



Utkal Gourav Madhusudan Institute of Technology ,Rayagada

(A State Government Institute)

(Approved by AICTE, Recognized by Govt. of Odisha &

Affiliated to S.C.T.E. & V.T., Odisha)

Back Side of S.P. office, At/Po/ Dist.- Rayagada, Odisha - 765 001 .

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NOTICE NO _____

DATE-

The Mentors as mentioned below of 4th & 6th semester Electrical Engineering 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 75%.
2. If attendance goes below 75%, mentors are to contact the students and guide them to be regular in the classes otherwise they will be debarred from attending End Semester Exam as per SCTE&VT norms. Mentors are to contact the parents of such students and apprise them about the status of attendance and explain the consequences if attendance goes below 60%.
3. Mentors are to keep track of students' 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/home. They can motivate and share some tips how to score good marks and how to achieve their goals.
4. Mentors are to identify academically weak students and arrange some extra classes by physical /virtual mode.
5. Mentors are to observe whether students are following proper uniform. If any student doesn't following the same, they can ask the student & ensure proper uniform otherwise they can inform the senior faculty of the department so that disciplinary action can be taken against the disobedient students.
6. Mentors are 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 to help their fellow students to improve their skills apart from academic point of view.
8. Mentors are to call PTM (Parents Teacher Meeting) once in a month either physical/ virtual mode or keep the data for future correspondence.
9. Mentors are to create Whatsapp / Telegram group with their fellow students; for better connectivity and quick resolution of any issue and inform the same to the undersigned,

Sl. no	Name Of The Mentor	Regd. No & Name Of Students (6 th Sem. Electrical Engg.)		Regd. No & Name Of Students (4 th Sem. Electrical Engg.)	
1	Sri Arabinda Pradhan Sr.Lect. (Electrical)	F20017002001	Akhil Sunamud	F21017002001	Amresh Panda
		F20017002002	Amit Panigrahi	F21017002003	Amit Samal
		F20017002003	Ankita Bara	F21017002004	Anshuman Nanda
		F20017002005	B Uma Mahesh	F21017002007	Badal Mehena
2	Sri Pruthwiraj Sahoo Lab. Asst. (Electrical)	F20017002006	Bhabani Prasad Pattnaik	F21017002008	Biswajit Mohanty
		F20017002007	Bidusmita Panda	F21017002010	Chandana Bhola
		F20017002010	Chumki Khosla	F21017002011	Chinmaya Kousalya
		F20017002011	Debendra Urlaka	F21017002013	Gedela Chaithanya Kumar
3	Sri Sarada Prasanna Mahanta Jr.Lab. Asst.(Electrical)	F20017002013	Gajendra Majhi	F21017002015	Grace Ganta
		F20017002017	Gourav Saha	F21017002016	Jami Raj Sekhar
		F20017002018	Harihar Jena	F21017002018	Kamalakanta Huika
		F20017002019	Hitansu Pradhan	F21017002020	Malanti Majhi
4	Sri Kishore Ch. Prusty PTGF (Electrical)	F20017002021	Manas Malana	F21017002021	Mohit Kumar Kar
		F20017002022	Pichika Yugandhar	F21017002032	Sarita Pal
		F20017002026	Rabi Kanta	F21017002033	Shajk Aadil
		F20017002028	Rinkesh Viswakarma	F21017002035	Soumya Ranjan Mahapatra
5	Sri Umesh Chandra Sethi PTGF (Electrical)	F20017002030	Santosh Kumar Pradhan	F21017002036	Sreyash Kumar Dash
		F20017002032	Sidhibinaya Sahu	L22017002001	Andawarapu Hari Haran
		F20017002033	Subhakar Pattnaik	L22017002002	Aviance Mahanty
		F20017002036	V V Pawan Kumar	L22017002003	Gobinda Subudhi
6	Miss Sarita Bauri PTGF (Electrical)	L21017002001	Bikram Kishore Garada	L22017002004	Kamalalochan Majhi
		L21017002002	Chandan Kumar Mohapatra	L22017002005	Kiran Kumar Barik
		L21017002004	Goutam Kumar Sira	L22017002006	Kuna Bidika
		L21017002006	Pritilata Panigrahi	L22017002008	Srinu Huika
				L22017002010	Sukesh Bacheli
				L22017002011	Surjya Narayan Hikoka
				L22017002012	Tulu Jakaka

Sd/ I/C Principal
UGMIT Rayagada

Memo No. Date.
Copy to all mentors of Electrical Engineering department for information and necessary action.

Sd/ I/C Principal
UGMIT Rayagada

Memo No. 467⁽³⁾ Date. 28-03-2023
Copy to department notice board (Institute / institute website) for information of 4th and 6th semester
Electrical Engineering students.

Sd/ I/C Principal
UGMIT Rayagada