

**NAAC CRITERION – 7.2**



# A BRIEF REPORT ON BEST PRACTICES

**ATRIA INSTITUTE OF TECHNOLOGY**

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

**Response:**

### **Best Practice – 1**

#### **1. Title of The Practice: Creating An Automation Roadmap – From Academics To Administration**

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

Going along with the **ICT** initiatives of **Ministry of Education, GOI**, the primary objective of creating an Automation roadmap in academics and administrative processes at AIT is to fulfil the three cardinal principles of Education Policy namely - **Access, Equity and Quality**.

- 1) **Access** – Providing connectivity, along with provision to have an access of the ERP/ Learning Management System to faculty, Administrative Staff, and students
- 2) **Equity**- Making the entire automation process transparent, error-free, and quick
- 3) **Quality**–Establishing conducive and flexible quality learning and enhanced work experience through secured technology platform

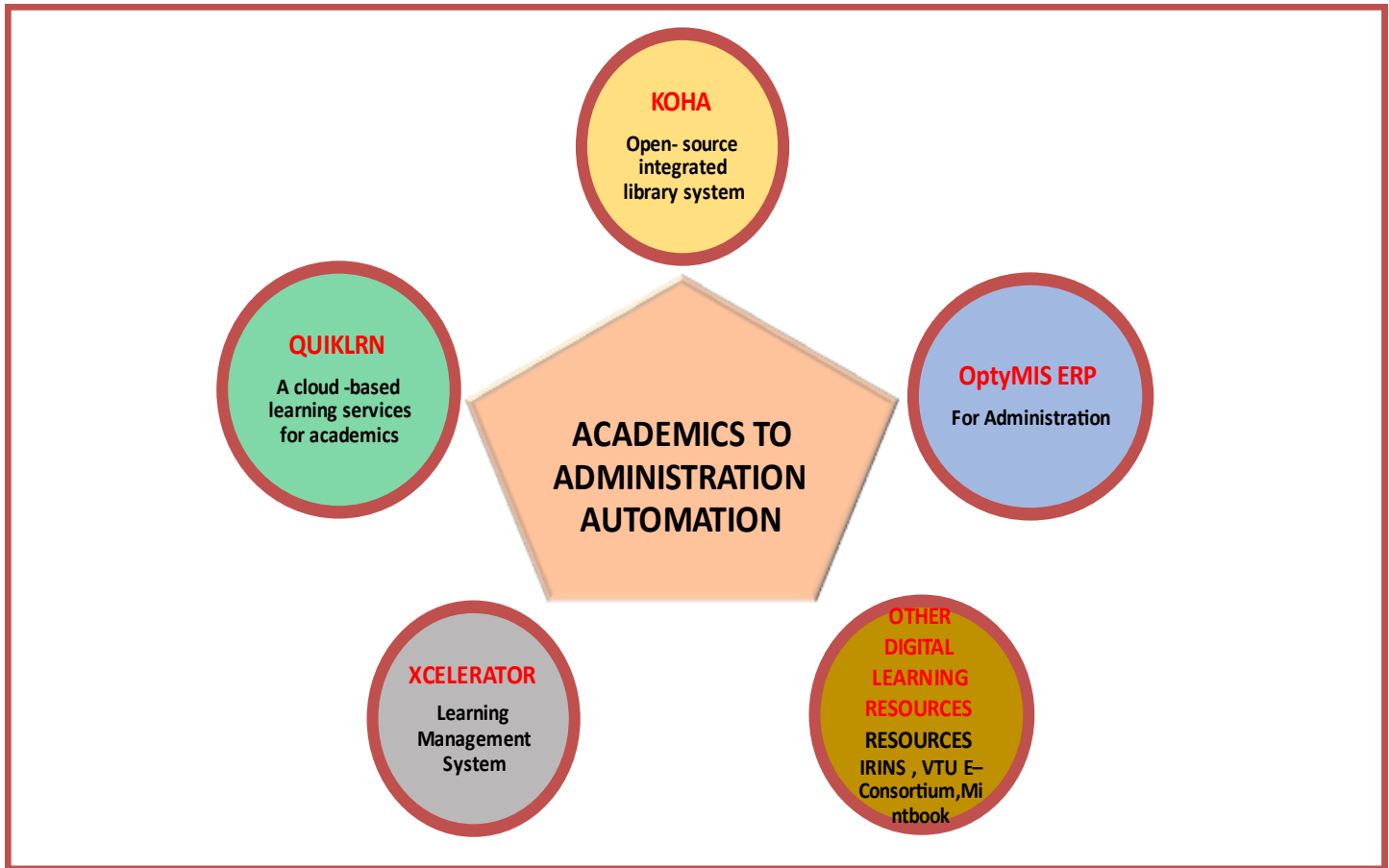
Another added advantage of this paperless administration can be aligned with our Institution's Green Campus initiatives.

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

Digital acclimatization has become the need of the hour and **Higher Educational Institutions (HEIs)** need to keep a pace with this momentum of change in technological development. In this context, the institution has implemented Automation initiatives (ERP and LMS) to enhance and experience new teaching and learning methodology beyond the conventional methods. The newly established cloud -based platform **Quiklrn** (for academics), **OptyMIS** (for administration), open-source Integrated Library System **Koha** and Learning Management System **Xcelerator** have made great strides in embracing digital transformation and offer the opportunity to eliminate inefficiencies and save time by automating tedious manual administrative and academic processes. It certainly has transformed the complete work experience and **outcome-based education (OBE)** measurement of the Institution.

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

Being an integral part of National Education Alliance for Technology (**NEAT 2.0**), an initiative taken by AICTE, **Quiklrn**, a cloud based adaptive learning platform offers a personalized learning experience to our students. Aligned to the Outcome – Based Education (OBE) framework, it has a rich set of features to define program outcomes (**POs**) and course outcomes (**COs**), manage sessions, assessments and feedback.



### Salient Features of Quiklrn:

**The Cloud-based** learning services being practiced across the institution, enable students to have an access of the course content, lesson plans, course progression, sessions, quiz, assignments, attendance etc. from anywhere.

**Cloud repository, a Content Store** provides a repository for all learning material that can be downloaded by the students for their ready reference.

**A separate dashboard on Quiz and Assessment** features help to measure the effectiveness of learning among students. It also allows faculty/instructors to create the learning path by organizing content in the desired flow with assignments and personalized feedbacks.

**Manage Survey** feature has a rich set of functions that saves the preferences of the students. A consolidated report is generated based on student's feedback towards faculty and the course content.

**Send Notification Feature** provides in-app and email – based personalized notifications on the course schedule, content updates, attendance, and event updates etc. that enables students to keep themselves updated.

#### **OptyMIS ERP (Administration):**

In order to achieve digital transformation and simplify day to day administrative processes, OptyMIS ERP assists the institution in digitizing processes like Employee's Database Management, Leave Management, Attendance Entry, Payroll Processing, Pay slip generation. Biometric integration has also been in practice for automated attendance tracking that supports the newly introduced Flexi – Timings. It also facilitates Fee management, Student accounting, Accounts receivable, Accounts payable etc. Thus, the practice involves an absolute transparency related to admission procedures, administrative systems, and such other matters. It certainly ensures the highest standards in the conduct of all academic programs.

#### **KOHA (Open – source Integrated Library System):**

KOHA is an open (free) source integrated library system (ILS) that provides easy access to information for students and faculty members.

Other digital resources available to students and faculty include VTU E-Consortium, MINTBOOK, IRINS, Calibr (an online library of digital learning resources), DELNET and NDLI.

#### **Xcelerator (Learning Management System):**

Xcelerator is a collaborative learning community bringing together academia and industry to nurture real world experience and help students get industry exposure. It creates a '**ramp up to the real world**' for students by providing them with an opportunity to participate in industry-relevant projects and build a portfolio of skills aligned to their career aspirations.

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

Tracking and monitoring of course progression have become much smoother across the institution with the help of **live dashboard** provided by Quiklrn. Most of the course file content including the CO/PO attainments can be generated through Quiklrn.

With automation, our institution has been able to bring out **efficiency, agility, and transparency in all the administrative operations**. Automated reports have also paved the way for **paperless administration**, giving a boost to our environmentally friendly practices.

The success rate of our graduating students in every discipline in **obtaining placements** is truly indicative of the industry's recognition of the practical talent already imparted, in addition to the theoretical constructs of the classroom.

## 6. Problems encountered and resources required

### Problems encountered:

- Unstable network connectivity encountered by faculty and students hamper the desired outcome at times
- Adequate training required for process owners to be ensured for the successful implementation of new features added.
- Selecting a right Automation tool and switching between different technologies becomes challenging for the stakeholders at times.

### Resources required:

- Cost and time is required to invest and implement in automation.
- User friendly features are required for greater output.

## 7. Notes (Optional):

Implementation of the automation systems requires comprehensive requirement analysis and documentation. It is imperative to have concept discussion and need assessment with all departments involved in preparation of the requirements. A proper multidisciplinary team needs to be constituted to oversee the implementation and execution of the system. Other institutes may incorporate the methodology used and learn from the implementation timeframe.

### Best Practice – 2:

#### 1. Title of The Practice: Student – Centric Learning with Personalized Mentoring-Up skilling For the Future

#### 2. Objectives of the Practice:

The **National Education Policy** emphasizes on empowering young minds & creating a learning ecosystem that can nurture young learners for future leadership roles. The Institution has a well-defined Mentoring/Counseling system in practice that aims to build resilience in its students by equipping them with the necessary skills and knowledge that can be ready to be tapped into and utilized for capacity and nation-building. The target of this Mentoring Programme is to identify fundamental mechanisms that will provide students with

1. Professional/Career guidance by expanding their domain knowledge
2. Academic guidance by identifying their learning levels through assessment
3. Personal guidance by motivating and empowering them to counter real life challenges for their overall well being

### 3. The Context:

The institution is committed to its mission towards:

- Nurturing professionals, who can add value to organizations, engage in higher studies and pursue innovative entrepreneurial activities.
- Developing leaders who exhibit ethical behaviour in professional and societal activities,

In this context, student centric learning with a robust mentoring system serves as a guidepost for emphasizing the development of necessary skills for the future. The entire process may be recognized as a strategy required by the students to achieve learning goals with emotional and instrumental support.

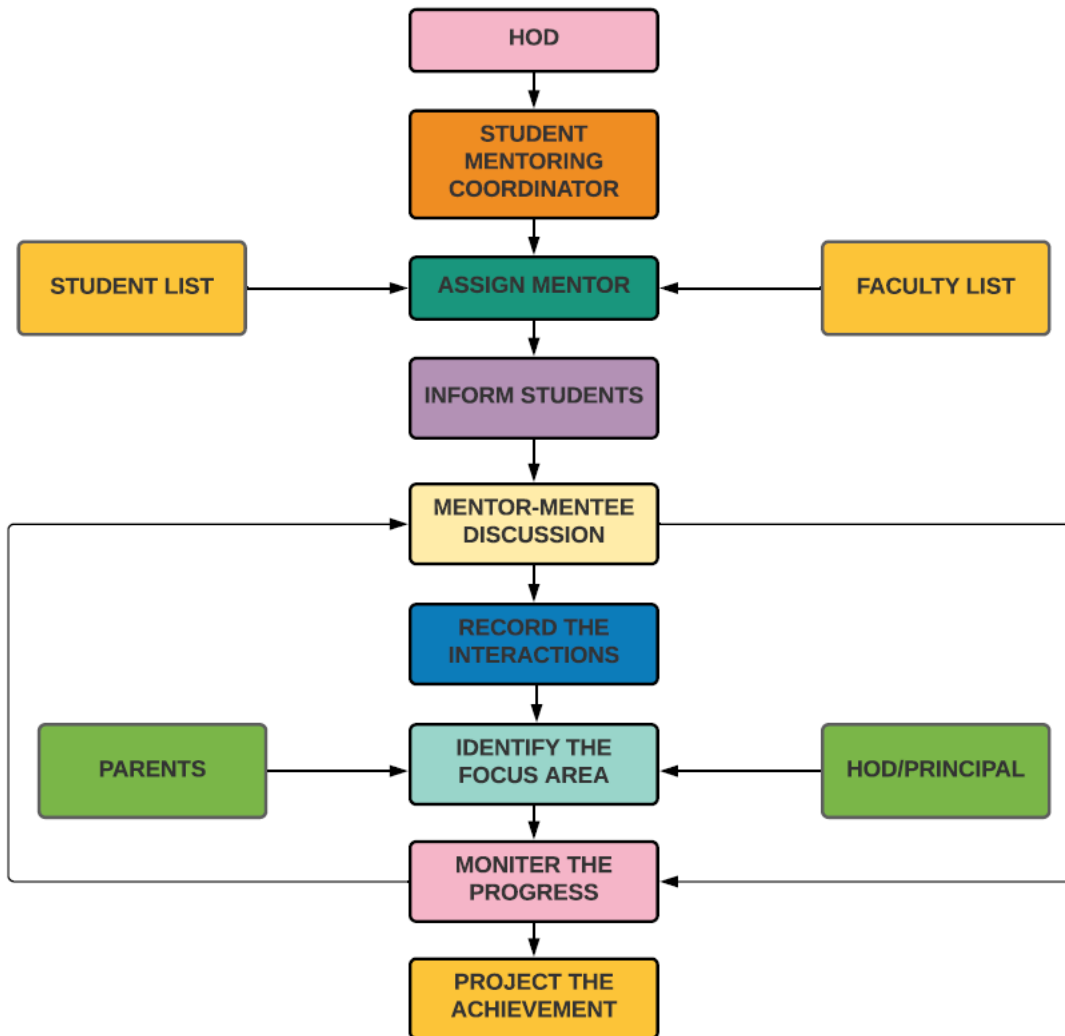
### 4. The Practice:

**The practice involves a structured process mentioned below:**

#### **Mentoring / Counseling process:**

- A mentoring / counseling coordinator is identified by the head of the department.
- Batches of fifteen to twenty students are assigned to one faculty member who would be officiating as a mentor/counselor by the coordinator considering the students and faculty in the department. It is ensured that each student joining the Institution is assigned a faculty mentor/counselor in the first year.
- The students are notified on the mentor details and every student will be counseled at least thrice by the faculty – mentor / counselor every semester.
- The focus area for each student is identified and noted.
- Issues which can be resolved at the faculty level would be taken care of and those beyond their capability will be referred to higher authorities (HoD / Principal) / parents for resolutions.
- The progress in the identified area is monitored and recorded, subsequently the achievements, if any are projected.
- The counseling/mentoring would be centered around issues pertaining to student performance in academics, overall development of their personality by getting them trained in soft skills and English language competence. Specific skill set training is provided for better career prospects apart from any specific personal issues which might be affecting their progress.
- Faculty members motivate the slow learners by means of Remedial classes, Tutorial Classes, Additional course materials etc.
- The records of the mentoring / counseling are maintained appropriately in the prescribed format.

The process flow diagram for Mentoring is shown below:



Mentoring / Counseling process

## 5. Evidence of Success:

There is a sustainable improvement in the overall performance of the students across all programmes. Provided below is the analysis of the impact observed in the following areas after implementing the mentoring system in the institution:

- a) Improvement in attendance
- b) Improvement in academics (Slow learners and Meritorious students)
- c) Improvement in involvement of students in various activities
- d) Improvement in self-confidence/ self-esteem- Students developed capacity to speak confidently in interviews, presentations and mentoring other students

## 6. Problems encountered and resources required

### Problems encountered:

- Despite our best efforts in the effective implementation of the mentoring system, retaining student interest and involvement in the practice is a challenge.
- Faculty members need to dedicate their time beyond teaching hours.

### Resources required:

- Instructional support, technology and access for both faculty and students.
- Empowerment of faculty for continuous improvement in mentoring process.

## 7. Notes (Optional):

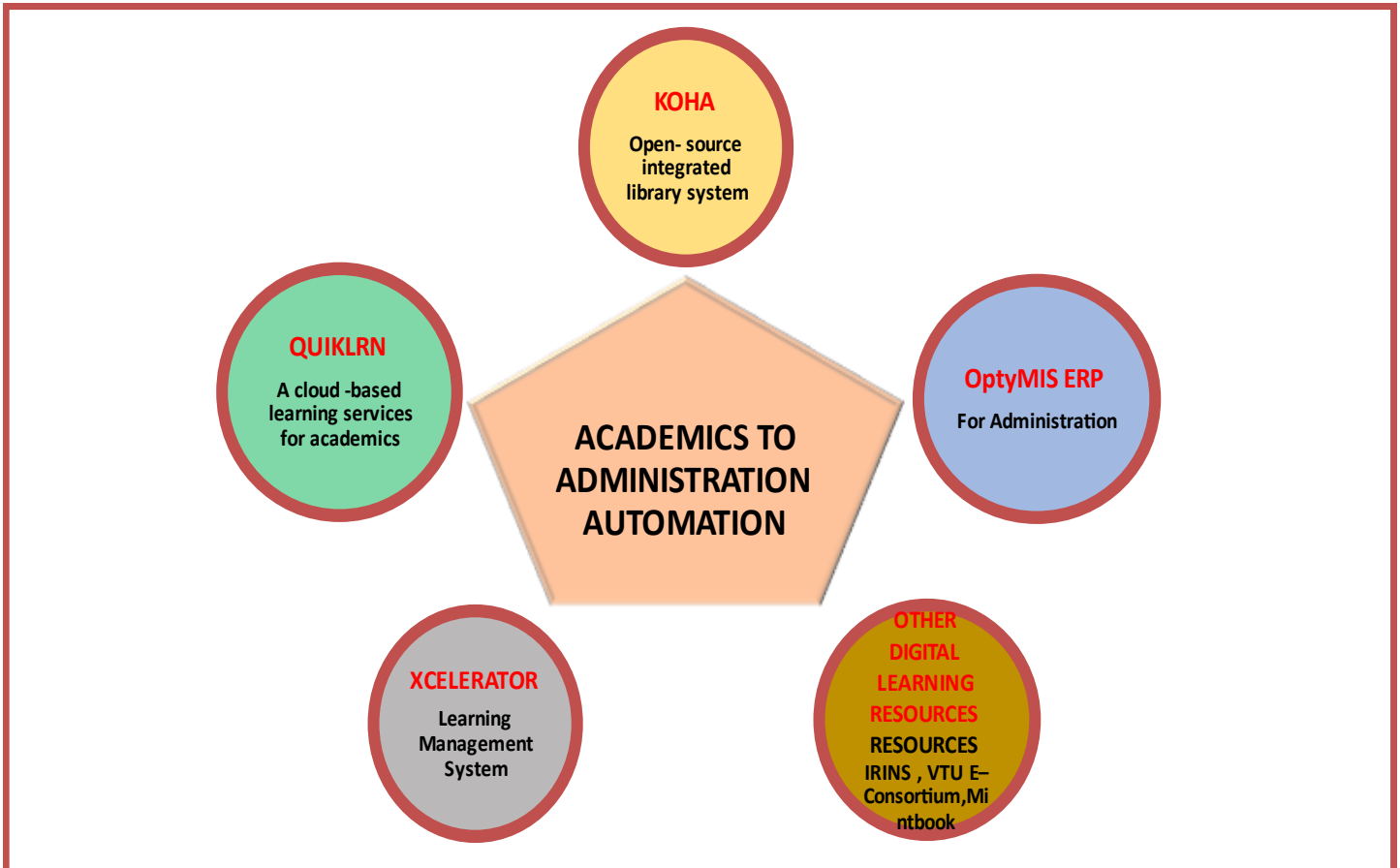
A detailed policy and framework document need to be prepared to implement and continuously monitor the activities. This can be achieved by receiving inputs from both faculty and students, both anonymously and known. A well – defined methodology for feedback analysis is also advisable. The policy framework document may help other institutions and bodies in implementing their own mentoring mechanisms and may learn from the experiences of our institution.

  
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## A BRIEF REPORT ON CRITERION 7.2

### BEST PRACTICE – 1



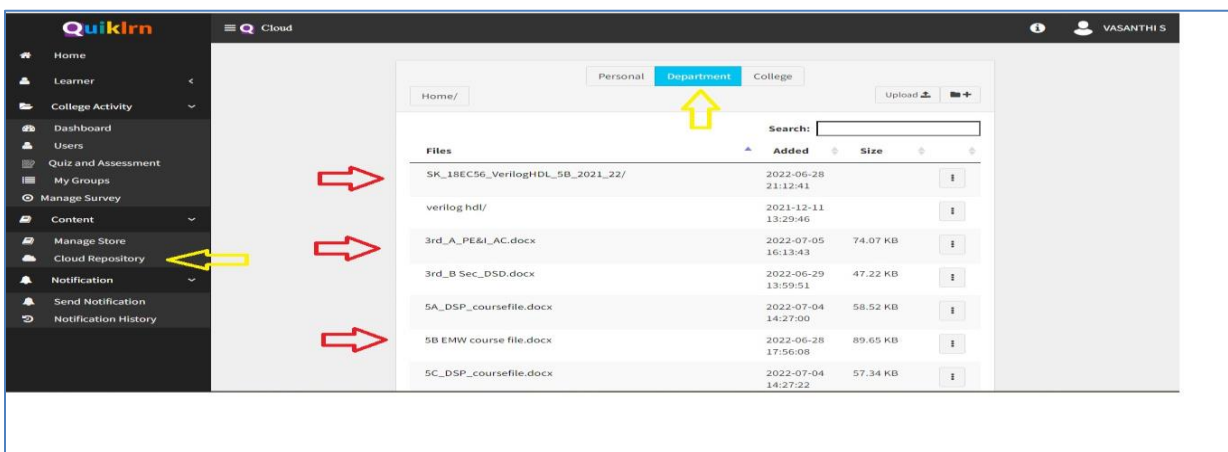
  
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**Principal**  
Atria Institute of Technology  
Anandanagar, Bengaluru-24

## A Walk – through of Automation Roadmap with Salient Features of:

- 1) Quiklrn (A cloud-based learning services for academics)
- 2) OptyMIS ERP (For Administration)
- 3) KOHA (Open – source Integrated Library System) & other digital learning resources like IRINS, Calibr, VTU E – Consortium, DELNET , NDLI, MINTBOOK
- 4) Xcelerator (Learning Management System):

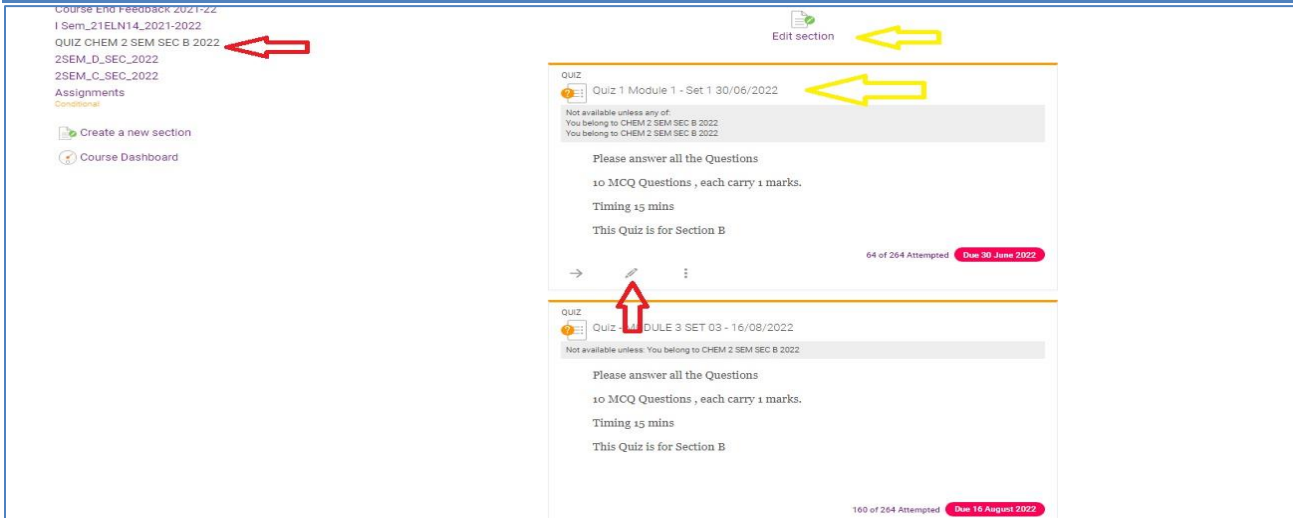
### 1) Quiklrn (for Academics)

- a) Cloud repository, a Content Store provides a repository for all learning material that can be downloaded by the students for their ready reference.



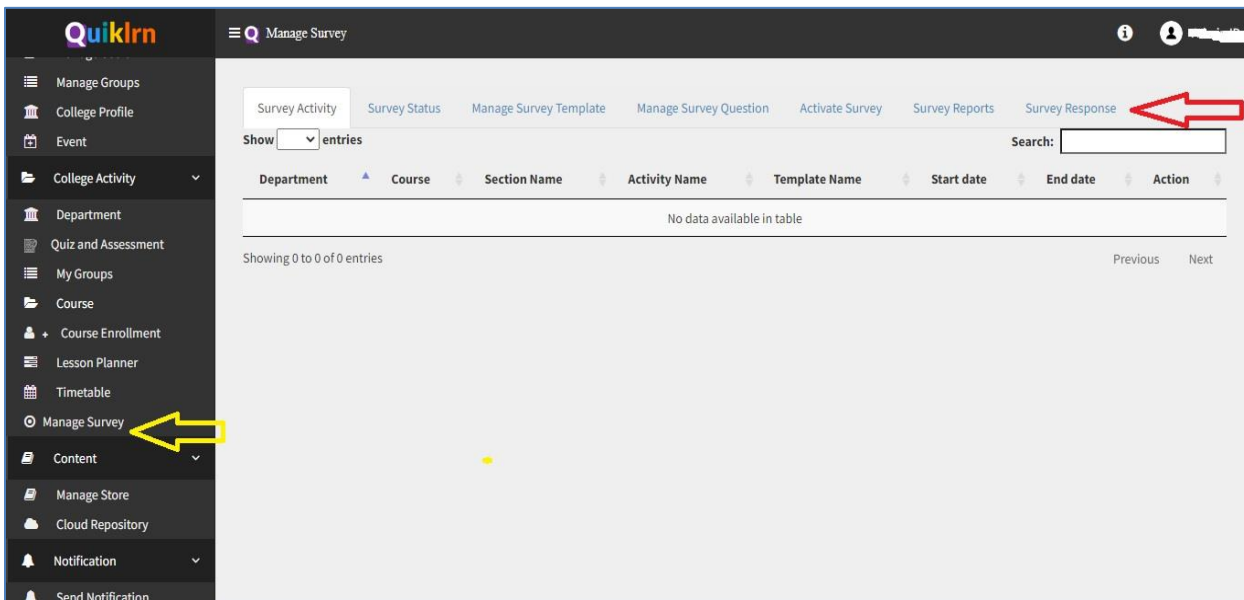
Cloud Repository Feature – Figure 1

- b) A separate dashboard on Quiz and Assessment features help to measure the effectiveness of learning among students. It also allows faculty/instructors to create the learning path by organizing content in the desired flow with assignments and personalized feedbacks.



Dashboard on Quiz and Assessment – Figure 2

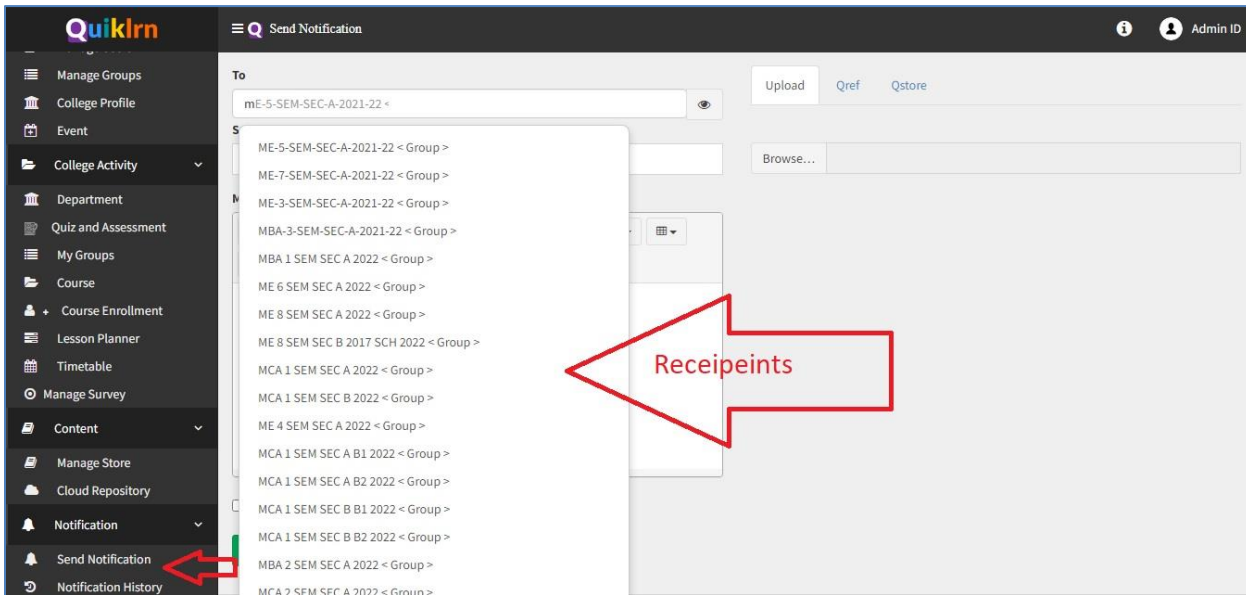
c) **Manage Survey** feature has a rich set of functions that saves the preferences of the students. A consolidated report is generated based on student’s feedback towards faculty and the course content.



Manage Survey feature for Survey Responses – Figure 3

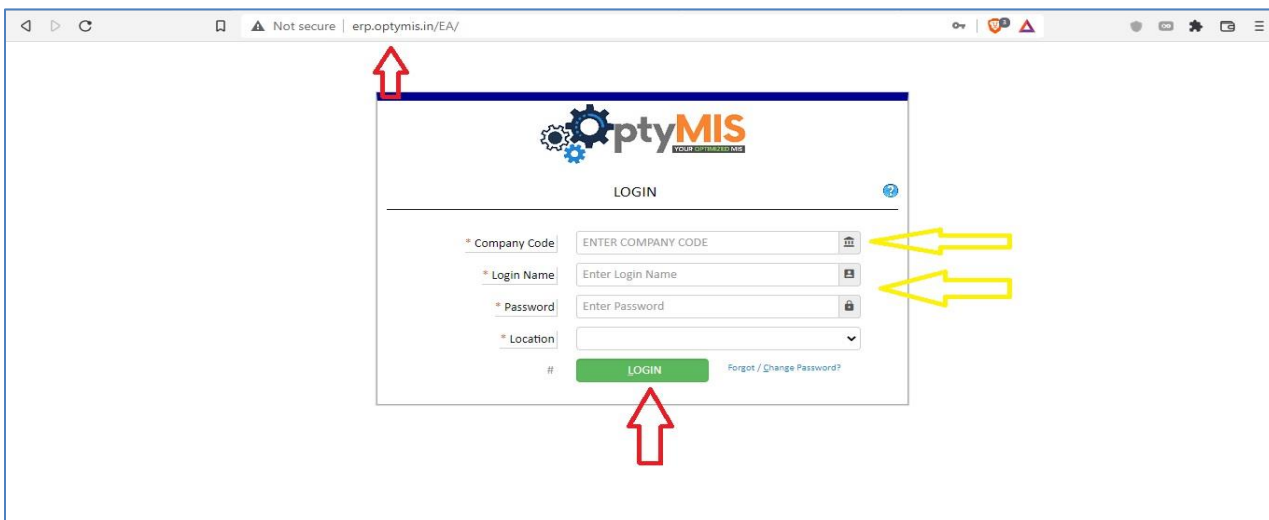
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- d) **Send Notification Feature** provides in-app and email – based personalized notifications on the course schedule, content updates, attendance, and event updates etc. that enables students to keep themselves updated.

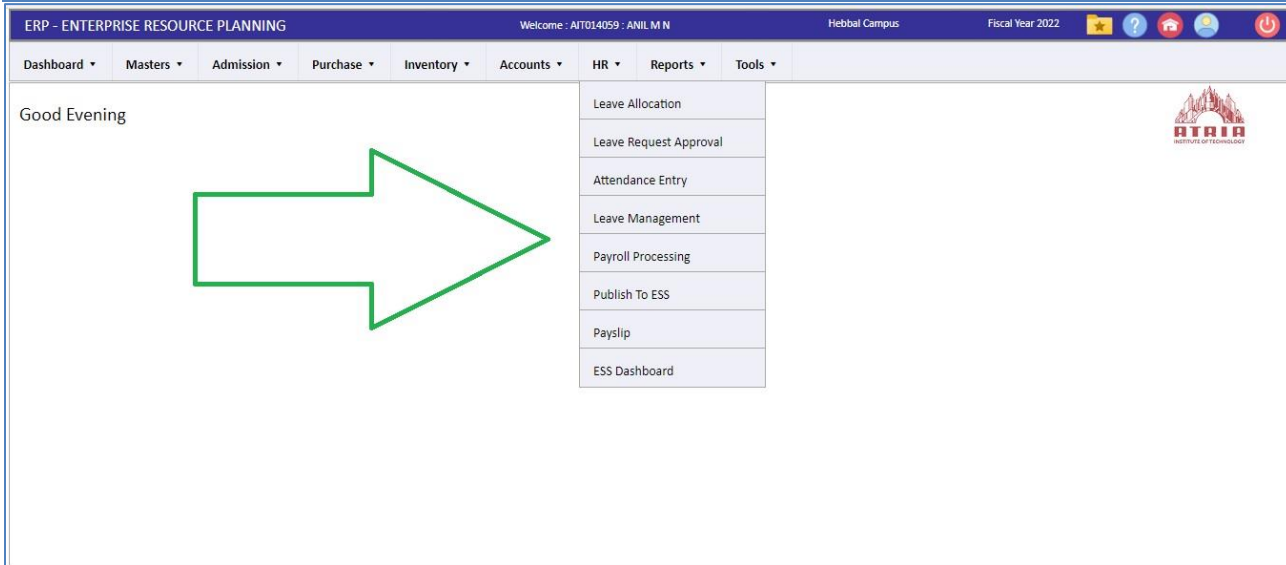


Send Notification Feature – Figure 4

## 2) OptyMIS ERP (Administration):



OPTYMIS ERP LOGIN FOR EMPLOYEES - Figure 5



OPTYMIS ERP FEATURES FOR HR DOMAIN - Figure 6

ATTENDANCE ENTRY

SAVE

\* Date: 05-Sep-2022  
Monday

Mark As: Select

\* Department: All

\* Category: All

Sl No	Employee Code	Employee Name	1st Half	2nd Half	Leave Type	Shift	In-Time	Out-Time	Comments
186	AIT014060	NASREN BANU	Present	Present		General Shift	9:16 AM	3:06 PM	Biometric Import
187	AIT014061	SANDHYA MANOJ	Present	Present		General Shift	10:05 AM	6:14 PM	Biometric Import
188	AIT014062	SURESH K S	Present	Present		General Shift	11:32 AM	7:32 PM	Biometric Import
189	AIT014063	C R VINAY KUMAR	Present	Present		General Shift	9:10 AM	5:42 PM	Biometric Import
190	AIT014064	GANGA N K	Present	Present		General Shift	10:33 AM	6:18 PM	Biometric Import
191	AIT016003	CHANDRASHEKAR D S	Present	Present		General Shift	8:47 AM	5:07 PM	Biometric Import
192	AIT016004	C J SHAJU	Present	Present		General Shift	8:13 AM	5:51 PM	Biometric Import
193	AIT016006	RANGAPPA	Present	Present		General Shift	8:47 AM	5:34 PM	Biometric Import
194	AIT016008	SURAJ AGRI	Present	Present		General Shift	8:49 AM	5:49 PM	Biometric Import
195	AIT016009	SHANKAR RAJU	Present	Present		General Shift	8:20 AM	6:21 PM	Biometric Import

ATTENDANCE ENTRY WITH THE HELP OF OPTYMIS ERP - Figure 7

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Sl No	Employee	E-Mail	Action
1	AIT_1 : K S MANJULA	manjula.ks@atria.edu	PRINT   SEND BY E-MAIL
2	AIT000001 : DR. P. AISHWARYA	aishwarya.p@atria.edu	PRINT   SEND BY E-MAIL
3	AIT000002 : VIJAYSWAROOP A	vijayswaroop@atria.edu	PRINT   SEND BY E-MAIL
4	AIT000003 : SRINIVASACHAR G	srinivasachar@atria.edu	PRINT   SEND BY E-MAIL
5	AIT000004 : RAJENDRA M	rajendra.m@atria.edu	PRINT   SEND BY E-MAIL
6	AIT000005 : MANJULA.M	manjula.m@atria.edu	PRINT   SEND BY E-MAIL
7	AIT000006 : FARHANA KAUSAR	farhanakausar@atria.edu	PRINT   SEND BY E-MAIL
8	AIT000007 : HEMALATHA K.N	hemalatha.kn@atria.edu	PRINT   SEND BY E-MAIL
9	AIT000010 : N PALLAVI	pallavi.n@atria.edu	PRINT   SEND BY E-MAIL
10	AIT000011 : SATHISHA G	sathisha@atria.edu	PRINT   SEND BY E-MAIL
11	AIT000012 : GOUTAM R	goutam@atria.edu	PRINT   SEND BY E-MAIL
12	AIT000013 : HANUMANTHAPPA H	hanumanthappa.h@atria.edu	PRINT   SEND BY E-MAIL
13	AIT000021 : ADITI RAVICHANDRA	aditi.r@atria.edu	PRINT   SEND BY E-MAIL
14	AIT000023 : KAVYA T	kavya.t@atria.edu	PRINT   SEND BY E-MAIL
15	AIT000024 : PALLAVI TP	pallavi.tp@atria.edu	PRINT   SEND BY E-MAIL

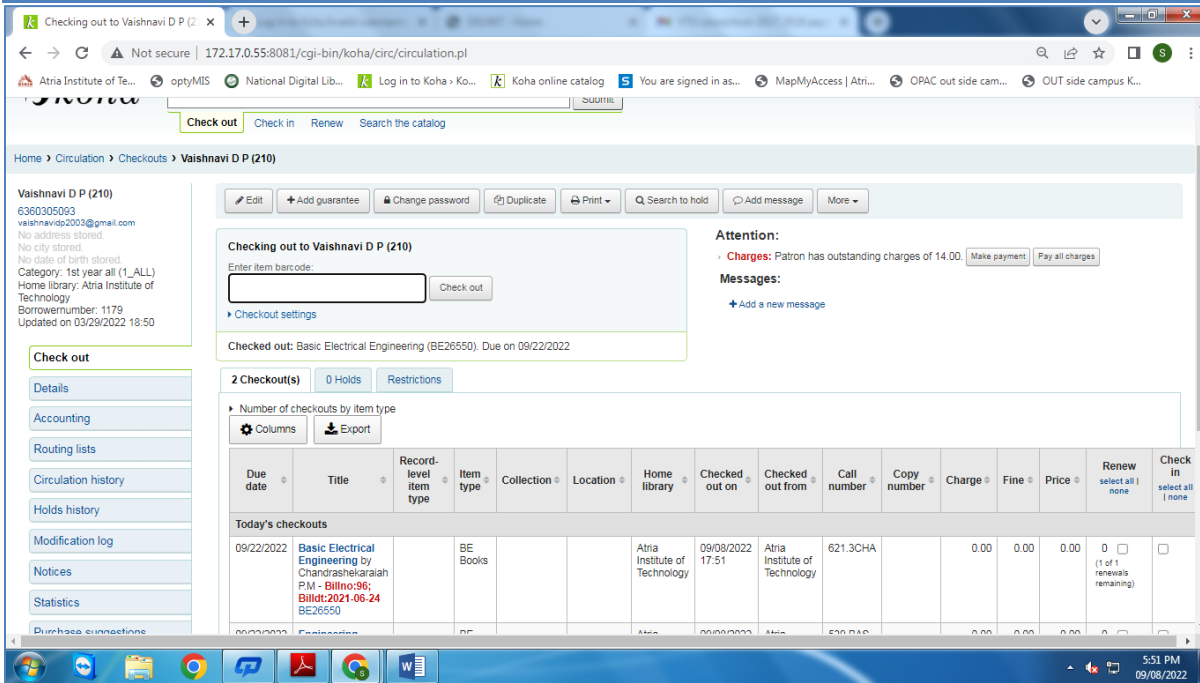
PAYSLIP GENERATION - Figure 8

### 3) KOHA (Open - source Integrated Library System):

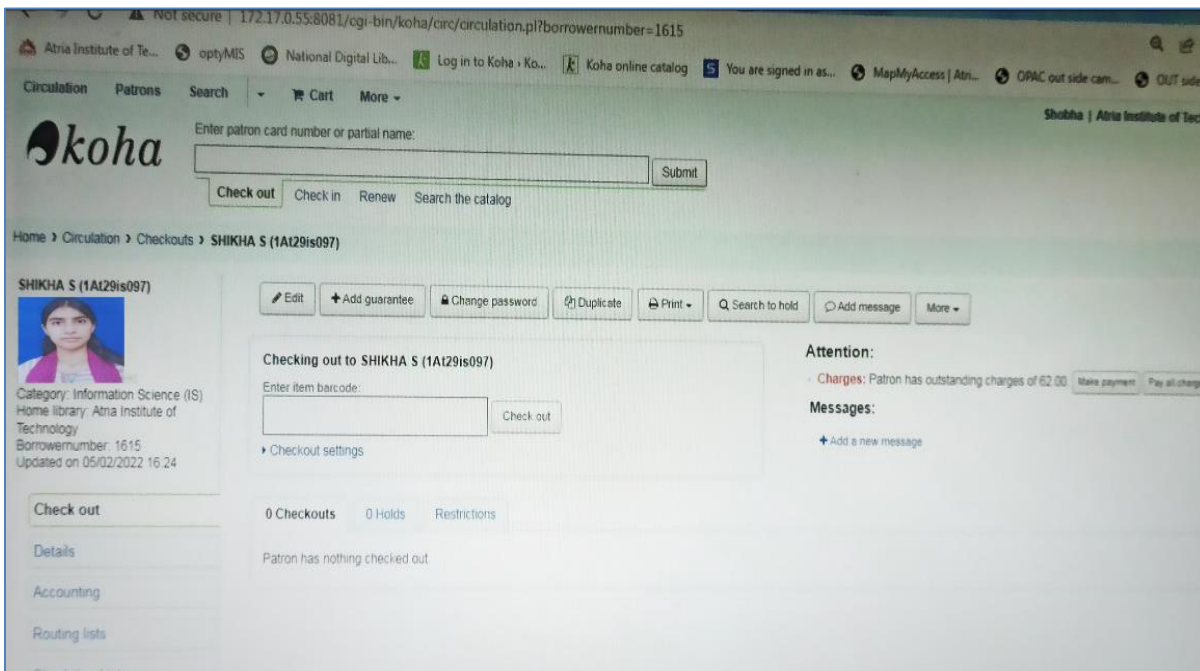
The library at Atria Institute of Technology strives to offer exceptional service by acquiring, organizing, and providing access to information resources specializing in the fields of science & technology, engineering and management and employs state-of-the-art technologies to support learning, teaching, research, and innovation. KOHA is an open (free) source integrated library system (ILS) that provides easy access to information for students and faculty members. It includes modules for acquisitions, serials management, circulation, cataloging, reports and tools. A salient feature of KOHA OPAC includes KOHA OPAC (Inside the campus) and KOHA OPAC (outside the campus). Students can also check reserve the book availability through OPAC. It also includes modules for acquisitions, serials management, circulation, cataloging, reports and tools.



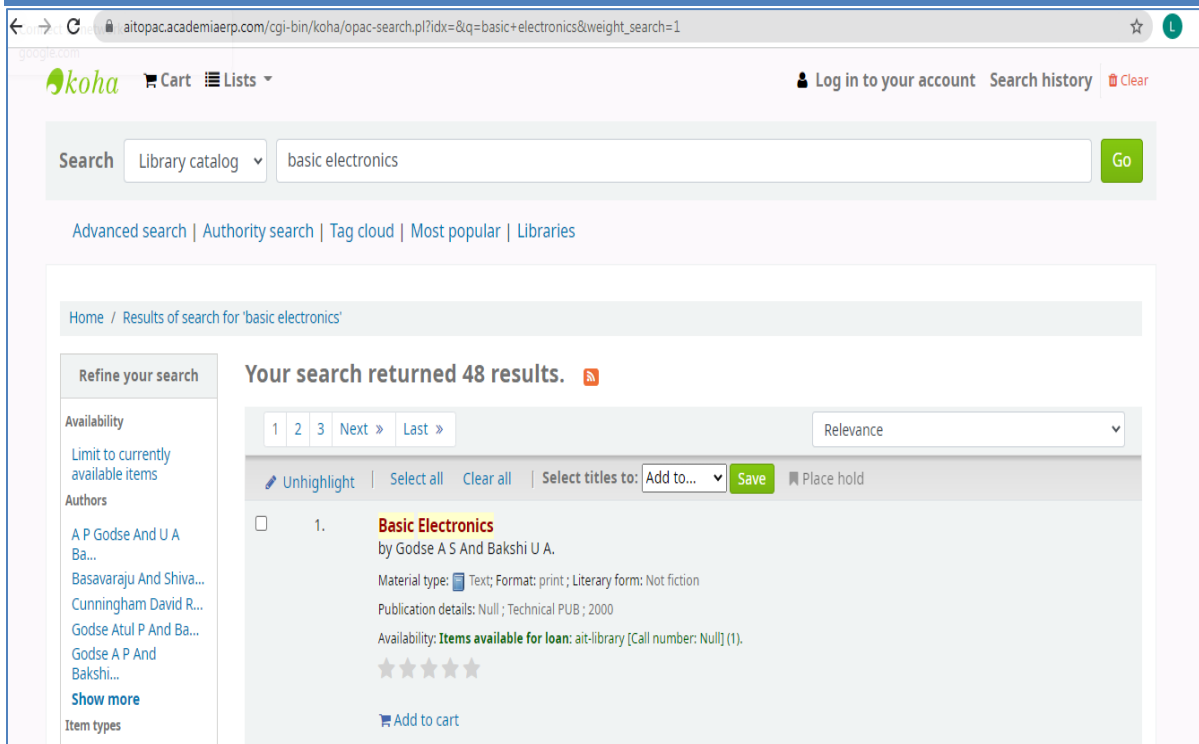
KOHA HOME PAGE - Figure 9



KOHA OPAC – Figure 10 A



KOHA OPAC – Figure 10 B



The screenshot shows the Koha library catalog interface. The search bar contains 'basic electronics' and the results page displays 'Your search returned 48 results.' The first result is 'Basic Electronics' by Godse A S And Bakshi U A. The availability status is 'Items available for loan: ait-library [Call number: Null] (1)'. The interface includes navigation links like 'Home / Results of search for 'basic electronics'', a 'Refine your search' sidebar, and a 'Place hold' button for the selected item.

## RESERVE THE BOOK AVAILABILITY FEATURE: Figure 11

### OTHER DIGITAL LEARNING RESOURCES:

#### a) IRINS @Atria:

IRINS is a web – based Research Information Management (RIM) service developed by the Information and Library Network (INFLIBNET) Centre. The portal facilitates the academic, R& D organizations and faculty members, scientists to collect, curate and showcase the scholarly communication activities and provide an opportunity to create the scholarly network. The IRINS is available as free software-as-service to the academic and R&D organizations in India.

The IRINS would support the integration of the existing research management system as the HR system, course management, grant management system, institutional repository, open and commercial citation databases, scholarly publishers, etc. It has integrated with academic identity identity such as ORCID ID, Scopus ID, Research ID, Microsoft Academic ID, Google Scholar ID for ingesting the scholarly publication from various sources.



DISPLAY OF FACULTY PROFILES, DEPARTMENTS AND THEIR PUBLICATIONS at ATRIA IRINS: Figure 12 (a)



DISPLAYING h-INDEX VIA IRINS: Figure 12 (b)

## b) Calibr :

Calibr is an online library of digital learning resources for students & professors, accessible anytime & anywhere. The platform offers thousands of learning resources and helps learners organize and collaborate their study materials.

**calibr**

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# Smart digital library of learning resources for students & educators

**Unlimited Resources** A collection of thousands of textbooks and notes in your pocket

**Freemium Access** Access resources for free, upgrade to access premium content

**Study Smarter** Smart e-Reader, highlight snippets, smart referencing

**Manage Notes** Manage and collaborate your notes with peers and professors

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**Atria Institute of Technology**

Atria Institute of Technology, is an AICTE approved & NAAC accredited centre of excellence & reserach, with state of the art labs, offering institutionalized training & placement opportunities.

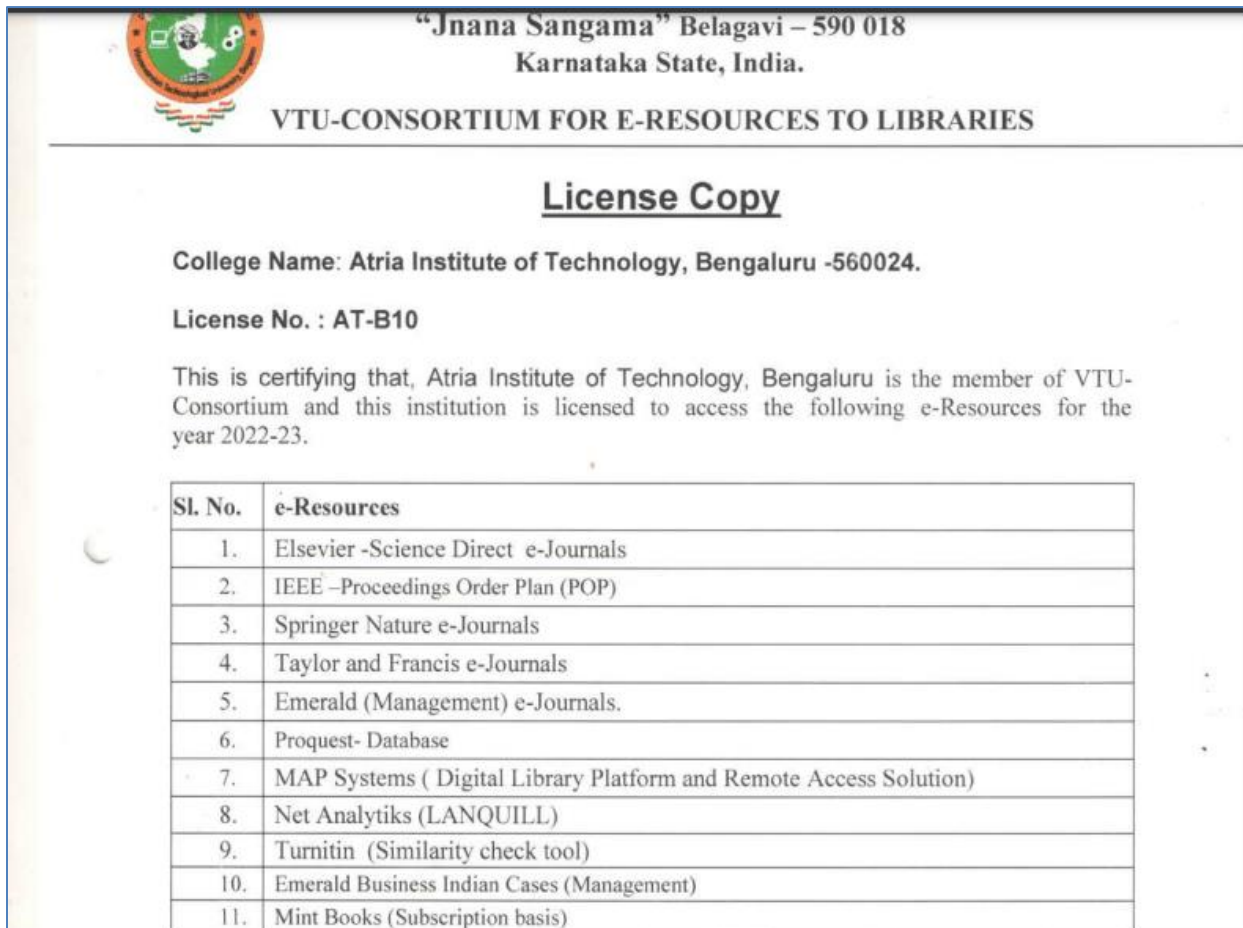
FEATURED PUBLISHERS

UNLIMITED ACCESS TO LEARNING RESOURCES FOR STUDENTS – CALIBR (Figure – 13)

  
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### c) VTU E-Consortium & DELNET:

Atria institute Of Technology is the member of VTU Consortium and can have access to various e-Resources available for seamless teaching & learning process.



**VTU CONSORTIUM LICENSE COPY TO ACCESS VARIOUS E-RESOURCES: Figure 14**

### d) NDLI CLUB:

The Institution is also registered as a NDLI Club under the National Digital Library of India.

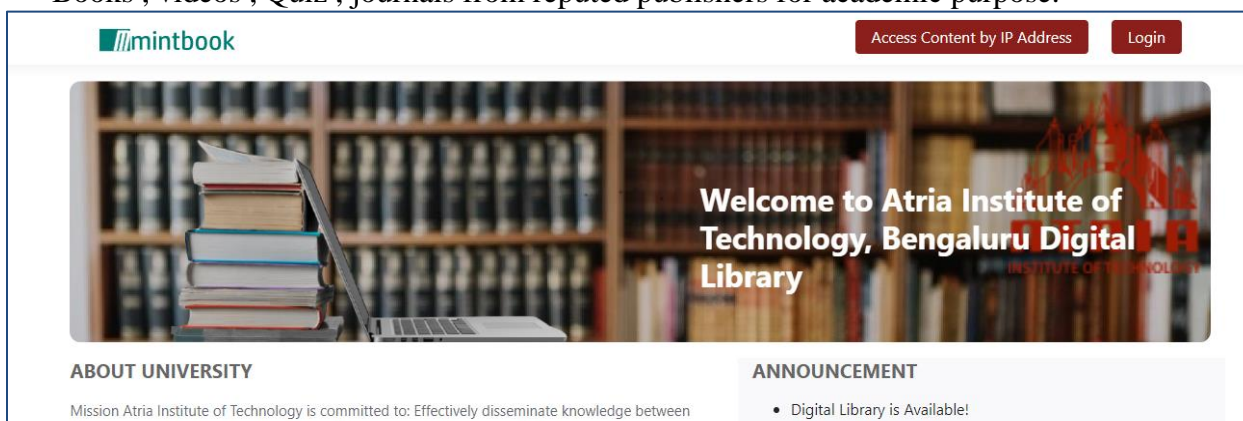
  
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## NDLI CLUB REGISTRATION UNDER THE NATIONAL DIGITAL LIBRARY OF INDIA : Figure 15

### e) MINTBOOK:

The Institution is e – Learning partners with MINTBOOK, a digital library platform that consists of e-Books , videos , Quiz , journals from reputed publishers for academic purpose.



## MINTBOOK: DIGITAL LIBRARY OF AIT: Figure 16

  
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#### 4) Xcelerator (Learning Management System):

Xcelerator is a collaborative learning community bringing together academia and industry to nurture real world experience and help students get industry exposure. After signing up, students get access to various industry endorsed projects, internships, and experts from different domains at no cost. Students can browse through the list of projects based on their own interest and execute them to pick up industry relevant skills. They also interact actively to seek help for their work from mentors and peers.

Courses are divided into three parts in Xcelerator: **Learning Paths**, **Resources** and **Quests**. Learning Paths are the topics under a module of the syllabus, resources are the modules, and the Quests are the subjects for the semester. Students can read the material several number of times from anywhere using any communication device and post their queries pertinent to their subjects on the “My Wall” section - a community collaboration feature of the LMS which connects the students enrolled with their respective faculty for clearing all their doubts by asking questions and having answers for the same at any time.

Xcelerator facilitates the faculty to update the course material in the form of PPTs, PDF, Doc, Xlsx etc. thereby giving us a wide variety of options to choose from to upload and update the information hassle-free.

The screenshot shows a web browser window displaying the Xcelerator platform. The URL is [xcelerator.ninja/resourceGroups/2915](https://xcelerator.ninja/resourceGroups/2915). The page features a navigation sidebar on the left with icons for Dashboard, Projects, Events, Courses, Jobs, Internships, Clubs, Community, and Partners. The main content area is titled "Unit: 6 Emerging Issues in Accounting and Computerized Accounting" under the "LEARNING PATH" section. It includes a background image of a library and a price tag of ₹1000 (crossed out) and ₹4000. Below the title, there are buttons for "Accounts Assistant" and "Accounts Executive". A "Finance" tag is visible. The page also shows "Rating & Reviews" (0 stars, 0 reviews) and an "Author" profile for "Rajimol K P". The description of the learning path is: "What is the intent of this learning path? This unit helps the students to Comprehend emerging trends in accounting and computerization of Accounting systems." The description text is partially visible: "Emerging Issues in Accounting: Human Resource Accounting, Forensic Accounting, Sustainability Reporting, Applicability of Ind AS – Indian Accounting Standards. Computerised Accounting Systems-Structuring Database for Accounting- Accounting system Using Database Management systems. Illustration of Accounting Database..."

LEARNING PATH IN XCELERATOR PLATFORM – Figure 17

The screenshot shows a web browser window with the URL [xcelerator.ninja/resources/36891](https://xcelerator.ninja/resources/36891). The page title is "Credit Derivatives and VaR" with an estimated time of 0.3 hours. The content includes a definition of credit derivatives, their features, and the author's name, Rajimol K P.

**RESOURCE** [View All Resources](#)


## Credit Derivatives and VaR

Estimated Time: 0.3 Hours

**Finance**

A credit derivative is a financial asset in the form of a privately held bilateral contract between parties in a creditor/debtor relationship. A credit derivative allows the creditor to transfer the risk of the debtor's default to a third party, paying it a fee to do so. A credit derivative is a contract whose value depends on the creditworthiness or a credit event experienced by the entity referenced in the contract. Credit derivatives (CDs) are derivative contracts that enable a lender to transfer a debt instrument's credit risk to a third party in exchange for a payment. However, there is no actual transfer of ownership of the instrument. They protect the lender against the loss associated with the risk of default by the borrower.

**Author**



Rajimol K P

**Features of CDs**

- Credit derivatives (CDs) are a type of derivatives instrument that allows the transfer of credit risk from a lender to a third party against payment of a fee.
- Credit risk is the risk of loan or debt default.
- There are three parties to a credit derivative contract: borrower (reference entity), lender (protection buyer), and third party (protection seller).

RESOURCES IN XCELERATOR PLATFORM – Figure 18

The screenshot shows the Xcelerator dashboard with navigation tabs for "Content Created", "Mentoring", "My Learning", and "My Engagement". It displays counts for various content types: Quests (13), Projects (0), Learning Path (55), Resources (150), Quizzes (7), and Activities (21). Below this is a table titled "Quests I have Authored" with columns for ID, Title, Last Updated, Status, and Actions.

**Content Created** Mentoring My Learning My Engagement

Quests 13 Projects 0 Learning Path 55 Resources 150 Quizzes 7 Activities 21

Quests I have Authored

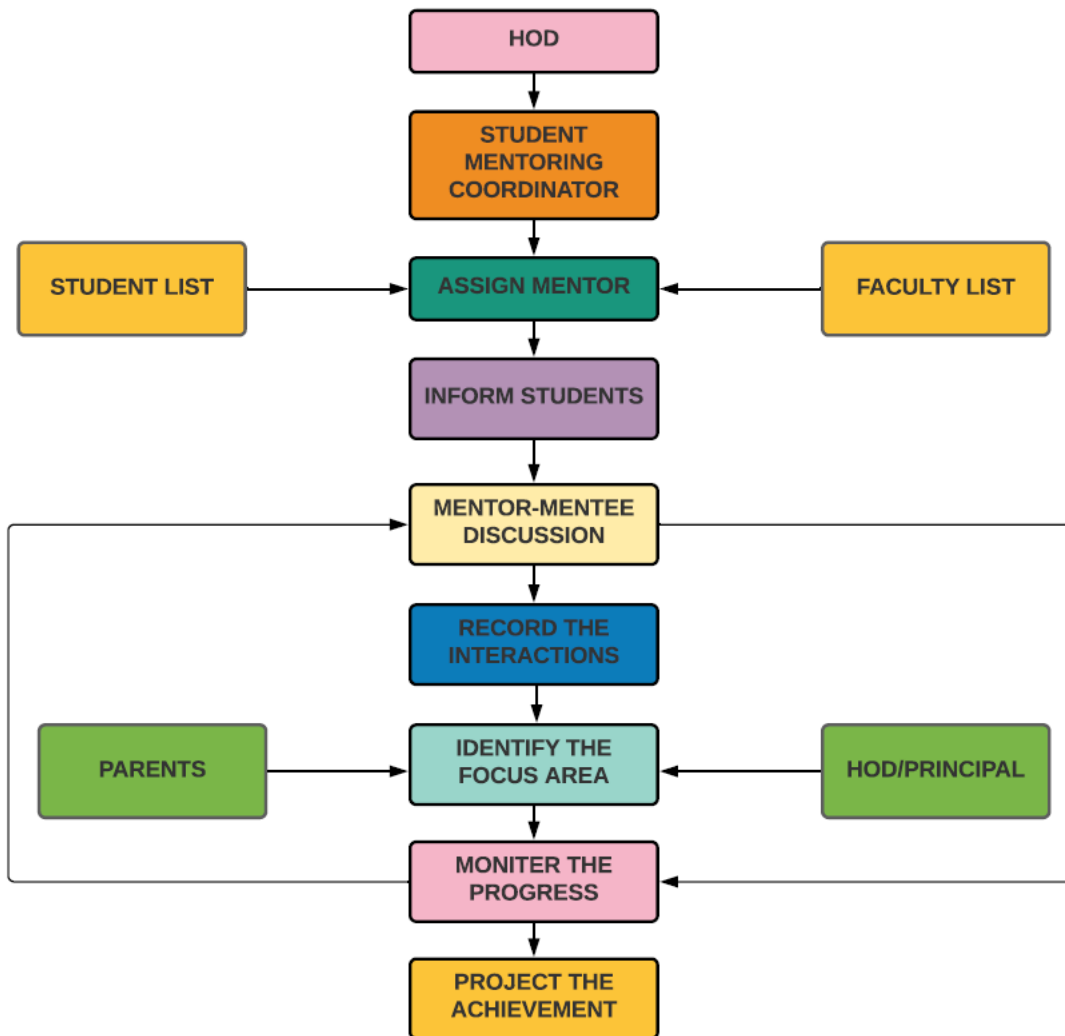
ID	Title	Last Updated	Status	Actions
1074	AIT [21-22] MBA 2nd   ELA -Entrepreneurship & Legal Aspects	July 15, 2022 11:49 AM	Published	<a href="#">View Quest/View Enrollments</a>
1063	AIT [21-22] MBA 4th - A   PG&IE	June 8, 2022 10:48 AM	Published	<a href="#">View Quest/View Enrollments</a>
1040	AIT [21-22] MBA 1st - A   MC	April 19, 2022 4:40 PM	Published	<a href="#">View Quest/View Enrollments</a>

Xcelerator (Learning Management System) QUESTS – Figure 19

## BEST PRACTICE: 2

### MENTORING PROCESS FLOW DIAGRAM - DEVELOPED FOR THE STUDENTS IN THE INSTITUTION

The process flow diagram is shown below and the mentoring details and number of mentors are depicted in table 1, table 2 and table 3 respectively.



### Mentoring / Counseling process

**Table 1: Mentoring details**

Number of students per Mentor	15 to 20
Frequency of Meeting	Minimum of 3 times a semester
Availability of Counselor	Qualified Student Counselors available

**Table 2: Details of number of mentors**

Academic Year	No. of Mentors						Total at Institute
	CSE	ISE	ECE	ME	MBA	CV	
2021-22	20	25	27	10	8	26	116
2020-21	18	22	27	10	8	26	111
2019-20	13	13	27	15	7	26	101
2018-19	11	10	24	16	6	25	92
2017-18	6	10	22	14	5	25	82

**Types of Mentoring: Detailed description**

The whole mentoring/counseling process revolves around the integrated development of the individual student. It can be broadly classified as follows and the details are depicted in table 3:



**1) Professional/Career guidance:** The basic idea here is to start creating awareness on the opportunities available to the students from day one, when the student is admitted to the institution and guide the students with a notion to develop the nation. This can be categorized into the following areas:

- a) **Domain Knowledge** – Motivate students to expand their domain knowledge in their area of interest.
- b) **Certification courses**- Encourage students to undergo certification courses for career advancement.
- c) **Exhibit Innovation in project**- Provide ample opportunities for students to take up projects in the area of their interest.
- d) **Encourage publication in journals and conferences**- Encourage students to review research articles, write research papers and guide them for research projects which lead to paper publication.
- e) **Career guidance and workshop**- Provide the details of the career opportunities and motivate them to take up hands-on activities through workshops and projects.
- f) **Guidance / training on higher studies**- Provide awareness on all the options/facilities available for higher studies, guide them and facilitate taking up GRE, TOFEL etc.

**2) Academic guidance:**

- a) **Identify the learning level of students**- the learning levels are identified through assessment of the admitted students so that they can be appropriately handled and by taking feedback from them.
- b) **Sharing learning materials**- Share all the materials like the academic plan, schedules, e-learning resources and knowledge databases.
- c) **Score FCs and FCDs**- Encourage and provide guidance to score well for academic excellence.
- d) **Earn ranks**- All potential students are encouraged to track their progress and work strategically to earn ranks.

Table 3: Details of types of mentoring

Type of Mentoring/ Counselling	Number: Counselled / Mentored	Number: Improvement Seen	Number: Counselled / Mentored	Number: Improvement Seen	Number: Counselled / Mentored	Number: Improvement Seen	Number: Counselled / Mentored	Number: Improvement Seen
	2017-18	2017-18	2018-19	2018-19	2019-20	2019-20	2020-21	2020-21
ECE								
Academic	12	12	27	27	33	33	35	35
Career/ Professional	88	50	99	60	115	72	105	60
Personal	-	-	-	-	-	-	11	11
CSE								
Academic	7	7	16	16	29	29	09	08
Career/ Professional	6	6	12	12	22	22	80	75
Personal	-	-	-	-	-	-	-	-
ISE								
Academic	8	8	14	14	22	22	22	22
Career/ Professional	6	6	11	11	21	21	8	8
Personal	5	5	12	12	17	12	-	-
ME								
Academic	8	8	14	14	11	11	10	10
Career/ Professional	7	7	17	17	15	15	15	15
Personal	-	-	-	-	-	-	04	04

### 3) Personal guidance:

- a) **Improve interpersonal relationship**- The students are given ample opportunities to work in teams so that the inter-personal relationship improves. Mentor/Counselor guides them in this area as required.
- b) **Face real life challenges**- Empower the students to counter and cope with physical,
- c) emotional, mental, social and economic challenges through mentoring and other specialized workshops.
- d) **Societal and All round development** – Encourage students in participating in various activities like cultural, sports , activities involving decision making abilities and team spirit , social service.

**Table 3: Details of types of mentoring**

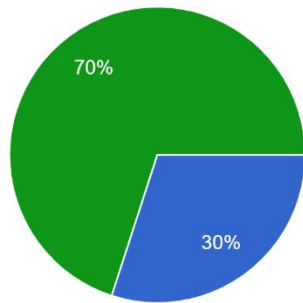
### Efficacy of mentoring/counseling system: Sample (CSE Department)

#### 1) Sample showing improvement in attendance after mentoring

Sl.no.	Student name	USN	Mentor	Attendance before mentorship	Attendance after mentorship
1	Shreeraksha	1AT17CS080	Farhana Kausar	80	86
2	Sparsha S G	1AT17CS086	Farhana Kausar	82	92
3	Shruti A P	1AT17CS082	Farhana Kausar	75	89
4	Pramod GN	1AT17CS055	Hemalatha K N	86	90
5	Adil Sabir Azeez	1AT17CS001	Pundalik Chavan	76	82
6	Shashank m v	1AT17CS078	Rekha	78	84
7	Vandana kc	1AT17CS092	Chandini u	82	85
8	Sanjeeva kumar	1AT17CS072	Farahana Kausar	73	82
9	PRAMOD BN	1AT17CS054	Hemalatha KN	86	86

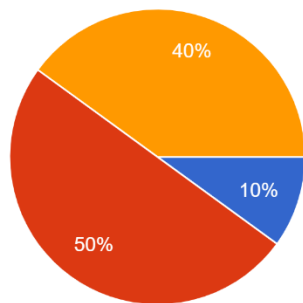
## 2) Sample showing improvement in academics after an analysis of direct feedback taken from students after mentoring session

The counselling was advantageous in improving myself in  
10 responses



- Academic progress
- Placements
- Inter Personal skills
- All the above

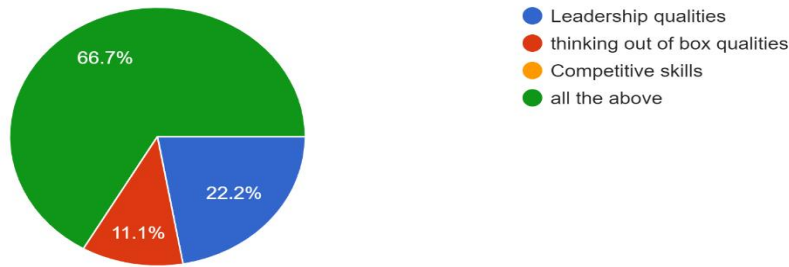
If Academic progress, Select the way of improvement  
10 responses



- Increase in Internal marks by understanding my previous mistakes
- improving the way of presenting the answers in a better way
- increasing confidence over the critical subject through previous year question paper solution

  
PRINCIPAL  
Principal  
Atria Institute of Technology  
Anandanagar, Bengaluru-24

Specifically, Interpersonal skills improvements happened in 9 responses



### 3) Sample showing Improvement in involvement of students in various activities

**CODE (Community of Developing Engineers)** -Tech Club of Atria Institute of Technology initiated and nurtured by the Computer Science & Engineering department in the year 2013, to serve as a forum for creative minds to interact and coordinate on new developments in Science & Technology. The CODE serves as a platform for community members to explore beyond the boundaries of the regular university curriculum and to encourage hands-on learning. It enables members to come forward with innovative ideas; and implement projects by coordinating with other members and faculty.

Sl.no.	Activity	Date	Resource Persons/mentors/Funding organization
1	Dexterix-2017, An Inter-Departmental Technical Fest	November 2017	Interdepartmental mentors
2	Dexterix-2018, An Intercollegiate Technical Fest	November 2018	Rotaract
3	Dexterix-2019, An Intercollegiate Technical Fest	November 2018	External Mentors
4	<b>Solve for India Hackathon-</b> A National Level Hackathon	28 <sup>th</sup> -29 <sup>th</sup> November-2020	IEEE Young Professionals, ISRO, Mercedes Benz R&D
5	Project SAHAKARITA	8 <sup>th</sup> April, 2021	Cognizant and Govt. of Karnataka
6	Village Survey Camp- 2018	13 <sup>th</sup> July, 2018	Department Faculty mentors
7	Village Survey Camp- 2019	12 <sup>th</sup> July,2019	UBA-Funding agency
8	Covid quiz program	14 <sup>th</sup> August,2020	UBA
9	Celebration  Of "National Science Day"	28 <sup>th</sup> February,2019	KSCST
10	Celebration Of "National Science Day"	01 <sup>st</sup> March, 2021	KSCST

11	Awareness on “National Education Policy” for adopted villages	24 <sup>th</sup> September, 2020	UBA
12	Celebration Of “National Mathematics Day”	22 <sup>nd</sup> December, 2020	KSCST
13	STUDENT SOLAR AMBASSADOR Workshop	18 <sup>th</sup> August, 2019 to 02 <sup>nd</sup> October, 2019	Energy Swaraj Foundation in Association with IIT, Bombay
14	Learn your own solar based home system	24 <sup>th</sup> July, 2020	Department faculty mentors
15	Seminar on Personality Development	Feb 15, 2020	Mr. Goutham
16	Seminar on Digital Marketing	Feb 18, 2020 & Feb 19, 2020 2 Day	Ms. Sonal
17	Seminar on FOSS – FSMK	Feb 19, 2020 1 Day	Mr. Naveen Kumar
18	Seminar on AWS Cloud Computing	Feb 29, 2020 1 Day	Harish V AWS & Cloud Engineer, AutoDesk  Sandeep Hegde DevOps Engineer
19	Webinar on Fun with Computer Graphics	Apr 09, 2020	Mrs. Aditi Ravichandra
20	Online Hackathon on Hack for Good : COVID - 19	May 19, 2020	IncubateIND
21	Online Poster and Video Making Competition World Environment Day	Jun 05, 2020	Mrs. Pallavi
22	Webinar on Industrial Perspective of Python in Data Science	Jun 05, 2020	Ms. Sanjana KG Data Scientist Continental Automotive, India
23	Webinar on IIoT, AI and ML in Industrial Sector	Jul 28, 2020	Mr. Sachin Srikanth

#### 4) Mentorship gave fruitful result each time by securing university ranks

##### Recent University Ranks



Supriya S Rao  
10th Rank, VTU



Kusum Sharma  
4th Rank, VTU



Gayathri V  
4th Rank, VTU



Divya K G  
12th Rank, VTU

**Photo: Students with University ranks**

**SAMPLE COPY OF MENTORING BOOK MAINTAINED BY VARIOUS DEPARTMENTS**

**STUDENT COUNSELLING CUMULATIVE RECORD**

**PART - I**

Name of the Student :- CHANDANA:C.....

Name of the Father :- CHANDRASHEKAR:M..... Occupation ..CAR DRIVER.....

Name of the Mother :- ASHA:V..... Occupation ..HOUSE WIFE.....

Program Undertaken :- UG  PG.....

USN :-

Year of Admission :- 2017

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Cat 3A

Category :- SC ST   Cat(I/II) COMED MGMT GM



GOI Lateral Entry

Date of Birth :- 

D	D	M	M	Y	Y	Y	Y
0	2	1	1	9	9	8	8

Branch: - ELECTRONICS AND COMMUNICATION Blood Group: - A<sup>+</sup>ve

Qualifying Exam :- PUC  CBSE  Other (Specify): -

Present Address: -  
 ..NO. #21, 4<sup>th</sup> CROSS, BHUVANESHWARI NAGAR, NEAR..  
 ..VIJAYA BHARATHI SCHOOL, R.T. NAGAR, POST.....  
 ..BANGALORE-32.....

Permanent Address: -  
 ..  
 ..  
 ..  
 Pin code: ..560032..... State: ..KARNATAKA..... Pin code: ..... State: ..

Contact details:  
 E mail ID :- Chandana660.....  
 Landline no. (Residence) :- .....  
 Mobile no. (Parent) :- 7411021660.....  
 Mobile no. (Student) :- 9206502224.....  
 Mobile no. Local guardian: - .....

Special Interest/ hobby  
 1. ..Reading books, Comics.....  
 2. ..Basket Ball.....  
 3. ....  
 Guardian Name: .....



Subject Code	I Semester (17-18)						
	Marks obtained						
	Internal Assessment					Semester Exam (y)	Total (x+y)
	1	2	3	4	Average (x)		
Mathy Sub 1	25	17	19		31	82	→
Chem Sub 2	29	30	30		40	91	→
PCD Sub 3	30	30	30		40	68	→
CAD Sub 4	30	30	27		40	97	→
ELN Sub 5	28	28	30		40	84	→
EME Sub 6	16	12	15		40	38	→
							88%
Signature of Student	Choratao C						
Signature of Faculty	Sujana						

Subject Code	II Semester (17-18)						
	Marks obtained						
	Internal Assessment					Semester Exam (y)	Total (x+y)
	1	2	3	4	Average (x)		
Maths Sub 1	36	35	36		36	(50) 86	→
Phy Sub 2	40	39	39		40	(48) 88	→
Civild Sub 3	36	35	36		36	(42) 78	→
mech Sub 4	37	36	37		37	(48) 85	→
Ele Sub 5	36	35	36		36	(51) 87	→
w.s Sub 6	40	40	39		40	(47) 87	→
Phy Lab	40	40	40		40	(52) 92	→ 86%
Signature of Student	Choratao C						
Signature of Faculty	Sujana						

Subject Code		III Semester (18-19)						
		Marks obtained						
		Internal Assessment					Semester Exam (y)	Total (x+y)
		1	2	3	4	Average (x)		
EI Mat Sub 1	38	39	30		32.3	50	83	
NA Sub 2	28	25	39		40	48	88	
EE Sub 3	35	35	37		37	31	68	
DE Sub 4	33	33	39		40	48	88	
AE Sub 5	33	28	39		37	31	68	
Mat Sub 6	18	40	35		38	38	88	
Signature of Student		Charotara . C						
Signature of Faculty		[Signature]						

Subject Code		IV Semester (18-19)						
		Marks obtained						
		Internal Assessment					Semester Exam (y)	Total (x+y)
		1	2	3	4	Average (x)		
Mat Sub 1	39	40	39		40	5.6	96	
42 Sub 2	35	36	35		36	40	76	
43 Sub 3	35	34	36		35	44	79	
44 Sub 4	40	38	39		39	35	74	
45 Sub 5	36	35	36		36	35	72	
41 Sub 6	35	34	35		35	46	81	
Signature of Student		Charotara . C						
Signature of Faculty		[Signature]						

Subject Code		V Semester (19-20)						
		Marks obtained						
		Internal Assessment					Semester Exam (y)	Total (x+y)
		1	2	3	4	Average (x)		
MIP	Sub 1	35	36	35		36	45	81
BSI	Sub 2	36	35	37		38	45	81
VEI	Sub 3	40	39	39		39	44	83
ITC	Sub 4	32	33	33		33	49	86
POS	Sub 5	31	33	32		32	46	88
PAV	Sub 6					37	41	78
Signature of Student		Chandana C						
Signature of Faculty		[Signature]						

Subject Code		VI Semester (19-20) Online Class						
		Marks obtained						
		Internal Assessment					Semester Exam (y)	Total (x+y)
		1	2	3	4	Average (x)		
DC	Sub 1	38	39	39		48	39	87
ARI	Sub 2	38	39	38		44	39	83
VLS	Sub 3	38	39	39		47	39	86
CBN	Sub 4	39	38	39		46	39	87
DSS	Sub 5	39	39	39		50	39	89
PVH	Sub 6	38	39	39		49	39	88
Signature of Student		Chandana C						
Signature of Faculty		[Signature]						

The counselor has to provide information to the student regarding elective subjects offered by the department and also evaluate and counsel the student with respect to his/her performance.

V Semester	VI Semester
<p>IA 1 ITC can improve</p> <p>Faculty Signature: <i>Opur</i> Student Signature: <i>Chandric</i></p>	<p>IA 1 Participate and attempt for placement training</p> <p>Faculty Signature: <i>Opur</i> Student Signature: <i>Chandric</i></p>
<p>IA 2 Doing well 80% can boost marks</p> <p>Faculty Signature: <i>Opur</i> Student Signature: <i>Chandric</i></p>	<p>IA 2 Marks are good &amp; extra curricular activities</p> <p>Faculty Signature: <i>Opur</i> Student Signature: <i>Chandric</i></p>
<p>IA 3 All the best for exams 80% try to improve</p> <p>Faculty Signature: <i>Opur</i> Student Signature: <i>Chandric</i></p>	<p>IA 3 The all very best for final year</p> <p>Faculty Signature: <i>Opur</i> Student Signature: <i>Chandric</i></p>

VII Semester (20-21) <i>Online classes</i>							
Subject Code	Marks obtained						
	Internal Assessment					Semester Exam (y)	Total (x+y)
	1	2	3	4	Average (x)		
M Sub 1	37	38	37		38	41	77
Sub 2	38	38	37		38	41	79
Sub 3	35	34	35		35	36	71
Sub 4	38	39	39		39	36	65
Sub 5	39	38	39		40	35	75
Sub 6	phase I				.	97	97
Signature of Student: <i>Chandac</i>							
Signature of Faculty: <i>[Signature]</i>							

VIII Semester (20-21) <i>online classes</i>							
Subject Code	Marks obtained						
	Internal Assessment					Semester Exam (y)	Total (x+y)
	1	2	3	4	Average (x)		
Sub 1	37	38	38		38	50	88
Sub 2	38	39	39		39	41	80
Sub 3	33	33	32		33	41	74
Sub 4	<i>Project final</i> →				99	97	195
Sub 5	<i>Internship</i> →				48	49	97
Sub 6	<i>Seminar</i> →				→	→	94
Signature of Student: <i>Chandac</i>							
Signature of Faculty: <i>[Signature]</i>							

Best achievements: Curricular, Co-curricular, Extra-curricular, Sports.

Current Technicals

Five clubs

Member for 3 Sem.

Batch Topper

Campus placements - ① Sonata

② TCS → joined TCS

③ NIT

Very well done !!

Congratulations

All the best for your

future. Prave

NTT DATA Global Delivery Services Private Limited  
Block 2, 2<sup>nd</sup> Floor, D7  
Plot No. 123, EPIP Phase II, Whitefield Industrial Area  
Bangalore 560 066 India  
Tel: +91.80.3342.6000

NTT DATA  
Services

17-February-2021  
Chandana C  
Atria IT, Biore

Dear CHANDANA,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you **Services IT Development Program Senior Associate II** with NTT DATA Global Delivery Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your subsequent employment with the Company is subject to your completing the training as given below.

Please note that this offer does not give you the employee status of the Company. Your appointment as **Technical Graduate Trainee** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This communication does not confer you with any right against the company until you join for training.

You will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

During the training you will be given a stipend of Rs.12,000/- per month.

Please note that the offer of appointment and continuation of employment thereof is subject to successful completion of your:

- a) Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.
- b) Induction training on joining the Company with a minimum score of 65% in the final evaluation on completion of the training.

On successful completion of your training, you will be appointed as a **Services IT Development Program Senior Associate II** in Grade 5 and will be on probation for an initial period of 6 months. Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be Rs. 350,000/- during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof. Any retention Bonus if applicable will be detailed in your letter of employment and will be subject to the terms and conditions of your letter of employment.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Bangalore and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an offer of appointment. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

*The Company has filed an application before the National Company Law Tribunal ("NCLT") for amalgamation with its affiliate NTT DATA Information Processing Services Private Limited ("IPS") ("Merger") with IPS post-merger as the surviving entity. The matter is now pending for approval of the Scheme by the NCLT.*

*If the order of merger is received before your joining date, then all references to NTT DATA Global Delivery Services Private Limited in this letter will stand automatically amended to NTT DATA Information Processing Services Private Limited and the offer shall be deemed to be made by NTT DATA Information Processing Services Private Limited*


*Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.*

Confidential

Regd. Office: NTT DATA Global Delivery Services Private Limited, Block 2, 2nd Floor, D7, Plot No. 123, EPIP Phase II, Whitefield Industrial Area, Bangalore 560 066 India

Page 1 of 2

# THANK YOU



PRINCIPAL  
**Principal**  
Atria Institute of Technology  
Anandanagar, Bengaluru-24