



GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA

An Autonomous College under UGC Act 1956

Mentoring and Professional Development Proforma

BBA/BCA/B.Com.(Entrepreneurship)/B.Voc.(Interior Design)

(Academic Year:) w.e.f. Scheme Code-2024 onwards

Name:....., Univ. Roll No.:.....

Branch:....., Semester:....., Section:.....

Note: Students are required to participate in different activities proposed under **AICTE Activity Point Programme** (see Annexure-I for detail) to become successful professionals with excellent soft skills, leadership qualities, team spirit as well to have entrepreneurial capabilities and societal commitment.

Instructions:

- Fill information/count of each activity and calculate marks as instructed in marks criterion.
- Fill information only of the current Academic year.
- Attach proof of each activity/event claimed. Without proof marks will not be considered.
- Filling of any false information and providing any forged document will lead to strict disciplinary action.

Section A (Conduct: Marks 10)

Is any disciplinary action taken against you in this Academic year?

a) UMC: Yes/No b) Misconduct: Yes /No c) Any Other (Give Detail):.....

Conduct marks (to be filled by mentor):.....

Note: Marks to be awarded to all students except against whom any disciplinary action is taken. Mentor to verify same.

Section B (Co-Curricular Activities: Max.Marks 60)

Item	Yes/No/NA	Specify Count	Total Marks	Marks Criterion																								
a) Hackathons		<p>Mention Highest Achievement in Case of Same Activity. Mention Participation only if no position is held in event. <u>International Level</u></p> <table><tr><td colspan="3">Positions Held: (mention count)</td></tr><tr><td>1st:<count></td><td>2nd:<count></td><td>3rd:<count></td></tr></table> <p>Participation (No position held):<count></p> <p><u>National Level</u></p> <table><tr><td colspan="3">Positions Held: (mention count)</td></tr><tr><td>1st:<count></td><td>2nd:<count></td><td>3rd:<count></td></tr></table> <p>Participation (No position held): <count></p> <p><u>State Level</u></p> <table><tr><td colspan="3">Positions Held: (mention count)</td></tr><tr><td>1st:<count></td><td>2nd:<count></td><td>3rd:<count></td></tr></table> <p>Participation (No position held): <count></p> <p><u>Institute Level</u></p> <table><tr><td colspan="3">Positions Held: (mention count)</td></tr><tr><td>1st:<count></td><td>2nd:<count></td><td>3rd:<count></td></tr></table> <p>Participation (No position held): <count></p>	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>		<p><u>International Level</u></p> <p>Positions Held:</p> <p>1st: count×60 marks</p> <p>2nd: count×58 marks</p> <p>3rd: count×56 marks</p> <p>Participation: count×55 marks</p> <p><u>National Level</u></p> <p>Positions Held:</p> <p>1st: count×55 marks</p> <p>2nd: count×53 marks</p> <p>3rd: count×51marks</p> <p>Participation: count×50 marks</p> <p><u>State Level</u></p> <p>Positions Held:</p> <p>1st: count×50 marks</p> <p>2nd: count×48 marks</p> <p>3rd: count×46marks</p> <p>Participation: count×45 marks</p> <p><u>Institute Level</u></p> <p>Positions Held:</p> <p>1st: count×45 marks</p> <p>2nd: count×43 marks</p> <p>3rd: count×41 marks</p> <p>Participation: count×15marks</p>
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Positions Held: (mention count)																												
1 st :<count>	2 nd :<count>	3 rd :<count>																										

b)Project developed and presented in an event outside institute benefiting society		Give Details:	5 marks per participation																								
c) Research Publications		Conferences:<no. of publications> Journals:<no. of publications>	5 marks per conference paper 10 marks per journal paper Additional 50 marks for SCI and 25 marks for Scopus publication																								
d) Technical Activities 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.		Mention Highest Achievement in Case of Same Activity. Mention Participation only if no position is held in event. <u>International Level</u> <table border="1" data-bbox="518 824 1007 913"> <tr> <td colspan="3">Positions Held: (mention count)</td> </tr> <tr> <td>1st:<count></td> <td>2nd:<count></td> <td>3rd:<count></td> </tr> </table> Participation (No position held):<count> <u>National Level</u> <table border="1" data-bbox="518 1010 1007 1099"> <tr> <td colspan="3">Positions Held: (mention count)</td> </tr> <tr> <td>1st:<count></td> <td>2nd:<count></td> <td>3rd:<count></td> </tr> </table> Participation (No position held): <count> <u>State Level</u> <table border="1" data-bbox="518 1196 1007 1285"> <tr> <td colspan="3">Positions Held: (mention count)</td> </tr> <tr> <td>1st:<count></td> <td>2nd:<count></td> <td>3rd:<count></td> </tr> </table> Participation (No position held): <count> <u>Institute Level</u> <table border="1" data-bbox="518 1382 1007 1471"> <tr> <td colspan="3">Positions Held: (mention count)</td> </tr> <tr> <td>1st:<count></td> <td>2nd:<count></td> <td>3rd:<count></td> </tr> </table> Participation (No position held): <count> <hr/> <u>Events Organised:</u> International Level: <count> National Level: <count> State Level: <count> Institute Level: <count> <u>Position Held in Committee</u> Convener/Co-Convener/ Secretary / Executive / Active Member: 	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>	<u>International Level</u> Positions Held: 1 st : count×60 marks 2 nd : count×58 marks 3 rd : count×56 marks Participation: count×55 marks <u>National Level</u> Positions Held: 1 st : count×55 marks 2 nd : count×53 marks 3 rd : count×51marks Participation: count×50 marks <u>State Level</u> Positions Held: 1 st : count×50 marks 2 nd : count×48 marks 3 rd : count×46marks Participation: count×45 marks <u>Institute Level</u> Positions Held: 1 st : count×45 marks 2 nd : count×43 marks 3 rd : count×41 marks Participation: count×15 marks <u>Events Organised</u> International Level: count×50 National Level: count×40 State Level: count×30 Institute Level: count×10 <u>Position Held in Committee</u> Convener: 10 marks Co-Convener: 8 marks Secretary: 6 marks Executive Member: 5 marks Active Member: 3 marks
Positions Held: (mention count)																											
1 st :<count>	2 nd :<count>	3 rd :<count>																									
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e) SWAYAM-NPTEL MOOC or other online Courses		Mention courses which are not claimed for minor degree/ honour degree/ open elective/ part of curriculum/ etc. Course – Online Platform: 1)..... 2)..... 3)..... 4).....		Course weeks×04 marks Additional marks for following categories of SWAYAM-NPTEL: Star: 10 marks Topper in course: 5 marks Gold Category:4 marks Silver Category:3 marks Elite Category:2 marks
f) Startup Initiative Startup should be the fresh initiative of the student with he/she being in the lead role and it should be registered (DPIIT registered not earlier than two years from the date of claim) for working towards innovation, development, deployment or commercialization of new products, processes or services driven by technology or intellectual property. Registration of startup should be as per rules & regulations laid by Government of India (Refer https://www.startupindia.gov.in/)		Name of Startup: Owner(s) Names: Registration Details:		No. of Startups×60 marks
g) Professional Societies/ Bodies/ Chapters/ Clubs Membership		Name of Societies/Clubs:		7 marks per membership of International Professional Societies/ Bodies/ Chapters 5 marks per membership of National Professional Societies/ Bodies/ Chapters 3 Marks per club membership
h) Participation in Co-Curricular Activities Not Covered Above		Activity Details:		5 marks per activity participation

Section C (Extra-Curricular Activities: Max. Marks 60)

Item	Specify Count	Total Marks	Marks Criterion																																				
a) Sports (Yes/No/NA)																																							
Games: 1..... 2..... 3..... 4..... 5..... 6..... 7..... 8..... 9..... 10.....	<ul style="list-style-type: none"> • Mention highest achievement in case of same game event. • Mention participation only if no position is held in game Event. <p>International Level</p> <table border="1"> <tr><td align="center" colspan="3">Positions Held: (mention count)</td></tr> <tr> <td>1st:<count></td> <td>2nd:<count></td> <td>3rd:<count></td> </tr> </table> <p>Participation (No position held):<count></p> <p>National Level</p> <table border="1"> <tr><td align="center" colspan="3">Positions Held: (mention count)</td></tr> <tr> <td>1st:<count></td> <td>2nd:<count></td> <td>3rd:<count></td> </tr> </table> <p>Participation (No position held): <count></p> <p>State Level</p> <table border="1"> <tr><td align="center" colspan="3">Positions Held: (mention count)</td></tr> <tr> <td>1st:<count></td> <td>2nd:<count></td> <td>3rd:<count></td> </tr> </table> <p>Participation (No position held): <count></p> <p>Inter-University Level</p> <table border="1"> <tr><td align="center" colspan="3">Positions Held: (mention count)</td></tr> <tr> <td>1st:<count></td> <td>2nd:<count></td> <td>3rd:<count></td> </tr> </table> <p>Participation (No position held): <count></p> <p>University Level</p> <table border="1"> <tr><td align="center" colspan="3">Positions Held: (mention count)</td></tr> <tr> <td>1st:<count></td> <td>2nd:<count></td> <td>3rd:<count></td> </tr> </table> <p>Participation (No position held): <count></p> <p>Institute Level</p> <table border="1"> <tr><td align="center" colspan="3">Positions Held: (mention count)</td></tr> <tr> <td>1st:<count></td> <td>2nd:<count></td> <td>3rd:<count></td> </tr> </table> <p>Participation (No position held): <count></p> <p>Captain of Team: (Yes/ No)</p> <p>Game:.....</p> <p>Highest Level (International/ National/ Inter-University/ University/ Institute):</p> <p>.....</p> <p>.....</p>	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>	Positions Held: (mention count)			1 st :<count>	2 nd :<count>	3 rd :<count>		<p>International Level</p> <p>Positions Held:</p> <p>1st: count×60 marks</p> <p>2nd: count×58 marks</p> <p>3rd: count×56 marks</p> <p>Participation: count×55 marks</p> <p>National Level/ Inter-University Level</p> <p>Positions Held:</p> <p>1st: count×55 marks</p> <p>2nd: count×53 marks</p> <p>3rd: count×51marks</p> <p>Participation: count×50 marks</p> <p>State Level/ University Level</p> <p>Positions Held:</p> <p>1st: count×50 marks</p> <p>2nd: count×48 marks</p> <p>3rd: count×46marks</p> <p>Participation: count×45marks</p> <p>Institute Level</p> <p>Positions Held:</p> <p>1st: count×45 marks</p> <p>2nd: count×43 marks</p> <p>3rd: count×41 marks</p> <p>Participation: count×15 marks</p> <p>Captain of Team:</p> <p>International/National/Inter-university/ University: 15 marks</p> <p>Routine basis active involvement in sports related activities (Gym/ Swimming/ shooting etc.): Marks to be allotted by sports deptt. out of 30</p>
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b) Cultural (Yes/No/NA)																																							
Cultural Events: 1. 2. 3.	<ul style="list-style-type: none"> • Mention highest achievement in case of same cultural event. • Mention participation only if no position is held in cultural event. 		<p>International Level</p> <p>Positions Held:</p> <p>1st: count×60 marks</p> <p>2nd: count×58 marks</p> <p>3rd: count×56 marks</p>																																				

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9.																																						
10.																																						
c) NCC (Yes/No/NA)																																						
Achievements	Highest Achievement only out of followings: <ul style="list-style-type: none"> • National Level Republic Day Parade Camp • Senior Under officer (SUO) • Under officer (UO) • Other Ranks • Best Cadet National Level • Best Cadet State Level • Best Cadet Group Level • C – Certificate • B – Certificate Mention Major Achievement:	National Level Republic Day Parade Camp: 60 marks SUO: 55 marks UO: 45 marks Other Ranks: 35 Best Cadet National Level: 55 marks Best Cadet State Level: 50marks Best Cadet Group Level: 45 marks C – Certificate: 40 marks B – Certificate: 30 marks NCC Enrollment: 15 marks 25 marks per achievement in NCC on recommendation of College NCC Incharge																																				
d) NSS (Yes/No/NA)																																						
Activities like – One student one tree, Jal Shakti Abhiyan, Blood Donation, Swachh Bharat Abhiyan, Community Service, Social internship and	Participation/Camps Attended:	5 marks per Participation 25 marks per week camp attended																																				

society connect outreach, etc.	Mention Major Achievement:		Membership: 10 marks
		
		20 marks per achievement
		on recommendation of
		College NSS Incharge

e) Sustainable Development Goals (SDG's) (Yes/No/NA)

<p>Participation in any of following SDG's:</p> <p>No poverty (SDG 1), Zero hunger (SDG 2), Good health and well-being (SDG 3), Quality education (SDG 4), Gender equality (SDG 5), Clean water and sanitation (SDG 6), Affordable and clean energy (SDG 7), Decent work and economic growth (SDG 8), Industry, innovation and infrastructure (SDG 9), Reduced inequalities (SDG 10), Sustainable cities and communities (SDG 11), Responsible consumption and production (SDG 12), Climate action (SDG 13), Life below water (SDG 14), Life on land (SDG 15), Peace, justice, and strong institutions (SDG 16), and Partnerships for the goals (SDG 17).</p>	<p>Activity Details:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Marks for SDG participation (in Academic year) with valid documentary proof* as following:</p> <p>Institute/ Village Level: count×20</p> <p>Town Level: count×25</p> <p>City Level: count× 30</p> <p>State Level: count×40</p> <p>National Level: count×50</p> <p>International Level: count×60</p> <p>*To be verified by the mentor or activity faculty incharge</p>
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f) Saansad Adarsh Gram Yojana (SAGY) (Yes/No/NA)

<p>The main objectives of SAGY are:</p> <p>a) To trigger processes which lead to holistic development of the identified Gram Panchayats</p> <p>b) To substantially improve the standard of living and quality of life of all sections of the population through</p> <ul style="list-style-type: none"> • Improved basic amenities • Higher productivity • Enhanced human development • Better livelihood opportunities • Reduced disparities • Access to rights and entitlements • Wider social mobilization • Enriched social capital 	<p>Activity Details:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>15 marks per activity (in Academic year) with valid documentary proof.</p> <p> </p> <p>*To be verified by the mentor or activity faculty incharge</p>
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g) Unnat Bharat Abhiyan (UBA) (Yes/No/NA)

<p>Work carried out to meet any of the following objectives of Unnat Bharat Abhiyan:</p> <ul style="list-style-type: none"> • To engage the students of Higher Educational Institutions in understanding rural realities. • To identify & select existing innovative technologies, enable customisation of technologies, or devise implementation methods for innovative solutions, as per the local needs. • To leverage the knowledge base of the educational institutions for effective implementation of various government programmes. 	<p>Activity Details:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Marks for UBA participation (in Academic year) with valid documentary proof as following:</p> <p>Marks out of 60 for innovative idea/project implementation focusing UBA objectives to be given by NSS Incharge.</p> <p>10 marks per activity</p>
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h) YOGA / Martial Art (Yes/No/NA)

	Achievement: International: <u><count></u> National: <u><count></u> State: <u><count></u> Institute Level: <u><count></u> Training Camps Attended: <u><count></u>	International: 60 marks National: 50 marks State: 40 marks Institute Level: 20 marks 10 marks per camp attended
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i) Membership(Yes/No/NA)	
1	Yes
2	Yes
3	Yes
4	Yes
5	Yes
6	Yes
7	Yes
8	Yes
9	Yes
10	Yes
11	Yes
12	Yes
13	Yes
14	Yes
15	Yes
16	Yes
17	Yes
18	Yes
19	Yes
20	Yes
21	Yes
22	Yes
23	Yes
24	Yes
25	Yes
26	Yes
27	Yes
28	Yes
29	Yes
30	Yes
31	Yes
32	Yes
33	Yes
34	Yes
35	Yes
36	Yes
37	Yes
38	Yes
39	Yes
40	Yes
41	Yes
42	Yes
43	Yes
44	Yes
45	Yes
46	Yes
47	Yes
48	Yes
49	Yes
50	Yes
51	Yes
52	Yes
53	Yes
54	Yes
55	Yes
56	Yes
57	Yes
58	Yes
59	Yes
60	Yes
61	Yes
62	Yes
63	Yes
64	Yes
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79	Yes
80	Yes
81	Yes
82	Yes
83	Yes
84	Yes
85	Yes
86	Yes
87	Yes
88	Yes
89	Yes
90	Yes
91	Yes
92	Yes
93	Yes
94	Yes
95	Yes
96	Yes
97	Yes
98	Yes
99	Yes
100	Yes

Committee: T&P/ Sports/ Cultural/CML/ Hostel/Club/ FM Radio/ Digital Marketing Club/Any other	Committee: Position Held: (President/Gen.Sec./Vice President/Secy./Exe.Members/Member/ Any other)	President/Convener: 15 Gen. Sec./Co-Convener: 12 Vice President:12 Secy.:10 Exe. Members: 8 Member: 7
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j) Any other achievement(Yes/No/NA)

<p>Any Achievement in extra-curricular activities not covered above</p>	<p>Activity Details:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>International: <count></p> <p>National: <count></p> <p>State: <count></p> <p>Institute Level:<count></p>	<p>International: 60 marks</p> <p>National: 50 marks</p> <p>State: 40 marks</p> <p>Institute Level: 20 marks</p> <p><i>Note: On recommendation of respective Incharge</i></p>
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k) Participation in activities

Participation in extra-curricular activities not covered above	Activities Details:		5 marks per activity participation
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Section D (Continuous Evaluation of Class Activities: Marks 15)

Student will be awarded marks for continuous evaluation and attendance of 'Mentoring and Professional Development' class during Academic Year. *(Marks to be awarded by mentor)*

Section E (Induction Program / Aptitude Test/Competitive Exam: Marks 15)

Marks will be awarded as per following:

Sr. No.	Year	Activity
1.	1 st Year	Marks will be awarded based on participation/performance of student during induction program at the start of session. The marks will be compiled by respective Department.
2.	2 nd Year	Marks will be awarded based on performance in Aptitude Test(s). The aptitude test(s) will be conducted as per notification issued by authority. OR Marks will be awarded based on performance in Group Discussion/ Business plan/ Understanding of current market trends/ participation in skill-oriented initiatives.
3.	3 rd Year	Marks will be awarded based on: <ul style="list-style-type: none"> • Performance in competitive examinations, like – GATE, GRE, GMAT, CAT, UPSC, State Services, Armed Forces, etc. • Holistic development/ inculcation of human values/ Industrious development of student during the entire term in the institute.

Dated:

Signature of the student

.....

(For Office Use)

Marks awarded by mentor after verification of marks claimed by student:

Section A (10 marks)	Section B (60 marks)	Section C (60 marks)	Section D (15 marks)	Section E (15 marks)	Total* (Max. marks: 100)
-----/(out of 10)	-----/(out of 60) -----		-----/(out of 15)	-----/(out of 15)	-----/(out of 100)
	<i>Note: Fill combined marks of Section B and Section C and marks should not exceed 60</i>				

*Maximum marks should not exceed 100.

Signature of the Mentor

Name of Mentor:.....

AICTE ACTIVITY POINT PROGRAMME

Sub Activity Head

- Prepare and implement plan to create local job opportunities
- Prepare and implement plan to improve education quality in village.
- Preparing an actionable DPR for Doubling the village Income
- Developing Sustainable Water Management system.
- Prepare and Improve a plan to improve health parameters of villagers
- Developing and implementing of Low Cost Sanitation facilities
- Prepare and implement plan to promote Local Tourism through Innovative Approaches
- Implement/Develop Technology solutions which will improve quality of life
- Prepare and implement solution for energy conservation
- Prepare and implement plan to Skill village youth and provide employment
- Develop localized techniques for Reduction in construction Cost
- Prepare and implement plan of sustainable growth of village
- Setting of Information imparting club for women leading to contribution in social and economic issues
- Developing and managing Efficient garbage disposable system
- Contribution to any national level initiative of Government of India. For eg. Digital India/ Skill India/ Swachh Bharat Internship etc.