Academic Year: 2023-24   **Sem: ODD**   Date: - 28/07/2023

Notice: - Guardian/Mentor Teacher Scheme: Meeting Schedule

We are adopting the Guardian/Mentor Teacher Scheme for the students to:
- Have better communication of students and Teachers/staff
- Guidance, counseling of the students – Time to time
- Know/understand students' academic, personal problems/issues/difficulties and guide the students to overcome/solve it.
- Explain the Career and Career paths/options to the students
- Know students regularity, punctuality, performance in regular academics.
- Guide the lagging students to improve performance

All the Guardian/Mentor Teachers shall conduct meeting with student at least twice in a month. The proposed dates for the conduct of Mentor meeting are given below:

ODD Semester

Sr. No	Month	Dates of Meeting	
		Meeting Date-1	**Meeting Date-2**
1	July 2023	24th July to 31st July 18, 2023	NA
2	August 2023	10th to 14th August 2023	25th to 29th August 2023
3	September 2023	10th to 14th September 2023	25th to 29th September 2023
4	October 2023	10th to 12th October 2023	25th to 29th October 2023

Note: After conduction of meeting all shall submit the mentor report on 15th and 30th day of the month to the Coordinator.

Mr. A. A. Patel Khan   Prof. G. B. Katkade

Guardian/Mentor Teacher Coordinator   HOD-CM

CC: 1) Guardian/Mentor Teacher File   2) Staff Circulation by eCopy.