#### 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.

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- 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 authorises (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/PRIM

Date : Aug 2017

PUNE 411015 CO

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

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#### CONDUCT/COUNSELING/INTERVIEW

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### CONDUCT/COUNSELING/INTERVIEW

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#### EXTRA & CO-CURRICULAR ACTIVITIES

| Şr.        | No | Date              | Activity | Description | Remarks  | Sign of<br>Student    |
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| ACADEMICS (PLINE UNIVERSITY) RESULT | SS (PUNE | UNIVER    | SITY | ESULT | • |   |   |   |          | • |          | •  |   | •  |        |                      | 1       |
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## Short Term and Long Term Goals (at least two per semester)

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## Co Curricular Credit Based Assessment System (CCCBAS)

| <b>SEM</b> :( ) | Name of the Student : |
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|                 | No:                   | 15/5                              |                          | -        |  | r & B  |              |              | , T          |     |      | T            |           |
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| •               | College               | Organise                          |                          |          |  | 1  |              |              |              |     |      |              |           |
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|                 |                       | Winner                            |                          |          |  |  |              |              |              |     |      |              |           |
| 2               | Inter                 | State                             | Particip-                |          |  |  | -            | <del> </del> | +-+          |     |      | <del> </del> | <b> </b>  |
|                 | college               |                                   | ants                     |          |  |  |              |              |              |     |      |              |           |
|                 |                       |                                   | Winner                   | <u> </u> |  |  |              | <del> </del> | +            |     |      | 4            |           |
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|                 |                       | Nation-                           | Particip-                |          |  |  |              | †            | TTT          |     |      |              | 60        |
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|                 |                       |                                   | Winner                   |          | <b></b>  | <del>                                     </del> | <del> </del> | 1            | ++           |     | _    | -            |           |
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| 3               | Internship Paid       |                                   | ≥ 2 Months<br>< 2 Months |          |  |  |              |              |              |     | 180  |              |           |
|                 |                       |                                   | Unpaid                   |          | onths  |  | +            | ***          |              |     | ·    | <del></del>  | 100<br>80 |
| 4               |                       |                                   |                          | < 2 N    | onths  |  |              |              |              |     | ···· | T .          | 60        |
| 07              | Profession<br>Develop |                                   | ≥2 weeks                 |          | ļ  |  |              |              |              |     |      |              | 100       |
| 5               | Courses<br>Certifica  | ation                             | < 2 week                 | S        | <u> </u>   |  |              |              |              |     |      |              | 50        |
| 5<br>5          |                       | nication Sk                       | :11                      | -        |  |  |              |              |              |     |      |              | 100       |
|                 | Develop               | ment                              |                          |          | <del></del>                                      |  |              |              |              |     |      |              | 10        |
| 7 <sub>08</sub> |                       | ve Project                        |                          |          |  |  |              |              |              |     |      |              | 50        |
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| 9<br>10         | Discipli              | ne                                |                          |          |  |  |              |              | <del> </del> |     | ·    | -            | 10        |
| 11              | Attend                | ance                              |                          | -        |  |  |              |              |              |     |      |              | 10        |
| 5               | NSS                   | Participa                         | ant                      |          |  |  |              |              |              |     |      |              | 5         |
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Name & Signature of Counselor

Date:

# Co Curricular Credit Based Assessment System (CCCBAS)

SEM:()

Name of the Student:

| SNo    | l No:  | LEVEL     |  |  | Year & Branch :                       |          |       |  |   |             |       |           |            |                |  |
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| 1,1.85 | Intra Organiser  |           |  |  | Technical Cultural Sports             |          |       |  |   |             |       |           | Mark       | Max.ma         |  |
|        | College  | Organiser |  |  |                                       |          |       | (-)  |   |             |       | tra trans |            |                |  |
|        | Special especial control of the  | Particip  | ant                                    |  |                                       |          | ╁     | -  | +-                                      | -           | +-    | -         |            |                |  |
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|        | Chatter-baserseages(app)   | Winner    |  | 1-   |                                       |          | -     | -  | +                                       | +           | +     | -         |            |                |  |
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| 2      | Inter<br>college   | State     | Particip-<br>ants                      |  |                                       |          |       |  | -                                       | +           |       | -         |            |                |  |
|        |  |           | Winner                                 | -  | -                                     |          | -     | ļ  | -                                       |             |       |           | _          |                |  |
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|        | And the second second  | Nation-   | Particip-                              |  |                                       |          |       | <del>                                     </del> | +                                       | +           | -     | -         | +          |                |  |
|        |  | al >      | ants                                   |  |                                       |          |       |  |   |             |       |           |            | 60             |  |
|        |  |           | Winner                                 |  |                                       |          |       |  |   | 1           | ,     |           |            |                |  |
|        |  | Inter-    | Particip-                              | -  |                                       |          |       |  |   | <u> </u> -  |       |           |            |                |  |
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|        |  |           | Winner                                 |  |                                       |          |       |  |   |             |       |           |            |                |  |
|        | Internship   |           | Daid                                   |  |                                       |          |       |  |   |             |       |           |            |                |  |
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| Θt.    |  |           | Unpaid                                 |  | lonths                                |          |       |  |   | <del></del> |       |           |            | 100            |  |
| 28     |  |           | gave of higher teacher trades you have |  | lonths                                |          |       |  |   |             | ····· |           |            | 80             |  |
| 0.5    | Professional Development Courses Certification   |           | ≥2 weeks                               |  |                                       |          |       |  |   | <del></del> |       | ·         | o cala     | 100            |  |
|        |  |           | < 2 week                               | s<br>  |                                       |          |       |  |   |             |       |           | 260,03346  | 50             |  |
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| 11 11  | Developm   | ent       |  |  |                                       |          |       |  |   |             | ,     |           | 141        | 10             |  |
|        | Innovative Project Work  Participation in Competitive Exam (GRE/ GATE /CAT/NNSC /NCAT etc) |           |  |  |                                       |          |       |  |   |             |       |           | vijev      | 50             |  |
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|        | Discipline   |           |  | <del>The strange of the state of th</del> |                                       | -        |       |  |   |             |       |           | is IA d    |                |  |
| )      | Attendan   | ce        |  |  |                                       |          |       |  |   | •           |       |           |            | 10             |  |
|        | Participa  |           | nt                                     |  |                                       |          |       | <del></del>                                      |   |             |       |           |            | 10             |  |
|        | NSS -  | Organizer |  |  |                                       |          |       | d se   |   |             |       | -         | 1-235      |                |  |
|        |  | To        | tal ( out of 2                         | (20) (as   | per the                               | form     | ilaer |  |   |             |       |           |            | 10             |  |
|        |  |           | 1                                      | otal (ou   | t of 100                              | ) i.e. ( | /22   | 0)* 10   | 20                                      |             |       |           | <u> </u>   | 220            |  |
|        | The second second second   |           | 7.00                                   |  |                                       | -0.5     |       | of SEN   |   |             |       |           |            | and the second |  |

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

Name & Signature of Counselor

Date: