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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)

At/Po/ Dist.- Rayagada, Odisha - 765 001

Web: www.ugmit.org.in

Notice No. T & P-I-02/Vol-03/ 387.....

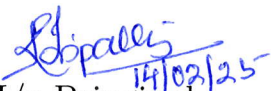
Date:14.02.2025

NOTICE

A one-week training program on “**Soft Skills, Employability Skills, and Python Programming**” is scheduled to be conducted from 17th to 22nd, February 2025, exclusively for final-year (6th Semester) and pre-final-year (4th Semester) girls student. The program will be organised by Mahindra Pride Classroom in association with Nandi Foundation, as per the following schedule.

1. Name of Programme : Training on “Soft/ Employability Skills & PYTHON Programming”
2. Date : 17th to 22nd, February-2025
3. Session 1 : 07:00 AM to 11:00 AM
(Soft/Employability Skills)
3. Session 2 : 05:45 PM to 07:45 PM
(PYTHON Programming)
4. Venue : Room No. 102 (Smart Classroom),
Dept. of Civil Engg.
5. Inaugural ceremony : 17.02.2025 (07:00 AM to 07:30 AM)
6. Closing ceremony : 22.02.2025 (07:15 PM to 07:45 PM)
7. Target : Girls Students of 4th & 6th Sem.-2025(S)
8. Resource Person : Miss Ankita Moharana

All the girls' students of 6th and 4th Semester-2025(S) of Civil, Electrical, E&TC and Mechanical Engineering are advised to attend the training programme, as per the above schedule.

for 
I/c Principal
14/02/25
UGMIT, Rayagada.

Memo No. 388

Date: 14.02.2025

Copy to Notice Board (Institution/ Boys & Girls Hostel/ Institution Website) for information of the concerned students. The 1st period of 4th and 6th semester students will be suspended and the normal classes will be conducted from 2nd period onwards as per the timetable during these days.

for
S. S. S. S.
14/02/25
I/c Principal
UGMIT, Rayagada.

Memo No. 389

Date: 14.02.2025

Copy to

1. Academic Coordinator
2. All the HoDs
3. Section officer
4. Miss Sabnam Samad, In Charge of Smart Classroom
5. Sri Siba Sankar Sahu, In Charge of IT Lab. & Conference hall
6. Sri Prasanta Kumar Senapati, In Charge of Guest House
7. Sri J. P. Giri, Hostel Supdt.(Girls)
8. Sri G. Ravi, Trainer (Mac Millan)
9. Sri Vivek Karkaria, Attendant (Outsourcing) and
10. Concerned/all the staff members

for information and necessary action.

A. Distribution of Duty during the programme:

Date/Time	07:00 AM to 11:00 AM	05:45 PM to 07:45 PM
17.02.2025	Miss Sabnam Samad	Sri Pruthwiraj Sahoo
18.02.2025	Sri Sarada Prasanna Mohanta	Smt. Bharati Nayak
19.02.2025	Sri Rangala Himagiri	Smt. Saritarani Mishra
20.02.2025	Sri Prasanta Kumar Senapati	Sri Sarat Kumar Bhuyan
21.02.2025	Sri Siba Sankar Sahu	Smt. Sushila Sahoo
22.02.2025	Sri Debaraj 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 (Macmillan), is hereby instructed to ensure

1. the timely completion of all activities,
2. capturing good quality decent photographs during the inaugural / closing ceremony & each session, and
3. handover all the photos to Sri Siba Sankar Sahu through email: sssahuugmit@gmail.com and CC to Placement Cell through email: placementugmit1979@gmail.com on daily basis, in order to upload on the website as well as on social media.

Additionally, he is responsible for arranging refreshments/working lunch for the trainer in consultation with Smt. Saritarani Mishra, Asst. T&PO.

Sri Vivek Karkaria, Attendant (Outsourcing) 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 girls students for maximum participation and attend all the sessions.
2. HoDs are requested to arrange the lapse theory classes of 1st 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. Hostel Supdt. (Girls') is directed to ensure that, Miss Lipimayi Pall, Matron will escort the girls participants of hostel at the time of departure (07:45PM) from institution to hostel on each day.
6. All the staff members are invited to be present in the inaugural and closing ceremony of this programme, as per the above schedule and venue to make it successful.

Lipalis
14/02/25
for I/c Principal
UGMIT, Rayagada.

Memo No. 390

Date: 14.02.2025

Copy to Munmun Singh, Training Co-coordinator - Odisha, Mahindra Pride Classroom & Nandi Foundation for information and necessary action.

Lipalis
14/02/25
for I/c Principal
UGMIT, Rayagada.