



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY
SERGARH-756060, BALASORE (ODISHA)

(Approved by AICTE & affiliated to SCTE & VT, Odisha)



Meeting with the Students

Proctor Name :- Poochumrakulhara

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	10/09/2024	1:25 PM	Comment seniors at prayer class	Amrit Das	Poochumrakulhara 10/9/24
2	07/10/2024	1:30 PM	Not completed her assignment	Anam Mahalik	Poochumrakulhara 7/10/24
3	12/11/2024	9:30 PM	Secured good mark in internal test	Binnu Singh	Poochumrakulhara 12/11/24
4	17/12/2024	1:30 PM	Watching mobile phone during class hour	Balaram Singh	Poochumrakulhara 17/12/24
5	16/01/2025	1:45 PM	Come to Ctg without uniform	Dara Hembaran	Poochumrakulhara 16/1/25
6	10/02/2025	1:30 PM	Not completed home task	Akash Malik	Poochumrakulhara 10/2/25
7	11/03/2025	1:40 PM	Smoking cigarette in front of Ctg gate	Ajoun Maishi	Poochumrakulhara 11/3/25
8	16/04/2025	1:30 PM	Indiscipline in class room	Asutosh Das	Poochumrakulhara 16/4/25
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Poochumrakulhara
31/07/2025
Signature of Proctor

Poochumrakulhara
31/07/2025
Signature of HOD



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Parent/Guardian Communication Details

Proctor Name :- Pooja Gurnam Khitan

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	12/09/2024 10:00 AM	Your son sleep in hostel but not attend the class	Talk to the student & hostel incharge	<u>Pooja</u> 12/09/24
2	04/10/2024 1:40 PM	Your son's performance is good	I will more encourage.	<u>Pooja</u> 04/10/24
3	05/11/2024 1:40 PM	Your son smoking in front of ckg gate	She said that I punished my son.	<u>Pooja</u> 05/11/24
4	19/12/2024 1:32 PM	Your son came to class after 2 periods	He said going by cycle so he is late	<u>Pooja</u> 19/12/24
5	22/01/2025 1:30 PM	Your son misbehave the teacher	He said, punished her son.	<u>Pooja</u> 22/01/25
6	11/02/2025 1:32 PM	Your son is using mobile in class	We discuss with our son, he said he will not do again	<u>Pooja</u> 11/02/25
7	05/03/2025 1:45 PM	Your son came to ckg without informing	He said due to having yesterday his chikun don't.	<u>Pooja</u> 05/03/25
8	23/04/2025 1:32 PM	Your son not continue practical class	We discuss with our son, he will further continue.	<u>Pooja</u> 23/04/25
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Pooja
31/07/2025
Signature of Proctor

Pooja
31/07/2025
Signature of HOD



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Meeting with the Students

Proctor Name :- Subhrajyoti Rout

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	12.08.2024	3:15	- Come to the classes in Lately.	Bismar Patra.	C Rout 12/08/24
2	27.09.24	4:15	Using Cell phone during class hour.	Dilip Mohi	C Rout 27/09/24
3	18.10.24	12:20	- Sleeping in hostel during College.	Gopal Singh.	C Rout 18/10/24
4	22.11.24	11:30	- Mis behave with noty teaching staff & security	Pranesh Sing.	C Rout 22/11/24
5	10.12.24	12:15	- Not maintaining Lab record.	Dillip Sing	C Rout 10/12/24
6	8.01.25	10:45	- Good Mark in Monthly Test.	Chandam malik	C Rout 08/01/25
7	21.02.25	5:30.	- Come class after two periods.	De bendra Das.	C Rout 21/02/25
8	11.03.25	12:15	- Passed in semester Examination with good %.	Biky Mahalik	C Rout 11/03/25
9	7.04.25	10:45	- Good % in class attendance, maintain same regular classes	Deepak mahalik	C Rout 07/04/25
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Signature of Proctor


Signature of HOD

NH - 16, Sergarh, Balasore, Odisha | Phone No: 06782 - 219080

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Web: www.nist.org.in



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Parent/Guardian Communication Details

Academic Year 2024-25

Proctor Name :- Subhrajyoti Rout

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	14.08.24	Your son is coming to classes after 1st period.	- Due to communication problem he was coming late. I will put him in hostel in next month.	C Rout 14/08/24
2	27.09.24	Your son is using Cellphone during classes.	- He should be punished. Take his mobile for 2 days.	C Rout 27/09/24
3	18.10.24	- Your son is sleeping in hostel during college time.	- Due to health issue he was sleeping, he was not feeling well.	C Rout 18/10/24
4	23.11.24	- Your son is misbehaving with non-teaching staff & security.	- Take strict action against him.	C Rout 23/11/24
5	11.12.24	- Your son is not maintaining Lab record.	- He should be punished.	C Rout 11/12/24
6	21.02.25	- Your son is coming to classes after 2 periods regularly.	- Take appropriate action against him.	C Rout 21/02/25
7	11.03.25	- Your son is passed in semester exam with good %.	- Thank you Sir. Please guide him & strict on him.	C Rout 11/03/25
8	8.04.25	- Your son performs in good % attendance & doing regular classes.	- Please guide him Sir.	C Rout 08/04/25
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C Rout
31/03/25
Signature of Proctor

J. Kishor
31/07/2025
Signature of HOD

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Meeting with the Students

Proctor Name :- Satyanarajan mahalik

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	26/09/2024	1:30 PM	Use of mobile Phone in classroom and disturb other students.	Gopinath Das	S.R. Mohan 26/9/24
2	25/10/2024	1:35 PM	Not Completely assignment regularly	Isware Nayak	S.R. Mohan 25/10/24
3	13/11/2024	1:40 PM	Regularly disturbs in Bus and damage of bus seat	Jyotirmay Mahalik	S.R. Mohan 13/11/24
4	20/12/2024	1:40 PM	Coming in class lately in regular manner.	Gopinath Das	S.R. Mohan 20/12/24
5	10/10/2025	1:30 PM	Coming to class after lunch so lately.	Jaganmoh Das	S.R. Mohan 10/10/25
6	14/02/2025		Coming to institute by taking alcohol.	Kartika Singh	S.R. Mohan 14/02/25
7	27/02/2025		Breaking of aquaguard & electric socket.	Ramkishore Jena	S.R. Mohan 14
8	11/03/2025		Not using ID card and College uniform	Jasai masli	S.R. Mohan
9	16/03/2025		He is a good student with also good team leader.	Harekrishna malik	S.R. Mohan
10	27/03/2025		Not attend regular class	Jaganmoh Das	S.R. Mohan
11	16/04/2025		Breaking of window glass.	Jagan Jena	S.R. Mohan
12	23/04/2025		Not attend practical classes regularly	Goutam Das	S.R. Mohan
13					

S.R. Mohan
31/7/25
Signature of Proctor

Satyanarajan Mahalik
21/07/2025
Signature of HOD



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Parent/Guardian Communication Details

Academic Year 2024-25

Proctor Name :- Satyanarjan Mahalik

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	18/11/24	Your son is coming to class after 1st period	He is coming to college by cycle.	S.R. Mohan 18/11/24
2	23/12/24	Your son is not complete assignment regularly.	He say that he guide his son to do regular assignment.	S.R. Mohan 23/12/24
3	10/1/25	Your son's performance is excellent.	I always encourage him to success in life.	S.R. Mohan 10/1/25
4	6/2/25	Your son use mobile phone in class room.	He said he will not continue it, for further time.	S.R. Mohan 6/2/25
5	19/4/25	Your son Misbehaves the teacher.	He said he will punish his son.	S.R. Mohan 19/4/25
6	4/4/25	I talk to the guardian Your son changed his pickup point.	He said that my son not continue in further time.	S.R. Mohan 4/4/25
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S.R. Mohan
3/17/25
Signature of Proctor

Satyanarjan Mahalik
31/07/2025
Signature of HOD



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Meeting With the Students

Proctor Name :- Saroj Kumar Patra

Academic Year 2023-24

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	26/09/2024	1:30 pm	NOT complete assignment regularly	maneswar mahalik	S.K. Patra 26/09/24
2	15/10/2024	1:45 pm	very poor mark in internal exam	Lipu Muthi	S.K. Patra 25/10/24
3	13/11/2024	1:40 pm	Regularity late in class.	miku mohanta	S.K. Patra 13/11/24
4	20/12/2024	1:30 pm	Watching movie during study hour in hostel.	om. mahalik	S.K. Patra 20/12/24
5	10/01/2025	1:40 pm	Watching movie during the class time	Porosh malik	S.K. Patra 10/01/25
6	14/02/2025	1:35 pm	properly not maintaining the class notes	Mikire Bag	S.K. Patra 14/02/25
7	27/03/2025	1:30 pm	phone calling to classes in semester not present	Papu Das	S.K. Patra 07/03/25
8	29/07/2025	1:40 pm	semester term work are not completed	Pankaj Das	S.K. Patra 24/04/24
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S.K. Patra
31/07/25
 Signature of Proctor

Pankaj Das
31/07/2025
 Signature of HOD



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Parent/Guardian Communication Details

Proctor Name :- Saroj Kumar Patra

Academic Year 2023-24

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	18/9/24 1:30pm	Smoking of cigarettes in college building	His parent say visit next month.	S.K. Patra 18/09/24
2	15/10/24 1:35pm	Semester Exam time not allowing his class percentage is very poor	With the guardian he says about lower come to college	S.K. Patra 15/10/24
3	5/11/24 1:40pm	Students results poor to guide the student	Parents says we are guide seriously	S.K. Patra 5/11/24
4	4/12/24 1:40pm	Breaking of lab computer system	Call to the guardian & says about this he says further not do this type	S.K. Patra 4/12/24
5	10/1/25 1:39pm	Irregular of practical class	We call & discuss about this he will continue this	S.K. Patra 10/01/25
6	12/02/25 1:35pm	Breaking of light in hostel building	Telephone discuss with further he not breaking his student.	S.K. Patra 13/02/25
7	20/03/25 1:40pm	Your son sleep in hostel but not attend class	Parents say we guide seriously.	S.K. Patra 20/03/25
8	25/04/25 1:40pm	Your son smoking in college gate	His guardian said further not do this type	S.K. Patra 25/04/25
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S.K. Patra
31/07/25
 Signature of Proctor

S. K. Patra
31/07/25
 Signature of HOD



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Meeting with the Students

Proctor Name :- Jyotirmay Biswas

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	28.08.24	2:15	- Not attending classes regularly.	Satyajit sonu hua	J Biswas 28/08/24
2	9.09.24	1:15	- Use cellphone during the class hour.	Ritik malik	J Biswas 9/9/24
3	26.09.24	2:15	- poor percentage in Class attendance.	Pooja Kumar Bartak	J Biswas 26/09/24
4	21.10.24	12:30	- Coming to the classes after 2nd period regularly.	Santosh Mohalik	J Biswas 21/10/24
5	16.11.24	11:30	- Not Attending Practical classes since 1 month.	Sombit K. malik	J Biswas 16/11/24
6	11.12.24	2:30	- Absent in classes.	Sagor K. malik	J Biswas 11/12/24
7	09.01.25	4:15	- Using mobile phone & disturbing to his friends.	Sarthak Mallick	J Biswas 9/1/25
8	18.02.25	3:30	- Not maintaining Lab record.	Ratnakar Malik	J Biswas 18/2/25
9	18.03.25	4:10	- Main tain the regular class & improve your attendance.	Rupak Jena	J Biswas 18/03/25
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J Biswas
31/7/25

Signature of Proctor

Jyotirmay Biswas
29/07/2025

Signature of HOD

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Parent/Guardian Communication Details

Academic Year 2024-25

Proctor Name :- Jyotirmay Biswas

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	29.08.24	Your Son is not coming classes regularly	- He will continue classes from tomorrow.	J Biswas 29/8/24
2	10.09.24	- Your son is ^{using} cellphone during class hour.	- Take strict action against him.	J Biswas 10/9/24
3	26.09.24	- Your son is not attending classes regularly. Poor b/o in attendance.	- Due to medical he was not able to go to class. He will continue classes in next time.	J Biswas 26/9/24
4	23.10.24	- Your son is coming to the classes after 2nd period.	- He should be punished.	J Biswas 23/10/24
5	16.11.24	- Your son is not attending Practical classes.	- He said that if he will do in next time take appropriate action against him.	J Biswas 16/11/24
6	12.12.24	- Your son is not attending regular classes.	- Due to his brother marriage he was not able to do class.	J Biswas 12/12/24
7	10.01.25	- Your son is using mobile phone & disturbing to their friends.	- Take appropriate action against him.	J Biswas 10/01/25
8	20.02.25	- Your son is not maintaining Lab record.	- He should be punished. Kneel down him thr.	J Biswas 20/02/25
9	10.04.25	- Your son is good in attendance & he secured good mark in IA.	- Thank you Sir & guide him very well.	J Biswas 10/04/25
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J Biswas
31/7/25
Signature of Proctor

J Biswas
21/07/2025
Signature of HOD



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Meeting with the Students

Practor Name - Alhan Ranjan Sahoo

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	18/8/24	1.32 pm	Last 3 days he is absent but sleep in hostel talk with his parent with his phone.	Uttam Jena	<i>[Signature]</i> 18/08/2024
2	2/9/24	1.55 pm	Good student but he is momenting with his friend.	Satish Kumar Sahu	<i>[Signature]</i> 02/09/2024
3	7/10/24	1.40 pm	Not updating his notebook.	Satish Kumar Sahu	<i>[Signature]</i> 07/10/2024
4	4/11/24	1.45 pm	Not maintaining attendance Percentage.	Satish Kumar Sahu	<i>[Signature]</i> 04/11/2024
5	9/12/24	1.40 pm	No class, but sleep in hostel.	Satish Kumar Sahu	<i>[Signature]</i> 09/12/2024
6	5/12/24	1.35 pm	About Project.	Satish Kumar Sahu	<i>[Signature]</i> 05/12/2024
7	3/12/24	1.35 pm	Not serious about classes only playing in phones.	Satish Kumar Sahu	<i>[Signature]</i> 03/12/2024
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[Signature]
Signature of Practor

[Signature]
Signature of HOD



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Parent/Guardian Communication Details

Proctor Name :- Nihan Ranjan Sahoo

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	03/9/24	He was absent in class on 29/8/24, 01/09 & 2/9/2024, hostile.	His parents strictly warned him and never it happen again.	<i>[Signature]</i> 03/09/2024
2	4/10/24	Disturbing in class regularly.	His parents strictly said him that if the study they could give away.	<i>[Signature]</i> 04/10/2024
3	6/11/24	He will disobey teachers	His parents say that they will take care of it.	<i>[Signature]</i> 06/11/2024
4	10/12/24	Absent in Internal Exam.	His parents say that his son is ill.	<i>[Signature]</i> 10/12/2024
5	3/1/25	No respond for new Copies	His parent will bring new copies soon.	<i>[Signature]</i> 03/01/2025
6	5/2/25	About his Project work.	The parent will provide money for give them.	<i>[Signature]</i> 05/02/2025
7	7/3/25	About form fill up.	They will do it soon.	<i>[Signature]</i> 07/03/2025
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[Signature]
21/04/2025
Signature of Proctor

[Signature]
21/04/2025
Signature of HOD