



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



Meeting with the Students

Proctor Name :- Biswanjit Parida

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	02/08/2024	11:30 AM	He has regularly disturbing in class during class time.	Manish Kumar Sethi	P. Parida 2/8/2024
2	06/09/2024	12:20 PM	It was notice that he is not completing assignments neither not prepared any assignment copy.	Harish mehera	P. Parida 6/9/2024
3	3/10/2024	2:30 PM	He has caught while damaging college property like aquarium.	Narayan Das	P. Parida 3/10/2024
4	2/11/2024	10:20 AM	He is a good athlete person suggested him to participate in polyfest.	Jyoti Khande	P. Parida 2/11/2024
5	8/11/2024	3:45 PM	Sleeping is hostel habitually without informing to the hostel superintendent.	NANDA Kishore Jena	P. Parida 8/11/2024
6	3/12/2024	4:30 PM	He is not returned books in library after notice period.	Prasanta Mahapatra	P. Parida 3/12/2024
7	7/12/2024	2:20 PM	He was using mobile phone during class time.	Kirti Shankar Roul	P. Parida 7/12/2024
8	01/03/2025	1:30 PM	Not coming classes regularly after informing many times.	Manoranjan Barik	P. Parida 1/3/2025
9	03/03/2025	11:20 AM	Regularly coming to institute without proper dress code & card.	Kumar Gouram Das	P. Parida 3/3/2025
10	02/04/2025	9:50 AM	caught red handed while breaking project instrument.	Manoranjan Barik	P. Parida 2/4/2025
11	05/04/2025	2:30 PM	It was seen that not attending practical classes after theory periods are over.	Purnachandra Behera	P. Parida 5/4/2025
12	23/04/2025	10:20 AM	you have using mobile phone during class time.	Prava Kar Behera	P. Parida 23/4/2025
13	25/04/2025	4:10 PM	you are not returned books in library after notice period.	King Bihari Sethi	P. Parida 25/4/2025

P. Parida
28/12/2024
Signature of Proctor

P. Parida
28/12/2024
Signature of HOD



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)



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Parent/Guardian Communication Details

Proctor Name :- Biswajit Parida

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	05/08/2024 3:20 PM	Your son regularly disturbing in class during class time.	Guardian said he was not disturbing in class during class time.	P Parida 5/8/2024
2	07/09/2024 10:30 AM	Your son was not completing assignment & assignment copy.	Guardian said he was completing assignment in next period.	P Parida 7/9/2024
3	8/10/2024 3:45 PM	Your son caught while damaging college property like a water jug.	Guardian said he will pay all the due for a water jug.	P Parida 8/10/2024
4	8/11/2024 11:20 AM	Your son sleeping in hostel habitually not informing to the hostel superintendent.	Guardian said he will do same mistake other wise take action as per your rule.	P Parida 8/11/2024
5	7/12/2024 10:30 AM	Your son not returned books in library after notice period.	Guardian said he will return book as soon as possible other wise take action as per your rule.	P Parida 7/12/2024
6	11/12/2024 12:30 PM	Your son was using mobile phone during class time.	Guardian said he will do mistake in next time other wise impose the punishment.	P Parida 11/12/2024
7	5/03/2025 1:45 PM	Your son not coming to class regularly after informing many times.	Guardian said he was not disturbing & do regular class.	P Parida 5/3/2025
8	06/03/2025	Your son regularly coming to institute with proper dress code.	Guardian said he was coming next time with dress code.	P Parida 6/3/2025
9	03/04/2025	Your son caught red handed while breaking project instrument.	Guardian said he will pay the breaking cost of project instrument.	P Parida 3/4/2025
10	24/04/2025	Your son have using mobile phone during class time.	Guardian said next time he will not disturbing in class room.	P Parida 24/4/2025
11				

P Parida
28/7/2025
Signature of Proctor

P Parida
28/7/2025
Signature of HOD



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Meeting with the Students

Proctor Name :- Souryajit Rout.

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	02-08-2024	11:30 AM	It was noticed that he is not prepared any assignment copy till now.	ABHIMANYU DAS	
2	08-11-2024	11:30 AM	He is coming to institute without dress code regularly.	AMIT K. SETHI	
3	08-11-2024	2:30 PM	It was noticed that he is not attending practical classes.	BADAL JENA	
4	03-12-2024	2:00 PM	Your son is good in singing.	BAPI DAS	
5	03-12-2024	3:00 PM	He is using mobile phone during class time.	BIKASH NAYAK	
6	07-12-2024	3:00 PM	Sleeping in hostel habitually without informing to the Superintendent.	BIKRAM DAS	
7	03-03-2025	3:30 PM	He is not returned books in library after notice period.	BRITAY K. SINGH	
8	02-04-2025	3:00 PM	Caught redhanded while breaking project instrument.	ANIL KUMAR DAS	
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Signature of Proctor

Signature of HOD



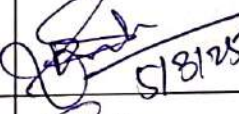
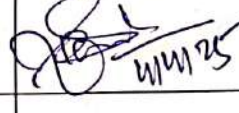
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Parent/Guardian Communication Details

Proctor Name :- Souryajit Rout.

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	05-08-2024	Regarding assignment preparation.	He should be punished.	
2	11-11-2024	Regarding not wearing uniform.	Guardian said he will come next time.	
3	05-12-2024	Regarding use of mobile phone during class.	The mobile will be returned to guardian.	
4	05-03-2025	Not returning books in library within time.	He will return in time next time.	
5	04-04-2025	Caught redhanded while breaking pot/egg.	The punishment should be implemented.	
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Meeting with the Students

Proctor Name :- Shraddha priyadarshini

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	05/08/2024 1.20 PM	1.20 PM	using mobile phone during the class time	Sekhar Das	Shraddha 4/8/24.
2	05/08/2024 3.30 PM	3.30 PM	He is sleeping in the hostel without informing to the hostel superintendant	Sekhar Das	Shraddha 5/8/24.
3	08/09/2024 10.30 AM	10.30 AM	He is regularly disturbing in class during time	Akash Behera	Shraddha 9/9/24.
4	08/09/2024 12.30 PM	12.30 PM	He is not returned books in library after notice period	Debasmita Baulik	Shraddha 9/9/24.
5	08/10/2024 10.30 AM	10.30 AM	He is not coming to classes regularly after informing many times	Raghunandan Puan	Shraddha 10/10/24.
6	08/10/2024 12.30 PM	12.30 PM	It was seen that not attending practical classes after theory part over	Utt Kumar Behera	Shraddha 8/10/24.
7	8/11/2024 11.20 AM	11.20 AM	He is regularly coming to institute without proper uniform	Sudip Kumar Saha	Shraddha 9/11/24.
8	7/12/2024 10.30 AM	10.30 AM	He was caught while damaging college property like aqua guard	Simmiya Patra	Shraddha 7/12/24.
9	11/12/2024 12.30 PM	12.30 PM	He is good in singing song.	Akash Behera	Shraddha 11/12/24.
10	1/3/2025 1.30 PM	1.30 PM	Not coming classes regularly after informing many times.	Seemay Behera	Shraddha 1/3/25.
11	3/3/2025 11.20 AM	11.20 AM	Changed location for pickup points regularly which is creating disturbance in campus	Rasib Kumar Das	Shraddha 3/3/25.
12	5/4/2025 10 AM	10 AM	He is a good athlete person suggested him for participate in polytech	Bramhachalla Rout	Shraddha 5/4/25.
13	23/04/2025 11 AM	11 AM	He mentioned his semester brother and sister in the college	Sunil Kumar Mahapatra	Shraddha 23/4/25.

Signature of Proctor
Shraddha priyadarshini

Signature of HOD
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Parent/Guardian Communication Details

Proctor Name :- Shraddha Priyadarshini

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	08/08/2024 10:30 AM	Your son using cell phone in the class room	He will not do the same mistake again	Shraddha 8/8/24.
2	09/09/2024 11 AM	Your son is misbehaving to the teacher	Guardian said I will punish the student according to the law	Shraddha 10/9/24.
3	10/10/2024 2 PM	Your son has less attendance percentage	Due to medical issue	Shraddha 10/10/24.
4	10/10/2024 3 PM	Your son not attending the practical classes	Guardian said I informed to him for attend the practical class regularly.	Shraddha 10/10/24.
5	10/11/2024 11 AM	Your son not obeying the institute rule and regulation.	Guardian said I informed to him for attend the practical class regularly.	Shraddha 11/11/24.
6	09/12/2024 11 AM	Your son caught red handed while breaking aquaguard	Guardian said I will pay the amount of aquaguard	Shraddha 9/12/24.
7	13/12/2024 11 AM	Your son is good singer I want to participate in college function	Guardian is happy with his son performance.	Shraddha 13/12/24.
8	05/03/2025 12 AM	Your son has less attendance percentage	Guardian said I informed to him to attend class regularly.	Shraddha 5/3/25.
9	7/3/2025 1 PM	Your son create disturbance in the class by using mobile phone	Guardian said I informed to him to stop using mobile phone in class regularly.	Shraddha 7/3/25.
10	7/4/2025 10 AM	Your son is good athlete I want to participate in polyfest	Guardian is happy with his son performance	Shraddha 7/4/25.
11	25/04/2025 2 PM	Your son misbehaving his senior sister and brother in the college canteen.	Guardian said I informed to him for respect to his senior in the college.	Shraddha 25/4/25.

Shraddha
Signature of Proctor
22/4/25

[Signature]
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Meeting with the Students

Proctor Name :- Anjana Swalehin

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	02/08/2024	9.50 AM	Caught red handed while breaking project instrument	Sam bhukta Bhera	Anj 21/8/2024
2	06/09/2024	2.20 PM	He was using mobile phone during class time	Santosh malik	Anj 6/9/2024
3	3/10/2024	5.45 PM	Sleeping in hostel habitually without informing to the hostel superintendent.	Ritik Khuntia	Anj 3/10/2024
4	2/11/2024	11.30 AM	He has regularly disturbing in class during class time	Siddhant ADEK	Anj 2/11/2024
5	8/11/2024	12.20 PM	It was notice that he is not completing assignments rather not prepare any assignment copy.	Sanjay Biri	Anj 8/11/2024
6	3/12/2024	1.30 PM	Not coming classes regularly after informing many times.	Sajwan Nayak	Anj 3/12/24
7	7/12/2024	11.20 AM	Regularly coming to institute without proper dress code & I Card.	Subhrajit Roy.	Anj 7/12/24
8	01/03/2025	9.50 AM	He has caught while damaging collage property like equipment.	Satyabrata Pradhan	Anj 1/3/25
9	03/03/2025	4.30 PM	He is not returned books in library after notice period	Sourabh behera	Anj 3/3/2025
10	02/04/2025	10.20 AM	He is a good athlete person suggested him for participate in polyfest	Sanjay Raul	Anj 2/4/2025
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Anj 29/12/2025
 Signature of Proctor

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 Signature of HOD



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Parent/Guardian Communication Details

Proctor Name :- Anjana Swalehin

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	05/08/2024 5.20 PM	Your son caught while damaging collage property here aquaguerd.	Guardian said he will pay all the due aquaguerd	Anj 5/8/2024
2	07/09/2024 10.30 AM	Your son was using mobile phone during class time	Guardian said no do mistake in next time other wise you expose the parents	Anj 7/9/2024
3	8/10/2024 3.45 PM	Your son sleeping hostel habitually not informing to the hostel superintendent.	Guardian said no do same mistake other wise take action as per your rule.	Anj 8/10/2024
4	8/11/2024 11.20 AM	Your son regularly disturbing in class during class time	Guardian said he was not disturbing in class during class time.	Anj 8/11/2024
5	7/12/2024 10.30 AM	Your son was not completing assignment & assignment copy.	Guardian said he was completing assignment in next period.	Anj 7/12/2024
6	11/12/2024 12.30 PM	Your son not coming classes regularly after informing many times.	Guardian said he was not disturbing & do regular classes.	Anj 11/12/2024
7	5/03/2025 1.45 PM	Your son regularly coming to institute without proper dress code.	Guardian said he was coming next time with dress code.	Anj 5/3/2025
8	06/03/2025 1.45 PM	Your son caught while damaging collage property here aquaguerd.	Guardian said he will pay all the due for aquaguerd.	Anj 6/3/2025
9	03/04/2025	Your son not returned books in library after notice period	Guardian said he returned books as soon as possible other wise take action as per your rule.	Anj 3/4/2025
10	24/04/2025	Your son is a good athlete person.	Guardian said he will happy for the achievement.	Anj 24/4/2025
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Anj 29/7/2025
Signature of Proctor

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Signature of HOD



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Meeting with the Students

Proctor Name :- Biswa Kumar Behera.

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	02/08/2024	11.00 AM	You are not returned books in library after notice period.	Deepak Kumar Das	Biswa Kumar Behera 21/8/24
2	01/09/2024	12.30 PM	You have using mobile phone during classtime.	BISWAJIT GIRI	Biswa Kumar Behera 11/9/24
3	05/10/2024	2.00 PM	Caught red handed while breaking project instrument.	Goutam Das	Biswa Kumar Behera 5/10/24
4	12/11/2024	3.30 PM	Not coming classes regularly after informing money-time.	Harsh Sachin	Biswa Kumar Behera 12/11/24
5	15/12/2024	3.00 PM	He was regularly disturbing in class during class time.	Jonmesay Barik	Biswa Kumar Behera 15/12/24
6	06/03/2025	11.15 AM	He was caught while damaging college property like apparatus.	Jagan Behera	Biswa Kumar Behera 6/3/25
7	25/09/2025	10.00 AM	He is not returned books in library after notice period.	Jayanti Kesari Saloo	Biswa Kumar Behera 25/9/25
8	21/04/25	11.30 AM	It was seen that not attending practical classes after theory periods all over.	Laxmidhar Gwain	Biswa Kumar Behera 21/4/25
9	13/04/25	1.45 PM	Regularly coming to institute without proper dress code & card.	Hareis Chandra Dalai	Biswa Kumar Behera 13/4/25
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Biswa Kumar Behera
28/9/25
Signature of Proctor

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28/9/25
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Parent/Guardian Communication Details

Proctor Name :- Biaya Keemar Behera

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	25/08/24 11.20 AM	Your son not returned books in library after notice period.	Guardian said your son returned books as soon as possible at the late action as per your rule.	Biaya 25/8/24
2	8/09/24 2.45 PM	Your son have using mobile phone during class time.	Guardian said that next time he will not disturbing in class time.	Biaya 8/9/24
3	5/11/24 3.00 PM	Your son caught red handed while breaking project instrument.	Guardian said he will pay the breaking for project instrument.	Biaya 5/11/24
4	3/12/24 3.30 PM	Your son not coming classes regularly after informing many times.	Guardian said he was not disturbing & do regularly classes.	Biaya 3/12/24
5	24/03/25 2.15 PM	Your son regularly disturbing in class time during class.	Guardian said he not disturbing in-class during class time.	Biaya 24/3/25
6	06/04/25 11.00 AM	Your son caught while damaging college property like a tree guard.	Guardian said he will pay all the tree for a tree guard.	Biaya 6/4/25
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Signature of Proctor


Signature of HOD



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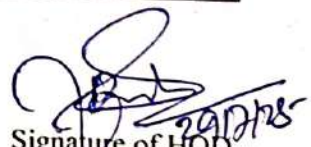
Meeting with the Students

Proctor Name :- Niranjan Barik.

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	04/08/24	11.00 AM	He was regularly disturbing in class during class time.	Manthan Raul	NB 04/08/24
2	03/09/24	2.00 PM	It was notice that he is not completing assignments return not proper any ass. copy.	Nihar Ranjan Nayak	NB 03/09/24
3	7/10/24	12.00 PM	He has caught while damaging college property like a telescope.	Prateek Patra	NB 7/10/24
4	12/11/24	2.30 PM	Sleeping in hostel without informing to hostel superintendent.	Rasmi Ranjan Raul	NB 12/11/24
5	07/12/24	3.00 PM	He was using mobile phone during class time.	Manthan Raul	NB 07/12/24
6	01/03/25	12.15 PM	Not coming classes regularly after informing many times.	Priyaranjan Ghosh	NB 01/03/25
7	06/04/25	3.30 PM	You are not returned books in library after notice period.	Pratyush Lenka	NB 06/04/25
8	21/04/25	10.10 AM	Regularly coming to institute without proper dress code & T-card.	Rajesh Mohanty	NB 21/04/25
9	27/04/25	11.15 AM	He was caught while damaging college property like a telescope.	Rakesh Mohanty	NB 27/04/25
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Signature of Proctor


Signature of HOD



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Parent/Guardian Communication Details

Proctor Name :- Niranjan Barik

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	07/08/24 3.00 PM	Your son regularly disturbing class during class time.	Guardian said he was not disturbing in class during class time.	NB 8/8/24
2	8/09/24 11.00 AM	Your son have using mobile phone during class time.	Guardian said next time he will not disturbing in class time.	NB 8/9/24
3	10/10/24 12.30 PM	Your son regularly coming to institute with out proper dress code.	Guardian said he was coming next time without dress code.	NB 10/10/24
4	5/11/24 3.00 PM	Your son was not completing assignment, assignment copy.	Guardian said he was completing assignment in next period.	NB 5/11/24
5	3/03/25 2.30 PM	Your son sleeping hostel not informing to the hostel superintendant.	Guardian said he no do same mistake other wise take action as per your rule.	NB 3/3/25
6	10/04/25 3.30 PM	Your son caught while damaging college property like a tree gun.	Guardian said he will pay all the cost for a tree guard.	NB 10/4/25
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 Signature of Proctor


 Signature of HOD