

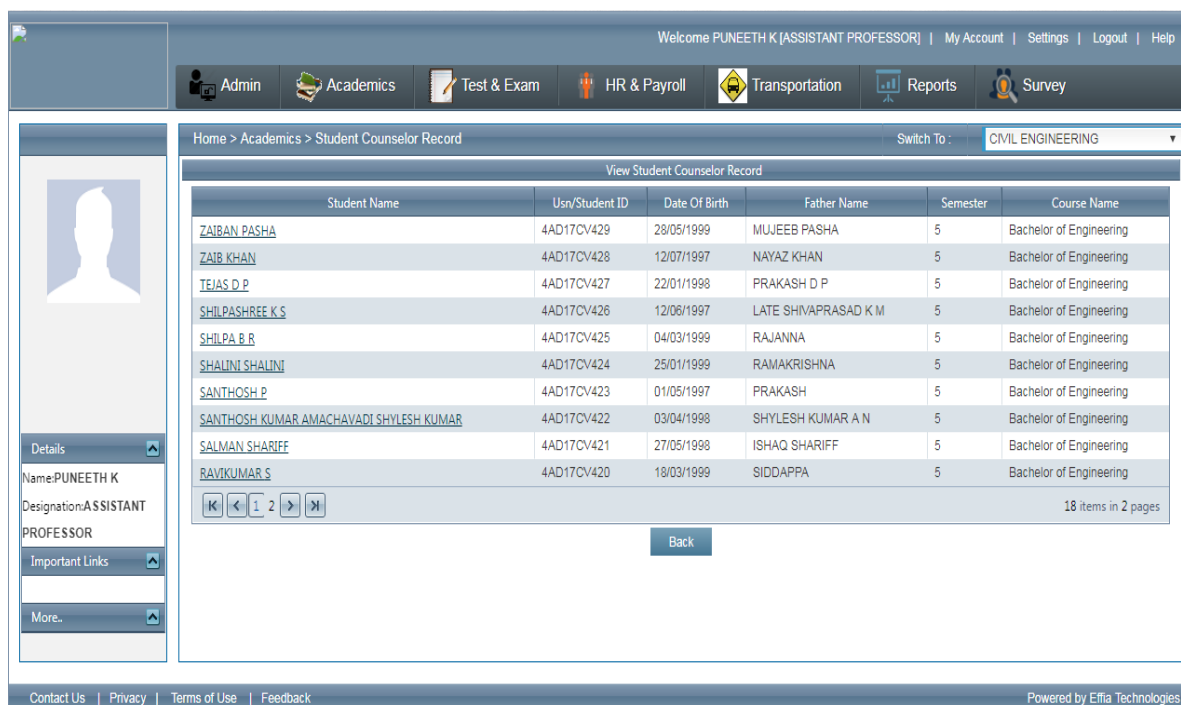
STUDENT COUNSELING FORMAT

STEP 1: Allotment of the students to Individual faculties

Based on the course handled by the faculty students allotment is done. The students undergoing the course are put under the faculty handling the same course.

For Ex: Faculty A is handling a course of First semester is allotted with the first year students undergoing the first semester branch course.

The allotted students to be continued under the same faculty for counseling till the completion of the program.



The screenshot shows a web application interface for a Student Counselor Record. The top navigation bar includes links for Admin, Academics, Test & Exam, HR & Payroll, Transportation, Reports, and Survey. The main content area displays a table of student records for Civil Engineering. The table has columns for Student Name, Usn/Student ID, Date Of Birth, Father Name, Semester, and Course Name. The data is filtered by Semester 5 and Course Name Bachelor of Engineering. The table lists 18 students, with the first 10 visible in the screenshot. The interface also includes a sidebar with user details for PUNEETH K, an Assistant Professor, and a footer with contact information and a power by Effia Technologies note.

Student Name	Usn/Student ID	Date Of Birth	Father Name	Semester	Course Name
ZAIBAN PASHA	4AD17CV429	28/05/1999	MUJEEB PASHA	5	Bachelor of Engineering
ZAIB KHAN	4AD17CV428	12/07/1997	NAVAY KHAN	5	Bachelor of Engineering
TEJAS D P	4AD17CV427	22/01/1998	PRAKASH D P	5	Bachelor of Engineering
SHILPASHREE K S	4AD17CV426	12/06/1997	LATE SHIVAPRASAD K M	5	Bachelor of Engineering
SHILPA B R	4AD17CV425	04/03/1999	RAJANNA	5	Bachelor of Engineering
SHALINI SHALINI	4AD17CV424	25/01/1999	RAMAKRISHNA	5	Bachelor of Engineering
SANTHOSH P	4AD17CV423	01/05/1997	PRAKASH	5	Bachelor of Engineering
SANTHOSH KUMAR AMACHAVADI SHYLESH KUMAR	4AD17CV422	03/04/1998	SHYLESH KUMAR A N	5	Bachelor of Engineering
SALMAN SHARIFF	4AD17CV421	27/05/1998	ISHAQ SHARIFF	5	Bachelor of Engineering
RAVIKUMAR S	4AD17CV420	18/03/1999	SIDDAPPA	5	Bachelor of Engineering

Fig 1: List of allotted students for counseling

STEP 2: Updating of counseling report in ERP

After the interaction with the students & collecting their grievances, students are advised for the remedial measures regarding their grievances. All these details are uploaded in ERP for respective counselors who have been mapped with templates for counseling of each student and also maintaining a written document of the above.

3> Harishavandhan B R - 15CV409					4> Jeevan N - 15CV410				
S.No	Counseling Date	Purpose	Discussion	Suggestion	Student's Reply	S.No	Counseling Date	Purpose	Discussion
1>	3/9/15	Tracking the progress of current projects	No problem	Solve the problem & consult the faculty	Harsha	1>	3/9/15	Tracking the progress of current projects	Problem in soil
	8/10/15	Review of Performance of 1 st IA	No problem	Study for 1 st IA	Harsha		8/10/15	Review of Performance of 1 st IA	Problem in soil
	5/11/15	Review of Performance of 2 nd IA	No problem	Study for 1 st IA	Harsha		5/11/15	Review of Performance of 2 nd IA	No problem
2>	4/3/16	Tracking the progress of current projects	No problem	Study for 1 st IA	Harsha		4/3/16	Tracking the progress of current projects	No problem
	2/4/16	Review of Performance of 1 st IA	No problem	Maintain the attendance	Harsha	2>	1/4/16	Review of Performance of 1 st IA	No problem
	6/5/16	Review of Performance of 2 nd IA	No problem	Study for theory part	Harsha		6/5/16	Review of Performance of 2 nd IA	No problem
3>	2/9/16	Tracking the progress of current projects	No problem	Study for theory part	Harsha		1/9/16	Tracking the progress of current projects	Geotechnical engineering problem
	8/10/16	Review of Performance of 1 st IA	No problem	Study the theory subjects	Harsha	3>	8/10/16	Review of Performance of 1 st IA	No problem
	10/11/16	Review of Performance of 2 nd IA	No problem	Concentration on exam	Harsha		10/11/16	Review of Performance of 2 nd IA	Problem in soil
4>	2/3/17	Tracking the progress of current projects	No problem	Conc to class regularly	Harsha		2/3/17	Tracking the progress of current projects	No problem
	6/4/17	Review of Performance of 1 st IA	No problem	Study for 1 st IA	Harsha	4>	6/4/17	Review of Performance of 1 st IA	No problem
	18/5/17	Review of Performance of 2 nd IA	No problem	Study the design subjects	Harsha		18/5/17	Review of Performance of 2 nd IA	No problem
5>	2/9/17	Tracking the progress of current projects	Little difficult	Work hard on steel	Harsha		2/9/17	Tracking the progress of current projects	No problem
	3/10/17	Review of Performance of 1 st IA	No problem	Study well	Harsha	5>	3/10/17	Review of Performance of 1 st IA	No problem
	7/11/17	Review of Performance of 2 nd IA	No problem	Study well	Harsha		7/11/17	Review of Performance of 2 nd IA	No problem
6>	19/2/18	Tracking the progress of current projects	Lack of concentration	Work out problems	Harsha		19/2/18	Tracking the progress of current projects	No problem
	26/3/18	Review of Performance of 1 st IA	No problem	Study well	Harsha	6>	26/3/18	Review of Performance of 1 st IA	No problem
	23/4/18	Review of Performance of 2 nd IA	No problem	Study hard	Harsha		23/4/18	Review of Performance of 2 nd IA	No problem

Fig 2: Hand written counseling record

Annexures Enclosed

Back

☒ MONTHLY COUNSELLING SESSION
 ☐ BEFORE EXAM
 ☐ AFTER ANNOUNCEMENT OF RESULT

Counseling Date: 04/09/2018

1. NO OF UNITS COMPLETED IN EACH SUBJECT

Subject	Subject Code	NO OF UNITS COMPLETED	difficulties faced by the student in understanding the subject	Suggestion by counselor	Is Remedial Class required
Remote sensing and GIS	15CV563	1			☐
COMPUTER AIDED BUILDING PLANNING & DRAWING	15CV54	1			☐
CONCRETE AND HIGHWAY MATERIALS LABORATORY	15CVL58	5			☐
GEOTECHNICAL ENGINEERING LABORATORY	15CVL57	4			☐
TRAFFIC ENGINEERING	15CV561	1			☐
RAILWAYS, HARBOURS, TUNNELING AND AIRPORTS	15CV552	1.5			☐
APPLIED GEOTECHNICAL ENGINEERING	15CV53	1.2	Facing difficulty in theory part	Be attentive in the class and write up	☐
ANALYSIS OF INDETERMINATE STRUCTURES	15CV52	1	Facing difficulty in problematic subject	Discuss with the concerned faculty	☒
DESIGN OF RC STRUCTURAL ELEMENTS	15CV51	1			☐

Save & Next

Details

Name: PUNEETH K

Designation: ASSISTANT PROFESSOR

Important Links

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Fig 3: Counseling record updated in ERP



A T M E

College of Engineering

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DEPARTMENT OF CIVIL ENGINEERING



STEP 3: Counseling of students on regular basis.

A FACULTY has to conduct a minimum of three counseling session for one semester and assessment of the student progress is done on regular basis.

The three counseling sessions are scheduled to match the internal assessment process. The student are identified in terms of attendance shortage and IA marks in each session and respective parents will be informed about the student performance and attendance. In case of a student who fails to qualify for the eligibility in attendance & IA marks in each session, parents of the candidate will be informed.