

P R E F A C E

Guidance & Counselling is part & parcel of educational excellence. Maulana Abul Kalam Azad University of Technology, West Bengal having 194 affiliated Institutes/Colleges offering UG/PG Programmes in Engineering / Technology / Architecture / Pharmacy / Management / Computer Application / Hotel Management & Catering Technology / Applied Sciences / Professional Courses is the nodal University in the state of West Bengal having largest number of affiliated Colleges / Institutes on its roll.

The University has taken the initiative to start the **Mentoring Process** to the students under its umbrella as a policy of the present State Government to achieve excellence by the students studying in West Bengal.

Maulana Abul Kalam Azad University of Technology, West Bengal requests all stakeholders and the Head of the affiliated Institutes to start **Mentorship** with immediate effect as a model compulsorily from July 2018.

We solicit kind co-operation of all Trust / Society / Institutes under its affiliations.

Modification / Suggestions are most welcome to make this **Mentoring Exercise** at par with the world's best educational Institutes.

MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)

BF - 142, Sector - I, Salt Lake City, Kolkata - 700064

PROFORMA FOR STUDENT MENTORING

PART - A

STUDENTS' PROFILE

1. Name of the Student:

Mobile No.:

Email Id :

2. Programme of Study:

Academic Year of Admission:

Department:

University Registration No.:

3. Father's Name:

Educational Qualification:

Father's Home Address:

Father's Mobile No.:

Landline No.:

Occupation:

Annual Income:

4. Mother's Name:

Educational Qualification:

Mobile No.:

Email Id:

Occupation:

Annual Income:

5. Medical History

Weight:

Blood Group:

Veg/Non-Veg:

Identification Marks:

Allergic to:

Major Health Problem:

Chronic Health Problem:

6. Hostel Information:

Details of Paying Guest/Mess/Rented-House:

7. Previous Academic Details:

a) Madhyamik/ 10th Standard

Name of the School:

Address / Place:

Education Board:

Subjects	
% of Marks Obtained	

Overall % of Marks :

b) Higher Secondary / 12th Standard

Booard/Council:

Attributes	Theory Papers		Practical Papers	
Subjects	
% of Marks Obtain	

Overall % of Marks :

c) Rank in WBJEE/JEE(Main)/ JELET

d) Any other degree/diploma

Name of the course	Discipline/Subject	% of Marks/Grade

8. Hobbies / Interest in Extra-Curricular Activities :

9. Awards /Prizes (if any) received in academic and extra-curricular activities prior to admission in this College :

10 : Final Year Project :

Name of Guide :

Title of Project :

11 : Placement :

Name of the Company :

Salary Offered :

Part - B

Student's Performance Assessment

Course Name:

Year :

Discipline:

Semester :

Assessment Parameters	Outstanding O (90-100)%	Excellent E (80-89)%	Very Good A (70-79)%	Good B (60-69)%	Average C (50-59)%	Poor D (40-49)%	Corrective Measures & Assessment Thereof
Attendance (Theory)							
Attendance (Lab)							
Academic Performance (Theory)							
Academic Performance (Lab)							
Understanding / Communication In English							
Speaking/ Presentation Skill							
Writing Skill							
Technical Skill in Lab/ Project							
Performance in Extra Curricular Activities							
Team Building/Leadership							
Physical Health							
Mental Health							
Overall Behaviour/ Attitude (Personality)							

*Pl. put tick mark(√) parameter wise.

Name of the Mentor :

Signature :

Date: