



**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)

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Notice No.T&P-I-02/Vol-03/.....**813**.....

Date:.....**19.04.2025**.....

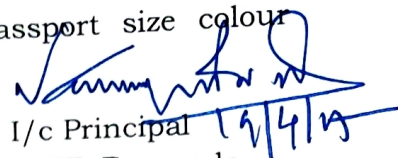
NOTICE

A two weeks training program "SKILL UP PROGRAM EMPOWERING THE NEXT GENERATION" is scheduled to be conducted from 21<sup>st</sup> April 2025 , for the final year(6<sup>th</sup> Semester) and pre-final year (4<sup>th</sup> semester) students(both Boys and Girls) of this institution. The program will be organized by "INNOVATION COMES JOINTLY"(ICJ) which focus on "Empowering the next generation to skill the unemployed youths as per the industry requirement" comes under the CSR initiative ,funded by "INFOSYS" and implemented by "CENTUM FOUNDATION" as per the following schedule:

1. Name of the Program : "SKILL UP PROGRAMME EMPOWERING THE NEXT GENERATION"(60Hrs)
2. Date: : w.e.f 21<sup>st</sup> April 2025
3. Morning Session : 07:00AM to 11:00AM for 4<sup>th</sup> Semester
4. Afternoon Session : 04:00PM to 08:00PM for 6<sup>th</sup> Semester
5. Venue : Conference Hall/IT Lab
6. Inaugural Ceremony : 21.04.2025(09:00AM to 09:30AM)
7. Closing Ceremony : On Last day of the Training program
8. Target : All students of 4<sup>th</sup> Sem & 6<sup>th</sup> Sem-2025(S)
9. Resource Person : Mr. Abhishek Tripathy
- 10.Topics to be covered :
  - 1.Soft Skill/Employability Skill
  - 2.Digital Literacy
  - 3.Financial Literacy
  - 4.Communication Skills
  - 5.People & Time Management
  - 6.Interview Skills
  - 7.Planning & Prioritizing
  - 8.Email Writing
  - 9.Problem Solving and Decision Making.


All the students(both boys and girls) of 6<sup>th</sup> and 4<sup>th</sup> Semester-2025(S) of Civil, Electrical, E&TC and Mechanical Engineering are advised to attend the training program as per the above schedule and they have to submit the copy of Govt ID

proof i.e Aadhar/PAN card/Driving License, educational certificate/Mark sheet 10<sup>th</sup>/12<sup>th</sup>/Diploma(Last semester mark sheet)and two passport size colour photograph for participation.

  
I/c Principal  
UGMIT, Rayagada

Memo No. 814(4) /Date. 19.04.2025

Copy to Notice Board (Institution/Boys& Girls Hostel/Institution Website) for information of the concerned students. The classes of 4<sup>th</sup> semester and 6<sup>th</sup> semester students will be suspended during the training schedule.

  
I/c Principal  
UGMIT, Rayagada

Memo No: 815 /Date: 19.04.2025

Copy to

- 1.Academic Coordinator
- 2.All HoDs
- 3.Section Officer
- 4.Sri.Siba Sankar Sahu, In Charge of Conference Hall & IT Lab
- 5.Sri.Prasanta Kumar Senapati, In charge of Guest House
- 6.Sri.Debadatta Sahu,Hostel Superintendent(Boys)
- 7.Sri.Jyoti Prakash Giri, Hostel Superintendent(Girls)
- 8.Sri.G.Ravi,Trainer(Mac Millan)
- 9.Sri.Vibek Karkaria, Attendant(Out sourcing)
- 10.Concerned /all the staff members

For information and necessary action

**A. Distribution of the Duty during the training programme:**

| Day       | 09:00AM to 11:00AM          | 04:00PM to 06:30PM     |
|-----------|-----------------------------|------------------------|
| MONDAY    | Miss.Sabnam Samad           | Sri.Pruthwiraj Sahoo   |
| TUESDAY   | Sri.Sarada Prasanna Mohanta | Smt.Bharati Nayak      |
| WEDNESDAY | Sri.Rangala Himagiri        | Smt.Sushila Sahoo      |
| THURSDAY  | Sri.Prasanta Kumar Senapati | Sri.Sarat Kumar Bhuyan |
| FRIDAY    | Sri.Siba Sankar Sahu        | Sri.Debraj Pradhan     |
| SATURDAY  | Sri.Debraj Pradhan          | Sri.Jyoti Prakash Giri |

All the above staff members are requested to complete the following action plan to make the training programme successful:

- 1.readiness of room
- 2.Maintain discipline
- 3.Take student attendance in every session
- 4.Good quality G-Tag photos of each session (Submit to placement cell through email:placementugmit1979@gmail.com)

**B. Photo & Refreshment:**

Sri.G.Ravi, trainer (Mac Millan) is here by instructed to ensure

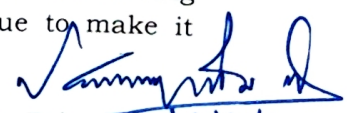
1. Timely completion of all the activities
2. Capturing good quality photographs during the inaugural/closing ceremony & during the training session.
3. Hand over all the photos to Sri. Siba sankar Sahu through email: [sssahuugmit@gmail.com](mailto:sssahuugmit@gmail.com) and CC to Placement Cell through email: [placementugmit1979@gmail.com](mailto:placementugmit1979@gmail.com) on daily basis in order to upload on the website as well as on social media.
4. Additionally, he is responsible for arranging refreshments/working lunch for the trainer of Innovation Comes Jointly(ICJ) in consultation with Sri. Jyoti Prakash Giri, Asst. T&PO Sri. Vibek Karkaria , Attendant(Out sourcing) is directed to assist Sri. Ravi with the distribution of refreshments.

**C. Hospitality:**

Sri. Prasanta Kumar Senapati is directed to arrange the safe staying of the trainer in the UGMIT guest house and arrange all the related items in this regard.

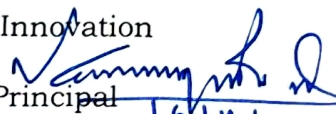
**D: Other Activities:**

1. HoDs are requested to encourage all the students for maximum participation and attend all the sessions.
2. HoDs are requested to arrange lapse theory classes of 1<sup>st</sup> period in holidays to cover- up the syllabus.
3. Sri. G. Ravi is directed to ensure the cent percent attendance of all the participants.
4. Sri. Siba Sankar Sahu , Lab Asst. is directed to upload the photos on website as well as social media.
5. All the staff members are invited to be present in the inauguration and closing ceremony of this programme, as per the above schedule and venue to make it successful.

  
I/c Principal 19/4/25  
UGMIT, Rayagada

Memo No:.....816...../Date:19.04.2025

Copy to Sri.Satyam Chaurasia, Head of University Alliance Partnership , Innovation Comes Jointly(ICJ) for information and necessary action.

  
I/c Principal 19/4/25  
UGMIT, Rayagada