

DEPARTMENT OF CIVIL ENGINEERING, UGMIT, RAYAGADA


No. 05 Date 13-1-2024

NOTICE


The mentors as mentioned below of 4th and 6th 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%, mentors are requested to contact the students and asked them to attend the classes otherwise they will be debarred from attending End Semester Exam. Mentors are also requested to contact the parent of such students and make them aware about the issue and explain the consequences if attendance goes below 75%.
3. Mentors are requested to keep track on 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 or 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/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 the 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 students come 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.


SL NO.	Name of the Mentor	Contact No. of Mentor	Roll No. of assign students	semester
1	Manas Rnajn Pradha, HOD (Civil)	9439431670	F22017001003,1004,1009,1011,1015,1016,1018	4 th
			F21017001001,1009,1010,1012,1014,1016,1017,1018	6 th
2	Chinmaya Maharana, Guest Faculty(Civil)	9438022470	F22017001026,1017,1029,1031,1039,1040,1041	4 th
			F21017001020,1021,1023,1024,1025,1026,1027,1033,1036	6 th
3	Sabnam Samad Lab Asst. (Civil)	7854996006	F22017001042,F22017004034,L23017001001,L2,L4,L5	4 th
			F21017001037,1038,L22017001001,L2,L3,L6,L8,L9,L11	6 th


HOD 13/1/24
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Memo No. 06 Date 13-1-2024
Copy to concerned persons for information and necessary action.


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Memo No. 07 Date 13-01-2024
Copy to Department notice board for information to students


HOD 13/1/24
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Memo No. 08 Date 13-01-2024
Copy to the principal, UGMIT, Rayagada for favour of kind information and necessary action.


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Civil Engg.