



K. K. WAGH POLYTECHNIC, NASHIK.

HIRABAI HARIDAS VIDYANAGARI, AMRUTDHAM, PANCHAVATI, NASHIK-422003

DEPARTMENT OF MECHANICAL ENGINEERING

[Accredited by NBA, New Delhi up to Year 2026]

Academic Year: 2025-26

Sem: EVEN

Date:- 15/12/2025

Notice: - Guardian/Mentor Teacher Scheme 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 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 Guardian/Mentor Teachers shall conduct meeting with students at least twice in a month. The proposed dates for the conduct of Mentor Meeting are given below:

❖ **ODD Semester**

Sr. No	Month	Proposed Dates of Mentor Meeting	
		Monthly Meeting Date-1	Monthly Meeting Date-2
1	Dec 2025	----- NA -----	15 th Dec to 31 st Dec 2025
2	Jan 2026	05 th Jan to 14 th Jan 2026	15 th Jan to 31 st Jan 2026
3	Feb 2026	05 th Feb to 14 th Feb 2026	15 th Feb to 28 th Feb 2026
4	March 2026	05 th March 14 th March 2026	15 th March to 31 st March 2026

Note: After conduction of Mentor meeting all shall submit the "Mentor Meeting Report" on or before 15th and 30th date of the month to the Mentor Teacher Coordinator of the Mechanical Engineering Department.

Mrs. A. D. Shinde
Guardian/Mentor Teacher Coordinator

Prof. Y.B. Gaidhani
HOD-Mech.Engg

Cc: 1) Guardian/Mentor Teacher File

2) Staff Circulation by eCopy.