TEACHER GUARDIAN SCHEME (TGS)

SLIET Longowal has introduced this scheme to have one to one interaction with students. For a batch of about fifteen students, a teacher is assigned the role of Teacher-Guardian. Teacher Guardian works as a friend, philosopher and guide for these students. He keeps the track of every student's day-to-day activities and records daily attendance, test results, internal assessment, prelim examination results and other related information of students in a teacher guardian book. He encourages the students to participate in co -curricular & extracurricular activities He gives academic feedback to the parents/guardians regularly. He also counsels the students to solve difficulties encountered not only in college campus but in their personal lives too. Teacher guardian acts as a mentor to students and offers them emotional and academic support along with motivation. The teachers of the institution take up the responsibility of safeguarding and nurturing the newly admitted students. The teachers act as a buffer for the first year students and help them to get acclimatized to SLIET environment. This scheme, which is perhaps the only one of its kind, guarantees additional assurance to the new comers and takes some burden off the parents and lessens their anxiety. The students are free to contact the counseling service with a wide range of worries, including personal, home and family relationships, depression, anxiety and loneliness.
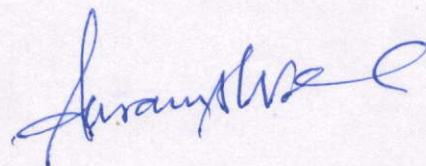
THE OBJECTIVES OF THE SCHEME ARE

- To acclimatize the new students to the campus life in SLIET, Longowal
- To provide academic counseling
- To enlighten the students on professional ethics and conduct
- To ease the trauma of transfer to a new place
- To communicate with the ward's parents
- Providing emotional support to students on individual basis.
- Helping students overcome home sickness.
- Establishing rapport between teachers, student & parents.
- Monitoring attendance and behavioral aspects of every student.
- Identifying weak areas and working out remedies helping students thereby taking their complete care.

HIGHLIGHTS OF THE SCHEME

- One teacher is nominated as 'Teacher Guardian' for fifteen students.
- Teacher Guardian maintains all records of students in formats provided.
- Teacher Guardian does all the follow up regarding attendance of students under his supervision.
- Teacher guardian monitors academic performance of students.
- If student remains absent for continuous three lectures, then teacher guardian sends note to all concerned teachers to stop the practical of that student.
- Teacher guardian sends letters regarding performance and attendance to parents every month.
- Poor performance of students is improved by way of counseling.
- If required teacher guardian calls the parents on phone on the basis of weekly monitoring.
- Teacher guardian does counseling about studies.
- Teacher guardian tries to solve the domestic problems of students.

Student Mentor Scheme (SMS)

Many students coming to university will go through a transitional period. They have to adapt to new ways of learning and teaching, as well as living away from home, often for the first time. The Student Mentor (s) is a team of current students, trained to offer you help and support whilst you live in University accommodation. The teams are here to help you as soon as you receive your accommodation offer and throughout the rest of your year in halls.
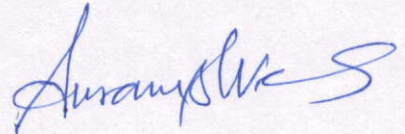
Note: There's no problem too big or too small. You should not hesitate to share your problem with your mentor.

The Student Mentors offer support in lots of areas:

- Mentors can help with academic and non-academic queries or concerns you have, including:
- helping you settle into student life and orientate the university and city
- opportunities to meet other students from your course
- referencing, note taking and what to expect from the course
- Students' Union activities, clubs and societies to get involved in
- using turn-it-in and Learning Central and helping prepare for exams

Mentors offer support, including:

- insider tips on surviving the first year at university and student life specific to your School
- ideas on the different opportunities you can get involved in around campus
- giving relevant, recent and reliable advice that they have been trained to provide
- answering the questions you really want to ask
- advice on accessing specialist support services.

P-2

Departmental Coordinators of TGSMS-2021-2022 (w.e.f. August 2022)

Sl. No.	Department		Name of faculty member	Ph.No.	E-mail	Remarks
1.	Chemical Technology		Dr.A.S.K. Sinha	9316470639	Akhouri_sanjay@yahoo.com	Confirmed by HOD to continue on 23.06.2021
2.	Electronics and Communication Engineering	TGS	Er. Vivek Harsey-Coordinator	9592890669	Vivekharshey2000@gmail.com	Confirmed by HOD to continue on 12.09.2022
			Er. Amandeep Kaur-Member	9876663820	amani.gem@gmail.com	
		SMS	Er. Vipul Singhal-Coordinator	9997623358	vipulsinghal0@gmail.com	
			Dr. Kundan Kumar-Member	9608576776	kundankumar@sliet.ac.in	
3	Electrical and Instrumentation Engineering	TGS	Ms. Barasha Mali-Coordinator	8146103624	barashamali@gmail.com	Communicated by HOD-EIE on 28.06.2021 Ref. EIE/2021-368-371
			Dr. Jaspreet Singh-member	9815560728	Jassi.mehrok@sliet.ac.in	
		SMS	Sh. Sunil Bansal-Coordinator	9501609993	skbansal97@gmail.com	
			Dr. Rishabh Verma-member	8077863614	rishabhverma@sliet.ac.in	
4.	Computer Science and Engineering		Mr.Jaspal Singh	9876699245	safrisoft@yahoo.com; safrisoft@gmail.com	
5.	Food Technology		Dr. Vikash Garg	9988610629	contactvikashgarg@gmail.com	Communicated by HoD on 23.08.2022
			Dr . Vikas Nanda	9815980054	Vik164@yahoo.co.in	
6.	Mechanical Engineering		Er.Lalit Ahuja	7340997984	lalit.ahuja003@gmail.com, lalitahuja@sliet.ac.in	

Mr. Manoj Yadav (ERP) E-mail: myadavitperson@gmail.com

P-3

List of Non-Engineering faculty members as Tutor Guardians under
Tutor Guardian Scheme (TGS) with their assigned Departments.
(Modified on 27.08.2022)

S.No.	Name of Faculty Members	Proposed Department
1.	Prof. R.P. Chaudhary, Chemistry E-mail:rpchadhary65@gmail.com Mobile: 9815489841 Phone: 01672-253206	Chem. Engg.
2.	Prof. H.K. Chopra, Chem	Comp. Sci. & Engg.
3.	Dr. Payal Malik, AP, Chem	
4.	Dr. Mandeep Ghai, AP, M & H	
5.	Prof. S.S. Dhaliwal, Maths	
6.	Mr. Yogesh Kapil, AP, Maths	
7.	Prof. M.M. Sinha, Phy	
8.	Dr. Prabhdeep Kaur, AP, Phy	
9.	Ms. Kanika Aggarwal, AP, Phy	
10.	Prof. Sushma Gupta, Maths	
11.	Dr. Hemant Kumar, AP, Chem	Elect. & Comm. Engg.
12.	Prof. R.K. Guha, Maths	
13.	Prof. V.K. Kukreja, Maths	
14.	Prof. Dhiraj Sud, Chem	
15.	Prof. P.K. Jain, M & H	Elect. & Inst. Engg.
16.	Prof. Parveen Kaur, M & H	
17.	Prof. Mandeep Singh, Maths	
18.	Prof. Vinod Mishra, Maths	
19.	Prof. A.S. Dhaliwal, Phy	
20.	Prof. K.S. Kahlon, Phy	
21.	Prof. S.S. Verma, Phy	
22.	Prof. P.K. Dhiman, M & H	
23.	Dr. Sanjeev K. Garg, AsP, M & H	Mech. Engg.
24.	Prof. Mahesh K. Arora, M & H	
25.	Prof. Sanjeev Bansal, M & H	
26.	Prof. J R Sharma, Maths	
27.	Prof. R.K. Mishra, Maths	
28.	Dr. Sudhir, AP, Maths E-mail: sudhirkumar@sliet.ac.in Mobile:9634314832 Phone: 01672-253222	
29.	Prof. Jappreet Kaur, M & H	
30.	Dr. S.S. Ghumman, AsP, Phy	
31.	Dr. Himanshu Rani, AP, Chem	
32.	Prof. J.R. Sharma, Maths	

P- 4
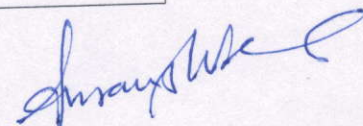
Room Details as on 28.06.2022

BLOCK & TOTAL ROOMS	ROOM NOS.	SEATING CAPACITY	REMARKS
SCIENCE TOTAL ROOMS 15	LS -1	70	
	LS -2	70	
	LS -3	70	
	LS -4	70	
	LS -5	70	
	LS-6	70	
	LS-7	120	Furniture deficit
	LS-8	120	
	LS-9	120	
	HS – 1	56 SR Math	One seminar hall and some Laboratories converted into small class rooms
	HS – 3	56 SR Chemistry	
	HS – 4	56 SR Chemistry	
	HS – 5	56 SR Physics	
	HS – 6	56 SR Physics	
	HS – 8	56 SR Math	
FOOD & CHEMICAL TOTAL ROOMS 13	LCF – 1	70 SR Chemical	
	LCF – 2	70	
	LCF – 3	70 SR Chemical	
	LCF – 4	70 SR Food	
	LCF – 5	70 SR Food	
	TCF – 1	40	Actually Tutorial rooms. For tutorial purpose it is ok. But difficult to conduct a class even having 40 students
	TCF – 2	40	
	TCF – 3	40	
	TCF – 4	40	
	TCF – 5	40	
	TCF-6	40	
	PGCT	25	One laboratory converted in two small class rooms
	PGFT	25	
COMPUTER SC. TOTAL ROOMS 9	LC – 1	70	
	LC – 2	70	
	LC – 3	70	
	LC – 4	70	
	LC – 5	70 SR	
	LC – 6	70 SR	
	E-323	40	Electronic block top floor
	TC – 1	40	
	TC - 2	40	
ELECTRONICS & EIE TOTAL ROOMS 10	E – 116	70 EIE	
	E – 225	70 ECE	
	E – 318	45 ECE	
	E – 320	60 EIE	
	E – 326	45 EIE	
	E – 328	70 EIE	
	E – 329	60 SR EIE	
	E – 331	45 ECE	
	E – 333	60 SR ECE	
	E - 335	45 ECE	
	LM - 1	70	
	LM – 2	70	
	LM – 3	110	
	LM – 4	70	
	LM – 5	70	
	LM – 6	110 SR	

P-5(1)

MECHANICAL TOTAL ROOMS 17	LM – 7	70	
	LM – 8	70	
	LM – 9	110	
	M – 208	40	
	M – 223	60	
	M - 308	60	
	M – 310	60 SR	
	M – 312	60	
	M – 317	60	
	H – 1	100	
	H – 2	100	
DRAWING HALLS – 4	M – 314	50	
	M – 316	50	
	M – 319	50	
	M – 321	50	
Electronics and Electrical block New Block 16	EE-103	80 ECE	
	EE=104	80 SR ECE	
	EE-105	80 SR ECE	
	EE-106	80 SR ECE	
	EE-125	80 SR EIE	
	EE-126	80 SR EIE	
	EE-127	80 EIE	
	EE-128	80 SR EIE	
	EE-203	80 ECE	
	EE=204	80 SR ECE	
	EE-205	80 ECE	
	EE-206	80 ECE	
	EE-225	80 SR EIE	
	EE-226	80 SR EIE	
	EE-227	80 EIE	
	EE-228	80 SR EIE	

P-5(2)

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
LONGOWAL - 148106
(Deemed to be University)

With Ref. to E-mail from Director, SLIET, Longowal   Dated: 22.06.2021

From   : Coordinator (Tutor Guardian and Student Mentor Scheme)
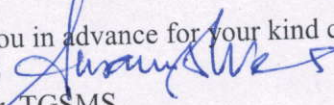
To   : HODs of Engineering Departments and Departmental TGSMS Coordinators

Subject   : Tutor Guardian Scheme (TGS) & Student Mentor Scheme (SMS) for the Next Academic Session 2021-2022 (1st semester) (w.e.f. August 2021)

Director, SLIET, Longowal (related to which an e-mail dated 22.06.2021) has been sent to all HODs along with TGSMS coordinator and Chief Student Counsellor, desired that TGS and SMS lists for all engineering departments should be ready well in advance so that these can be added in the ERP system of the institute as well as these can be uploaded on the institute website and will be circulated among the faculty and students in order to strengthen the TGSMS activities in the institute.

1. Please find enclosed herewith the TGS & SMS lists duly prepared by departmental HODs/coordinators for the academic year 2020-2021 (old ones).

2. Please prepare/revise/modify the TGS & SMS lists for year 2021-2022, taking into account to remove/delete the names of final year student mentors as well as final year student mentees of Diploma and Degree.

3. Performa for TGS & SMS feedback and TGSMS activity schedule will be sent to all HODs, Departmental TGSMS Coordinators, Tutor-Guardian faculty members as well as to student mentors will be sent in due course of time.

4. While preparing the SMS lists, please follow the earlier system as:
   - Student mentors for ICD-1st year students will be from B.Tech. 2nd Year.
   - Student mentors for B.Tech 1st year students will be from B.Tech 3rd year.
   - Each student mentor should not be assigned more than 15 mentees.
   - Active, motivated and meritorious students should be taken as student mentors.
   - All information about the student mentor like, Name, Mobile number, Regd. No., Hostel, Room No., E-mail etc. should be put on record.

5. While preparing the TGS lists, please follow the earlier system as:
   - A tutor guardian should be allotted/assigned students in a mixed manner like from ICD (1st year, 2nd year & 3rd year) and UG (1st year, 2nd year, 3rd year & 4th year).
   - Not more than 25 students should be assigned to a single tutor guardian.
   - Old students allotted to a tutor guardian should be made to continue.
   - Addition and deletion of entries of students should be taken into account as per their present status of registration.
   - In addition to already assigned Tutor-Guardian duties, Departments can make use of the spare faculty members of non-science engineering faculty as Tutor-Guardians (List attached)

6. Make the provision in the TGS and SMS lists to include the names of students from ICD 1st year and Degree 1st year after the admissions in academic session 2021-2022.

The TGS and SMS lists for the year 2020-2021 (old ones) are enclosed herewith for your kind reference and you are requested to start work on the assignment so that TGS and SMS lists for academic session 2021-2022 are completed well in time.

Thanking you in advance for your kind cooperation.
(SS Verma)
Coordinator, TGSMS

Dear Faculty members,

Please find enclosed herewith

1. Tutor-Guardian lists for all engineering departments: CSE, ECE, EIE, ME, FT, CT.
2. The list indicating the department assigned to non-engineering faculty

This is to inform you that as long as ONLINE academic session is going on, every faculty member can create a TGS class in his google class room and enroll the students assigned to him using their google class room ids as: redg. No.@sliet.ac.in, and start tutor-guardian activities online.

Thanking you.

Yours Sincerely,

SS Verma

Dept. of Physics

Coordinator TGSMS

P-7

To
The Director
S.L.I.E.T., Longowal

Subject: Initiatives and implementation regarding TGS & SMS schemes

Respected Sir,
With reference to letter SLIET/DIR/545 dated 17/06/2021 regarding Tutor Guardian Scheme (TGS) and Student Mentor Scheme (SMS) in the institute, as a Coordinator, I would like to bring the following to your kind information.
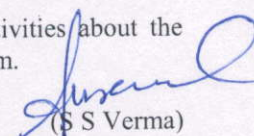
A. Academic Year 2019-20
1. SMS and TGS lists for the **academic session 2019-20** were duly prepared with the help of engineering departmental TGSMS coordinators.
2. Faculty members from engineering and non-engineering departments were assigned the duties of Tutor Guardian and about 20-25 students were associated with them from different batches, trades and departments.
3. With the help of departmental coordinators and HODs, senior, desiring and motivated students of Degree second and third years are assigned the duties of Student mentors assigning about 10-15 students mentees to each student mentor.
4. TGS & SMS lists were submitted to Dean (SW), HODs of engineering departments, Departmental (engineering) TGSMS coordinators and all (engineering & non-engineering) faculty members.
5. TGS & SMS lists were made to be uploaded on the institute website.
6. All the HODs and faculty members of the institute were regularly intimated about their role and duties about TGS & SMS activities.
7. All the Tutor Guardians and Student Mentors were provided regularly with the guidelines about their responsibilities and activities and were motivated and requested to be active in their roles.
8. The HODs, Course & Class counselors and Departmental TGSMS coordinators were asked to circulate SMS lists of their respective departments among the **student mentors** and mentees.
9. Being a pandemic (COVID-19) period, all the tutor guardians and student mentors were asked to create online contacts through G-suite with the students assigned to them for further activities.
10. Though only some teachers reported back about the creation of online contact but they also reported lack of any interest on the students' part in the TGSMS activities.

B. Academic Year 2020-21
1. TGS and SMS lists for the **academic session 2020-21** were also duly prepared, uploaded on the institute website, submitted to Dean (SW), HODs, Departmental TGSMS coordinators and all faculty members.
2. Being a pandemic (COVID-19) period again, all the tutor guardians and student mentors were asked to create online contacts through G-suite with the students assigned to them for further activities.

C. Academic Year 2021-22
1. TGS and SMS lists for the **academic session 2021-22** will also be prepared, uploaded on the institute website, will be submitted to Dean (SW), HODs, Departmental TGSMS coordinators and all faculty members.
2. Tutor Guardians and Student mentors will be provided with details about their role and responsibilities.
3. All the Tutor Guardians and Student Mentors will be requested to play an active role in their responsibilities.
4. Efforts will be made to take a feedback from students on TGS and SMS activities about the limitations, usefulness and effectiveness of TGS and SMS activities related to them.

(S S Verma)
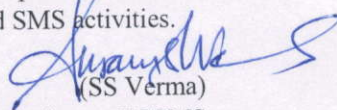Coordinator TGSMS
Department of Physics

P-8

Subject: Information required regarding War Room Meeting-1st week of October 2021

With Ref. No. SLIET/Dean/SW/588 dated 21.09.2021 on the above subject, here is the latest update on the TGS & SMS activities.

1. Regular correspondence has been made with Heads of Engineering departments to assign the duties of TGSMS departmental coordinator (s) to faculty member (s) in order to take on the TGSMS activities in the departments smoothly.

2. Departmental Coordinators of TGSMS-2021-2022 (w.e.f. 22 June 2021)

Sl. No.	Department		Name of faculty member	Ph.No.	E-mail	Remarks
1.	Chemical Technology		Dr.A.S.K. Sinha	9316470639	Akhouri_sanjay@yahoo.com	Confirmed by HOD to continue on 23.06.2021
2.	Electronics and Communication Engineering		Er.Vipul Singhal	9997623358	vipulsinghal0@gmail.com	Confirmed by HOD to continue on 23.06.2021
	Electrical and Instrumentation Engineering	TGS	Ms. Barasha Mali-Coordinator Dr. Jaspreet Singh-member	8146103624 9815560728	barashamali@gmail.com Jassi.mehrok@sliet.ac.in	Communicated by HOD-EIE on 28.06.2021 Ref. EIE/2021-368-371
		SMS	Sh. Sunil Bansal-Coordinator Dr. Rishabh Verma-member	9501609993 8077863614	skbansal97@gmail.com rishabhverma@sliet.ac.in	
2.	Computer Science and Engineering		Mr.Jaspal Singh	9876699245	safrisoft@yahoo.com	
			Dr. Vikash Garg	9988610629	contactvikashgarg@gmail.com	
5.	Food Technology		HoD (FET)	9417741225	prfkprasad@gmail.com	
6.	Mechanical Engineering		Er.Lalit Ahuja	7340997984	lalit.ahuja003@gmail.com, lalitahuja@sliet.ac.in	

3. Sample copies as well as old (2020-2021) TGS and SMS lists have been provided to each Engineering dept. head and Departmental TGSMS coordinators well in advance to make ready the partial TGS and SMS lists for their respective departments.

4. List of Tutor-Guardians from science and humanity & management departments has also been provided.

5. ME, CSE and EIE departments have prepared partial TGS and SMS lists and are ready to prepare the complete and final TGS and SMS lists for academic year 2021-2022 as and when admission lists will be available to the departments.

6. CHE dept. has reported to prepare the SMS lists so far.

7. Information about TGS and SMS lists from ECE, FT and CHE (TGS only) is still awaited.

8. Hope they will also submit the final and complete TGS and SMS lists for year 2021-2022 as and when admission lists will be available to the departments.

9. With the cooperation of departmental TGSMs coordinators, efforts will be to make TGS and SMS lists for academic year 2021-2022 ready to be uploaded on the institute website by the time of orientation programme.

10. Faculty members have been asked to generate online google classes related to TGS activities.

11. TGS activity calendar for year 2021-2022 will be circulated among all Tutor-Guardians in due course of time.

12. All the Tutor Guardians and student mentors will be provided with details about their role and responsibilities.

13. All the Tutor Guardians and student mentors will be requested to play an active role I their responsibilities to make TGSMS activity a success in the institute.

14. Due to COVID situation, no feedback for session 2020-2021 was available from students/mentees, but this time 2021-2022 all the Tutor-Guardians will be asked to connect/interact with mentees through online mode as long as offline is not possible and take the feedback about the limitations, usefulness and effectiveness of TGS and SMS activities.

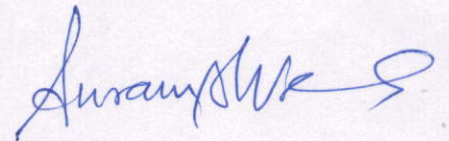(SS Verma)
Coordinator TGSMS

Dean (SW)

P-9

Dear Faculty members,

It is to inform you once again that regarding TGS activities,

1. All the faculty members (permanent) of a particular engineering department are assigned Tutor-Guardian duties for the students of their respective department.
2. Faculty members of non-engineering departments are assigned Tutor-Guardian duties for different engineering departments and the list indicating to which they are being associated is enclosed once again for their ready reference and future records please.
3. TGS and SMS lists for AY 2022-2023 are under preparation and as soon as I get these from respective engineering departments, I will circulate them as well as upload on the institute website.
4. 5th period on every Wednesday in the central time table is specially assigned for TGSMs activities.
5. All the engineering department (s) coordinator (s) are hereby requested to prepare the TGS and SMS lists at their earliest as admissions for ICD-22 and LEET-22 are already over.
6. Names of UG-22 will be added on the completion of admission for UG (JEE)-22.
7. All the engineering department (s) coordinator (s) are also requested to prepare/upload the TGS and SMS lists on the ERP portal.
8. Chemical Technology department TGSMS coordinator Dr. AKS Sinha as completed the preparation of TGS and SMS lists on ERP portal

P-10

23.09.2022

Dear Faculty members,

It is to inform that except CSE dept., almost all other departments have prepared the TGS lists for AY 2022-2023 on ERP portal and you have been given access to TGSMS activities on your ERP portal. From the TGSMS icon on ERP portal, you can see the TGS list assigned to you and download the list of students with all their personal details like trade, regd. no., mobile number, e-mail and can create google class as well as call them to meet you personally on the specified period i.e. 5th period (12:30-01:30pm) on every Wednesday to interact with them.

I hope you will make best efforts from your side to make this flagship programme of the institute authorities a great success.
Thank you very much.

Yours Sincerely,
Dr.SS Verma
TGSMS Coordinator
Professor
Department of Physics
SLIET, Longowal, Distt.-Sangrur (Punjab)-148106

P-11

Dear all,

All the faculty members as tutor-guardians in TGS scheme are hereby requested to commence the TGS activities at the earliest. Fifth period (12:30-01:30pm) on every Wednesday is assigned as TGS activity period in the Central-Time Table of the institute in ODD semester of academic session 2022-2023 w.e.f. August 2022.

The TGS lists of 2021-2022 are already uploaded on the institute website with link:
http://sliet.ac.in/tutor-guardian-and-student-mentor-scheme/

The TGS lists for academic session 2022-2023 will be uploaded as soon as the admissions for ICD 1st year and UG 1st year will be over.
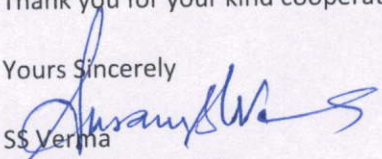
But, the names of the students assigned to a Tutor-Guardian from classes of ICD 2nd year, & ICD 3rd year (which were ICD 1st year and ICD 2nd year in 2021-2022 academic year) **stands without any change.** Only few students from ICD 1st year of 2022-2023 batches will be included later on in the TGS lists of 2022-2023.

Similarly, the names of the students assigned to a Tutor-Guardian from classes of UG 2nd year & UG 3rd year (which were UG 1st year and UG 2nd year in 2021-2022 academic year) **stands without any change.** Only few students from UG 1st year of 2022-2023 batches will be included later on in the TGS lists of 2022-2023.

So, all the Tutor-Guardians are requested to make contact with students assigned to them from ICD 2nd year, ICD 3rd year, UG 2nd year and UG 3rd year (which are same as previous year) and steam line the TGS activities at their earliest.

Thank you for your kind cooperation.
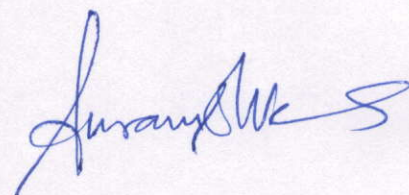
Yours Sincerely

SS Verma
Coordinator-TGSMS

P-12

Dear Faculty members,

It is to inform you once again regarding TGS activities,

1. All the faculty members (permanent) of a particular engineering department are assigned Tutor-Guardian duties for the students of their respective department.
2. Faculty members of non-engineering departments are assigned Tutor-Guardian duties for different engineering departments and the list indicating to which they are being associated is enclosed once again for their ready reference and future records please.
3. 5th period on every Wednesday in the central time table is specially assigned for TGS and SMS activities.
4. TGS lists for AY 2022-2023 (excluding only UG-22 students) have been uploaded successfully on the ERP portal for all the engineering departments.
5. Names of UG-22 students will be added on the completion of admission for UG (JEE)-22.
6. All the engineering department (s) coordinator (s) have really put their sincere efforts to prepare the TGS and SMS lists at their earliest and uploaded them on ERP portal.
7. All the engineering department (s) coordinator (s) are also requested to prepare/upload the TGS and SMS lists on the ERP portal.
8. Now all the faculty members of engineering departments for their respective departments and non-engineering faculty members for the engg. Departments to which they have been assigned (list has been circulated time and again) are requested to see on their ERP portal under click "Faculty"-> click "2022-23 ODD" on the LHS icons see/click "TGSMS" – click "Tutor Guradian (TGS) list" – click "select faculty" from drop down menu (see your name) and see the students assigned to you.
9. Take the print out of all type of students assigned to you so far and keep a record of the TGS activities held in the prescribed format (which also has already being sent to you all).
10. Please cooperate to make this activity a success.

P-13

Dear all,

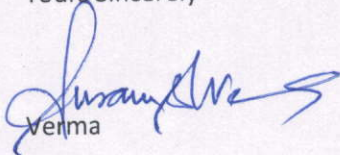With reference to a meeting on 07.11.2022 with the worthy director, it was mentioned that all the Tutor-Guardians should complete the Performa (already sent to you and is enclosed here again) related to TGS activities. TGS lists for AY-2022-2023 are available on the ERP portal under TGSMS head. All are requested to activate the TGS activities and make ready the desired Performa.

Thanks

Yours Sincerely

Verma
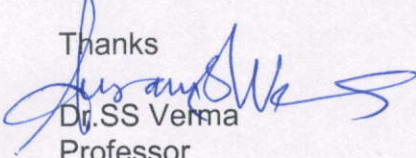
P-14

Dear friends (Departmental TGSMS Coordinators)

As desired by worthy Director, I am here to inform you that TGSMS activities has been added to your ERP portal and now making use of this facility you can easily prepare/modify the TGS and SMS lists related to your respective departments for AY 2022-2023.

In the meantime, you can learn to work on it on yourself.

To make you more converse with the system, let us convene a working session of 10-15 minutes with ERP expert from ACSS department Mr. Manoj Yadav in my room. In this session Mr. Manoj Yadav will demonstrate how to prepare the TGS and SMS lists online on ERP portal.

Let us meet on Wednesday (07.09.2022) at 12:30pm (5th period) which is assigned as a TGSMS activity period in the central time table. I hope you will make it convenient to attend the same.

Thanks

Dr.SS Verma
Professor
Department of Physics
SLIET, Longowal, Distt.-Sangrur (Punjab)-148106

P-15

Dear all Tutor-Guardians,
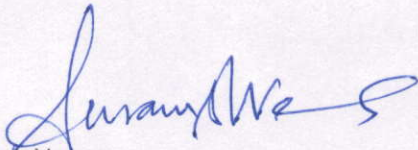
It is once again to bring it to your kind notice that TGS lists for AY-2022-2023 are available on the ERP portal under TGSMS head, which you can seen on your ERP portal following steps as:

1. Go to your ERP portal
2. Click on faculty icon
3. Click on 2022-23_Odd
4. Click on TGSMS icon on left hand side of screen
5. Click on Tutor Guradian (TGS) list
6. Select your name from drop down list "faculty name"
7. Click on "view all student faculty wise"
8. You will get a list of all the students assigned to you as mentees.
9. Click on symbol ⬚ x ⬚ to down load the list of students in excel format.
10. You can contact with students through their mobile and e-mails and do your best efforts to activate the TGS activities
11. TGS activity Performa which has already been sent to you for n/a is enclosed once again.
12.

All are requested to activate the TGS activities and make ready the desired Performa.

Thanks

Yours Sincerely

Verma

P-16

SANT LONGOWAL INSTITUTE OF ENGINEERING &TECHNOLOGY
LONGOWAL – 148 106, DISTT. SANGRUR (PUNJAB)
(DEEMED TO BE UNIVERSITY)

TUTOR GUARDIAN SCHEME
GENERAL INFORMATION OF STUDENT

Paste Passport Size Photograph

Tutor Guardian Details

Name	Designation	Department

1. Name of Student: _____

2. Registration No.: _____ Class: _____ Semester:_____ Batch:_____

3. E-Mail ID: _____ Mobile No: _____

4. Father's Name: _____ Occupation: _____
   E-Mail ID: _____ Mobile No. _____

5. Mother's Name: _____ Occupation: _____
   E-Mail ID: _____ Mobile No. _____

6. Address for Correspondence (Permanent): _____
   _____

7. Contact information of Local Guardian: _____
   _____
   E-Mail ID: _____ Mobile No: _____

8. Hostel Information:

   i) **Hosteller:** Hostel No: _____ Room No: _____

	Room Parterner-1	Room Parterner-2
Name		
Regn. No.		
Class		
Batch		
Mobile No.		

   ii) **Day Scholar:** Coming from: _____ Distance from SLIET: _____
   Mode of conveyance: _____

9. Extra Curricular Activities/ Hobbies:

S N	Activity	Details (Proficiency, Member & Club etc)
i)	NCC/ NSS	
ii)	Sports	
iii)	Cultural Activities	
iv)	Hobbies	

P-17 (1)

10. Academic Details:

Semester	Grade Point Obtained	Reappear (if any)		Sign after each semester
		Subject Code	Subject Name	
I				
II				
III				
IV				
V				
VI				
VII				
VIII				

11. Medical Details: Blood Group: _____ Suffering from any serious disease: _____
    Treatment details: _____
    Name of Doctor: _____ Hospital: _____

12. Goals/ Targets:

Semester	Set	Achieved
I		
II		
III		
IV		
V		
VI		
VII		

13. Any Other Point: _____
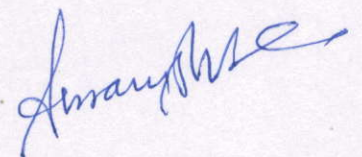   _____

14. Declaration:
    I solemnly declare that the foregoing information is complete and correct. I have never been disqualified from university/ Institute. I have never been prosecuted, fined, convicted by the Court of Law for any offence.

                                                          (Signature of Student)

    Date:_____

                            P-17(2)

SANT LONGOWAL INSTITUTE OF ENGINEERING &TECHNOLOGY
LONGOWAL – 148 106, DISTT. SANGRUR (PUNJAB)
(DEEMED TO BE UNIVERSITY)

TUTOR GUARDIAN SCHEME

SUMMARY SHEET

Tutor Guardian Details

Name	Designation	Department

###

	ICD		UG		Counter Sign by HOD
	Name of Student	Branch	Name of Student	Branch	
AY: 2022-23					
AY: 2021-22					
AY: 2020-21					
AY: 2019-20					

P- 17 (3)