



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY
SERGARH-756060, BALASORE (ODISHA)
 (Approved by AICTE & affiliated to SCTE & VT, Odisha)



Meeting with the Students

Proctor Name :- Kumar Swadivanyan

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	13.08.2024	4:30pm	Not completing the assignments regularly given by the teachers and not doing the practical class.	Budhisram Jena.	KSP/uh 13.08.2024
2	22.08.2024	1:10pm	I have noticed you are late in class in daily basis and you need to manage your time better.	Bipin Sethi	KSP/uh 22.08.2024
3	3.9.2024	12:30pm	Your behaviour towards teachers and students are bad and not doing the practical classes also.	Gitanjali Malik	KSP/uh 5.9.2024
4	5.9.2024	4:30pm	Your recent assignment lacked sufficient detail & try to give at classes.	Deepa Malik.	KSP/uh 5.9.2024
5	25.9.2024	4:30pm	I have noticed you are not come to the college with proper dress and not using the I-card.	Ashish Malik	KSP/uh 25.9.2024
6	14.10.2024	1:30pm	You are constantly making careless mistakes inside the class. If it is unacceptable.	Abhishek Samal	KSP/uh 14.10.2024
7	20.11.2024	4:30pm	I have noticed you are being disorganized, not taking any responsibility also.	Bipin Sethi	KSP/uh 20.11.2024
8	10.2.2025	4:30pm	I have seen you are using cell phone inside the classroom and try to avoid this bad behaviour.	Dehendra Ku. Jena	KSP/uh 10.2.2025
9	25.2.2025	1:30pm	Your participation in the class has been minimal. Need to be more active engagement from you.	Sagar Jena	KSP/uh 25.2.2025
10	19.3.2025	1:30pm	I have noticed you are not come to the college regularly and telling lies most of the time to teachers.	Goutam Bork	KSP/uh 19.3.2025
11	27.3.2025	4:30pm	Most of the time you are disturbing the students and threatened to other students, which is not acceptable.	Abhishek Samal	KSP/uh 27.3.2025
12	9.4.2025	1:10pm	Discussing with about doing the program & fight with other students.	Bi Jay Ku. Borker	KSP/uh 9.4.2025
13	21.4.2025	4:30pm	You are making careless mistakes inside the class and it is not good for you.	Deepak Ku. Majhi	KSP/uh 21.4.2025

KSP/uh
27.4.2025
 Signature of Proctor

KSP/uh
27.4.2025
 Signature of HOD

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

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Parent/Guardian Communication Details

Proctor Name :- Kumar Swadhinjan.

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	13.08.2024 4:40 pm.	Not completing the assignment & not doing the practical class.	Informed to his parent about this topic & he told that he will look after this topic.	KSP/uh 13.8.24
2	22.08.2024 4:30 pm	Not come to the class in proper time.	Informed to his parent & discussed with him about this topic.	KSP/uh 22.8.24
3	4.9.2024 4:30 pm	Bad behaviour towards teachers and students.	Informed to her parent about her behaviour and her parent response to it & discussed further.	KSP/uh 4.9.24
4	6.9.2024 9:30 am.	Bad in her assignment work.	Informed to her father and he will discuss with her daughter about this topic.	KSP/uh 6.9.24
5	26.9.2024 9:30 am	Not come to the college with proper dress code.	His father agreed with this topic & he will send his son with proper dress code.	KSP/uh 26.9.24
6	21.11.2024 9:30 am	Students irresponsibility & inappropriate behavior.	Informed to his parents about this son's nature & will take action against his son.	KSP/uh 21.11.24
7	10.2.2025 4:40 pm.	Using of cell phone in the class room.	Informed to his parent and his father will come tomorrow and take the cell phone.	KSP/uh 10.2.25
8	10.4.2025 4:30 pm	Damage the college assets.	Informed to his parent & they will take from his son & he did agree & come to the college.	KSP/uh 10.4.25
9				
10				
11				

KSP/uh
10.4.2025
 Signature of Proctor

KSP/uh
10.4.2025
 Signature of HOD

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Meeting with the Students

Proctor Name :- S.alyaji Panda

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	13.08.2024	1.45 PM	Use of Mobile Phone in the class room informed to the guardian.	Dipankar Khumari	S. Panda 13/08/24
2	16.08.2024	2.00 PM	Sleeping in the hostel during college time informed the guardian.	Itishree Mahalik	S. Panda 16/08/24
3	10.09.2024	4.30 PM	Come to college late in formed to the guardian	Dinesh Rout	S. Panda 10/09/24
4	18.09.2024	9.00 AM	Break sieve in the civil Engg Lab.	Kamala Kanta Das	S. Panda 18/09/24
5	15.10.2024	4.50 PM	Eating in the class room informed to the guardian	Babbari pradya Sethi	S. Panda 15/10/24
6	18.10.2024	11.30 PM	Poor attendance in the class informed to the guardian	Sagarnatha Patra	S. Panda 18/10/24
7	13.11.2024	2.00 PM	Come to college without proper uniform informed to the guardian	Jyoti Malik	S. Panda 13/11/24
8	27.02.2025	2.00 PM	Tagged with good percentage informed to the uniform guardian	Dipanka Tibu	S. Panda 27/02/25
9	10.03.2025	1.00 PM	Misbehavior to the non-teaching staff during college hour.	Kabir Das	S. Panda 10/03/25
10	12.03.2025	2.00 PM	Tagged semester with good percentage informed to the guardian	Krushab Das	S. Panda 12/03/25
11	25.03.2025	4.30 PM	Come to college not in proper time informed to the guardian.	Harekisan Mahua	S. Panda 25/03/25
12	8.04.2025	5.00 PM	Regularly use of smart phone during class informed to the guardian.	Santa Sing	S. Panda 8/04/25
13	11.04.2025	9.00 AM	Tagged semester with good percentage informed to the guardian.	Dipa Malik	S. Panda 11/04/25

S. Panda
 31.03.25
 Signature of Proctor

K. P. Singh
 31.03.25
 Signature of HOD

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Parent/Guardian Communication Details

Proctor Name :- Satyajit Panda

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	06.08.24 12.30 PM	Use of mobile phone in the class room.	He will talk with his son and his will never repeat it again.	S. Panda 06/08/24
2	09.08.24 4.05 PM	Your son has very less percentage in attendance.	He will continue by next week.	S. Panda 09/08/24
3	22.08.24 1.05 PM	Your son mis behave with non-teaching staff.	His parent told me that punish his according to the law of institution.	S. Panda 22/08/24
4	09.09.24 9.00 AM	Your son break the stove in the civil engg lab.	fine will be paid by the guardian.	S. Panda 09/09/24
5	18.09.24 4.20 PM	Your son not returning book in the library in time.	He return the book soon.	S. Panda 18/09/24
6	24.09.24 9.15 AM	Your daughter not completed assignment in the time.	she should be punished.	S. Panda 24/09/24
7	08.10.24 12.45 PM	Your daughter not completed assignment in the	she should be punished.	S. Panda 08/10/24
8	13.11.24 4.30 PM	Your daughter secured good percentage in semester.	Her guardian are very happy with her performed.	S. Panda 13/11/24
9	20.02.25 4.30 PM	Your daughter became champion in the polyfest.	Guardian delighted to hear this.	S. Panda 20/02/25
10	28.02.25 9.00 AM	Your son performance is not good in the semester exam.	They will do more labura so that his semester will come good mark.	S. Panda 28/02/25
11	03.03.25 9.15 AM	Your daughter not completed assignment in the time.	she should be punished.	S. Panda 03/03/25

Signature of Proctor

Signature of HOD

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Meeting with the Students

Proctor Name :- Septimayee Mohanty

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	20.08.2024	12.30 P.M.	I have seen most of the time you are sleeping in the hostel and not coming to class.	Preeraj Shial	S. Mohanty 20.08.24
2	29.08.2024	4.30 PM	Most of the time your behaviour is very bad towards your juniors.	Pinkitudu	S. Mohanty 29.08.24
3	09.09.2024	9.30 A.M.	I have noticed you are not coming to the college with proper dress code.	Manisa Das	S. Mohanty 09.09.24
4	27.09.2024	12.30 PM	Most of the time I have seen you are using cell phone in class room.	Liza Patra	S. Mohanty 27.09.24
5	14.10.2024	9.45 A.M.	Most of the time you come to class lately.	Madhusmita Dhamudia	S. Mohanty 14.10.24
6	04.11.2024	4.45 PM	I have noticed most of the time you are not attending practical class after theory class.	Preeraj Shial	S. Mohanty 04.11.24
7	13.11.2024	9.30 A.M.	Most of the time you are changing your pickup point.	Mirza Ali Malik	S. Mohanty 13.11.24
8	26.02.2025	12.30 PM	I have noticed for few days that you are not completing your assignment.	Pinkitudu	S. Mohanty 26.02.25
9	06.03.2025	9.35 A.M.	I have noticed you are not come to the college with proper dress code.	Monaisha Malik	S. Mohanty 06.03.25
10	27.03.2025	4.30 PM	Most of the time I have seen your behaviour is very bad towards your juniors.	Krishna Rout	S. Mohanty 27.03.25
11	08.04.2025	9.45 A.M.	You were smoking in the hostel last night.	Preeraj Shial	S. Mohanty 08.04.25
12	16.04.2025	2.30 PM	I have noticed most of the time you are not attending practical class after theory class.	Debarshi Batura	S. Mohanty 16.04.25
13					

S. Mohanty
31.07.25
Signature of Proctor

K. S. Jha
31.07.25
Signature of HOD

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Parent/Guardian Communication Details

Proctor Name :- Diptimayee Mohanty

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	21.08.2024 12:30 PM	Sleeping in the hostel in class hour.	His father told me that he will look after this matter.	<u>S. Mohanty</u> 21.08.24
2	30.08.2024 4:30 PM	Behaviour is very bad towards Junior.	Her father told me that he will discuss about this matter with his daughter.	<u>S. Mohanty</u> 30.08.24
3	30.09.2024 12:45 PM	Using cell phone in the class hour.	Her parent told me that they will discuss with her & informed me.	<u>S. Mohanty</u> 30.09.24
4	05.11.2024 9:45 AM	Not attend the practical classes.	His mother told me that she will discuss with him & informed me.	<u>S. Mohanty</u> 05.11.24
5	14.11.2024 9:45 AM	Regularly charging pickup point.	Her father told me that he will discuss with her & informed me.	<u>S. Mohanty</u> 14.11.24
6	28.03.2025 12:15 PM	Behaviour is very bad towards Junior.	His father told me that he will discuss with him and informed me.	<u>S. Mohanty</u> 28.03.25
7	09.04.2025 4:30 PM	Smoking in the hostel.	His father told me that he will look after this matter.	<u>S. Mohanty</u> 09.04.25
8				
9				
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11				

S. Mohanty
21.07.25
Signature of Proctor

W. P. S. S. S.
21.07.25
Signature of HOD



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Meeting with the Students

Proctor Name :- Latac Kumar Mohapatra

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	14.08.2024	1:30 PM	Participation in class discussion has been individual. Need to see more active engagement from you	Prigaranjan Padmini	Latac 14.08.2024
2	17.08.2024	2:00 PM	You need to developmen in the class which can make it difficult for others	Pujatudu	Latac 17.08.2024
3	15.09.2024	1:45 PM	You are can not assignment the class which can make it difficulty.	Puspalata Das	Latac 16.09.2024
4	19.09.2024	4:40 PM	I have seen most of the time you are using cell phone in class room try to avoid this bad behaviour.	Sandhya Ranjan	Latac 19.09.2024
5	16.10.2024	1:20 PM	not completing the assignments regularly and by the all teacher and show bad behaviour.	Sangha Mehera Daleri	Latac 16.10.2024
6	24.10.2024	1:40 PM	I have noticed you are using break the class after break time and doing practical class	Deena Das	Latac 24.10.2024
7	29.10.2024	4:45 PM	I have noticed you are not come to the college with proper dress code and not with the I-card.	Rajesh Kumar Singh	Latac 29.10.2024
8	12.11.2024	1:30 PM	from the last time your behavior is changing gradually.	Pranika Mohalik	Latac 12.11.2024
9	18.11.2024	1:25 PM	Discussing with you about to change the from right side we bring in the class room taking action against this	Pranika Malik	Latac 18.11.2024
10	19.11.2024	1:40 PM	poor attendance in the class room inform the guardian. do!	Pritilata Das	Latac 19.11.2024
11	28.02.2025	1:50 PM	You are constantly talking making class noisy instead of inside the class	Pritilata Das	Latac 18.02.2025
12	24.02.2025	2:00 PM	I have noticed you are constantly late in the class and you need to manage your time properly.	Puspita Malik	Latac 24.02.2025
13	25.03.2025	1:30 PM	I have noticed you are bring disorganized not being responsible & show improve time behaviour.	Puspanani Dalai	Latac 25.03.2025

Latac
17.07.2025
 Signature of Proctor

W. S. S.
17.07.25
 Signature of HOD

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Parent/Guardian Communication Details

Proctor Name :- Lotak Kumar Mohapatra

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	7.08.2024 9.00 AM	Student's participation in the class	His parent told that he will discuss with his son informed me about that matter.	Lotak 07/08/2024
2	10.08.2024 1.00 PM	Domination of student inside the class.	I did contact with his parent and told him come to the college and he will come tomorrow.	Lotak 10/08/24
3	20.08.24 4.00 PM	Sad in her assignment work	I informed to her father and he will discuss with his daughter about this topic.	Lotak 20/08/24
4	17.09.2024 1.05 PM	Using of cell phone in the classroom	I informed to his parent and his father will come tomorrow and take the cell phone.	Lotak 17/09/24
5	20.09.2024 4.30 PM	Not completing assignment and bad behaviour	I informed his parent about the topic and her parent told that she will take after this matter.	Lotak 20/09/24
6	25.09.2024 9.10 AM	Not attend the Practical class	I told his parent about this topic and his father discuss them and informed me.	Lotak 25/09/24
7	28.10.2024 1.05 PM	Not come to the college with proper dress code	His father agreed with this topic and he will send his son with proper dress code to the college.	Lotak 28/10/24
8	11.11.2024 9.00 AM	Physical and mental idleness of student	Informed to his parent about his son's physically and mentally continued.	Lotak 11/11/24
9	26.11.2024 1.05 PM	Damage to the college asset	Informed to his parent and he will take from his son and he did agree with that.	Lotak 26/11/24
10	20.02.2025 12.45 PM	Bad behaviour with the friend's in the class room.	Informed to his parent about his son's behaviour and he came to the college on this topic.	Lotak 20/02/25
11	19.03.2025 1.05 PM	Student's inappropriate behaviour	Informed to his parent about his son's behaviour and his action about his son and his daughter with that.	Lotak 19/03/25

Lotak
31/03/25
 Signature of Proctor

Keerthi
31/03/25
 Signature of HOD



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Meeting with the Students

Proctor Name :- Abhisipa Das

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	17/8/24	4:30 pm	Not coming with proper Uniform.	Rajesh Ku. Barik	A. Das 17/8/24
2	22/8/24	12:30 pm	Not completing the Notes properly	Satyajit Panda	A. Das 22/8/24
3	31/8/24	4:30 pm	Not attending the class properly	Shankar Behera	A. Das 31/8/24
4	11/9/24	9:30 am	Using the mobile phone at class hour.	Gigima Mahalik	A. Das 11/9/24
5	23/9/24	12:30 pm	Not coming with proper Uniform	Royal Singh	A. Das 23/9/24
6	28/10/24	12:30 pm	Arriving after starting the classes.	Satyajit Panda	A. Das 28/10/24
7	06/11/24	4:30 pm	Not Boring the calculator in daily basis to class	Rajesh Ku. Barik	A. Das 06/11/24
8	20/2/25	4:30 pm	Not wearing the Identity Card regularly	Sasathi Singh	A. Das 20/2/25
9	11/3/25	12:30 pm	Behaving very rude towards friends in classroom	Satyajit Mallik	A. Das 11/3/25
10	22/3/25	12:30 pm	Using Mobile phone in class room.	Royal Singh	A. Das 22/3/25
11	16/4/25	9:30 am	Using mobile phone in class room.	Royal Singh	A. Das 16/4/25
12					
13					

A. Das
 31/07/2025
 Signature of Proctor

Kejuri
 25/7/25
 Signature of HOD

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Parent/Guardian Communication Details

Proctor Name :- Abhilipsa Das

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	18/8/24 9:30 am	Not Coming with proper Uniform.	His father said, he'll discuss with the child, then inform me.	A. Das 18/8/24
2	22/8/24 12:30 pm	Not Completing the Notes properly	His father said, he'll discuss about the problem.	A. Das 22/8/24
3	02/9/24 9:30 pm	Not attending the class regularly	His father said, he will discuss at home in this topic.	A. Das 02/9/24
4	13/9/24 12:30 pm	Using the Mobile phone at classroom	His mother said, she will discuss with his son.	A. Das 13/9/24
5	23/9/24 4:30 pm	Not Coming with proper Uniform	His father said, he will discuss with student.	A. Das 23/9/24
6	03/11/24 9:30 am	Arriving after starting the class.	His father said, he will discuss with student.	A. Das 3/11/24
7	21/2/25 12:30 pm	Not wearing the Identity Card regularly	His father said, he will guide him. for to wear ID card.	A. Das 21/2/25
8				
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11				

A. Das
31/07/2025
Signature of Proctor

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



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Meeting with the Students

Proctor Name :- Romalini Rout.

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	14/8/2024	12:30pm	Participation in class discussion has minimal. Need to see more active engagement from you.	Santipriya Mishra	R. Rout 14.8.24
2	23/08/2024	4:30pm	You tend to dominate in the class which can make it difficult for others.	Siba Mukhi	R. Rout 23.8.24
3	5/09/2024	9:30pm	Most of the time you come to class delay.	Debraj Sahani	R. Rout 5.9.24
4	16/9/2024	12:30pm	Most of the time I have seen you are changing your pickup point.	Sankar Behera	R. Rout 16.9.24
5	24/9/24	4:30pm	Most of time, I seen you are not complete your assignment.	Rashmita Mahalik	R. Rout 24.9.24
6	07/10/24	12:30 pm	Not attending the practical class.	Somnath Prasad Rout	R. Rout 7.10.24
7	09/11/24	4:30 pm	Not completing the given assignment.	Sumit Singh	R. Rout 9.11.24
8	18/2/25	4:30 pm	Not good behaviour towards friend & junior.	Touptimayee Malen	R. Rout 18.2.25
9	01/03/25	9:30 pm	Not attending the class & sleeping at lecture block in class hours.	Subhajit Khanari	R. Rout 1.3.25
10	17/3/25	4:30 pm	Using cell phone in class room.	Supriya Jena	R. Rout 17.3.25
11	25/3/25	12:30pm	Not attending practical class after theory class.	Rajesh Barik	R. Rout 25.3.25
12	4/4/25	9:30pm	Not bringing calculator in the class-room.	Eswar Kumar Behera	R. Rout 4.4.25
13	17/4/25	4:30 pm	Not coming with proper uniform to college.	Vitram Sethi	R. Rout 17.4.25

Signature of Proctor

Signature of NOD

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Parent/Guardian Communication Details

Proctor Name :- Romalini Rout.

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	14.8.24 4:30pm	Participation in class discussion has minimal. Need to keep more active engagement from you.	Here mother told she'll talk with students then, informed me what she said.	R. Rout 14.8.24
2	23.8.24 4:40pm	You tend to dominate in the class which can make it difficult for others.	His father said he'll discuss with children about his behaviour, then informed me.	R. Rout 23.8.24
3	6.9.24 4:30pm	Most of time I have seen you are coming to class too late.	His father said, he will discuss with the child, then informed me.	R. Rout 6.9.24
4	16.9.24 4:30pm	Most of time you are changing your pickup point.	The guardian said, he will discuss with the student, then informed me.	R. Rout 16.9.24
5	25.9.24 4:30pm	Most of time I have seen you are not completing your assignment.	Her father said, he'll discuss with her, then informed me.	R. Rout 25.9.24
6	7.10.24 4:30pm	Not attending the practical class.	His father said, he'll discuss with children then informed me.	R. Rout 7.10.24
7	10.11.24 9:30am	Not completing the given home-work.	Here mother said, she'll discuss with child, then informed me.	R. Rout 10.11.24
8	18.2.25 4:40pm	Not good behaviour towards friend & junior.	Here mother said, she'll discuss with the child, then informed me.	R. Rout 18.2.25
9	01.03.25 4:30pm	Not attending class and sleeping in hostel in class-hours.	His father said, he'll discuss with student then informed me.	R. Rout 1.3.25
10	18.3.25 4:30pm	Using Cell phone in Class room.	His father said, he'll discuss, then inform me regarding this problem.	R. Rout 18.3.25
11	25.3.25 4:30pm	Not attending practical class after theory class.	Here mother said, she will discuss, then informed me.	R. Rout 25.3.25

R. Rout
 31.07.2025
 Signature of Proctor

R. Rout
 31.07.25
 Signature of HOD