

# **TEACHER GUARDIAN (TG) MANUAL**

**FOR**

**Under Graduate Programmes**

**(For 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Year)**

**(wef. 2021-22)**



## **S. B. JAIN INSTITUTE OF TECHNOLOGY, MANAGEMENT & RESEARCH, NAGPUR**

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## **Vision**

*Emerge as a leading Institute for developing competent and creative Professionals.*

## **Mission**

- ❖ *Providing Quality Infrastructure and experienced faculty for academic excellence.*
- ❖ *Inculcating skills, knowledge and opportunities for competency and creativity.*
- ❖ *Aligning with Industries for knowledge sharing, research and development.*

# **TEACHER - GUARDIAN MANUAL**

## **THE PREAMBLE**

**Teacher – Guardian Scheme** shall be introduced to assist students in difficulties at personal level and to monitor their academic performance regularly. For a batch of about twenty to twenty five students, a teacher is assigned role of Teacher-Guardian (TG). Teacher-Guardian would be working as a **philosopher and a mentor** for these students. The idea is to provide conducive environment for students. Students are free to contact **Teacher- Guardian for any kind of problems** at any time during college hours. They may also contact respective TG through mobile after college hours, if required.

Teaching is a noble profession, so to imbibe good practices in each student, the teacher shall act as a guardian for students and play a vital role during their stay at SBJITMR. The teacher shall help student in academic or non-academic aspects. The moto is to establish a **WIN-WIN** situation for student, parents and Teacher Guardian (TG).

Students needs to take full benefit of scheme by regular interaction with TG. Current time demands **educating our students as well as mentoring them.**

## **AIMS AND OBJECTIVES**

### **Aims**

To nurture students, academically & socially, for overall career development.  
To make each student employable and make sure he/she gets employed.

### **Objectives**

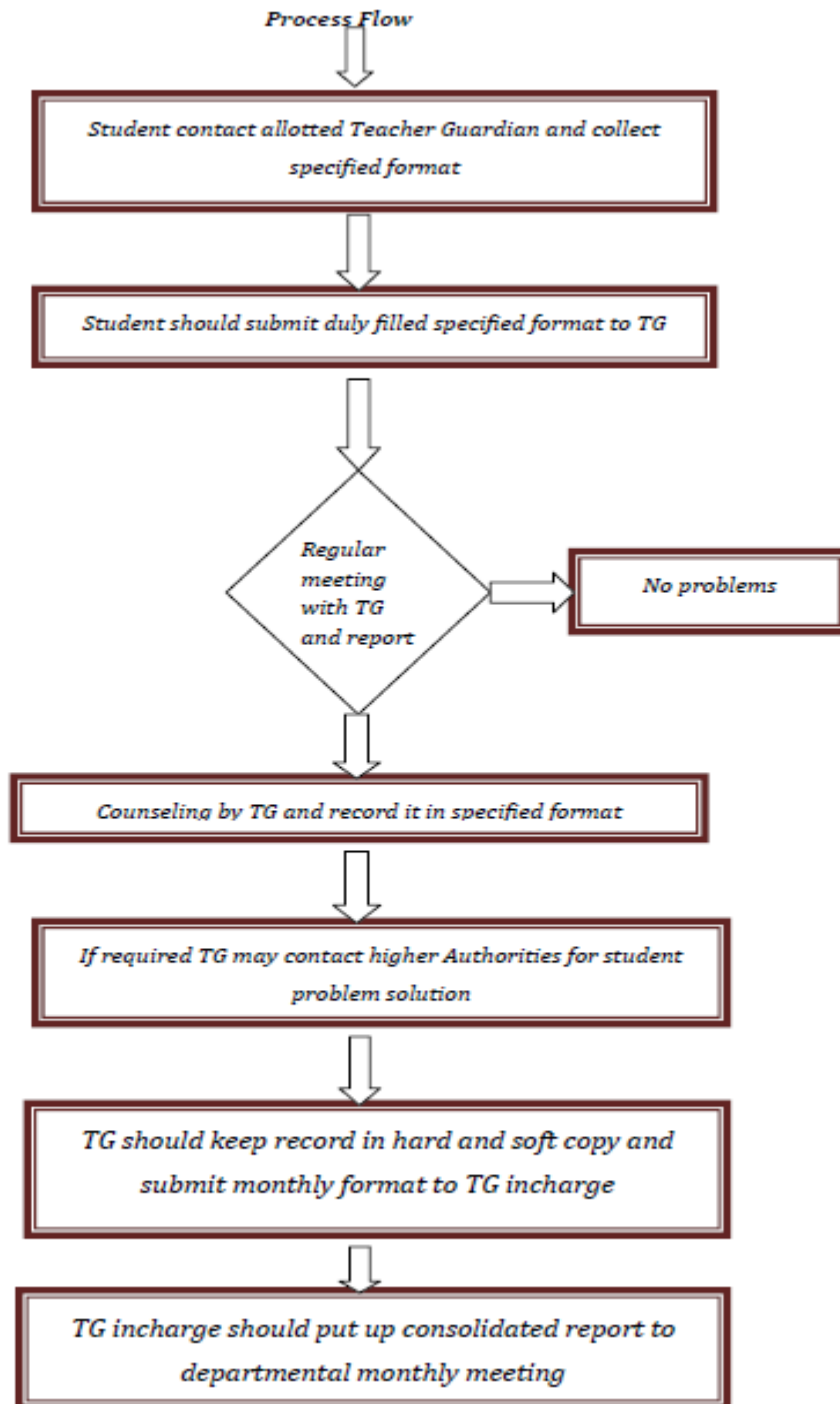
1. To enrich students personality by guiding at every level.
2. To monitor each student performance regularly.
3. To provide academic counselling
4. To Provide emotional support to students on individual basis
5. To communicate with ward's parents.
6. Identifying weak areas & working out remedies for the same.

## **ALLOCATION OF TG AND PROCESS FLOW**

Department should have TG coordinator who will be responsible for smooth functioning of TG scheme.

TG coordinator will be doing the allocation on the basis of class size by allocating minimum 8 to maximum 12 students per faculty teaching the class.

Example: A class of 60 students with 5 teaching faculties will get 12 students.



## Teacher Guardian Scheme (TGS)

### Objectives / Focus Area

<b>2nd Year</b>	Comfort with parents, Students Comfort, Department & Faculty members, Academic Planning, Career Planning,
<b>3rd Year</b>	Training for Placement / Preparation for higher education / Start-up / Certification
<b>4th Year</b>	Getting Placed / Qualifying for higher education / Running successful start-up

### Teacher Guardian Scheme - 3<sup>rd</sup> Semester

Sr. No.	Meeting No.	Week No.	Agenda	Key Points
1	Meeting 1	Week 1	<ol style="list-style-type: none"> <li>1. Phone call to parents in presence of students.</li> <li>2. TG group with students and broadcast list of parents to be made on WhatsApp.</li> <li>3. Make students comfortable about the functioning of TG group.</li> <li>4. Overview of department and second year scheme with targets.</li> </ol>	<ol style="list-style-type: none"> <li>1. Building rapport with parents, informing them about the TG scheme.</li> <li>2. For all concerns, you may contact to TG.</li> <li>3. Positive uplifting environment to be maintained.</li> </ol>
2	Meeting 2	Week 2 & Week 3	<ol style="list-style-type: none"> <li>1. One to one counselling about his academic.</li> <li>2. Major, Minor &amp; Honor Degree to be discussed and making career plan accordingly.</li> <li>3. Talk to parents (Positive points).</li> <li>4. Professional bodies and membership registration.</li> </ol>	<ol style="list-style-type: none"> <li>1. Developing comfort with department.</li> <li>2. Get to know his/her area of interest.</li> <li>3. Setting achievable targets.</li> <li>4. Suggest him Massive Open Online Courses (MOOC) courses as per his area.</li> <li>5. Provide students copy of academics rules and regulation regarding major/minor/honor.</li> </ol>
3	Meeting 3	Week 4	<ol style="list-style-type: none"> <li>1. Attendance &amp; Academic Monitoring.</li> <li>2. Upcoming events as per the academic calendar.</li> <li>3. Talk to parents and update the overall performance.</li> </ol>	Teachers need to control and take action on students' attendance and academic work.
4	Meeting 4	Week 5	<ol style="list-style-type: none"> <li>1. Preparation of Class Assessment Examination-I (CAE-I).</li> <li>2. Progress of Skill Development Courses &amp; Industrial Visit.</li> <li>3. Creating professional Gmail account.</li> </ol>	<ol style="list-style-type: none"> <li>1. Take feedback from the subject teacher.</li> <li>2. If needed Call parents.</li> <li>3. Check for pending fees.</li> </ol>

<b>Sr. No.</b>	<b>Meeting No.</b>	<b>Week No.</b>	<b>Agenda</b>	<b>Key Points</b>
5	Meeting 5	Week 6	1. Post exam performance evaluation. 2. Assignment, term work, improvement test etc. 3. Any other issue to be discussed.	1. Necessary action to be taken with respect to student's performance and attendance. 2. Compulsory call to parents and inform the performance. 3. Exam form filling of third semester.
6	Meeting 6	Week 7	1. Analysis of overall progress to be done. 2. One to one counselling.	1. Check and take necessary action if performance is decreasing. 2. Update the performance to the parents.
7	Meeting 7	Week 8	Parents Teacher Meeting.	1. Meeting to TG and if possible to the HOD. 2. Check for pending fees.
8	Meeting 8	Week 9	1. Attendance & Term Work status. 2. Co-Curricular activities, skill development courses (Closure). 3. Preparation of Class Assessment Examination-II (CAE-II). 4. Preparation mode for End Semester Examination & feedback.	1. Check and take necessary action if performance is going down. 2. Update the performance to the parents.
9	Meeting 9	Week 10	1. Discussion of set targets - achieved or not achieved. 2. Closure of incomplete targets within the next 3 weeks.	1. Ensure all the targets are within the achievable limit. 2. Discussion with parents if needed.
10	Meeting 10	Week 11	1. Completion of all term work status. 2. Readiness of End Semester Examination. 3. Completion of practical's and all term work.	Necessary action to be taken if things are not in control.
11	Meeting 11	Week 12	1. Post exam performance evaluation. 2. Guiding for End Semester Examination. 3. Giving him detail knowledge about open electives and help to select open elective I of fourth semester.	1. Necessary action to be taken if things are not in control. 2. Thoughts inculcated for making open electives in getting minor/major/honor degree and career planning.

*After end of third semester directing them for 2 weeks training or certification courses*

## Teacher Guardian Scheme - 4<sup>th</sup> Semester

Sr. No.	Meeting No.	Week No.	Agenda	Key Points
1	Meeting 1	Week 1	<ol style="list-style-type: none"> <li>1. Review of activity done during semester break.</li> <li>2. Fourth Semester scheme overview and preparing semester plan. (Confirm open elective selection).</li> <li>3. Shortlisting of NPTEL course(s).</li> </ol>	<ol style="list-style-type: none"> <li>1. Appreciate students if done extraordinary training or work during previous semester.</li> <li>2. Going through third semester result.</li> </ol>
2	Meeting 2	Week 2 & Week 3	<ol style="list-style-type: none"> <li>1. One to one counselling about his/her academics and planning activities according to eighth semester goal in mind.</li> <li>2. Strategy formation for Soft Skills, Skill Development and Mini Project.</li> <li>3. NPTEL course selection and registration.</li> </ol>	<ol style="list-style-type: none"> <li>1. Having clear goal what to be done after engineering &amp; all activities to be lined up keeping it in mind.</li> <li>2. Discussing same with parents - overview of their comfort with students' goals and targets.</li> <li>3. Major, Minor &amp; Honor Degree to be discussed.</li> </ol>
3	Meeting 3	Week 4	<ol style="list-style-type: none"> <li>1. Attendance &amp; Academic Monitoring.</li> <li>2. Upcoming events as per the academic calendar.</li> <li>3. Talk to parents and update the overall performance.</li> </ol>	Teachers need to control and take action on students' attendance and academic work.
4	Meeting 4	Week 5	<ol style="list-style-type: none"> <li>1. Preparation of Class Assessment Examination-I (CAE-I).</li> <li>2. Progress of Skill Development Courses &amp; Soft Skills</li> <li>3. Preparation of resume.</li> </ol>	<ol style="list-style-type: none"> <li>1. If needed take feedback from the subject teacher.</li> <li>2. If needed call parents.</li> <li>3. Check for pending fees.</li> </ol>
5	Meeting 5	Week 6	<ol style="list-style-type: none"> <li>1. Post exam performance evaluation.</li> <li>2. Assignment, term work, improvement test, NPTEL course completion status etc.</li> <li>3. Any other issue to be discussed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Necessary action to be taken with respect to students' performance and attendance.</li> <li>2. Compulsory call to parents and inform the performance.</li> <li>3. Exam form filling of fourth semester.</li> </ol>
6	Meeting 6	Week 7	<ol style="list-style-type: none"> <li>1. Analysis of overall progress to be done.</li> <li>2. One to one counselling.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check and take necessary action if performance is decreasing.</li> <li>2. Update the performance to the parents.</li> </ol>

Sr. No.	Meeting No.	Week No.	Agenda	Key Points
7	Meeting 7	Week 8	Parents Teacher Meeting.	1. Meeting with TG and if possible to the HOD. 2. Check for pending fees.
8	Meeting 8	Week 9	1. Attendance & Term Work status. 2. Co-Curricular activities, skill development courses (Closure). 3. Preparation of Class Assessment Examination-II (CAE-II). 4. Preparation mode for End Semester Examination & feedback.	1. Check and take necessary action if performance is decreasing. 2. Update the performance to the parents.
9	Meeting 9	Week 10	1. Discussion of set targets achieved or not achieved. 2. Closure of incomplete targets within the next 3 weeks.	1. Ensure all the targets are within the achievable limit. 2. Discussion with parents if needed.
10	Meeting 10	Week 11	1. Completion of all term work. 2. Readiness of End Semester Examination. 3. Completion of practical's and all term work. 4. NPTEL course completion status and exam registration.	Necessary action to be taken if things are not in control.
11	Meeting 11	Week 12	1. Post exam performance evaluation. 2. Guiding for End Semester Examination. 3. Personal counselling on detail knowledge about open electives and help to select open elective II and professional elective I of fifth semester. 4. Guiding for summer internship after fourth semester and importance of internship.	1. Give students idea about fees of third year and tentative date of college opening. 2. Necessary action to be taken if things are not in control. 3. Discuss about how to select professional elective cluster A for specialization. 4. Necessary rules to follow for internship.

*After end of fourth semester directing them for summer internship*



## Teacher Guardian Scheme - 5<sup>th</sup> Semester

Sr. No.	Meeting No.	Week No.	Agenda	Key Points
1	Meeting 1	Week 1	<ol style="list-style-type: none"> <li>1. Review of activity done during semester break.</li> <li>2. Fifth semester scheme overview and preparing semester plan.</li> <li>3. Confirm the students open elective and professional elective selection.</li> <li>4. Shortlisting of NPTEL course(s).</li> </ol>	<ol style="list-style-type: none"> <li>1. Appreciate students if done extraordinary training or work during previous semester.</li> <li>2. Going through fourth semester result.</li> </ol>
2	Meeting 2	Week 2 & Week 3	<ol style="list-style-type: none"> <li>1. One to one counselling about his/her third year activities and targets.</li> <li>2. Academics and planning activities according to eighth semester goal in mind.</li> <li>3. NPTEL course selection and registration.</li> <li>4. Strategy formation for Soft Skills &amp; Skill Development.</li> <li>5. Strategy formation for Project Phase-I.</li> </ol>	<ol style="list-style-type: none"> <li>1. Checking progress of set goals and suggestion for improvements to be discussed.</li> <li>2. Discussing same with parents - overview of their comfort with students' goals and targets</li> <li>3. Motivating them to lead and take participation in professional body.</li> <li>4. Major, Minor &amp; Honor Degree to be discussed.</li> </ol>
3	Meeting 3	Week 4	<ol style="list-style-type: none"> <li>1. Attendance &amp; Academic Monitoring.</li> <li>2. Upcoming events as per the academic calendar.</li> <li>3. Talk to parents and update the overall performance.</li> </ol>	<ol style="list-style-type: none"> <li>1. Teachers need to control and take action on student's attendance and academic work.</li> <li>2. Check for pending fees.</li> </ol>
4	Meeting 4	Week 5	<ol style="list-style-type: none"> <li>1. Preparation of Class Assessment Examination-I (CAE-I).</li> <li>2. Progress of Skill Development Courses &amp; Soft Skills.</li> <li>3. LinkedIn for professional growth.</li> </ol>	<ol style="list-style-type: none"> <li>1. If needed take feedback from the subject teacher.</li> <li>2. If needed call parents.</li> <li>3. Creating LinkedIn profile, updating all the skills, connecting to companies and HR.</li> </ol>
5	Meeting 5	Week 6	<ol style="list-style-type: none"> <li>1. Post exam performance evaluation.</li> <li>2. Assignment, term work, improvement test, NPTEL course completion status etc.</li> <li>3. Any other issue to be discussed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Necessary action to be taken with respect to students' performance and attendance.</li> <li>2. Compulsory call to parents and inform the performance.</li> <li>3. Check for pending fees.</li> </ol>

<b>Sr. No.</b>	<b>Meeting No.</b>	<b>Week No.</b>	<b>Agenda</b>	<b>Key Points</b>
6	Meeting 6	Week 7	1. Analysis of overall progress to be done. 2. One to one counselling.	1. Check and take necessary action if performance is decreasing. 2. Update the performance to the parents.
7	Meeting 7	Week 8	Parents Teacher Meeting.	1. Meeting with TG and if possible to the HOD. 2. Check for pending fees.
8	Meeting 8	Week 9	1. Attendance & Term Work. 2. Co-Curricular activities, skill development courses (Closure). 3. Preparation of Class Assessment Examination-II (CAE-II). 4. Preparation mode for End Semester Examination & feedback.	1. Check and take necessary action if performance is decreasing. 2. Update the performance to the parents.
9	Meeting 9	Week 10	1. Discussion of set targets achieved or not achieved. 2. Closure of incomplete targets within the next 3 weeks.	1. Ensure all the targets are within the achievable limit. 2. Discussion with parents if needed.
10	Meeting 10	Week 11	1. Completion of all term work. 2. Readiness of End Semester Examination. 3. Completion of practical's and all term work. 4. NPTEL course completion status and exam registration.	Necessary action to be taken if things are not in control.
11	Meeting 11	Week 12	1. Post exam performance evaluation. 2. Guiding for End Semester Examination. 3. Giving him detail knowledge about open electives and help to select open elective III and professional elective II of sixth semester.	1. Necessary action to be taken if things are not in control. 2. Revise the thoughts inculcated for making open electives and professional elective cluster in career planning.

*After end of fifth semester directing them for Industrial training*

## Teacher Guardian Scheme - 6<sup>th</sup> Semester

Sr. No.	Meeting No.	Week No.	Agenda	Key Points
1	Meeting 1	Week 1	<ol style="list-style-type: none"> <li>1. Review of activity done during semester break.</li> <li>2. Sixth semester scheme overview and preparing semester plan.</li> <li>3. CRT Training (Manthan).</li> <li>4. Shortlisting of NPTEL course(s).</li> </ol>	<ol style="list-style-type: none"> <li>1. Appreciate students if done extraordinary training or work during previous semester.</li> <li>2. Going through fifth semester result.</li> </ol>
2	Meeting 2	Week 2 & Week 3	<ol style="list-style-type: none"> <li>1. One to one counselling about his/her third year activities and targets.</li> <li>2. Academics and planning activities according to eighth semester goal in mind.</li> <li>3. NPTEL course selection and registration.</li> <li>4. Confirm the students open elective and professional elective selection.</li> <li>5. Strategy formation for Soft Skills &amp; Skill Development</li> <li>6. Strategy formation for Project Phase-II.</li> </ol>	<ol style="list-style-type: none"> <li>1. Checking progress of set goals and suggestion for improvements to be discussed.</li> <li>2. Discussing same with parents - overview of their comfort with students' goals and targets</li> <li>3. Motivating them to lead and take participation in professional body.</li> <li>4. Major, Minor &amp; Honor Degree to be discussed.</li> </ol>
3	Meeting 3	Week 4	<ol style="list-style-type: none"> <li>1. Attendance &amp; Academic Monitoring.</li> <li>2. Upcoming events as per the academic calendar.</li> <li>3. Talk to parents and update the overall performance.</li> </ol>	Teachers need to control and take action on student's attendance and academic work.
4	Meeting 4	Week 5	<ol style="list-style-type: none"> <li>1. Preparation of Class Assessment Examination-I (CAE-I).</li> <li>2. Progress of Skill Development Courses &amp; Soft skills.</li> <li>3. Updating the resume.</li> </ol>	<ol style="list-style-type: none"> <li>1. If needed take feedback from the subject teacher.</li> <li>2. If needed call parents.</li> </ol>
5	Meeting 5	Week 6	<ol style="list-style-type: none"> <li>1. Post exam performance evaluation.</li> <li>2. Assignment, term work, improvement test, NPTEL course completion status etc.</li> <li>3. Any other issue to be discussed.</li> <li>4. NPTEL course completion status and exam registration.</li> </ol>	<ol style="list-style-type: none"> <li>1. Necessary action to be taken with respect to students' performance and attendance.</li> <li>2. Compulsory call to parents and inform the performance.</li> <li>3. Check for pending fees.</li> </ol>
6	Meeting 6	Week 7	<ol style="list-style-type: none"> <li>1. Analysis of overall progress to be done.</li> <li>2. One to one counselling.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check and take necessary action if performance is decreasing.</li> <li>2. Update the performance to the parents.</li> </ol>

Sr. No.	Meeting No.	Week No.	Agenda	Key Points
7	Meeting 7	Week 8	Parents Teacher Meeting.	1. Meeting with TG and if possible to the HOD. 2. Check for pending fees.
8	Meeting 8	Week 9	1. Attendance & Term Work. 2. Co-Curricular activities, skill development courses (Closure). 3. Preparation of Class Assessment Examination-II (CAE-II). 4. Preparation mode for End Semester Examination & feedback.	1. Check and take necessary action if performance is decreasing. 2. Update the performance to the parents.
9	Meeting 9	Week 10	1. Discussion of set targets achieved or not achieved. 2. Closure of incomplete targets within the next 3 weeks.	1. Ensure all the targets are within the achievable limit. 2. Discussion with parents if needed.
10	Meeting 10	Week 11	1. Completion of all term work. 2. Readiness of End Semester Examination. 3. Completion of practical's and all term work. 4. NPTEL course completion status and exam registration.	Necessary action to be taken if things are not in control.
11	Meeting 11	Week 12	1. Post exam performance evaluation. 2. Guiding End Semester Examination. 3. Giving him detail knowledge about open electives and help to select open elective IV and professional elective III and IV of seventh semester. 4. Guiding for industrial training after sixth semester and importance of internship. 5. Communication with department training and placement incharge.	1. Necessary action to be taken if things are not in control. 2. Discuss about how to select professional elective cluster B for specialization.

*After end of sixth semester directing them for Industrial training*

## Teacher Guardian Scheme - 7<sup>th</sup> Semester

Sr. No.	Meeting No.	Week No.	Agenda	Key Points
1	Meeting 1	Week 1	<ol style="list-style-type: none"> <li>1. Review of activity done during semester break.</li> <li>2. Seventh semester scheme overview and preparing semester plan.</li> <li>3. Registration in T &amp; P department for CRT and placement drives.</li> <li>4. Discussion about Campus Recruitment Training.</li> </ol>	<ol style="list-style-type: none"> <li>1. Appreciate students if done extraordinary industrial training or work during previous semester.</li> <li>2. Going through sixth semester result.</li> </ol>
2	Meeting 2	Week 2 & Week 3	<ol style="list-style-type: none"> <li>1. One to one counselling about his/her fourth year activities and targets.</li> <li>2. Academics and planning activities according to eighth semester goal in mind.</li> <li>3. Confirm the students open elective and professional electives selection.</li> <li>4. Strategy formation for Project Phase-III</li> </ol>	<ol style="list-style-type: none"> <li>1. Checking progress of set goals and suggestion for improvements to be discussed.</li> <li>2. Major, Minor &amp; Honor Degree to be discussed.</li> <li>3. Take students view/interest in job/higher studies/entrepreneurship after graduation.</li> </ol>
3	Meeting 3	Week 4	<ol style="list-style-type: none"> <li>1. Attendance /Academic /Project / CRT/ Set goals Monitoring.</li> <li>2. Upcoming events as per the academic calendar.</li> <li>3. Talk to parents and update the overall performance.</li> </ol>	<ol style="list-style-type: none"> <li>1. Teachers need to control and take action on students' attendance and academic work.</li> <li>2. Alumni Interaction.</li> </ol>
4	Meeting 4	Week 5	<ol style="list-style-type: none"> <li>1. Preparation of Class Assessment Examination-I (CAE-I).</li> <li>2. CRT &amp; Placement Status.</li> </ol>	<ol style="list-style-type: none"> <li>1. If needed take feedback from the subject teacher.</li> <li>2. If needed call parents.</li> </ol>
5	Meeting 5	Week 6	<ol style="list-style-type: none"> <li>1. Post exam performance evaluation.</li> <li>2. Assignment, term work, improvement test etc.</li> <li>3. Any other issue to be discussed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Necessary action to be taken with respect to students' performance and attendance.</li> <li>2. Compulsory call to parents and inform the performance.</li> <li>3. Check for pending fees.</li> </ol>
6	Meeting 6	Week 7	<ol style="list-style-type: none"> <li>1. Attendance /Academic /Project / CRT/ Set goals Monitoring.</li> <li>2. One to one counselling (CRT &amp; Placement Status).</li> </ol>	<ol style="list-style-type: none"> <li>1. Check and take necessary action if performance is decreasing.</li> <li>2. Update the performance to the parents.</li> </ol>

<b>Sr. No.</b>	<b>Meeting No.</b>	<b>Week No.</b>	<b>Agenda</b>	<b>Key Points</b>
7	Meeting 7	Week 8	Parents Teacher Meeting.	1. Meeting with TG and if possible to the HOD. 2. Check for pending fees.
8	Meeting 8	Week 9	1. Attendance & Term Work. 2. Preparation of Class Assessment Examination-II (CAE-II). 3. Preparation mode for End Semester Examination & feedback.	1. Check and take necessary action if performance is decreasing. 2. Update the performance to the parents.
9	Meeting 9	Week 10	1. Attendance /Academic / Project / CRT/ Set goals Monitoring. 2. Closure of incomplete targets within the next 3 weeks.	1. Ensure all the targets are within the achievable limit. 2. Discussion with parents if needed.
10	Meeting 10	Week 11	1. Completion of all term work. 2. Readiness of End Semester Examination. 3. Completion of practical's and all term work.	Necessary action to be taken if things are not in control.
11	Meeting 11	Week 12	1. Post exam performance evaluation. 2. Guiding for semester examination. 3. Help to select professional elective V and VI of eighth semester.	1. Necessary action to be taken if things are not in control. 2. Students readiness towards job placement.

*After end of seventh semester directing them for Project Work*

## Teacher Guardian Scheme - 8<sup>th</sup> Semester

Sr. No.	Meeting No.	Week No.	Agenda	Key Points
1	Meeting 1	Week 1	<ol style="list-style-type: none"> <li>1. Review of activity done during semester break.</li> <li>2. 8th Semester scheme overview and preparing semester plan.</li> <li>3. Review of students' professional growth after CRT and their technical growth in respective area of open and professional elective domain.</li> </ol>	<ol style="list-style-type: none"> <li>1. Appreciate students if done extraordinary industrial training or work during previous semester.</li> <li>2. Going through seventh semester result.</li> </ol>
2	Meeting 2	Week 2 & Week 3	<ol style="list-style-type: none"> <li>1. One to One counselling about his/her fourth year activities and targets.</li> <li>2. Academics and planning activities according to eighth semester goal in mind.</li> <li>3. Confirm the students' professional electives selection.</li> <li>4. Strategy formation for Project Phase-IV.</li> </ol>	<ol style="list-style-type: none"> <li>1. Checking progress of set goals and suggestion for improvements to be discussed.</li> <li>2. Major Minor &amp; Honor Degree to be discussed.</li> <li>3. Suggest suitable activities / learning platforms / processes / ways to excel in respective field / domain of interest for future growth.</li> <li>4. Take review and encourage students about his interest in job / higher studies / entrepreneurship after graduation as discussed in previous semester.</li> </ol>
3	Meeting 3	Week 4	<ol style="list-style-type: none"> <li>1. Attendance /Academic / Project / CRT/ Set goals Monitoring.</li> <li>2. Upcoming events as per the academic calendar.</li> <li>3. Talk to parents and update the overall performance.</li> </ol>	<ol style="list-style-type: none"> <li>1. Teachers need to control and take action on student's attendance and academic work.</li> <li>2. Alumni Interaction.</li> </ol>
4	Meeting 4	Week 5	<ol style="list-style-type: none"> <li>1. Preparation of Class Assessment Examination-I (CAE-I).</li> <li>2. CRT &amp; Placement Status.</li> </ol>	<ol style="list-style-type: none"> <li>1. If needed take feedback from the subject teacher.</li> <li>2. If needed call parents.</li> </ol>
5	Meeting 5	Week 6	<ol style="list-style-type: none"> <li>1. Post exam performance evaluation.</li> <li>2. Assignment, Term work, improvement test etc.</li> <li>3. Any other issue to be discussed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Necessary action to be taken with respect to students' performance and attendance.</li> <li>2. Compulsory call to parents and inform the performance.</li> </ol>
6	Meeting 6	Week 7	<ol style="list-style-type: none"> <li>1. Attendance /Academic / Project / CRT/ Set goals Monitoring.</li> <li>2. One to one counselling (CRT &amp; Placement Status).</li> </ol>	<ol style="list-style-type: none"> <li>1. Check and take necessary action if performance is decreasing.</li> <li>2. Update the performance to the parents.</li> </ol>

<b>Sr. No.</b>	<b>Meeting No.</b>	<b>Week No.</b>	<b>Agenda</b>	<b>Key Points</b>
7	Meeting 7	Week 8	Parents Teacher Meeting.	Meeting with TG and if possible to the HOD.
8	Meeting 8	Week 9	1. Attendance & Term Work. 2. Preparation of Class Assessment Examination-II (CAE-II). 3. Preparation mode for End Semester Examination & feedback.	1. Check and take necessary action if performance is decreasing. 2. Update the performance to the parents.
9	Meeting 9	Week 10	1. Attendance /Academic / Project / CRT/ Set goals Monitoring. 2. Closure of incomplete targets within the next 3 weeks.	1. Ensure all the targets are within the achievable limit. 2. Discussion with parents if needed.
10	Meeting 10	Week 11	1. Completion of all term work. 2. Readiness of End Semester Examination. 3. Completion of practical's and all term work.	Necessary action to be taken if things are not in control.
11	Meeting 11	Week 12	1. Post exam performance evaluation. 2. Guiding for End Semester Examination. 3. Alumni meet after graduation.	1. Necessary action to be taken if things are not in control. 2. Discuss about importance of communication as an alumni with final year students for their career making and placements.
<b><i>After end of eighth semester if not achieved set targets help and support them.</i></b>				



# IMPORTANT DOS AND DON'TS

## **Dos**

Know the student and the parent.

Communicate with Parents for critical issues or as and when deemed necessary.

Make yourself available for additional meetings.

Follow TG Communication Policy as per schedule.

Always start with positives about the ward when having conversation.

Provide (academic and non-academic) ongoing updates.

Help students establish and maintain positive and healthy peer relationship within the college community and help parents understand how they can best support their ward.

## **Don't**

Take an authoritative approach — be warm and human.

Ignore Responses from Parents when meeting or communicating with them (Emphasize on being a good listener).

Arrive unprepared in parents meeting.

Talk about other students or do comparison between students.

# FAQs AND ANSWER

## **1) How teacher guardian policy works?**

**Teacher Guardian works** as a friend, philosopher and guide for his students. He keeps track of student's day-to-day activities and keeps track of his attendance, test results, internal assessment, and other related information.

## **2) How often should I (student) visit the teacher?**

At least once in a week the student should meet his TG; in case of any urgent issue/problem, you can approach your TG as and when required.

## **3) What is my role (student) for smooth functioning of TG policy?**

- Students should meet the class in-charge to know his/her teacher guardian.
- He/she should meet & report the teacher guardian immediately in the time allotted with their detailed information and fill in all the necessary information as required
- Students should contact the respective TG in every TG slot without fail.

- Students may discuss their problems (academic/personal) with TG & feel free to have an openhearted conversation on regular basis.
- Students should submit their progress details e.g. result copy of the latest examination conducted by Dept. and achievements in Co-curricular (Paper presentation, workshop, internship, Industrial training, competitions, project exhibition, online courses like webinars, & extracurricular activities (sports, hobbies, any cultural activities, etc.).
- Students must communicate all the information like local/permanent address, contact no if any to the TG

#### **4) What is my role (teacher) for smooth functioning of TG policy?**

- Take the details of each and every student in the prescribed format.
- Verify data given by him/her.
- Make students aware about curricular, co-curricular and extracurricular activities and counsel each student accordingly.
- To provide emotional support and create a homely environment with each student.
- Establishing strong and harmonized relationship between teachers, students & parents.
- Collect monthly subject-wise attendance from attendance in-charge & take clarification from those having attendance less than 75%.
- Make use of prescribed formats during each meeting.
- From the above information identify weak areas and counsel the student for possible solutions.
- During individual counseling for critical problems, if any, consult the higher authorities/parents and follow the same till solved.
- TG should motivate each student/ward for preparation of competitive examinations, Group Discussions and Personal Interviews, career opportunities, co-curricular and extra-curricular activities & to develop/improve interpersonal relationships.
- Analyze the performance of every student in subsequent counseling and if required, inform parents/mentor regarding problems.
- The TG may involve HOD, if deemed necessary.
- Other than college hours TG should specify the communication timings for students and parents.

**5) How often parents meeting will be held?**

One parent meeting per semester will be held but if parents wish to meet to TG or HOD, they may meet on mutually agreed date and time.

**6) Is college campus ragging free?**

Ragging in any form is totally prohibited in the campus. The preventive measures have been taken to tackle ragging. An Anti – Ragging Committee and anti-ragging squads have been formed to prevent ragging.

**7) What is the way of communication and timing?**

Official WhatsApp group will be a way of communication for students and parents. In case of any emergency after college hours students/parents can drop a message and get connected with the TG.

**8) How to know the progress of our child from time to time?**

TG will be sharing the progress of child after every month or as and when needed by parents. Parents are also expected to be in touch with the TG to keep track of their ward's progress.

## TEACHER – GUARDIAN STUDENT MEET (SAMPLE FORMAT)

TG Meet Agenda Meeting Number-1	1. Phone call to parents in presence of students. 2. TG group with students and broadcast list of parents to be made on WhatsApp. 3. Make students comfortable about the functioning of TG group. 4. Overview of department and second year scheme with targets.		
Student Roll No.	Date of Meeting	Points Discussed	Action Taken ( If Required)
ME-1			
ME-2			
ME-3			
ME-4			
ME-5			
ME-6			
ME-7			
ME-8			
ME-9			
ME-10			

Teacher Guardian Name and Signature

# TEACHER – GUARDIAN STUDENT COUNSELLING

## COUNSELLING RECORD SHEET

<b>Student Name</b>	
<b>Student Year &amp; Semester</b>	
<b>Student contact details</b>	
<b>Date of Counselling</b>	

<b>Sr no</b>	<b>Setting Goal</b>	<b>Problem Discussed</b>	<b>Remedial Action</b>

**Counsellor Sign:-**

**Counsellor Name:-**