

## **7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### **Best Practice-I**

#### **1. Title of the Practice: Students Counseling**

#### **2. Objective of the Practice:**

- To make the students comfortable in the stressful competition, so that they perform to their maximum potential in academics as well as extracurricular activities.
- To guide the students with day to day issues or issues related to their academic performance.
- To inculcate problem solving and decision making ability in the students
- To make the students self-confident so that they can deal with the different issues they are likely to face in future.
- To create better understanding between students and teachers this helps in creating a harmonious atmosphere in the Institute.

#### **3. The Context:**

For students to make learn at their peak capacity, they need to be physically, emotionally, intellectually and spiritually well.

In today's era of cut throat competition, students often suffer from stress and become depressed easily either for academic reasons or for any other personal problems. In order to help students to resolve their issues related to personal, academics or any other issues, counseling of students is a requirement of the day and time.

Since, the Institute has the responsibility to build and develop the personality of the students; we need to counsel the students for raising their self-confidence and developing positive attitude.

#### **4. The Practice:**

The main focus of the counselor is to understand the problems or issues of the students and develop their mindset so that they resolve issues in a right way. In engineering subjects, we often find that the topics in the subjects get outdated very fast and the students find it difficult to understand the relevance to these subjects. The counselors who are the guardian teachers are faculty from the respective departments. They help the students by guiding them in the right direction for aspects of problem solving and decision making. One dedicated slot for counseling activity is provided in the time table of every class. A group of 15 to 20 students are under each counselor and attending counseling classes is mandatory. Counselors maintain the attendance register for the students in counseling session. The students discuss their problems related to studies, hostels, curricular activities, health and many other issues including their personal problems with their counselor during this period. The counselor discusses these problems and help in resolving these issues. Progress reports and attendance of students are sent by the counselor to their parents after both mid examinations.

At the completion of their degree course, a character certificate is issued to the student which is based on counselor's report. Some of the problems though rare that are resolved during counseling are of depression, anxiety etc. Many college students have such low self-esteem that they find it difficult to attend classes or do their assignments once they fail. They suffer with different levels of depression and get themselves hooked with wrong practices and addiction. There are students who join the institute with the plan to get major in a certain field (branch) without having much idea about the kind of employment they are going to land into. This leads them to great anxiety. Addiction is one of the greatest problems that the students encounter. Without parental monitoring, it is easy for college students go astray and get caught up in addiction. To help college students in resolving their issues, our Institute has made efforts in the form of establishing an individual and group counseling system to provide intervention to the students, so that their social and emotional problems do not interfere with their academic performances. In our Institute counselors maintain student's personal and academic profile for each semester. In Students performance profile all the conversation details, academic progress in terms of mark sheet, personal details of the student are maintained by guardian teacher. This data helps guardian teacher to understand student emotionally, academically and personally. It also helps in the proper designing of the execution of curriculum for students.

## **5. Evidence of Success**

Result shows that the counseling practice in our Institution has been effective in solving student's personal difficulties. The moral support given by individual counseling seemed to have a positive influence on the academic performance and the number of sessions correlated positively with the academic performance. It has been observed that the percentage of number of students detained per year due to less attendance decreased. Participation of the students has increased in various co-curricular and extracurricular activities. Students are also trying to solve the problems of local community through their project work. The ability to communicate has increased gradually. Student's performance in competitive examinations has also improved.

## **6. Problems Encountered and Resources Required**

The most common problem that the counselor encounters with the student is that many students are introvert and hesitate to discuss their personal problems. This is because students in this Institute mostly come from rural areas and have poor educational background. So, there is a lukewarm response in the parents meeting which is well below the expectation. Contacting students and their parents is also a problem as contact numbers are frequently changed and not informed to the counselors. To send the progress report of students to their parents, counselor takes the help of Postal service or SMS facility. Regular parent teacher interaction is necessary to discuss the issues related to academic performance of students. But this process is not effective to the expected level in rural areas. By taking into the consideration of the problems encountered in counseling, it is planned to have a student counseling session with a professional for the next academic year. We are considering Keyoar group for conselling to third year students.

## **Best Practice-II**

**1. Title of the Practice: Grooming the personality of students and making them more employable .**

**2. Objective of the Practice:**

- Institute is located far away from the city, surrounded by tribal, economically backward, poor educational background and rice farming area.
- To make the students comfortable and adjusting to the deadly pandemic period and build their competencies in the competitive world continuous efforts are made.
- To keep the students engage in academic and relevant non academic activities.
- To improve their hard skills and soft skills.
- To make them ready and comfortable by making them aware of professional and personnel development.
- To make them competent and more employable.

**3. The Context:**

In the fearful environment of pandemic situation , the students are to be made aware of the various job opportunities available in their respective field of interest and also to be trained in that direction for utilizing the opportunities of employment.

Their communication skills, other soft skills like leadership, team work and overall personality need to be groomed in a proper way.

Since the Institute has the responsibility to build and develop their personnel and professional personality to adapt to the new challenges in their competitive field. We need to take the sufficient efforts in right direction for up gradation of their self confidence and interview skills.

**4. The Practice:**

The institute conducted various activities for the students to improve their hard skills and the soft skills so as to make them more employable and keep them comfortable even during the pandemic period.

In this regard the Institute has arranged a educational visit for the students of Eklavya Model Residential school, Ramtek on 16<sup>th</sup> April 2022. Total number of students visited the campus were about 275.

Every department has organized webinars and STTPs for the students on various emerging areas, so as to keep them engaged and updated in new developments in the relevant fields of their courses. Every department conducted the Soft skill development (SSD) classes for the third year students and Carrier Prospects and Planning (CPP) classes for the final year students regularly and same is reflected in the time table. The concerned faculty put their efforts in building their confidence through guidance and

encouraging them to sustain the pandemic period and keeping themselves well updated with new job profiles and employment opportunities.

The HODs and the faculty members put their sustained efforts to train the students to use the new technology and platforms for preparations for their internal and university examinations and also grooming their professional and overall personality.

### **5. Evidence of Success:**

The placement results of the students in the institute have been effective in making them employable. The moral support given by individual faculty members and the online training given to the students have a positive influence on their employable skills.

Sr. No.	Academic Year	Total No. of Placements	Maximum Package Offered(LPA)	Average Package
1.	2018-19	226	10.00 LPA	3.36 LPA
2.	2019-20	132	12.20 LPA	4.00 LPA
3.	2020-21	104	10.00 LPA	3.36 LPA
4.	2021-22	235	10.00 LPA	3.36 LPA

### **6. Problems Encountered and Resources Required**

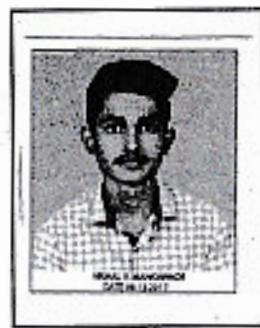
In the overall online activities the most common problem that the faculty encounters with the student is that, students are introvert and hesitate to discuss their weaknesses and also there were no physical meetings with them. This is because students in the Institute mostly come from rural areas having poor educational and professional background with limited online resources for online meets and also due to the pandemic situation they were not allowed to move out of their home freely.



**KAVIKULGURU INSTITUTE OF TECHNOLOGY AND SCIENCE**  
**RAMTEK - 441106**

(Managed by Vedithala Education Society, Hyderabad)  
STUDENT PROFILE

1. Name : VISHAL VITAY MARUKAIWODE  
 2. Roll No. : C618001      3. Hosteller/Day-scholar  
 4. Address of stay :      5. Address of the parent/guardian :  
SHTV NAGAR,  
RAMTEK                    SHTNIDE LAY-OUT  
KATOL - 441302
- Mobile No.: 7776938816      Phone No.: 9403107137  
 Aadhar No. No.: 313206927912      Email ID: Vishalmarukwode Fax No.: 2001@gmail.com
6. Academic performance

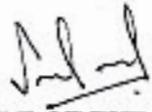


Sl.No	Examination Passed	Year of Passing	Name of Board	Percentage of Marks
1.	S.S.C.	2015-16	C B S E	80%
2.	H.S.S.C.	2017-18	STATE	62%

7. Ranks/awards at the 10+2 level :  
 8. Employment details of the family members :  
 Father: FARMER      Mother: HOUSEWIFE  
 Others (if any): -  
 9. In case of emergency, whom to contact (with phone no.): 9403107137  
 10. Health : Sound/Satisfactory/Poor      Chronic ailment if any: -  
 11. Allergic to - : SOS/Emergency Medicine: -      Blood Group: A+ve  
 12. Hobbies: CRICKET, FOOTBALL  
 13. Communication abilities : Languages Known      Read      Write      Speak  
     1. ENGLISH      ✓      ✓      ✓  
     2. HINDI      ✓      ✓      ✓  
     3. MARATHI      ✓      ✓      ✓  
     4. -

14. Key strengths  
 15. Divide strengths into Soft (Personal) and Hard (Technical) skills  
 Soft Skills      Hard Skills

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 SIGNATURE OF THE STUDENT

  
**OFFICIATING PRINCIPAL**  
 Kavikulguru Instt. of Tech. & Science  
 RAMTEK-441106, Dist. Nagpur (MS)

Item	I SEM		II SEM		III SEM		IV SEM
16. Goal set for the year (to be filled by the student)	100% 9 - 5						
To be filled by the Counsellor	I MID	II MID	I MID	II MID	I MID	II MID	I MID
17. Attendance (%)	43.41		92.26%				
18. Marks (Average)	3.167		3.647%				
19. The % age / SGPA/ CGPA in University Exam.	c.39		5.52		7.75		7.16
20. Membership in clubs and associations. N.S.S., N.C.C., ISTE etc.	-		CEA		CEA		CEA
21. Papers presented at seminars/ Industrial Training etc.	-						
22. Achievements in extra & Co-curricular activities	-		Executive member (C-E-A)		Executive member (CEA)		Execut mem (CEE)
23. Academic achievements (Univ.Rank/College Rank)	-		-		-		-
24. Scholarship/cash prize received from any Government agency/from this Institute	GO scholarship OPC		-		-		
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\_\_\_\_\_~~  
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V SEM		VI SEM		VII SEM		VIII SEM		Remarks
I MID	II MID	I MID	II MID	I MID	II MID	I MID	II MID	
		78.22	72.50	74.78	58.93	74.78	58.93	
		16.2	18.4	13.5		13.5	5.5	
9.24		9.11		9.94				
CEA		CEA		CEA		CEA		
Executive member (CEA)		Secretary (CEA)		President (CEA)		President (CEA)		
College rank 1st		College rank 1st		College rank 1st		Can		
G.O. Scholarship		ORBC Category						

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~~\_\_\_\_~~  
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<u>Assessment by the Counsellor</u>	I Year	III & IV Semester	V & VI Semester	VII & VIII Semester
1. Frequency of meeting	Regular	regular	regular	regular
2. Attitude: Polite/aggressive	Polite	Polite	Polite	Polite
3. Regularity to classes	Regular	regular	regular	regular
4. Shortage of attendance, fine paid if any	—	—	—	—
5. Any violation of College/ hostel rules	—	No	No	No —
6. General Impressions (Discipline, Intelligent etc.)	discipline	intelligent	intelligent	intelligent
7. Achievements in academic/ other activities	—	college worker	college worker	college worker
8. Overall assessment (Excellent/Good/ Average/Below Average)	Good	Good	Good	Good

Signature(s) :

H.O.D.

H.O.D.

H.O.D.

Principal

Principal

25/05/2012

( If space is insufficient, use additional sheet for any other information. The counsellors are required to monitor student while filling the profile. Please submit this sheet along-with necessary enclosures at the end of course to office without fail.)

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RAMTEK-441106, Dist. Nagpur (MS)



# KAVIKULGURU INSTITUTE OF TECHNOLOGY AND SCIENCE

Ref: KITS/Acad/Prog/2013-14, RAMTEK - 441 106,  
Ref: KITS/Acad/Prog/2013-14  
**PROGRESS REPORT**

Date: 25/02/2014  
Date: 25/02/2014

Dear Parent

I am to convey you the progress of your son/ward

Mr/Miss VISHAL VIJAY MANKAWADE  
VISHAL VIJAY MANKAWADE  
CE18001 II Sem BE  
Roll No. CE18001 of II Sem BE the

1st  
1st

Mid sessional Examination

The marks secured by your son/ward are shown in Col. No.3  
His/Her attendance upto is given in Col. No.4

1 S.No.	2 SUBJECT	3 MARKS	4 CLASSES ATTENDED/HELD		
			THEORY	TUTORIAL	PRACTICAL
1	Maths-II	47/20	24/7/25		
2	Advanced Physics	47/10	14/7/16		12/7/12
3	Materials Chemistry	17/10	18/7/19		10/7/10
4	Engineering Mechanics	87/10	24/7/25		10/7/10
5	Advanced Electrical Engg.	87/10	16/7/18		
6	Engineering Graphics II	--			12/7/14
7	Workshop	--			6/7/8
8	Ethical Sciences	16/25	9/7/10		

Remarks

Poor in Subjects 1,3,4.  
Attendance 92.26 %.

1. Academic Performance

2. Attendance :

You are requested to advice your son/ward suitably. In case of any correspondence from your end,

Please indicate the Roll No. of Your ward for ready reference

With regards,

(Mrs. H.K. Chourade)

(Dr. K. Vijaya Mohan)

Counsellor MS. MOTHJONE H.O.D.

Yours Sincerely,

(Dr. RAM ANTRAN LALI)  
(Dr. Bhushan Patel)  
PRINCIPAL

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To

Sri VIJAY MANKAWADE  
SHINDE LAY OUT  
NATOL  
NAGPUR  
MS-441106

  
**OFFICIATING PRINCIPAL**  
Kavikulguru Insti. of Tech. & Science  
RAMTEK-441106, Dist. Nagpur (MS)

VI SEM

Session:

S.No	SS		SUR-II		FM-II		BDD	EE-II	SVMP	Avg Att %	Remarks
	T	P	T	P	T	P	P	T	P	.	
MID-I Marks											
MID-II Marks											

Signature of Counselor \_\_\_\_\_

Date:

Name \_\_\_\_\_

VII SEM

Session:

S.No	ACS		E&C		EL-I	CML	TE-II	ICS&PROJ	Avg Att %	Remarks
	T	P	T	P	T	T	T	P	.	
MID-I Marks										
MID-II Marks										

Signature of Counselor \_\_\_\_\_

Date:

Name \_\_\_\_\_

VIII SEM

Session:

S.No	IE	EL-II	EL-III		CE&F	PROJ	Avg Att %	Remarks
	T	T	T	P	T	P	.	
MID-I Marks								
MID-II Marks								

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Signature of Counselor \_\_\_\_\_

Date:

OFFICIATING PRINCIPAL Name \_\_\_\_\_  
 Kavikulguru Instl. of Tech. & Science,  
 RAMTEK-441106, Dist: Nagpur (MS)

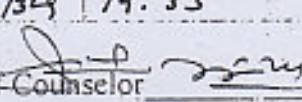
Department of Civil Engineering  
Progress Report of Students

Name of Student: Vishal V. Mankawade  
Roll No: CE 18001

III SEM

Session: 2019 - 20

S.No	M-III			EE-I			EG		CT		Avg Att %	Remarks
	T	T	P	T	P	T	P	T	P			
MID-I	00	02	-	09	-	06	-	18	-			
Marks	24/32	19/28	10/12	17/23	12/14	19/26	12/14	24/31	10/14	147/194	75.77	
MID-II	00	00	-	07	04	-	17	-	-	-	-	
Marks	42/57	33/44	20/26	32/39	20/22	34/46	20/22	40/49	20/24	261/349	79.33	

  
Signature of Counselor \_\_\_\_\_

Date: 15.10.2019

Name Dr. S. L. Atmapooyya

IV SEM

Session:

S.No	SA-I		GE-I		TE-I		SUR-I		BCM		Avg Att %	Remarks
	T	P	I	P	T	P	T	P	T			
MID-I												
Marks												
MID-II												
Marks												

Signature of Counselor \_\_\_\_\_

Date:

Name \_\_\_\_\_

V SEM

Session:

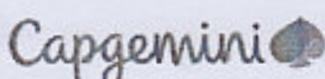
S.No	SA-II		RCC		FM-I		GE-II		HWR		CETW	Avg Att %	Remarks
	T	P	T	P	T	P	T	P	T				
MID-I													
Marks													
MID-II													
Marks													

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Kavikulguru Instt. of Tech. & Scienc Signature of Counselor \_\_\_\_\_  
RAMTEK-441106, Dist. Nagpur (MS) Name \_\_\_\_\_

Date:

Name \_\_\_\_\_



Capgemini Technology Services India Limited  
 (Formerly known as IGATE Global Solutions Limited)  
 IT 1, IT 2, Airoli MIDC, Thane - Belapur Road,  
 Navi Mumbai 400708, Maharashtra, India  
 Tel: +91 22 7144 4283 | Fax: +91 22 7141 2121  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

**Superset ID: 2374169**

**Letter of Intent ("LOI")**

Dear VISHAL MANKAWADE,

With reference to your interview conducted by us, we are pleased to inform that you have been shortlisted for the position of Analyst and A4 with Capgemini Technology Services India Limited (hereinafter referred to as "Capgemini").

In this regard, we are proposing compensation package and benefits, the details of which are set forth in Annexure 1 to this letter.

The final Employment Offer Letter shall be subject to your successful completion of all curricular requirements as laid down by the University/ Institute for award of the degree/ diploma and the minimum passing percentage/ grade/ rank/ class as determined by Capgemini.

The location of your initial reporting and training and the date of your joining would be communicated to you in due course of time post successful completion of your pre-joining trainings and final semester degree/ diploma examination.

The date of joining and the location of posting will be purely based on business requirements of Capgemini. Capgemini solely reserves the right to make any changes to the date of joining and the location of posting during the course of your training and employment with Capgemini.

Upon accepting this LOI, you will be provided access to the ADAPT (Accelerated Digital Aid for Pre-onboarding Talent) eLearning platform which allows you to learn and master the concepts and skills required to be industry ready. The learning will be a self-paced journey inclusive of assignments, assessments and webinars as deemed appropriate by Capgemini and the successful completion of the same is a prerequisite for joining Capgemini.

It is very essential that you effectively leverage this platform to complete the courses and clear the assignments and assessments. The progress made by you in this learning journey would not only help you in getting on-boarded on priority but also help you to be trained for advanced skills relevant to your career at Capgemini. We also encourage you to learn beyond the prescribed course curriculum and acquire industry recognized certifications to accelerate your career in this competitive industry.

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**OFFICIATING PRINCIPAL**  
 Kavikulguru Instt. of Tech. & Science  
 RAMTEK-441106, Dist. Nagpur (M)

Upon joining Capgemini,

1. You are expected to enter into an employment agreement with Capgemini which shall contain details including the scope, terms and conditions of your employment and the contractual obligation with Capgemini.
2. You will be on probation for a period of six months from your date of joining and subject to satisfactory performance your employment will be confirmed (vide written confirmation) at the end of six months.
3. During your probation you may be required to undergo classroom trainings for such duration as deemed necessary by Capgemini and your performance will be evaluated periodically during such training period

Capgemini reserves the right to decide the continuance of your further training and your employment depending on your performance in its opinion.

The terms of this Letter of Intent shall remain confidential and are not to be disclosed to any third party.

You may note that this letter should neither be construed as an offer of employment from Capgemini nor should it in any manner confirm our intent to make you an offer of employment. We may, at any time, at our discretion, revoke this Letter of Intent.

We would request you to go through the above terms, and let us know if they are acceptable to you, within seven days of the issuance of this letter.

We look forward to hearing from you. Should you have any query, please do not hesitate to contact [fresherhiring.in@capgemini.com](mailto:fresherhiring.in@capgemini.com), please ensure below format of email subject -

- For queries on Letter of Intent (LOI), write to use with e-mail subject as: **Query on LOI - Superset ID 2374169**
- For queries about on-boarding process, please note the on-boarding communication will be sent once your document validation and verification process is completed. For further queries, write to use with e-mail subject as: **Query on On-Boarding - Superset ID 2374169**
- In case of any other query, write to use with e-mail subject as: **Other Queries- Superset ID 2374169**

Thanking you,  
Yours Sincerely,  
**For & On Behalf of Capgemini**

**Tejinder Sethi**  
**Head - Fresher Hiring**

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Navikulguru Instt. of Tech. & Science  
RAMTEK-441103, Dist. Nagpur (MS)

## ANNEXURE 1

VISHAL MANKAWADE

Analyst and A4

Your all-inclusive annual target compensation (on a cost to company basis) will be INR 4,00,000/- (**Rupees Four Lakh only**). On completion of 1 year of service from your date of joining, you will receive fixed one-time incentive of INR 25,000/- (**Rupees Twenty Five Thousand only**). Based on your Date of Joining, your compensation shall be paid monthly. The company shall deduct tax at source at the time of making payment.

**For & On Behalf of Capgemini**

**Tejinder Sethi**

**Head - Fresher Hiring**

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Regd Office: Pune Hinjewadi Regd. Office No. 14, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, MIDC SEZ, Village Man, Taluka Mulshi, Pune - 411057, Maharashtra, India. Tel: +91 20 6699 1000 | Fax: +91 20 6699 5050 | CIN: U85110PN1993PLC145950

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