



## DIRECTORATE OF STUDENTS' WELFARE

### TEACHER-GUARDIAN(TG) SCHEME

#### **Introduction**

Manipal University Jaipur (MUJ) since its inception, apart from its excellent teaching and administrative environment, is also known among its student for practicing strong values, called as '**Manipal Values**'. Manipal University Jaipur (MUJ) believes that, values teach student the best way to live that can be beneficial to him/her as well as the people around him/her. To inculcate such '**Manipal Values**', MUJ had started Teacher Guardian (TG) scheme for Bachelor of Engineering (B.Tech.) first year students. This scheme to have one to one interaction with students.

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 MUJ environment. This scheme, which is perhaps the only one of its kind, guarantees additional assurance to the newcomers and takes some burden off the parents and lessens their anxiety. The students may be referred by TG for the counselling service who have wide range of worries, including personal, home and family relationships, depression, anxiety, and loneliness.

#### **Objectives**

To develop healthy Teacher- Student relationship and help students to settle in University environment.

#### **Functioning**

- For a batch of about 20 to 30 students, a teacher is assigned the role of TG.
- TG act as a friend, philosopher, and guide for these students.
- Their main role is to keep track on their attendance, internal and end semester marks.
- TG encourages the students to participate in co-curricular & extracurricular activities.
- TG gives academic feedback to the parents/guardians on monthly basis.
- TG also counsels the students to solve difficulties encountered not only in University campus but in their personal lives too.
- TG acts as a mentor to students and offers them emotional and academic support along with motivation.

#### **TG Responsibilities for Record Maintenance**

- Gather the contact details of the Students, Parents and Hostel Warden during first/second day of commencement of I semester classes in Form A
- Maintain a regular and cordial relationship with parents of the wards.





- In case a student is absent for a class, bring it to the notice of concerned parents immediately after the class, preferably by e-mail or SMS/Phone call, mark a copy of the same to the Section Coordinator and Deputy Director-SW ([babita.malik@jaipur.manipal.edu](mailto:babita.malik@jaipur.manipal.edu)).
- Provide proper Academic guidance to the wards, who are academically weak. Clarify regulations related to attendance, assignment, sessional and End semester examinations. Provide proper guidance to the ward in case of medical issues.
- Conduct as informal meeting with the wards at least once in 15 days, either in classroom/academic premise or in the hostel.
- Generate a monthly report in the Teacher-Guardian's file and submit a copy of the same to the Section Coordinator at the end of each month.

### **Coordinating Procedure - Section Coordinator and TG of the class**

#### **Responsibility of Section Coordinator**

- Try to resolve queries of Teacher-Guardian.
- Escalate Teacher-Guardian concerns as required.
- Keep record of minute of the meeting, attendance, and document verification.
- Consolidate Teacher-Guardian data, number of Teacher-Guardian, meetings, process etc. as a part of monthly/annual report.
- Section Coordinator to conduct monthly meeting with all respective Teacher-Guardian.

**Enclosure-01**

**TEACHER-GUARDIAN SCHEME (FORM-A)**





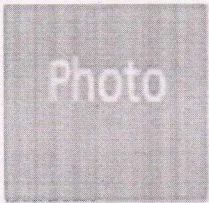
**Enclosure-02**

**Student Details**

Name:		Registration No.:	
Section:	Roll No.:	Branch:	
Mobile No.:		E-mail Id:	
Hostel Block No.:	Room No.:	Blood Group:	Date of Birth:
Any MUJ alumni in your family? <input type="checkbox"/> Yes <input type="checkbox"/> No		- If Yes, please give their names, branch, batch, institution, and relationship	

**Details of the Parents**

Father's Name:		Mother's Name:	
<b>Occupation:</b> Entrepreneur: <input type="checkbox"/> Family business: <input type="checkbox"/> Public Sector: <input type="checkbox"/> Professional: <input type="checkbox"/> Govt. Employee: <input type="checkbox"/> Pvt. Company: <input type="checkbox"/>		<b>Occupation:</b> Home Maker: <input type="checkbox"/> Entrepreneur: <input type="checkbox"/> Family business: <input type="checkbox"/> Public Sector: <input type="checkbox"/> Professional: <input type="checkbox"/> Govt. Employee: <input type="checkbox"/> Pvt. Company: <input type="checkbox"/>	
Name of the organization and designation:		Name of the organization and designation:	
Mobile No.:		Mobile No.:	
E-mail Id:		E-mail Id:	

<b>Address for Communication:</b>		<b>Permanent Address:</b>	
Pin Code:		Pin Code:	
Business Card of the Parent		 Signature of the	

**TG - STUDENT MEETING RECORD SHEET**

Teacher-Guardian: _____	Student: _____
Branch _____	Section: _____ Date: _____





Issues Discussed:

Comments / Questions for reflection:

Action Points:

Duration of meeting (hours/minutes): .....

Next meeting Date: ..... Time: .....: Location: .....

Signature (TG): ..... Date: .....

Signature (Student): ..... Date: .....

