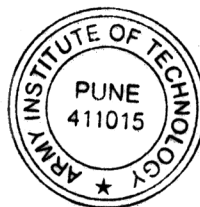


ARMY INSTITUTE OF TECHNOLOGY

DUTIES OF A BATCH COUNSELOR

1. A Batch Counselor will be allotted 15 students from the department under him / her. The counselor will be responsible to look after, counsel, monitor, assist and guide the student on all aspects of academic, physical, mental and spiritual aspect of the student.
2. A counselor should interact with the students of his/her batch regularly. Out of these interactions, atleast one entry per counseling session should be made in the counseling register.
3. At the beginning of every term, the counselor should call up the parents of the students in his/her counseling batch and talk to them. This is also aimed to confirm correctness of the mobile number of parents.
4. Counselor should discuss the short term and long term goals of the students with them and ask them to enter these at relevant pages in the counseling register.
5. Counselor should discuss with the students any academic related problems they face and bring these problems to the notice of HOD or the overall counselor.
6. Counselor should motivate students to do MOOC /mini projects/internships as well as participate in various co-curricular and extra-curricular activities. A record of each student's activities should be maintained the counseling register.
7. Counselor should keep track of attendance of the students in his/her batch. Parents of students with short attendance should be informed telephonically every month. Such parents should also be told that the term of their ward will not be granted if he/she fails to have attendance above 75% in theory subjects and 100% attendance in term work at the end of term.
8. Parents of students who score less marks/fail in examination should be informed telephonically. Necessary guidance and advice should be given to the students to improve their performance.
9. Queries from parents (telephonic, email, SIS) if any, should be answered promptly.



10. If it is found that a student is mentally disturbed he/she should be recommended for psychological counseling by professional psychological counselor of our college.

11. At term end, the CCCBAS form should be completed and grade given to the student for his/her co-curricular activities. Photocopies of relevant certificates should be attached in counseling file.

12. Updating of Counseling Register (Including Mobile No. Address and Marks) and forwarding the data to IT Department (Ms Jyoti Taralkar) for updating SIS.

13. In case of major problem (attendance / academic / disciplinary / physical / psychological) it should be brought to the notice of higher authorities (HOD/Principal/Jt Director/Director).

14. Counselor must guide the students for their career & placement aspects.

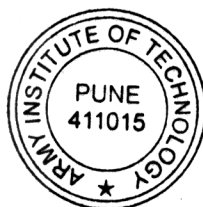
15. The correct address (local) of day-scholar students, together with the mobile No. of local guardian should be obtained from the concerned students and checked / confirmed.

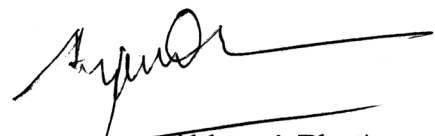
16. The counselor should keep a record of disciplinary awards given to the students during their stay in AIT. Where a pattern of incidents are noticed, the counselor should inform HOD / Principal / Director. The major disciplinary cases should be informed to the concerned parent(s) at the stage of issue of show cause notice, as contained in AWES Rules.

17. The counselor should keep a record of physical test of the student (from Physical) and major medical problem (from Nursing Assistant). In case the student seems to lead a predominantly sedentary life style, he / she should be counseled to be more active. Concerned warden also should be informed.

File No. AIT/0351 /SOP/PRIN

Date : 10 Aug 2017




(Abhay A Bhat)
Brig (Retd)
Director, AIT

EXTRA & CO-CURRICULAR ACTIVITIES

Sr.No	Date	Activity	Description	Remarks	Sign of Student
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

Short Term and Long Term Goals (at least two per semester)

	Short Term Goals	Long Term Goals
FE SEM I		
FE SEM II		
SE SEM I		
SE SEM II		
TE SEM I		
TE SEM II		
BE SEM I		
BE SEM II		

FPL Evaluation result and remarks	
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Year	Soft Skill Evaluation result and remarks
FE	
SE	
TE	

Year	Details of value added courses	Dates/Duration
FE		
SE		
TE		
BE		

Year	Details of Project	Remarks
FE		
SE		
TE		
BE		

YEAR	Details Of Internship	Duration

Co Curricular Credit Based Assessment System (CCCBAS)

SEM : ()

Name of the Student : _____

Roll No: _____

Year & Branch : _____

SNo	LEVEL	Technical	Cultural	Sports	Mark	Max.mark
1.	Intra College	Organiser				60
		Participant				
		Winner				
2	Inter college	State	Particip-ants			60
		Winner				
	Nation-al	Particip-ants				
		Winner				
	Inter-nationa	Particip-ants				
		Winner				
3	Internship	Paid	≥ 2 Months			180
			< 2 Months			100
		Unpaid	≥ 2 Months			80
			< 2 Months			60
4	Professional Development Courses	≥ 2 weeks			100	
		< 2 weeks			50	
5	Certification				100	
6	Communication Skill Development				10	
7	Innovative Project Work				50	
8	Participation in Competitive Exam (GRE/ GATE /CAT/NNSC /NCAT etc)				10	
9	Discipline				10	
10	Attendance				10	
11	NSS	Participant				5
		Organizer				10
Total (out of 220) (as per the formulaes)						220
Total (out of 100) i.e. (/220)* 100						
*Grade of SEM()						
** overall Final Grade till this Semester						

All above credits will be given to students subjected to proper verification of certificates by Counselor.

Name & Signature of Counselor _____

Date: _____

Co Curricular Credit Based Assessment System (CCCBAS)

SEM : ()

Name of the Student : _____

Roll No: _____

Year & Branch : _____

SNo	LEVEL		Technical				Cultural				Sports				Mark	Max.mark
1.	Intra College	Organiser													60	
		Participant														
		Winner														
2	Inter college	State	Particip-ants											60		
			Winner													
		Nation-al	Particip-ants													
			Winner													
	Inter-nationa	Particip-ants														
			Winner													
		Inter-nationa	Particip-ants													
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		< 2 weeks											50			
5	Certification												100			
6	Communication Skill Development												10			
7	Innovative Project Work												50			
8	Participation in Competitive Exam (GRE/ GATE /CAT/NNSC /NCAT etc)												10			
9	Discipline												10			
10	Attendance												10			
11	NSS	Participant											5			
		Organizer											10			
Total (out of 220) (as per the formulaes)														220		
Total (out of 100) i.e. (/220)* 100																
*Grade of SEM()																
** overall Final Grade till this Semester																

All above credits will be given to students subjected to proper verification of certificates by Counselor.

Name & Signature of Counselor _____

Date: _____