch	Yes	Yes try to. Learn frim youtube but i was quite a failure	No	Na	With all respect. Exam are cancelled and. We are going	No	Yes, but it isn't good	Na
9	SHAIKH MOHAMMAD SHARUKH SHAKEEL	8779082960	Contractor	Nerul	Yes	No difficulties right now but after school and college i think opening many will face problem regarding fees payment	Yes	Yes	NA	No	I think school n college shoud deduct some fees amount. It will help many people financially	0	0	0	Consistently in touch	No	All the time i was in my house only because our area is in red zone so i was not able to help needy peoples	No	NA	No	Yes	Yes, but it isn't good	I think online studies are good but it doesnt clarifies all your doughts like in physical classes
10	DALVI MAAZ	9987243558	Service	Byculla	Yes	No ration available, inflation	No	NA	Yes	Yes	Cancel examinations and submission works as there are no materials available for completing the works	0	2- GE-2 , DDSS	0	Consistently in touch	Yes	No	No	Not applicable	When will be our convocation..??	No	Yes, but it isn't good	Bad internet connection
11	SHAIKH AHMED RAZA	8898936724	Tailor	Mumbai - byculla	Yes	No ration available	No	NA	Yes	Yes	Cancel exam , submission works	1 , SA - 2	0	0	Consistently in touch	Yes	No	No	Not applicable	When will be are convocation	No	Yes, but it isn't good	Bad internet connection
12	MALIK FAHAD NASAR	8655013048	Father is a Business Man,Mother is a Teacher	Kurla(West)	Yes	Nothing much	No	NA	NA	NA	Help the worker class	0	0	0	Consistently in touch	Yes	Yes	Yes	I have attend workshops and some online seminar's	Nothing	Yes	Yes, via cellular	I'm facing network issce in my locality

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STUDENT INFORMATION IN COVID-19

Mentor:	**ROHAN DASGUPTA**
Class:	**B.E.**
Shift:	**1**
Batch:	**B**

Full name in capital letter (including parents name)	Contact number	Current location (Eg. Kurla, Mumbra, etc...)	Please describe the symptoms, if any of your family member or close relatives have developed in relevance to COVID-19	Any of your family member or close relative has been identified as COVID-19 +ve?	Have they recovered or not?	Please describe the treatment given/ Quarantined.	Any help needed in regard to COVID-19 in family or close relatives?	Please mention if any other life threatening diseases to any of your family member?	Any kind of help needed in Lockdown?
ANSARI AZRA BANU AZIZUR REHMAN	7045915940	Mumbra	NA	NO	NO	NA	NA	NA	NA
CHOUDHARY PRAVIN VAGTARAM	9076135205	Kurla	NA	NO	NO	NA	NA	NA	NA
QADRI MOHD YAHYA SAJJAD	9821283359	Mumbra	NA	NO	NO	NA	NA	Dad had kidney transplant. Mom is donor.	NA
ALFIYA MASHID KHAN	8652591452	Panvel	NA	NO	NO	NA	NA	NA	No
KHARBE ZEESHAN BILAL ZARKA	8805020360	Badlapur	NA	NO	NO	NA	NA	NA	NA
ANSARI MOHD AMEEN MUSTAQUEEM	7666787986	Bhiwandi	NA	NO	NO	NA	NA	NA	NA

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Date: 2024.06.11 15:40:09+05'30'

MALIK MOHD SAUD SALAHUDDIN	7039640352	Kalyan	Cough,pain in throat,fever, respiratory problem	YES	YES	NA	NA	NA	NA
ARBAZKHAN AFZALKHAN DALWAI (MAIMOONA)	9920171933	Chiplun	NA	NO	YES	NA	NA	NA	NA
KHAN ZAKI ALAN	8268045285	Uttar Pradesh	NA	NO	NO	NA	NA	NA	NA
MOHAMMED TABREZ IRFAN	9137275747	Mumbra	NA	NO	YES	NA	NA	NA	NA
MOHD SUMAIR SAGIR MASTE	8779092343	Panvel	NA	NO	NO	NA	NA	NA	NA
Adil Shakil Khan	7506013833	Bhiwandi	NA	NO	NO	NA	NA	NA	Not yet
DHANWANTI RAJU BAIKAR	9594087421	Dapoli	NA	NO	YES	NA	NA	NA	NA
THAKUR SAMARFATIMA ABUBAKAR MUNIRA	9004717412	Dockyard Road	PNEUMONIA	YES	NO	Quarantined in Kasturbha Hospital	NA	NA	NA
SAUD AHMED MASOOD AHMED	8080851559	Malegaon	NA	NO	NA	NA	NA	Mom: blood pressure, Dad: diabetes	NA
MOHD SARZEEL HUSSAIN	8976489875	Panvel	NA	NO	NA	NA	NA	NA	NA
MALIK M ANAS M NADEEM	9595654499	Jalgaon	NA	NO	NA	NA	NA	NA	NA
KHAN MOHD JESHAN MOHD NASEEM	9594095704	Dharavi	NA	NO	NA	NA	NA	NA	NA
RAJESH LALJI PAL	9702956470	Bhandup	NA	NO	NA	NA	NA	NA	NA

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Date: 2024.06.11 15:40:09+05'30'

Roll Number	Full name in capital letter (including parents name)	Contact number	Current location (Eg. Kurla, Mumbra, etc...)	Any symptoms,relevance to COVID-19 (Put NA if not applicable)	relative member has been identified as COVID-19	needed in regard to COVID-19 in family or close relatives? (Put	Any kind of help needed in Lockdown? (Put NA if not applicable)	No.of ATKT sem3
19DCES35	JASER LIYAQAT PALEKAR	07738910426	Mumbra	Na	NO	NA	Na	1
19DCES36	PATEL JUNAID JAFAR	8828442993	Mumbra	NA	NO	NA	NA	1
19DCES37	ZUBAIR KHAIRUMIYA QURESHI	9004185080	Santacruz	NA	NO	NA	NA	1
19DCES38	SAYYED TAMIM SHAKUR	9594431682	KALYAN	NA	NO	NA	Na	1
19DCES40	Shaikh Ashfaque Mohammad Khalique	9004851146	Sion West	Na	NO	NA	Na	All Clear
19DCES41	SHAIKH JUNAID SAMEER	9545182900	Panvel	NA	NO	NA	NA	All Clear
19DCES42	SHAIKH MD SHAKIR MD SHAHABUDDIN	9082397233	Mumbra	NA	NO	NA	NA	2
19DCES43	SHAIKH MOHAMMED FARAZ.	7666216662	Mumbra	NA	NO	NA	NA	All Clear
19DCES44	SHAIKH OSAMA YUNUS	8422992770	Koparkhairne	NA	NO	NA	NA	2
19DCES45	SHAIKH SABA PARVEEN ZAINuDDIN	7710885368	Govandi	No	NO	NA	NA	3
19DCES46	SHAHANSHAH ALAM ANWAR AHMAD SH	9140934021	Mumbai	NA	NO	NA	NA	All Clear
19DCES47	MAYUR VILAS SHINDE	9689995102	AMBERNATH	NA	NO	NA	Masks and gloves for father as he is in essential service	5
19DCES48	THAKUR FAIZAN IQBAL	8879721084	Mumbra	Na	YES	NA	NA	1
19DCES50	JAYESH SHIVPRAKASH VISHWAKARMA	8652363844	Chembur Tila	NA	NO	NA	NA	1
19DCES51	PREETI SANJAY YADAV	8975598764	Sawantwadi	NA	NO	NA	NA	1
19DCES52	YUNUS IMTIYAZ ULDE	7875563357	Shriwardhan	NA	NO	NA	NA	1

SECE2 BATCH 4_PROF. JUNAID MASTE

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Mentor Mentee Meeting

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Date: 2024.06.11 15:40:09+05'30'

Plot 2 & 3, Sector - 16, Khandagaon, Near Thana Naka, New Panvel, Navi Mumbai. 410206.
Tel. : +91 9137123439 Email : aiktc.newpanvel@aiktc.ac.in URL. www.aiktc.ac.in

AIKTC, School of Pharmacy

Mentor Mentee Interaction Report (MMIR)

Purpose of Meeting: Scholarship Related Issues

Date: 21-02-2023 **Academic Year:** 2022-23

Name of Mentor: Farheen Siddiqui

Roll Number	Mentee Signature	Brief about interaction
22DP42	Mehboob	Students had issues regarding scholarship form filling and hence a session was conducted for clearing the doubts & for resolving issues.
22DP43	Sidnay	
22 DP44		
22 DP45	Anam	
22 DP46	Sahad	
22 DP47		
22 DP48		
22 DP49		
22 DP50	Ab	
22 DP51	Sami.S	
22DP52	Nadiya	
22 DP53	Nawshad.	
22DP54	Rida	
22DP55		
22DP56	Ab.	
22 DP57	Salman.	
22 DP58	Sana	
22 DP59	Saniyah	
22DP60	Tazmeen	
22DP61		
22DP62		

Anjuman-I-Islam's Kalsekar Technical Campus New Panvel

Sign of Mentor

Sign of HoD

RAMJAN AHAMAD KHATIK

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AIKTC, School of Pharmacy

Mentor Mentee Interaction Report (MMIR)

Purpose of Meeting: *(Instructions: Start of year review, end exam review, special discussion (fee related etc) or any other)*

Date: 24-02-23 **Academic Year:** 2022-23

Name of Mentor: Farheen Siddiqui

Roll Number	Mentee Signature	Brief about interaction
22DP42	Mehboob	Minute details of the students taken to identify their strengths, weakness & financial stability in their families, to ensure that not a single child's future gets affected just because of financial issues, remedial measures taken to overcome various issues & further provided counseling through personal attention and discussed their study as well as future plans, & provided with a structured study plan & guided for the same.
22DP44		
22DP45	Anam	
22DP46	Fahad	
22DP47		
22DP48		
22DP49		
22DP50		
22DP52	Nadiya.	
22DP51	Sami. S	
22DP53	Nawshad.	
22DP54		
22DP55		
22DP58	Sana	
22DP57	Salman. S	
22DP59	Samiya	
22DP60	Tazmeen.	
22DP61		
22DP62		

Sign of Mentor

AMJUMAN-I-ISLAM'S KALSEKAR TECHNICAL CAMPUS MSBTE CODE 2158 NEW PANVEL

Sign of HoD

RAMJAN AHAMAD KHATIK Digitally signed by RAMJAN AHAMAD KHATIK Date: 2024.06.11 15:40:09+05'30'

AIKTC, School of Pharmacy

Mentor Mentee Interaction Report (MMIR)

Purpose of Meeting: *(Instructions: Start of year review, end exam review, special discussion (fee related etc) or any other)*

Date: 02-03-23 **Academic Year:** 2022-23

Name of Mentor: farheen. S.

Roll Number	Mentee Signature
22DP42	Mehboob
22DP43	Adnan
22DP44	A.
22DP45	AB.
22DP46	Fahad
22DP47	Faisal.
22DP48	
22DP49	Yasif
22DP50	Zaid
22DP51	Sami.d
22DP52	Nadiya.
22DP53	Nawshad.
22DP54	Sida
22DP55	Sheba
22DP56	Rohail
22DP57	Salman.S.
22DP58	Sana
22DP59	Samiya
22DP60	Tazmeen.
22DP61	Ishat

22DP62 Ram

Brief about interaction

A session was conducted to identify SOCOMED SCHOLARSHIP & BOOK BANK FACILITY to Needy Students.

→ List of students applied for socomed scholarship
- 22DP42 - Shah Mehboob Adi Wais Ali
- 22DP45
- 22DP58 - Shaikh Sana Nabi
- 22DP59 - Shaikh Saniya Abdul.
- 22DP60 - Shaikh Tazmeen Ashraf Ali

→ List of students for Book Bank facility.
22DP42 - Mehboob Ali
22DP49 - Shaikh Md. Yasin Munir Ahmed
22DP50 - Shaikh Mohd Zaid Mohd Aslam.
22DP51 - Mohd. Sami Mohd Vasi Shaikh.
22DP52 - Shaikh Nadiya M. Hasan
22DP58 - Shaikh Sana Nabi
22DP53 - Shaikh Nawshad Irshad Ali

Sign of Mentor

Sign of HoD

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AIKTC, School of Pharmacy

Mentor Mentee Interaction Report (MMIR)

Purpose of Meeting: *(Instructions: Start of year review, end exam review, special discussion (fee related etc) or any other)*

Date: 07-04-2023 **Academic Year:** 2022-23

Name of Mentor: Fasheen Siddiqui

Roll Number	Mentee Signature	Brief about interaction
22DP42	Mehboob	A session was conducted to convey the message that as per MSBTE Norms, 80% attendance should be met by each student for appearing in the final examination. Both the Practical as well as Theory attendance percentage upto 31st March, 2023 has been shared with students. An undertaking form was circulated to every student and asked it to get it signed by their parents.
22DP43	Adnan	
22DP44		
22DP45	Anam	
22DP46	Fahad	
22DP47		
22DP48		
22DP49		
22DP50		
22DP51	Sami.S	
22DP52	Nadiya	
22DP53		
22DP54		
22DP55		
22DP56	Rohan	
22DP57	Salman.S	
22DP59	Saniyale	
22DP60	Tazmeen	
22DP61		
22DP62		

Sign of Mentor

ANJUMAN-I-ISLAM'S KALSEKAR TECHNICAL CAMPUS ★ NEW PANVEL ★ MSBTE CODE 2153

Sign of HoD

RAMJAN AHAMAD KHATIK

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AIKTC, School of Pharmacy

Mentor Mentee Interaction Report (MMIR)

Purpose of Meeting: SCHOLARSHIP RELATED ISSUES

Date: 21/02/2023 **Academic Year:** 2022-2023

Name of Mentor: NAZILAHAYAT N. KASU

Roll Number	Mentee Signature	Brief about interaction
22DP01	Ab	STUDENTS HAD ISSUES REGARDING SCHOLARSHIP FORM FILLING AND HENCE A SESSION WAS CONDUCTED FOR CLEARING THE DOUBTS AND FOR RESOLVING ISSUES.
22DP02	Fazoulislam	
22DP03		
22DP04	Ab	
22DP05	Ab	
22DP06	Ab	
22DP07		
22DP08		
22DP09	Rahul	
22DP10	Ab	
22DP11		
22DP12	Ranya	
22DP13	Aatif	
22DP14		
22DP15		
22DP16		
22DP17		
22DP18		
22DP19		
22DP20		

Anjuman-I-Islam's Kalsekar Technical Campus New Panvel

Sign of Mentor

Sign of HoD

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AIKTC, School of Pharmacy

Mentor Mentee Interaction Report (MMIR)

Purpose of Meeting: *(Instructions: Start of year review, end exam review, special discussion (fee related etc) or any other)*

Date: 02/03/2023 **Academic Year:** 2022-2023

Name of Mentor: NAZILAHAYAT N. KASU

Roll Number	Mentee Signature
22DP01	
22DP02	
22DP03	
22DP04	
22DP05	
22DP06	
22DP07	
22DP08	
22DP09	
22DP10	AB
22DP11	
22DP12	
22DP13	
22DP14	
22DP15	AB
22DP16	
22DP17	
22DP18	
22DP19	
22DP20	

Brief about interaction

A SESSION WAS CONDUCTED TO IDENTIFY SOCOMED & BOOK BANK NEEDY STUDENTS.

2) TAMIM BELOSKAR - 22DP06
6) FAIZAN KHAN - 22DP17

SOCOMED -

1) MALIK HASSAN DAWARE - 22DP01
2) ~~FAROOQUI MOHD. ALI - 22DP11~~
3) AATIF AHMAD KHAN - 22DP13
4) ABDUL WAHID SAHUF KHAN - 22DP14
5) MOHAMMED SHAHID KHAN - 22DP20

BOOK BANK -

1) SAMEER ANSARI - 22DP03
2) HUMAIRA KHAN - 22DP18
3) ASHOK PATEL - 22DP05
4) FAZRUL ISLAM ANSARI - 22DP02
5) TAMIM BELOSKAR - 22DP06

Sign of Mentor

Sign of HoD

ISLAM'S KALSEKAR TECHNICAL CAMPUS
INSTITUTE CODE 2108
NEW PANVEL

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AIKTC, School of Pharmacy

Mentor Mentee Interaction Report (MMIR)

Purpose of Meeting: *(Instructions: Start of year review, end exam review, special discussion (fee related etc) or any other)*

Date: 07/04/2023 **Academic Year:** 2022-2023

Name of Mentor: NAZILAHAYAT N. KASU

Roll Number	Mentee Signature	Brief about interaction
22DP01		A SESSION WAS CONDUCTED TO CONVEY THE ATTENDANCE (BOTH PRACTICAL & THEORY) PERCENTAGE TILL MARCH 31st, 2023. AN UNDERTAKING FORM WAS CIRCULATED TO EVERY STUDENT & ASKED TO GET IT SIGNED FROM THEIR PARENTS.
22DP02		
22DP03		
22DP04		
22DP05		
22DP06		
22DP07		
22DP08		
22DP09		
22DP10		
22DP11		
22DP12		
22DP13		
22DP14		
22DP15		
22DP16		
22DP17		
22DP18		
22DP19		
22DP20		

Sign of Mentor

ANJUMAN-I-ISLAM'S KALSEKAR TECHNICAL CAMPUS ★ NEW PANVEL ★ MSBTE CODE 2158

Sign of HoD

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AIKTC, School of Pharmacy

Mentor Mentee Interaction Report (MMIR)

Purpose of Meeting: Scholarship Related. Issues.

Date: 21/02/2023. **Academic Year:** 2022-2023.

Name of Mentor: KHAN SAKINA.

Roll Number	Mentee Signature
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	
31	
32	
33	
34	
35	
36	
37	
38	
39	
40	
41	

Brief about interaction

Students had issues regarding Scholarship form filling and hence a session was conducted for clearing the doubts & for resolving issues.

Anjuman-I-Islam's Kalsekar Technical Campus New Panvel

Sign of Mentor

Sign of HoD

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AIKTC, School of Pharmacy

Mentor Mentee Interaction Report (MMIR)

Purpose of Meeting: *(Instructions: Start of year review, end exam review, special discussion (fee related etc) or any other)*

Date: 02/03/23. **Academic Year:** 2022-2023.

Name of Mentor: Khan Sakina.

Roll Number	Mentee Signature
22DP22	Nazmin
22DP23	Sahil
22DP24	Sahil
22DP25	Shaik
22DP26	Akhan
22DP27	MKoKHAN
22DP28	[illegible]
22DP29	[illegible]
22DP30	[illegible]
22DP31	Anemon
22DP32	Mohdthkhan
22DP33	Ashfaque
22DP34	Mashiyat
22DP35	S.Nida
22DP36	
22DP37	Patel
22DP38	[illegible]
22DP39	Kaif
22DP40.	Zaufi
22DP41	[illegible]

Brief about interaction

A session was conducted to identify socomed scholarship and Book bank needy students.

⇒ List of students applied for socomed scholarship.

1. Sahil - 22DP24
2. Khan Umme Kulsum - 22DP27.
3. Momin mashiyat - 22DP34.
4. Sayyed. Sadiya Khatoon - 22DP41
5. Sayed. zafishan - 22DP40.

⇒ List of students for Book Bank facility.

1. Khan yakub faroque - 22DP28.
2. Sayyed Nida. - 22DP35
3. Vrushali - 22DP37
4. Samani mohd. kaif - 22DP39.
5. Sayyed zaufishan - 22DP40.

Sign of Mentor

Sign of HoD

RAMJAN AHAMAD KHATIK

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...ISLAM'S KALSEKAR TECHNI... NEW PANVEL

AIKTC, School of Pharmacy

Mentor Mentee Interaction Report (MMIR)

Purpose of Meeting: *(Instructions: Start of year review, end exam review, special discussion (fee related etc) or any other)*

Date: 07/04/2023. **Academic Year:** 2022-2023

Name of Mentor: Khan Sakina.

Roll Number	Mentee Signature	Brief about interaction
22DP31		A Session was conducted to convey the both practical and theory attendance percentage till 31st march. An undertaking form was circulated amoung students and asked to get it sign from their parents.
22DP41		
22DP30		
22DP36		
22DP24		
22DP38		
22DP37		
22DP29		
22DP28		
22DP23		
22DP26		
22DP33		
22DP21		
22DP32		
22DP39		
22DP40		
22DP35		
22DP34		
22DP27		
22DP22	Nazmin	
22DP25		

ANJUMAN-I-ISLAM'S KALSEKAR TECHNICAL CAMPUS * NEW PANVEL * MSBTE CODE 2158

Sign of Mentor

Sign of HoD

RAMJAN AHAMAD KHATIK

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Date: 2024.06.11 15:40:09+05'30'

Communication with Parents

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Plot 2 & 3, Sector - 16, Khandagaon, Near Thana Naka, New Panvel, Navi Mumbai. 410206.
Tel. : +91 9137123439 Email : aiktc.newpanvel@aiktc.ac.in URL. www.aiktc.ac.in

ANJUMAN-I-ISLAM'S
KALSEKAR TECHNICAL CAMPUS (AIKTC)
Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi, Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai & Maharashtra State Board of Technical Education.

☐ SCHOOL OF ENGINEERING & TECHNOLOGY
☑ SCHOOL OF PHARMACY
☐ SCHOOL OF ARCHITECTURE

MSBTE Code: 2158

NAME OF EVENT: "Parent Teacher Meeting-01"
SCHOOL/ DEPARTMENT: School Of Pharmacy (**F.Y.D. Pharm)**
DATE OF CONDUCTION: 4th March 2023 from **2:30 pm - 05:00 pm**
NUMBER OF PARTICIPANTS (PARENTS): 36
NUMBER OF PARTICIPANTS (STUDENTS): 36
NUMBER OF PARTICIPANTS (FACULTY): 04
PTM CO-ORDINATOR : LR. FARHEEN SIDDIQUI
NAME OF RESOURCE PERSON/ORGANISATION: Not applicable

DESCRIPTION OF EVENT IN 50-100 WORDS:

A **"Parent Teacher Meeting "** for the First Year (Diploma in Pharmacy) was conducted on **4th March 2023** from **2:30 to 05:00p.m.**

The Purpose of the meeting was to create a common platform for teachers and parents, where they could interact with each other regarding the overall development of students and to enrich the students educational experience. One to one interaction between the mentors, teachers and parents was conducted for all-round development of students. The physical meeting was attended by 36 parents and some parents joined PTM virtually.

Agenda of PTM:

- To make them aware about MSBTE norms of 80% attendance requirement to attend exam.
- To show progress report of first sessional exam, attendance and overall performance of their child.
- To encourage parents for their support to their child for maximum participation in co-curricular activities.

Outcome: Parents appreciated the session and their feedback has been recorded. In general, the PTM was conducive and fruitful.

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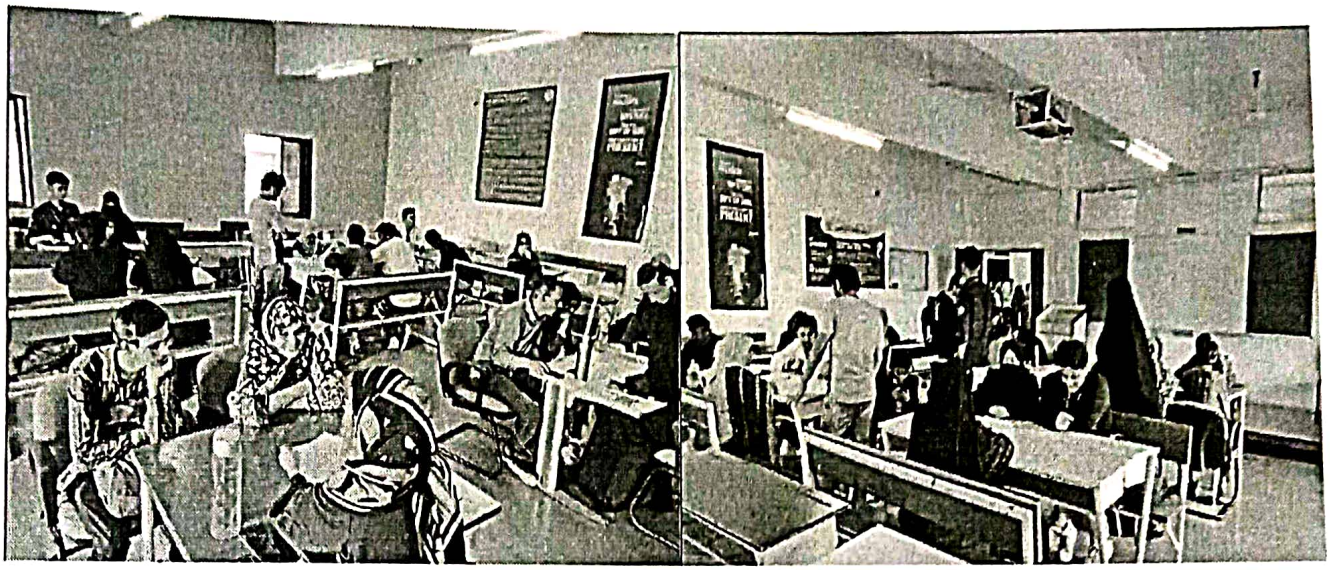
MSBTE Code: 2158

IMAGES:



Lr. Farheen Siddiqui
PTM Co-Ordinator

Prof. Shaikh Abusufyan
i/c HoD

Dr. Shariq Syed
i/c Dean

Anjuman-I-Islam's Kalsekar Technical Campus New Panvel

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Evaluation of Strengths and Weaknesses

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KALSEKAR TECHNICAL CAMPUS, NEW PANVEL
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☒ SCHOOL OF ENGINEERING & TECHNOLOGY
☐ SCHOOL OF PHARMACY
☐ SCHOOL OF ARCHITECTURE
DEPARTMENT OF CIVIL ENGINEERING

Roll No:	21DCE17	Name:	KHAN AWESH MOHAMMED ASH

Area(s) of Interest:	Travel

Strengths
Good communication
Family business Backup

Areas to Improve
Lack of confidence
lack of Concentration

Observations & Expected Actions (Academics/Social/Personal/Family Issues & Achievements & Communication with Parents)

Have good communication , Need to improve in Structural subjects.
Have good family support. Father has a firm where he can work.
Lack of concentration in studies and less attendance is the main issue

Dr. Prabha Joshi
Mentor(Name and sign)

Program Owner
Innovative Teaching - Exuberant Learning
Vision : To be the most sought after academic, research and practice based department of Civil Engineering that others would wish to emulate.

ANJUMAN-I-ISLAM'S
KALSEKAR TECHNICAL CAMPUS, NEW PANVEL
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☒ SCHOOL OF ENGINEERING & TECHNOLOGY
☐ SCHOOL OF PHARMACY
☐ SCHOOL OF ARCHITECTURE
DEPARTMENT OF CIVIL ENGINEERING

Roll No:	21DCE18	Name:	KHAN AYMAN ABDUL ALI

Area(s) of Interest:	Reading Books especially the non fictional ones

Strengths
Good financial condition
Family support

Areas to Improve
Lack of Concentration
Lack of confidence
Need improvement in Structural subjects

Observations & Expected Actions (Academics/Social/Personal/Family Issues & Achievements & Communication with Parents)

Financial Condition good, Supportive family, sincere efforts to improve attendance is required. A humble student who can excel with support.

Dr. Prabha Joshi
Mentor(Name and sign)

Program Owner
Innovative Teaching - Exuberant Learning
Vision : To be the most sought after academic, research and practice based department of Civil Engineering that others would wish to emulate.

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Date: 2024.06.11 15:40:09+05'30'

Electrical Engineering Department

Roll No:	40	Name:	Harshal Waghmare

Area(s) of Interest:	POWER SYSTEM and DRIVES CONTROL

Strengths	Areas to Improve
Sincere	Communication Skill
Self Motivated	Technical Skill
Confident	Paper Writing

Observations & Expected Actions (Academics/Social/Personal/Family Issues & Achievements & Communication with Parents)

Nice students for academic point of view he is now upgrading his knowledge by doing internship work . Mantains clear communication with mentor. Asking Questions and Discussing Challenges.

Shraddha A. Sawant

Mentor (Name & Sign)

RAMJAN AHAMAD KHATIK

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Updating The Status of Campus Recruitment Drive

RAMJAN AHAMAD KHATIK
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MENTEES INTERNSHIP TRACKER

Sr. No	Roll No	Name	Internship Tracker (Industry Exposure)								
			Internship 1				Internship 2				
			Company Name	Date		Domain / Certificate Link	Company Name	Date		Domain / Certificate Link	Company Name
				From	TO			From	TO		
1	21co48	Shaikh Ajmal	Techlearn.live	Dec 17, 2021	Jan 17, 2022	https://drive.google.com/open?id=1FGPW					
2											
3											
4											
5											
6											
7											
8											
9											
10											

RAMJAN AHAMAD KHATIK

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MENTEES PLACEMENT INFO

Sr. No	Roll No	Name	Placement Tracker (Placement Performance)																			
			Drive1 (Date)				**Drive2** (Date)				**Drive3** (Date)				**Drive4** (Date)				**Drive5** (Date)			
			Company				Company				Company				Company				Company			
			E	**R**	**S**	**J**	**E**	**R**	**S**	**J**	**E**	**R**	**S**	**J**	**E**	**R**	**S**	**J**	**E**	**R**	**S**	**J**
1			Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
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Updating The Results Status of The Students

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Sr. No.	Roll. No.	Name	Sem-1 SGPA (if KT mention it) for Diploma Students NA	Sem-2 SGPA (if KT mention it) for Diploma Students NA	Sem-3 SGPA (if KT mention it)	Sem-4 SGPA (if KT mention it)	Sem-5 SGPA (if KT mention it)	Achievement if any	Fees Status(Pending Fees, Full Fees Paid)	Upload Certificate of Achievement	Internship Record (Company Name, Duration Start Date End	Upload Internship Certificate	Zakat Applicable	Any other Personal Issue you would like mention	Upload Certificat Achieven
1	22DCO03	KHAN ARMAN ASLAM	NA	NA	8.61	8.88	9.87	—	Full Paid		—		No	No	—
2	21CO46	SHAIKH MOHAMMED AMAAN	9.22	6.38	K.T	K.T	N-KT		Total 2nd&3rd year pending				Yes	father's job retirement and	
3	21CO54	SHAIKH MUHAMMAD ISMAIL ISHAQUE	9.89	8.68	8.3	9.33	10	NA	Full Fees Paid		Virtual Intership at Bharat Intern	https://drive.google.com/open	No	Traveling Issue	NA
4	21CO52	SHAIKH MOHD TABISH ASHRAFI ABDUL	7.5	Kt	Kt	Kt	Kt		74500				Yes	Financial issue	NA
5	21CO55	SHEIKH MOHAMMED REHAN YUSUF	9.3	5.9	6.7	1 M4	6.78	No	Pending Fees : 30000		No		No	Not yet	No
6	21CO53	SHAIKH MOHD WASIULLAH NIZAMUDDIN	8.5	6.6	6.75	7.17	7.57	Algorithm 8.0 winner 2024.	15000 pending fee*	https://drive.google.com/open			No	No	Done
7	21CO51	SHAIKH MOHD SHADULLA KHURSEED	9.64	7.65	7.52(ATKT)	7.38(ATKT)	7.65	No	Full paid		No		No	No	No
8	21CO56	SIDDIQUI MOHD SUFIYAN MD IMRAN	9.05	KT	KT	KT	Not appeared	Hr recruiter	Pending		Hr Recruiter company		No	No	Have Offe letter
9	21CO58	SOBAN WAJUDDIN MARUF	9.78	7.7	8.22	7.71	7.52		Full Fees Paid				No	Na	Na
10	21CO45	SHAIKH MOHAMMAD NOMAN SHER ALI	8	Pass	2 kts	2 kts	Nkt	-	Full fees paid		-		No	-	-
11	21CO60	TOHA AYYUB BURONDKAR	9.1	8.3	7.9	8.2	8.1		Paid				No	No	No
12	21CO48	SHAIKH MOHD AJMAL IMTEYAZ AHMED	9.89	7.86	M3 KT	M4 KT	6.26		EBC = 49437/- FULL PAID				No	No	Tech learn

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MENTEES ATTENDANCE & SESSION INFO

Sr. No	Roll No	Name	1	2	3	4	5	6	7	8	9	10		11	12	13	14
			Aug 11, 2022	Aug 25, 2022	Sep 22, 2022	Sep 29, 2022	Oct 6, 2022	Jan 11, 2023	Jan 25, 2023	Feb 15, 2023	Mar 1, 2023	Apr 12, 2023		Aug 8, 2023	Aug 22, 2023	Sep 5, 2023	Sep 12, 2023
1	21CO45	SHAIKH MOHAMMAD NOMAN								1							
2	21CO46	SHAIKH MOHAMMED AMAAN															
3	21CO47	SHAIKH MOHAMMED ASIF								1							
4	21CO48	SHAIKH MOHD AJMAL IMTEYAZ							1					1			1
5	21CO49	SHAIKH MOHD ARQUAM									1					1	
6	21CO50	SHAIKH MOHD RAFEY RASHID							1					1			1
7	21CO51	SHAIKH MOHD SHADULLA		1				1		1	1	1			1	1	
8	21CO52	SHAIKH MOHD TABISH ASHRAFI			1				1		1			1		1	1
9	21CO53	SHAIKH MOHD WASIULLAH															
10	21CO54	SHAIKH MUHAMMAD ISMAIL		1				1		1		1			1		
11	21CO55	SHEIKH MOHAMMED REHAN						1				1					
12	21CO56	SIDDIQUI MOHD SUFIYAN MD															
13	21CO57	SIDDIQUI UMAR FAROOQUE						1				1					
14	21CO58	SOBAN WAJUDDIN MARUF						1				1					
15	21CO59	SONDE ARFAT ASIF							1					1			1
16	21CO60	TOHA AYYUB BURONDKAR						1	1		1	1		1		1	1
17	21CO61	TRIPATHI ANUBHAV ASHOK			1				1					1			1
18	21CO62	WANGDE AMIN ZAHEER															
19	21CO63	YADAV SUNIL KESHAV															

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Students Mentoring and Counselling Centre (SMC)

Students Mentoring and Counselling (SMC)

Students Mentoring and Counseling cell provides students with guidance, support and advice on a wide range of concerns like academic, personal, emotional, family, peer related and career related matters through counseling. Cell also offers psychosocial support for the students by appointed counselor to meet students, teachers and their parents as and when needed.The cell also hepls in inspiring students and developing confidence in them so that they can take on tough tasks and challenges in their lives.

Objectives and SOP of SMC

1. Academic Support: Assisting students in achieving their academic goals by providing guidance on study techniques, time management, and academic resources.

2. Personal Development: Supporting students in developing self-awareness, emotional intelligence, resilience, and interpersonal skills to navigate personal challenges and relationships effectively.

3. Mental Health Support: Providing a safe and confidential space for students to discuss mental health concerns, offering counseling services, and referring students to professional mental health resources when needed.

4. Conflict Resolution: Assisting students in resolving conflicts with peers, faculty, or staff members through mediation, communication techniques, and conflict resolution strategies.

5. Outreach and Awareness: Creating awareness about mental health issues, available resources, and support services through outreach programs, campaigns, and events to promote a healthy campus environment.

Overall, the mentoring and counseling cell aims to empower students to overcome challenges, maximize their potential, and thrive academically, personally, and professionally during their college journey.

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Students Mentoring and Counselling Centre Office Order

DESIGNATION	NAME OF STAFF
Controller / Jt. Controller/ Member Secretary	Prof. Ghazala Parveen
Co-ordinator / Member (SoET/SoP/SoA)	Psy. Meraj Mir (Counsellor) – 9664953189 Psy. Elisha Virani (Counsellor) – 8355921269 Prof. Teena Pathan Prof. Tehsin Attar Prof. Tehsin Kazi Prof. Rehal Qureshi Prof. Pritika Patil Prof. Kashif Kazmi Prof. Atul Meshram Dr. Faimida Sayyed

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SMC Standard Operating Procedure

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Plot 2 & 3, Sector - 16, Khandagaon, Near Thana Naka, New Panvel, Navi Mumbai. 410206.
Tel. : +91 9137123439 Email : aiktc.newpanvel@aiktc.ac.in URL. www.aiktc.ac.in

1. PURPOSE:

1.1. To expedite the personal and professional growth of AIKTC's mentees.

1.2. To enhance and fortify the relationship between teachers and students.

2. SCOPE: Students of all the Schools and Departments of Anjuman-I-Islam's Kalsekar Technical Campus.

3. RESPONSIBILITY: All concerned members of constituted SMC and all student mentors of AIKTC.

4. DEFINITION:

Mentor: Faculty of AIKTC who is expected to act as Adviser, Teacher, Role Model and guide to their mentees.

Mentee: Students allotted to mentors to receive guidance, support, and advice in various aspects of their academic or personal life.

5. ABBREVIATIONS: AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, SMC-Student's Mentoring and Counselling.

6. PROCEDURE

6.1. Controller SMC and coordinator from schools and department will finalize events and activities for both teachers and students based on counseling and mentoring purposes.

6.2. Separate activity chart to be prepared for an academic year.

6.3. The same shall be approved from Director AIKTC through controller SMC and shall be incorporated in academic calendar wherever seems necessary.

6.4. School/department level activities to be coordinated by respective coordinator in consultation with the controller SMC.

6.5. The report of each and every activity to be maintained by the respective coordinator and must be shared with the controller.

6.6. Coordinator from each school/department shall act as counselor and one point contact for mentors.

6.7. For clarity and impact, it is recommended that each coordinator publicly announce their designated hours and availability for student counseling.

6.8. It is imperative to notify the SMC team or controller in advance if a coordinator proposes a meeting with students to be held alongside them.

6.9. Minutes of meetings, student's attendance for counseling/guidance and other related documentation should be maintained properly at the respective coordinators side.

Center Controller **Director**

Prof. Ghazala Parveen

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6.10. At School/department level, Program owner/HOD/FE-controller should allocate mentees to the mentors.

6.11. School/Departmental SMC co-ordinator should maintain a file containing notices, mentor-mentee allotment office order, receiving of submission of documents to next higher class mentor or to the department.

6.12. Mentors should maintain the attendance and the mentoring documents in soft copy or hard copy.

6.13. Mentors should identify critical cases among their mentees and motivate them to meet our institute counselor.

6.14. Mentors should Encourage and motivate the students to participate in the counselling sessions provided by the professional counsellor of the Institute.

7. TARGET

7.1. Providing Guidance, Counseling and Mentoring to students.

7.2. Training mentors for effective counseling and mentoring activities.

7.3. Arranging events and activities for students to manage and deal with academic issues, emotional conflict and personal problems.

7.4. The counselor at the institute identifies critical cases and provides appropriate remedies.

8. REFERENCES:

8.1. AICTE guideline.

8.2. NAAC Criterion

9. RECORDS

9.1. Notice

9.2. Minutes of Meetings

9.3. Records and reports of various programs and events

9.4. Feedback

Center Controller **Director**

Prof. Ghazala Parveen

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Students Mentoring and Counselling Centre Events

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Plot 2 & 3, Sector - 16, Khandagaon, Near Thana Naka, New Panvel, Navi Mumbai. 410206.
Tel. : +91 9137123439 Email : aiktc.newpanvel@aiktc.ac.in URL. www.aiktc.ac.in

NAME OF EVENT: Seminar on "Goal Setting"

SCHOOL/ DEPARTMENT: Students Centre for Guidance, Counselling & Mentoring (SCGCM) in collaboration with Department of Electronics and Computer Science Engineering, AIKTC.

NUMBER OF PARTICIPANTS (STAFF): 02

DATE OF CONDUCTION: 18/01/2023 **NUMBER OF PARTICIPANTS (STUDENTS):** 8

NAME OF RESOURCE PERSON/ORGANISATION:- Ms. Meraj Mir (Organizational Psychologist)

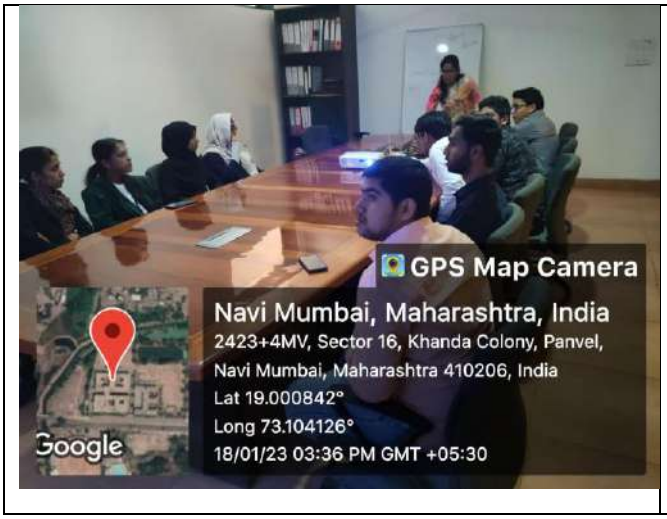
RELEVANCE TO PO WITH LEVEL: PO8:ETHICS, PO9:INDIVIDUAL AND TEAM WORK

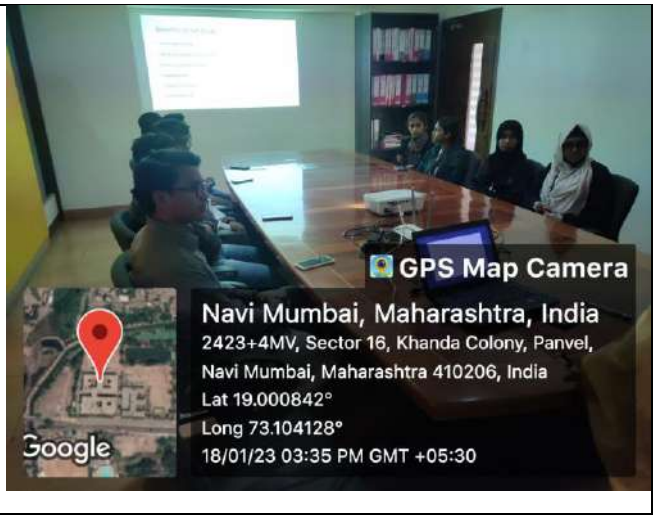
DESCRIPTION OF EVENT IN 50-100 WORDS:

The students in world of internet are highly exposed to different types of distractions. Especially the availability of internet is on one hand a boon but simultaneously a curse. The maximum number of students live their educational as well as social life without a proper goal. If some of them have a goal but face different challenges in achieving. Some set wrong goals as well. They failed to deal with the time management, use of social media, handling mental health, identifying addiction etc. Because of that they are spending much time on unnecessary things.
To overcome this challenge a seminar conducted named "Goal Setting".
Ms. Meraj Mir being an Organizational Psychologist having good experience of counseling, mentoring students in various school and college were called for the same. The resource person covered the importance of Goal Setting and how to achieve a Goal. During the session students found to be active participants responding onto the questions. The feedback of the event showed that students are very much interested in such events in future.

Students' feedback link:
https://docs.google.com/spreadsheets/d/1tGxjXlncOQoSb_4cNxZ94DMUDeEGCG8Kf_Z1O5urysk/edit?resourcekey#gid=1961906660responses

IMAGES OF EVENT:





SCGCM Controller **HOD-ECS, Department** **Director-AIKTC**

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NAME OF EVENT : Guidance Session for Goal Setting in Life

SCHOOL/ DEPARTMENT : Student's Centre for Guidance, Counselling & Mentoring (SCGCM) in collaboration with Department of Computer Engineering, AIKTC.

DATE OF CONDUCTION : 25/01/2023

NUMBER OF PARTICIPANTS (STAFF) : 05

NUMBER OF PARTICIPANTS (STUDENTS) : 86

NAME OF RESOURCE PERSON : Ms. Meraj Mir (Occupational Psychologist)

RELEVANCE TO PO WITH LEVEL :

PO8 (1) : ETHICS ,

PO12 (2) : LIFE LONG LEARNING,

PO9 (2) : INDIVIDUAL AND TEAM WORK

DESCRIPTION OF THE EVENT :

A survey was conducted among the students of Computer Engineering Department to identify the issues that are most troubling for them and for which they wish to seek counseling. From all the listed topics in the survey , the maximum votes received were for the topic - **"Importance of goal setting in life."**

With so many distractions present in today's world it has become very easy for anyone to get caught into distractions and lose focus in life. This may lead to a lot of wastage of time and hence lots of missed opportunities in the long run. To avoid this consequence it is extremely important for the students to set life goals which shall help them to remain on a steady path in life even after encountering distractions.

So with this intended purpose a session on **"Goal Setting in Life"** was organized for the students of Computer Engineering Department on the 25th January 2023.

The session was conducted by Ms.Meraj Mir, the Institute-appointed Professional Psychologist, having vast experience in counseling and mentoring students of various educational institutes as well as corporate human resource. To set the importance of the session's theme the resource person started off with a thought provoking activity wherein the students had to calculate the monetary investments made by their parents in educating them till date. The purpose of this activity was to make the students set paying back of this amount to their parents as one of the primary goals in their life. This was followed by a presentation on the importance of goal setting. The expert explained how essential it is to set personal as well as professional goals. The various types of goals viz. short term, mid-term and long term were also discussed.

A very impactful second activity was then conducted which was based on encouraging students to solve life's problems using a collaborative approach rather than a competitive one.

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STUDENT'S FEEDBACK LINK :

All the students enjoyed the session with active participation throughout the session. The session was concluded by collecting student's feedback. The feedback indicated that the motive of the session in encouraging students to set goals was well-conveyed to the students.

Response sheet Link :

https://docs.google.com/spreadsheets/d/1HHuEeQ3-TaAxfcfdIg-1-uqXpmCiYC3EeXTPFODlqxk/edit?usp=sharing

IMAGES OF THE EVENT:

HOD, CO **SCGCM Controller** **Dean, SOE** **Director, AIKTC**

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NAME OF ACTIVITY : A survey for the Identification of issues faced by students

SCHOOL/ DEPARTMENT: Students Centre for Guidance, Counselling & Mentoring (SCGCM) in collaboration with Department of Computer Engineering, AIKTC.

NUMBER OF PARTICIPANTS (STUDENTS): 100

DATE OF CONDUCTION: 23/01/2023

NAME OF FACULTY :- Prof. Rehaal Qureshi

RELEVANCE TO PO WITH LEVEL: PO8 (1):ETHICS , PO12 (2) : LIFE LONG LEARNING

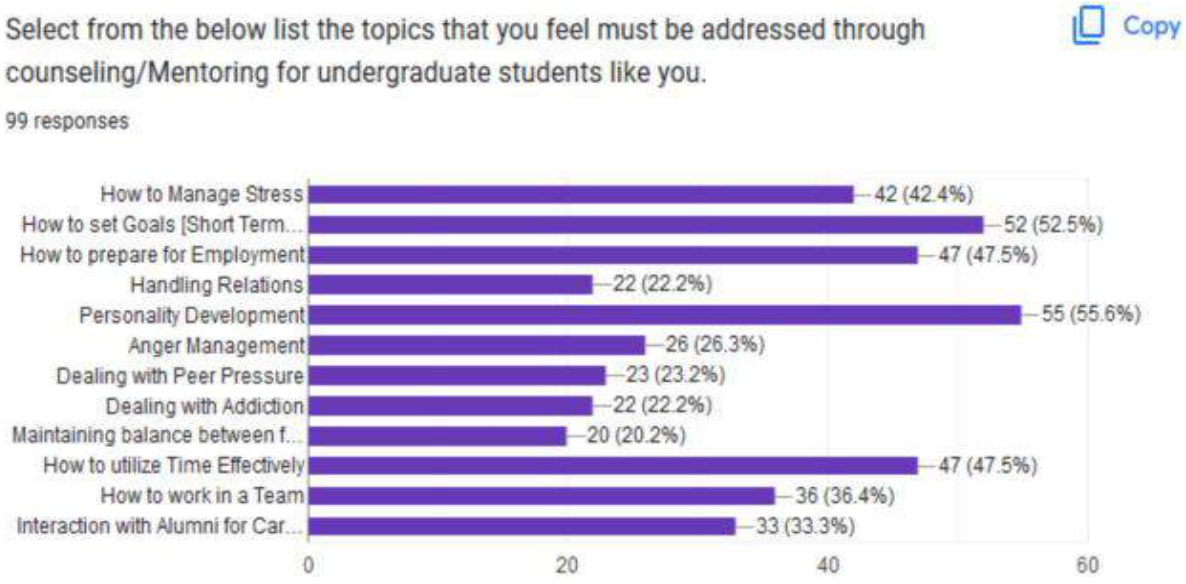
DESCRIPTION OF THE ACTIVITY :

A survey was conducted among the students of computer Engineering Department to identify the issues that are most troubling for them for which they wish to receive counseling.

The survey process began by firstly identifying the common issues faced by the age-group into which our students fall. 12 such issues were identified. A google form was designed for carrying out the survey which was circulated among the students to get their responses.

ACTIVITY IMAGE :

The results of the survey / poll can be understood from the bar graph given below :-



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SURVEY RESULTS :-

The table below shows the topics starting with the most voted topic by students for receiving counseling.

Note : Topic on top indicates it has received maximum votes

Topic Name	Vote Percent
1) Personality Development	**55%**
2) How to set Goals [Short Term and Long Term]	**52.5%**
3) How to prepare for Employment	**47.5%**
4) How to utilize Time Effectively	**47.5%**
5) How to Manage Stress	**42.4%**
6) How to work in a Team	36.4%
7) Interaction with Alumni for Career Counseling	33.3%
8) Anger Management	26.3%
9) Dealing with Peer Pressure	23.2%
10) Dealing with Addiction	22.2%
11) Handling Relations	22.2%
12) Maintaining balance between faith and worldly matters	20%

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FEW OTHER COUNSELING TOPICS SUGGESTED BY STUDENTS :-

How to maintain focus on studies	How to be an Entrepreneur
How to speak in public	Financial Literacy
Consistency in Work	Social ethics
Desire management	Problem solving Approach
Aptitude Preparation	Preparing for Competitive Exams
Higher Studies in Foreign	Dealing with Depression
Handling Criticism	

STUDENT'S RESPONSE LINK :

https://docs.google.com/spreadsheets/d/15whJCd8etcN6VhfpWduvjiwoioF_ovWEQMaee5HuRRo/edit?usp=sharing

ACTION PLAN :

Based on the survey result, counseling sessions in collaboration between mentors and institute appointed psychologist shall be conducted. A session on one of the highest voted topics "Importance of Goal Setting in Life" has been conducted on 25/01/23.

HOD, CO **SCGCM CORDINATOR**

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NAME OF EVENT: Session on "Goal Setting"

SCHOOL/ DEPARTMENT: Students Centre for Guidance, Counselling & Mentoring (SCGCM) in collaboration with School of Engineering AIKTC.

DATE OF CONDUCTION: 9/2/23 **NUMBER OF PARTICIPANTS:** SE, TE, BE STUDENTS(30)

NAME OF RESOURCE PERSON/ ORGANISATION: - Ms. Meraj Mir (Organizational Psychologist)

RELEVANCE TO PO WITH LEVEL: PO8(1): ETHICS, PO12(2): GOAL SETTING

DESCRIPTION OF EVENT IN 50-100 WORDS:

To enrich the mentoring program a session was conducted. Ms. Meraj Mir being an Organizational Psychologist having good experience of counseling, mentoring students in various schools and colleges were called for the same.
If some of them have a goal but face different challenges in achieving. Some set wrong goals as well. They failed to deal with the time management, use of social media, handling mental health, identifying addiction etc. Because of that they are spending much time on unnecessary things.
To overcome this challenge a seminar was conducted named "Goal Setting". There are two types of Goal 1)Short Time 2) Long time.

Event feedback:

IMAGES OF EVENT:

coordinator

Program Owner

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ANJUMAN-I-ISLAM'S

KALSEKAR TECHNICAL CAMPUS, NEW PANVEL

Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi, Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.

☑ SCHOOL OF ENGINEERING & TECHNOLOGY
☐ SCHOOL OF PHARMACY
☐ SCHOOL OF ARCHITECTURE

DEPARTMENT OF ELECTRICAL ENGINEERING

EXPERT LECTURE ON GOAL SETTING Date:-09/02/2023

Sr. No.	ROLL NO.	NAME OF STUDENTS	SIGNATURE
1	20DEE40	Tauseef Shaikh	
2	20DEE30	Rushikesh Rakshe	
3	20DEE25	Arfat Naik	
4)	20DEE34	Asif Shaikh	
5	20DEE42	Kolkar Mohd Yauqub Aslam	
6	20DEE23	Dafedar Mushahid Shabbir	
6.	21DEE47	Suhail Khan	
7.	21DEE18	Mubashir Khan	
8.	21DEE02	Saqlain Sadik Adhikari	
9	20DEE28	A Uthemas - A. Rais	
10	20DEE37	Mohsin Suleman Shaikh	
11	19EE14	Adnan Anwar Patel	
12	20DEE21	Izhaan Mukadum	
13	20DEE27	Rezvi Ali	
14	20DEE12	Khan Mohd Hamza	
15	20DEE33	Shaikh Ahmed Raza	
16	20DEE39	Shaikh Shahnawaz	
17	19EE07	Khan Mohammad Hussain	
18	19EE02	AFJAL ALAM	
19	20DEE18	MOHD ARAFAT	
20	20DEE26	Patel Abdusaboor	
21	19EE03	Matin Zahoor Bangi	
22	19EE06	Asif Sajauddin Khan	

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ANJUMAN-I-ISLAM'S

KALSEKAR TECHNICAL CAMPUS, NEW PANVEL

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☑ SCHOOL OF ENGINEERING & TECHNOLOGY
☐ SCHOOL OF PHARMACY
☐ SCHOOL OF ARCHITECTURE

DEPARTMENT OF ELECTRICAL ENGINEERING

EXPERT LECTURE ON GOAL SETTING

Date:-09/02/2023

Sr. No.	ROLL NO.	NAME OF STUDENTS	SIGNATURE
23	19EE01	Shaikh Aadil Sharif	Aadil
24	19EE16	Mohd. Asif Iqbal	Asif.
25	21DEE06	Bhavesh V. Yenbhar	YenBhar
26	21DEE46	Suraj S. Shinde.	Suraj
27	19EE04	Fardeen Dayanji	Fardeen Dayanji
28	19EE05	Anas Khan	Anas.
29	21DEE11	Prince Gupta	Prince
30	21DEE08	Ata Farooqui	Ata
31	21DEE21	Ratan M. Khetre	R.
32	21EE12	RAHIL NISAR TOLE	RT
33	21EE13	MUZAMMIL ULDAY	Muzammil
34	21EE09	Saif Shaikh	Saif
35	21EE02	Asad Hawa	Hawa

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NAME OF EVENT : Managing Stress By Time Management

SCHOOL/ DEPARTMENT : Students Centre for Guidance, Counselling & Mentoring (SCGCM) in collaboration with Computer Department, School of Engineering AIKTC.

NUMBER OF PARTICIPANTS (STAFF) : 01

DATE OF CONDUCTION : 16/09/2022

NUMBER OF PARTICIPANTS (STUDENTS) : 50 [CLASS : SECO]

NAME OF RESOURCE PERSON : Ms. Meraj Mir (Organizational Psychologist)

RELEVANCE TO PO WITH LEVEL : PO8(1):ETHICS, PO12(2):LIFE LONG LEARNING

DESCRIPTION OF EVENT :

Exam time is one of the most stressful time in a students life. One of the major reason for this stress is piled up lessons to be studied and the fear of failing in exams. If students manage their time effectively each of their learning tasks can be effectively completed well before time leading to less stress during the exam period. With this aim of teaching the students how to manage exam related stress a counseling session was conducted on the topic **"Managing Stress By Time Management"** by our Institute-appointed Professional Psychologist Ms. Meraj Mir on 16th February 2023 for the students of Second Year Computer Engineering.

The session started by asking students the reason behind their fear of examinations. Insufficient preparation was the major reason stated by the students for this fear of exams. The expert then explained them their insufficient preparation is majorly because of poor time management practices. The expert then discussed with students the role of mobile and social media as a major contributor in the wastage of time e.g by starting to watch reels of few second duration students end up watching many such reels by getting into endless scrolling habit for entertainment. Student were guided to limit their usage of mobile particularly for browsing social media. The students were then given a plan that they can follow to utilize time effectively for the upcoming Unit test exam preparations.

TIME MANAGEMENT ACTIVITY :

The last part of the session was a very creative activity that can greatly help the students for Time Management. As part of this activity the students were asked to list down all the activities that are part of their daily routine. Next the students were asked to make a quadrant on a sheet of paper.
The students were asked to categorize their activities in the 4 quadrants based on the criterias :

i) Important But Not Urgent
ii) Urgent
iii) Not Urgent but Important
iv) Not Urgent Not Important

The activities falling in the 4th category are the ones that are our Time waster Activities which must be eliminated from our schedule.

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STUDENTS' FEEDBACK LINK :

https://drive.google.com/file/d/1cmCD8o8AuJkVqTIG1NLZqc3wlgAfC8ZN/view?usp=share_link

IMAGES OF THE EVENT :

HOD-CO **SCGCM Controller** **Dean-SOE** **Director-AIKTC**

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ANJUMAN-I-ISLAM'S
KALSEKAR TECHNICAL CAMPUS, NEW PANVEL
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Center for Human Resource Welfare and Development (CHRWD)
Organizes
"A 360 ^{0} Professional Development Program for Non-teaching Staff"

Date: 15 March 2022 from 2:30 pm onwards

Venue: AIKTC Auditorium

PROGRAM OUTLINE CUM NOTICE

Time	Topic	Responsibility / Resource Person
5 min.	Welcome and Recitation of verses of Holy Qur'an	Prof. Taib Quraishi Controller, CHRWD
15 min.	Opening Remark	Dr. Abdul Razak Honnutagi Director, AIKTC
2 min.	Resource Person's Intro	Prof. Samir Shaikh Co-ordinator, EE
2 hrs.	Professional Development Program for Non-teaching Staff	Mr. Yusuf Sayed Rabbani Resource Person
2 min.	Vote of Thanks	Prof. Dhawal Shah / Prof. Arif Iqbal

This program is designed to educate AIKTC and ARKP non-teaching personnel on professional conduct and to make them aware of its application and importance in the workplace so that they can be more productive.
***Expected Audience:** 100+ Non-Teaching Staff Members

Venue: AIKTC Auditorium

Event Coordinator: Prof. Arif Iqbal (Controller, SCGCM)

(Prof. Taib Quraishi)
Controller, CHRWD

(Dr. Abdul Razak Honnutagi)
Director

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PRACTICE-2

Title: Inter-departmental Academic Audit

Office Order of Academic Audit Odd Sem 2021-22

- *Office orders of Pre, Mid and Post term Academic Audits, Mid term office order as Sample*
- *Mid Term Office Order of Odd Sem, Academic Year 2021-22*

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Ref.: AIKTC/CAAA/2021-22/41

07 Oct 2021

OFFICE ORDER

Sub: Midterm Academic Audit for School of Engineering & Technology.

In view of effective implementation of curriculum, the **Midterm Audit** for School of Engineering & Technology is scheduled from 20 Oct 2021 to 21 Oct 2021. The following faculty members have been assigned a responsibility to carry out an academic audit as per formats given. The department report should be prepared by concerned convener and submitted to the Controller, CAAA on or before 25 Oct 2021.

Academic Audit Team

Sr. No.	Name of the faculty	Department	Responsibility	Department to be Audited
1	**Prof. Irfan Jamkhandikar**	**Computer**	**Convener**	Computer Engineering
	Prof. Zia Momin	Mechanical	Member	
	Prof. Zarrar Khan	ET	Member	
	Prof. Shaukin Hawelikar	Civil	Member	
2	**Prof. Fauwaz Parkar**	**Civil**	**Convener**	Civil Engineering
	Prof. Rahul Thavai	Mechanical	Member	
	Dr. Shahbaz Haque	HAS	Member	
	Prof. Kalpana Bodke	Computer	Member	
3	**Prof. Ankur Upadhyay**	**Electrical**	**Convener**	Electrical Engineering
	Prof. Nafe Momin	Mechanical	Member	
	Prof. Dhaval Shah	Civil	Member	
	Prof. Nitin Sonawane	HAS	Member	
4	**Dr. Asif Gandhi**	**Mechanical**	**Convener**	Mechanical Engineering
	Prof. Varsha Pawar	HAS	Member	
	Prof. Shahin Athavani	ET	Member	
	Prof. Kaleem Syed	Electrical	Member	
5	**Prof. Geeta Desai**	**ET**	**Convener**	Electronics and Telecommunication Engineering
	Prof. Junaid Siddiqui	Civil	Member	
	Prof. Mukhtar Ansari	Computer	Member	
	Prof. Rizwan Shaikh	Mechanical	Member	
6	**Prof. Ghazala Parveen**	**HAS**	**Convener**	First Year Engineering (HAS) (schedule to be decided later)
	Prof. Altamash Ghazi	Mechanical	Member	
	Prof. Rahul Khadase	ET	Member	
	Prof. Tanveer Khatik	Electrical	Member	

All the above faculty members should complete their assigned work as per Academic Audit for Teaching-Learning format.

CAAA Controller | **IQAC Coordinator** | **DIRECTOR**

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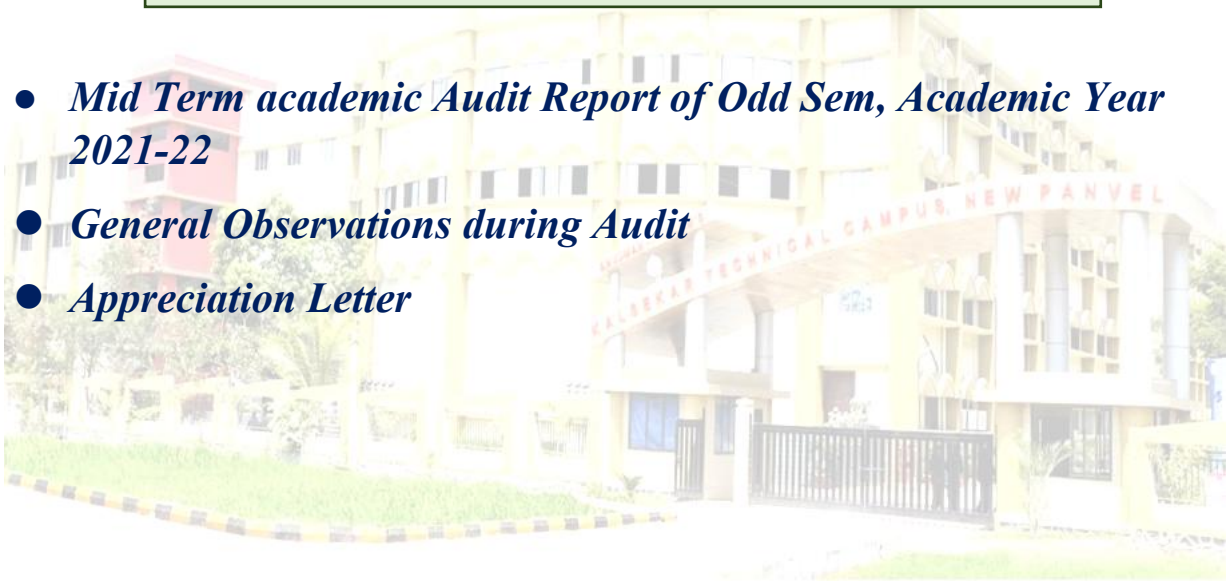
CC: To all concern.

Academic Audit Report

- ***Mid Term academic Audit Report of Odd Sem, Academic Year 2021-22***
- ***General Observations during Audit***
- ***Appreciation Letter***



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Plot 2 & 3, Sector - 16, Khandagaon, Near Thana Naka, New Panvel, Navi Mumbai. 410206.
Tel. : +91 9137123439 Email : aiktc.newpanvel@aiktc.ac.in URL. www.aiktc.ac.in

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Ref: AIKTC/CAAA/2021-22/49 29 Oct 2021

MIDTERM AUDIT REPORT

Program: Civil Engineering **Shift:** II **Sem:** V
Auditor: Prof. Rahul Thavai **Audit Date:** 20 & 21 October 2021

MIDTERM AUDIT SCORES:

Sr. No	Course	Course Owner	Midterm	
			Score	Critical
1	(CEC501) Theory of Reinforced Concrete Structures	Prof. Shivaji Sarvade	2.68	No
2	(CEL501) Theory of Reinforced Concrete Structures	Prof. Shivaji Sarvade	2.5	Yes
3	(CEC502) Applied Hydraulics	Prof. Suhail Ahmad	2.14	No
4	(CEL502) Applied Hydraulics	Prof. Suhail Ahmad	2.5	No
5	(CEC503) Geotechnical Engineering-I	Prof. Vedprakash Maralapalle	5	No
6	(CEL503) Geotechnical Engineering-I	Prof. Vedprakash Maralapalle	4.5	No
7	(CEC504) Transportation Engineering	Prof. Tehsin Kazi	4.58	No
8	(CEL504) Transportation Engineering	Prof. Tehsin Kazi	4.38	No
9	(CEL505) Professional Communication and Ethics	Prof. Shahbaz Haque	5	No
10	(CEDLO5012) Building Services & Repairs	Prof. Irfan Nalband	4.29	No
11	(CEDLO5017) Advanced Concrete Technology	Prof. Mohammed Junaid Siddiqui	5	No

CRITICAL OBSERVATIONS:

Sr. No	Course	Faculty	Parameters with 0 score
1	(CEL501) Theory of Reinforced Concrete Structures	Prof. Shivaji Sarvade	2.8 TW Assessment completion (CIA Marks sheet)-out of 6 assignments, No assignment is checked. Submission of all assignments is scheduled on 23 October 2021.

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Ref: AIKTC/CAAA/2021-22/50

29 Oct 2021

MIDTERM AUDIT REPORT

Program: Civil Engineering
Auditor: Prof. Kalpana Bodke

Shift: I
Audit Date: 20 & 21 October 2021

Sem: VII

MIDTERM AUDIT SCORES:

Sr. No	Course	Course Owner	Midterm	
			Score	Critical
1	(CE-C701) Quantity Survey Estimation and Valuation	DR. G.B MAHAJAN	4.64	No
2	(CE-C701) Quantity Survey Estimation and Valuation (Tu)	DR. G.B MAHAJAN	4.58	No
3	(CE-C702) Theory of Reinforced Concrete Structures	PROF. DADA PATIL	5	No
4	(CE-C702) Theory of Reinforced Concrete Structures (Tu)	PROF. DADA PATIL	5	No
5	(CE-C703) Water Resource Engineering-II	PROF. SAYYEDAZARA JAHAGIRDAR	4.11	No
6	(CE-C703) Water Resource Engineering-II (Tu)	PROF. SAYYEDAZARA JAHAGIRDAR	4.17	No
7	(CE-DLO7041) Pre-stressed Concrete	PROF. JUNAID MASTE	4.11	No
8	(CE-DLO7041) Pre-stressed Concrete (Tu)	PROF. JUNAID MASTE	4.17	No
9	(CE-DLO7042) Solid Waste Management	PROF. DHAVAL SHAH	4.11	No
10	(CE-DLO7042) Solid Waste Management (Tu)	PROF. DHAVAL SHAH	4.58	No
11	(CE-DLO7042) Disaster Management & Mitigation	PROF. PRATHMESH GAWADE	4.64	No

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CE Dept

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Ref: AIKTC/CAAA/2021-22/47 Date: 29/10/2021

MIDTERM AUDIT REPORT

Program: Civil Engineering **Shift: Class A** **Sem: III**
Auditor: Prof. Fauwaz Parkar **Audit Date: 20 & 21 Oct 2021**

MIDTERM AUDIT SCORES:

Sr. No	Course	Course Owner	Midterm	
			Score	Critical
1	(CEC301) Engineering Mathematics-III (Th)	Prof. Ata-ul-mustafa Khan	4.5	No
2	(CEC302) Mechanics of Solids	Prof. Shafi Mujawar	5	No
3	(CEC303) Engineering Geology	Dr. Prabha Joshi	5	No
4	(CEC304) Architectural Planning & Design of Buildings	Prof. Rohan Dasgupta	5	No
5	(CEC305) Fluid Mechanics- I	Prof. Shoukin Hawelikar	5	No
6	(CEC301) Engineering Mathematics-III (Tu)	Prof. Ata-ul-mustafa Khan	4.38	No
7	(CEL301) Mechanics of Solids	Prof. Shafi Mujawar	4.67	No
8	(CEL302) Engineering Geology	Dr. Prabha Joshi	5	No
9	(CEL303) Architectural Planning & Design of Buildings	Prof. Rohan Dasgupta	4.5	No
10	(CEL304) Fluid Mechanics- I	Prof. Shoukin Hawelikar	4.38	No
11	(CEL305) Skill Based Lab Course-I	Prof. Wasim Shaikh	4.5	No

CRITICAL OBSERVATIONS:

Sr. No	Course	Faculty	Parameters with 0 score
Nil			

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GENERAL OBSERVATIONS:

- List of Slow & Fast Learners can be provided timely to course owners so as to conduct planned activities as per schedule.
- Resource Persons from Industries, Organizations, Eminent Alumni etc can be invited for delivering expert talk.

(Prof. Rahul Thavai)	(Prof. Fauwaz Parkar)	(Prof. Tabrez Khan)
AUDITOR	CONVENER	CAAA CONTROLLER

Program Owner's Observations & Remarks:
Mid term audit report studied properly. Mid term audit has been carried out sincerely. Observed critical points will be implemented by concern faculty. Improvement in few of faculties is required in some of parameters.
Program Owner's Name & Sign: Dr. Rajendra Magar 30-10-2021

Submitted to	Received (Sign & Date)
Dr. Rajendra Magar, Program Owner	
Dr. Rajendra Magar, IQAC Coordinator. With Cc to Director Office.	

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DEPARTMENT OF CIVIL ENGINEERING

APPRECIATION CERTIFICATE

We appreciate your excellent performance during Mid-term audit which was carried out on 20th and 21st Oct 2021. You have received excellent feedback score of 5 out of 5. Attached below is score for your course. We recognize and appreciate your efforts.

Sr. No	Course	Sem	Course Owner	Score
1	(CEC304) Architectural Planning & Design of Building	III- Sem (AY 2021-22)	Prof. Rohan Dasgupta	5

Fauwaz

(Prof. Fauwaz Parkar)

CONVENER

Rangeu 01-12-21

(Dr. Rajendra Magar)

Professor and Head

Received 02/12/2021

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Academic Audit Office Order
Even Sem 2021-22

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Plot 2 & 3, Sector - 16, Khandagaon, Near Thana Naka, New Panvel, Navi Mumbai. 410206.
Tel. : +91 9137123439 Email : aiktc.newpanvel@aiktc.ac.in URL. www.aiktc.ac.in

Ref.: AIKTC/CAAA/2021-22/140

28 Feb 2022

OFFICE ORDER

Sub: Midterm Academic Audit for Even term of School of Engineering & Technology.

In view of effective implementation of curriculum, the **Midterm Audit** for School of Engineering & Technology is scheduled from 07 Mar 2022 to 09 Mar 2022. The following faculty members have been assigned a responsibility to carry out an academic audit as per given format. As discussed and decided in the POs meeting, a department Convener shall be part of the Auditors team and the respective PO shall do random and sample audit(minimum of one course per class). The venue should be the conference room of the respective department or as decided by the respective PO. The department audit report should be prepared by the concerned convener and submitted to the Controller, CAAA on or before 12 Mar 2022.

Academic Audit Team

Sr. No.	Name of the faculty	Department	Responsibility	Department to be Audited
1	**Prof. Mukhtar Ansari**	**Computer**	**Convener**	Computer Engineering
	Prof. Amruta Karve	Mechanical	Member	
	Prof. Shaukin Hawelikar	Civil	Member	
2	**Prof. Fauwaz Parkar**	**Civil**	**Convener**	Civil Engineering
	Prof. Rahul Thavai	Mechanical	Member	
	Prof. AbdusSalam Shaikh	Computer	Member	
3	**Prof. Ankur Upadhyay**	**Electrical**	**Convener**	Electrical Engineering
	Prof. Dhaval Shah	Civil	Member	
	Prof. Nitin Sonawane	HAS	Member	
4	**Prof. Zia Momin**	**Mechanical**	**Convener**	Mechanical Engineering
	Prof. Varsha Pawar	HAS	Member	
	Prof. Kaleem Syed	Electrical	Member	
5	**Prof. Shahin Athavani**	**ET**	**Convener**	Electronics and Telecommunication Engineering
	Prof. Junaid Siddiqui	Civil	Member	
	Prof. Rizwan Shaikh	Mechanical	Member	

All the above faculty members should complete their assigned work as per Academic Audit for Teaching-Learning format.

CAAA Controller **NBA Controller** **DIRECTOR**

CC: To all concerned.

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Academic Audit Report

- ***Mid Term academic Audit Report of Even Sem, Academic Year 2021-22***
- ***Sample Verbal counselling Provided for Non-Compiance in academic audit***

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Ref: AIKTC/CAAA/2021-22/142

Date: 15th March 2022

MIDTERM AUDIT REPORT

Program: Civil Engineering **Class: SECE-I** **Sem: IV**

Auditor: Prof. Abdus Salam Shaikh **Audit Date: 7th to 9th March 2022**

MIDTERM AUDIT SCORES:

Sr. No	Course	Course Owner	Midterm	
			Score	Critical
1	(CEC401) Engineering Mathematics IV (Th.)	Prof. Ata Ul Mustafa	2.86	No
2	(CEC402) Structural Analysis (Th.)	Prof. Firoz Nadaf	4.29	No
3	(CEC403) Surveying (Th.)	Prof. Vedprakash Marlapalle	5	No
4	(CEC404) BMCT (Th.)	Prof. Shafi Mujawar	2.31	No
5	(CEC405) FM - II (Th.)	Prof. Junaid Maste	5	No
6	(CEC401) Engineering Mathematics (Tu.)	Prof. Ata Ul Mustafa	2.5	No
7	(CEL401) (Structural Analysis (Tu.)	Prof. Firoz Nadaf	4	No
8	(CEL402) Surveying (Pr.)	Prof. Vedprakash Marlapalle	4.58	No
9	(CEL403) BMCT (Pr.)	Prof. Shafi Mujawar	2.08	Yes
10	(CEL404) FM - II (Pr.)	Prof. Junaid Maste	4.38	No
11	(CEL405) SBLC-II (Pr.)	Prof. Junaid Siddiqui	5	No

CRITICAL OBSERVATIONS:

Sr. No	Course	Faculty	Parameters with 0 score
1	(CEL403) BMCT (Pr.)	Prof. Shafi Mujawar	(2.8) [TW Assessment completion (CIA Marks sheet)]

GENERAL OBSERVATIONS:

- Faculties were punctual and got their audit done as per the schedule.

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(Prof. Abdus Salam Shaikh)
AUDITOR

(Prof. Fauwaz Parkar)
CONVENER

(Prof. Tabrez Khan)
CAAA CONTROLLER

Program Owner's Observations & Remarks:
Academic Audit was carried out on time.
Program Owner's Name & Sign: Dr. Rajendra Magar 23/03/22

Submitted to	Received (Sign & Date)
Dr. Rajendra Magar, Program Owner,	23.03.22
Dr. Rajendra Magar, NBA Coordinator. With Cc to Director Office.	23.03.22

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Ref: AIKTC/CAAA/2021-22/143

Date: 15th March 2022

MIDTERM AUDIT REPORT

Program: Civil Engineering **Class: SECE-II** **Sem: IV**

Auditor: Prof. Abdus Salam Shaikh **Audit Date: 7th to 9th March 2022**

MIDTERM AUDIT SCORES:

Sr. No	Course	Course Owner	Midterm	
			Score	Critical
1	(CEC401) Engineering Mathematics IV (Th.)	Prof. Ata Ul Mustafa	2.86	No
2	(CEC402) Structural Analysis (Th.)	Prof. Rohan Dasgupta	5	No
3	(CEC403) Surveying (Th.)	Prof. Vedprakash Marlapalle	5	No
4	(CEC404) BMCT (Th.)	Prof. SHAFI M.	3.93	No
5	(CEC405) FM - II (Th.)	Prof. JUNAID MASTE	5	No
6	(CEC401) Engineering Mathematics (Tu.)	Prof. Ata Ul Mustafa	2.5	No
7	(CEL401) (Structural Analysis (Tu.)	Prof. Rohan Dasgupta	4.58	No
8	(CEL402) Surveying (Pr.)	Prof. Vedprakash Marlapalle	4.58	No
9	(CEL403) BMCT (Pr.)	Prof. SHAFI M.	2.08	Yes
10	(CEL404) FM - II (Pr.)	Prof. Tehsin Kazi	4.38	No
11	(CEL405) SBLC-II (Pr.)	Prof. Fauwaz Parkar	5	No

CRITICAL OBSERVATIONS:

Sr. No	Course	Faculty	Parameters with 0 score
1	(CEL403) BMCT (Pr.)	Prof. Shafi Mujawar	(2.8) [TW Assessment completion (CIA Marks sheet)]

GENERAL OBSERVATIONS:

- Faculties were punctual and got their audit done as per the schedule.

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(Prof. Abdus Salam Shaikh)	(Prof. Fauwaz Parkar)	(Prof. Tabrez Khan)
AUDITOR	CONVENER	CAAA CONTROLLER

Program Owner's Observations & Remarks:
Academic Audit was carried out as per schedule
Program Owner's Name & Sign: Dr. Rajendra Magar

Submitted to	Received (Sign & Date)
Dr. Rajendra Magar, Program Owner,	
Dr. Rajendra Magar, NBA Coordinator. With Cc to Director Office.	

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ANJUMAN-I-ISLAM'S KALSEKAR TECHNICAL CAMPUS

School of Engineering & Technology

Affiliated to : University of Mumbai, Recognised by : DTE (Maharashtra) & Approved by : AICTE (New Delhi)

Department of Civil Engineering

ACADEMIC AUDIT FOR TEACHING-LEARNING (v2)

Course: (CEC404) BMCT **Academic** 2021-22

Course Owner: Prof. Shafi Mujawar **Sem:** IV

Sr. No.	Particulars	Format	NBA Criteria	P-File	Weight	Score (0/1/2)	Weighted Score
1. Pre-Term Audit (One Week Prior to Commencement)					**held**	**Jan 22, 2022**	
1.1	Academic Calendar Contribution	TLP-05	2.2.1	P25	1	2	2
1.2	Vision, Mission, POs, PSOs, and PEOs – Define	CAGS			2	2	4
1.3	Teaching Load (Office Order)	M	2.2.1	P25	1	2	2
1.4	Syllabus Copy	M	-		1	2	2
1.5	CO Review	CAGS	2.1.1, 2.1.2,	P25	3	2	6
1.6	CO-PO / PSO Mapping	CAGS	3.1.2	P25	3	2	6
1.7	Content for Slow & Advanced Learners	M			2		0
1.8	COs Action Plan	CAGS			2	0	0
1.9	Target & Attainment Approval	CAGS	3.2.2	P31	2	2	4
1.10	Time-Table	M	2.2.1		1	2	2
1.11	Working Days Calculator	CAGS			1	2	2
1.12	Roll List with Contact details	CAGS			1	2	2
1.13	University QP Analysis (Last 4 Exams) With QP (for	CAGS			1	2	2
1.14	Teaching Plan	CAGS	2.2.1	P25	3	2	6
1.15	Practical Plan	CAGS	2.2.1	P25	3	NA	#VALUE!
1.16	Expert Session / Workshop Plan alongwith CO Mapping	CAGS	2.2.1	P25	2	1	2
1.17	Accessibility and Availibility of Mini/Major Project Diaries	MPD	2.2.1	P25	2	NA	#VALUE!
1.18	Awareness and Availibility of Mentroing System Template	MST	2.2.1	P25	2	NA	#VALUE!
					TOTAL	42	out of 52

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	2. Mid-Term Audit (a week after UT-1 Exams)					**held**	**Mar 14, 2022**	
2.1	Attendance (TH-PR)	Att. Tracker	-	-		2	2	4
2.2	Adherence to Academic Calendar	Academic				2	NA	#VALUE!
2.3	Adherence to Teaching Plan	CAGS & Att				2	NA	#VALUE!
2.4	Adherence to Practical Plan	CAGS & Att				2	0	0
2.5	Justification of UT-1 QP to mapped COs	CAGS				3	0	0
2.6	Conduction of planned session(s) for SL & AL &	CAGS & Att &				2	NA	#VALUE!
2.7	CO Attainment through UT-I	CAGS				3	NA	#VALUE!
2.8	TW Assessment completion (CIA Marks sheet)	CAGS	2.2.1	P25		2	NA	#VALUE!
2.9	Assignments	M				2	0	0
2.10	Adherence to Mini & Major Project Diaries	MPD				2	2	4
2.11	Adherence to Mentoring System	MST				2	2	4
2.12	Non-Compliance in CA-1 (Pre-Term Audit)					-2	0	0
						TOTAL	12	out of 26
						Conversion on a Scale of 5	2.31	
	3. Post Term Audit (Within one week after term end)					**held**	25-05-2022	
3.1	Publication in Journal	SDTS				3	0	0
3.2	Conference / Book Chapter	SDTS				3	0	0
3.3	Teaching Feedback	Link				3		0
3.4	Department level Responsibilities / Contributions	PO				3		0
3.5	Campus level Responsibilities / Contributions	PO				3		0
3.6	FDP / STTP	SDTS				3	2	6
3.7	MOOC course(s) completed	SDTS				3	0	0
3.8	E-Content Developed (Videos / Blogs)	ment Youtube Channel				3	0	0
3.9	Attendance (TH-PR)	Att. Tracker	-	-		2	2	4
3.10	Adherence to Academic Calendar	Academic				2	0	0
3.11	Adherence to Teaching Plan	CAGS & Att				2	2	4
3.12	Adherence to Practical Plan	CAGS & Att				2	NA	#VALUE!
3.13	Justification of UT-2 QP to mapped COs	CAGS				3	2	6
3.14	CO Attainment through CIA	CAGS				3	2	6
3.15	Timely Assessment of UT-2	Exam Co-ordinator				3		0
3.16	Conduction of planned session(s) for SL & AL &	CAGS & Att &				2	2	4
3.17	Course Exit Survey	CAGS				2	2	4
3.18	Adherence to Project Diaries	MPD				2	2	4
3.19	Non-Compliance in CA-1 (Mid-Term Audit)					-2	0	0
3.20	Non-Compliance in CA-2 (Pre-Term Audit)					-2	2	-4
						TOTAL	34	out of 90
						Conversion on a Scale of 5	1.89	
4.1	Timely Assessment of TEE	P Co-ordinator				3		0
4.2	Result Quality	am Co-ordinator				3		0
4.3	Course CO Attainment	CAGS				3		0
4.4	Course PO Attainment	CAGS				3		0
4.5	Course Action Plan based on GAP	CAGS				3		0
						TOTAL	0	out of 30
						Conversion on a Scale of 5	0	
	Average of Pre-Term, Mid-Term, Post-Term & Post-Result Audits						**4.48**	

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NOTE: Achievements like Patenting, Book Writing, Research Projects, Consultancy, Development of MOOC(s),

ANJUMAN-I-ISLAM'S KALSEKAR TECHNICAL CAMPUS

School of Engineering & Technology

Affiliated to : University of Mumbai, Recognised by : DTE (Maharashtra) & Approved by : AICTE (New Delhi)

Department of Civil Engineering

ACADEMIC AUDIT FOR TEACHING-LEARNING (v2)

Course: (CEL403) BMCT (Pr.)

Course Owner: Prof. Shafi Mujawar

Academic 2021-22

Sem: IV

Sr. No.	Particulars	Format	NBA Criteri	P-File	Weight held	Score (Jan 22, 2022	Weighted Score
	1. Pre-Term Audit (One Week Prior to Commencement)						
1.1	Academic Calendar Contribution	TLP-05	2.2.1	P25	1	2	2
1.2	Vision, Mission, POs, PSOs, and PEOs – Define	CAGS			2	2	4
1.3	Teaching Load (Office Order)	M	2.2.1	P25	1	2	2
1.4	Syllabus Copy	M	-		1	2	2
1.5	CO Review	CAGS	2.1.1, 2.1.2,	P25	3	2	6
1.6	CO-PO / PSO Mapping	CAGS	3.1.2	P25	3	2	6
1.7	Content for Slow & Advanced Learners	M			2		0
1.8	COs Action Plan	CAGS			2		0
1.9	Target & Attainment Approval	CAGS	3.2.2	P31	2	2	4
1.10	Time-Table	M	2.2.1		1	2	2
1.11	Working Days Calculator	CAGS			1	2	2
1.12	Roll List with Contact details	CAGS			1	2	2
1.13	University QP Analysis (Last 4 Exams) With QP (for	CAGS			1	NA	#VALUE!
1.14	Teaching Plan	CAGS	2.2.1	P25	3	NA	#VALUE!
1.15	Practical Plan	CAGS	2.2.1	P25	3	2	6
1.16	Expert Session / Workshop Plan alongwith CO Mapping	CAGS	2.2.1	P25	2	NA	#VALUE!
1.17	Awareness and Availibility of Mini/Major Project Diaries	MPD	2.2.1	P25	2	NA	#VALUE!
1.18	Awareness and Availibility of Mentroing System Template	MST	2.2.1	P25	2	2	4
						TOTAL	42 out of 50
						Conversion on a Scale of 5	4.2
	2. Mid-Term Audit (a week after UT-1 Exams)				**held**	**Mar 14, 2022**	
2.1	Attendance (TH-PR)	Att. Tracker	-	-	2	2	4
2.2	Adherence to Academic Calendar	Academic Calendar			2	NA	#VALUE!
2.3	Adherence to Teaching Plan	CAGS & Att			2	NA	#VALUE!
2.4	Adherence to Practical Plan	CAGS & Att			2	2	4
2.5	Justification of UT-1 QP to mapped COs	CAGS			3	NA	#VALUE!
2.6	Conduction of planned session(s) for SL & AL &	CAGS & Att & Mentoring			2	NA	#VALUE!
2.7	CO Attainment through UT-1	CAGS			3	NA	#VALUE!
2.8	TW Assessment completion (CIA Marks sheet)	CAGS	2.2.1	P25	2	0	0
2.9	Assignments	M			2	1	2
2.10	Adherence to Mini & Major Project Diaries	MPD			2	0	0
2.11	Adherence to Mentoring System	MST			2	0	0
2.12	Final Compliance in CA-1 (Pre-Term Audit)				2	0	0
						TOTAL	10 out of 24
						Conversion on a Scale of 5	2.08

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3. Post Term Audit (Within one week after term end)					held	25-05-2022	
3.1	Publication in Journal	SDTS			3	0	0
3.2	Conference / Book Chapter	SDTS			3	0	0
3.3	Teaching Feedback	Link			3		0
3.4	Department level Responsibilities /	PO			3		0
3.5	Campus level Responsibilities / Contributions	PO			3		0
3.6	FDP / STTP	SDTS			3	2	6
3.7	MOOC course(s) completed	SDTS			3	0	0
3.8	E-Content Developed (Videos / Blogs)	Department Youtube Channel			3	0	0
3.9	Attendance (TH-PR)	Att. Tracker	-	-	2	2	4
3.10	Adherence to Academic Calendar	Academic Calendar & CAGS			2	0	0
3.11	Adherence to Teaching Plan	CAGS & Att			2	NA	#VALUE!
3.12	Adherence to Practical Plan	CAGS & Att			2	2	4
3.13	Justification of UT-2 QP to mapped COs	CAGS			3	NA	#VALUE!
3.14	CO Attainment through CIA	CAGS			3	2	6
3.15	Timely Assessment of UT-2	Exam Co-ordinator			3	NA	#VALUE!
3.16	Conduction of planned session(s) for SL & AL &	CAGS & Att & Mentoring			2	2	4
3.17	Course Exit Survey	CAGS			2	2	4
3.18	Adherence to Project Diaries	MPD			2	2	4
3.19	Non-Compliance in CA-1 (Mid-Term Audit)				-2	0	0
3.20	Non-Compliance in CA-2 (Pre-Term Audit)				-2	0	0
					TOTAL	32	out of 78
					Conversion on a Scale of 5	2.05	

4.1	Timely Assessment of TEE	CAP Co-ordinator			3		0
4.2	Result Quality	Exam Co-ordinator			3		0
4.3	Course CO Attainment	CAGS			3		0
4.4	Course PO Attainment	CAGS			3		0
4.5	Course Action Plan based on GAP	CAGS			3		0
					TOTAL	0	out of 30
					Conversion on a Scale of 5	0	
	Average of Pre-Term, Mid-Term, Post-Term & Post-Result Audits						4.06

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NOTE: Achievements like Patenting, Book Writing, Research Projects, Consultancy, Development of MOOC(s), Awards /

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KALSEKAR TECHNICAL CAMPUS, NEW PANVEL
Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi,
Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.
□ SCHOOL OF ENGINEERING
□ SCHOOL OF PHARMACY
□ SCHOOL OF ARCHITECTURE

Ref.:AIKTC/SoET/CE/CAAA/Mid-Term Audit/2021-22/64

Date: 4th April 2022

VERBAL COUNSELLING FORM

Name of the Employee and Designation	**Prof. Shafi Mujawar, Assistant Professor, Civil Engineering Department**
Name of the immediate superior and Designation	**Dr. Rajendra Magar, Prof. and Head, Civil Engineering Department**
Department/School	**Civil Engineering**

Report of the immediate superior (Be specific and focus on behaviour based on unacceptable conduct, performance, (Provide date, time, what you observed, etc.)

On 04th April 2022 we met to discuss the Performance in Mid-Term Audit of above mentioned faculty (Date of Audit carried: 7th March 2022)

Brief details of Unacceptable Performance.

Mid-term audit was carried out on 7th March 2022 for IVth Sem courses of 2021-22 by the assigned auditor. In the lab course of BMCT (CEL 403) for both shifts, there was critical observation in "**Criteria 2.8:** TW Assessment completion (CIA Marks sheet)-out of 6 assignments, no assignment was checked.

Reasons/Justification for Unacceptable Performance.

I have conducted practicals but students were not available for assessment due to DSY exams.

Your response or comment was

He has conducted practicals but due to late joining he could not assess the practicals.

Suggestion / Counselling for improvement of Unacceptable Performance

He will definately do the needful.

Counselling is intended to be a constructive process to assist you to identify, discuss and remedy aspects of your job performance or conduct that need improvement. As noted above, these aspects have been discussed with you and require your immediate attention.

Failure to correct your performance may lead to further administrative action including discipline.

Signature of the Immediate Superior

Employee's Signature	04/04/2022	If employee decline to sign this verbal warning.	Signature of the Immediate Superior	—

Original to: Concerned Faculty/Staff; Copy to: (1) Immediate superior

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