



Sant Longowal Institute of Engineering & Technology
(Deemed-to-be-University under MHRD, GOI)
LONGOWAL (SANGRUR, PUNJAB)

Office of Dean (Academics)

Ref. No. SLIET/ Dean (A) / 2020 / 406

Dated : 07 August, 2020

From : Dean (Academics)

To : HODs of teaching departments

Sub : Conduct of classes for the odd semester of 2020-21

As per decision taken by the Senate in its 29th meeting held on 17.07.2020, the classes for the odd semester of 2020-21 were to start w.e.f. 03.08.2020. However, due to certain technical reasons, the classes have not been started as yet. However, following activities are required to be started for the conduct of classes :-

a) All HODs are requested to form a social media group (watsapp etc.) as per time table for each faculty and to inform the students about the subjects to be offered in first phase (online) of this semester ;

b) Phone numbers of the students should be verified by personal interaction and record be maintained by each faculty for future reference ;

c) Concerned faculty is required to disseminate following information to students :-


- i) schedule of classes
- ii) syllabus to be offered
- iii) Lecture plan
- iv) Reference books and material

d) The schedule intimated by CTTC refers to compulsorily minimum engagement of the students. However, a faculty can engage a student/class online for a larger duration through different modes of communication. This should especially be applicable for the UG/PG students with their convenience.

e) In the first phase of this semester, no classes are scheduled for B.E. 2nd year students. However, there is a plan to engage them with a full-fledged personality development program, outline of which shall be intimated shortly.

f) Registration & fee payment schedule for this semester is being implemented on the ERP system, for which the module is being tested and is likely to be rolled out in a few days. The students may be informed accordingly.

g) The undersigned shall share a "google class room user guide" for benefit of the students. All the HODs are requested to disseminate this guide amongst the students.


(Dr. A. S. Arora)
Dean (Academics)

Copy to :-

1. Director – for inf pls
2. Dean (SW) – for inf pls
3. AD (Acad) – for inf and n/a pls, as required by the academic section.
4. File copy

5. F.I. (Acad) → for uploading on institute website