



Jayawant Shikshan Prasarak Mandal's
JSPM Narhe Technical Campus

S.No.12/2/2 and 14/9 Narhe, Tal: Haveli, Dist.:Pune-411041
Phone No: + 91 20 2460 8700, 701, 702 Fax: + 91 20 2460 8888
Web: www.jspmnc.edu.in

Approved by AICTE New Delhi and DTE Maharashtra
Affiliated to Savitribai Phule Pune University



Prof.(Dr.)T. J.Sawant
B.E.(Elec.), PGDM,Ph.D
Founder - Secretary

Prof.(Dr.) R.K.Lad
B.E.(Civil),M.E.(Env.Engg.),Ph.D(Engg.)
DIRECTOR

Date: 27/10/2018

To
The Coordinator,
NAAC, Bengaluru

Subject: Proofs of students to mentor for academic and stress related issues.

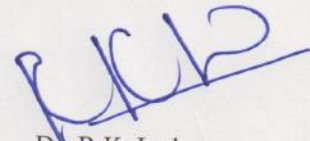
Reference: 2.3.3 Ratio of students to mentor for academic and stress related issues.

Dear Sir/Madam,

Some circular, pertaining the details of mentor and their allotted mentees and Guardian Faculty Member (GFM) notice are enclosed herewith. The detailed documents are available at the following link:

<http://jspmnc.edu.in/Criteria-II/pdf/C2/2.3.3.pdf>




Dr. R.K. Lad
Director

Enclosures:

1. Circular pertaining the details of mentor and their allotted mentees
2. Guardian Faculty Member (GFM) Notice



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Approved by AICTE New Delhi and DTE Maharashtra, India



Prof. Dr. T. J. Sawant
Ph.D., D.E.E., B.E.(Electrical), MISTE
FOUNDER SECRETARY

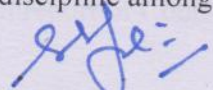
Prof. Dr.A.B.Auti
Ph.D.(Mechanical)
DIRECTOR

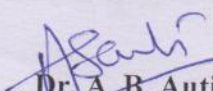
Guardian faculty member policy

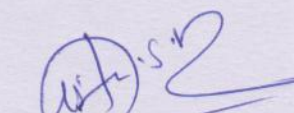
JSPMNTC/AMC/Policy No: 05	Guardian faculty member policy
Dates	Policy approved: 04/05/2018 Policy takes effect: 15/06/2018 Policy is due for review: up to one Academic Year 2018-2019
Approved by	Academic Monitoring Committee Meeting
Implementation Officer	Director, HOD, AMC and Faculty
Relevant to	Staff and Students

Policy Statement:

1. Maintain Teacher guardian file in prescribed format.
2. Maintain batch wise student roll call list.
3. Keep contact details of students & parents.
4. Record of student Previous Semester Result.
5. Record of Student meeting (Once in a month).
6. Provide information about students to the class teacher whenever required.
7. Student counseling whenever required.
8. Maintain record of monthly defaulter list.
9. Send letters to parent for parents meet.
10. Telephonic call record of defaulter students should be maintained.
11. Leave application form of students along with necessary documents should be kept.
12. Maintain record of monthly undertakings of defaulter students.
13. Maintain data of student's achievements.
14. Maintain discipline among students.


Dr. Sajid Shaikh
AMC Head


Dr. A. B. Auti
Director


Prof. S.R. Thite
Campus Director



Jayawant Shikshan Prasarak Mandal's

JSPM Narhe Technical Campus

Rajarshi Shahu School Of Engineering and Research

Department of Computer Engineering

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Date: 18/12/2017

Office Circular

Following faculties are appointed as a Class teacher, GFM for representative classes of Academic Year 2017-18 semester-II.

Sr. No.	Class	Batch	Name of Class Teacher	Name of GFM	Sign of Faculty
1	SE	S1	Prof. S.S.Shinde	Prof. J.S.Kharat	
2		S2		Prof. D.H.Dewarde	
3		S3		Prof. Deepak S.U.	
4	TE	T1	Prof. A.R.Uttarkar	Prof. S.S.Shinde	
5		T2		Prof. S.S.Pathak	
6		T3		Prof. S.D.Patil	
7		T4		Prof. S.K.Padmawar	
8	BE	B1	Prof. S.D.Patil	Prof. P.S.Patil	
9		B2		Prof. N.M.More	
10		B3		Prof. V.S.Gaikwad	

Prof. P.S.Patil
Academic Coordinator

Prof. R. H. Kulkarni
HOD Comp.