



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



Meeting with the Students

Proctor Name :- Rakesh Kumar Sethi

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	03.08.24	9:30 AM	Most of the time you are not completing your assignment.	Tapan Kumar	RS 3/8/24
2	03.08.24	11:30 AM	You are not attending the Practical class.	Nishant Khelare	RS 3/8/24
3	08.08.24	12:00 PM	You are using cell phone in class room.	Jagobanta Parida	RS 8/8/24
4	09.08.24	9:30 AM	Most of the time you come to class late.	Suresh Chandra	RS 9/8/24
5	05.09.24	12:30 PM	Most of the time you change your Pickup point.	Udayachand Reddy	RS 5/9/24
6	05.09.24	9:30 AM	You are using cell phone in class room.	Rahul Malik	RS 5/9/24
7	09.09.24	12:00 PM	You are not attending the Practical class.	Susanta Singh	RS 9/9/24
8	04.10.24	9:40 AM	Your behavior towards Junior is very bad.	Rahul Kumar Jena	RS 4/10/24
9	08.11.24	9:30 AM	You are not attending the Practical class.	Sudhansu Sethi	RS 8/11/24
10	07.12.24	10:30 AM	Most of the time you change your Pickup point.	Tapan Kumar	RS 7/12/24
11	02.04.25	12:30 PM	You broken the lab instrument in Practical class.	Sanjay Mohanta	RS 2/4/25
12	22.04.25	01:30 PM	You rapidly disturbing other student in class room.	Sritam Nayak	RS 22/4/25
13					

Signature

Signature of HOD

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

E - mail: nist.bls@gmail.com

Web: www.nist.org.in



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



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

Parent/Guardian Communication Details

Proctor Name :- Rupesh Kumar Sethi.

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	Not Completely assigned regularly	His Parent told me that he will not do that again.	RS 6/8/24.
2	07.08.24. 1:30 PM	Not attending the Practical class attend theory class.	His Parent told me that from today he will present in the class.	RS 7/8/24.
3	04.09.24. 2:30 PM	Using Cell Phone is ^{class room} mobile communication.	His Parent told me that he will not do that again.	RS 4/9/24.
4	07.09.24. 1:00 PM	changing bus pickup point regularly.	His Parent told me that he will not do that again.	RS 7/9/24.
5	06.10.24. 3:00 PM	Behavior is very bad towards junior.	His Parent told me that he will discuss with his son.	RS 6/10/24.
6	09.11.24.	Not attending Practical class.	His Parent told me that he attending all class regularly.	RS 9/11/24.
7	05.04.25	changing bus pickup point regularly.	His Parent told me that he will not do that again.	RS 5/4/25.
8	25.04.25	Broken the lab instrument.	His Parent told me that he will pay the instrument fees.	RS 25/4/25.
9				
10				
11				

Signature of Proctor

Signature of

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

E - mail : nist.bls@gmail.com

Web: www.nist.org.in



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



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

Meeting with the Students

Proctor Name :- Dharmapala Jha

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	03/08/24	11.50 A.M	He has regularly disturbing in class during class time	Maheesh Dash	Dharmapala Jha 03/08/24
2	04/16/24	12.00 P.M	Using mobile phone during class time.	Hatish Chandra Singh	Dharmapala Jha 04/16/24
3	02/11/24	3.45 P.M	It was seen that not attending practical classes after theory periods are over	Devi Ranjan Das	Dharmapala Jha 02/11/24
4	07/12/24	10.15 AM	He is sleeping in hostel without information to hostel superintendent	Himanshu Sekhi	Dharmapala Jha 07/12/24
5	01/03/25	2.20 P.M	He was using mobile phone during practical class.	Gajendra Malik	Dharmapala Jha 01/03/25
6	05/04/25	3.00 P.M	You were not returned books in laboratory after notice period.	Jitendra Das	Dharmapala Jha 05/04/25
7	23/04/25	10.00 AM	Regularly coming to Institute without ID card.	Soyanka Sh. Mohanty	Dharmapala Jha 23/04/25
8					
9					
10					
11					
12					
13					

Signature of Proctor
Dharmapala Jha
28/04/25

Signature of HOD
Dharmapala Jha

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

E - mail : nist.bls@gmail.com

Web: www.nist.org.in



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



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

Parent/Guardian Communication Details

Proctor Name :-

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	07/09/24	Your son caught while damaging a queue	Guardian said he will pay all the fee for all repairs.	D. J. Singh 07/09/24
2	08/10/24	Your son was not coming class regularly	Guardian said he will not coming next time.	D. J. Singh 08/10/24
3	07/12/24	Your son was using mobile phone during class time	Guardian said he will not using mobile phone during class time.	D. J. Singh 07/12/24
4	06/03/25	Your son not coming class regularly after informing many times	Guardian said he was not doing coming next time.	D. J. Singh 06/03/25
5	03/04/25	Your son is sleeping in hostel without not informing	Guardian said he is not do this type of habit.	D. J. Singh 03/04/25
6				
7				
8				
9				
10				
11				


Signature of Proctor


Signature of HOD



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)



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

Meeting with the Students

Proctor Name :- Ranjan Kumar Padhi

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	1.8.24	4.30PM	I have noticed most of the time you are not attending practical class after the theory class	Abinash Barik	<u>Padhi</u> 1.8.24
2	2.8.24	12.30PM	I have noticed most of the time you are using cell phone in class room	Aakash Das	<u>Padhi</u> 2.8.24
3	6.8.24	9.30AM	I have seen most of the time you are sleeping in the hostel instead of coming to class.	Amit Kumar Sethi	<u>Padhi</u> 6.8.24
4	7.8.24	12.30PM	Many times I have seen that your behave is very rude with your friends and junior	AMAR Kumar Singh	<u>Padhi</u> 7.8.24
5	3.9.24	4.30PM	I have noticed for few days that you are not completing your assignment.	AMIT KUMAR MALIK	<u>Padhi</u> 3.9.24
6	4.9.24	9.30AM	I have noticed most of time you are not attending practical class after theory class.	Ajit Kumar malik	<u>Padhi</u> 4.9.24
7	6.9.24	4.30PM	Most of the time I have seen you are changing of your pickup point.	Abhishek Jena	<u>Padhi</u> 6.9.24
8	7.9.24	9.30AM	I have noticed you are not come to the college with proper dresscode and not using the I-card.	ABHISIT ROUL	<u>Padhi</u> 7.9.24
9	1.10.24	9.30AM	I have noticed most of the time you are not completing your assignment	Aman Ku Singh	<u>Padhi</u> 1.10.24
10	01.09.25	12.30PM	Most of the time I have seen you are using cell phone in class room.	AJAY MAITY	<u>Padhi</u> 01.09.25
11	12.09.25	9.30AM	Most of the time your behavior is very bad towards your junior using slangs to your junior.	Ananda mohalik	<u>Padhi</u> 12.09.25
12	2.10.25	12.05PM	Most of the time I have seen you are changing your pickup point	Bhagaban Malik	<u>Padhi</u> 2.10.25
13	24.09.25	12.30PM	Most of the time you come to class lately.	BALIA SWG	<u>Padhi</u> 24.09.25

Padhi
31.07.25
Signature of Proctor

Padhi
Signature of HOD

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

E - mail : nist.bls@gmail.com

Web: www.nist.org.in



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



Parent/Guardian Communication Details

Proctor Name :- Ranjan Kumar Padhi

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	3.8.24 9.30AM	Not attend the practical classes after theory class	His parent told me that he will discuss with his son and informed me.	<u>Padhi</u> 3.8.24
2	3.8.24 9.30PM	using cell phone in the class hour.	His parent told me that he will discuss with his son and informed me.	<u>Padhi</u> 3.8.24
3	7.8.24 9.30AM	sleeping in the hostel in class hour	His father told me that he will look after this matter.	<u>Padhi</u> 7.8.24
4	7.8.24 12.45PM	Behaviour is not good with his friends & junior.	His mother told me that he will change his behavior and not repeat again.	<u>Padhi</u> 7.8.24
5	4.9.24 9.30AM	Not completing assignment regularly.	I informed his parents they told after discuss with his son he will inform me.	<u>Padhi</u> 4.9.24
6	4.9.24 12.30PM	Not attend the practical classes	I informed his mother, she told me that she will ask him about this matter.	<u>Padhi</u> 4.9.24
7	7.9.24 9.30AM	changing of pickup point	I informed his father, he told me that he will discuss with his son & inform me.	<u>Padhi</u> 7.9.24
8	7.9.24 12.30PM	coming to institute with out uniform regularly.	I informed his father he told me that he will ask about this to his son.	<u>Padhi</u> 7.9.24
9	2.10.24 9.30AM	Not completing assignment most of the time.	His mother told me that she will discuss about this matter with him & inform me.	<u>Padhi</u> 2.10.24
10	17.09.25 4.30PM	Behaviour is not good with junior.	His father told me that he will discuss about this matter and inform me.	<u>Padhi</u> 17.09.25
11	28.09.25 4.30PM	Most of the time, I have seen you are changing your pickup point.	His father told me that he will discuss about this matter and inform me.	<u>Padhi</u> 28.09.25

Padhi
21.07.25
Signature of Proctor

Padhi
21.07.25
Signature of Proctor

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

E - mail : nist.bls@gmail.com

Web: www.nist.org.in



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



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

Meeting with the Students

Proctor Name :- Ashish Ranjan Behera

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	3-8-24	12:30 PM	You are not attend the Practical class.	Junmay Sethi	A. Behera 3-8-24.
2	5-9-24	12:30 PM	Using Cell phone in class room.	Manoj Bej	A. Behera 5-9-24.
3	4-10-24	12:30 PM	Behavior towards junior is bad.	Mousam Shial.	A. Behera 4-10-24.
4	8-11-24	12:30 PM	Changing bus Pickup Point.	Khageshwar Nalaka	A. Behera 8-11-24.
5	8-12-24	1:30 PM	Sleeping in class room.	Muktikanta Patra	A. Behera 8-12-24.
6	20-12-24	2:30 PM	Broken the lab instrument in Proctor class.	Laxman Malik	A. Behera 20-12-24.
7	3-4-25	3:30 PM	Come to class without uniform.	Narayan Majhi	A. Behera 3-4-25.
8	23-4-25	1:30 PM	Most of the time you come to class late.	Pradyumna Biswal.	A. Behera 23-4-25.
9					
10					
11					
12					
13					

Signature of Proctor A. Behera
29-7-25.

Signature of HOD D. Jha
29/7/25

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

E - mail : nist.bls@gmail.com

Web: www.nist.org.in



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



Parent/Guardian Communication Details

Proctor Name :- Ashish Rajan Behera

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	5-8-24.	Not attending practical class.	His parent told me that he will continue class from tomorrow.	<u>A. Behera</u> 5-8-24.
2	7-9-24.	Using cell phone in class room.	His parent told me that he will not do that again.	<u>A. Behera</u> 7-9-24.
3	10-11-24.	changing bus pickup point.	His parent told me that he will not do that again.	<u>A. Behera</u> 10-11-24.
4	21-12-24.	Broken the lab instrument in lab.	His parent told me that he will pay the fine.	<u>A. Behera</u> 21-12-24.
5	27-4-25.	Come to class without uniform.	His parent told me that he will not do that again.	<u>A. Behera</u> 27-4-25.
6				
7				
8				
9				
10				
11				

A. Behera
Signature of Proctor
29-7-25.

D. B. B. B.
Signature of HOD

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

E - mail : nist.bls@gmail.com

Web: www.nist.org.in



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)



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

Meeting with the Students

Proctor Name :- Prakash Kumar Adhanty

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	02-08-24	11:20 AM	You are not returned book in library after notice period	SHIBASWAR MALIK	Prakash 02/08/24
2	06-09-24	12:00 PM	Regularly disturbing in class during class time	SUBROO SETHI	Prakash 06/09/24
3	02-11-24	11:00 AM	It was seen that not attending practical classes after theory periods are over	Sumit selhi	Prakash 02/11/24
4	03-12-24	1:06 PM	Using mobile phone during class time.	Prakash jena	Prakash 03/12/24
5	07-12-24	12:30	Sleeping in hostel habitually without informing to the hostel superintendent	Sanjay Das	Prakash 07/12/24
6	01-03-25	11:20 AM	Not coming to classes regularly after informing many times	Shashi kanta malik	Prakash 01/03/25
7	03-03-25	11:00 AM	Caught red handed while breaking project instrument	Subhansu Chahay	Prakash 03/03/25
8	02-04-25	9:50 AM	It was seen that not attending practical class after theory period over.	Sourav ganta Das	Prakash 02/04/25
9	25-04-25	2:30 PM	You have using mobile phone during class time.	SOUBHAGYA malik	Prakash 25/04/25
10					
11					
12					
13					

Prakash
Signature of Proctor

D. S. S.
Signature of HOD

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

E-mail: nist.bls@gmail.com

Web: www.nist.org.in



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



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

Parent/Guardian Communication Details

Proctor Name :- Prakash Kumar Mohanty

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	05/08/24 3.20 P.M.	Your son caught red handed while breaching for project instrument	Guardian said next time he will not do this work. Also he will pay for project instrument cost	Prakash 05/08/24
2	08/11/24	Your son not return book in library after notice period.	Guardian said he return book as soon as possible.	Prakash 08/11/24
3	07/12/24	Your son not submit assignment copy	Guardian said he will submit their assignment copy in next day.	Prakash 07/12/24
4	11/12/24	Your son was using mobile phone during class time.	Guardian said do not miss take in next time.	Prakash 11/12/24
5	05/03/25	Your son regularly coming class late after attending many time.	Guardian said he was coming next time.	Prakash 05/03/25
6	03/04/25	Your son caught red handed while breaching project instrument	Guardian said he will pay the breaching for project instrument	Prakash 03/04/25
7				
8				
9				
10				
11				

Prakash
09/07/25
Signature of Proctor

[Signature]
29/07/25
Signature of HOD



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



Meeting with the Students

Proctor Name :- Glina Sarsingh

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	1.8.24	4.30PM	I have noticed most of the time you are not attending practical class after the theory class	Rahul Das	Glina Sarsingh 1.8.24
2	3.9.24	4.30PM	I have noticed for few days that you are not completing your assignment.	Prathiraj puhan	Glina Sarsingh 3.9.24
3	1.10.24	9.30AM	I have noticed most of the time you are not completing your assignment	Rajesh Khilari	Glina Sarsingh 1.10.24
4	12.03.25	9.30AM	Most of the time I have seen you are using cell phone in class room.	Areochana Jena	Glina Sarsingh 12.03.25
5	2.4.25	12.05PM	Most of the time I have seen you are changing your pick up point	Sonjay Malia	Glina Sarsingh 2.4.25
6	24.04.25	12.30PM	Most of the time you come to class late	Ranjan Biswal	Glina Sarsingh 24.04.25
7					
8					
9					
10					
11					
12					
13					

Glina Sarsingh
31.07.25
Signature of Proctor

[Signature]
31.07.25
Signature of HOD



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



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

Parent/Guardian Communication Details

Proctor Name :- Elina Jazsingh

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	3.8.24 9.30 AM	Not attend the practical classes after the 1st day	This parent told me that he will discuss with his son and inform me.	<u>Elina Jazsingh</u> 3.8.24
2	4.9.24 9.30 AM	Not completing assignment regularly.	I informed his parent that after discuss with his son he will inform me.	<u>Elina Jazsingh</u> 4.9.24
3	2.10.24 4.30 PM	Not completing assignment regularly.	I informed his parent that after discuss with his son he will inform me.	<u>Elina Jazsingh</u> 2.10.24
4	17.3.25	using cell phone in the class hour	This parent told me that he will discuss with his son & inform me.	<u>Elina Jazsingh</u> 17.3.25
5				
6				
7				
8				
9				
10				
11				

Elina Jazsingh
Signature of Proctor

Elina Jazsingh
Signature of Proctor



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)



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

Meeting with the Students

Proctor Name :- Niranjan Sahu

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	He has regularly disturbing in class during class time	Amariti Das	N. Sahu 5/8/24
2	06/08/2024	3:30 PM	He was notice that he is not completing assignment rather not prepared any assignment	Chinnay Mishra	N. Sahu 6/8/24
3	08/09/2024	12:30 PM	He has caught while damaging college property like computer	Chandrakant Sahoo	N. Sahu 8/9/24
4	09/10/2024	11:30 AM	He is a good athlete person suggested him to participate in polyfest	Bisubjit Sethi	N. Sahu 9/10/24
5	12/10/2024	11:30 AM	Sleeping in hostel hall without informing to the hostel superintendent	Chinamaya Biswal	N. Sahu 12/10/24
6	8/11/2024	11:20 AM	He is not returned books on library after notice period	Bibek Ranjan Patra	N. Sahu 8/11/24
7	7/12/2024	10:30 AM	He was using mobile phone during class time	Pradyumn Kumar Das	N. Sahu 7/12/24
8	1/3/2025	11:15 AM	He is good in singing song	Satyajit Kumar	N. Sahu 1/3/25
9	10/3/2025	12 PM	Not coming classes regularly after informing many times	Begun K. Mishra	N. Sahu 10/3/25
10	5/4/2025	11:15 AM	He is a good athlete person suggested him to participate in polyfest	Banji Malik	N. Sahu 5/4/25
11	23/4/2025	10:30 AM	He has brother and sister in the college	Debasish Behera	N. Sahu 13/4/25
12	23/04/2025	11 AM	Changed location for pickup points regularly which is creating disturbance in comm.	Birash Ku malik	N. Sahu 23/4/25
13	29/04/2025	10:30 AM	Using mobile phone during the class time	Binit Kumar Sanani	N. Sahu 29/4/25

Niranjan Sahu
29/4/25
Signature of Proctor

[Signature]
29/4/25
Signature of HOD



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)



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

Parent/Guardian Communication Details

Proctor Name :- Niranjan Sahu

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 10:30 AM	Your son regularly looking in class during class time.	Guardian said he was not distracting in class during class time.	Nsahu 7/8/24
2	09/08/2024 11 AM	Your son was not completing assignment and assignment copy	Guardian said he was completing assignment in next copy.	Nsahu 9/8/24
3	12/09/2024 12:30 PM	Your son caught while damaging college property like computer	Guardian said he will pay all the due for computer repair.	Nsahu 12/9/24
4	15/10/2024 11:30 AM	Your son sleeping in hostel habitually not conforming to the hostel discipline.	Guardian said do do some mistake otherwise take action as per discipline.	Nsahu 15/10/24
5	12/11/2024 10:30 AM	Your son not returned books in library after notice period.	Guardian said he returned book as per notice period, as per notice period, as per notice period.	Nsahu 12/11/24
6	10/12/2024 2 PM	Your son was using mobile phone during class time.	Guardian said not do mistake in next time otherwise take action as per discipline.	Nsahu 10/12/24
7	5/3/2025 2 PM	Your son is good singer & want to participate in college function polyfest.	Guardian is happy with his son performance.	Nsahu 5/3/25
8	12/3/2025 10 AM	Your son has less attendance percentage.	Guardian said come informed to him to college after regularly.	Nsahu 12/3/25
9	7/4/2025 11 AM	Your son is good athlete & want to participate in polyfest.	Guardian is happy with his son performance.	Nsahu 7/4/25
10	17/04/2025 10:30 AM	Your son misbehave his senior brother and sister in the college.	Guardian said hold his son not do mistake in next time.	Nsahu 17/4/25
11	25/04/2025 10 AM	Your son come to college with various punchy points.	Guardian said not to do mistake in next time.	Nsahu 25/4/25

Nsahu
25/4/25
Signature of Proctor

D. S. Sahu
29/4/25
Signature of HOD