



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



Meeting with the Students

Proctor Name :- Manoj Kumar Behena

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	8/10/2024	1:30 pm	play online game at class room	Akash Das	(M) 31/10/24
2	15/10/2024	1:30 pm	He is a good & punctual student.	Ashish Jena	(M) 15/10/24
3	18/11/2024	1:50 pm	He is sleeping at clg. time in hostel.	Krishna Kumar, Anshu Mishra	(M) 13/11/24
4	20/12/2024	1:45 pm	His behavior is serious	Das Moha Patra	(M) 25/12/24
5	10/02/2025	1:32 pm	Not continuing practical classes.	Bhima Daiti	(M) 10/2/25
6	06/02/2025	1:35 pm	poor attendance in theory class.	Bikash Chandra Khanda	(M) 20/2/25
7	19/03/2025	1:35 pm	Come to clg without uniform.	A. Srinivas Sathy.	(M) 25/3/25
8	09/04/2025	1:30 pm	passed semester with good percentage.	Asutosh malik	(M) 24/4/25
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Manoj Kumar Behena
Signature of Proctor

(M)
Signature of HOD

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

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Web: www.nist.org.in

31/7/25



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Parent/Guardian Communication Details

Proctor Name :- Mandorian Behera

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	9/sep/2024 1:30 PM	your son's performance is very good	I will more Encourage.	(M) 9/9/24
2	5/oct/2024 1:44 PM	your son coming late to class regularly	he is trying to cly by cycling so he late we purchase for	(M) 5/10/24
3	11/nov/2024 1:45 PM	use the mobile phone at class time	I told that, he is not use mobile at class room	(M) 11/11/24
4	20/Dec/2024 1:30 PM	Your son sleep in hostel but not attend the class	Talk to the student & hostel in charge	(M) 20/12/24
5	17/jan/2025 1:45 PM	your son mistake the sensor student	we call her & not to do again	(M) 17/1/25
6	6/feb/2025 1:30 PM	your son is smoking in front of gate	she said that I punished my son.	(M) 6/2/25
7	10/mar/2025 1:30 PM	your son is not punctual any work	we call her & discuss about this, she said no again	(M) 10/3/25
8	11/apr/2025 1:30 PM	your son not attend student activities class	I said my son will participate he will be further	(M) 11/4/25
9				
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Mandorian Behera
 Signature of Proctor

(M)
 Signature of HOD
 31/7/25

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Meeting with the Students

Proctor Name :- Ranjit Ciri

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	04/09/24	2.25 PM	Not Completely assignment nt regularly.	Chandani Das	P. Ciri 04/09/24
2	21/09/24	3.30 PM	Coming in class lately regularly.	Chandani Das	P. Ciri 21/09/24
3	04/10/24	2.15 PM	Not attending Practical class after theory class.	Binyan Behera	P. Ciri 04/10/24
4	09/10/24	3.10 PM	He is good student with also good from Leader.	Deepak Jena	P. Ciri 09/10/24
5	25/10/24	3.30 PM	Not attend regular class.	Biswanjit Samal	P. Ciri 25/10/24
6	07/11/24	2.20 PM	Regularly disturb. in BUS and damaged BUS.	Dhananjay Nayak	P. Ciri 07/11/24
7	11/12/24	4.15 PM	Use of mobile phone in classroom and disturb other student.	Seaf Group Rab Mohapatra	P. Ciri 11/12/24
8	02/11/25	1.30 PM	Come to college without Uniform.	Bikash Rout	P. Ciri 02/11/25
9	16/01/25	2.15 PM	Very poor attendance class as well as Lab.	Chandani Das	P. Ciri 16/01/25
10	12/02/25	1.20 PM	Sleeping in the hostel during class hour.	Chitka ranjan Swarn	P. Ciri 12/02/25
11	14/03/25	3.15 PM	He is attending the theory class but not attend practical class.	Dibyajan Jena	P. Ciri 14/03/25
12					
13					

P. Ciri
Signature of Proctor 21/07/25

P. Ciri
Signature of Proctor 31/7/25



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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	10/09/24 3:15pm	Your son using cell phone in the class room.	He will not do the same mistake again.	P.iri 10/09/24
2	26/09/24 2:20pm	Your son has less attendance percentage.	Due to medical issue.	P.iri 26/09/24
3	16/11/24 3:30pm	Your son performed well in the semester exam.	The guardian is happy with this performance.	P.iri 16/11/24
4	24/11/24 4:10pm	Your son not complete the assignment given to him.	They said it will not happen in future.	P.iri 24/11/24
5	14/12/24 3:30pm	Your son coming to class after 1 period.	He is ride to the cycle due to late.	P.iri 14/12/24
6	28/12/24 2:30pm	Your son taking alcohol in college campus.	He said that my son punished.	P.iri 28/12/24
7	12/01/25 4:10pm	Your son use mobile phone in class room.	He said he will not continue in further time.	P.iri 12/01/25
8	19/02/25 3:15pm	Your son use not attend practical class after theory class.	He said that he contact department H.O. and guide his son.	P.iri 19/02/25
9	12/03/25 2:20pm	Your son not attend class regularly.	He said his health not good.	P.iri 12/03/25
10	28/03/25 3:00pm	Your son not attend practical class after theory class.	He said that guide his son.	P.iri 28/03/25
11	03/04/25 2:40pm	I talk to the guardian your son change his pick up point.	He said that my son not continue in further time.	P.iri 03/04/25


Signature of Proctor


Signature of HOB



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Meeting with the Students

Proctor Name :- **Debashis Biswal**

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	Poor attendance in the class, informed to the guardian.	Jedim Mohanty	D. Biswal 28/8/2024
2	4-09-24	12:00	He will discontinue study	Kshitish Rout	D. Biswal 04/09/2024
3	23-10-24	11:30	Due to medical issue he was not able to do class.	Manish Behera	D. Biswal 23/10/2024
4	11-11-24	12:30	Leaves the college without informing	Jyotirmoy Biswal	D. Biswal 11/11/2024
5	19-12-24	1:30	Use of mobile phone in class room.	Nihar Ranjan Sahoo	D. Biswal 19/12/2024
6	16-01-25	2:20	absent in class	Manas Jena	D. Biswal 16/1/2025
7	18-02-25	2:40	Come to class after 2 periods.	Jibon Kumar Samal	D. Biswal 18/02/2025
8	7-04-25	4:10	Not complete assigned regularly.	Manas Ranjan Phada	D. Biswal 07/04/2025
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Signature of Proctor

Signature of HOD



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Parent/Guardian Communication Details

Academic Year 2024-25

Proctor Name :- Debashis Patra

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	4-09-24	Not Attend the classes regularly.	He should be punished.	D. Patra 04/09/2024
2	25-09-24	Your son has very less percentage in class.	He will do regular classes in next time.	D. Patra 25/09/2024
3	25-10-24	Not doing classes regularly.	Due to medical issue he was not able to class. He will continue from tomorrow.	D. Patra 25/10/2024
4	13-11-24	Leaves the college without information.	He said that he will not continue in next time.	D. Patra 13/11/2024
5	20-12-24	Using mobile phone during class.	He should be punished.	D. Patra 20/12/2024
6	20-01-25	Your son is not attending regular classes.	Due to family function he was unable to do classes. He will continue from tomorrow.	D. Patra 20/01/2025
7	21-02-25	Your son is coming classes after two period Maximum time.	Take appropriate action against him.	D. Patra 21/02/2025
8	17-03-25	Not coming classes regularly.	He will continue the classes in next time.	D. Patra 17/03/2025
9	9-04-25	Your son is not doing assignment.	Take strict action against him.	D. Patra 09/04/2025
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D. Patra
 21/04/2025
 Signature of Proctor

M. Patra
 21/04/25
 Signature of HOD



Meeting with the Students

Proctor Name :- Brishnu ch Jena

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	12-08-24	1:00	come to the class in Lullay	Ranka Jena Uthilal	Brishnu 12/8/24
2	27-9-24	1:55	using mobile phone at class room	Rohiranjana Samal	Brishnu 27/9/24
3	13-10-24	1:35	sleep in the class.	Ritikrushna Sial	Brishnu 13/10/24
4	22-11-24	2:30	Not maintain the notes.	Rakesh Kumar Dob	Brishnu 22-11-24
5	10-12-24	1:55	using smart phone at class room	Ranjana Ku. Mahanty	Brishnu 10/12/24
6	8-01-25	1:50	Unlabeled security.	Rakesh Kumar Jena	Brishnu 8/1/25
7	21-2-25	2:30	Play free fire game in class room	Ranjit Malik	Brishnu 21/2/25
8	11-3-25	3:30	Good work in MT-1	Pabitra Ku. Nayak	Brishnu 11/3/25
9	7-4-25	4:40	good % of class.	Sakhar Baker	Brishnu 7/4/25
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Signature of Proctor Brishnu
21/4/25

Signature of HOD Brishnu
21/4/25



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Parent/Guardian Communication Details

Proctor Name :- Drishna Ch. Jha.

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	your son is coming to class regularly	I talk to my son further he is coming.	Drishna <u>14/8/24</u>
2	27-9-24	your son using mobile phone at class room	I talk to my son.	Drishna <u>27/9/24</u>
3	18/10/24	your son Misbehaved to the security	I talk to my son he don't misbehave.	Drishna <u>18/10/24</u>
4	22-11-24	your son is not maintain lab record	He should participate,	Drishna <u>22-11-24</u>
5	21-12-24	your son coming late class after a period	Take appropriate action against him.	Drishna <u>21-12-24</u>
6	11-3-25	your son is good marks in MT-1	Thank you sir. please guide.	Drishna <u>11-3-25</u>
7	8-4-25	Your son is good % of class.	Thank you sir please guide.	Drishna <u>8-4-25</u>
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Drishna Ch. Jha.
 Signature of Proctor

[Signature]
 Signature of HOD



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Meeting with the Students

Proctor Name :- Santosh Kumar

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	07.09.24 1.15	2.20	Not attending classes regularly	Samit Binwal	S. Kumar 7.09.24
2	20.09.24 1.17	1.17	Absent in classes	Ranjit Jena	S. Kumar 20.09.24
3	8.10.24 2.20	2.17	Not maintaining lab record	Satyajit Behera	S. Kumar 08.10.24
4	10.10.24 1.20	2.10	Poor percentage in class attendance	Sapansagar Patra	S. Kumar 10.10.24
5	24.10.24 3.15	1.25	Maintain the regular & improve your attendance	Ganesh Ganara	S. Kumar 24.10.24
6	05.11.24 2.15	2.20	Coming to the classes after one period	Satyajit Dhal	S. Kumar 05.11.24
7	09.12.24 3.20	2.25	Use cellphone during the class hour	Santosh Kumar	S. Kumar 09.12.24
8	17.01.25 1.10	1.25	Not attending practical classes & since month	Santanil Jena	S. Kumar 17.01.25
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S. Kumar
 21.07.25
 Signature of Proctor

[Signature]
 21/7/25
 Signature of HOD



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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	10.09.24 1.24	Your son is not coming classes regularly	He will continue classes from tomorrow	S. Kumar 10.09.24
2	25.09.24 1.30	Your son is not attending regular class.	Due to his brother marriage he was not able to do class.	S. Kumar 25.09.24
3	08.10.24 2.25	Your son is not maintaining lab record	He said he will start action him your son.	S. Kumar 08.10.24
4	15.10.24 1.25	Your son is not attending class regularly poor in class	Due to medical he was not able to class he will continue classes	S. Kumar 15.10.24
5	31.10.24 3.05	Your son is good in attendance & he secured good percentage.	He said thank you sir & guide him very well.	S. Kumar 31.10.24
6	13.11.24 2.20	Your son is coming to the classes after one week	He should punish	S. Kumar 13.11.24
7	14.12.24 2.10	Your son's cellphone using in class room	Take strict action against him.	S. Kumar 14.12.24
8	25.1.25 3.05	Your son is not attending practical classes.	He said that he will do in new time against him.	S. Kumar 25.1.25
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S. Kumar
31.07.2025
Signature of Proctor

[Signature]
31/07/25
Signature of HOD



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Meeting with the Students

Proctor Name :- Yasobanta Das

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	6/9/24	1.40 pm.	Smoking Cigarette in	Seraj Ku. Nath	Y.Das 6/9/24
2	10/9/24	1.45 pm.	Very poor mark in Internal exam.	Sibun Rout	Y.Das 10/9/24
3	23/9/24	1.30 pm.	Very poor Performance in Internal exam.	Sushant Pokan	Y.Das 23/9/24
4	14/10/24	1.40 pm.	About Maintaining Class notes.	Subrata Ku. Mahara	Y.Das 14/10/24
5	22/10/24	1.25 pm	Discuss with Student for result back 2 paper.	Rajhi K. Das	Y.Das 22/10/24
6	6/11/24	1.35 pm	For inter college Cricket match discussion.	Sachin Ranjan malik	Y.Das 6/11/24
7	16/11/24	1.43 pm	Discussion about 4th Semester Form fillup.	Soumik Das	Y.Das 16/11/24
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Y.Das
31/07/2024
 Signature of Proctor

M.D.
31/7/24
 Signature of HOD

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Parent/Guardian Communication Details

Academic Year 2024-25

Proctor Name :- Yashobanta Das

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	9/9/24 1.30pm.	Breaking of Computer Keyboard in lab.	Call to his Parents and they said for the last time please forgive	Y.Das 9/9/24
2	17/9/24 1.30pm	Attend theory classes but not the practical class.	His Parents Promise that it couldn't happen again.	Y.Das 17/9/24
3	23/9/24 1.43pm.	Break the washbasin by playing with friends.	His Parents said that it will not happen again.	Y.Das 23/9/24
4	14/10/24 1.42pm.	Sleep in hostel but not come to the class.	Take him to the hostel Superintendent.	Y.Das 14/10/24
5	21/10/24 1.44pm.	Misbehavior to junior student.	Take him to Parents to Principal Sir Chamber.	Y.Das 21/10/24
6	4/10/24 1.45pm.	Semester form fillup not done.	Visit the guardian home and advice him to do so.	Y.Das 4/10/24
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Y.Das
31/07/2025
 Signature of Proctor

[Signature]
 Signature of HOD
31/7/24

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Meeting with the Students

Proctor Name :- Ambar Nanyak

Academic Year 2024-25

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	06/09/24	1:35 PM	He is not coming to class, but sleep in the hostel.	Susanta Mahapatra	<u>Ambar Nanyak</u> 06/09/24
2	08/10/24	1:40 PM	Play the online game of class room.	Tapan Kumar Sahu	<u>Ambar Nanyak</u> 08/10/24
3	22/10/24	1:35 PM	He is a good student but don't work together.	Umesh Kumar Mahapatra	<u>Ambar Nanyak</u> 22/10/24
4	12/11/24	1:45 PM	Use the mobile phone in class room.	Jagannath Ojha	<u>Ambar Nanyak</u> 12/11/24
5	17/12/24	1:45 PM	He is sleeping in the hostel habituated.	Manas Ranjan Patra	<u>Ambar Nanyak</u> 17/12/24
6	11/01/25	1:30 PM	Attend theory paper but not attend practical.	Uma Kant Jena	<u>Ambar Nanyak</u> 11/01/25
7	07/02/25	1:35 PM	He is a good student but don't work together.	Sanjaya Kumar Rout	<u>Ambar Nanyak</u> 07/02/25
8	09/04/25	1:40 PM	Coming to class after 2 period.	Nebesh Das	<u>Ambar Nanyak</u> 09/04/25
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Ambar Nanyak
21/07/25
Signature of Proctor

VI
Signature of HOD 21/7/25



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Parent/Guardian Communication Details

Proctor Name :- Ambar Nuyok

Academic Year 2024-25

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	11/09/24	Your son sleep in hostel but don't attend the class.	Talk to the son and hostel incharge.	<u>P. Nuyok</u> 11/09/24
2	16/10/24	use the mobile phone at class time.	I told that, He is don't use mobile at class.	<u>P. Nuyok</u> 16/10/24
3	12/12/24	I talk to the guardian your son change the pickup point.	Due to room shift it happens.	<u>P. Nuyok</u> 12/12/24
4	07/01/25	He is attend the theory class but not attend Practical.	He told that class closed at 2pm, I think he is com.	<u>P. Nuyok</u> 07/01/25
5	17/02/25	Buy the engg. Calculator.	I buying the engg. calculator.	<u>P. Nuyok</u> 17/02/25
6	20/03/25	Your son performance is good	I will more encourage.	<u>P. Nuyok</u> 20/03/25
7	02/04/25	use the mobile phone at class time.	I told that, He is don't use mobile at class.	<u>P. Nuyok</u> 02/04/25
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P. Nuyok
Signature of Proctor
21/07/25

P. Nuyok
Signature of HOD
21/07/25