

Survey No. 162 & 163, Nepti, Nagar - Kalyan Road, Ahmednagar - 414005. Maharashtra Phone No :- 0241 -2568383 Unipune - ID CEGA019270 Fax No: - 0241 -2568384 Email: ajmvps123@gmail.com, scsmcoe.anr@gmail.com, Website: www.scoea.org

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## 6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Sr. No	Details of Document	Page No
1	Sample of Course File Index	001
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3	Academic Calendar	003
4	Attendance of Remedial lectures	006
5	Continuous Assessment Sheet (CAS)	007
6	Staff load distribution of IQAC member	009
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#### Index 6.5.2



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## **Course File Index**

Sr. No.	Particulars	Remark
1.	Academic Calendar	
2.	Teaching Scheme & Syllabus	
3.	Time Table	
4.	Teaching Plan & Compliance (with PO, PEO, CO, CEO, Mapping)	
5.	Test papers (01 Topper, 01 Lowest)	
6.	University Question Papers (min 3) with Model Answer	
7.	Unit wise Assignment Questions	
8.	Record of Assignment Marks	2
9.	Attendance Register	
10.	Result Analysis	
11.	Question bank	
12.	Remedial Teaching Record	
13.	Extra Lectures Record	
14.	Lecture Notes	
15.	PPTs Printouts (Sample & CD with complete PPT's)	
16.	Sample answer sheet, Sample Assignment copy	
17.	List of Course Applications (Industry/Field)	
18.	Any other document / Topic beyond Syllabus	



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Shri. Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Ahmednagar



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## **Personal File Index**

Sr. No.	Particulars	Remark
1.	Faculty Profile	
2.	Appointment Order & Joining Report	
3.	Certificates of Educational Qualification	6
4.	Experience Certificates	
5.	Relieving Letter of Previous Institute	
6.	Details of Conferences/Workshops/FDP attended with Certificates	
7.	Publication Record – Conference, Journals – Certificate, copy of paper.	
8.	Other Certificates	
9.	University Work Assigned Record	
10.	Office Orders issued from Principal / HoD & reports submitted	
11.	Various Committee work Record - CAP / NSS / YIN / Other Committee work & Social Activities	
12.	Participation in Co-curricular Activity Record	
13.	Results Analysis for Subjects Taught	
14.	Record of In-house Program arranged by the Faculty - Expert Lecture / Workshop / Entrepreneurship Program / Events etc	
15.	Other Documents- PAN/Aadhar/Bank Passbook	



TPAL

Shri. Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Ahmednagar



Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

## Shri Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Ahmednagar

 Survey No. 162 & 163, Nepti, Nagar - Kalyan Road, Ahmednagar - 414005. Maharashtra

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Week No.	Month			Week	Days			No. of Working Days	Events
		Mon	Tue	Wed	Thu	Fri	Sat	2.490	
1		-					1	0	June 6: July 9- University Theory examination continue
2		3	4	5	6	7	8	6	3:Gurupournima, Tree Plantation 4:Principal, HoD, faculty meeting 4:Department meeting/NAAC, NBA
3	Jul-23	10	11	12	13	14	15	5	planning/preparation 5:World environment day
4		17	18	19	20	21	22	6	6-7: Subject orientation programme 10: Registration of student
5		24	25	26	27	28	29	5	11:Comencement of teaching (TE & BE) 22-24:Guest lecture 24-27:Project/Seminar topic, objective, problem
6		31						1	statement finalization & guide allotment 29:Moharum
6			1	2	3	4	5	4	1:Principal, HoD meeting 1: Department meeting/NAAC, NBA planning/preparation
7		7	8	9	10	11	12	6	2:Monthly activity report submission to IQAC 4:Monthly progress report submission to dean office 10:Comencement of teaching (SE)
8	Aug-23	14	15	16	17	18	19	3	12:Guest lecture 14:Issue of assignment 15: Independence Day
9		21	22	23	24	25	26	6	<ul> <li>16: Parsi New Year</li> <li>17:Comencement of teaching (FE)</li> <li>17-18: Earn and Learn Student Selection</li> <li>21:Submission of assignment</li> </ul>
10		28	29	30	31			4	24-26:Class test-I 28-30:Student feedback-I, Project and seminar review-I 28-1:In semester examination
10					-	1	2	1	1:Principal, HoD meeting, Department meeting 3:Committee formation of students association
11		4	5	6	7	8	9	6	4:Monthly activity report submission to IQAC 5:Monthly progress report submission to dean office 5:Teachers day
12	Sep-23	11	12	13	14	15	16	5	09:Parent teacher meeting 11:Guest lecture 12:CDC/IQAC/Governing body meeting 14:Issue of assignment
13		18	19	20	21	22	23	5	15:Engineers day 21:Submission of assignment 19:Ganesh Chaturthi 27-30:Class test-II
14		25	26	27	28	29	30	5	28:Id-E-Milad 29-30:Student feedback-II

Veek	Month			Week	Days			No. of Working Days	Events	
No.		Mon	Tue	Wed	Thu	Fri	Sat	Days		
15		2	3	4	5	6	7	4	2: Mahatma Gandhi Jayanti/campus cleaning ac 3:Monthly activity report submission to IQAC 2-6:Industrial visit week	ivity
16		9	10	11	12	13	14	6	3:Principal, HoD meeting 3: Department meeting/NAAC, NBA planning/preparation	
17	Oct-23	16	17	18	19	20	21	5	5:Monthly progress report submission to dean of 9: Moharam 24:Dasara 27-28:Project and Seminar review II	fice
18		23	24	25	26	27	28	5	28:Parent teacher meeting 30-31: Preliminary Exam 30:Activities of students association	
19		30	31					2	Solver mes of studens association	
19				1	2	3	4	3	<ul><li>1-3: Preliminary Exam</li><li>2: Monthly Activity Report submission to IQAC</li><li>3: Principal, HoD meeting</li></ul>	
20		6	7	8	9	10	11	6	3: Department meeting/NAAC, NBA planning/preparation 3: Final submission of TE & BE	DE
21	Nov-23	13	14	15	16	17	18	3	<ul> <li>4: Last day of term/conclusion of teaching (TE δ 6:Monthly progress report submission to dean of 14:Diwali(Bali Pratipada)</li> <li>15:Bhaibeej</li> </ul>	
22		20	21	22	23	24	25	6	25:Alumni meet 27:Gurunanak Jayanti - 7-30: University Examination	
23		27	28	29	30			3	30: Activities of students association	
23	1					1	2	1	<ul><li>1-31: University Examination</li><li>4:Principal, HoD meeting</li><li>4: Department meeting/NAAC, NBA</li></ul>	
24		4	5	6	7	8	9	6	planning/preparation 4: Final submission of SE 4: Last day of term/Conclusion of Teaching (SE) 4: Monthly Activity Report submission to IQAC	
25	Dec-23	11	12	13	14	15	15	5	5:Monthly progress report submission to IQAC 5:Tribute to late Sanstha management members 26-31:NSS camp	
26		18	19	20	21	22	23	6		
27		25	26	27	28	29	30	5		
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		Colour Index		
Working days with activity	Working teaching days	University Exam Days	GB/AICTE/DTE/SPPU	Holidays
Industrial Visits, Expe	ert lectures & Other activitie	es will be conduct in each m	nonth of July 2023 to Dec 202	3

(Prof. S. M. Palaskar) Academic Dean

Coordinator

Internal Quality Assurance Cell Shri Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Ahmednagar

103/2023

(Dr. Y. R Kharde) Principal

Survey No. 162 & 163, Nepti, Nagar - Kalyan Road, Ahmednagar - 414005. Maharashtra Phone No :- 0241 -2568383 Unipune - ID CEGA019270 Fax No: - 0241 -2568384 Email: ajmvps123@gmail.com, scsmcoe.anr@gmail.com, Website: www.scoea.org

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## **Remedial Class attendance** Subject: - MICROCONTROLLER

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No.	Name of Students	26/10/2023	27/10/2023	02/11/2023	03/11/2023
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02	Ghorpade Dhanashri Prakash	Dethorpud	Dethorpacle	Dihoipude	DGhorpe
03	Jadhav Shubham Sudhir	Jochan (	Bohor	Padh	Gaber
05	Nimbalkar Yash Rajendra	test	step-	pet-	yest-
06	Raut Aniket Dilip	And .	And.	Ad.	Azt.
07	Saniya Samir Manyar	Smapping	Smanyas	Smanyport	Simandan
98.	Datir Gunjan	lunjen	Quijan	lunien	Quintan
9.	Berod Akanksha.	Berg	Bersod	Bergd	Berad
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1	Lotoke Vaishnavi	Lotaleys (	Desakas	Wakers	Batels
2.	Kurhe Sakshi	Stache	Stacke (	Skirbe	Quelo

Subject Teacher



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E & TC Department

HEAD Department of E & TC Engineering Shri Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Ahmednagar

Page No.006

Sr.	Roll	Batch - Sl Name of Student	Name of the			Name of the Expt. 02 Frog. modulatar A demod			
No.	No.	Name of Student	Date of Performance	Date of Evaluation	Marks out of 10	Date of Performance	Date of Evaluation	Marks out o 10	
1	1	A Ghav Geeta	22/1/24	29/1/24	8	29/1/24	5/2/24	8	
2	2	Atole Sheaddha	22-1-24	29-1-24	09	29/1129	5/2/29	08	
3	3	Bangar Sanket	22/1/24	29/1/24	9	29/1/24	5/02/2	8	
4	4	Bonsode Jui	22/1/24	29/124	8	29/1/24	5/2/24	0	
5	5	Bhusati Akshay	122-1-24	29-1-24	1	29-1-24	5-2-24	7	
G	G	Borge Pratikska	22-1-24	29-1-21	7	29-1-24	5-2-24	7	
4	7	Bocude adityo	22-1-24	2-9-1-24	1	29-1-24	5-2-24	7	
8	8	chaktanato yan Shiyas	21.1~27	29-1-24	7	89-1-29	5-2-24	7	
3	9	Dalvi Atharila	22-1-24	24-6-24	1	29-1-24	5-2-22	1	
10	10	Deshmukh Ajay	22/1/24	29/1/24	107	291124	52124	07	
11	11	Devodhe Sajali	22/11/24	29/1/24	08	29/1/24	5/2/24	80	
12	12	Dhaybar Harshada	221/124	29/1/24	08	2911/24	5/2/24	08	
13	13	gangarde Rahul	12/1/24	03/1/24	50	23/1/24	572124	80	
14	14	garje Ajit	12/1124	20/1/24	1	29/1/24	3/2/24	7	
15	15	Hojare Sarita	211/24	zantes	2	Paliten	512124	2	
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Ahmednagar Jilha Maratha Vidya Prasarak Samaj Shri Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Ahmednagar Survey No 162 & 163, Nepti, Nagar-Kalyan Road, Ahmednagar – 414 005

Teaching workload of Academic Year 2023-24 (Sem - II) Name of Department: E&TC Engineering Sr. No. Name of Teacher Designation Academic Load UG Administrative Load (Institute & Extra Load Class Subject Total Theory Practical Seminar/ UG Work Load in Responsibility Load in (hrs) Name Load Load in (Hrs) 1 Project Load (hrs) in (hrs) hrs Tutorials (hrs) FE BEE TE PM 3 3\*2=06 30 min HOD 8 Library 30 min Assistant 3 30 min TPO 8 Research 30 min 1 Mrs S.M.Walke Professor & 10 22 Lecture 30 min 30 min 42 HOD Cultural Coordinator Preparation Practical 30 min 30 min Department cultural Preparation SE CS 3 0 30 min Mini Project Coord 30 min 30 min Research Dept. Alumni Library 30 min 30 min SE SS 30 min 3 1 Coordinator Lecture Class Teacher-TE SE S&CS Lab 30 min 30 min 2\*2=4 Preparation Practical 30 min DNC Coordinator TE 30 min Preparation BE MC 3 2 1 Lab Incharge 30 min Dept. Exam. DBM 1 BE Coordinator Dept. Library 30 min Coordinator Assistant 2 Ms D.A.Ghanwat NAAC 4 Criteria 8 26 Professor 42 Member 1 Department Chief Mentor 1 Department Parents Teacher Meet College Seminar/Worksho 2 p Coordinator Dept. Booklet, Magazine, 30 min Publicity, News Letter SE OOP 2\*2=4 3 NAAC 5 30 min 1 Research 30 min SE DA Lab 2\*2=4 30 min NAAC 6 30 min 30 min Library TE CN 3 2\*2=4 Entrepreneurship Development Cell 30 min 30 min 30 min Coordinator l ecture (College Level) Preparation BE 1&E 2 30 min Class Teacher-SE Practical 30 min 30 min Preparation BE FOC 3 2 Dept. Inustrial 30 min Visit Coordinator Dept. Internship 30 min Coordinator Assistant 3 Ms A.R.Mane 0 25 Lab Incharge 30 min Professor 42 Dept. Student Association Coordinator Dept. Time Table Incharge Dept. TP Coordinator 2 Dept. Academic Coordinator 4 III Cell Coordinator (College Level) TE DIP 3 2\*2=4 30 min Class Teacher-BE 30 min Research 30 min BE DM 3 30 min SDO(Earn and Lea 2 Library 30 min NAAC 3 Criteria 1 Lecture 30 min College level Preparation SE ESD 2 2\*2=4 NAAC 1 1 Practical 30 min 30 min Departmental Preparation SE PBL 2\*4=08 . Feedback 1 30 min Coordinator

Department



Dept. ERP 1 Asst. Mr A.K.Kulkarni 4 0 24 Coordinator Professor 42 Class Teacher 1 Mentor 1 NAAC 3 Criteria 1 Departmental level Lab Incharge 1 Department 1 Maintanace Coordinator R&D Coordinator 1 NSS Coordinator(I 1 FE BEE SE PCS 2\*3=6 3 30 min Library 3 2\*2=4 Green Health Club 1 Research 30 min Coordinator PDC 3 2\*2=4 Lecture NAAc 2 30 min 2 Preparation Practical Preparation Naac 7 30 min 2 Department 2 Asst. 5 Ms K.S.Bhole Admission 0 23 Professor 39 coordinator Department Workshop seminar coordinator 2 Department 1 Website Coordinator wi Maharaj Publicity Lab Incharge Chhatrapair alle Muella E & Tc Mrs. S. M. Walk Y. R. Kharde Dept HOD E&TC - Hills Principal HEAD \* PRINCIPAL Department of E & TC Engineering Nepti, A. Nagar Shri. Chhatrapati Shivaji Maharaj Colleco Shri Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Ahmednaga of Engineering, Nepti, Ahmednagar

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## List of FDP/Seminar/Workshops/Conferences attended by faculty

Name of faculty	Name of Conference/Seminar/Workshop/FDP for which financial Support provided					
Prof. Mandhare M.D.	Seminar on Exploring Quality Research and its Societal Impact					
	Seminar on Recent Trends in Heating, Ventilation, Air Conditioning and Refrigeration					
	Seminar on Data Analytics for Cognitive Engineering					
	Seminar on Recent Advances and Challenges in Electric Vehicles					
Prof. Salunke G.B.	Seminar on Recent Trends in Heating, Ventilation, Air Conditioning and Refrigeration					
	Seminar on Recent Advances and Challenges in Electric Vehicles					
Prof. DekhaneA. G.	Workshop on Process Equipment Design					
Prof. Kale M. G.	Seminar on Recent Trends in Heating, Ventilation, Air Conditioning and Refrigeration					
Prof. Jathar S. P.	Seminar on Recent Trends in Heating, Ventilation, Air Conditioning and Refrigeration					
Prof. Kale A. B.	Awareness Workshop on Outcome Based Education and Accreditation					
	Seminar on Recent Trends in Heating, Ventilation, Air-conditoning and Refrigeration					
Prof. S. M. Walke	FDP on Amazon Web Services					
	FDP on Innovative Practices in Teaching Learning Processes					
	Workshop on Application Deployment on Server					
Prof. D. A. Ghanwat	Workshop on Application Deployment on Server					
Prof. A. R. Mane	Workshop on Mendeley Reference Manager: An Effective Way to Organized Research					
	STTP on Embedded Systems in Real Time and Applications of IoT					
	Workshop on Application Deployment on Server					
	STTP on "Advances in Astronomy: Integrating Technology in Astronomy Research"					
	FDP on Industry 5.0 for Society 5.0					
	FDP on "Future Trends in 5G & 6G: Challenges, Architecture & Applications					
	FDP on Implementing IoT & Machine Learning Applications on Raspberry Pi					



Page 1 of 2

Prof. A. K. Kulkarni	Faculty Development Program on Earn and Learn for SDO					
	Workshop on Application Deployment on Server					
Prof. K. S. Bhole	FDP on Amazon Web Services					
	FDP on Innovative Practices in Teaching Learning Processes					
	FDP on Emerging Trends in Electronics and Telecommunication Engineering					
	Workshop on Application Deployment on Server					
Prof. Vidya Jagtap	FDP on Amazon Web Services					
	2 Days workshop on "Advanced IOT"					
Prof. P. S. Kohakade	FDP on Amazon Web Services					
	2 Days workshop on "Advanced IOT"					
Prof. S.R. Pawar	FDP on Amazon Web Services					
Prof. N.B.Gade	2 Days workshop on "Advanced IOT"					
	FDP on Data Science					
	FDP on Empowering Educators with AI and ML					
	FDP on Recent Trends in Multidisciplinary Research					
Prof. Chitale S.A.	2 Days workshop on "Advanced IOT"					
Prof. Dhangekar T.P.	2 Days workshop on "Advanced IOT"					
Prof. Chitale S.A.	2 Days workshop on "Advanced IOT"					
Prof. Dhangekar T.P.	2 Days workshop on "Advanced IOT"					
Prof. S.P.Rachcha	FDP on Amazon Web Services					
	FDP on Emerging Trends in Electronics & Telecommunication Engineering					
Dr. Bhosale M.K.	FDP on Students Centric & interactive teaching Strategies Using technologica tools					
Prof. P. G. Nikam	Seminar on How to prepare your manuscript					
	FDP on Research Writing					
Prof. S.A.Jagtap	Seminar Infrastructure Resilience for Disaster Risk Reduction					
Prof. A.R.Pardeshi	Seminar Infrastructure Resilience for Disaster Risk Reduction					
	FDP on Soft Computing Techniques and its application in water resource engineering					
Prof. A.R.Nimase	Seminar Infrastructure Resilience for Disaster Risk Reduction					
Prof. A.S. Kamble	Seminar Infrastructure Resilience for Disaster Risk Reduction					
Prof. V.V.Yewale	Seminar Infrastructure Resilience for Disaster Risk Reduction FDP on Use of ICT tool and resources in teaching Learning Process					
All Staff	FDP on Readiness For National Board of Accreditation					



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PRINCIPAL Shri. Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Ahmednagar

Page 2 of 2

Ahmednagar Jilha Maratha Vidya Prasarak Sam	
Ahmednagar Jilha Maratha Vidya Prasarak Sam Shri Chhatrapati Shivaji Maharaj College of Engineering, Nept	
Survey No. 162 & 163, Nepti, Nagar - Kalyan Road, Ahmednagar - 414 005	
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Department of E. & Engineering	
Counseling Form	
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Name of Mentee: Vaishnavi sanjay khose	
1. REASON FOR COUNSELING Routine Student Initiated Institute Initiated	
2. IS STUDENT EXPERIENCING DIFFICULTY MEETING COURSE DEMANDS ?	
Yes No	
Explain	
Is Corrective Action Needed ? Yes Vo	
Explain -	
3. OTHER IMPORTANT DISCUSSION WITH THE MENTEE	
Explain- sponts activities and	
project related.	
Is Corrective Action Needed ? Yes	
Explain	
4. Mentor's Comments <u>Discussed regarding her regular stu</u>	dies
Encourged her for extra curricular acti	vities.
5. Mentee's Comments after Evaluation	
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	Page No.013





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Approved by AICTE New Delhi, Govt. of Maharashtra, Recognized by DTE Mumbai & Affiliated to Savitribai Phule Pune University, Pune

# Mentoring Handbook

Mentee / Student Name : Thange And	ti Sambhaji
Batch Details : FE (Div-c) C-2	Mobile No. : 8788971214
Mentee ID :	Branch : Electronics & Telecommunic

Class	Academic Year	Mentor Name	Mobile No.
C(F.F	2022-2023	A.K. Khetmalis	3699 02,9290
SIE	2023-2024	A.R. Mane	8446216205
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## **"EVERY GREAT ACHIEVER IS INSPIRED BY A GREAT MENTOR"**



## VISION

## "Tejo Si Tejo Me Dehi"

Oh God! You are the source of luster, grant me luster.

## MISSION

- To impart quality education through effective teaching learning methodologies.
- To inculcate positive attitude and moral values amongst future technocrats.
- To promote excellence by encouraging creativity, critical thinking and discipline.
- To inculcate sensitivity toward society and a respect for the environment.



Mentoring Handbook

#### Performance Attributes of Mentee

## From The Desk of Principal ...



Dr. Yashwant R. Kharde Ph.D. (Mech.) NITW, ISTE, MIE, CE Principal

Today, in the era of globalization, knowledge is power. Engineering Education plays a vital role in nation building, corporate sectors and industries. We strongly believe that students, if properly nurtured and educated, can become important assets of society and nation, Keeping in mind that the student is the focal point of all activities we have started this mentoring activity.

Mentoring is a process in which an experienced individual helps another person to develop his or her goals and skills through a series of time-limited, confidential, one to one conversations and other learning activities. Mentors also draw benefits from the mentoring relationship. As a mentor, you will have the opportunity to share your wisdom and experiences, evolve your own thinking, develop a new relationship, and deepen your skills as a mentor. As we have a team of dynamic, talented and devoted teachers to help the students to bring the best out of them.

Our basic objective is to impart quality education through effective learning methodologies and to develop a positive attitude and moral values amongst the students.

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Mentoring Handbook

#### Page No.016

C A E B	ull Name of the Mo Gender : Male / Fen	entee :					
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C	Name of Mother : Decupation of Fathe Contact Details :		Sambhaji Thang	<u>e</u>			
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Engineering Educational Details :

Sr. No.	Academic Year	Class	Branch Roll No.	Practical Batch	Div
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2	2023-24	SE / SY,	Electronics & Teleonmuniation	5-2	-
3		TE / TY	Continued Indiana	V 2	
4		BE			

Academic Results :

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Declaration :

Arah Sambhaji declare that the information provided above is I, Thonge

correct.

Anati Signature of Mentee Name: Thonge Arati Sambhaji

the Signature of Mentor

Name: Knetmans A-

Prano. ASK



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4.	A Successful Mentor	03
5.	Characteristics of an Effective Mentor	03
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### The Basic Concept of Mentoring:

Mentorship is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person. The mentor may be older or younger than the person being mentored, but he or she must have a certain area of expertise. It is a learning and development partnership between someone with vast experience and someone who wants to learn. Mentorship experience and relationship structure affect the "amount of psychosocial support, career guidance, role modeling, and communication that occurs in the mentoring relationships in which the proteges and mentors engaged.

"Mentoring" is a process that always involves communication and is relationship-based, but its precise definition is elusive, with more than 50 definitions currently in use. One definition of the many that have been proposed is, "mentoring is a process for the informal transmission of knowledge, social capital, and the psychosocial support perceived by the recipient as relevant to work, career or professional development; mentoring entails informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, wisdom, or experience (the mentor) and a person who is perceived to have less".

Mentoring means making a sincere effort to communicate with a student, with an open heart and an open mind.

Good mentoring practice empowers students by encouraging and supporting each student in successful achievement of goals, and adapting to the academic, social, political and cultural mores of the institution.

"EVERY GREAT ACHIEVER IS INSPIRED BY A GREAT MENTOR."

## Aim & Objectives

Aim of the Program: The aim of mentoring is to promote positive change in an individual while building a healthy relationship. The mentoring program is also devised to encourage students from non-English speaking backgrounds and those from rural and remote communities.

#### **Objectives:**

- \* Setting up a career development mentoring program for students to learn the skills and behaviours.
- \* Creating a mentoring program for students to give them one-on-one guidance.
- \* To provide a framework for positive interaction between students, Mentors and staff.

#### **Role of Mentor**

During the course of most mentor relationships, mentor roles are likely to include:

• **Guide:** A guide takes you through a journey, providing different pathways and warning of potential pitfalls. A mentor can offer wise perspective and can encourage growth by asking the right questions, throwing out ideas, and keeping conversation and creativity moving. This advisory role also requires the mentor to help the mentee develop professional interests and set realistic career goals.

• **Coach:** A coach provides motivation and feedback. Positive feedback to reinforce behavior and constructive feedback to change behavior. Both types are critical to the professional growth of the mentee. Positive feedback is a great motivating tool for removing doubt and building self-esteem which results in a sense of accomplishment.

• Advisor: A mentor works with the mentee to develop a career development plan that outlies what knowledge, skills and abilities are needed to reach career goals.

• **Counselor:** The counselor role establishes a lasting and open relationship. Respect and confidentiality are baselines for this relationship. A mentor encourages the mentee identify their strengths and weaknesses and develop problem-solving skills.

• Advocate: An advocate champions the ideas and interests of the mentee. Advocates act as a sponsor, creating opportunities that challenge and instruct the mentee, setting them up for success. The goal is to provide as much exposure and visibility for the mentee, with a minimum of risk. This role primarily involves initiating opportunities for development by helping establish a network of contacts, helpful resources and a path to success.

• Role Model: Teaching by example is a mentor's most effective developmental tool.

## **A Successful Mentor**

- \* Value the mentee as a person;
- Develop mutual trust and respect;
- Maintain confidentiality;
- \* Listen both to what is being said and how it is being said;
- \* Help the mentee solve his or her own problem, rather than give direction;
- \* Focus on the mentee's development and resist the urge to produce a clone.
- \* Respects the student's commitment by making good use of their time and by being prepared and on time for every meeting.

#### **Characteristics of an Effective Mentor**

- \* Supportive of the needs and aspirations of the mentee.
- \* Willing to spend time performing mentoring responsibilities.
- Respected in the community and profession.
- \* Communicates openly and clearly.
- \* Comfortable providing constructive feedback.
- \* Has a genuine interest in helping others succeed.
- \* A respectful, inspiring and positive attitude.

#### **Responsibilities of the Mentor**

- \* Assist your mentee in identifying professional and personal growth goals and objectives.
- \* Assist your mentee in establishing explicit goals and objectives for the relationship.
- \* Commit to meeting with mentee on a regular basis. Establish how and when those meetings will take place.
- \* Complete progress reports and regularly re-assess needs.
- \* Review agreements reached in the Mentoring Agreement at regular intervals of the partnership.
- \* Maintain the confidentiality of the relationship.

#### **Characteristics of an Effective Mentee**

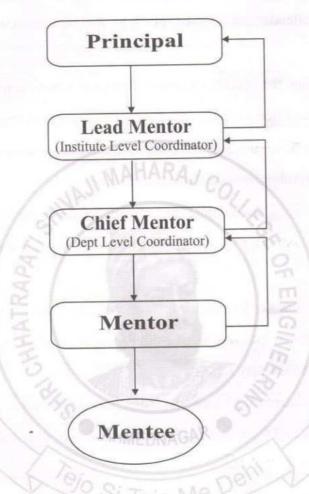
- Positive outlook and attitude
- \* Eager and open to learn proactively
- \* Patient, responsive and respectful of mentor's role and time
- \* Comfortable receiving objective feedback
- \* Works as a "team player"
- \* Comfortable being stretched out of a comfort zone

#### **Guidelines for the Mentee :**

- \* Allow your mentor to take the lead in the relationship, at least initially. Listen and respect the opportunities, limitations and format of the relationship he or she is able to provide for you. Always act with courtesy and respect towards your mentor.
- \* Use active listening skills during discussions with your mentor. Be careful not to interrupt, unless you need to clarify a point and you see no other opportunity or pause. Take notes when appropriate, ask good questions and have a purpose for your questions.
- \* Prepare the goals and objectives you have for your career. Be prepared to ask for specific guidance and advice on your goals, plans and strategic ideas. The more specific you can be, the easier it will be for your mentor to help you.
- \* Take the initiative to ask for feedback. Feedback, although difficult to hear at times, is critical to your personal and professional growth and development. Demonstrate that you are open to hear new ideas and suggestions to bring out your best and overcome any blind spots. Get feedback on specific issues, for example, how you come across to others. Ask for specific details to ensure you understand specific behaviors. Tell your mentor how you prefer to get feedback (for example, direct, with humor, softened). Don't get defensive. Thank your mentor for taking the risk to be honest with you. Remember, if your mentor was not invested in you, he/she would probably not take this risk. Honest feedback gives you an opportunity to improve yourself and help you to move towards fulfilling your potential.
- \* Always be considerate and respect your mentor's time as you do your own. Be thorough, but succinct in your explanations, experiences and comments. Watch for clues that you may be going on too long. It is polite to ask directly if you are talking too long.
- \* Return phone calls promptly and be on time with commitments or meetings. If your mentor offers a specific time frame of availability, respect his/her wishes by following through. Only extend the time of your contact if your mentor initiates or insists to extend or complete a task or discussion.
- \* Seriously consider all advice or suggestions you receive. Arguing why the mentor's advice would not work, can be construed as rude and close-minded.
- \* Demonstrate that you have followed advice or commitments for action at every opportunity, even if you have modified your plan. Pointing out that you used your mentor's help and sharing outcomes is important.

## **Mentoring Process**

A) Flow Chart



## B) Formation of Organization :

- 1. Formation of batches. ( Batch size- 15 to 20 students)
- 2. For each batch one Mentor is assigned who is a teacher to this batch.
- 3. For one class, 3 to 4 bathes are there and one Class Teacher is there.
- 4. For each department, one department coordinator is appointed. (i.e. Chief Mentor)
- 5. Every department is coordinated by institute level coordinator (i.e. Lead Mentor)

5

#### C) Implementation Process

- 1. As per the guidelines decided and formed by the respected Principal Sir will be communicated to mentor through HOD's and chief mentor.
- 2. Chief Mentor of the Department discusses these policies among the HOD, class teacher and mentor.
- 3. As per the academic calendar, the Mentor meetings will be conducted by the Mentor of their assigned batch.
- In the Mentoring meeting, the concerned faculty discusses various activities among the students. He/she also considers the different issues raised by the mentees (students).
- 5. After every meeting with the mentees, the mentor has to take outcomes of previous meeting, to compile the report and to submit it to the Class teacher.
- 6. The class teacher has to submit the compiled report of all batches to the department Chief Mentor.
- 7. The Coordinator (Chief Mentor) of all departments has to submit the report to institute level coordinator.
- 8. The compiled report is submitted by institute level coordinator to the Principal Sir.
- 9. As per the suggestion given by the students, the Principal Sir gives direction to the concerned faculty or department for necessary action.
- 10. For each mentee separate mentoring handbook will be issued. It is duty of respective mentor to keep and update the handbook and at the end of academic year the handbook should be submitted in the department.

## **ACTIVITY : PRESENTATION SKILL**

## **Evaluation Sheet**

Sr. No.	Date	Subject Knowledge	Topic Preparation	Confidence & Delivery	Appearance	Answered Questions	Total	Signature of	Signature
		(5)	(5)	(5)	(5)	(5)	(25)	Mentee	Mentor
1	18/10/023	5	4	3IND	4	3	19	Bratt	the
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5	18/10/23	8	8	9	8	8	41	Drati	Bure
6	18/11/23	9	9	7	7	28	40	Arati	Bure
7	14/3/24	8	73	9	8	27	39	Arati	am
8	21/3/24	9	8 9	7	7	8	39	Arch	Bure
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Excellent	Good	Satisfactory	Poor	
Above 66%	60-66%	40-60%	Below 40%	
Above 80%	AHA 75-79%	60-74%	Below 60%	
Above 9 out of 10	7 to 8 out of 10	4 to 6 out of 10	Below 4 out of 10	
Intercollegiate Participation	College level Participation	Department level Participation	No Participation	
3 Events / Activity Participation	2 Events / Activity Participation	1 Events / Activity Participation	No Participation	
3 Participation (1 Internal and 1 External)	2 Participation (1 Internal and 1 External)	1 Participation (Any)	No Participation	
	Above 66% Above 80% Above 9 out of 10 Intercollegiate Participation 3 Events / Activity Participation 3 Participation (1 Internal and	Above 66%60-66%Above 80%75-79%Above 9 out of 107 to 8 out of 10Intercollegiate ParticipationCollege level Participation3 Events / Activity Participation2 Events / Activity Participation3 Participation (1 Internal and2 Participation (1 Internal and	Above 66%60-66%40-60%Above 80%75-79%60-74%Above 9 out of 107 to 8 out of 104 to 6 out of 10Intercollegiate ParticipationCollege level ParticipationDepartment level Participation3 Events / Activity Participation2 Events / Activity Participation1 Events / Activity Participation3 Participation (1 Internal and2 Participation (1 Internal and1 Participation (Any)	

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## PERFORMANCE APPRAISAL OF MENTEE



Survey No. 162 & 163, Nepti, Nagar - Kalyan Road, Ahmednagar - 414005. MaharashtraPhone No :- 0241 -2568383Unipune - ID CEGA019270Fax No: - 0241 -2568384Email: ajmvps123@gmail.com, scsmcoe.anr@gmail.com, Website: www.scoea.org

Approved by AICTE New Delhi, Govt. of Maharashtra & Affiliated To Savitribai Phule Pune University.

#### List of Entrepreneurship Events for Students

Sr. No.	Name of the Event	Type of the Event	Date
01	Employability Enhancement and Youth Livelihood Program	Workshop	16/10/2023 to 21/10/2023
02	Maharashtra Student Innovation Challenge Program under Government of Maharashtra	Seminar	15/12/2023



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Shri. Chhatrapat) Shivaji Maharaj College of Engineering, Nepti, Ahmednay

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#### List of Industrial Visits Academic Year 2023-24

Sr. Date No.		Name of Industry	Address	Semester	Subject	Name of Staff Involved	
1	3/11/2023	DVVP COE Ahmednagar	Vadgaon Gupta, Vilad Ghat, Ahmednagar	Ι	Engineering Thermodynamics	Prof. D. D. Desale, Prof. G. B. Salunke	
2	27/10/2023	Bothara Agro Cold Storage Plant, Nimgaon Wagha	Nimgaon Phata, Nimgaon Wagha, Tal- Nagar, Dist- Ahmednagar	1	Heating Ventilation Air Conditioning and Refrigeration	Prof. M. G. Kale Mr. S. L. Athare	
3	3 12/10/2023 Water Pump Station, Mu Dam		mping MIDC		Turbomachinary	Prof. M. D. Mandhare	
4	06/10/2023	Maharashtra Center For Entrepreneurship Development	Chh. Sambhaji Nagar	Ι	Software Project Management	Prof. R.A. Ghadge, Prof. S.A. Wanve	
5	13/10/2023	Kanak Digiflex	Ahmednagar	I	Web Technology	Prof. R.A. Ghadge	
6	8/11/2023	Gargoti Museum	Sinnar, Nashik	Ι	Engineering Geology	Prof. R. R. Dagadiya	
7	8/11/2023	MERI	Nashik	I	Fluid Mechanics	Prof G. S. Patil	
8	3/11/2023	Shendi, Ahmednagar	Shendi, Ahmednagar	I	Transportation Engineering	Prof. V. V. Yewale	
9	27/10/2023	Klassic Wheels Ltd.	MIDC, Ahmednagar	I	Air Pollution and Control	Prof. P. G. Nikam	
10	12/10/2023	Water Treatment Plant, MIDC	MIDC, Ahmednagar	I	Water Supply Engineering	Prof. S. S. Pagare	
11	11/10/2023	Metrological Department	Newasa	I	Hydrology and Water Resources Engineering	Prof. A. S. Kambale	



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12	08/10/2023	08/10/2023 Ongoing S Construction of N SCSMCOE		1	Advanced Design of Concrete Structures	Prof. S. M. Palaskar
13	17/10/2023	Exide Industires Pvt. Ltd	MIDC, Ahmednagar	I	Electrical Circuits	Prof. S. M. Walke, Prof. K.S. Bhole
14	08/02/2024	Sumago Infotech	Nashik	II	Database Management System	Prof. R.A. Ghadge, Prof. S.A. Wanve
15	30/04/2024	Siddhi Forge Pvt. Ltd. Ahmednagar	Unit 2, F- 92,MIDC, Ahmednagar	П	Machine Shop	Prof. G. B. Salunke, Prof. M.G. Kale
16	30/04/2024	Ashok Leyland Service Station Ahmednagar	Plot No 5, Gajanan Colony, Nagar Manmad Road, MIDC Ahmednagar	Π	Applied Thermodynamics	Prof. G. B. Salunke, Prof. M. G. Kale
17	23/04/2024	Biomedical Waste Treatment Plant	Ahmednagar	II	Solid Waste Management	Prof. P. G. Nikam
18	16/04/2024	Mula Dam, Rahuri	Rahuri, Ahmednagar	Π	Dams & Hydraulics Structures	Prof. V. V. Yewale
19	13/04/2024	Radhanagari Dam, Kolhapur	Kolhapur	II	Hydropower Engineering	Prof. S. A. Jagtap
20	08/04/2024	CG Power & Industrial Solution Ltd	MIDC, Ahmednagar	II	Waste Water Engineering	Prof. S. S. Pagare
21	12/4/2024	Ongoing Construction of SCSMCOE	SCSMCOE, Nepti	II	Design of Reinforced Concrete structures	Prof. S. M. Palaskar
22	7/3/2024	Building Under Construction of Shri Bramhachaitanya Gondavalekar Maharaj Upasana Sansthan Trust, Ahmednagar	Ahmednagar	II	Design of Reinforced Concrete structures	Prof. S. M. Palaskar



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Shri. Chhatrapsi Shivaji Maharaj College of Engineering, Nepti, Ahmednagar

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Savitribai Phule Pune University (formarly University of Pune) Board of Students' Development



## UTILIZATION CERTIFICATE Year 2023-2024

Nam	e of The College/Institution :	Shri C	hhatrapat'i Shivaji Maharaj
		College	of Engineering
Nam	e of the Scheme :	Eain	4 Learn Scheme
	Certified that the total expenditure	re of Rs.	97850/- includin
colleg	e/institution share, if any, has been utilize		
it is a	approved as per the details in the attac	ched statement	ts in accordance with the terms an
Stude	tions, norms of expenditure and the want of Nepti, Ahmednay Welfare Officer atraoeti Shivaji Maharaj	gar En	Shri. Chhatrapati Shivaji Maharaj Colle of Engineering, Nepti, Ahmednagar
e of E	reversion of the details of the total expension	diture and the	
	the total expension and total expension	iditure and me	admissible grant as mentioned below
			Amount in Rupees
A)	Total Expenditure on the scheme	:	-1028, FP
B)	Admissible Amount as per the norms	· _	88,065/-
C)	Amount of 1 <sup>st</sup> Installment	: _	67,100/-
D)	Amount Payable to College/Institution	· _	20,9651-
E)	Amount Borne by College/Institution	: _	
	We have certified the abovementio	ned expenditur	e based on the following.
	<ol> <li>Norms and relevant guidelines is:</li> <li>Duly certified Original Vouchers</li> </ol>	sued by the Sav and documents	vitribai Phule Pune University s submitted by the College/Institution
DI	Ahmednagar		

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Ahmednagar Jilha Maratha Vidya Prasarak Samaj's Shri Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Ahmednagar Survey No. 162 & 163, Nepti, Nagar - Kalyan Road, Ahmednagar - 414005. Maharashtra Phone No :- 0241 - 2568383 Unipune - ID CEGA019270 Fax No: - 0241 - 2568384 Email: ajmvps123@gmail.com, scsmcoe.anr@gmail.com, Website: www.scoea.org Approved by AICTE New Delhi, Govt. of Maharashtra & Affiliated To Savitribai Phule Pune University. Earn and Learn List (2023-2024)

Sr. No.	Month	Cheque No.	Open	ОВС	NT	sc	Girls	Total Amount
1	August	010920	3915	2970	1215	1080	14	9180
2	September	010955	4050	3825	1305	990	18	10170
3	October	010956	7650	9450	2520	1440	22	21060
4	November	010957	3645	3780	1305	720	21	9450
5	December	010958	6255	8100	2925	1395	23	18675
6	January	010960	4565	5775	1155	0	10	11495
7	February	941696	6600	9460	1760	0	13	17820
		Total	36680	43360	12185	5625	121	97850

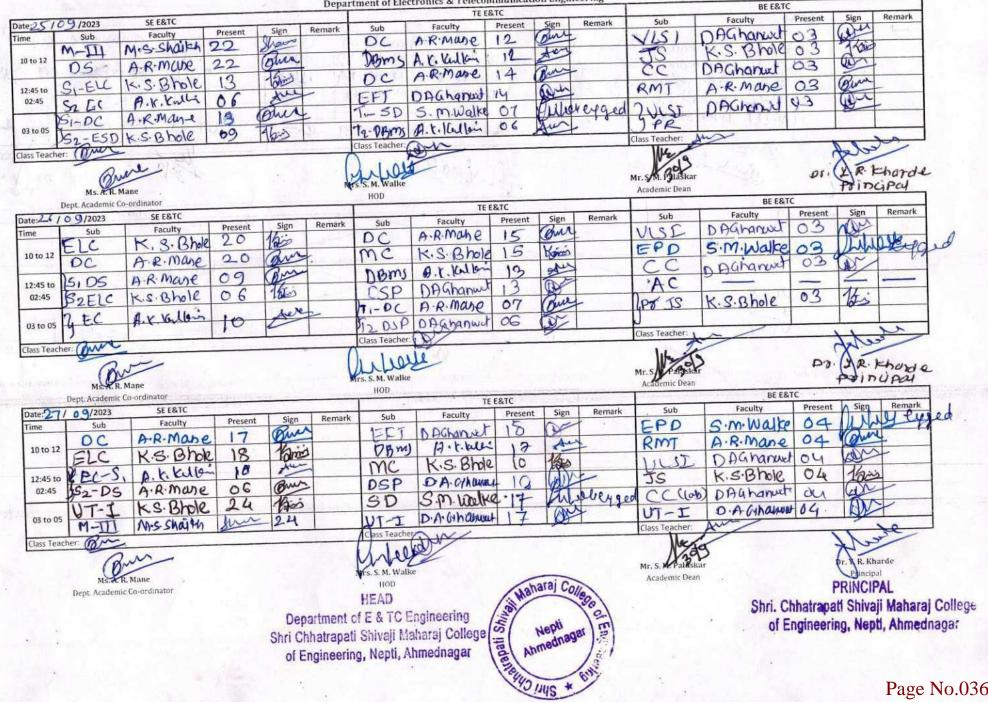
Apled Mr. A. K. Kulkarni

Student Wei'are Officer Shri Chnat apati Shivaji Maharaj College of Engineering, Neoti 4. Nacer

Dr. Y. R. Kharde PRINCIPAL PRINCIPAL Shri. Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Anmeanayar

#### Daily Conduction Report

Department of Electronics & Telecommunication Engineering





Branch: E&TC

Class: SE

Duration: 01 Feb 24 to 29 Feb 24

Sr. No.	Name of Faculty	Subject Name	Target No of lectures till date	No. of lectures conducte d	Difficien cy	% Completi on of Syllabus	Batch	Target No. of Practica Is till date	s	Difficienc y Resons for not conductin g Th/PR	Plan of difficienc y of Th/PR	Sign of Staff
1	Mrs.D.A.Ghanwat	CS	10	12	I	50	<b>S1</b> S2	04	02	megg		Ray.
2	Ms.A.R.Mane	OOP	13	14	00	857	S1	4 3	02	Shugji 119F Campagny Event Mega	Will	Bun
3	Ms. K. S. Bhole	PCS	11	11	-	41	S2 S1 S2	03	04	Mega Placement	in next slot	16mins
4	Mrs.D.A.Ghanwat	SS	17	HE IS	02	50		- 4	06		- C-	"U
5	Mr.A.K.Kulkarni	ESD	67	04	03	50	S1 S2	4	2	NGS	Cover	tour
6	Ms.A.R.Mane	DA		_		_	S1 S2	4	4	-	neady	Onne
7	Mr.A.K.Kulkarni	PBL	(julite	K RECTVICT			S1 S2	4	4 4	NES	cover nesity	·luc
	Ms.A.R.Mane Class Teacher	Ms.A.R.M Academic Coord	ane	E& TO DOD		Walke		Mr.S.M.	Palaskar nic Dean		· Khy	Kharde ipal
					ment of E &	TC Engineeri aji Maharoj Co				Shri. Chha	PRINCIP trapati Shivaj	

Shri Chhatrapati Shivaji Maharaj College of Engineering, Nepti, Ahmednagar Shri. Chhatrapati Shivaji Maharaj Colleg of Engineering, Nepti, Ahmednagar

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