Utkal Gourav Madhusudan Institute of Technology

(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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Order No. M & Sc-II-09/Vol-02/1497,   Date: 16th, Sept.-2023

Office Order

In continuation to this Office order no 1297/Dt 09.08.2023, the mentors of 1st Semester-2023(W) are directed to perform the following tasks.

1. Monitor class attendance regularly of their concern students and ensure in every week that the attendance doesn't go below less than 75%.

2. If attendance goes below 75%, mentors are requested 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 parent of such students and apprise them about the status of attendance and explain the consequences if attendance goes below 75% and 60%.

3. Mentors are to keep track on student's academic performance like scoring in Monthly Tests, submission of assignments, Lab. records, maintain class notes, Class performance, as well as their personal performance like behaviour, dress code, respond to staff and their classmates etc.. They can motivate and share some tips how to score good marks and how to achieve their goals.

If any student doesn't wear the proper dress code with shoes, they can ask the student 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.

4. Mentors are to identify academically weak students and arrange some extra classes by physical /virtual mode.

5. 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.

6. Apart from all the above, mentors are requested to help their fellow students to improve their skills apart from academic point of view.

7. Mentors are to call PTM (Parents Teacher Meeting) once in a month either physical/ virtual mode or keep the data for future correspondence.

8. Mentors are to contact What's app / Telegram group / Google Classroom with

their fellow' student; for better connectivity and quick resolution of any problem and Inform the same to the undersigned.

I/C Principal
U.G.M.I.T, Rayagada

Memo no. 1498 /Dt. 16.09.2023

Copy to Notice Board(Institution/Department/Boys & Girls hostel/ Institute Website) for information of 1st semester – 2023(W) students.

I/C Principal
U.G.M.I.T, Rayagada

Memo no. 1499 /Dt. 16.09.2023

Copy to all the concerned mentor/ Sri Sisir Kumar Kapat, OIC(Website)/Academic coordinator for information and necessary action. Mentors are requested to submit their report in the following format on the 17th day of each month before HoD(Math & Sc) using the grade of performance as
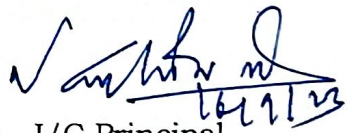
1. Bad
2. Poor
3. Good
4. Very Good
5. Excellent

UTKAL GOURAV MADHUSUDAN INSTITUTE OF TECHNOLOGY, RAYAGADA
MENTOR REPORT SUBMITTED ON DATE:_____
Name of Mentor:
Sem.: 1st Semester - 2023(W)

SL	Name of Student	Branch	Attendance	Monthly Test Score	Class Performance	Homework and Assignments:	Communication Skills	Self-Motivation and Initiative	Extracurricular Activities	Conduct	Dress Code	Remark

I/C Principal
U.G.M.I.T, Rayagada