

DEPT. OF CIVIL ENGINEERING, UGMIT, RAYAGADA

No. 38 Date. 21-9-22


NOTICE

The mentors as mentioned below of 3rd and 5th semester Civil Engg. students are requested to perform following tasks –

1. To monitor class attendance daily of their fellow students and ensure in every week that the attendance doesn't go below less than 75%.
2. If the attendance goes below 75%, students will be debarred from attending end semester exam.
3. Mentors are requested to keep track on student's academic performance whether they are submitting assignments, lab records, maintain class notes etc. at the institute and during off hours i.e. morning and evening hours whether they are studying at hostel and home. They can motivate and share some tips how to score good marks as well as how to achieve their goals.
4. Mentors are requested to identify academically weak students and arrange some extra classes by physical or virtual mode.
5. Mentors are requested to observe whether students are following proper dress code or not. If any student doesn't following the same, they can ask the students to follow proper dress code otherwise they can inform the senior faculty of the department so that disciplinary action can be taken against the disobedient students.
6. Mentors are requested to motivate the students to be punctual and discipline. If any student comes late to the class or break discipline after several warnings, they can inform the senior faculty of the department so that disciplinary action can be taken against the disobedient students.
7. Apart from all the above, mentors are requested to help their fellow students to improve their skills apart from academic point of view.
8. Mentors are requested to call PTM (Parents Teachers Meeting) once in a month either physical or virtual mode and keep the data for future correspondence.
9. Mentors are requested to contact Whatsapp or telegram groups with their fellow students for better connectivity and quick resolution of any problem and inform the same to the undersigned.

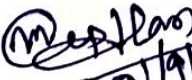
PTO

Sl. No.	Name of the mentor	Contact No. of Mentor	Roll No. of assigned students	Semester
1	Manas Ranjan Pradhan, HOD (Civil)	9439431670	F21017001001,1003,1008,1009,1041	3 rd
			F20017001003,1004,1006,1007,1009	5 th
2	Soumya Ranjan Pradhan, Lect. (Civil)	6372759743	F21017001010,1012,1016,1018,1042	3 rd
			F20017001013,1014,1015,1017	5 th
3	Chinmaya Maharana, PTGF (Civil)	9438022470	F21017001019,1020,1021,1023	3 rd
			F20017001018,1020,1022,1023,1024	5 th
4	Subhasmita Patro, PTGF (Civil)	7735716077	F21017001013,1014,1017,1027	3 rd
			F20017001002,1008,1011,1012	5 th
5	Sabnam Samad, Lab Asst. (Civil)	7854996006	F21017001036,1037,1024,1025	3 rd
			F20017001016,1021,1027,1029	5 th
6	Samir Kanta Behera, PTGLA (Civil)	9439880903	F21017001026,1032,1033,1038	3 rd
			F20017001028,L21017001001	5 th


HOD 21/9/22
(Civil Engg.)


Memo No. 39 Date. 21-9-22

Copy to concerned persons for information and necessary action.


HOD 21/9/22
(Civil Engg.)

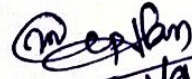
Memo No. 40 Date. 21-9-22

Copy to department notice board for information to students.


HOD 21/9/22
(Civil Engg.)

Memo No. 41 Date. 21-9-22

Copy submitted to the Principal, UGMIT, Rayagada for favour of kind information and necessary action.


HOD 21/9/22
(Civil Engg.)

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