

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



PROCTOR'S ACTIVITY DIARY
ACADEMIC YEAR: 2023-2024

Proctor Name & Designation	
Name Of the Proctor:	Kumar Swatiransam.
Designation:	Lecturer in Civil Engineering.



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



PROCTORIAL SYSTEM

The proctorial system has been introduced in Nilasaila Institute of Science & Technology with the main objective of providing supportive care & council to student in their academic & personal Problems. This system helps the students complete their studies comfortably & Successfully. The proctorial system is used to continuously & regularly monitor the academic progress of the student & to rectify their problems. The college encourages parents to be in regular contact with the proctor/chief proctor/H.O.D/Principal. All the students of this college will come under the proctorial system which envisages a personal & intimate relationship between teacher & students. The proctors will act as parent substitutes during the academic hours in the life of the students in the college A proctor will be in charge of not more than 25 students of a particular class.

OBJECTIVES

- To inspire a healthy relationship between the teacher & students.
- To eliminate any indiscipline among the students
- To improve the overall academic performance in the examination.
- To give students a major of self confidence
- To maintain discipline in the institute; ensure institute rules are understood & followed.
- To keep an eye on the general moral behavior of a student.
- To prevent the student from indulging in any political activities on institute premises.

FUNCTIONS OF THE PROCTOR

Every teaching department implements the proctor process through its faculty and all the faculty members are designated as proctors.

- The proctor acts as a local guardian at solve the academic and administrative problems of the respective wards.
- The Proctor closely monitors the progress of students under his/her care and helps them in overcoming their problems.
- The proctor shall assist in academic and overall development of the student.
- Proctor conducts regular meetings with Students and parents.

Sd/-
Principal



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



(Approved by AICTE, Govt. of Odisha and affiliated to SCTE&VT, Odisha)

Activity of The Proctors

FACULTY NAME-KUMAR SWATIRANJAN BRANCH-CIVIL ENGG. SEM-3RD SESSION-2023-24 EXAMINATION-2023(W)

Report for the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001045	SHRADHANJALI PATRA	90% attendance, class performance is good, I have talked with her parent for better improvement.
2	F22096001001	ABHIJIT SAMAL	85% attendance, class performance is average & talked with his parent.
3	F22096001002	BARSA JENA	75% attendance, class performance is average, weaker in communication skill & talked with her parent.
4	F22096001003	BIJAY KUMAR BASKEY	80% attendance, class performance is fair, try to improve time management skill & talked with his parent.
5	F22096001004	BIMASINI MALIK	80% attendance, class performance is fair, try to attain the classes in regular basis & talked with her parent.
6	F22096001005	DEEPA MALIK	70% attendance, class performance is poor, improve communication skill & attend regular classes & talked with her.
7	F22096001006	DEEPAK KUMAR MAJHI	75% attendance, class performance is not so good & attend the classes in regularly & talked with him.
8	F22096001007	DIBYAJYOTI GYANENDRA SETHI	85% attendance, class performance is good, improve time management skill & talked with his parents.
9	F22096001008	DIPTIMAYEE DAS	90% attendance, class performance is good, practice problems and talked with her parent.
10	F22096001009	GITANJANLI MALIK	70% attendance, class performance is poor & talked with her parents.
11	F22096001010	GOUTAM BARIK	75% attendance, class performance is good, good in communication skill but attend regular classes & talked with.

Report for the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001045	SHRADHANJALI PATRA	86% attendance, improvement seen in class performance & try to work hard.
2	F22096001001	ABHIJIT SAMAL	86% attendance, improvement seen in class performance & focus on communication skills.
3	F22096001002	BARSA JENA	80% attendance, improvement seen in class performance & communication skills also.
4	F22096001003	BIJAY KUMAR BASKEY	80% attendance, improvement seen in class performance & punctual also.
5	F22096001004	BIMASINI MALIK	76% attendance, improvement seen gradually occurs & try to be better.
6	F22096001005	DEEPA MALIK	80% attendance, improvement seen in class performance & focus on communication skills.
7	F22096001006	DEEPAK KUMAR MAJHI	80% attendance, improvement seen in class performance & improve the attendance percentage also.
8	F22096001007	DIBYAJYOTI GYANENDRA SETHI	76% attendance, degrade in attendance, practice more problems.
9	F22096001008	DIPTIMAYEE DAS	71% attendance, try to improve the attendance percentage improvement seen in class performance.
10	F22096001009	GITANJANLI MALIK	76% attendance, improvement seen in class performance & improve the attendance percentage.
11	F22096001010	GOUTAM BARIK	76% attendance, improvement seen in class performance & communication skill & try to improve attendance percentage.

Report for the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001045	SHRADHANJALI PATRA	92% attendance, Internal mark is good, try to improve for betterment, follow different books.
2	F22096001001	ABHIJIT SAMAL	76% attendance, Internal mark is average, needs to improve problem solving skills.
3	F22096001002	BARSA JENA	69% attendance, Internal mark is very poor, try to improve attendance percentage & attend extra classes.
4	F22096001003	BIJAY KUMAR BASKEY	76% attendance, Internal mark is very poor, weak in communication skills, attend regular classes.
5	F22096001004	BIMASINI MALIK	76% attendance, Internal mark is average. Try to improve for betterment, attend regular classes.
6	F22096001005	DEEPA MALIK	89% attendance, Internal marks are quite good. Try to score full marks & improve time management skills.
7	F22096001006	DEEPAK KUMAR MAJHI	76% attendance, Internal marks are very poor, improve the attendance percentage & attend classes regularly.
8	F22096001007	DIBYAJYOTI GYANENDRA SETHI	84% attendance, Internal marks are quite good, continue to work hard.
9	F22096001008	DIPTIMAYEE DAS	84% attendance, Internal marks are good, focus on the theoretical subjects, attend extra classes.
10	F22096001009	GITANJANLI MALIK	84% attendance, Internal marks are average, focus on minor improvements.
11	F22096001010	GOUTAM BARIK	84% attendance, but internal marks are very poor, focus on all subjects & improve communication skills.

W.P. 2.11.23

Report for the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001045	SHRADHANJALI PATRA	Overall 89% attendance, Eligible for Semester Exam. Continue to work hard.
2	F22096001001	ABHIJIT SAMAL	Overall 81% attendance, Eligible for Semester Exam. Practice more problems in all subjects.
3	F22096001002	BARSA JENA	Overall 79% attendance, Eligible for Semester Exam. Focus on theoretical subjects, try to improve.
4	F22096001003	BIJAY KUMAR BASKEY	Overall 82% attendance, Eligible for Semester Exam. Needs to improve in the theoretical subjects.
5	F22096001004	BIMASINI MALIK	Overall 79% attendance, Eligible for Semester Exam. Needs to improve in problem solving skills.
6	F22096001005	DEEPA MALIK	Overall 89% attendance, Eligible for Semester Exam. Continue to work hard.
7	F22096001006	DEEPAK KUMAR MAJHI	Overall 78% attendance, Eligible for Semester Exam. Focus on improve in all sections.
8	F22096001007	DIBYAJYOTI GYANENDRA SETHI	Overall 82% attendance, Eligible for Semester Exam. Focus on building a strong foundation.
9	F22096001008	DIPTIMAYEE DAS	Overall 79% attendance, Eligible for Semester Exam. Needs to improvement in academics.
10	F22096001009	GITANJANLI MALIK	Overall 77% attendance, Eligible for Semester Exam. Needs to improve in academics & focus on all subjects.
11	F22096001010	GOUTAM BARIK	Overall 79% attendance, Eligible for Semester Exam. Needs to improve in specific subjects.

W.P. 4.11.23

Report for the Examination 2023 (w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001045	SHRADHANJALI PATRA	Passed in all subjects & Discussed with her parent about PTM & collection of Sem. mark sheet.
2	F22096001001	ABHUIT SAMAL	Back in all subjects & Discussed with his parent after PTM.
3	F22096001002	BARSA JENA	Did not appear the semester Exam & Talked with her parent after PTM.
4	F22096001003	BIJAY KUMAR BASKEY	Did not appear the Semester Exam & Talked with his parent after PTM.
5	F22096001004	BIMASINI MALIK	Back in Th-2, Th-4 & Th-5 Sem. Exam & talked with her parent after PTM.
6	F22096001005	DEEPA MALIK	Passed in all subjects & Discussed with her parent about PTM & collection of Sem. mark sheet.
7	F22096001006	DEEPAK KUMAR MAJHI	Did not appear the semester Exam & talked with his parent after PTM.
8	F22096001007	DIBYAJYOTI GYANENDRA SETHI	Passed in all subjects & Discussed with his parent about PTM & collection of Sem. mark sheet.
9	F22096001008	DIPTIMAYEE DAS	Passed in all subjects & Discussed with her parent about PTM & collection of Sem. mark sheet.
10	F22096001009	GITANJANLI MALIK	Passed in all subjects & Discussed with her parent about PTM & collection of Sem. mark sheet.
11	F22096001010	GOUTAM BARIK	Passed in all subjects & Discussed with his parent about PTM & collection of Sem. mark sheet.

Sign. Of Proctor

Sign. Of H.O.D



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



Activity of The Proctors

FACULTY NAME-KUMAR SWATIRANJAN BRANCH-CIVIL ENGG. SEM-4TH SESSION-2023-24 EXAMINATION-2024(5)

Report for the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001045	SHRADHANJALI PATRA	83% attendance, class performance is good & I have talked with her parents.
2	F22096001001	ABHIJIT SAMAL	83% attendance, class performance is good & talked with his parent.
3	F22096001002	BARSA JENA	83% attendance, class performance is avg., & talked with her parent.
4	F22096001003	BIJAY KUMAR BASKEY	100% attendance, class performance is best & talked with his parent.
5	F22096001004	BIMASINI MALIK	66% attendance, class performance is low & improve communication skills & talked with her.
6	F22096001005	DEEPA MALIK	66% attendance, class performance is average & focus on communication skills.
7	F22096001006	DEEPAK KUMAR MAJHI	100% attendance, class performance is good & talked with his parent.
8	F22096001007	DIBYAJYOTI GYANENDRA SETHI	83% attendance, class performance is good & improve communication skill & talked with his parent.
9	F22096001008	DIPTIMAYEE DAS	83% attendance, class performance is good, practice all subjects and talked with her parent.
10	F22096001009	GITANJANLI MALIK	83% attendance, class performance is poor & talked with her parents.
11	F22096001010	GOUTAM BARIK	83% attendance, class performance is good & improve in communication skills & talked with his parent.

Report for the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001045	SHRADHANJALI PATRA	82% attendance, Improve in the class performance & practice more and more.
2	F22096001001	ABHIJIT SAMAL	86% attendance, Improvement seen in the class performance, good in all papers & continue with the.
3	F22096001002	BARSA JENA	82% attendance, Improvement occurs if try to improve in the communication skill.
4	F22096001003	BIJAY KUMAR BASKEY	100% attendance, Good in class, all positive sign seen and focused in all subjects.
5	F22096001004	BIMASINI MALIK	61% attendance, Improvement occurs in class performance.
6	F22096001005	DEEPA MALIK	77% attendance, Try to present in all class & focused on all subjects.
7	F22096001006	DEEPAK KUMAR MAJHI	86% attendance, Improvement occurs in all subjects and in class performance also.
8	F22096001007	DIBYAJYOTI GYANENDRA SETHI	86% attendance, Improvement seen in class & try to be better.
9	F22096001008	DIPTIMAYEE DAS	86% attendance, Improvement occurs in the attendance percentage & talked with her parent.
10	F22096001009	GITANJANLI MALIK	100% attendance, Good in class class performance & talked with her father.
11	F22096001010	GOUTAM BARIK	77% attendance, Focus on all subjects & try to present in the class & improve the communication skill.

Report for the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001045	SHRADHANJALI PATRA	90% attendance, Internal marks are good, improved in the problem solving skills.
2	F22096001001	ABHIJIT SAMAL	76% attendance, Internal marks are very poor, focus on all subjects.
3	F22096001002	BARSA JENA	81% attendance, Internal marks are very poor, focus on all subjects.
4	F22096001003	BIJAY KUMAR BASKEY	90% attendance, Internal marks are very poor, focus on all subjects.
5	F22096001004	BIMASINI MALIK	76% attendance, Internal marks are avg., try to improve your communication skills.
6	F22096001005	DEEPA MALIK	95% attendance, Internal marks are good, try to improve for betterment, follow disciplined habits.
7	F22096001006	DEEPAK KUMAR MAJHI	95% attendance, Internal marks are poor, focus on all subjects.
8	F22096001007	DIBYAJYOTI GYANENDRA SETHI	87% attendance, Internal marks are good, try to score full marks, attend extra classes.
9	F22096001008	DIPTIMAYEE DAS	85% attendance, Internal marks are good, focus on all subjects, continue to work hard.
10	F22096001009	GITANJANLI MALIK	87% attendance, Internal marks are avg., try to improve for betterment, attend regular classes.
11	F22096001010	GOUTAM BARIK	100% attendance, Internal marks are avg., try to improve

WSP-1
2.4/24

Report for the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001045	SHRADHANJALI PATRA	overall 86% attendance, Eligible for Semester Exam focus on all subjects.
2	F22096001001	ABHIJIT SAMAL	overall 80% attendance, Eligible for Semester Exam. Has to improve in theoretical subjects.
3	F22096001002	BARSA JENA	overall 84% attendance, eligible for semester Exam. Needs to improve in academics.
4	F22096001003	BIJAY KUMAR BASKEY	overall 84% attendance, Eligible for Semester Exam. Need to work hard more & more.
5	F22096001004	BIMASINI MALIK	overall 85% attendance, eligible for semester Exam. Focus on building a strong foundation.
6	F22096001005	DEEPA MALIK	overall 89% attendance, Eligible for Semester Exam. Needs to improve in specific subject.
7	F22096001006	DEEPAK KUMAR MAJHI	overall 84% attendance, Eligible for Semester Exam. Practice more problems.
8	F22096001007	DIBYAJYOTI GYANENDRA SETHI	overall 80% attendance, Eligible for Semester Exam, focus on improve in all subjects.
9	F22096001008	DIPTIMAYEE DAS	Overall 85% attendance, Eligible for semester Exam. Needs to improve in academics.
10	F22096001009	GITANJANLI MALIK	overall 84% attendance, eligible for semester Exam. Focus on all subjects.
11	F22096001010	GOUTAM BARIK	overall 82% attendance, Eligible for Semester Exam. Needs to improve in academics.

WSP-1
3.5/24

Report for the Examination 2024(S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001045	SHRADHANJALI PATRA	Passed in all subjects & Discussed with her parent about PTM & collection of Sem. mark sheet.
2	F22096001001	ABHIJIT SAMAL	Fail in all subjects & Discussed with his parent for PTM.
3	F22096001002	BARSA JENA	Fail in all subjects, did not attend the Sem. Exam. Talked with her parents for PTM.
4	F22096001003	BIJAY KUMAR BASKEY	Did not attend the Sem. Exam & Talked with his parent for PTM.
5	F22096001004	BIMASINI MALIK	Passed in all subjects & Discussed with her parent about PTM & collection of Sem. mark sheet.
6	F22096001005	DEEPA MALIK	Passed in all subjects & Discussed with her parent about PTM & collection of Sem. mark sheet.
7	F22096001006	DEEPAK KUMAR MAJHI	Fail in all subjects, did not attend the Sem. Exam. Talked with his parent for PTM.
8	F22096001007	DIBYAJYOTI GYANENDRA SETHI	Passed in all subjects & Discussed with his parent about PTM & collection of Sem. mark sheet.
9	F22096001008	DIPTIMAYEE DAS	Passed in all subjects & Discussed with his parent about PTM & collection of Sem. mark sheet.
10	F22096001009	GITANJANLI MALIK	Passed in all subjects & Discussed with his parent about PTM & collection of Sem. mark sheet.
11	F22096001010	GOUTAM BARIK	Fail in all subjects, did not attend the Sem. Exam. Talked with his parent for PTM.

Sign. Of Proctor

Sign. Of H.O.D



Activity of The Proctors

FACULTY NAME-KUMAR SWATIRANJAN BRANCH-CIVIL ENGG. SEM-5TH SESSION-2023-24 EXAMINATION-2023(W)

Report for the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001001	ASHOK KUMAR BEHERA	88% attendance, class performance is good, improve time management skill & talked with his parent.
2	F21096001002	BARSHA DAS	82% attendance, class performance is good & talked with her parent.
3	F21096001003	BHARATI GOCHHAYAT	76% attendance, class performance is avg, attend regular classes & talked with her parent.
4	F21096001004	BIJAYINI MALIK	82% attendance, class performance is good, talked with her parent.
5	F21096001005	BIKASH KUMAR JENA	76% attendance, class performance is low, weak in communication skill & talked with his parent.
6	F21096001007	BISHWAJEET BALA	82% attendance, class performance is good & talked with his parents.
7	F21096001009	DURGA CHARAN SOREN	94% attendance, class performance is very good, practice problems & talked with his parent.
8	F21096001010	GAYATRI SING	82% attendance, class performance is good, attend all classes & talked with her parent.
9	F21096001011	GEETA SING	76% attendance, class performance is avg, attend all classes regularly & talked with her parent.

WSP-1
5/8/23

Report for the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001001	ASHOK KUMAR BEHERA	81% attendance, try to improve the attendance & class performance.
2	F21096001002	BARSHA DAS	75% attendance, try to improve the attendance percentage for dry do work hard.
3	F21096001003	BHARATI GOCHHAYAT	81% attendance, improvement occur in the class performance dry do better.
4	F21096001004	BIJAYINI MALIK	81% attendance, improvement occurred in the class & practice make problems.
5	F21096001005	BIKASH KUMAR JENA	81% attendance, improvement occurred in the class & improve the communication skills.
6	F21096001007	BISHWAJEET BALA	81% attendance, improvement seen in the class performance & try to punctual.
7	F21096001009	DURGA CHARAN SOREN	88% attendance, improvement seen in the class & try do more and more practice in all subjects.
8	F21096001010	GAYATRI SING	85% attendance, increase in attendance, practice more & more problems.
9	F21096001011	GEETA SING	87% attendance, improvement seen in the class & focus on communication skills.

WSP-1
5/9/23

Report for the Month of October 2023			
SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001001	ASHOK KUMAR BEHERA	90% attendance, Internal marks are avg, try to improve for betterment & attend classes regularly.
2	F21096001002	BARSHA DAS	70% attendance, Internal marks are not so good, try to improve and attend classes regularly.
3	F21096001003	BHARATI GOCHHAYAT	90% attendance, Internal marks are not so good, try to improve in all subjects.
4	F21096001004	BIJAYINI MALIK	80% attendance, Internal marks are very poor, focus on all subjects & improve communication skills.
5	F21096001005	BIKASH KUMAR JENA	80% attendance, Internal marks are very good, try to improve for betterment, follow different marks.
6	F21096001007	BISHWAJEET BALA	90% attendance, Internal marks are good, focus on the theoretical subjects, attend extra classes.
7	F21096001009	DURGA CHARAN SOREN	80% attendance, Internal marks are very good, continue to work hard.
8	F21096001010	GAYATRI SING	90% attendance, Internal marks are avg, try to work hard.
9	F21096001011	GEETA SING	80% attendance, Improve the attendance percentage, Internal marks are good & try to work hard.

WSP-11/11/23

Report for the Month of November 2023			
SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001001	ASHOK KUMAR BEHERA	overall 85% attendance, Eligible for Semester Exam. Focus on theoretical subjects.
2	F21096001002	BARSHA DAS	overall 80% attendance, Eligible for Semester Exam. Focus to improve in all sections.
3	F21096001003	BHARATI GOCHHAYAT	overall 75% attendance, Eligible for Semester Exam. Attend the classes regularly. Focus on building a strong foundation.
4	F21096001004	BIJAYINI MALIK	overall 85% attendance, Eligible for Semester Exam. Focus on building a strong foundation.
5	F21096001005	BIKASH KUMAR JENA	overall 85% attendance, Eligible for Semester Exam. Needs to improve in academics.
6	F21096001007	BISHWAJEET BALA	overall 75% attendance, Eligible for Semester Exam. Present in all classes. Focus on all subjects.
7	F21096001009	DURGA CHARAN SOREN	overall 95% attendance, Eligible for Semester Exam. Practice more & more.
8	F21096001010	GAYATRI SING	overall 85% attendance, Eligible for Semester Exam. Continue to work hard.
9	F21096001011	GEETA SING	overall 75% attendance, Eligible for Semester Exam. Needs to improve in specific subjects (problematic subjects).

WSP-11/11/23

Report for the Examination 2023(w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001001	ASHOK KUMAR BEHERA	passed in all Subjects & Discussed with his parent for PTM & collection of Sem. mark sheet.
2	F21096001002	BARSHA DAS	Back in Th-1, Th-2 & Th-3 in Sem. Exam & discussed with his parent about PTM.
3	F21096001003	BHARATI GOCHHAYAT	Did not obtain the Exam, fail in all Subjects & talked with her father for PTM.
4	F21096001004	BIJAYINI MALIK	Did not obtain the Exam, fail in all Subjects & talked with her parent for PTM.
5	F21096001005	BIKASH KUMAR JENA	passed in all Subjects & Discussed with his parent for PTM & collection of Sem. mark sheet.
6	F21096001007	BISHWAJEET BALA	passed in all Subjects & Discussed with his parent for PTM & collection of Sem. mark sheet.
7	F21096001009	DURGA CHARAN SOREN	passed in all Subjects & Discussed with his parent for PTM & collection of Sem. mark sheet.
8	F21096001010	GAYATRI SING	Back in Th-1 in Sem. Exam & Discussed with her parent about PTM.
9	F21096001011	GEETA SING	Given passed in all sub of Sem. Examination & discussed with her parent for PTM & collection of mark sheet.

Sign. Of Proctor

Sign. Of H.O.D



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



Activity of The Proctors

FACULTY NAME-KUMAR SWATIRANJAN BRANCH-CIVIL ENGG. SEM-6TH SESSION-2023-24 EXAMINATION-2024(5)

Report for the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001001	ASHOK KUMAR BEHERA	83% attendance, class performance is fair, try to improve time management skill & have talked with his parent.
2	F21096001002	BARSHA DAS	83% attendance, class performance is not so good & attend the class regularly & talked with her.
3	F21096001003	BHARATI GOCHHAYAT	83% attendance, class performance is good, improve the time management skill & talk with her parent.
4	F21096001004	BIJAYINI MALIK	83% attendance, class performance is avg, & talked with her parent.
5	F21096001005	BIKASH KUMAR JENA	100% attendance, class performance is good, good in communication skill & talked with him.
6	F21096001007	BISHWAJEET BALA	86% attendance, class performance is poor & talked with his parent.
7	F21096001009	DURGA CHARAN SOREN	100% attendance, class performance is good & talked with his parent.
8	F21096001010	GAYATRI SING	83% attendance, class performance is good & practice problem & talked with her parent.
9	F21096001011	GEETA SING	100% attendance, class performance is good & talked with her parent.

WSP
4/1/24

Report for the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001001	ASHOK KUMAR BEHERA	91% attendance, improvement seen in the class performance, good in all sectors & continue with that.
2	F21096001002	BARSHA DAS	86% attendance, improvement seen in the class & practice more.
3	F21096001003	BHARATI GOCHHAYAT	95% attendance, improvement occurs seen all positive sign & focused in all subjects.
4	F21096001004	BIJAYINI MALIK	91% attendance, improvement seen in class performance & try to be better.
5	F21096001005	BIKASH KUMAR JENA	100% attendance, good in every class & talked with his parent.
6	F21096001007	BISHWAJEET BALA	95% attendance, improvement seen in the class performance, focused in all theory subjects.
7	F21096001009	DURGA CHARAN SOREN	82% attendance, decrease in class attendance try to attend all the class.
8	F21096001010	GAYATRI SING	100% attendance, improvement seen in the class performance, good in all subjects & continue with that.
9	F21096001011	GEETA SING	86% attendance, decrease in class attendance try to attend all the class & improve continuous section.

WSP
4/2/24

Report for the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001001	ASHOK KUMAR BEHERA	90% attendance, Internal marks are good, focus on all subjects.
2	F21096001002	BARSHA DAS	90% attendance, Internal marks are average, improve in all problem solving skills.
3	F21096001003	BHARATI GOCHHAYAT	90% attendance, Internal marks are not so good, try to improve your communication skill.
4	F21096001004	BIJAYINI MALIK	85% attendance, Internal marks are not so good, follow different books.
5	F21096001005	BIKASH KUMAR JENA	90% attendance, Internal marks are good, try to improve in all sections, continue to work hard.
6	F21096001007	BISHWAJEET BALA	80% attendance, Internal marks are good, try to improve in all sections.
7	F21096001009	DURGA CHARAN SOREN	85% attendance, Internal marks are very good, focus on all subjects.
8	F21096001010	GAYATRI SING	95% attendance, Internal marks are good, improve in all problem solving skills.
9	F21096001011	GEETA SING	85% attendance, Internal marks are average, try to improve your communication skill.

Vidya
2-3/24

Report for the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001001	ASHOK KUMAR BEHERA	Overall 93% attendance, Eligible for semester exam.
2	F21096001002	BARSHA DAS	Overall 87% attendance, Eligible for semester exam.
3	F21096001003	BHARATI GOCHHAYAT	Overall 93% attendance, Eligible for semester exam.
4	F21096001004	BIJAYINI MALIK	Overall 89% attendance, Eligible for semester exam.
5	F21096001005	BIKASH KUMAR JENA	Overall 93% attendance, Eligible for semester exam.
6	F21096001007	BISHWAJEET BALA	Overall 89% attendance, Eligible for semester exam.
7	F21096001009	DURGA CHARAN SOREN	Overall 86% attendance, Eligible for semester exam.
8	F21096001010	GAYATRI SING	Overall 92% attendance, Eligible for semester exam.
9	F21096001011	GEETA SING	Overall 92% attendance, Eligible for semester exam.

Vidya
2-3/24

Report for the Examination 2024(S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001001	ASHOK KUMAR BEHERA	Passed in all subjects, discussed with his parent about PTM & collect the sem. Exam marksheet.
2	F21096001002	BARSHA DAS	Fail in all subjects, talked to her parent for PTM.
3	F21096001003	BHARATI GOCHHAYAT	Fail in all subjects, talked to her parent for PTM.
4	F21096001004	BIJAYINI MALIK	Fail in all subjects, talked to her parent for PTM.
5	F21096001005	BIKASH KUMAR JENA	Back in TH-3. & talked to her parent for PTM.
6	F21096001007	BISHWAJEET BALA	passed in all subjects & talked to his parent about PTM & collect the sem. Exam marksheet.
7	F21096001009	DURGA CHARAN SOREN	Pass passed in all subjects, discussed with his parent about PTM & collect the sem. Exam marksheet.
8	F21096001010	GAYATRI SING	Back in TH-4 & talked to her parent for PTM.
9	F21096001011	GEETA SING	passed in all subjects & discussed with her parent about PTM & collect the sem. Exam marksheet.

Sign. Of Proctor

Sign. Of H.O.D



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



Meeting With the Students

Proctor Name :- Kumar Swatiraman

Academic Year 2023-24

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	28/08/2023	4:30pm	participation in class discussions has been minimal. Need to see more active engagement from you.	Goutam Barik	<u>WSP</u> <u>28.8.23</u>
2	11/09/2023	12:30pm	You tend to dominate in the class, which can make it difficult for others.	ABHIT SAMAL	<u>WSP</u> <u>11.9.23</u>
3	18/09/2023	4:30pm	Your recent assignment lacked sufficient detail and analysis. So try to go a bit further.	Barasa Jena	<u>WSP</u> <u>18.9.23</u>
4	29/10/2023	4:30pm	I have seen most of the time you are using cell phone in class room try to avoid this bad behaviour.	Bijay Kumar Baskarij	<u>WSP</u> <u>19.10.23</u>
5	23/10/2023	4:30pm	Not completing the assignments regularly given by the all teachers and show bad behaviour towards them.	Greeta Sing	<u>WSP</u> <u>23.10.23</u>
6	30/10/2023	1:00pm	I have noticed you always bunk the classes after break time and not doing practice class.	Ashok K. Behera	<u>WSP</u> <u>30.10.23</u>
7	07/11/2023	12:30pm	I have noticed you are not come to the college with proper dress code and not using the I-Card.	Bishwojeet Bala	<u>WSP</u> <u>7.11.23</u>
8	12/02/2024	4:30pm	From last week your behaviour is changing gradually and sometimes you are in depressed condition.	BIKASH KUMAR JENA	<u>WSP</u> <u>12.2.24</u>
9	28/02/2024	4:00pm	Discussing with you about damage the fan, light, switch board in the class room & taking action against you.	Bishwojeet Bala	<u>WSP</u> <u>28.2.24</u>
10	15/03/2024	12:45pm	Discussing about take part in the extra-curricular activities in our college & be smart in the class.	Deepa malik	<u>WSP</u> <u>15.3.24</u>
11	27/03/2024	4:30pm	You are constantly making careless mistakes inside the class of lab facilities. It is unacceptable.	Goutam Barik	<u>WSP</u> <u>27.3.24</u>
12	16/04/2024	9:30AM	I have noticed of you are constantly late in the class and you need to manage your time better.	Abhishek Singh	<u>WSP</u> <u>16.4.24</u>
13	29/04/2024	4:30pm	I have noticed you are being disorganized not taking responsibility & show inappropriate behavior.	Ashok K. Behera	<u>WSP</u> <u>29.4.24</u>

WSP 20.4.24
Signature of Proctor

WSP 20.4.24
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 :- Kumar Swatiranjam

Academic Year 2023-24

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	29/08/2023 12:30 pm	Students participation in the class.	His parent told that he will discuss with his son & informed me about that matter.	WSP y/L 29.8.23
2	11/09/2023 4:30 pm	Domination of student inside the class	I did contact with his parent & told him come to the college if he will come tomorrow.	WSP y/L 11.9.23
3	19/09/2023 9:50 am	Bad at in her assignment work.	Informed to her father and he will discuss with her daughter about this topic.	WSP y/L 19.9.23
4	20/10/2023 12:30 pm	Using of cell phone in the classroom.	Informed to his parent and his father will come tomorrow and take the cell phone.	WSP y/L 20.10.23
5	23/10/2023 4:45 pm	Not completing assignment & bad behaviour.	Informed his parent about this topic & his parent told that he will look after this matter.	WSP y/L 23.10.23
6	30/10/2023 4:30 pm	Not attend the practical class.	I told his parent about this matter & his father deeply look after this matter & inform me.	WSP y/L 30.10.23
7	08/11/2023 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 to the college.	WSP y/L 8.11.23
8	13/02/2024 12:30 pm	Physical & mental illness of student.	Informed to his parent about his son's physical & mental condition & his parent decided to take him to a doctor.	WSP y/L 13.2.24
9	28/02/2024 4:30 pm	Damage the college assets.	Informed to his parent & fine will be taken from his son & he did agree with that & come to the college.	WSP y/L 28.2.24
10	28/03/2024 1:30 pm	Bad behaviour with the faculty in the classroom.	Informed to his parent about his son's behaviour & he will come to college & discuss about this topic.	WSP y/L 28.3.24
11	30/04/2024 4:30 pm	Students irresponsibility & inappropriate behaviour.	Informed to his parent about his son's nature & behaviour & will take action against his son & he do agree with that.	WSP y/L 30.4.24

Signature of Proctor

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 OF TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



PROCTOR'S ACTIVITY DIARY

ACADEMIC YEAR: 2023-2024

Proctor Name & Designation	
Name Of the Proctor:	SATYAJIT PANDA
Designation:	Lecturer in Civil Engg.



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



PROCTORIAL SYSTEM

The proctorial system has been introduced in Nilasaila Institute of Science & Technology with the main objective of providing supportive care & council to student in their academic & personal Problems. This system helps the students complete their studies comfortably & Successfully. The proctorial system is used to continuously & regularly monitor the academic progress of the student & to rectify their problems. The college encourages parents to be in regular contact with the proctor/chief proctor/H.O.D/Principal. All the students of this college will come under the proctorial system which envisages a personal & intimate relationship between teacher & students. The proctors will act as parent substitutes during the academic hours in the life of the students in the college A proctor will be in charge of not more than 25 students of a particular class.

OBJECTIVES

- To inspire a healthy relationship between the teacher & students.
- To eliminate any indiscipline among the students
- To improve the overall academic performance in the examination.
- To give students a major of self confidence
- To maintain discipline in the institute; ensure institute rules are understood & followed.
- To keep an eye on the general moral behavior of a student.
- To prevent the student from indulging in any political activities on institute premises.

FUNCTIONS OF THE PROCTOR

Every teaching department implements the proctor process through its faculty and all the faculty members are designated as proctors.

- The proctor acts as a local guardian at solve the academic and administrative problems of the respective wards.
- The Proctor closely monitors the progress of students under his/her care and helps them in overcoming their problems.
- The proctor shall assist in academic and overall development of the student.
- Proctor conducts regular meetings with Students and parents.

Sd/-
Principal



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



Activity of The Proctors

FACULTY NAME-SATYAJIT PANDA BRANCH-CIVIL ENGG. SEM-3RD SESSION-2023-24 EXAMINATION-2023(W)

Report for the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001011	HITIKISHAN MAHURIA	85% attendance, class performance is average and talked with his parents.
2	F22096001012	ITISHREE JENA	80% attendance, class performance is average. Weak in writing skilled talk with his father.
3	F22096001013	ITISHREE MAHALIK	75% attendance, class performance is okay, communication skill is weak & talk with guardian.
4	F22096001014	JAYASHREE JENA	75% attendance, class performance is good not very attentive in the classroom, talk to her parents.
5	F22096001015	JITRAY SING	80% attendance, class performance is very good & talk with her parents.
6	F22096001016	KABITA RANI DAS	65% attendance, class performance is not so good & talk with his parents.
7	F22096001017	KAMALAKANTA DAS	70% attendance, class performance is good, try to improve communication & writing skill.
8	F22096001018	KHUSHBOO DAS	89% attendance, class performance is very good and talk with his parents.
9	F22096001019	KUNARAM HANSDAH	90% attendance, class performance is very good & very strong communication skill.
10	F22096001020	LAXMIPRIYA SETHI	69% attendance improve attendance and communication skills.
11	F22096001021	LAXMINARAYAN DANAK	68% attendance poor attendance, not so good in class-room, talk with his parents.

Report for the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001011	HITIKISHAN MAHURIA	89% attendance, class performance is good have talked with her parents for improvement.
2	F22096001012	ITISHREE JENA	65% attendance, class performance is good have talked with his father about his career.
3	F22096001013	ITISHREE MAHALIK	85% attendance, class performance is good, have talked with her mother for better improvement.
4	F22096001014	JAYASHREE JENA	90% attendance, class performance is good talked with his father about her improvement.
5	F22096001015	JITRAY SING	85% attendance, class performance is good I have talked with her parents.
6	F22096001016	KABITA RANI DAS	89% attendance, class performance is good I have talked with his parents.
7	F22096001017	KAMALAKANTA DAS	85% attendance, class performance is good, talked with her parents for better improvement.
8	F22096001018	KHUSHBOO DAS	95% attendance, class performance is good, I have talked with her parents.
9	F22096001019	KUNARAM HANSDAH	87% attendance, class performance is good I have talked with her parents.
10	F22096001020	LAXMIPRIYA SETHI	85% attendance class performance is good, talked with her parents.
11	F22096001021	LAXMINARAYAN DANAK	90% attendance class performance good, talked with her parents.

S. Panda
5/10/23

Report for the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001011	HITIKISHAN MAHURIA	95% attendance, class performance is good. have talked with her mother for her future.
2	F22096001012	ITISHREE JENA	90% attendance, internal mark is good. Follow class note provided by teachers.
3	F22096001013	ITISHREE MAHALIK	50% attendance, internal mark is average. try to improve yourself.
4	F22096001014	JAYASHREE JENA	80% attendance, internal mark is good. try to improve on theoretical papers.
5	F22096001015	JITRAY SING	100% attendance, internal mark is good. try to follow different author book.
6	F22096001016	KABITA RANI DAS	90% attendance, internal mark is good. try to improve in class room.
7	F22096001017	KAMALAKANTA DAS	75% attendance, internal mark is good. try talk to her parents for her result.
8	F22096001018	KHUSHBOO DAS	95% attendance, internal mark is very good. follow some new books for better results.
9	F22096001019	KUNARAM HANSDAH	70% attendance, internal mark is very bad. talked with her parents for better improvement.
10	F22096001020	LAXMIPRIYA SETHI	90% attendance, internal mark is good. talked with her parents for better results.
11	F22096001021	LAXMINARAYAN DANAK	75% attendance, internal mark is good. I have talked with her parents.

S. Janda
2.11.23

Report for the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001011	HITIKISHAN MAHURIA	overall 89.70% Eligible for sem-exam.
2	F22096001012	ITISHREE JENA	overall 86.76% Eligible for sem exam
3	F22096001013	ITISHREE MAHALIK	overall 87% Eligible for sem-exam
4	F22096001014	JAYASHREE JENA	overall 89% Eligible for sem exam.
5	F22096001015	JITRAY SING	overall 87% Eligible for sem exam.
6	F22096001016	KABITA RANI DAS	overall 87% Eligible for sem exam
7	F22096001017	KAMALAKANTA DAS	87% overall Eligible for sem exam.
8	F22096001018	KHUSHBOO DAS	84% overall Eligible for sem exam
9	F22096001019	KUNARAM HANSDAH	85% overall Eligible for sem exam.
10	F22096001020	LAXMIPRIYA SETHI	overall 89% Eligible for sem exam
11	F22096001021	LAXMINARAYAN DANAK	overall 87% Eligible for sem exam

lotak
11.12.23

Report for the Examination 2023(w)			
SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001011	HITIKISHAN MAHURIA	Passed in 455 marks, Back TH-1 Attained next exam.
2	F22096001012	ITISHREE JENA	He didn't attained the examination
3	F22096001013	ITISHREE MAHALIK	Secured 451 mark, Back TH-5 attained next exam.
4	F22096001014	JAYASHREE JENA	Secured 524 mark, with all subjects
5	F22096001015	JITRAY SING	Secured 482 mark with all subject
6	F22096001016	KABITA RANI DAS	Pass all subject in 468 mark
7	F22096001017	KAMALAKANTA DAS	Pass all subject in 493 mark
8	F22096001018	KHUSHBOO DAS	Pass all subject in 489 mark
9	F22096001019	KUNARAM HANSDAH	Pass all subject in 442 mark
10	F22096001020	LAXMIPRIYA SETHI	Pass all subject in 468 mark
11	F22096001021	LAXMINARAYAN DANAK	Passed all subject in 455 marks, Back TH-1, Attained next exam.

S. Panda
06.2.24
Sign. Of Proctor

S. Panda
06.2.24
Sign. Of H.O.D



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

(Approved by AICTE, Govt. of Odisha and affiliated to SCTE&VT, Odisha)



Activity of The Proctors

FACULTY NAME-SATYAJIT PANDA BRANCH-CIVIL ENGG. SEM-4TH SESSION-2023-24 EXAMINATION-2024(S)

Report for the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001011	HITIKISHAN MAHURIA	Her attendance is 92% but she has do hard work to improve chemistry.
2	F22096001012	ITISHREE JENA	Her attendance is 80% but weak in solving numericals.
3	F22096001013	ITISHREE MAHALIK	Her attendance is 80% but weak in solving numericals.
4	F22096001014	JAYASHREE JENA	Her attendance is 70% but weak in solving numericals.
5	F22096001015	JITRAY SING	Her attendance is 70% but performance in class is very poor.
6	F22096001016	KABITA RANI DAS	Her attendance is 70% but performance in class is very poor.
7	F22096001017	KAMALAKANTA DAS	Her attendance 80% but performance is very poor and weak in study.
8	F22096001018	KHUSHBOO DAS	Her attendance 80% but performance is very poor and weak in the subject.
9	F22096001019	KUNARAM HANSDAH	Her attendance 70% but weak in study.
10	F22096001020	LAXMIPRIYA SETHI	His attendance 70% but weak in study.
11	F22096001021	LAXMINARAYAN DANAK	His attendance is 70% but weak in study.

Report for the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001011	HITIKISHAN MAHURIA	87% attendance in improvement in class performance & try improve.
2	F22096001012	ITISHREE JENA	82% attendance in an improvement in class performance.
3	F22096001013	ITISHREE MAHALIK	77% attendance in an improvement in class performance.
4	F22096001014	JAYASHREE JENA	76% attendance in an improvement in class performance.
5	F22096001015	JITRAY SING	86% attendance poor in communication skills.
6	F22096001016	KABITA RANI DAS	72% attendance unable to attend class properly.
7	F22096001017	KAMALAKANTA DAS	86% attendance weak in communication.
8	F22096001018	KHUSHBOO DAS	77% attendance average in study.
9	F22096001019	KUNARAM HANSDAH	72% attendance weak in solving problems.
10	F22096001020	LAXMIPRIYA SETHI	76% attendance weak in communication skills.
11	F22096001021	LAXMINARAYAN DANAK	77% attendance weak in solving.

S. Panda
12.2.24

Report for the Month of March 2024			
SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001011	HITIKISHAN MAHURIA	85% attendance, class performance is good. I have talked with her parents for better result.
2	F22096001012	ITISHREE JENA	86% attendance, class performance is good. I have talked with her parents for better improvement.
3	F22096001013	ITISHREE MAHALIK	88% attendance, class performance is good. I have talked with her parents for better improvement.
4	F22096001014	JAYASHREE JENA	87% attendance, class performance is good. I have talked with her parents for better result.
5	F22096001015	JITRAY SING	80% attendance, class performance is good. I have talked with her parents for better improvement.
6	F22096001016	KABITA RANI DAS	85% attendance, class performance is good. I have talked with her parents for better improvement.
7	F22096001017	KAMALAKANTA DAS	85% attendance, class performance is good. I have talked with her parents for better improvement.
8	F22096001018	KHUSHBOO DAS	87% attendance, class performance is good. I have talked with her parents for better improvement.
9	F22096001019	KUNARAM HANSDAH	85% attendance, class performance is good. I have talked with her parents for better result.
10	F22096001020	LAXMIPRIYA SETHI	84% attendance, class performance is good. I have talked with her parents for better result.
11	F22096001021	LAXMINARAYAN DANAK	84% attendance, class performance is good. I have talked with her parents for better result.

S. Panda
2.4.24

Report for the Month of April 2024			
SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001011	HITIKISHAN MAHURIA	85% attendance, class performance is good. I have talked with his parents.
2	F22096001012	ITISHREE JENA	84% attendance, class performance is good. I have talked with his parents.
3	F22096001013	ITISHREE MAHALIK	85% attendance, class performance is good. I have talked with his parents.
4	F22096001014	JAYASHREE JENA	87% attendance, class performance is good. I have talked with his parents.
5	F22096001015	JITRAY SING	84% attendance, class performance is good. I have talked with his parents.
6	F22096001016	KABITA RANI DAS	87% attendance, class performance is good. I have talked with his parents.
7	F22096001017	KAMALAKANTA DAS	85% attendance, class performance is good. I have talked with his parents.
8	F22096001018	KHUSHBOO DAS	86% attendance, class performance is good. I have talked with his parents.
9	F22096001019	KUNARAM HANSDAH	85% attendance, class performance is good. I have talked with his parents.
10	F22096001020	LAXMIPRIYA SETHI	84% attendance, class performance is good. I have talked with his parents.
11	F22096001021	LAXMINARAYAN DANAK	86% attendance, class performance is good. I have talked with his parents.

S. Panda
2.5.24

Report for the Examination 2024(S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001011	HITIKISHAN MAHURIA	90% attendance. Internal mark is good. Follow some different book.
2	F22096001012	ITISHREE JENA	95% attendance. Internal mark is good. Follow class room note provided.
3	F22096001013	ITISHREE MAHALIK	75% attendance. Internal mark is not good. I have asked parents.
4	F22096001014	JAYASHREE JENA	95% attendance. Internal mark is good. Follow some different book.
5	F22096001015	JITRAY SING	90% attendance. Internal mark is good. Follow class room note provided.
6	F22096001016	KABITA RANI DAS	90% attendance. Internal mark is good. Follow some different book.
7	F22096001017	KAMALAKANTA DAS	95% attendance. Internal mark is good. Follow class room note provided.
8	F22096001018	KHUSHBOO DAS	90% attendance. Internal mark is good. Follow some different book.
9	F22096001019	KUNARAM HANSDAH	95% attendance. Internal mark is good. Follow class room note provided.
10	F22096001020	LAXMIPRIYA SETHI	95% attendance. Internal mark is good. Follow some different book.
11	F22096001021	LAXMINARAYAN DANAK	90% attendance. Internal mark is good. Follow some different book.

S. Pandey
06.07.24
Sign. Of Proctor

Mr. P. K. Das
06.07.24
Sign. Of H.O.D



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

(Approved by AICTE, Govt. of Odisha and affiliated to SCTE&VT, Odisha)



Activity of The Proctors

FACULTY NAME-SATYAJIT PANDA BRANCH-CIVIL ENGG. SEM-5TH SESSION-2023-24 EXAMINATION-2023(W)

Report for the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001012	GEETANJALI PRADHAN	81% attendance, class performance is good, I have talked with her parents for better result.
2	F21096001013	HIMANSU BARIK	86% attendance, class performance is good, I have talked with her parents.
3	F21096001014	JAMUNA SING	88% attendance, class performance is good, I have talked with her father for better result.
4	F21096001015	JAYANTI JENA	89% attendance, class performance is good, I have talked with her parents.
5	F21096001016	JYOTIREKHA MAHALIK	80% attendance, class performance is good, I have talked with her parents.
6	F21096001017	JYOTSNARANI MALIK	86% attendance, class performance is good, I have talked with her parents.
7	F21096001019	KUNI SING	85% attendance, class performance is good, I have talked with her parents for better result.
8	F21096001020	LAXMI SING	84% attendance, class performance is good, I have talked with her parents for better result.
9	F21096001021	MANAS NAIK	89% attendance, class performance is good, I have talked with her parents for better result.

S. Panda
2.9.23

Report for the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001012	GEETANJALI PRADHAN	85% attendance, class performance is good, I have talked with her parents.
2	F21096001013	HIMANSU BARIK	84% attendance, class performance is good, I have talked with her parents for better result.
3	F21096001014	JAMUNA SING	85% attendance, class performance is good, I have talked with her parents.
4	F21096001015	JAYANTI JENA	87% attendance, class performance is good, I have talked with her parents.
5	F21096001016	JYOTIREKHA MAHALIK	87% attendance, class performance is good, I have talked with her parents.
6	F21096001017	JYOTSNARANI MALIK	85% attendance, class performance is good, I have talked with her parents.
7	F21096001019	KUNI SING	84% attendance, class performance is good, I have talked with her parents.
8	F21096001020	LAXMI SING	84% attendance, class performance is good, I have talked with her parents.
9	F21096001021	MANAS NAIK	86% attendance, class performance is good, I have talked with her parents.

S. Panda
5.10.23

Report for the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001012	GEETANJALI PRADHAN	44% attendance, Internal mark is 8000, follow some different book.
2	F21096001013	HIMANSHU BARIK	43% attendance, Internal mark is 8000, follow some different books.
3	F21096001014	JAMUNA SING	75% attendance, Internal mark is 8000, follow some different book.
4	F21096001015	JAYANTI JENA	45% attendance, Internal mark is 8000, follow some different books.
5	F21096001016	JYOTIREKHA MAHALIK	40% attendance, Internal mark is 8000, follow some different books.
6	F21096001017	JYOTSNA RANI MALIK	15% attendance, Internal mark is not good, follow the communication skills.
7	F21096001019	KUNI SING	45% attendance, Internal mark is not good, follow the class room note.
8	F21096001020	LAXMI SING	45% attendance, Internal mark is 8000, follow some different books.
9	F21096001021	MANAS NAIK	75% attendance, Internal mark is 8000, follow class room note provided in the form.

S. Panda
2-11-23

Report for the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001012	GEETANJALI PRADHAN	Overall 86% attendance, Eligible for Sem. exam.
2	F21096001013	HIMANSHU BARIK	Overall 83% attendance Eligible for Sem. exam
3	F21096001014	JAMUNA SING	Overall 72% attendance Eligible for Sem. exam.
4	F21096001015	JAYANTI JENA	Overall 83% attendance Eligible for Sem. exam.
5	F21096001016	JYOTIREKHA MAHALIK	Overall 85% attendance Eligible for Sem. exam.
6	F21096001017	JYOTSNA RANI MALIK	Overall 85% attendance Eligible for Sem. exam.
7	F21096001019	KUNI SING	Overall 87% attendance Eligible for Sem. exam
8	F21096001020	LAXMI SING	Overall 89% attendance Eligible for Sem. exam.
9	F21096001021	MANAS NAIK	Overall 83% attendance Eligible for Sem. exam.

S. Panda
2-12-23

Report for the Examination 2023(w)			
SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001012	GEETANJALI PRADHAN	Secured with 455 mark but Back in one paper (TH-1)
2	F21096001013	HIMANSU BARIK	Secured with 451 mark but back in one paper (TH-5)
3	F21096001014	JAMUNA SING	He didn't attend the semester paper
4	F21096001015	JAYANTI JENA	Passed in all subjects within 482 mark.
5	F21096001016	JYOTIREKHA MAHALIK	acquire with 524 mark, PTM meeting is done with parents.
6	F21096001017	JYOTSNARANI MALIK	Passed in all subject with 493 mark PTM is done with the parents.
7	F21096001019	KUNI SING	Passed in all subject 489 mark. PTM is done with the parents.
8	F21096001020	LAXMI SING	He didn't attend the semester paper.
9	F21096001021	MANAS NAIK	acquire 442 mark in semester exam discuss with her parents in P.TM.

S. Panda
06.2.24
Sign. Of Proctor

K.P. 06.2.24
Sign. Of H.O.D



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



Activity of The Proctors

FACULTY NAME-SATYAJIT PANDA BRANCH-CIVIL ENGG. SEM-6TH SESSION-2023-24 EXAMINATION-2024(5)

Report for the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001012	GEETANJALI PRADHAN	85% attendance, class performance is average and talked with his parents.
2	F21096001013	HIMANSU BARIK	80% attendance, class performance is average, weak in writing skill and talk with his parents.
3	F21096001014	JAMUNA SING	75% attendance, class performance is average, communication skill is weak and talk with his parents.
4	F21096001015	JAYANTI JENA	75% attendance, class performance is good, very attentive in the classroom, and talk with his parents.
5	F21096001016	JYOTIREKHA MAHALIK	70% attendance, class performance is very good, and talk with his parents.
6	F21096001017	JYOTSNARANI MALIK	70% attendance, class performance is very good and talk with his parents.
7	F21096001019	KUNI SING	70% attendance, class performance is good try to improve communication writing skill.
8	F21096001020	LAXMI SING	75% attendance, class performance is very good and talk with his parents.
9	F21096001021	MANAS NAIK	70% attendance, class performance is very good and very strong communication skill.

S. Panda
2.2.24

Report for the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001012	GEETANJALI PRADHAN	87% attendance, good in class-room, communication skill improved.
2	F21096001013	HIMANSU BARIK	85% attendance, better performance in last month, also improve in communication.
3	F21096001014	JAMUNA SING	80% attendance, class performance is good, improve in communication skill.
4	F21096001015	JAYANTI JENA	85% attendance, improvement in attendance try to improve communication.
5	F21096001016	JYOTIREKHA MAHALIK	82% attendance, improvement in class performance talk with his parents.
6	F21096001017	JYOTSNARANI MALIK	80% attendance, improvement in class performance improved in communication skill.
7	F21096001019	KUNI SING	75% attendance, good in class, improve in communication skill.
8	F21096001020	LAXMI SING	80% attendance, good communication skill try to improve attendance.
9	F21096001021	MANAS NAIK	89% attendance, improve class attendance, talk with parents.

S. Panda
2.3.24

Report for the Month of March 2024			
SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001012	GEETANJALI PRADHAN	90% attendance, class performance is good. I was talked with his parents for performance.
2	F21096001013	HIMANSU BARIK	80% attendance mark is good. He has performed than previous month.
3	F21096001014	JAMUNA SING	85% attendance internal mark is good. PHD.
4	F21096001015	JAYANTI JENA	87% attendance in internal work is very good. I was given different books.
5	F21096001016	JYOTIREKHA MAHALIK	88% attendance internal work is only practice more question.
6	F21096001017	JYOTSNARANI MALIK	89% attendance internal is good. I focus more on class.
7	F21096001019	KUNI SING	90% attendance, internal is good. I focus more on class.
8	F21096001020	LAXMI SING	91% attendance internal is good. I focus more on class.
9	F21096001021	MANAS NAIK	92% attendance internal is good. I focus more on class.

S. Panda
2.4.24

Report for the Month of April 2024			
SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001012	GEETANJALI PRADHAN	overall 89.70% Eligible for sem exam
2	F21096001013	HIMANSU BARIK	overall 86.79% Eligible for sem exam
3	F21096001014	JAMUNA SING	overall 87% Eligible for sem exam
4	F21096001015	JAYANTI JENA	overall 89% Eligible for sem exam
5	F21096001016	JYOTIREKHA MAHALIK	overall 87% Eligible for sem exam
6	F21096001017	JYOTSNARANI MALIK	overall 87% Eligible for sem exam
7	F21096001019	KUNI SING	overall 87% Eligible for sem exam
8	F21096001020	LAXMI SING	overall 84% Eligible for sem exam
9	F21096001021	MANAS NAIK	overall 85% Eligible for sem exam

S. Panda
13.5.24

Report for the Examination 2024(S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001012	GEETANJALI PRADHAN	Passed in 455 marks, back in Th-1 Attained attained new exam
2	F21096001013	HIMANSU BARIK	He didn't attained the examination
3	F21096001014	JAMUNA SING	Secured 451 mark, back in the Th-5 attend new exam.
4	F21096001015	JAYANTI JENA	Secured 484 mark with all subject passed.
5	F21096001016	JYOTIREKHA MAHALIK	Secured 524 mark, with all subject passed
6	F21096001017	JYOTSNARANI MALIK	Passed all subject in 468 mark
7	F21096001019	KUNI SING	Passed all subject in 493 mark
8	F21096001020	LAXMI SING	Passed all subject in 489 mark
9	F21096001021	MANAS NAIK	Passed all subject with 442 mark

S. Panda
06.07.24
Sign. Of Proctor

K.P. Singh
06.07.24
Sign. Of H.O.D



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



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

Meeting With the Students

Proctor Name :- Satyajit Panda

Academic Year 2023-24

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	25.08.23	1:30 P.M	I have noticed most of time you are not attending Practical after theory class	Aitikishan Mahanta	S. Panda 25.08.23
2	27.08.23	2:00	I have noticed most of time you are using cell phone in class room.	Laxmi Prasad Sethi	S. Panda 27.08.23
3	04.09.23	1:30 P.M	I have seen most of the time you sleeping in the hostel instead of coming to class.	Kamala Kanta Das	S. Panda 04/09/23
4	28.09.23	2:00 P.M	Many times I have seen you behave very rude with your friends + junior.	Titilata Jena.	S. Panda 28/09/23
5	04.10.23	1:30 P.M	I have noticed for few days that you are not completing your assignments.	Laxmi Singh.	S. Panda 04/10/23
6	03.10.23	1:30 P.M	I have noticed most of time you are not attending Practical after theory class.	Jamuna Singh.	S. Panda 03/10/23
7	01.11.23	2:00 P.M	Most of the time I have seen you are changing of your pickup point.	Jyoti Kishan Mahalik	S. Panda 01/11/23
8	06.02.24	1:30 P.M	I have noticed you are not come to the collage with proper dress code and not using id card	Laxmi Anandan Baidya	S. Panda 06/02/24
9	01.03.24	2:00 P.M	I have noticed most of the time you are not completing your assignment.	Kabita Rani Das	S. Panda 01/03/24
10	15.03.24	2:30 P.M	Most of the time I have seen you are using cell phone in class room.	Fajayashree Jena	S. Panda 15/03/24
11	27.03.24	2:00 P.M	Most of the time your behaviour is very bad towards your junior using slangy to your junior	Jitmay Singh	S. Panda 27/03/24
12	07.04.24	1:30 P.M	Most of the time I have seen you are changing your pickup point.	Titilata Mahalik	S. Panda 07/04/24
13	16.04.24	2:00 P.M	Most of the time you come to class late.	Khushboo Das.	S. Panda 16/04/24

S. Panda
30/07/24
 Signature of Proctor

W. J.
30/07/24
 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 :- Satyajit Panda

Academic Year 2023-24

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	29/08/2023 12:30 PM	Student's participation in the class.	His parent told that he will discuss with his son informed me about that matter.	S. Panda 29/08/23
2	11/09/2023 4:30 PM	Domination of student inside the class.	I did contact with his parent and told him come to the college and we will talk tomorrow.	S. Panda 11/09/23
3	19/09/2023 9:50 AM	Bad in her assignment work.	I informed to her father and he will discuss with her daughter about this topic.	S. Panda 19/09/23
4	20/10/2023 12:50 PM	Using of cell phone in the class room.	I informed to his parent and his father will come tomorrow and take the cell phone.	S. Panda 20/10/23
5	23/10/2023 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.	S. Panda 23/10/2023
6	08/11/2023 9:30 AM	Not attend the practical class.	I told his parent about this matter and his father deeply think of this matter and informed me.	S. Panda 08/11/23
7	13/02/2024 12:30 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.	S. Panda 13/02/2024
8	28/02/2024 4:30 PM	Physical and mental illness of student.	I informed to his parent about his son's physical and mental condition.	S. Panda 28/02/24
9	28/02/2024 4:30 PM	Damage of the college property.	I informed to his parent and he will take from his son and he did agree with that.	S. Panda 28/02/24
10	28/02/2024 1:30 PM	Bad behaviour with the friend in the class room.	I informed to his parent about his son's bad behaviour and he will come to the college and discuss this topic with him.	S. Panda 28/02/24
11	30/04/2024 4:30 PM	Student's irresponsibility inappropriate behaviour.	I informed to his parent about his son's behaviour and will take action against his son and his agent with that.	S. Panda 30/04/24

S. Panda
 30/07/24
 Signature of Proctor

W. P. Panda
 30/07/24
 Signature of HOD

NILASAILA INSTITUTE OF SCIENCE OF TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



PROCTOR'S ACTIVITY DIARY

ACADEMIC YEAR: 2023-2024

Proctor Name & Designation	
Name Of the Proctor:	<i>Diptimayee Mohanty</i>
Designation:	<i>Lecturer in Civil Engg.</i>



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



PROCTORIAL SYSTEM

The proctorial system has been introduced in Nilasaila Institute of Science & Technology with the main objective of providing supportive care & council to student in their academic & personal Problems. This system helps the students complete their studies comfortably & Successfully. The proctorial system is used to continuously & regularly monitor the academic progress of the student & to rectify their problems. The college encourages parents to be in regular contact with the proctor/chief proctor/H.O.D/Principal. All the students of this college will come under the proctorial system which envisages a personal & intimate relationship between teacher & students. The proctors will act as parent substitutes during the academic hours in the life of the students in the college A proctor will be in charge of not more than 25 students of a particular class.

OBJECTIVES

- To inspire a healthy relationship between the teacher & students.
- To eliminate any indiscipline among the students
- To improve the overall academic performance in the examination.
- To give students a major of self confidence
- To maintain discipline in the institute; ensure institute rules are understood & followed.
- To keep an eye on the general moral behavior of a student.
- To prevent the student from indulging in any political activities on institute premises.

FUNCTIONS OF THE PROCTOR

Every teaching department implements the proctor process through its faculty and all the faculty members are designated as proctors.

- The proctor acts as a local guardian at solve the academic and administrative problems of the respective wards.
- The Proctor closely monitors the progress of students under his/her care and helps them in overcoming their problems.
- The proctor shall assist in academic and overall development of the student.
- Proctor conducts regular meetings with Students and parents.

Sd/-
Principal



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

(Approved by AICTE, Govt. of Odisha and affiliated to SCTE&VT, Odisha)



Activity of The Proctors

Report of the Month of August 2023

FACULTY NAME-DIPTIMAYEE MOHANTY BRANCH-CIVIL ENGG. SEM-3RD SESSION-2023-24 EXAMINATION-2023(W)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001022	LAXMIPRIYA SING	87% attendance, class performance is good. I have talked with her parents for better improvement.
2	F22096001023	LIZA PATRA	81% attendance, class performance is average. I have talked with her parents.
3	F22096001024	MADHABI DHAMUDIA	81% attendance, class performance is average. I have talked with her parents.
4	F22096001025	MADHUSMITA MAHALIK	78% attendance, class performance is average. I have talked with her parents for her improvement.
5	F22096001026	MADHUSMITA MALIK	91% attendance, class performance is very good. I have talked with her parents.
6	F22096001027	MANISA DAS	90% attendance, class performance is very good. I have talked with her parents for improvement.
7	F22096001028	MONALISA MALIK	80% attendance, class performance is average. I have talked with her parents for improvement.
8	F22096001029	NIBEDITA MALIK	93% attendance, class performance is good. I have talked with her mother about her performance.
9	F22096001030	PADMABATI SING	80% attendance, class performance is average. I have talked with her brother about her performance.
10	F22096001031	PINKI TUDU	90% attendance. Class performance is good. I have talked with her parents for better performance.
11	F22096001032	PRABHASINI SING	80% attendance, class performance is average. I have talked with her parents for better performance.

Report of the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001022	LAXMIPRIYA SING	85% attendance, class performance is good. I have talked with her parents.
2	F22096001023	LIZA PATRA	95% attendance, class performance is very good. Tell her about on your study.
3	F22096001024	MADHABI DHAMUDIA	85% attendance, improvement seen in class performance & Communication skills also.
4	F22096001025	MADHUSMITA MAHALIK	92% attendance, improvement are gradually occur carry on this.
5	F22096001026	MADHUSMITA MALIK	99% attendance, class performance is good also communication skills are very good with others.
6	F22096001027	MANISA DAS	90% attendance, class performance is good. Focus on communication skills.
7	F22096001028	MONALISA MALIK	75% attendance. Try to improve your attendance percentage. I have talked with her parents.
8	F22096001029	NIBEDITA MALIK	95% attendance. Class performance is good also communication skills are good.
9	F22096001030	PADMABATI SING	80% attendance, class performance is average. I have talked with her parents.
10	F22096001031	PINKI TUDU	85% attendance, improvement seen in class performance. He is good in class.
11	F22096001032	PRABHASINI SING	70% attendance. Try to improve your attendance performance. I have talk with her parents about this topic.

Diptimayee Mohanty
05.10.23

Report of the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001022	LAXMIPRIYA SING	85% attendance. Class performance is good. I have talked with her parents for better improvement.
2	F22096001023	LIZA PATRA	70% attendance. Internal mark is good. Follow different books.
3	F22096001024	MADHABI DHAMUDIA	80% attendance. Internal mark is average. Try to improve yourself.
4	F22096001025	MADHUSMITA MAHALIK	85% attendance. Internal mark is good. Follow different books.
5	F22096001026	MADHUSMITA MALIK	75% attendance. Internal mark is very good. Focus on theoretical subject.
6	F22096001027	MANISA DAS	90% attendance. Internal mark is very good. Improve time management skills.
7	F22096001028	MONALISA MALIK	75% attendance. Internal mark is very poor. Focus on class room studies & follow different book.
8	F22096001029	NIBEDITA MALIK	100% attendance. Internal mark is very good. Follow different author's book for sem. exam.
9	F22096001030	PADMABATI SING	70% attendance. Internal mark is very poor. Try to attend the class properly & follow teacher's advice.
10	F22096001031	PINKI TUDU	90% attendance. Internal mark is very good. Follow different books...
11	F22096001032	PRABHASINI SING	75% attendance. Internal mark is very poor. Try to improve yourself immediately.

S. Mohanty
08.11.23

Report of the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001022	LAXMIPRIYA SING	Overall 83% attendance. Eligible for sem exam. Continue to work hard.
2	F22096001023	LIZA PATRA	Overall 80% attendance. Eligible for sem exam. Practice more problems in all subjects.
3	F22096001024	MADHABI DHAMUDIA	Overall 78% attendance. Eligible for sem exam. Continue to work hard.
4	F22096001025	MADHUSMITA MAHALIK	Overall 81% attendance. Eligible for sem exam. Continue to work hard.
5	F22096001026	MADHUSMITA MALIK	Overall 85% attendance. Eligible for sem exam. Continue to work hard for better results.
6	F22096001027	MANISA DAS	Overall 78% attendance. Eligible for sem exam. Follow different book for better result.
7	F22096001028	MONALISA MALIK	Overall 78% attendance. Eligible for sem exam. Follow different book for better result.
8	F22096001029	NIBEDITA MALIK	Overall 81% attendance. Eligible for sem exam. Needs to improve problem solving skills.
9	F22096001030	PADMABATI SING	Overall 80% attendance. Eligible for sem exam. Needs to improve some specific subjects.
10	F22096001031	PINKI TUDU	Overall 77% attendance. Eligible for sem exam. Needs to improve academics.
11	F22096001032	PRABHASINI SING	Overall 81% attendance. Eligible for sem exam. Needs to improve in specific subjects.

S. Mohanty
08.12.23

Report of the Examination 2023(w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001022	LAXMIPRIYA SING	Backed in 2 subject & I discussed with her parents for better result.
2	F22096001023	LIZA PATRA	Backed in 2 subject & I discussed with her parents for better result.
3	F22096001024	MADHABI DHAMUDIA	She didn't attend the sem. exam. I talked with her parents for better result.
4	F22096001025	MADHUSMITA MAHALIK	She didn't attend the sem. exam. I talked with her parents for better result.
5	F22096001026	MADHUSMITA MALIK	Passed in all subject & I collect her marksheet.
6	F22096001027	MANISA DAS	Backed in 1 subject & I discussed with her parents about her result.
7	F22096001028	MONALISA MALIK	Backed in 1 subject & I discussed with her parents about her result.
8	F22096001029	NIBEDITA MALIK	Backed in 1 subject & I discussed with her parents about her result.
9	F22096001030	PADMABATI SING	She didn't attend the sem exam. I talked with her parents for better result.
10	F22096001031	PINKI TUDU	Passed in all subject & I collect her marksheet. Also I talk with her parents for her better improve.
11	F22096001032	PRABHASINI SING	She didn't attend the sem exam. I talked also with her parents for better result.

Sd/- Mohanty
06.02.24
Sign. Of Proctor

V. S. Paul
6.2.24
Sign. Of H.O.D



Activity of The Proctors

Report of the Month of January 2024

FACULTY NAME-DIPTIMAYEE MOHANTY BRANCH-CIVIL ENGG. SEM-4TH SESSION-2023-24 EXAMINATION-2024(5)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001022	LAXMIPRIYA SING	80% attendance, class performance is good, I have talked with her parents for better improvement.
2	F22096001023	LIZA PATRA	85% attendance, class performance is good. I have talked with her parents for better improvement.
3	F22096001024	MADHABI DHAMUDIA	70% attendance, class performance is not good. I have talked with her parents for better improvement.
4	F22096001025	MADHUSMITA MAHALIK	75% attendance, class performance is average. I have talked with her parents for better improvement.
5	F22096001026	MADHUSMITA MALIK	100% attendance, class performance is very good. Keep it up.
6	F22096001027	MANISA DAS	75% attendance, class performance is good. I have talked with her parents for better improvement.
7	F22096001028	MONALISA MALIK	75% attendance, class performance is average. I have talked with her parents for better improvement.
8	F22096001029	NIBEDITA MALIK	100% attendance, class performance is very good. I informed her parents for continuing this improvement.
9	F22096001030	PADMABATI SING	75% attendance, class performance is very bad. I informed her parents for better improvement.
10	F22096001031	PINKI TUDU	90% attendance, class performance is good. Keep it up.
11	F22096001032	PRABHASINI SING	75% attendance, class performance is very bad. I informed her parents for better improvement.

Report of the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001022	LAXMIPRIYA SING	80% attendance, class performance is good. I have talked with her mother about her performance.
2	F22096001023	LIZA PATRA	90% attendance, class performance is very good. Just carry on.
3	F22096001024	MADHABI DHAMUDIA	80% attendance, class performance is not too much good. I have talked with her father about her performance.
4	F22096001025	MADHUSMITA MAHALIK	70% attendance, class performance is average. I have talked with her father to keep it up.
5	F22096001026	MADHUSMITA MALIK	100% attendance, class performance is very good. I have talked with her parents.
6	F22096001027	MANISA DAS	75% attendance, class performance is good. I have talked with her parents for better future.
7	F22096001028	MONALISA MALIK	75% attendance, class performance is average. I have talked with her parents about her better performance.
8	F22096001029	NIBEDITA MALIK	100% attendance, class performance is very good. As she is good in class room.
9	F22096001030	PADMABATI SING	75% attendance, class performance is average. I have talked with her father for improved her performance.
10	F22096001031	PINKI TUDU	85% attendance, class performance is good. I have talked with her parents for her better future.
11	F22096001032	PRABHASINI SING	75% attendance, class performance is good. I have talked with her parents for her better performance.

Mohanty
04.03/24

Report of the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001022	LAXMIPRIYA SING	90% Attendance, class performance is good. I have talked with her mother for her future.
2	F22096001023	LIZA PATRA	90% Attendance. Internal mark is good. Follow class note, provided by teacher.
3	F22096001024	MADHABI DHAMUDIA	80% Attendance. Internal mark is average, try to improve yourself.
4	F22096001025	MADHUSMITA MAHALIK	80% Attendance. Internal mark is good. Try to improve on theoretical paper.
5	F22096001026	MADHUSMITA MALIK	100% Attendance. Internal mark is good. Try to follow different authors book.
6	F22096001027	MANISA DAS	90% Attendance. Internal mark is good. Try to improve in class room study.
7	F22096001028	MONALISA MALIK	85% Attendance. Internal mark is average. Talk to her parents for her result.
8	F22096001029	NIBEDITA MALIK	95% Attendance. Internal mark is very good. Follow some new books for better result.
9	F22096001030	PADMABATI SING	70% Attendance. Internal mark is very bad. I have talked with her parents for better improvement.
10	F22096001031	PINKI TUDU	90% Attendance. Internal mark is good. I have talked with her parents for better opportunities.
11	F22096001032	PRABHASINI SING	75% Attendance. Internal mark is good. I have talked with her parents.

Mohanty
02.04/24

Report of the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001022	LAXMIPRIYA SING	Overall 84% Attendance. Eligible for Sem exam, practice more problems in all subject.
2	F22096001023	LIZA PATRA	Overall 84% Attendance. Eligible for Sem exam. Continue to work hard.
3	F22096001024	MADHABI DHAMUDIA	Overall 84% Attendance. Eligible for Sem exam. Continue to work hard.
4	F22096001025	MADHUSMITA MAHALIK	Overall 84% Attendance. Eligible for Sem exam. Practice more theoretical subject.
5	F22096001026	MADHUSMITA MALIK	Overall 80% Attendance. Eligible for Sem exam. Practice more problems in all subject.
6	F22096001027	MANISA DAS	Overall 84% Attendance. Eligible for Sem exam, for different book for better result.
7	F22096001028	MONALISA MALIK	Overall 85% Attendance. Eligible for Sem exam. For better result, practice more problems.
8	F22096001029	NIBEDITA MALIK	Overall 84% Attendance. Eligible for Sem exam. Follow classroom note thoroughly.
9	F22096001030	PADMABATI SING	Overall 80% Attendance. Eligible for Sem exam. Come to the class regularly & follow classroom note.
10	F22096001031	PINKI TUDU	Overall 86% Attendance. Eligible for Sem exam. Practice more problems for Sem.
11	F22096001032	PRABHASINI SING	Overall 86% Attendance. Eligible for Sem exam. Needs to improve some specific subject.

Mohanty
03.05/24

Report of the Examination 2024(S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001022	LAXMIPRIYA SING	Backed in 2 sub. & discussed with her parent for better result.
2	F22096001023	LIZA PATRA	Passed in all sub. Discussed with her parent through PTM.
3	F22096001024	MADHABI DHAMUDIA	She didn't attend the sem exam & talked with her parent about this.
4	F22096001025	MADHUSMITA MAHALIK	Passed in all sub. Discussed with her parent through PTM. She collect the sem. mark sheet.
5	F22096001026	MADHUSMITA MALIK	Passed in all subject. Discussed with her parent through PTM. She collect the sem. mark sheet.
6	F22096001027	MANISA DAS	Passed in all subject. Discussed with her parent through PTM. She also collect her sem mark sheet.
7	F22096001028	MONALISA MALIK	She didn't attend the sem exam. & talked with her parent.
8	F22096001029	NIBEDITA MALIK	Passed in all subject. Discussed with her parent. She collect her sem mark sheet.
9	F22096001030	PADMABATI SING	She didn't attend the sem exam & talked with her parent about this matter.
10	F22096001031	PINKI TUDU	Passed in all subject. Discussed with her parent. She collect her sem mark sheet.
11	F22096001032	PRABHASINI SING	She didn't attend the sem exam & talked with her parent about this matter.

Mohanty
06.07.24
Sign. Of Proctor

K. P. Singh
6.7.24
Sign. Of H.O.D



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

(Approved by AICTE, Govt. of Odisha and affiliated to SCTE&VT, Odisha)

NIST

Activity of The Proctors

Report of the Month of August 2023

FACULTY NAME-DIPTIMAYEE MOHANTY BRANCH-CIVIL ENGG. SEM-5TH SESSION-2023-24 EXAMINATION-2023(W)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001022	MANISHA MALIK	80% attendance, class performance is good, I have talked with her parents for better improvement.
2	F21096001023	MANORANJAN SETHI	85% attendance, class performance is good, I have talked with his parents for better improvement.
3	F21096001024	MONALISHA MOHALIK	80% attendance, class performance is good, I have talked with her parents for better improvement.
4	F21096001025	OM PRAKASH SWAIN	83% attendance, class performance is good, I have talked with his parents for better improvement.
5	F21096001026	PRAMILA DAS	75% attendance, class performance is average, I have talked with her parents for better improvement.
6	F21096001027	PRITAM SHIT	85% attendance, class performance is good, I have talked with his parents for better result.
7	F21096001028	PRITIRANJITA MANDAL	85% attendance, class performance is good, I have talked with her parents for better result.
8	F21096001029	PUJA DALEI	85% attendance, class performance is good, I have talked with her parents for better result.
9	F21096001030	PUJA MAHALIK	80% attendance, class performance is good, I have talked with her parents for better result.

Diptymoy Mohanty
02.09/23

Report of the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001022	MANISHA MALIK	84% attendance, class performance is good, I have talked with her parents for improvement.
2	F21096001023	MANORANJAN SETHI	85% attendance, class performance is good, I have talked with his father about his career.
3	F21096001024	MONALISHA MOHALIK	85% attendance, class performance is good, I have talked with her mother for better improvement.
4	F21096001025	OM PRAKASH SWAIN	80% attendance, class performance is good, I have talked with his father about her improvement.
5	F21096001026	PRAMILA DAS	85% attendance, class performance is good, I have talked with her parents.
6	F21096001027	PRITAM SHIT	85% attendance, class performance is good, I have talked with his parents.
7	F21096001028	PRITIRANJITA MANDAL	85% attendance, class performance is good, I have talked with her parent for better improvement.
8	F21096001029	PUJA DALEI	85% attendance, class performance is good, I have talked with her parents.
9	F21096001030	PUJA MAHALIK	87% attendance, class performance is good, I have talked with her parents.

Diptymoy Mohanty
05.10/23

Report of the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001022	MANISHA MALIK	90% attendance, class performance is good. I have talked with her parents to give her a stimulus environment.
2	F21096001023	MANORANJAN SETHI	85% attendance, Internal mark is good. Follow class room note provided by the teacher.
3	F21096001024	MONALISHA MOHALIK	90% attendance, Internal mark is good. Follow some different book.
4	F21096001025	OM PRAKASH SWAIN	95% attendance, Internal mark is good. Follow different book.
5	F21096001026	PRAMILA DAS	90% attendance, Internal mark is good. Follow some problem solving book.
6	F21096001027	PRITAM SHIT	90% attendance, Internal mark is good. Try to follow different author's book.
7	F21096001028	PRITIRANJITA MANDAL	85% attendance, Internal mark is good. I have talked with her parents to give her stimulus environment.
8	F21096001029	PUJA DALEI	75% attendance, Internal mark is not good. I have talked with her parents about her performance.
9	F21096001030	PUJA MAHALIK	95% attendance, Internal mark is good. Follow some different book for exam.

Mohanthy
02.11.23

Report of the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001022	MANISHA MALIK	Overall 86% attendance. Eligible for Sem. exam. Practice more.
2	F21096001023	MANORANJAN SETHI	Overall 89% attendance. Eligible for Sem. exam. Follow different books.
3	F21096001024	MONALISHA MOHALIK	Overall 83% attendance. Eligible for Sem. exam. Follow class room note given by teacher.
4	F21096001025	OM PRAKASH SWAIN	Overall 86% attendance. Eligible for Sem exam. Prepare hard.
5	F21096001026	PRAMILA DAS	Overall 85% attendance. Eligible for Sem exam. Follow different books.
6	F21096001027	PRITAM SHIT	Overall 85% attendance. Eligible for Sem exam. Practice more.
7	F21096001028	PRITIRANJITA MANDAL	Overall 83% attendance. Eligible for Sem exam. Practice more.
8	F21096001029	PUJA DALEI	Overall 80% attendance. Eligible for Sem exam. Practice the theoretical chapters.
9	F21096001030	PUJA MAHALIK	Overall 87% attendance. Eligible for Sem exam. Practice more.

Mohanthy
04.12.23

Report of the Examination 2023(w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001022	MANISHA MALIK	Passed in all subject. And discussed with her parents for better future.
2	F21096001023	MANORANJAN SETHI	Passed in all subject. And discussed with her parents by PTM. and collect the sem mark sheet.
3	F21096001024	MONALISHA MOHALIK	Passed in all subject. And discussed with her parents by PTM. and collect the sem mark sheet.
4	F21096001025	OM PRAKASH SWAIN	Passed in all subject. And discussed with her parents by PTM. and collect the sem mark sheet.
5	F21096001026	PRAMILA DAS	She didn't attend the sem exam & talked with her parents about her result.
6	F21096001027	PRITAM SHIT	Passed in all subject. And discussed with her parents for better future.
7	F21096001028	PRITIRANJITA MANDAL	Passed in all subject. And discussed with her parents for better future.
8	F21096001029	PUJA DALEI	She didn't attend the sem exam & talked with her parents about her result.
9	F21096001030	PUJA MAHALIK	Passed in all subject. And discussed with her parents for better future.

Mohanty
06.08.24
Sign. Of Proctor

Kap
06.08.24
Sign. Of H.O.D



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



Activity of The Proctors

FACULTY NAME-DIPTIMAYEE MOHANTY BRANCH-CIVIL ENGG. SEM-6TH SESSION-2023-24 EXAMINATION-2024(S)

Report of the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001022	MANISHA MALIK	95% attendance, class performance is good. I have talked with her father about her improvement.
2	F21096001023	MANORANJAN SETHI	95% attendance. class performance is very good. I have talked with his mother for better study.
3	F21096001024	MONALISHA MOHALIK	92% attendance. class performance is good. I have talked with her mother about her improvement.
4	F21096001025	OM PRAKASH SWAIN	90% attendance, class performance is good. I have talked with her parents for improvement.
5	F21096001026	PRAMILA DAS	85% attendance, class performance is good. I have talked with his father for better improvement.
6	F21096001027	PRITAM SHIT	95% attendance, class performance is good. I have talked with her father.
7	F21096001028	PRITIRANJITA MANDAL	90% attendance, class performance is good. I have talked with her mother.
8	F21096001029	PUJA DALEI	90% attendance. class performance is not good. I have talked with her mother.
9	F21096001030	PUJA MAHALIK	95% attendance. class performance is good. I have talked with her mother.

see Mohanty
02.02.24

Report of the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001022	MANISHA MALIK	90% attendance, class performance is good. I have talked with her mother about her performance.
2	F21096001023	MANORANJAN SETHI	90% attendance. class performance is good. He is very good in class.
3	F21096001024	MONALISHA MOHALIK	89% attendance. class performance is good. She is very good in theory, scribble U.
4	F21096001025	OM PRAKASH SWAIN	93% attendance. class performance is good. He is good in class room.
5	F21096001026	PRAMILA DAS	90% attendance. class performance is not good. So I have talked with her mother.
6	F21096001027	PRITAM SHIT	95% attendance. class performance is good. I have talked with her parents.
7	F21096001028	PRITIRANJITA MANDAL	92% attendance, class performance is good. I have talked with her parents.
8	F21096001029	PUJA DALEI	90% attendance. class performance is good. I have talked with her father about her performance.
9	F21096001030	PUJA MAHALIK	90% attendance, class performance is good. I have talked with her mother about her performance.

see Mohanty
04.03.24

Report of the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001022	MANISHA MALIK	90% attendance. Internal mark is good. I have talked with her parents by PM.
2	F21096001023	MANORANJAN SETHI	95% attendance. Internal mark is very good. I have talked with his parents.
3	F21096001024	MONALISHA MOHALIK	90% attendance. Internal mark is good. I have talked with her parents.
4	F21096001025	OM PRAKASH SWAIN	95% attendance. Internal mark is good. I have talked with her mother.
5	F21096001026	PRAMILA DAS	90% attendance. Internal mark is not good. I have talked with her mother about internal mark.
6	F21096001027	PRITAM SHIT	90% attendance. Internal mark is good. I have talked with his parents.
7	F21096001028	PRITIRANJITA MANDAL	90% attendance. Internal mark is good. I have talked with her parents.
8	F21096001029	PUJA DALEI	90% attendance. Internal mark is good. I have talked about her result.
9	F21096001030	PUJA MAHALIK	95% attendance. Internal mark is good. I have talked with her father.

Mohanty
02.04'24

Report of the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001022	MANISHA MALIK	Overall 90% attendance. Eligible for sem exam. practice more.
2	F21096001023	MANORANJAN SETHI	Overall 90% attendance. Eligible for sem exam. practice more problematic chapter.
3	F21096001024	MONALISHA MOHALIK	Overall 80% attendance. Eligible for sem exam. follow different book.
4	F21096001025	OM PRAKASH SWAIN	Overall 90% attendance. Eligible for sem exam. follow different author's theory book.
5	F21096001026	PRAMILA DAS	Overall 90% attendance. Eligible for sem exam. focus hard for better result.
6	F21096001027	PRITAM SHIT	Overall 90% attendance. Eligible for sem exam. follow different book.
7	F21096001028	PRITIRANJITA MANDAL	Overall 90% attendance. Eligible for sem exam. Needs to improve some specific subjects.
8	F21096001029	PUJA DALEI	Overall 90% attendance. Eligible for sem exam. practice more.
9	F21096001030	PUJA MAHALIK	Overall 90% attendance. Eligible for sem exam. follow class room note.

Mohanty
03.05'24

Report of the Examination 2024(S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001022	MANISHA MALIK	Passed in all subject. Discussed with her father through PTM. She collect her marksheet.
2	F21096001023	MANORANJAN SETHI	Passed in all subject in good mark, Discussed with his father through PTM.
3	F21096001024	MONALISHA MOHALIK	Passed in all subject. Discussed with her mother through PTM. She also collect her marksheet.
4	F21096001025	OM PRAKASH SWAIN	Passed in all subject. Discussed with her parents. He collect his marksheet.
5	F21096001026	PRAMILA DAS	She didn't attend the Semester exam. Discussed with her father through PTM about her absence.
6	F21096001027	PRITAM SHIT	Passed in 3 subject, back in 1 subject. Discussed with his father about his result.
7	F21096001028	PRITIRANJITA MANDAL	Passed in all subject. Discussed with her parents. She collect her marksheet.
8	F21096001029	PUJA DALEI	She didn't attend the Semester exam. Discussed with her father.
9	F21096001030	PUJA MAHALIK	Backed in one subject. Discussed with her mother about her result.

S. Mohanty
06.07.24
Sign. Of Proctor

K. P. Singh
20.7.24
Sign. Of H.O.D



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



Parent/Guardian Communication Details

Proctor Name :- Septimayee Mohanty

Academic Year 2023-24

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	26.08 '23 4.30 PM	Not attend the practical classes after theory class.	His parent told me that he will discuss with his son & informed me.	J. Mohanty 26.08 '23
2	28.08 '23 9.30 AM	Using cell phone in the class hour.	Her parent told me that he will discuss with his daughter & informed me.	J. Mohanty 28.08 '23
3	05.09 '23 4.30 PM	Sleeping in the hostel in class hour.	His father told me that he will look after this matter.	J. Mohanty 05.09 '23
4	29.09 '23 12.45 PM	Behaviour is not good with friends & junior.	Her mother told me that she will change her behave and not repeat again.	J. Mohanty 29.09 '23
5	05.10 '23 4.30 PM	Not completing assignment regularly.	I informed her parents they told after discuss with his son he will informed me.	J. Mohanty 05.10 '23
6	06.10 '23 9.30 AM	Not attend the practical class.	Informed his mother, she told me that she will attend him about this matter.	J. Mohanty 06.10 '23
7	03.11 '23 4.30 PM	changing of pickup point	I informed his father, he told me that he will discuss with his son & informed me.	J. Mohanty 03.11 '23
8	07.02 '24 12.30 PM	coming to institute with out uniform regularly.	I informed his father, he told me that he will asked about this to his son.	J. Mohanty 07.02 '24
9	13.03 '24 9.30 AM	Not completing assignment most of the time.	Her mother told me that she will discuss about this matter with her & inform me.	J. Mohanty 13.03 '24
10	27.03 '24 4.30 PM	Behaviour is not good with junior.	Her father told me that he will discuss about this matter and inform me.	J. Mohanty 27.03 '24
11	05.04 '24 4.30 PM	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.	J. Mohanty 05.04 '24

J. Mohanty
 30.07 '24
 Signature of Proctor

W. Singh
 30.07 '24
 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 :- Diptimayee Mohanty

Academic Year 2023-24

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	25.08 '23	4.30 PM	I have noticed most of time you are not attending practical class after theory class.	Om Prakash Swain	Di. Mohanty 25.08 '23
2	27.08 '23	12.30 PM	I have noticed most of the time you are using cell phone in class room.	Pinku Tudu	Di. Mohanty 27.08 '23
3	04.09 '23	9.30 AM	I have seen most of the time you sleeping in the hostel instead of going to class.	Pratim Shit	Di. Mohanty 04.09 '23
4	28.09 '23	12.20 PM	Many times I have seen your behave is very rude with your friends & junior.	Monalisha Mohalik	Di. Mohanty 28.09 '23
5	04.10 '23	4.30 PM	I have noticed for few days that you are not completing your assignments.	Liza Patra	Di. Mohanty 04.10 '23
6	03.10 '23	9.30 AM	I have noticed most of time you are not attending practical class after theory class.	Mohammad Sathu	Di. Mohanty 03.10 '23
7	01.11 '23	4.30 PM	Most of the time I have seen you are changing of your pickup point.	Narajit Kumar Das	Di. Mohanty 01.11 '23
8	06.02 '24	9.30 AM	I have noticed you are not come to the college with proper dress code and not using the I-card.	Om Prakash Swain	Di. Mohanty 06.02 '24
9	11.03 '24	4.30 PM	I have noticed most of the time you are not completing your assignment.	Mohammad Sathu	Di. Mohanty 11.03 '24
10	15.03 '24	12.30 PM	Most of the time I have seen you are using cell phone in class room.	Laxminriya Singh	Di. Mohanty 15.03 '24
11	27.03 '24	9.30 AM	Most of the time your behavior is very bad towards your junior using slangs to your junior.	Pratiranjita Mandal	Di. Mohanty 27.03 '24
12	07.04 '24	12.25 PM	Most of the time I have seen you are changing of your pickup point.	Madhusmita Mohalik	Di. Mohanty 07.04 '24
13	16.04 '24	12.30 PM	Most of the time you come to class lately.	Madhusmita Mohalik	Di. Mohanty 16.04 '24

Di. Mohanty
30.07 '24
Signature of Proctor

W. P. L.
28.07.24
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 OF TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)
(Approved by AICTE & affiliated to SCTE&VT, Odisha)



PROCTOR'S ACTIVITY DIARY

ACADEMIC YEAR: 2023-2024

Proctor Name & Designation	
Name Of the Proctor:	Lotak Kue. Mohapatra
Designation:	Lecturer in Civil Engg.



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



PROCTORIAL SYSTEM

The proctorial system has been introduced in Nilasaila Institute of Science & Technology with the main objective of providing supportive care & council to student in their academic & personal Problems. This system helps the students complete their studies comfortably & Successfully. The proctorial system is used to continuously & regularly monitor the academic progress of the student & to rectify their problems. The college encourages parents to be in regular contact with the proctor/chief proctor/H.O.D/Principal. All the students of this college will come under the proctorial system which envisages a personal & intimate relationship between teacher & students. The proctors will act as parent substitutes during the academic hours in the life of the students in the college A proctor will be in charge of not more than 25 students of a particular class.

OBJECTIVES

- To inspire a healthy relationship between the teacher & students.
- To eliminate any indiscipline among the students
- To improve the overall academic performance in the examination.
- To give students a major of self confidence
- To maintain discipline in the institute; ensure institute rules are understood & followed.
- To keep an eye on the general moral behavior of a student.
- To prevent the student from indulging in any political activities on institute premises.

FUNCTIONS OF THE PROCTOR

Every teaching department implements the proctor process through its faculty and all the faculty members are designated as proctors.

- The proctor acts as a local guardian at solve the academic and administrative problems of the respective wards.
- The Proctor closely monitors the progress of students under his/her care and helps them in overcoming their problems.
- The proctor shall assist in academic and overall development of the student.
- Proctor conducts regular meetings with Students and parents.

Sd/-
Principal



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

(Approved by AICTE, Govt. of Odisha and affiliated to SCTE&VT, Odisha)



Activity of The Proctors

FACULTY NAME-LOTAK KU. MOHAPATRA

BRANCH-CIVIL ENGG.

SEM-3RD

SESSION-2023-24

EXAMINATION-2023(W)

Report for the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001033	PRAGYAN MALIK	Here attendance is 92% but internal work is so good. try to improve in study.
2	F22096001034	PRAMILA MALIK	76% attendance, internal mark is average. needs to improve in study.
3	F22096001035	PRAMILA MOHALIK	76% attendance, class performance is average but weak in communication.
4	F22096001036	PRITILATA MALIK	80% class attendance class performance is poor try to improve in study.
5	F22096001037	PRITILATA MALIK	80% class attendance performance but weak in numericals.
6	F22096001038	PUSPARANI DALAI	75% attendance class performance weak in solving numericals.
7	F22096001039	PUSPITA MALIK	70% attendance performance eye problem & unable writing.
8	F22096001040	PUSPITA MALIK	80% class attendance is good in study but poor in solving problems.
9	F22096001041	RABINDRA MOHALIK	70% class attendance performance is poor & talk with his parents.
10	F22096001042	RAHUL PRASAD MALIK	70% class attendance performance is poor & talk with his parents.
11	F22096001043	RAJENDRA BEHERA	75% attendance class is good in communication skill but attendance.

Report for the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001033	PRAGYAN MALIK	86% attendance improvement in class performance & try to work hard.
2	F22096001034	PRAMILA MALIK	86% attendance improvement in class performance & try to do hard work.
3	F22096001035	PRAMILA MOHALIK	80% attendance improvement in class performance & communication skills.
4	F22096001036	PRITILATA MALIK	70% attendance improvement gradually & try to be better.
5	F22096001037	PRITILATA MALIK	80% attendance improvement in class performance & punctual in study.
6	F22096001038	PUSPARANI DALAI	85% attendance improvement in study & class performance is avg.
7	F22096001039	PUSPITA MALIK	75% attendance is poor in communication skill.
8	F22096001040	PUSPITA MALIK	80% attendance improve in other subjects.
9	F22096001041	RABINDRA MOHALIK	70% performance in class attendance and average in study.
10	F22096001042	RAHUL PRASAD MALIK	75% performance in class attendance and active in class.
11	F22096001043	RAJENDRA BEHERA	70% performance in class attendance and average in study.

Lotak
5.10.23

Report for the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001033	PRAGYAN MALIK	12% attendance, internal work is good try to improve for betterment follow
2	F22096001034	PRAMILA MALIK	16% attendance, internal work is average needs to improve problem solving skills
3	F22096001035	PRAMILA MOHALIK	59% attendance, internal work is try well try to improve
4	F22096001036	PRITILATA MALIK	16% attendance internal work is try poor try to improve
5	F22096001037	PRITILATA MALIK	84% attendance internal work is good focus on theoretical subject
6	F22096001038	PUSPARANI DALAI	84% attendance internal work is try focus
7	F22096001039	PUSPITA MALIK	70% attendance, internal work is good try to improve for betterment
8	F22096001040	PUSPITA MALIK	90% attendance, internal work is good try to better in theoretical subject
9	F22096001041	RABINDRA MOHALIK	84% attendance, internal marks are very poor
10	F22096001042	RAHUL PRASAD MALIK	84% attendance, internal marks are very poor
11	F22096001043	RAJENDRA BEHERA	84% attendance but internal marks are very poor

Total
2.11.23

Report for the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001033	PRAGYAN MALIK	Overall 89% attendance eligible for semester exam
2	F22096001034	PRAMILA MALIK	Overall 89% attendance eligible for semester exam
3	F22096001035	PRAMILA MOHALIK	Overall 70% attendance eligible for semester exam
4	F22096001036	PRITILATA MALIK	Overall 82% attendance eligible for semester exam
5	F22096001037	PRITILATA MALIK	Overall 70% attendance eligible for semester exam
6	F22096001038	PUSPARANI DALAI	Overall 89% attendance eligible for semester exam
7	F22096001039	PUSPITA MALIK	Overall 70% attendance eligible for semester exam
8	F22096001040	PUSPITA MALIK	Overall 80% attendance eligible for semester exam
9	F22096001041	RABINDRA MOHALIK	Overall 82% attendance eligible for semester exam
10	F22096001042	RAHUL PRASAD MALIK	Overall 80% attendance eligible for semester exam
11	F22096001043	RAJENDRA BEHERA	Overall 82% attendance eligible for semester exam

Total
4.12.23

Report for the Examination 2023(w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001033	PRAGYAN MALIK	Back in TH-4, TH-5 Sem. exam & talk with Parents.
2	F22096001034	PRAMILA MALIK	Passed in all subject talk with their Parents.
3	F22096001035	PRAMILA MOHALIK	Passed in all subjects talk with their Parents.
4	F22096001036	PRITILATA MALIK	Passed in all subjects talk with their Parents.
5	F22096001037	PRITILATA MALIK	Passed in all subjects talk with Parents.
6	F22096001038	PUSPARANI DALAI	Passed in all subject talk with their Parent.
7	F22096001039	PUSPITA MALIK	Back in TH-2, TH-3, TH-4, TH-5 & discussed with their Parents.
8	F22096001040	PUSPITA MALIK	Pass in all subjects & discussed with their Parents in PTM.
9	F22096001041	RABINDRA MOHALIK	Back in all subject & discussed with their Parent in PTM.
10	F22096001042	RAHUL PRASAD MALIK	Back in all subject & discussed with their Parent in PTM.
11	F22096001043	RAJENDRA BEHERA	Back in all subject & discussed with their Parent in PTM.

Lotar
06.2.24
Sign. Of Proctor

WSP-1
06.2.24
Sign. Of H.O.D



Activity of The Proctors

FACULTY NAME-LOTAK KU. MOHAPATRA BRANCH-CIVIL ENGG. SEM-4TH SESSION-2023-24 EXAMINATION-2024(5)

Report for the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001033	PRAGYAN MALIK	Here attendance is 92% but she has to do hand work to improve her
2	F22096001034	PRAMILA MALIK	Here attendance is 80% but weak in solving numericals
3	F22096001035	PRAMILA MOHALIK	Here attendance is 80% but weak in solving numericals
4	F22096001036	PRITILATA MALIK	Here attendance is 70% but weak in solving numericals
5	F22096001037	PRITILATA MALIK	Here attendance is 70% but performance in class is very poor
6	F22096001038	PUSPARANI DALAI	Here attendance is 70% but performance in class is very poor
7	F22096001039	PUSPITA MALIK	Here attendance 80% but performance is very poor and weak in study
8	F22096001040	PUSPITA MALIK	Here attendance 80% but performance is very poor and weak in the end
9	F22096001041	RABINDRA MOHALIK	Here attendance is 70% but weak in study
10	F22096001042	RAHUL PRASAD MALIK	Here attendance is 70% but weak in study
11	F22096001043	RAJENDRA BEHERA	His attendance is 70% but weak in study

Lotak
12.1.24

Report for the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001033	PRAGYAN MALIK	86% attendance improvement in class performance & try improve
2	F22096001034	PRAMILA MALIK	80% attendance improvement in class performance
3	F22096001035	PRAMILA MOHALIK	76% attendance improvement in class performance
4	F22096001036	PRITILATA MALIK	75% attendance improvement in class performance
5	F22096001037	PRITILATA MALIK	85% attendance poor in communication skills
6	F22096001038	PUSPARANI DALAI	70% attendance enable to attend class properly
7	F22096001039	PUSPITA MALIK	85% attendance weak in communication
8	F22096001040	PUSPITA MALIK	75% attendance average in study
9	F22096001041	RABINDRA MOHALIK	70% attendance weak in solving problems
10	F22096001042	RAHUL PRASAD MALIK	70% attendance weak in solving problems
11	F22096001043	RAJENDRA BEHERA	70% attendance improvement in class performance

Lotak
11.3.24

Report for the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001033	PRAGYAN MALIK	90% attendance, class performance as good
2	F22096001034	PRAMILA MALIK	90% attendance, internal marks as good, practice numbericals.
3	F22096001035	PRAMILA MOHALIK	85% attendance, internal marks as good.
4	F22096001036	PRITILATA MALIK	87% attendance, internal marks as good, follow different book.
5	F22096001037	PRITILATA MALIK	85% attendance, internal work as good, practice more question.
6	F22096001038	PUSPARANI DALAI	89% attendance, internal as good, try to focus more on study.
7	F22096001039	PUSPITA MALIK	90% attendance, internal as good, try to focus more on study.
8	F22096001040	PUSPITA MALIK	87% attendance, internal good, practice more numericals.
9	F22096001041	RABINDRA MOHALIK	85% attendance, internal as good, practice question.
10	F22096001042	RAHUL PRASAD MALIK	95% attendance, marks as good, practice numbericals.
11	F22096001043	RAJENDRA BEHERA	89% attendance, internal as good, try to focus more on study.

Lotus
2.4.24

Report for the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001033	PRAGYAN MALIK	Overall 89.70% eligible for sem exam
2	F22096001034	PRAMILA MALIK	Overall 86.76% eligible for sem exam
3	F22096001035	PRAMILA MOHALIK	Overall 87% eligible for sem exam
4	F22096001036	PRITILATA MALIK	Overall 89% eligible for sem exam
5	F22096001037	PRITILATA MALIK	Overall 87% eligible for sem exam
6	F22096001038	PUSPARANI DALAI	Overall 87% eligible for sem exam
7	F22096001039	PUSPITA MALIK	87% overall, eligible for sem examination
8	F22096001040	PUSPITA MALIK	84% overall, eligible for sem examination
9	F22096001041	RABINDRA MOHALIK	85% overall, eligible for sem examination
10	F22096001042	RAHUL PRASAD MALIK	Overall 89% eligible for sem exam
11	F22096001043	RAJENDRA BEHERA	Overall 89% eligible for sem exam

Lotus
2.5.24

Report for the Examination 2024(S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001033	PRAGYAN MALIK	Passed in 455 marks, Back in Th-1 Attained next exam.
2	F22096001034	PRAMILA MALIK	He didn't attained the examination
3	F22096001035	PRAMILA MOHALIK	scored 451 mark, back theory-5 attained next exam
4	F22096001036	PRITILATA MALIK	scored 482 mark with all subject passed.
5	F22096001037	PRITILATA MALIK	scored 524 mark, with all subject passed.
6	F22096001038	PUSPARANI DALAI	Pass all subject in 465 mark.
7	F22096001039	PUSPITA MALIK	pass all subject in 493 mark.
8	F22096001040	PUSPITA MALIK	pass all subject in 489 mark.
9	F22096001041	RABINDRA MOHALIK	pass all subject in 442 mark.
10	F22096001042	RAHUL PRASAD MALIK	Passed in 455 marks Back in Th-1 Attained next exam
11	F22096001043	RAJENDRA BEHERA	pass all subject in 468 mark

10/06/24
06.07.24
Sign. Of Proctor

10/06/24
06.07.24
Sign. Of H.O.D



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



Activity of The Proctors

ACULTY NAME-LOTAK KU. MOHAPATRA BRANCH-CIVIL ENGG. SEM-5TH SESSION-2023-24 EXAMINATION-2023(W)

Report for the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001031	PUJARANI SINGHA	81% attendance, class performance is good, I have talked with her parents for better improvement.
2	F21096001032	RAJALAXMI MALIK	86% attendance, class performance is good, I have talked with her parents for better improvement.
3	F21096001033	RAJASMITA MALIK	88% attendance, class performance is good, I have talked with her parents for better improvement.
4	F21096001034	RAJESH SINGH	89% attendance, class performance is good, I have talked with her parents for better improvement.
5	F21096001035	RAJU SINGH	80% attendance, class performance is good, I have talked with her parents for better improvement.
6	F21096001036	RASHMIREKHA MALIK	86% attendance, class performance is good, I have talked with her parents for better improvement.
7	F21096001037	RASHMITA DAS	83% attendance, class performance is good, I have talked with her parents for better improvement.
8	F21096001038	RASHMITA MAHALIK	84% attendance, class performance is good, I have talked with her parents for better improvement.
9	F21096001039	SANGITA JENA	81% attendance, class performance is good, I have talked with her parents for better improvement.

Lotak
9.9.23.

Report for the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001031	PUJARANI SINGHA	85% attendance, class performance is good, I have talked with his parents.
2	F21096001032	RAJALAXMI MALIK	84% attendance, class performance is good, I have talked with her parents for better improvement.
3	F21096001033	RAJASMITA MALIK	85% attendance, class performance is good, I have talked with father about his concern.
4	F21096001034	RAJESH SINGH	87% attendance, class performance is good, I have talked with father about his concern.
5	F21096001035	RAJU SINGH	87% attendance, class performance is good, I have talked with her parents.
6	F21096001036	RASHMIREKHA MALIK	85% attendance, class performance is good, I have talked with his father about her improvement.
7	F21096001037	RASHMITA DAS	80% attendance, class performance is good, I have talked with her about her improvement.
8	F21096001038	RASHMITA MAHALIK	87% attendance, class performance is good, I have talked with her parents.
9	F21096001039	SANGITA JENA	84% attendance, class performance is good, I have talked with her parent for improvement.

Lotak
5.10.23

Report for the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001031	PUJARANI SINGHA	90% attendance - Internal mark is good - Follow some different book
2	F21096001032	RAJALAXMI MALIK	95% attendance - Internal mark is good Follow class room note provided by teacher
3	F21096001033	RAJASMITA MALIK	75% attendance Internal mark is not good I have talked with her parents for performance
4	F21096001034	RAJESH SINGH	95% attendance internal mark is good Follow some different book
5	F21096001035	RAJU SING	90% attendance - Internal mark is good Follow class room note provided by teacher
6	F21096001036	RASHMIREKHA MALIK	95% attendance - Internal mark is good Follow class room note provided by teacher
7	F21096001037	RASHMITA DAS	81% attendance - Internal mark is good Follow class room note provided by teacher
8	F21096001038	RASHMITA MAHALIK	90% attendance - Internal mark is good Follow some different book
9	F21096001039	SANGITA JENA	95% attendance - Internal mark is good Follow some different book

Latou
2.11.23

Report for the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001031	PUJARANI SINGHA	overall 86% attendance. Eligible for sem. Exam. practice more
2	F21096001032	RAJALAXMI MALIK	overall 85% attendance. Eligible for sem Exam follow classroom note given by teacher
3	F21096001033	RAJASMITA MALIK	overall 82% attendance. Eligible for sem Exam follow classroom note given by teacher.
4	F21096001034	RAJESH SINGH	overall 85% attendance. Eligible for sem Exam practice more
5	F21096001035	RAJU SING	overall 85% attendance Eligible for sem Exam practice more.
6	F21096001036	RASHMIREKHA MALIK	overall 83% attendance Eligible for sem Exam practice more
7	F21096001037	RASHMITA DAS	overall 85% attendance Eligible for sem Exam practice more
8	F21096001038	RASHMITA MAHALIK	overall 86% attendance Eligible for sem Exam practice more
9	F21096001039	SANGITA JENA	overall 87% attendance. Eligible for sem Exam follow classroom note given by teacher

Latou
2.12.23

Report for the Examination 2023(w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001031	PUJARANI SINGHA	Secured with 457 marks but back in one paper (TH-1) So, attend next back paper
2	F21096001032	RAJALAXMI MALIK	He didnt attend the semester exam & attend the exam next year
3	F21096001033	RAJASMITA MALIK	Secured with 451 marks but back in one paper (TH-5) He didnt attend the exam
4	F21096001034	RAJESH SINGH	Passed in all subjects with 492 marks discussed with parents
5	F21096001035	RAJU SING	Secured with 524 marks in master is done with parents is collected
6	F21096001036	RASHMIREKHA MALIK	Average marks in semester exam is discussed with her parents & doctor
7	F21096001037	RASHMITA DAS	Average 493 marks in semester exam discussed with her parents & thank to them
8	F21096001038	RASHMITA MAHALIK	Passed in all subjects with 499 marks discussed with parents & thank to them
9	F21096001039	SANGITA JENA	Average 492 marks in semester exam discussed with her parents & thank to them

Lo sen
06.02.24
Sign. Of Proctor

H. O. D.
06.02.24
Sign. Of H.O.D



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



Activity of The Proctors

FACULTY NAME-LOTAK KU. MOHAPATRA BRANCH-CIVIL ENGG. SEM-6TH SESSION-2023-24 EXAMINATION-2024(S)

Report for the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001031	PUJARANI SINGHA	80% attendance, class performance as good. I have talked with her parents.
2	F21096001032	RAJALAXMI MALIK	85% attendance, class performance as good. I have talked with her mother.
3	F21096001033	RAJASMITA MALIK	80% attendance, class performance as good. I have talked with her parents.
4	F21096001034	RAJESH SINGH	82% attendance, class performance as good. I have talked with her mother.
5	F21096001035	RAJU SING	75% attendance, class performance as good. I have talked with her parents.
6	F21096001036	RASHMIREKHA MALIK	85% attendance, class performance as good. I have talked with her parents.
7	F21096001037	RASHMITA DAS	83% attendance, class performance as good. I have talked with his parents.
8	F21096001038	RASHMITA MAHALIK	82% attendance, class performance as good. I have talked with his parents.
9	F21096001039	SANGITA JENA	85% attendance, class performance as good. I have talked with his parents.

Lotak
2.2.24

Report for the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001031	PUJARANI SINGHA	84% attendance, class performance as good. I have talked with her parents.
2	F21096001032	RAJALAXMI MALIK	85% attendance, class performance as good. I have talked with her father for improvement.
3	F21096001033	RAJASMITA MALIK	83% attendance, class performance as good.
4	F21096001034	RAJESH SINGH	84% attendance, class performance as good. I have talked with her mother.
5	F21096001035	RAJU SING	82% attendance, class performance as good. I have talked with her parents for improvement.
6	F21096001036	RASHMIREKHA MALIK	90% attendance, class performance as good. I have talked with her parents for study.
7	F21096001037	RASHMITA DAS	82% attendance, class performance as good. I have talked with her parents for study.
8	F21096001038	RASHMITA MAHALIK	85% attendance, class performance as good. I have talked with her parents for study.
9	F21096001039	SANGITA JENA	89% attendance, class performance as good. I have talked with her parents for study.

Lotak
4.3.24

Report for the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001031	PUJARANI SINGHA	90% attendance, class performance as good.
2	F21096001032	RAJALAXMI MALIK	85% attendance, internal marks as good. Practice numericals.
3	F21096001033	RAJASMITA MALIK	85% attendance, internal marks as good.
4	F21096001034	RAJESH SINGH	85% attendance, internal marks as good. Follow different book.
5	F21096001035	RAJU SINGH	88% attendance, internal work as avg. Practice more question.
6	F21096001036	RASHMIREKHA MALIK	89% attendance, internal as good. try to focus more on study.
7	F21096001037	RASHMITA DAS	90% attendance, internal as good. try to focus more on study.
8	F21096001038	RASHMITA MAHALIK	85% attendance, internal as good. Practice more numericals.
9	F21096001039	SANGITA JENA	88% attendance, internal as good. Practice question.

Total
2.4.24

Report for the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001031	PUJARANI SINGHA	Overall 89.70% Eligible for sem exam
2	F21096001032	RAJALAXMI MALIK	Overall 86.76% Eligible for sem exam
3	F21096001033	RAJASMITA MALIK	Overall 87% Eligible for sem exam
4	F21096001034	RAJESH SINGH	Overall 89% Eligible for sem exam
5	F21096001035	RAJU SINGH	Overall 87% Eligible for sem exam
6	F21096001036	RASHMIREKHA MALIK	87% overall, Eligible for sem.
7	F21096001037	RASHMITA DAS	87% overall, Eligible for sem examination.
8	F21096001038	RASHMITA MAHALIK	84% overall, Eligible for sem examination.
9	F21096001039	SANGITA JENA	85% overall, Eligible for sem examination.

Total
13.5.24

Report for the Examination 2024(5)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001031	PUJARANI SINGHA	passed in 455 marks Back in Th-1. Attained next exam.
2	F21096001032	RAJALAXMI MALIK	He didn't attained the examination.
3	F21096001033	RAJASMITA MALIK	scored 451 mark. Back in Th-1 & 5 add and next exam.
4	F21096001034	RAJESH SINGH	scored 482 mark with all subject passed.
5	F21096001035	RAJU SING	scored 504 mark. with all subject passed.
6	F21096001036	RASHMIREKHA MALIK	passed all subject in 468 mark.
7	F21096001037	RASHMITA DAS	passed all subject in 493 mark.
8	F21096001038	RASHMITA MAHALIK	passed all subject in 489 mark.
9	F21096001039	SANGITA JENA	passed all subject with 442 marks.

Letax
06-02-24
Sign. Of Proctor

Wspul
06-02-24
Sign. Of H.O.D



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

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



Meeting With the Students

Proctor Name :- Lotak Kumar Mohapatra

Academic Year 2023-24

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	04/09/23	1.45 PM	Use of mobile phone in the class room informed to the guardian	Pragyan Malik	Lotak 04/09/23
2	22/09/23	2.00 PM	Sleeping in the hostel during college time informed to the guardian	Purbita Malik	Lotak 22/09/23
3	05/10/23	4.30 PM	Come to class late informed to the guardian	Rahuly Prasad Malik	Lotak 05/10/23
4	20/10/23	9.00 AM	Break sieve in the civil Engg. Lab.	Rajashmita Malik	Lotak 20/10/23
5	3/11/23	1.50 PM	Eating in the class room informed to the guardian	Ashwita Das	Lotak 3/11/23
6	18/11/23	1.30 PM	Poor attendance in the class informed to the guardian	Rashmita Mahalik	Lotak 18/11/23
7	30/01/23	2.00 PM	Come to college without proper uniform informed to the guardian	Rashmi Malik	Lotak 30/01/23
8	10/02/24	2 PM	Passed with good Percentage informed to the guardian	Rajesh Singh	Lotak
9	28/02/24	1.30 AM	Misbehave to the non-teaching staff during college hour	Saagita Sena	Lotak 28/02/24
10	14/03/24	2.00 PM	Passed Semester with good Percentage informed to the guardian	Pranika Mahalik	Lotak 28/02/24
11	27/05/24	4.30 PM	Comes to college not in proper time informed to guardian	Pratibha Malik	Lotak 27/05/24
12	4/4/24	5.00 PM	Regularly use of smart phone during class informed to the guardian	Purbita Malik	Lotak 4/4/24
13	25/4/24	9.00 AM	Passed Semester with good Percentage informed to the guardian	Rajashmita Malik	Lotak 25/4/24

Lotak
25/04/24
 Signature of Proctor

Lotak
25/04/24
 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 :- Lotak Kumar Mohapatra

Academic Year 2023-24

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	08/09/23	Use of mobile phone by our son in the class room.	He will talk with his son and his will never repeat it again.	Lotak 08/09/23
2	18/09/23	Your son has very less percentage in attendance.	He will continue by next week.	Lotak 18/09/23
3	26/09/23	Your son misbehave with non-teaching staff.	His parent told me that punish his according to the law of institution.	Lotak 26/09/23
4	05/10/23	Your son break the sieve in the civil Engg. Lab.	Fine will be paid by the guardian.	Lotak 05/10/23
5	16/10/23	Your son not returning book in the library in time.	He return the book soon.	Lotak 16/10/23
6	25/10/23	Your daughter has very less mark in the class test.	She will do more labour for next class test.	Lotak 25/10/23
7	11/11/23	Your daughter not completed assignment in time.	She should be punished.	Lotak 11/11/23
8	21/3/24	Your son leaves the college without inform.	Take necessary action against him.	Lotak 21/3/24
9	15/03/24	Your daughter secured good percentage in semester.	Her guardian are very happy with her performance.	Lotak 15/03/24
10	20/03/24	Your daughter became champion in the poly test.	Guardian delighted to hear this.	Lotak 20/03/24
11	12/4/24	Your son performance is not good in the semester exam.	They will do more labour so that. her son will score good mark.	Lotak 12/4/24

Lotak
20/04/24
Signature of Proctor

W. S. Paul
20/04/24
Signature of HOD

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



PROCTOR'S ACTIVITY DIARY
ACADEMIC YEAR: 2023-2024

Proctor Name & Designation	
Name Of the Proctor:	Abhilepsa Das
Designation:	Lecturer in Civil Engg.



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



PROCTORIAL SYSTEM

The proctorial system has been introduced in Nilasaila Institute of Science & Technology with the main objective of providing supportive care & council to student in their academic & personal Problems. This system helps the students complete their studies comfortably & Successfully. The proctorial system is used to continuously & regularly monitor the academic progress of the student & to rectify their problems. The college encourages parents to be in regular contact with the proctor/chief proctor/H.O.D/Principal. All the students of this college will come under the proctorial system which envisages a personal & intimate relationship between teacher & students. The proctors will act as parent substitutes during the academic hours in the life of the students in the college A proctor will be in charge of not more than 25 students of a particular class.

OBJECTIVES

- To inspire a healthy relationship between the teacher & students.
- To eliminate any indiscipline among the students
- To improve the overall academic performance in the examination.
- To give students a major of self confidence
- To maintain discipline in the institute; ensure institute rules are understood & followed.
- To keep an eye on the general moral behavior of a student.
- To prevent the student from indulging in any political activities on institute premises.

FUNCTIONS OF THE PROCTOR

Every teaching department implements the proctor process through its faculty and all the faculty members are designated as proctors.

- The proctor acts as a local guardian at solve the academic and administrative problems of the respective wards.
- The Proctor closely monitors the progress of students under his/her care and helps them in overcoming their problems.
- The proctor shall assist in academic and overall development of the student.
- Proctor conducts regular meetings with Students and parents.

Sd/-
Principal



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



Activity of The Proctors

FACULTY NAME- ABHILIPSA DAS BRANCH-CIVIL ENGG. SEM-3RD SESSION-2023-24 EXAMINATION-2023(W)

Report for the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001044	RAJESH BARIK	85% attendance, class performance is good. I have talked with his parents.
2	F22096001045	RAJESH KUMAR BARIK	80% attendance, class performance is good. I have talked with his father for improvement.
3	F22096001046	RANJITA DAS	75% attendance, class performance is good but improve your attendance.
4	F22096001047	RASHMITA MAHALIK	78% attendance, class performance is poor & improve attendance & talk with her parents.
5	F22096001048	RASMITA PEREI	79% attendance, overall performance is talk with her father.
6	F22096001049	RAYAL SINGH	75% attendance, poor performance, poor communication skill.
7	F22096001050	SARASWATI SING	76% attendance, good performance. Need to improve communication skill.
8	F22096001051	SARAT KUMAR BEHERA	87% attendance, good communication skill and very answerable in class-room.
9	F22096001052	SASMITA MALIK	87% attendance, very good performance. Need to hard more in study.
10	F22096001053	SASMITA MALIK	79% attendance, poor communication skill. Need to improve the skill.
11	F22096001054	SATYAJIT MALIK	79.5% attendance, communication skill is good, but improve attendance in class-room.

Report for the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001044	RAJESH BARIK	90% attendance, very good in study & communication. I have talked with his parents.
2	F22096001045	RAJESH KUMAR BARIK	91% attendance, good in class room, attentive, very hard-working.
3	F22096001046	RANJITA DAS	80% attendance, good in communication but need to improve study.
4	F22096001047	RASHMITA MAHALIK	83% attendance, good & improvement in attendance) try to study hard.
5	F22096001048	RASMITA PEREI	85% attendance, improvement in attendance and communication skill also.
6	F22096001049	RAYAL SINGH	80% attendance, attendance is improved, but try to study good.
7	F22096001050	SARASWATI SING	81% attendance, good performance and communication skill is good too.
8	F22096001051	SARAT KUMAR BEHERA	91% attendance, good communication skill but need to focus on study.
9	F22096001052	SASMITA MALIK	91% attendance, good in class per for mania & communication skill but more time for study.
10	F22096001053	SASMITA MALIK	81% attendance, good in class performance but need to improve attendance.
11	F22096001054	SATYAJIT MALIK	86% attendance, good communication but study more for good performance in class.

J. Das
5.10.23

Report for the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001044	RAJESH BARIK	98.1% attendance very good in Internal exam and talked with his father for his future.
2	F22096001045	RAJESH KUMAR BARIK	92% attendance, Internal mark as good. Eligible for Semester examination.
3	F22096001046	RANJITA DAS	87% attendance, Internal mark as good, Eligible for Semester examination.
4	F22096001047	RASHMITA MAHALIK	88% attendance, Internal mark as average. Eligible for Semester examination.
5	F22096001048	RASMITA PEREI	88% attendance, Internal mark as good, Eligible for Semester exam.
6	F22096001049	RAYAL SINGH	89% attendance Internal mark as not so good. need to focus on study.
7	F22096001050	SARASWATI SING	87% attendance as good. but Internal result as poor. & talked with her parents for improvement.
8	F22096001051	SARAT KUMAR BEHERA	92% attendance, very good in internal exam, and more focus on study.
9	F22096001052	SASMITA MALIK	90% attendance, very good in Internal. Very attentive, more focus on study.
10	F22096001053	SASMITA MALIK	91% attendance but Internal mark as average, need to improve in study.
11	F22096001054	SATYAJIT MALIK	90% attendance, Internal mark as avg. Eligible for Semester examination.

A. Das
2.11.23

Report for the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001044	RAJESH BARIK	overall 84% attendance, Eligible for Sem examination. Try to study more & hard.
2	F22096001045	RAJESH KUMAR BARIK	overall 81% attendance, Eligible for sem examination, practice more problems.
3	F22096001046	RANJITA DAS	overall 80% attendance, Eligible for Sem examination, try to remind formulas.
4	F22096001047	RASHMITA MAHALIK	overall 83% attendance, Eligible for sem examination, practice more problems & formulas.
5	F22096001048	RASMITA PEREI	overall 81% attendance, Eligible for Sem exam, try to solve more problems.
6	F22096001049	RAYAL SINGH	overall 80% attendance, Eligible for Sem examination, focus on study.
7	F22096001050	SARASWATI SING	overall 70% attendance, Eligible for Sem exam, little weak to remind the definition.
8	F22096001051	SARAT KUMAR BEHERA	overall 81% attendance, Eligible for Sem exam, More focus needed in study.
9	F22096001052	SASMITA MALIK	overall 83% attendance, Eligible for Sem exam, try to improve the study for good result.
10	F22096001053	SASMITA MALIK	overall 84% attendance, Eligible for Sem exam, improve your problem solving.
11	F22096001054	SATYAJIT MALIK	overall 81% attendance, Eligible for Sem exam, need to focus on study.

A. Das
4.12.23

Report for the Examination 2023(w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001044	RAJESH BARIK	Passed all the subject in Sem
2	F22096001045	RAJESH KUMAR BARIK	Passed all the subject in Sem.
3	F22096001046	RANJIITA DAS	Cleared all the subject in Sem
4	F22096001047	RASHMITA MAHALIK	Cleared all the subject in Sem
5	F22096001048	RASMITA PEREI	Backed in 2 subject attend next back paper exam. talked with parents
6	F22096001049	RAYAL SINGH	He didn't attained the examination.
7	F22096001050	SARASWATI SING	Backed in 3 subject attend next back paper exam. talked with parents
8	F22096001051	SARAT KUMAR BEHERA	Clear all the subject with good result.
9	F22096001052	SASMITA MALIK	Backed in 1 Theory paper. attend next exam
10	F22096001053	SASMITA MALIK	passed all the subject in Sem
11	F22096001054	SATYAJIT MALIK	passed all subject in Semesters

A. Das
6.2.24

Sign. Of Proctor

KSP
6.2.24

Sign. Of H.O.D



Activity of The Proctors

FACULTY NAME-ABHILIPSHA DAS BRANCH-CIVIL ENGG. SEM-4TH SESSION-2023-24 EXAMINATION-2024(5)

Report for the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001044	RAJESH BARIK	85% attendance, Class performance is average & talked with his parent.
2	F22096001045	RAJESH KUMAR BARIK	80% attendance, Class performance is average, weak in writing skill and talk with his father.
3	F22096001046	RANJITA DAS	75% attendance, Class performance is stay, communication skill is weak and talk to the guardian.
4	F22096001047	RASHMITA MAHALIK	75% attendance, Class performance is good, not very attentive in the class-room, and talk to her parents.
5	F22096001048	RASMITA PEREI	80% attendance, class performance is very good, and talk with her parents.
6	F22096001049	RAYAL SINGH	65% attendance, Class performance is not so good, and talk with his parents.
7	F22096001050	SARASWATI SING	70% attendance, class performance is good, try to improve communication and writing skill.
8	F22096001051	SARAT KUMAR BEHERA	75% attendance, Class performance is very good, and talk with his parents.
9	F22096001052	SASMITA MALIK	90% attendance, Class performance is very good and very strong communication skill.
10	F22096001053	SASMITA MALIK	69% attendance, Improve attendance and communication skill.
11	F22096001054	SATYAJIT MALIK	68% attendance, poor attendance, not so good in class-room, talk with his parents.

Report for the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001044	RAJESH BARIK	87% attendance, Good in class-room, communication also improved.
2	F22096001045	RAJESH KUMAR BARIK	85% attendance. Better perform than last month, also improvement in communication.
3	F22096001046	RANJITA DAS	80% attendance, class performance is good. Improvement in communication skill.
4	F22096001047	RASHMITA MAHALIK	75% attendance, Improvement in attentiveness try to improve communication.
5	F22096001048	RASMITA PEREI	88% attendance, improvement in class performance, talk with her parents.
6	F22096001049	RAYAL SINGH	70% attendance, improvement in class performance, improved in communication skill.
7	F22096001050	SARASWATI SING	75% attendance, good in class, improvement in communication skill.
8	F22096001051	SARAT KUMAR BEHERA	80% attendance good communication skill try to improve attendance.
9	F22096001052	SASMITA MALIK	89% attendance, class performance is good, try to improve attendance talk with her father.
10	F22096001053	SASMITA MALIK	67% attendance, Improve your attendance, talk with parents.
11	F22096001054	SATYAJIT MALIK	69% attendance, Improve your attendance talk with parents.

A. Das
4.3.24

Report for the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001044	RAJESH BARIK	90% attendance, class performance is good, I was talked with his parents for performance.
2	F22096001045	RAJESH KUMAR BARIK	90% attendance, attendance mark is good, Better performance than previous month.
3	F22096001046	RANJITA DAS	85% attendance is good, Internal mark is good, eligible for semester exam.
4	F22096001047	RASHMITA MAHALIK	80% attendance, Internal mark is avg, eligible for Sem. exam but improve yourself.
5	F22096001048	RASMITA PEREI	70% attendance, Internal mark is average, need to improve her study.
6	F22096001049	RAYAL SINGH	85% attendance, class performance & Internal mark is good before month & talked with parent.
7	F22096001050	SARASWATI SING	84% attendance, Internal mark is avg, So, I talked to her mother for better result.
8	F22096001051	SARAT KUMAR BEHERA	89% attendance, very good Internal mark and eligible for semester exam.
9	F22096001052	SASMITA MALIK	81.5% attendance, eligible for Sem exam & talked with parents for better preparation.
10	F22096001053	SASMITA MALIK	81% attendance, Internal mark is good, and improve your study time.
11	F22096001054	SATYAJIT MALIK	88% attendance, Internal mark is good, and talked with her father for her improvement.

A. Das
8.4.24

Report for the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001044	RAJESH BARIK	Overall 84% attendance, Eligible for sem examination, stay focus on study.
2	F22096001045	RAJESH KUMAR BARIK	Overall 85% attendance, Eligible for sem exam practice more problem on all subject.
3	F22096001046	RANJITA DAS	Overall 86% attendance, Eligible for sem exam Continue to work hard for semester.
4	F22096001047	RASHMITA MAHALIK	Overall 86% attendance, Eligible for sem exam try to improve the problem solving in subject.
5	F22096001048	RASMITA PEREI	Overall 80% attendance, Eligible for sem exam try to remind formulae & derivations.
6	F22096001049	RAYAL SINGH	Overall 86% attendance, Eligible for sem exam practice numericals in the subject.
7	F22096001050	SARASWATI SING	Overall 84% attendance, Eligible for sem exam try to remind the formulae.
8	F22096001051	SARAT KUMAR BEHERA	Overall 80.5% attendance, Eligible for sem exam, stay focus on study in all subject.
9	F22096001052	SASMITA MALIK	Overall 85% attendance, Eligible for sem exam follow different book for good result.
10	F22096001053	SASMITA MALIK	Overall 85% attendance, Eligible for sem exam Need to improve on some specific subject.
11	F22096001054	SATYAJIT MALIK	Overall 85% attendance, Eligible for sem exam. Need to study hard and focused.

J. Das
8.5.24

Report for the Examination 2024(S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001044	RAJESH BARIK	passed with all subject in sem
2	F22096001045	RAJESH KUMAR BARIK	passed with all subject in exam
3	F22096001046	RANJITA DAS	passed with all subject in exam
4	F22096001047	RASHMITA MAHALIK	passed with all subject in exam
5	F22096001048	RASMITA PEREI	Back in 3 paper. Attained next Back paper exam
6	F22096001049	RAYAL SINGH	He did not attained the exam
7	F22096001050	SARASWATI SING	Back in one paper. attained next exam
8	F22096001051	SARAT KUMAR BEHERA	passed in all subject in semester.
9	F22096001052	SASMITA MALIK	passed in all subject in exam.
10	F22096001053	SASMITA MALIK	passed in all subject in exam
11	F22096001054	SATYAJIT MALIK	passed in all subject in exam

A. Das
6.7.24

Sign. Of Proctor

W. B. Das
6.7.24

Sign. Of H.O.D



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



Activity of The Proctors

FACULTY NAME- ABHILIPSA DAS BRANCH-CIVIL ENGG. SEM-5TH SESSION-2023-24 EXAMINATION-2023(W)

Report for the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001040	SANGRAM KESHARI MALIK	80% attendance, class performance as good, I have talked with his parents.
2	F21096001041	SANJAY KUMAR SIAL	85% attendance, class performance as good. I have talked with his mother.
3	F21096001042	SANJITA MALIK	80% attendance, class performance as good. I have talked with her parents.
4	F21096001043	SARITA MALIK	88% attendance, class performance as avg. I have talked with her mother.
5	F21096001044	SASMITA DAS	75% attendance, class performance as good, I have talked with her parents.
6	F21096001045	SHRADHANJALI PATRA	85% attendance, class performance as good. I have talked with parents.
7	F21096001047	SHUVASHISH BARIK	83% attendance, class performance as better. I have talked with his parents.
8	F21096001048	SIBANI SING	82% attendance, class performance as good. I have talked with his parents.
9	F21096001049	SMRUTIMAYEE DAS	85% attendance, class performance as good. I have talked with his parents.
10	F21096001050	SRIMAN SUBHAM BEHERA	88% attendance, class performance as average, I have talked with his mother.

A. Das
8.9.23

Report for the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001040	SANGRAM KESHARI MALIK	84% attendance. Class performance as good. I have talked with his parents.
2	F21096001041	SANJAY KUMAR SIAL	85% attendance, class performance as good. talked with his father for improvement.
3	F21096001042	SANJITA MALIK	83% attendance, class performance as good.
4	F21096001043	SARITA MALIK	84% attendance, class performance as good. talked with her mother.
5	F21096001044	SASMITA DAS	89% attendance, class performance as avg. talked with parents for improvement.
6	F21096001045	SHRADHANJALI PATRA	90% attendance, class performance as good. talked with parents for study.
7	F21096001047	SHUVASHISH BARIK	88% attendance, class performance as avg. try to improve study.
8	F21096001048	SIBANI SING	85% attendance, class performance as avg. try to improve study.
9	F21096001049	SMRUTIMAYEE DAS	89% attendance, class performance as good. talked with parents for study.
10	F21096001050	SRIMAN SUBHAM BEHERA	83% attendance. class performance as avg. talked with parents.

A. Das
5.10.23

Report for the Month of October 2023

NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001040	SANGRAM KESHARI MALIK	90% attendance, class performance is good.
2	F21096001041	SANJAY KUMAR SIAL	95% attendance. Internal mark is good. practice numericals
3	F21096001042	SANJITA MALIK	85% attendance, Internal mark is good.
4	F21096001043	SARITA MALIK	87% attendance, Internal mark is good. Follow different book
5	F21096001044	SASMITA DAS	88% attendance, Internal work is avg. practice more question.
6	F21096001045	SHRADHANJALI PATRA	89% attendance, Internal is good. try to focus more on study.
7	F21096001047	SHUVASHISH BARIK	90% attendance, Internal is good. try to focus more on study.
8	F21096001048	SIBANI SING	87% attendance, Internal is good. Practice more numericals
9	F21096001049	SMRUTIMAYEE DAS	88% attendance. Internal is good. practice question.
10	F21096001050	SRIMAN SUBHAM BEHERA	89% attendance. Internal is good. practice question.

A. Das
2.11.23

Report for the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001040	SANGRAM KESHARI MALIK	overall 89.70%. Eligible for Sem Exam
2	F21096001041	SANJAY KUMAR SIAL	overall 86.76%. Eligible for Sem Exam
3	F21096001042	SANJITA MALIK	overall 87%. Eligible for Sem exam
4	F21096001043	SARITA MALIK	overall 89%. Eligible for Sem exam
5	F21096001044	SASMITA DAS	overall 87%. Eligible for Sem exam

A. Das
4.12.23

	F21096001045	SHRADHANJALI PATRA	87% Overallly, Eligible for Sem.
7	F21096001047	SHUVASHISH BARIK	87% Overallly, Eligible for sem examination.
8	F21096001048	SIBANI SING	84% Overallly, Eligible for sem examination.
9	F21096001049	SMRUTIMAYEE DAS	85% Overallly, Eligible for sem examination.
10	F21096001050	SRIMAN SUBHAM BEHERA	90% Overallly, Eligible for sem examination.

A. Das
6-12-23

Report for the Examination 2023(w)			
SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001040	SANGRAM KESHARI MALIK	passed in 455 marks, Back in Th-1, Attained next exam.
2	F21096001041	SANJAY KUMAR SIAL	He didn't attained the examination.
3	F21096001042	SANJITA MALIK	Secured 451 marks. Back in Theory-5, attend next exam.
4	F21096001043	SARITA MALIK	Secured 480 mark, with all subject passed.
5	F21096001044	SASMITA DAS	Secured 544 marks, with all subject passed.
6	F21096001045	SHRADHANJALI PATRA	passed all subject in 468 mark.
7	F21096001047	SHUVASHISH BARIK	passed all subject in 493 mark.
8	F21096001048	SIBANI SING	passed all subject in 489 mark.
9	F21096001049	SMRUTIMAYEE DAS	passed all subject with 442 marks.
10	F21096001050	SRIMAN SUBHAM BEHERA	passed all subject with 542 marks.

A. Das
6/2/24
Sign. Of Proctor

K. P. S.
6-12-23
Sign. Of H.O.D



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

NIST

Activity of The Proctors

FACULTY NAME- ABHILIPSA DAS BRANCH-CIVIL ENGG. SEM-6TH SESSION-2023-24 EXAMINATION-2024(S)

Report for the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001040	SANGRAM KESHARI MALIK	95% attendance, class performance is good, I have talked with her mother about improvement.
2	F21096001041	SANJAY KUMAR SIAL	95% attendance, class performance is very good, I have talked with her father for better study.
3	F21096001042	SANJITA MALIK	98% attendance, class performance is good, I have talked with her mother about improvement.
4	F21096001043	SARITA MALIK	90% attendance, class performance is good, I have talked with her parents for improvement.
5	F21096001044	SASMITA DAS	85% attendance, class performance is good, I have talked with his father for better improvement.
6	F21096001045	SHRADHANJALI PATRA	95% attendance, class performance is good, I have talked with his father.
7	F21096001047	SHUVASHISH BARIK	90% attendance, class performance is good, I have talked with her mother.
8	F21096001048	SIBANI SING	90% attendance, class performance is not good, I have talked with her mother.
9	F21096001049	SMRUTIMAYEE DAS	98% attendance, class performance is good, I have talked with her mother.
10	F21096001050	SRIMAN SUBHAM BEHERA	90% attendance, class performance is good, I have talked with his father.

A. Das
2.2.24

Report for the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001040	SANGRAM KESHARI MALIK	90% attendance, class performance is good, I have talked with her mother about her performance.
2	F21096001041	SANJAY KUMAR SIAL	90% attendance, class performance is good, he is very good in class.
3	F21096001042	SANJITA MALIK	89% attendance, class performance is good, he is very good in theory subject.

1

	F21096001043	SARITA MALIK	93% attendance, class performance is good he is good in class room.
5	F21096001044	SASMITA DAS	90% attendance, class performance is not good, so I have talked with her mother.
6	F21096001045	SHRADHANJALI PATRA	95% attendance, class performance is good, I have talked with her Parents.
7	F21096001047	SHUVASHISH BARIK	92% attendance, class performance is good, I have talked with her parents.
8	F21096001048	SIBANI SING	90% attendance, class performance is good, I have talked with her father.
9	F21096001049	SMRUTIMAYEE DAS	90% attendance, class performance is good, I have talked with her mother.
10	F21096001050	SRIMAN SUBHAM BEHERA	92% attendance, class performance is good, he is good in class room.

A. Das
4.3.24

Report for the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001040	SANGRAM KESHARI MALIK	90% attendance, Internal mark is good, I have talked with her parents by P.T.M.
2	F21096001041	SANJAY KUMAR SIAL	95% attendance, Internal mark is very good, I have talked with his Parents.
3	F21096001042	SANJITA MALIK	90% attendance, Internal mark is good, I have talked with her parents.
4	F21096001043	SARITA MALIK	95% attendance, Internal marked is good, I have talked with her mother.
5	F21096001044	SASMITA DAS	90% attendance, Internal mark is not good, I have talked with her mother about internal mark.
6	F21096001045	SHRADHANJALI PATRA	90% attendance, internal mark is good, I have talked with his Parents.
7	F21096001047	SHUVASHISH BARIK	90% attendance, internal mark is good, I have talked with her Parents.
8	F21096001048	SIBANI SING	90% attendance, internal mark is good, I have talked about her results.
9	F21096001049	SMRUTIMAYEE DAS	95% attendance, internal mark is good, I have talked about her result.
10	F21096001050	SRIMAN SUBHAM BEHERA	90% attendance, Internal mark is not good, I have talked with her father about internal mark.

A. Das
8.4.24

Report for the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001040	SANGRAM KESHARI MALIK	Overall 92% attendance, Eligible for sem Exam Practice more.
2	F21096001041	SANJAY KUMAR SIAL	Overall 93% attendance, Eligible for sem Exam practice more, problematic character.
3	F21096001042	SANJITA MALIK	Overall 87% attendance, Eligible for Sem Exam follow different book.
4	F21096001043	SARITA MALIK	Overall 92% attendance, Eligible for Sem Exam follow different authors - theory book.
5	F21096001044	SASMITA DAS	Overall 93% attendance, Eligible for Sem Exam work hard for better result.
6	F21096001045	SHRADHANJALI PATRA	Overall 90% attendance, Eligible for Sem Exam follow different books.
7	F21096001047	SHUVASHISH BARIK	Overall 90% attendance, Eligible for Sem Exam follow different books.
8	F21096001048	SIBANI SING	Overall 90% attendance, Eligible for Sem Exam needs improve Sem Practice subject.
9	F21096001049	SMRUTIMAYEE DAS	Overall 90% attendance, Eligible for sem Exam Practice more.
10	F21096001050	SRIMAN SUBHAM BEHERA	Overall 92% attendance, Eligible for Sem Exam follow classroom note.

A. Das
3.5.24

Report for the Examination 2024(S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001040	SANGRAM KESHARI MALIK	Passed in all subject discussed with her father through PIM. She collect her mark sheet.
2	F21096001041	SANJAY KUMAR SIAL	Passed in all subject in good mark discussed with her father through PIM.
3	F21096001042	SANJITA MALIK	Passed in all subject discussed with her mother through PIM she also collect her mark sheet.
4	F21096001043	SARITA MALIK	Passed in all subject discussed with her Parents she collect his mark sheet.
5	F21096001044	SASMITA DAS	She didn't attend the Semistar Exam discussed with her father through PIM abroad.
6	F21096001045	SHRADHANJALI PATRA	Passed in three subject back in one subject discussed with his father about his results.

	F21096001047	SHUVASHISH BARIK	Passed in all Subject discussed with her parents she collects her marksheet.
8	F21096001048	SIBANI SING	She did not attend the semistar exam discussed with her father.
9	F21096001049	SMRUTIMAYEE DAS	Backed in one subject discussed with her mother about his result.
10	F21096001050	SRIMAN SUBHAM BEHERA	She did not attend the semistar exam discussed with her father.

A. Das
6.7.24
Sign. Of Proctor

K. Das
6.7.24
Sign. Of H.O.D



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



Meeting With the Students

Proctor Name :- Akhilipsa Das

Academic Year 2023-24

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	30.8.23	4:30pm	Most of the time you come to class delay	Rajesh Barik	A. Das 30/8/23
2	08.9.23	12:30pm	Most of the time I have seen you are changing your pickup point	Satyajit Malik	A. Das 08/09/23
3	17.09.23	9:30pm	Most of time your behaviour is very bad towards your Junior.	Sanjita Malik	A. Das 17/9/23
4	24.09.23	12:30pm	Most of time, I have seen you are using the cell-phone in class-room	Sibani Sing	A. Das 24/9/23
5	08.10.23	4:30pm	Most of time, I seen you are not complete your assignment	Saraty K. Sida	A. Das 08/10/23
6	15.10.23	9:30pm	I have notice you are not come with proper dress code.	Sajmita Das	A. Das 15/10/23
7	29.10.23	12:30pm	Most of time you are changing your pickup point	Ranjita Das	A. Das 29/10/23
8	8.02.24	4:30pm	I have notice most of time you are not attending the practical class	Rasmita perci	A. Das 8/2/24
9	12.03.24	12:30pm	I have notice you are not complete your home-task	Raseshika Barik	A. Das 12/3/24
10	18.3.24	12:30pm	many time I have seen your behaviours very bad with friends.	Saraty K. Benena	A. Das 18/3/24
11	25.3.24	9:30pm	I have seen most of time you are sleeping in class room.	Shubashish Barik	A. Das 25/3/24
12	09.04.24	4:30pm	I have notice most of time you are using cell phone in class room.	Shubashish Barik	A. Das 09/04/24
13	17.04.24	12:30pm	I have notice most of time you are not attending practical class	Sanjita Malik	A. Das 17/4/24

A. Das
30/7/24

Signature of Proctor

KSP
30/7/24

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 :- Abhilipsa Das.

Academic Year 2023-24

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	30.8.23 4:30pm	Most of time I have seen you are changing pickup point	His father told me that he will discuss & then inform me.	A. Das 30.8.23
2	03.09.23 12:30pm	Behaviour is not good with friends & teacher.	His father told me he will discuss at home, then inform me.	A. Das 03/09/23
3	17.09.23 9:30pm	Not completing assignment most of time.	Her mother told me that she will discuss with her, then inform me.	A. Das 17/9/23
4	24.09.23 12:30pm	Not coming with proper uniform to college.	Her father told me that he will discuss then inform me.	A. Das 24/9/23
5	08.10.23 4:30pm	Changing pickup point	His brother said that she will discuss then inform me.	A. Das 08/10/23
6	15.10.23 9:30pm	Not attending the practical class	Her father said that he will discuss with her then inform me.	A. Das 15/10/23
7	29.10.23 12:30pm	Not completing the given home-work,	Her father told me that he will discuss then inform me.	A. Das 29/10/23
8	8.2.24 4:30pm	Not good in behaviour towards friends.	Her father told me that he will inform me, what he discussed.	A. Das 8/2/24
9	18.03.24 12:30pm	Sleeping in hostel in class-house.	His mother said, she will discuss at home & then inform to me.	A. Das 18/3/24
10	18.3.24 12:30pm	Using cell phone in class room,	His father said he will discuss then inform to me.	A. Das 18/3/24
11	25.3.24 9:30pm	Not attending practical class after theory class.	Her mother told me that she will discuss at home, then inform to me.	A. Das 25/3/24

A. Das
30/7/24

Signature of Proctor

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 OF TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



PROCTOR'S ACTIVITY DIARY

ACADEMIC YEAR: 2023-2024

Proctor Name & Designation	
Name Of the Proctor:	BISWAJIT BEHERA
Designation:	Leeturer in Civil Engg.



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



FACULTY

PROCTORIAL SYSTEM

The proctorial system has been introduced in Nilasaila Institute of Science & Technology with the main objective of providing supportive care & council to student in their academic & personal Problems. This system helps the students complete their studies comfortably & Successfully. The proctorial system is used to continuously & regularly monitor the academic progress of the student & to rectify their problems. The college encourages parents to be in regular contact with the proctor/chief proctor/H.O.D/Principal. All the students of this college will come under the proctorial system which envisages a personal & intimate relationship between teacher & students. The proctors will act as parent substitutes during the academic hours in the life of the students in the college A proctor will be in charge of not more than 25 students of a particular class.

OBJECTIVES

- To inspire a healthy relationship between the teacher & students.
- To eliminate any indiscipline among the students
- To improve the overall academic performance in the examination.
- To give students a major of self confidence
- To maintain discipline in the institute; ensure institute rules are understood & followed.
- To keep an eye on the general moral behavior of a student.
- To prevent the student from indulging in any political activities on institute premises.

FUNCTIONS OF THE PROCTOR

Every teaching department implements the proctor process through its faculty and all the faculty members are designated as proctors.

- The proctor acts as a local guardian at solve the academic and administrative problems of the respective wards.
- The Proctor closely monitors the progress of students under his/her care and helps them in overcoming their problems.
- The proctor shall assist in academic and overall development of the student.
- Proctor conducts regular meetings with Students and parents.

Sd/-
Principal

Activity of The Proctors

ACULTY NAME-BISWAJIT BEHERA BRANCH-CIVIL ENGG. SEM-3RD SESSION-2023-24 EXAMINATION-2023(W)

Report for the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001055	SMRUTIPRAKASH ROUT	85% attendance, class performance is good. I have talk with his parents.
2	F22096001056	SOMANATH PATRA	80% attendance, class performance is good. I have talk with his parents.
3	F22096001057	SUBHADRA MALIK	75% attendance, class performance is good. I have talk with his parents.
4	F22096001058	SUBHAJIT KHAMARI	80% attendance, class performance is good. I have talk with his parents.
5	F22096001059	SUMATI SING	70% attendance, class performance is poor. I have talk with his parents.
6	F22096001060	TANUSHREE SHIAL	76% attendance, class performance is good. I have talk with his parents.
7	F22096001061	TANUSMITA MAHALIK	87% attendance, class performance is good. I have talk with his parents.
8	L23096001001	JAYANTA MALIK	79% attendance, class performance is good. I have talk with his parents.
9	L23096001002	RAHUL RANJAN MAHALIK	70% attendance, class performance is not so good. I have talk with his parents.
10	L23096001003	SASWAT MALIK	87% attendance, class performance is good. I have talk with his parents.

Report for the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001055	SMRUTIPRAKASH ROUT	85% attendance, class performance is good. I have talk with his parents.
2	F22096001056	SOMANATH PATRA	84% attendance, class performance is not good. I have talk with his parents.
3	F22096001057	SUBHADRA MALIK	85% attendance, class performance is not good. I have talk with his parents.
4	F22096001058	SUBHAJIT KHAMARI	81% attendance, class performance is not good. I have talk with his parents.
5	F22096001059	SUMATI SING	85% attendance, class performance is not so good. I have talk with his parents.
6	F22096001060	TANUSHREE SHIAL	89% attendance, class performance is good. I have talk with his parents.
7	F22096001061	TANUSMITA MAHALIK	89% attendance, class performance is good. I have talk with his parents.
8	L23096001001	JAYANTA MALIK	87% attendance, class performance is not good. I have talk with his parents.
9	L23096001002	RAHUL RANJAN MAHALIK	85% attendance, class performance is not good. I have talk with his parents.
10	L23096001003	SASWAT MALIK	88% attendance, class performance is good. I have talk with his parents.

B. Behere
 05/09/23

Report for the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001055	SMRUTIPRAKASH ROUT	85% attendance class performance is good. I have talk with his parents.
2	F22096001056	SOMANATH PATRA	84% attendance, internal mark is good, follow some reference book.
3	F22096001057	SUBHADRA MALIK	80% attendance, internal mark is not good.
4	F22096001058	SUBHAJIT KHAMARI	85% attendance internal mark is good. follow some reference.
5	F22096001059	SUMATI SING	90% attendance internal mark is good. follow some reference book.
6	F22096001060	TANUSHREE SHIAL	90% attendance internal mark is good. follow some reference book.
7	F22096001061	TANUSMITA MAHALIK	85% attendance, internal mark is good follow some reference book.
8	L23096001001	JAYANTA MALIK	90% attendance, internal mark is good. follow reference book.
9	L23096001002	RAHUL RANJAN MAHALIK	80% attendance, internal mark is good follow some different book.
10	L23096001003	SASWAT MALIK	90% attendance, internal mark is good, follow some different book.

B. Behena
02/11/23

Report for the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001055	SMRUTIPRAKASH ROUT	90% attendance internal mark is eligible for semester exam.
2	F22096001056	SOMANATH PATRA	overall 83% attendance eligible for semester exam.
3	F22096001057	SUBHADRA MALIK	overall 85% attendance eligible for semester exam.
4	F22096001058	SUBHAJIT KHAMARI	overall 80% attendance eligible for semester exam.
5	F22096001059	SUMATI SING	overall 87% attendance eligible for semester exam.
6	F22096001060	TANUSHREE SHIAL	overall 87% attendance eligible for semester exam.
7	F22096001061	TANUSMITA MAHALIK	overall 89% attendance eligible for semester exam.
8	L23096001001	JAYANTA MALIK	overall 85% attendance eligible for semester exam.
9	L23096001002	RAHUL RANJAN MAHALIK	overall 80% attendance eligible for semester exam.
10	L23096001003	SASWAT MALIK	overall 85% attendance eligible for semester exam.

B. Behena
04/12/23

Report for the Examination 2023(w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001055	SMRUTIPRAKASH ROUT	Secured good mark in the semester exam.
2	F22096001056	SOMANATH PATRA	He has not secured good mark in the semester exam.
3	F22096001057	SUBHADRA MALIK	He has not secured good mark in the semester exam.
4	F22096001058	SUBHAJIT KHAMARI	He has secured good mark in the semester exam.
5	F22096001059	SUMATI SING	He has secured good mark in the semester exam.
6	F22096001060	TANUSHREE SHIAL	He has not secured good mark in the semester exam.
7	F22096001061	TANUSMITA MAHALIK	He has secured good mark in the semester exam.
8	L23096001001	JAYANTA MALIK	He has secured good mark in the semester exam.
9	L23096001002	RAHUL RANJAN MAHALIK	He has not secured good mark in the semester exam.
10	L23096001003	SASWAT MALIK	He has secured good mark in the semester exam.

B. Behera
06/02/24
 Sign. Of Proctor

Ms. P. K. S.
06/02/24
 Sign. Of H.O.D



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

(Approved by AICTE, Govt. of Odisha and affiliated to SCTE&VT, Odisha)



Activity of The Proctors

FACULTY NAME-BISWAJIT BEHERA BRANCH-CIVIL ENGG. SEM-4th SESSION-2023-24 EXAMINATION-2023(W)

Report for the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001055	SMRUTIPRAKASH ROUT	Has attendance is 92% but internal exam is so good. try to improve int.
2	F22096001056	SOMANATH PATRA	70% attendance internal exam is average need to improve in study.
3	F22096001057	SUBHADRA MALIK	76% attendance. class performance is average but weak in communication
4	F22096001058	SUBHAJIT KHAMARI	80% class attendance performance weak in solving numericals.
5	F22096001059	SUMATI SING	70% attendance performance eye problem and unable write propaq.
6	F22096001060	TANUSHREE SHIAL	80% class attendance performance but weak in numericals.
7	F22096001061	TANUSMITA MAHALIK	70% attendance performance eye problem poor in solving problem.
8	L23096001001	JAYANTA MALIK	80% class attendance is good in theory but poor in solving problem
9	L23096001002	RAHUL RANJAN MAHALIK	70% class attendance performance is poor and talk with his friends
10	L23096001003	SASWAT MALIK	75% attendance class is good in communication skill but attendance

Report for the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001055	SMRUTIPRAKASH ROUT	86% attendance improvement in class performance try to work hard
2	F22096001056	SOMANATH PATRA	86% attendance improvement in class performance and try to do hard work
3	F22096001057	SUBHADRA MALIK	76% attendance improvement in study accuracy and try to be better.
4	F22096001058	SUBHAJIT KHAMARI	80% attendance improvement in class performance and punctual in study.
5	F22096001059	SUMATI SING	85% attendance improvement in study and class performance is a avg.
6	F22096001060	TANUSHREE SHIAL	75% attendance is poor communication skills.
7	F22096001061	TANUSMITA MAHALIK	85% attendance improve in other subject.
8	L23096001001	JAYANTA MALIK	70% performance in class attendance and average in study.
9	L23096001002	RAHUL RANJAN MAHALIK	70% performance in class attendance and average in study.
10	L23096001003	SASWAT MALIK	75% performance in class attendance and average in study.

B. Behera
04/03/24

Report for the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001055	SMRUTIPRAKASH ROUT	92% attendance is good work is good try to improve for better performance.
2	F22096001056	SOMANATH PATRA	76% attendance internal work is average needs to improve problem skills
3	F22096001057	SUBHADRA MALIK	84% attendance internal work try poor.
4	F22096001058	SUBHAJIT KHAMARI	92% attendance internal work is good try to improve to better follow.
5	F22096001059	SUMATI SING	92% attendance internal work is good try to better in the lab subject.
6	F22096001060	TANUSHREE SHIAL	84% attendance internal many are very poor.
7	F22096001061	TANUSMITA MAHALIK	84% attendance internal many are very poor.
8	L23096001001	JAYANTA MALIK	74% attendance but internal many are very poor.
9	L23096001002	RAHUL RANJAN MAHALIK	89% attendance internal work and try poor try to improvement.
10	L23096001003	SASWAT MALIK	76% attendance internal work and try poor try to improvement.

B. Behena
21/04/24

Report for the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001055	SMRUTIPRAKASH ROUT	Overall 89% attendance eligible for semester exam.
2	F22096001056	SOMANATH PATRA	Overall 89% attendance eligible for semester exam.
3	F22096001057	SUBHADRA MALIK	Overall 79% attendance eligible for semester exam.
4	F22096001058	SUBHAJIT KHAMARI	Overall 82% attendance eligible for semester exam.
5	F22096001059	SUMATI SING	Overall 79% attendance eligible for semester exam.
6	F22096001060	TANUSHREE SHIAL	Overall 75% attendance eligible for semester exam.
7	F22096001061	TANUSMITA MAHALIK	Overall 82% attendance eligible for semester exam.
8	L23096001001	JAYANTA MALIK	Overall 82% attendance eligible for semester exam.
9	L23096001002	RAHUL RANJAN MAHALIK	Overall 82% attendance eligible for semester exam.
10	L23096001003	SASWAT MALIK	Overall 82% attendance eligible for semester exam.

B. Behena
03/05/24

Report for the Examination 2024(s)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096001055	SMRUTIPRAKASH ROUT	Back in TH-4, TH-5 Sem exam try take with parent's.
2	F22096001056	SOMANATH PATRA	Passed in all subject take with their parent's.
3	F22096001057	SUBHADRA MALIK	Passed in all subject's take with their parent's.
4	F22096001058	SUBHAJIT KHAMARI	Passed in all subject's take with parent's.
5	F22096001059	SUMATI SING	Passed in all subject's take with parent's.
6	F22096001060	TANUSHREE SHIAL	Passed in all subject's take with their parent's.
7	F22096001061	TANUSMITA MAHALIK	Back in TH-2, TH-3, TH-4, TH-5 and discussed with their parent's.
8	L23096001001	JAYANTA MALIK	Passing all subject's discussed with their parent in PTH.
9	L23096001002	RAHUL RANJAN MAHALIK	Back in all subject and discussed with their parent in PTH.
10	L23096001003	SASWAT MALIK	Back in all subject and passed with their parent in PTH.

B. Behena
06/07/24

Sign. Of Proctor

W. P. Singh
1.7.24

Sign. Of H.O.D



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



Activity of The Proctors

FACULTY NAME-BISWAJIT BEHERA BRANCH-CIVIL ENGG. SEM-5TH SESSION-2023-24 EXAMINATION-2023(W)

Report for the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001051	SUBHALAXMI DAS	70% attendance is 90% but internal work is so good. try to improve in study.
2	F21096001052	SUBHASHREE MALIK	76% attendance internal mark is average. needs to improve in study.
3	F21096001053	SUKANTA MADHEI	76% attendance. class performance is average but weak in communication.
4	F21096001054	SUMI SING	80% class attendance class performance fair try to improve in study.
5	F21096001055	TANUJA MALIK	80% class attendance performance but weak in numerics.
6	F21096001056	TANUSHREE DAS	75% attendance class performance weak in solving numerics.
7	F21096001057	TULASI SINGH	70% attendance performance eye problem & unable write propag.
8	F21096001058	USHARANI MAHALIK	80% class attendance is good in study but poor in solving problems.
9	L21096001001	JAGABANDHU BEHERA	70% class attendance performance is poor & talk with his parents.
10	L21096001002	LIPSITA DASH	70% class attendance performance is poor & talk with his parents.
11	L21096001003	MANAS KUMAR MAITI	75% attendance class is good in communication skill but attain regular.

B. Behera
2.9.23

Report for the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001051	SUBHALAXMI DAS	80% attendance improvement in class performance & try to work hard.
2	F21096001052	SUBHASHREE MALIK	86% attendance improvement in class performance & try to do hard work.
3	F21096001053	SUKANTA MADHEI	80% attendance & improvement in class performance & communication skill also.
4	F21096001054	SUMI SING	70% attendance improvement gradually. actions & try to be better.
5	F21096001055	TANUJA MALIK	80% attendance improvement in class performance & punctual in sky.
6	F21096001056	TANUSHREE DAS	85% attendance improvement in study & class performance is a very.
7	F21096001057	TULASI SINGH	75% attendance is poor in communication skills.
8	F21096001058	USHARANI MAHALIK	85% attendance & improve in other subjects.
9	L21096001001	JAGABANDHU BEHERA	70% performance in class attendance and active in class.
10	L21096001002	LIPSITA DASH	75% performance in class attendance and average in study.
11	L21096001003	MANAS KUMAR MAITI	75% performance in class attendance and average in study.

B. Behera
5.10.23

Report for the Month of October 2023			
SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001051	SUBHALAXMI DAS	92% attendance, internal work is good try to improve for betterment follow
2	F21096001052	SUBHASHREE MALIK	76% attendance, internal work is average needs to improve problem solving skills.
3	F21096001053	SUKANTA MADHEI	89% attendance, internal work & try poor try to improvement.
4	F21096001054	SUMI SING	76% attendance, internal work & try poor try to improvement.
5	F21096001055	TANUJA MALIK	84% attendance internal work & and good poses on the critical subject.
6	F21096001056	TANUSHREE DAS	84% attendance internal work & try poor.
7	F21096001057	TULASI SINGH	92% attendance, internal work is good try to improve to betterment follow
8	F21096001058	USHARANI MAHALIK	92% attendance internal work is good try to better in theoretical subject.
9	L21096001001	JAGABANDHU BEHERA	84% attendance, internal marks are very poor.
10	L21096001002	LIPSITA DASH	84% attendance internal marks are very poor.
11	L21096001003	MANAS KUMAR MAITI	84% attendance but internal marks are very poor.

B. Behena
2.11.23

Report for the Month of November 2023			
SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001051	SUBHALAXMI DAS	overall 89% attendance, eligible for semester exam.
2	F21096001052	SUBHASHREE MALIK	overall 84% attendance eligible for semester exam.
3	F21096001053	SUKANTA MADHEI	overall 79% attendance eligible for semester exam.
4	F21096001054	SUMI SING	overall 82% attendance eligible for semester exam.
5	F21096001055	TANUJA MALIK	overall 79% attendance eligible for semester exam.
6	F21096001056	TANUSHREE DAS	overall 79% attendance eligible for semester exam continue.
7	F21096001057	TULASI SINGH	overall 75% attendance eligible for semester exam.
8	F21096001058	USHARANI MAHALIK	overall 84% attendance eligible for semester exam.
9	L21096001001	JAGABANDHU BEHERA	over 82% attendance eligible for semester exam.
10	L21096001002	LIPSITA DASH	over 82% attendance eligible for semester exam.
11	L21096001003	MANAS KUMAR MAITI	overall 82% attendance eligible for semester exam.

B. Behena
4.12.23

Report for the Examination 2023(w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001051	SUBHALAXMI DAS	Back in TH-4, TH-5 sem. exams talk with parents.
2	F21096001052	SUBHASHREE MALIK	Passed in in all subject talk with their parents.
3	F21096001053	SUKANTA MADHEI	Passed in all subjects talk with their parents.
4	F21096001054	SUMI SING	Passed in all subjects talk with their parents.
5	F21096001055	TANUJA MALIK	Passed in all subjects talk with parents.
6	F21096001056	TANUSHREE DAS	Passed in all subjects talk with their parents.
7	F21096001057	TULASI SINGH	Back in TH-2, TH-3, TH-4, TH-5 & discussed with their parents.
8	F21096001058	USHARANI MAHALIK	Pass in all subjects & discussed with their parent in PTM.
9	L21096001001	JAGABANDHU BEHERA	Back in all subject & discussed with their parent in PTM.
10	L21096001002	LIPSITA DASH	Back in all subject & discussed with their parent in PTM.
11	L21096001003	MANAS KUMAR MAITI	Back in all subject & discussed with their parent in PTM.

B. Behara
06.2.24
Sign. Of Proctor

KBP
6/2/24
Sign. Of H.O.D



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



Activity of The Proctors

FACULTY NAME-BISWAJIT BEHERA BRANCH-CIVIL ENGG. SEM-6TH SESSION-2023-24 EXAMINATION-2024(S)

Report for the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001051	SUBHALAXMI DAS	95% attendance, class performance is good I have talked with her mother about improvement
2	F21096001052	SUBHASHREE MALIK	90% attendance, class performance is very good I have talked with her father for better study.
3	F21096001053	SUKANTA MADHEI	90% attendance, class performance is good, I have talked with her mother about improvement
4	F21096001054	SUMI SING	90% attendance, class performance is good, I have talked with her parents for improvement
5	F21096001055	TANUJA MALIK	80% attendance, class performance is good, I have talked with his father for better interest
6	F21096001056	TANUSHREE DAS	95% attendance, class performance is good I have talked with his father.
7	F21096001057	TULASI SINGH	90% attendance, class performance is good, I have talked with her mother
8	F21096001058	USHARANI MAHALIK	90% attendance, class performance is not good, I have talked with her mother
9	L21096001001	JAGABANDHU BEHERA	95% attendance, class performance is good I have talked with her mother.
10	L21096001002	LIPSITA DASH	90% attendance, class performance is good I have talked with his father.
11	L21096001003	MANAS KUMAR MAITI	80% attendance, class performance is good I have talked with his father for better.

B. Behera
2.2.24

Report for the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001051	SUBHALAXMI DAS	90% attendance, class performance is good, I have talked with her mother about her perform
2	F21096001052	SUBHASHREE MALIK	90% attendance, class performance is good he is very good in class.
3	F21096001053	SUKANTA MADHEI	80% attendance, class performance is good he is very good in theory subject.
4	F21096001054	SUMI SING	95% attendance, class performance is good he is good in class room.
5	F21096001055	TANUJA MALIK	90% attendance, class performance is not good so I have talked with her mother.
6	F21096001056	TANUSHREE DAS	95% attendance, class performance is good. I have talked with her parents.
7	F21096001057	TULASI SINGH	95% attendance, class performance is good I have talked with her parents.
8	F21096001058	USHARANI MAHALIK	90% attendance, class performance is good I have talked with her father about her performance
9	L21096001001	JAGABANDHU BEHERA	90% attendance, class performance is good, I have talked with her mother about her performance
10	L21096001002	LIPSITA DASH	92% attendance, class performance is good she is good in class room.
11	L21096001003	MANAS KUMAR MAITI	95% attendance, class performance is good he is good in class room.

B. Behera
W-8-24

Report for the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001051	SUBHALAXMI DAS	90% attendance, Internal mark is good I have talked with her parents by P.M.
2	F21096001052	SUBHASHREE MALIK	95% attendance, Internal mark is very good I have talked with his parents.
3	F21096001053	SUKANTA MADHEI	90% attendance, Internal mark is good I have talked with her parents.
4	F21096001054	SUMI SING	95% attendance, Internal marked is good I have talked with her mother.
5	F21096001055	TANUJA MALIK	90% attendance, Internal marked is not good I have talked with her mother about internal mark
6	F21096001056	TANUSHREE DAS	90% attendance, internal mark is good I have talked with his parents.
7	F21096001057	TULASI SINGH	90% attendance, Internal mark is good I have talked with her parents.
8	F21096001058	USHARANI MAHALIK	90% attendance, Internal mark is good, I have talked about her results.
9	L21096001001	JAGABANDHU BEHERA	95% attendance internal mark is good I have talked about her result
10	L21096001002	LIPSITA DASH	90% attendance internal mark is not good, I have talked with her father about internal mark
11	L21096001003	MANAS KUMAR MAITI	95% attendance, Internal marked is good, I have talked with her mother.

B. Behung
2.4.24

Report for the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001051	SUBHALAXMI DAS	Overall 93% attendance, Eligible for sem exam practice more.
2	F21096001052	SUBHASHREE MALIK	Overall 95% attendance, eligible for sem exam practice more problematic chapter.
3	F21096001053	SUKANTA MADHEI	Overall 87% attendance, Eligible for sem exam follow different book.
4	F21096001054	SUMI SING	Overall 92% attendance, eligible for sem exam follow different authors theory book
5	F21096001055	TANUJA MALIK	Overall 90% attendance, eligible for sem exam follow hard for better result
6	F21096001056	TANUSHREE DAS	Overall 90% attendance eligible for sem exam follow different books.
7	F21096001057	TULASI SINGH	Overall 90% attendance eligible for sem exam follow different books.
8	F21096001058	USHARANI MAHALIK	Overall 90% attendance, eligible for sem exam needs improve sem practice subject
9	L21096001001	JAGABANDHU BEHERA	Overall 90% attendance, eligible for sem exam practice more.
10	L21096001002	LIPSITA DASH	Overall 93% attendance, eligible for sem exam follow classroom note.
11	L21096001003	MANAS KUMAR MAITI	Overall 87% attendance eligible for sem exam follow different book

B. Behung
3.5.24

Report for the Examination 2024(5)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096001051	SUBHALAXMI DAS	Passed in all subject discussed with her father through Pim. she collect her mark sheet
2	F21096001052	SUBHASHREE MALIK	Passed in all subject in good mark & discussed with her father through Pim
3	F21096001053	SUKANTA MADHEI	Passed in all subject discussed with her mother through Pim she also collect her mark sheet
4	F21096001054	SUMI SING	Passed in all subject discussed with her parents collect his mark sheet
5	F21096001055	TANUJA MALIK	she didn't attend the semester exam discussed with her father through Pim
6	F21096001056	TANUSHREE DAS	Passed in three subject back in one subject discussed with his father about his result
7	F21096001057	TULASI SINGH	Passed in all subject discussed with her parents she collect her mark sheet
8	F21096001058	USHARANI MAHALIK	she didn't attend the semester exam discussed with her father
9	L21096001001	JAGABANDHU BEHERA	back in one subject discussed with her mother about his result
10	L21096001002	LIPSITA DASH	she didn't attend the semester exam discussed with her father.
11	L21096001003	MANAS KUMAR MAITI	Passed in all subject discussed with her parents collect his mark sheet

B. Behena
06/07/24
Sign. Of Proctor

W. K. S. S.
06/07/24
Sign. Of H.O.D



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

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



Meeting With the Students

Proctor Name :- Biswajit Behena

Academic Year 2023-24

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	28/08/23	4:30 PM	Participation in class discussion has been minimal. Need to have active participation.	Tanushmita Mahalik	B. Behena 28/08/23
2	11/09/23	12:50 PM	You tend to dominate the class which can have some difficulty.	Subhrajit Khanna	B. Behena 28/08/23
3	18/09/23	4:30 PM	You can not assignement back of sufficient detail.	Rohit Ranjan Mahalik	B. Behena 18/09/23
4	29/10/23	4:30 PM	I have seen him most of the time using mobile phone.	Saswat Malik	B. Behena 29/10/23
5	30/10/23	4:30 PM	I have seen him not completing her assignment in time.	Jayanta Malik	B. Behena 30/10/23
6	07/11/23	12:50 PM	I noticed her she is not in proper uniform.	Manas Kumar Mishra	B. Behena 07/11/23
7	12/02/24	4:30 PM	Always sleeping the hostel.	Jagaban Das Behena	B. Behena 12/02/24
8	28/02/24	4:00 PM	Regularly not attending his laboratory classes.	Ripita Das	B. Behena 28/02/24
9	15/03/2024	12:45 PM	Behaviour is not good towards her junior.	Subhanshu Das	B. Behena 15/03/24
10	22/03/2024	12:45 PM	Always changing his bus stop.	Pranav Das	B. Behena 22/03/24
11	27/03/2024	9:30 AM	I have noticed him not attentive in the class room.	Jayanta Malik	B. Behena 27/03/24
12	16/04/2024	9:30 AM	I have noticed him not attentive in the class room.	Ushantika Mahalik	B. Behena 16/04/24
13	29/04/2024	4:20 PM	Broke a glass jar in the laboratory.	Tulasi Singh	B. Behena 29/04/24

B. Behena
20/07/24
 Signature of Proctor

W. P. L.
20/07/24
 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 :-

Academic Year 2023-24

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	26/08/23	Not attend the class after theory classes.	His father told me he will talk with her daughter.	B. Behena 26/08/23
2	28/08/23	Using Cellphone in the Classroom.	His father told me he will warn her regarding this.	B. Behena 28/08/23
3	05/09/23	Sleeping in the hostel during class.	His father told me he will never happen again.	B. Behena 05/09/23
4	29/09/23	Behaviour is not good towards junior.	Her mother told me her behaviour will change soon.	B. Behena 29/09/23
5	05/10/23	NOT Completing assignment.	Her father told he will personally look into this matter.	B. Behena 05/10/23
6	06/10/23	Not attend practical class.	His father will regularly touch with me.	B. Behena 06/10/23
7	07/10/23	Changing his bus stop regularly.	Her father it will never be happen again.	B. Behena 07/10/23
8	13/03/24	Always inattentive in the classroom.	Her father will discuss about this with her son.	B. Behena 13/03/24
9	27/03/24	Behaviour is rude towards non-teaching staff.	Her father told me that he will talk with his son.	B. Behena 27/03/24
10	05/04/24	NOT OF the time changing pick-up point.	His father told me he will talk with his son.	B. Behena 05/04/24
11	08/04/24	not completing assignment in time.	His father told he will personally look into this matter.	B. Behena 08/04/24

B. Behena
05/07/24
Signature of Proctor

Signature of HOD