

DEPARTMENT OF ELECTRONICS & TELECOMMUNICATION ENGINEERING, UGMIT, RAYAGADA

No 83 / Date 24/9/24

NOTICE

The mentors as mentioned below of 3RD & 5TH Semester 2024 WINTER E&TC 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 less than 60%.
2. If attendance goes below 60%, 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 60%.
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/home. They can motivate and share some tips how to score good marks and 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 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.
6. 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.
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 Teacher Meeting) once in a month either physical/virtual mode and keep the data for future correspondence.
9. Mentors are requested to contact Whatsapp / Telegram group 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 NUMBER	ROLL NUMBER OF ASSIGNED STUDENTS	SEMESTER
1	SUBHEN KUMAR BEHERA	8328807767	F22017001008, 1028, 2031, 3003, 3006, 3009, 3011, 3012	5TH
2	SATYA NARAYAN PANIGRAHI	9439058450	F22017003013, 3015, 3016, 3017, 3020, 3030, 3031, 4026	5TH
3	J.P.GIRI	9777542191	F22017001020, L23017003001, L3002	5TH
			F23017002040, 3003, 3006, 3007, 3008	3RD
4	ANURAG SETHY	7978218238	F23017003010, 3011, 3013, 3014, 3015, 3016, 3022, 3024	3RD
5	SUSHILA SAHOO	7735207288	F23017003025, 3026, 3027, 3028, 3029, 3030, 3032, 4029, L24017003001, L3002, L24017003003	3RD


HOD ETC