



**G.L. BAJAJ**  
**INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
PLOT NO. 2, KNOWLEDGE PARK-III, GREATER NOIDA

**MENTOR AND MENTEE POLICY**

(Approved in the 20th BOG meeting held on 19-05-2018 vide agenda Item no. 20.8)

Registrar

G.L. Bajaj Institute of Technology & Management  
Plot No. 2, Knowledge Park - III,  
Greater Noida - 201306 (U.P.)

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Managed By : Rajiv Memorial Academic Welfare Society, Mathura  
Approved By : All India Council for Technical Education, New Delhi  
Affiliated To : Dr.A.P.J. Abdul Kalam Technical University, Lucknow



## G.L. Bajaj Institute of Technology and Management, Greater Noida

### MENTOR AND MENTEE POLICY

The policy for mentorship in the institute is framed with purpose to provide a holistic, proactive and perceptive support to all students. The system is based on the student's strength and need so that even the non achievers can succeed. This includes academic and behavioral support to all students.

The academic support provided to the students;

1. Starting from the 1<sup>st</sup> Year, each student is mentored by a faculty member who provides academic support to individual student.
2. Each mentor can have maximum 25 students in a particular semester, this help to monitor the student's progress continuously and the same is informed time to time to their parents too.
3. They serve as the concourse between the student and Institution and provide necessary counseling to the students for their problems related to academics, behavioral, societal and personal.
4. The interaction with the student is maintained in a record book along with the action taken by them for the problems students mentioned during the studies. These records are maintained at the department level till his course of study.
5. To further support every mentors are also headed by the class coordinator, then by head of department and finally by Dean Student welfare (DSW).
6. The other problems of the students are addressed through different policies such as weak student's policy, anti-ragging policy, Bright Student policy.

**Format Attached:**

Registrar

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Plot No. 2, Knowledge Park - Iii,  
Greater Noida - 201306 (U. P.)



# GL BAJAJ

Institute of Technology & Management

**FIND YOUR SPARK**



PHOTO

Student's Photograph

Course : \_\_\_\_\_  
Batch : \_\_\_\_\_  
Department : \_\_\_\_\_





Name : \_\_\_\_\_  
Section : \_\_\_\_\_  
Admission ID : \_\_\_\_\_  
University Roll No. : \_\_\_\_\_  
Aadhaar No : \_\_\_\_\_  
Mode of Admission : UPSEE/Direct/JEE

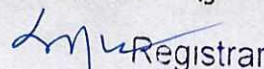
## STUDENT'S PERFORMANCE REPORT

G. L. Bajaj Institute of Technology & Management

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Registrar  
G.L. Bajaj Institute of Technology & Management  
Plot No. 2, Knowledge Park - III,  
Greater Noida - 201306 (U. P.)



*[Handwritten Signature]*

Registrar

G.L. Bajaj Institute of Technology & Management  
Plot No. 2, Knowledge Park - III,  
Greater Noida - 201306 (U. P.)

University Roll No. : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Permanent Address : \_\_\_\_\_

Mobile No. (Student's) : \_\_\_\_\_

Mobile No. (Parent's) : \_\_\_\_\_

Email (Student's) : \_\_\_\_\_

Email (Parent's) : \_\_\_\_\_

Occupation of Father/Mother : \_\_\_\_\_

Academic Qualifications



Student's Photograph

Class	Board/University	Percentage (Aggr.)	Percentage (PCM/PCB/Science)	Division
10th				
12th				
other				

Participation in Extra Curricular Activities (during course)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Category: GEN/OBC/SC/ST/MINORITY

Local Guardian:

Name:

Address:

Contact No.:

Previous Achievement (if any)

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Greater Noida - 201306 (U.P.)

## Assessment during 1<sup>st</sup> Semester

Mentor's Name: \_\_\_\_\_

Subjects Studying: \_\_\_\_\_

S No.	Subject (Code & Name)	Marks Obtained (1st Sessional)	Marks Obtained (2nd Sessional)	Marks Obtained (3rd Sessional)

**N.B.:** Mark "A" if absent, mark "D" if detained

**Attendance Record:**

1. After 1st Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
2. After 2nd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
3. After 3rd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
4. Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

**Performance in 1<sup>st</sup> semester:**

**1. Cumulative score card**

	External	Internal	Total
Marks			
Percentage			

**2. Carry over if any (provide details)**

Sub. code					
Marks					

**3. Any other Achievements**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**4. Involvement in indiscipline (Mention if any)**

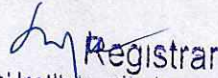
- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)**

Subject					
Remarks					
Teacher's Name					

**Accommodation: Hosteller/Day-scholar**

**Remarks by Dean 1st Year**

  
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## Assessment during II<sup>nd</sup> Semester

Mentor's Name: \_\_\_\_\_

Subjects Studying: \_\_\_\_\_

S No.	Subject (Code & Name)	Marks Obtained (1st Sessional)	Marks Obtained (2nd Sessional)	Marks Obtained (3rd Sessional)

**N.B.:** Mark "A" if absent, mark "D" if detained

**Attendance Record:**

1. After 1st Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
2. After 2nd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
3. After 3rd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
4. Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

**Performance in 2<sup>nd</sup> semester:**

**1. Cumulative score card**

	External	Internal	Total
Marks			
Percentage			

**2. Carry over if any (provide details)**

Sub. code					
Marks					

**3. Any other Achievements**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**4. Involvement in indiscipline (Mention if any)**

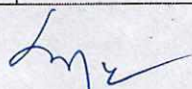
- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)**

Subject					
Remarks					
Teacher's Name					

**Accommodation: Hosteller/Day-scholar**

**Remarks by Dean 1st Year**

  
 Registrar

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 Greater Noida - 201306 (U. Pr.)

## Assessment during III<sup>rd</sup> Semester

Mentor's Name: \_\_\_\_\_

Subjects Studying: \_\_\_\_\_

S No.	Subject (Code & Name)	Marks Obtained (1st Sessional)	Marks Obtained (2nd Sessional)	Marks Obtained (3rd Sessional)

**N.B.:** Mark "A" if absent, mark "D" if detained

**Attendance Record:**

1. After 1st Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
2. After 2nd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
3. After 3rd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
4. Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

**Performance in 3<sup>rd</sup> semester:**

**1. Cumulative score card**

	External	Internal	Total
Marks			
Percentage			

**2. Carry over if any (provide details)**

S code					
Marks					

**3. Any other Achievements**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**4. Involvement in indiscipline (Mention if any)**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)**

Subject					
Remarks					
Teacher's Name					

**Accommodation: Hosteller/Day-scholar**

Remarks by Head of the Department \_\_\_\_\_

  
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 Greater Noida - 201306 (U.P.)



## Assessment during IV<sup>th</sup> Semester

Mentor's Name:

Subjects Studying:

S No.	Subject (Code & Name)	Marks Obtained (1st Sessional)	Marks Obtained (2nd Sessional)	Marks Obtained (3rd Sessional)

**N.B.:** Mark "A" if absent, mark "D" if detained

**Attendance Record:**

1. After 1st Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
2. After 2nd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
3. After 3rd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
4. Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

**Performance in 4<sup>th</sup> semester:**

**1. Cumulative score card**

	External	Internal	Total
Marks			
Percentage			

**2. Carry over if any (provide details)**

Sub. code					
Marks					

**3. Any other Achievements**

- i.
- ii.
- iii.

**4. Involvement in indiscipline (Mention if any)**


- i.
- ii.

**5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)**

Subject					
Remarks					
Teacher's Name					

**Accommodation: Hosteller/Day-scholar**

Remarks by Head of the Department

  
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 Greater Noida - 201306 (U. P.)

## Assessment during V<sup>th</sup> Semester

Mentor's Name:

Subjects Studying:

S No.	Subject (Code & Name)	Marks Obtained (1st Sessional)	Marks Obtained (2nd Sessional)	Marks Obtained (3rd Sessional)

**N.B.:** Mark "A" if absent, mark "D" if detained

**Attendance Record:**

1. After 1st Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
2. After 2nd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
3. After 3rd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
4. Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

**Performance in 5<sup>th</sup> semester:**

**1. Cumulative score card**

	External	Internal	Total
Marks			
Percentage			

**2. Carry over if any (provide details)**

S.No. code					
Marks					

**3. Any other Achievements**

- i.
- ii.
- iii.

**4. Involvement in indiscipline (Mention if any)**

- i.
- ii.

**5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)**

Subject					
Remarks					
Teacher's Name					

**Accommodation: Hosteller/Day-scholar**

Remarks by Head of the Department

  
 Registrar

## Assessment during VI<sup>th</sup> Semester

Mentor's Name: \_\_\_\_\_

Subjects Studying: \_\_\_\_\_

S No.	Subject (Code & Name)	Marks Obtained (1st Sessional)	Marks Obtained (2nd Sessional)	Marks Obtained (3rd Sessional)

**N.B.:** Mark "A" if absent, mark "D" if detained

**Attendance Record:**

1. After 1st Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
2. After 2nd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
3. After 3rd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
4. Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

Performance in 6<sup>th</sup> semester:

**1. Cumulative score card**

	External	Internal	Total
Marks			
Percentage			

**2. Carry over if any (provide details)**

Sub. code					
Marks					

**3. Any other Achievements**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**4. Involvement in indiscipline (Mention if any)**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)**

Subject					
Remarks					
Teacher's Name					

**Accommodation: Hosteller/Day-scholar**

Remarks by Head of the Department \_\_\_\_\_

*[Signature]*  
Registrar

## Assessment during VII<sup>th</sup> Semester

Mentor's Name: \_\_\_\_\_

Subjects Studying: \_\_\_\_\_

S No.	Subject (Code & Name)	Marks Obtained (1st Sessional)	Marks Obtained (2nd Sessional)	Marks Obtained (3rd Sessional)

**N.B.:** Mark "A" if absent, mark "D" if detained

**Attendance Record:**

1. After 1st Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
2. After 2nd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
3. After 3rd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
4. Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

Performance in 7<sup>th</sup> semester:

**1. Cumulative score card**

	External	Internal	Total
Marks			
Percentage			

**2. Carry over if any (provide details)**

S. code					
Marks					

**3. Any other Achievements**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**4. Involvement in indiscipline (Mention if any)**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)**

Subject					
Remarks					
Teacher's Name					

**Accommodation: Hosteller/Day-scholar**

Placement status and Company :

Remarks by Head of the Department

*[Signature]*  
Registrar

## Assessment during VIII<sup>th</sup> Semester

Mentor's Name: \_\_\_\_\_

Subjects Studying: \_\_\_\_\_

S No.	Subject (Code & Name)	Marks Obtained (1st Sessional)	Marks Obtained (2nd Sessional)	Marks Obtained (3rd Sessional)

**N.B.:** Mark "A" if absent, mark "D" if detained

**Attendance Record:**

1. After 1st Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
2. After 2nd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
3. After 3rd Month \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
4. Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

**Performance in 8<sup>th</sup> semester:**

**1. Cumulative score card**

	External	Internal	Total	Aggregate
Marks				
Percentage				

**2. Carry over if any (provide details)**

Sub. code					
Marks					

**3. Any other Achievements**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

**4. Involvement in indiscipline (Mention if any)**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

**5. Remarks by coordinator/teacher/mentor (Excellent, V.Good, Good and Poor)**

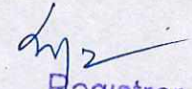
Subject					
Remarks					
Teacher's Name					

**Accommodation: Hosteller/Day-scholar**

Placement status and Company :

GATE Enrollment No. :

Remarks by Head of the Department

  
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**PDP Assessment Sheet | (Session .....**)

**Attendance in PDP Classes**

S.No.	Semester	Attendance				Total %
		Aptitude	Soft Skills	Technical	Any Other	

**Performance in PDP assessment (Aptitude/Technical/English/Others Tests)**

S.No.	Date of Test	Type of Test	Topic	Max. Marks	Score

**Soft Skill Assessment/One to One Assessment**

Assessment	Date	Assessment				Signature of Assessor
		Excellent	Good	Satisfactory	Need Improvement	
Technical Writing Skills						
Communication Skills						
Communication Skills						

**Technical/HR Assessment**

S.No.	Date	Technical	HR	Overall Personality	Signature of Assessor

**Note: Add Additional Sheets if Required**

  
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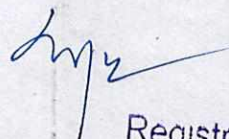




## PROGRAM OUTCOMES(POs)

### Engineering Graduates will be able to:

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
2. **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
7. **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.



Registrar

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## VISION OF THE INSTITUTE

To be an institute of repute, providing professionally competent and socially sensitive engineers.

## MISSION OF THE INSTITUTE


- To equip with the latest technologies to be globally competitive professionals.
- To inculcate qualities of leadership, professionalism, corporate understanding and executive competence.
- To imbibe and enhance human values, ethics and morals in our students.




## G. L. Bajaj Institute of Technology & Management

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