

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:	Pradyumna Kumar Khilari.
Designation:	Asst. in Automobile Engg.



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



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NIST

Activity of The Proctors

NAME OF THE PROCTOR - PRADYUMNA KUMAR KHILAR		SEMESTER-3RD	Exam -2023 (w)	SESSION-2023-24
<u>Report of the Month of August 2023</u> <i>Attendance</i>				
SL NO	REGISTRATION NUMBER	NAME	RE MARKS	
1	F22096005001	ABHAYA KUMAR MAHALIK	76%, Try to improve class	
2	F22096005002	ABHISEK JENA	76%, Try to improve class	
3	F22096005003	AKASH MALIK	76%, Try to improve class	
4	F22096005004	AMAR MOHALIK	90% Good	
5	F22096005005	AMARJIT NAYAK	85%, Try to improve class	
6	F22096005006	ARUN KUMAR MALIK	80%, Try to improve class	
7	F22096005007	BALARAM MAHALIK	85%, Try to improve class	
8	F22096005008	BALARAM SING	66%, Very poor, need to improve	
9	F22096005009	BINU SING	85%, Try to improve class	
10	F22096005010	BISWABHUSAN ADAK	76%, Try to improve class	

Report of the Month of September 2023 *Attendance + Class Test (CT)*

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005001	ABHAYA KUMAR MAHALIK	85% attendance 9/7 marks in CT.
2	F22096005002	ABHISEK JENA	85% attendance 7/7 marks in CT.
3	F22096005003	AKASH MALIK	78% attendance 7/11 marks in CT.
4	F22096005004	AMAR MOHALIK	78% attend 7/15 marks in CT.
5	F22096005005	AMARJIT NAYAK	92% attend 12 marks in CT.
6	F22096005006	ARUN KUMAR MALIK	64% attend try to improve 22 marks
7	F22096005007	BALARAM MAHALIK	78% attend try to improve and 14 marks in CT.
8	F22096005008	BALARAM SING	85% attendance 8/10 marks in class test.
9	F22096005009	BINU SING	85% attendance 8/10 marks in class test.
10	F22096005010	BISWABHUSAN ADAK	78% attendance 8/14 marks in class test.

Report of the Month of October 2023 *Internal Assessment*

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005001	ABHAYA KUMAR MAHALIK	TH-1-3, TH-2-9, TH-3-9
2	F22096005002	ABHISEK JENA	TH-4-9, TH-5-9 Try to improve
3	F22096005003	AKASH MALIK	TH-4-9, TH-5-8 Try to improve
4	F22096005004	AMAR MOHALIK	TH-1-13, TH-2-14, TH-3-11, TH-4-12
			TH-5-10 Try to improve
			TH-1-11, TH-2-15, TH-3-9, TH-4-13
			TH-5-10 Try to improve

5	F22096005005	AMARJIT NAYAK	TH-1-12, TH-2-13, TH-3-12, TH-4-12 TH-5-14 Try to improve
6	F22096005006	ARUN KUMAR MALIK	TH-1-9, TH-2-8, TH-3-8, TH-4-8 TH-5-9 Try to improve
7	F22096005007	BALARAM MAHALIK	TH-1-8, TH-2-7, TH-3-7, TH-4-7 TH-5-9 Try to improve
8	F22096005008	BALARAM SING	TH-1-8, TH-2-9, TH-3-9, TH-4-9 TH-5-8 Try to improve
9	F22096005009	BINU SING	TH-1-14, TH-2-18, TH-3-17, TH-4-18 TH-5-16 Try to improve
10	F22096005010	BISWABHUSAN ADAK	TH-1-7, TH-2-9, TH-3-8, TH-4-8 TH-5-8 Try to improve mark

Report of the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005001	ABHAYA KUMAR MAHALIK	80%, Eligible for form fill up and semester exam.
2	F22096005002	ABHISEK JENA	78%, Eligible for form fill up and semester exam.
3	F22096005003	AKASH MALIK	82%, Eligible for form fill up and semester exam.
4	F22096005004	AMAR MOHALIK	86%, Eligible for form fill up and semester exam.
5	F22096005005	AMARJIT NAYAK	90%, Eligible for form fill up and semester exam.
6	F22096005006	ARUN KUMAR MALIK	76%, Eligible for form fill up and semester exam.
7	F22096005007	BALARAM MAHALIK	74%, Eligible for form fill up and semester exam.
8	F22096005008	BALARAM SING	75%, Eligible for form fill up and semester exam.
9	F22096005009	BINU SING	72%, Eligible for form fill up and semester exam.
10	F22096005010	BISWABHUSAN ADAK	74%, Eligible for form fill up and semester exam.

Report of the Examination 2023 (w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005001	ABHAYA KUMAR MAHALIK	Fail - Not attend the exam
2	F22096005002	ABHISEK JENA	Pass - 401
3	F22096005003	AKASH MALIK	Pass - 510
4	F22096005004	AMAR MOHALIK	Back - TH-2. (451)
5	F22096005005	AMARJIT NAYAK	Pass - 498
6	F22096005006	ARUN KUMAR MALIK	Fail - Not attend the exam
7	F22096005007	BALARAM MAHALIK	Fail - Not attend the exam
8	F22096005008	BALARAM SING	Fail - Not attend the exam
9	F22096005009	BINU SING	Pass - 492
10	F22096005010	BISWABHUSAN ADAK	Fail - Not attend the exam

SIGN. OF PROCTOR

DEPARTMENT OF AUTOMOBILE ENGINEERING

SIGN. OF H.O.B.



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Activity of The Proctors

NAME OF THE PROCTOR - PRADYUMNA KUMAR KHILAR		SEMESTER-4TH	Exam -2024 (S)	SESSION-2023-24
<u>Report of the Month of January 2024</u>				<u>Attendance</u>
SL NO	REGISTRATION NUMBER	NAME	REMARKS	
1	F22096005001	ABHAYA KUMAR MAHALIK	57%. Very poor attendance Try to improve classes	
2	F22096005002	ABHISEK JENA	71%. Poor attendance Try to improve classes	
3	F22096005003	AKASH MALIK	85%. Attendance Try to improve	
4	F22096005004	AMAR MOHALIK	85%. Attendance Try to improve	
5	F22096005005	AMARJIT NAYAK	100%. Good	
6	F22096005006	ARUN KUMAR MALIK	42%. Very very poor attendance, try to improve	
7	F22096005007	BALARAM MAHALIK	71%. Poor attendance Try to improve	
8	F22096005008	BALARAM SING	85%. Attendance Try to improve	
9	F22096005009	BINU SING	100%. Good	
10	F22096005010	BISWABHUSAN ADAK	71%. Poor attendance Try to improve	
<u>Report of the Month of February 2024</u>				<u>Attendance + Class Test</u>
SL NO	REGISTRATION NUMBER	NAME	REMARKS	
1	F22096005001	ABHAYA KUMAR MAHALIK	68%. attendance & 13 marks in class test.	
2	F22096005002	ABHISEK JENA	89%. attendance & 12 marks in class test.	
3	F22096005003	AKASH MALIK	73%. attendance & 14 marks in class test.	
4	F22096005004	AMAR MOHALIK	100%. attendance & 20 marks in class test.	
5	F22096005005	AMARJIT NAYAK	94.5%. attendance & 19 marks in class test.	
6	F22096005006	ARUN KUMAR MALIK	84%. attendance & 16 marks in class test.	
7	F22096005007	BALARAM MAHALIK	84%. attendance & 15 marks in class test.	
8	F22096005008	BALARAM SING	78.9% attendance & 15 marks in class test.	
9	F22096005009	BINU SING	100%. attendance & 20 marks in class test.	
10	F22096005010	BISWABHUSAN ADAK	63%. attendance & 12 marks in class test.	
<u>Report of the Month of March 2024</u>				
SL NO	REGISTRATION NUMBER	NAME	REMARKS	
1	F22096005001	ABHAYA KUMAR MAHALIK	TH1-7 TH2-8 TH3-8 TH4-8 Try to improve	
2	F22096005002	ABHISEK JENA	TH1-7 TH2-9 TH3-9 TH4-9 Try to improve	
3	F22096005003	AKASH MALIK	TH1-11 TH2-13 TH3-9 TH4-14 Try to improve	
4	F22096005004	AMAR MOHALIK	TH1-13 TH2-15 TH3-10 TH4-14 Try to improve	
5	F22096005005	AMARJIT NAYAK	TH1-8 TH2-11 TH3-9 TH4-12 Try to improve	

Pradhyumna
21/12/24

Pradhyumna
21/12/24

6	F22096005006	ARUN KUMAR MALIK	TH1-8 TH2-8 TH3-10 TH4-8 Try to improve
7	F22096005007	BALARAM MAHALIK	TH1-9 TH2-9 TH3-9 TH4-9 Try to improve
8	F22096005008	BALARAM SING	TH1-7 TH2-7 TH3-8 TH4-8 Try to improve
9	F22096005009	BINU SING	TH1-8 TH2-15 TH3-9 TH4-13 Try to improve
10	F22096005010	BISWABHUSAN ADAK	TH1-8 TH2-8 TH3-9 TH4-8 Try to improve

Report of the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005001	ABHAYA KUMAR MAHALIK	75.47, eligible for form fill up
2	F22096005002	ABHISEK JENA	77% attendance, eligible for form fill up
3	F22096005003	AKASH MALIK	80% attendance, eligible for form fill up
4	F22096005004	AMAR MOHALIK	95% attendance, eligible for form fill up
5	F22096005005	AMARJIT NAYAK	96.7% attendance, eligible for form fill up
6	F22096005006	ARUN KUMAR MALIK	75.47 attendance, eligible for form fill up
7	F22096005007	BALARAM MAHALIK	78.6% attendance, eligible for form fill up
8	F22096005008	BALARAM SING	77% attendance, eligible for form fill up
9	F22096005009	BINU SING	95% attendance, eligible for form fill up
10	F22096005010	BISWABHUSAN ADAK	77% attendance, eligible for form fill up.

Report of the Examination 2024 (S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005001	ABHAYA KUMAR MAHALIK	fail-Not attend the exam
2	F22096005002	ABHISEK JENA	fail - Not attend the exam
3	F22096005003	AKASH MALIK	Pass - 551
4	F22096005004	AMAR MOHALIK	Pass - 517
5	F22096005005	AMARJIT NAYAK	Pass - 505
6	F22096005006	ARUN KUMAR MALIK	fail-Not attend the exam
7	F22096005007	BALARAM MAHALIK	fail-Not attend the exam
8	F22096005008	BALARAM SING	fail-Not attend the exam
9	F22096005009	BINU SING	Pass - 526
10	F22096005010	BISWABHUSAN ADAK	fail-Not attend the exam

[Signature]

SIGN. OF PROCTOR

[Signature]
6/7/2024

SIGN. OF H.O.D.

DEPARTMENT OF AUTOMOBILE ENGINEERING



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NIST

Activity of The Proctors

NAME OF THE PROCTOR - PRADYUMNA KUMAR KHILAR	SEMESTER-5TH	Exam -2023 (w)	SESSION-2023-24
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Report of the Month of August 2023

Attendance

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005001	AJAY KUMAR SOREN	80%, Try to improve classes
2	F21096005002	AJU BEHERA	85%, Try to improve classes
3	F21096005003	AKASH DAS	75%, Try to improve classes
4	F21096005005	ANIL MOHALIK	85%, Try to improve classes
5	F21096005007	ARJUN DAS	70%, Poor attendance Try to improve classes
6	F21096005008	ASWINI KUMAR DAS	80%, Try to improve
7	F21096005009	BABUL KHATUA	75%, Try to improve classes
8	F21096005010	BAPU MAJHI	90%, Good
9	F21096005011	BHAGIRATHA MALIK	90%, Good

Pradyumna
8/8/23

Report of the Month of September 2023

Attendance +
Class Test

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005001	AJAY KUMAR SOREN	77% attendance and 15 marks in class test
2	F21096005002	AJU BEHERA	88% attendance and 17 marks in class test
3	F21096005003	AKASH DAS	77% attendance and 14 marks in class test
4	F21096005005	ANIL MOHALIK	77% attendance & 15 marks in class test
5	F21096005007	ARJUN DAS	88% attendance & 17 marks in class test
6	F21096005008	ASWINI KUMAR DAS	66% poor attendance and 13 marks in class test
7	F21096005009	BABUL KHATUA	77% attendance and 15 marks in class test
8	F21096005010	BAPU MAJHI	88% attendance and 17 marks in class test
9	F21096005011	BHAGIRATHA MALIK	88% attendance and 18 marks in class test

Pradyumna
30/9/23

Report of the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005001	AJAY KUMAR SOREN	TH1-0, TH2-0, TH3-30, TH4-0 TH5-0 NO study
2	F21096005002	AJU BEHERA	TH1-10, TH2-10, TH3-10, TH4-10 TH5-10 Try to improve
3	F21096005003	AKASH DAS	TH1-0, TH2-0, TH3-0, TH4-0 TH5-0 NO study
4	F21096005005	ANIL MOHALIK	TH1-19, TH2-13, TH3-18, TH4-18 TH5-12

5	F21096005007	ARJUN DAS	TH1-8, TH2-8, TH3-8, TH4-8 TH5-9 Try to improve
6	F21096005008	ASWINI KUMAR DAS	TH1-8, TH2-9, TH3-9, TH4-9 TH5-7 Try to improve
7	F21096005009	BABUL KHATUA	TH1-7, TH2-7, TH3-9, TH4-9 TH5-8 Try to improve
8	F21096005010	BAPU MAJHI	TH1-7, TH2-8, TH3-8, TH4-8 TH5-9 Try to improve
9	F21096005011	BHAGIRATHA MALIK	TH1-10, TH2-7, TH3-11, TH4-14 TH5-10 Try to improve

Report of the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005001	AJAY KUMAR SOREN	95%, Eligible for term fill up and semester exam
2	F21096005002	AJU BEHERA	98%, Eligible for term fill up and semester exam
3	F21096005003	AKASH DAS	95%, Eligible for semester exam
4	F21096005005	ANIL MOHALIK	97%, Eligible for term fill up and semester exam
5	F21096005007	ARJUN DAS	95%, Eligible for term fill up and semester exam
6	F21096005008	ASWINI KUMAR DAS	87%, Eligible for term fill up and semester exam
7	F21096005009	BABUL KHATUA	97%, Eligible for term fill up and semester exam
8	F21096005010	BAPU MAJHI	86%, Eligible for term fill up and semester exam
9	F21096005011	BHAGIRATHA MALIK	88%, Eligible for term fill up and semester exam

Report of the Examination 2023 (w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005001	AJAY KUMAR SOREN	No study
2	F21096005002	AJU BEHERA	Pass - 454
3	F21096005003	AKASH DAS	No study
4	F21096005005	ANIL MOHALIK	Pass - 516
5	F21096005007	ARJUN DAS	fail - Not attend the exam
6	F21096005008	ASWINI KUMAR DAS	fail - Not attend the exam
7	F21096005009	BABUL KHATUA	fail - Not attend the exam
8	F21096005010	BAPU MAJHI	fail - Not attend the exam
9	F21096005011	BHAGIRATHA MALIK	Pass - 493

[Signature]

SIGN. OF PROCTOR

[Signature]
6/2/2024

SIGN. OF H.O.D.

DEPARTMENT OF AUTOMOBILE ENGINEERING



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

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NIST

Activity of The Proctors

NAME OF THE PROCTOR - PRADYUMNA KUMAR KHILAR	SEMESTER-6TH	Exam -2024 (S)	SESSION-2023-24
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Report of the Month of January 2024

Attendance

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005001	AJAY KUMAR SOREN	57%. Very poor attendance Try to improve
2	F21096005002	AJU BEHERA	71%. Poor attendance Try to improve
3	F21096005003	AKASH DAS	57%. Very poor attendance Try to improve
4	F21096005005	ANIL MOHALIK	71%. Poor attendance Try to improve
5	F21096005007	ARJUN DAS	97%. Very poor attendance Try to improve
6	F21096005008	ASWINI KUMAR DAS	71%. Poor attendance Try to improve
7	F21096005009	BABUL KHATUA	85%. Try to improve
8	F21096005010	BAPU MAJHI	57%. Very poor attendance Try to improve
9	F21096005011	BHAGIRATHA MALIK	85%. Try to improve

Report of the Month of February 2024

Attendance +
Class Test

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005001	AJAY KUMAR SOREN	78.91. Attendance with 14 marks in class Test
2	F21096005002	AJU BEHERA	84.21. Attendance with 17 marks in class test.
3	F21096005003	AKASH DAS	68.42. Poor attendance with 12 marks in class test
4	F21096005005	ANIL MOHALIK	73.68. attendance with 14 marks in class test
5	F21096005007	ARJUN DAS	73.68. attendance with 15 marks in class test.
6	F21096005008	ASWINI KUMAR DAS	68.42. poor attendance with 12 marks in class test
7	F21096005009	BABUL KHATUA	68.42. poor attendance with 12 marks in class test.
8	F21096005010	BAPU MAJHI	89.47. attendance with 17 marks in class test
9	F21096005011	BHAGIRATHA MALIK	78.91. attendance with 17 marks in class test.

Report of the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005001	AJAY KUMAR SOREN	TH1-10 TH2-00 TH3-00 TH4-00 No study
2	F21096005002	AJU BEHERA	TH1-10 TH2-10 TH3-11 TH4-11 Try to improve
3	F21096005003	AKASH DAS	TH1-00 TH2-00 TH3-00 TH4-00 No study
4	F21096005005	ANIL MOHALIK	TH1-14 TH2-11 TH3-19 TH4-14 Try to improve

Examination
30/1/24

Examination
30/2/24

5	F21096005007	ARJUN DAS	TH1-11 TH2-10 TH3-08 TH4-10 TH1 to improve
6	F21096005008	ASWINI KUMAR DAS	TH1-10 TH2-10 TH3-07 TH4-12 TH1 to improve
7	F21096005009	BABUL KHATUA	TH1-11 TH2-10 TH3-08 TH4-10 TH1 to improve
8	F21096005010	BAPU MAJHI	TH1-10 TH2-10 TH3-07 TH4-11 TH1 to improve
9	F21096005011	BHAGIRATHA MALIK	TH1-12 TH2-11 TH3-10 TH4-12 TH1 to improve

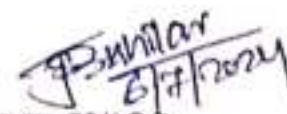
Report of the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005001	AJAY KUMAR SOREN	75% attendance, eligible for form fill up & semester exam
2	F21096005002	AJU BEHERA	77% attendance, eligible for form fill up & semester exam
3	F21096005003	AKASH DAS	74% attendance, eligible for form fill up & semester exam
4	F21096005005	ANIL MOHALIK	78% attendance, eligible for form fill up & semester exam
5	F21096005007	ARJUN DAS	75% attendance, eligible for form fill up & semester exam
6	F21096005008	ASWINI KUMAR DAS	75% attendance, eligible for form fill up & semester exam
7	F21096005009	BABUL KHATUA	77% attendance, eligible for form fill up & semester exam
8	F21096005010	BAPU MAJHI	77% attendance, eligible for form fill up & semester exam
9	F21096005011	BHAGIRATHA MALIK	78% attendance, eligible for form fill up & semester exam

Report of the Examination 2024 (S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005001	AJAY KUMAR SOREN	No study
2	F21096005002	AJU BEHERA	Pass - 509
3	F21096005003	AKASH DAS	No study
4	F21096005005	ANIL MOHALIK	Pass - 522
5	F21096005007	ARJUN DAS	fail - Not attend the exam
6	F21096005008	ASWINI KUMAR DAS	fail - Not attend the exam
7	F21096005009	BABUL KHATUA	fail - Not attend the exam
8	F21096005010	BAPU MAJHI	fail - Not attend the exam
9	F21096005011	BHAGIRATHA MALIK	Pass - 525


SIGN. OF PROCTOR


SIGN. OF H.O.D.
DEPARTMENT OF AUTOMOBILE ENGINEERING



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY
SERGARH-756060, BALASORE (ODISHA)
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Meeting With the Students

Proctor Name :- Pradyumna Kumar Mishra

Academic Year 2023-24

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	04/09/23	1:30 Pm	Use of mobile phone in the class room. Informed to the guardian.	Akash malik	<u>J. Mishra</u> 5/9/23
2	24/09/23	2 Pm	Sleeping in the hostel during college time. Informed to the guardian.	Amarit	<u>J. Mishra</u> 24/9/23
3	5/10/23	1:45 Pm	Come to class lately. Informed to the guardian.	Amir malik	<u>J. Mishra</u> 5/10/23
4	20/10/23	4:40 Pm	Come to class after 2 periods regularly. Informed to the guardian.	Aksh Benara	<u>J. Mishra</u> 20/10/23
5	3/11/23	1:20 Pm	Break a tube light in the hostel. Informed to the guardian about this.	Amarjit Nagak	<u>J. Mishra</u> 8/11/23
6	18/11/23	1:40 Pm	Play online game during class. also Informed to the guardian.	Bablu khatu	<u>J. Mishra</u> 18/11/23
7	30/1/24	4:45 Pm	using cell phone during the class hour. Informed to the guardian.	Akash malik	<u>J. Mishra</u> 31/1/24
8	10/2/24	1:30 Pm	Break a lab instrument in the lab. Informed to the guardian.	Babul khatu	<u>J. Mishra</u> 10/2/24
9	28/2/24	1:15 Pm	Poor attendance in the class. Informed to the guardian.	A Bhiser Jena	<u>J. Mishra</u> 28/2/24
10	14/3/24	1:40 Pm	Come to college without uniform and I-card. Informed to guardian.	Bapu Majhi	<u>J. Mishra</u> 14/3/24
11	27/3/24	1:50 Pm	Mishave with the non-teaching staff and security of college. Informed to the guardian.	Arjun Das	<u>J. Mishra</u> 27/3/24
12	4/4/24	2 Pm	Very poor Percentage in the Internal assessment. Informed to the guardian.	Amarjit Nagak	<u>J. Mishra</u> 4/4/24
13	25/4/24	1:30 Pm	Passed semester with good percentage. Informed to the guardian.	Biru singh	<u>J. Mishra</u> 25/4/24

J. Mishra
20/3/24
Signature of Proctor

J. Mishra
20/3/2024
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 :- Pradyumna Kumar Khilar

Academic Year 2023-24

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	8/9/23	Your son come to class after 1 period every day.	Due to communication problem it.	<u>Pradyumna</u> 8/9/23
2	18/9/23	Your son has very less percentage in attendance.	He will continue from the next week.	<u>Pradyumna</u> 18/9/23
3	26/9/23	Your son misbehave with the teachers.	Punish him according to the law of institution.	<u>Pradyumna</u> 26/9/23
4	05/10/23	Your son break a lab instrument. Fine should be imposed.	fine will paid by the guardian.	<u>Pradyumna</u> 05/10/23
5	16/10/23	Your son not returning the library book in time.	It will not do the same mistak in future.	<u>Pradyumna</u> 16/10/23
6	25/10/23	Your son has very less percentage in the class test.	He will do better in the next time.	<u>Pradyumna</u> 25/10/23
7	11/11/23	Your son not complete assignment timely.	He should be Punished.	<u>Pradyumna</u> 11/11/23
8	7/3/24	Your son leave the college without information.	Take proper action against him.	<u>Pradyumna</u> 7/3/24
9	15/3/24	not attend lab classes regularly.	He should be Punished.	<u>Pradyumna</u> 15/3/24
10	20/3/24	Your son become champion in the annual sports.	Guardian delighted to hear this.	<u>Pradyumna</u> 20/3/24
11	12/4/24	Your son performed well in the semester exam.	They were happy with this performance.	<u>Pradyumna</u> 12/4/24

Pradyumna
30/7/2024
Signature of Proctor

Pradyumna
30/7/2024
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:	Subhasjyoti Raut.
Designation:	Lecturer in Automobile Engineering.



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 countinuously & 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)

NIST

Activity of The Proctors

NAME OF THE PROCTOR- SUBHRAJYOTI ROUT	SEMESTER-3RD	Exam -2023 (w)	SESSION-2023-24
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Report of the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005011	CHANDAN KUMAR MAHALIK	90% Attendance
2	F22096005012	CHANDAN MALIK	95% Attendance
3	F22096005013	DAMA MAJHI	76% Attendance, improve Attend.
4	F22096005014	DEBENDRA DAS	76% Att., need to improve.
5	F22096005015	DINESH KUMAR MOHANTY	80% Att., Good
6	F22096005016	FALGUNI BEHERA	76% Attend., need to improve.
7	F22096005017	GANESH CHANDRA SETHI	90% Attend., very good.
8	F22096005018	GOPAL SINGH	50% Attend., very good.
9	F22096005019	GULSHAN SHIAL	76% Attend., need to improve.
10	F22096005020	HAREKRUSHNA MAHALIK	95% Attend., Good Attend.
11	F22096005021	HIMANSHU MOHALIK	85% Attend., very good

Report of the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005011	CHANDAN KUMAR MAHALIK	78% Attend., 15 Mark obtained in class test.
2	F22096005012	CHANDAN MALIK	92% Attend., 18 Mark obtained in class test.
3	F22096005013	DAMA MAJHI	85% Attend., 17 Mark in class test.
4	F22096005014	DEBENDRA DAS	92% Attend., 16 Mark in class test.
5	F22096005015	DINESH KUMAR MOHANTY	85% Attend., 17 Mark in class test.
6	F22096005016	FALGUNI BEHERA	71% Attend., 14 Mark in class test.
7	F22096005017	GANESH CHANDRA SETHI	92% Attend., 16 Mark in class test.
8	F22096005018	GOPAL SINGH	85% Attend., 17 Mark in class test.
9	F22096005019	GULSHAN SHIAL	71% Attend., 15 Mark obtained.
10	F22096005020	HAREKRUSHNA MAHALIK	100% Attend., 20 Mark obtained.
11	F22096005021	HIMANSHU MOHALIK	85% Attend., 18 Mark in class test.

Report of the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005011	CHANDAN KUMAR MAHALIK	Th-9, Th-2-8, Th-3-7, Th-4-9, Th-5-7
2	F22096005012	CHANDAN MALIK	Th-1-15, Th-2-18, Th-3-15, Th-4-16, Th-5-16
3	F22096005013	DAMA MAJHI	Th-1-8, Th-2-7, Th-3-9, Th-4-9, Th-5-9
4	F22096005014	DEBENDRA DAS	Th-1-9, Th-2-9, Th-3-8, Th-4-8, Th-5-8
5	F22096005015	DINESH KUMAR MOHANTY	Th-1-7, Th-2-8, Th-3-7, Th-4-7, Th-5-7

6	F22096005016	FALGUNI BEHERA	Th1-9, Th2-8, Th3-9, Th4-9, Th5-9
7	F22096005017	GANESH CHANDRA SETHI	Th1-13, Th2-20, Th3-19, Th4-19, Th5-14
8	F22096005018	GOPAL SINGH	Th1-12, Th2-13, Th3-13, Th4-13, Th5-13
9	F22096005019	GULSHAN SHIAL	Th1-9, Th2-7, Th3-9, Th4-8, Th5-8
10	F22096005020	HAREKRUSHNA MAHALIK	Th1-13, Th2-20, Th3-19, Th4-14, Th5-14
11	F22096005021	HIMANSHU MOHALIK	Th1-13, Th2-20, Th3-14, Th4-14, Th5-14

Report of the Month of November 2023

Form Fillup + Attendance

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005011	CHANDAN KUMAR MAHALIK	80% Atten. You are eligible for cent. form fillup
2	F22096005012	CHANDAN MALIK	90% Atten. Contact his guardian talk about form fillup
3	F22096005013	DAMA MAJHI	76% Atten. Kindly continue next class.
4	F22096005014	DEBENDRA DAS	85% Atten. good performance. eligible for form fillup
5	F22096005015	DINESH KUMAR MOHANTY	The Percentage is good and visit to guardian.
6	F22096005016	FALGUNI BEHERA	Poor Atten. continue next class.
7	F22096005017	GANESH CHANDRA SETHI	good Atten. Percentage contact his guardian.
8	F22096005018	GOPAL SINGH	88% Atten good, eligible for form fillup
9	F22096005019	GULSHAN SHIAL	Poor Atten. continue next class
10	F22096005020	HAREKRUSHNA MAHALIK	93% Atten. very good. eligible for form fillup
11	F22096005021	HIMANSHU MOHALIK	Good Atten. eligible for form fillup.

Report of the Examination 2023 (w)

Result

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005011	CHANDAN KUMAR MAHALIK	Semester exam fail
2	F22096005012	CHANDAN MALIK	Pass the sem., obtained mark 528.
3	F22096005013	DAMA MAJHI	Semester exam fail
4	F22096005014	DEBENDRA DAS	Semester exam fail
5	F22096005015	DINESH KUMAR MOHANTY	Pass, 440 Mark.
6	F22096005016	FALGUNI BEHERA	Pass, 394 Mark.
7	F22096005017	GANESH CHANDRA SETHI	Pass, 533 Mark.
8	F22096005018	GOPAL SINGH	Pass, 513 Mark.
9	F22096005019	GULSHAN SHIAL	Pass, 386
10	F22096005020	HAREKRUSHNA MAHALIK	Pass, 521
11	F22096005021	HIMANSHU MOHALIK	Pass, 461 Mark obtained.

SIGN. OF PROCTOR

SIGN. OF H.O.D.

DEPARTMENT OF AUTOMOBILE ENGINEERING



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

NAME OF THE PROCTOR-
SUBHRAJYOTI ROUT

SEMESTER-4TH

Exam -2024 (S)

SESSION-2023-24

Report of the Month of January 2024

Attendance

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005011	CHANDAN KUMAR MAHALIK	53% Atten. need to improve.
2	F22096005012	CHANDAN MALIK	71% Atten. need to improve. Atten.
3	F22096005013	DAMA MAJHI	71% Atten. need to improve.
4	F22096005014	DEBENDRA DAS	71% Atten. need to improve.
5	F22096005015	DINESH KUMAR MOHANTY	Good Atten.
6	F22096005016	FALGUNI BEHERA	Good Atten.
7	F22096005017	GANESH CHANDRA SETHI	Poor Atten. need to improve.
8	F22096005018	GOPAL SINGH	Good Atten.
9	F22096005019	GULSHAN SHIAL	Poor Atten. need to improve. Atten.
10	F22096005020	HAREKRUSHNA MAHALIK	Outstanding Atten. percentage.
11	F22096005021	HIMANSHU MOHALIK	Poor Atten. need to improve.

Report of the Month of February 2024

Attendance + class test

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005011	CHANDAN KUMAR MAHALIK	76% Atten. 70% mark in class test.
2	F22096005012	CHANDAN MALIK	84% Atten. 85% mark in class test.
3	F22096005013	DAMA MAJHI	76% Atten. 70% mark in class test.
4	F22096005014	DEBENDRA DAS	76% Atten. 70% mark in class test.
5	F22096005015	DINESH KUMAR MOHANTY	80% Atten. 72% mark in class test.
6	F22096005016	FALGUNI BEHERA	72% Atten. 68% mark in class test.
7	F22096005017	GANESH CHANDRA SETHI	80% Atten. 73% mark in class test.
8	F22096005018	GOPAL SINGH	76% Atten. 69% mark in class test.
9	F22096005019	GULSHAN SHIAL	76% Atten. 70% mark in class test.
10	F22096005020	HAREKRUSHNA MAHALIK	88% Atten. 99% mark in class test.
11	F22096005021	HIMANSHU MOHALIK	76% Atten. 69% mark in class test.

Report of the Month of March 2024

Internal

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005011	CHANDAN KUMAR MAHALIK	Th-1:7, Th-2:9, Th-3:7, Th-4:9, Improve this Result
2	F22096005012	CHANDAN MALIK	Th-1:10, Th-2:12, Th-3:8, Th-4:16, need to improve
3	F22096005013	DAMA MAJHI	Th-1:8, Th-2:8, Th-3:9, Th-4:8, need to improve
4	F22096005014	DEBENDRA DAS	Th-1:7, Th-2:7, Th-3:9, Th-4:8 need to improve.
5	F22096005015	DINESH KUMAR MOHANTY	Th-1:7, Th-2:8, Th-3:9, Th-4:16, need to improve.

6	F22096005016	FALGUNI BEHERA	Th1-7, Th2-9, Th3-8, Th4-9, need improve.
7	F22096005017	GANESH CHANDRA SETHI	Th1-19, Th2-16, Th3-11, Th4-14.
8	F22096005018	GOPAL SINGH	Th1-12, Th2-13, Th3-9, Th4-15, need improve.
9	F22096005019	GULSHAN SHIAL	Th1-8, Th2-8, Th3-7, Th4-9, need improve.
10	F22096005020	HAREKRUSHNA MAHALIK	Th1-19, Th2-15, Th3-14, Th4-11
11	F22096005021	HIMANSHU MOHALIK	Th1-16, Th2-19, Th3-10, Th4-16, improve result

Report of the Month of April 2024

Form filled & Attendance

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005011	CHANDAN KUMAR MAHALIK	75.4% Atten. eligible for form filling
2	F22096005012	CHANDAN MALIK	85% Atten. consult his grandian.
3	F22096005013	DAMA MAJHI	77% Atten. eligible for form filling
4	F22096005014	DEBENDRA DAS	77% Atten. eligible for form filling
5	F22096005015	DINESH KUMAR MOHANTY	75.4% Atten. consult his grandian.
6	F22096005016	FALGUNI BEHERA	95% Atten. visit to grandian.
7	F22096005017	GANESH CHANDRA SETHI	80% Atten. good performance
8	F22096005018	GOPAL SINGH	good Atten. eligible for form filling
9	F22096005019	GULSHAN SHIAL	Good Atten. Percentage.
10	F22096005020	HAREKRUSHNA MAHALIK	Outstanding Atten. eligible for form filling
11	F22096005021	HIMANSHU MOHALIK	good Atten. eligible for form filling

Report of the Examination 2024 (S)

Result

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005011	CHANDAN KUMAR MAHALIK	not appear sem. exam.
2	F22096005012	CHANDAN MALIK	pass, 518 Mark obtained in sem.
3	F22096005013	DAMA MAJHI	Not appear sem. exam.
4	F22096005014	DEBENDRA DAS	Not appear sem. exam. visit to college.
5	F22096005015	DINESH KUMAR MOHANTY	pass, 521 Mark obtained in sem.
6	F22096005016	FALGUNI BEHERA	Not appear sem. exam.
7	F22096005017	GANESH CHANDRA SETHI	pass, 513 mark obtained.
8	F22096005018	GOPAL SINGH	pass, 513 mark obtained.
9	F22096005019	GULSHAN SHIAL	Back, Th-2, Th-4.
10	F22096005020	HAREKRUSHNA MAHALIK	pass, 578 Mark obtained.
11	F22096005021	HIMANSHU MOHALIK	Back, Th-4, come to college.

SIGN. OF PROCTOR

SIGN. OF H.O.D.
DEPARTMENT OF AUTOMOBILE ENGINEERING



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

NAME OF THE PROCTOR-
SUBHRAJYOTI ROUT

SEMESTER-5TH

Exam -2023 (w)

SESSION-2023-24

Report of the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	Attendance REMARKS
1	F21096005012	BIBEK KUMAR MALIK	Good Atten. Keep it continue.
2	F21096005013	BIBEKANSHU PUHAN	Good Atten. Percentage.
3	F21096005014	BIJAY KUMAR JENA	Not standing Atten. Percentage.
4	F21096005015	BIKASH KUMAR SETHI	75% Atten. need to improve.
5	F21096005016	BISHIKESHAN MALIK	Set back. Need to improve.
6	F21096005017	BISHNUPRASAD NAYAK	90% Atten. good.
7	F21096005018	BUDHIRAM SING	80% Atten. good.
8	F21096005019	BUDHIRAMSING GILUA	KINDLY continue, class.
9	F21096005020	CHANDAN DALEI	80% Atten. good.
10	F21096005030	JAYGOBIND MURMU	75% Atten. need to improve.

Report of the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	Attendance + class test REMARKS
1	F21096005012	BIBEK KUMAR MALIK	72% Atten. 65% Mark in class test.
2	F21096005013	BIBEKANSHU PUHAN	89% Atten. 90% Mark in class test.
3	F21096005014	BIJAY KUMAR JENA	89% Atten. 90% Mark in class test.
4	F21096005015	BIKASH KUMAR SETHI	75% Atten. 70% Mark in class test.
5	F21096005016	BISHIKESHAN MALIK	79% Atten. 72% Mark in class test.
6	F21096005017	BISHNUPRASAD NAYAK	89% Atten. 90% Mark in class test.
7	F21096005018	BUDHIRAM SING	99% Atten. 72% Mark in class test.
8	F21096005019	BUDHIRAMSING GILUA	82% Atten. 80% Mark in class test.
9	F21096005020	CHANDAN DALEI	79% Atten. good percentage in class test.
10	F21096005030	JAYGOBIND MURMU	79% Atten. good in class test.

Report of the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	Internal REMARKS
1	F21096005012	BIBEK KUMAR MALIK	Th1-8, Th2-9, Th3-8, Th4-7, Th5-7
2	F21096005013	BIBEKANSHU PUHAN	Th1-12, Th2-12, Th3-12, Th4-12, Th5-12
3	F21096005014	BIJAY KUMAR JENA	Th1-13, Th2-12, Th3-14, Th4-11, Th5-10
4	F21096005015	BIKASH KUMAR SETHI	Th1-8, Th2-8, Th3-7, Th4-9, Th5-9
5	F21096005016	BISHIKESHAN MALIK	Th1-0, Th2-0, Th3-0, Th4-0, Th5-0 (No steady)

6	F21096005017	BISHNUPRASAD NAYAK	Th1-16, Th2-20, Th3-18, Th4-16, Th5-14
7	F21096005018	BUDHIRAM SING	Th1-3, Th2-7, Th3-7, Th4-8, Th5-8
8	F21096005019	BUDHIRAMSING GILUA	No study
9	F21096005020	CHANDAN DALEI	Th1-3, Th2-7, Th3-7, Th4-8, Th5-9
10	F21096005030	JAYGOBIND MURMU	Th1-7, Th2-8, Th3-9, Th4-7, Th5-9

Report of the Month of November 2023

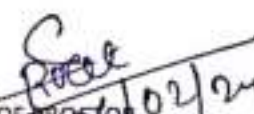
Form Fillup + Attendance

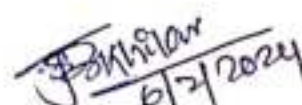
SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005012	BIBEK KUMAR MALIK	75% Atten. eligible for form fillup.
2	F21096005013	BIBEKANSHU PUHAN	Good Atten. eligible for form fillup.
3	F21096005014	BIJAY KUMAR JENA	Excellent Atten. Visit to grandpa.
4	F21096005015	BIKASH KUMAR SETHI	77% Atten. eligible for form fillup.
5	F21096005016	BISHIKESHAN MALIK	(NO study) not do form fillup.
6	F21096005017	BISHNUPRASAD NAYAK	88% Atten. eligible for form fillup.
7	F21096005018	BUDHIRAM SING	95% Atten. eligible for form fillup.
8	F21096005019	BUDHIRAMSING GILUA	(NO study) consult his grandpa.
9	F21096005020	CHANDAN DALEI	21% Atten. consult his grandpa.
10	F21096005030	JAYGOBIND MURMU	Good Atten. eligible for form fillup.

Report of the Examination 2023 (w)

Result

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005012	BIBEK KUMAR MALIK	pass, 554 Mark in sem.
2	F21096005013	BIBEKANSHU PUHAN	pass, 582 Mark in sem.
3	F21096005014	BIJAY KUMAR JENA	pass, 466 Mark in sem.
4	F21096005015	BIKASH KUMAR SETHI	pass, 418 Mark in sem.
5	F21096005016	BISHIKESHAN MALIK	NO study
6	F21096005017	BISHNUPRASAD NAYAK	pass, 519 Mark in sem.
7	F21096005018	BUDHIRAM SING	pass, 433 Mark in sem.
8	F21096005019	BUDHIRAMSING GILUA	No study
9	F21096005020	CHANDAN DALEI	Not appear Exam.
10	F21096005030	JAYGOBIND MURMU	Not appear Exam.


 SIGN. OF REGISTRAR
 06/02/24


 SIGN. OF H.O.D.
 DEPARTMENT OF AUTOMOBILE ENGINEERING



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

NAME OF THE PROCTOR.
SUBHRAJYOTI ROUT

SEMESTER-6TH

Exam -2024(5)

SESSION-2023-24

Report of the Month of January 2024

Attendance

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005012	BIBEK KUMAR MALIK	71% Attend. Keep it continue.
2	F21096005013	BIBEKANSHU PUHAN	good atten. percentage.
3	F21096005014	BIJAY KUMAR JENA	good atten. percentage.
4	F21096005015	BIKASH KUMAR SETHI	71% atten. need to improve.
5	F21096005016	BISHIKESHAN MALIK	71% atten. need to improve.
6	F21096005017	BISHNUPRASAD NAYAK	good atten. percentage.
7	F21096005018	BUDHIRAM SING	good atten. percentage.
8	F21096005019	BUDHIRAMSING GILUA	Good attend. atten. percentage.
9	F21096005020	CHANDAN DALEI	good atten.

Report of the Month of February 2024

Attendance & class test

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005012	BIBEK KUMAR MALIK	80% atten. good perc. in class test.
2	F21096005013	BIBEKANSHU PUHAN	92% atten. 91% in class test.
3	F21096005014	BIJAY KUMAR JENA	80% atten. 73% mark in class test.
4	F21096005015	BIKASH KUMAR SETHI	76% atten. 70% mark in class test.
5	F21096005016	BISHIKESHAN MALIK	76% atten. 71% mark in class test.
6	F21096005017	BISHNUPRASAD NAYAK	80% atten. 73% mark in class test.
7	F21096005018	BUDHIRAM SING	73% atten. Poor mark. need to improve.
8	F21096005019	BUDHIRAMSING GILUA	76% atten. 70% mark in class test.
9	F21096005020	CHANDAN DALEI	69% atten. need to improve. bad mark in class test.

Report of the Month of March 2024

Internal

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005012	BIBEK KUMAR MALIK	Th1-10, Th2-11, Th3-10, Th4-10
2	F21096005013	BIBEKANSHU PUHAN	Th1-16, Th2-15, Th3-14, Th4-14
3	F21096005014	BIJAY KUMAR JENA	Th1-12, Th2-11, Th3-12, Th4-14
4	F21096005015	BIKASH KUMAR SETHI	Th1-11, Th2-10, Th3-13, Th4-10

5	F21096005016	BISHIKESHAN MALIK	Th1-0, Th2-0, Th3-1, Th4-0 (No study)
6	F21096005017	BISHNUPRASAD NAYAK	Th1-12, Th2-0, Th3-12, Th4-12
7	F21096005018	BUDHIRAM SING	Th1-11, Th2-10, Th3-10, Th4-11
8	F21096005019	BUDHIRAMSING GILUA	Th1-0, Th2-0, Th3-0, Th4-0 (No study)
9	F21096005020	CHANDAN DALEI	Th1-12, Th2-10, Th3-9, Th4-10

Report of the Month of April 2024			
SL NO	REGISTRATION NUMBER	NAME	Form Fillup & Attendance
1	F21096005012	BIBEK KUMAR MALIK	78% atten. eligible for form fillup.
2	F21096005013	BIBEKANSHU PUHAN	good atten. eligible for form fillup.
3	F21096005014	BIJAY KUMAR JENA	good atten. consult his grandian.
4	F21096005015	BIKASH KUMAR SETHI	82% atten. eligible for form fillup.
5	F21096005016	BISHIKESHAN MALIK	(No study) not to do form fillup.
6	F21096005017	BISHNUPRASAD NAYAK	80% atten. eligible for form fillup.
7	F21096005018	BUDHIRAM SING	21% atten. consult his grandian.
8	F21096005019	BUDHIRAMSING GILUA	(No study) not to do form fillup.
9	F21096005020	CHANDAN DALEI	75% atten. eligible for form fillup.

Report of the Examination 2024 (S)			
SL NO	REGISTRATION NUMBER	NAME	Result
1	F21096005012	BIBEK KUMAR MALIK	Not appear exam
2	F21096005013	BIBEKANSHU PUHAN	pass, 555 mark obtained
3	F21096005014	BIJAY KUMAR JENA	Beck-Thy, obtained 498,
4	F21096005015	BIKASH KUMAR SETHI	pass, 479 mark obtained
5	F21096005016	BISHIKESHAN MALIK	No study
6	F21096005017	BISHNUPRASAD NAYAK	pass, 532 mark obtained in exam.
7	F21096005018	BUDHIRAM SING	Not appear exam
8	F21096005019	BUDHIRAMSING GILUA	No study
9	F21096005020	CHANDAN DALEI	Not appear exam.

SIGN OF PROCTOR

SIGN. OF H.O.D.

DEPARTMENT OF AUTOMOBILE ENGINEERING



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



Meeting With the Students

Proctor Name :- SUBHRAJYOTI ROUT

Academic Year 2023-24

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	08-09-2023	12:30pm	Indiscipline in class	Chandra Kumar Mohalik	Route 08/09/23
2	15-09-2023	12:45pm	Use mobile phone in class room.	CHANDAN MALIK	Route 15/09/23
3	18-10-2023	1:10pm	Coming to college without uniform	Dhrumathi	Route 18/10/23
4	09-11-2023	1:10pm	Not attend regular class	Debenkra Das	Route 09/11/23
5	13-12-2023	1:15pm	Not attend practical class	Dinesh Kumar Mohanty	Route 13/12/23
6	16-01-2024	1:45pm	Not attend regular class	Falguni Behera	Route 16/01/24
7	23-02-2024	2:15pm	Damage of Dress seat	Pranisha Chandra Sathi	Route 23/02/24
8	13-03-2024	2:20pm	Record Not maintained	Gopal Singh	Route 13/03/24
9	14-03-2024	2:30pm	Use mobile phone in class room.	Gajshian Shial	Route 14/03/24
10	28-03-2024	2:25pm	Not attend practical class after theory class	Harekrishna Mohalik	Route 28/03/24
11	03-04-2024	2:40pm	Not complete Assignment Regularly	Harekrishna Mohalik	Route 03/04/24
12	10-04-24	2:50pm	Breaking of class room window	Himanshu Mohalik	Route 10/4/24
13	20-04-24	3:00pm	Use mobile in class room. Damage practical instrument	Himanshu Mohalik	Route 20/4/24

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 & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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Parent/Guardian Communication Details

Proctor Name :- SURHAJYOTI ROUT

Academic Year 2023-24

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	05-09-2023	Your son not complete Assignment Regularly	He say that he guide his son to do regular assignment	<u>Route</u> 05/09/23
2	14-09-2023	Your son not attend Practical class after theory class	He said that he contact department thos and guide his son.	<u>Route</u> 14/09/23
3	05-10-2023	Your son Smoking in college gate.	He said that he punished my son.	<u>Route</u> 05/10/23
4	16-11-2023	I talk to the granulation your son changed his pickup point	she said my son not continue in further time.	<u>Route</u> 16/11/23
5	08-02-2024	Your son use mobile in class room.	He said he will not continue in further time.	<u>Route</u> 08/02/24
6	12-02-2024	Your son Performance very good	I will more encourage	<u>Route</u> 12/02/24
7	11-03-2024	Your son coming to class after one period.	He is ride to the cycle due to late.	<u>Route</u> 11/03/24
8	03-04-2024	Your son breaking the Practical instrument.	He said he will give this instrument and guide his son.	<u>Route</u> 03/04/24
9	12-04-2024	Your son misbehave the teacher.	He said punish the student.	<u>Route</u> 12/04/24
10	26-04-2024	Your son not attend class regularly	He said his health not good.	<u>Route</u> 26/4/24
11				

Signature of Proctor
Route
05/04/24

Signature of HOD
Surhajyoti Rout
30/04/2024

NILASAILA INSTITUTE OF SCIENCE OF TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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PROCTOR'S ACTIVITY DIARY

ACADEMIC YEAR: 2023-2024

Proctor Name & Designation	
Name Of the Proctor:	Satyanarayan Mahalik
Designation:	Lect. in Automobile Engg.



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)

NIST

Activity of The Proctors

NAME OF THE PROCTOR -
SATYA RANJAN MAHALIK

SEMESTER-3RD

Exam -2023 (w)

SESSION-2023-24

Report of the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005022	ISWAR NAYAK	71% Attendance, you should regular class.
2	F22096005023	JADUNATH DALEI	80% Attendance, maintain regular class
3	F22096005024	JAGABANDHU DAS	95% Attendance, Fine.
4	F22096005025	JAGAN JENA	95% Attendance, very good
5	F22096005026	JASAI MAJHI	100% Attendance, outstanding
6	F22096005027	JYOTIPRAKASH DAS	90% Attendance, very good
7	F22096005028	JYOTIRANJAN MAHALIK	76% Attendance, Poor improve your class
8	F22096005029	JYOTIRANJAN SHIAL	76% Attendance, Poor improve your class
9	F22096005030	JYOTISANKAR DAS	76% Attendance, improve your class.
10	F22096005031	KAMALAKANTA MALIK	80% Attendance, maintain regular class
11	F22096005032	LAXMI KANTA MAHALIK	76% Attendance, improve the class.

Report of the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005022	ISWAR NAYAK	64% Attend, 13 mark obtained class test
2	F22096005023	JADUNATH DALEI	78% Attend, 15 mark obtained class test
3	F22096005024	JAGABANDHU DAS	100% Attend, 20 mark obtained class test
4	F22096005025	JAGAN JENA	100% Attend, 20 mark obtained class test.
5	F22096005026	JASAI MAJHI	100% Attend, 20 mark obtained class test
6	F22096005027	JYOTIPRAKASH DAS	100% Attend, 19 mark obtained class test.
7	F22096005028	JYOTIRANJAN MAHALIK	85% Attend, 17 mark obtained class test
8	F22096005029	JYOTIRANJAN SHIAL	85% Attend, 17 mark obtained class test
9	F22096005030	JYOTISANKAR DAS	64% Attend, 12 mark obtained class test.
10	F22096005031	KAMALAKANTA MALIK	92% Attend, 18 mark obtained class test.
11	F22096005032	LAXMI KANTA MAHALIK	78% Attend, 15 mark obtained class test

Report of the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005022	ISWAR NAYAK	Th1-9 Th2-9 Th3-9 Th4-9 Th5-9
2	F22096005023	JADUNATH DALEI	Th1-9 Th2-8 Th3-8 Th4-8 Th5-8
3	F22096005024	JAGABANDHU DAS	Th1-15 Th2-20 Th3-15 Th4-15 Th5-15
4	F22096005025	JAGAN JENA	Th1-20 Th2-20 Th3-12 Th4-16 Th5-12
5	F22096005026	JASAI MAJHI	Th1-19 Th2-16 Th3-15 Th4-15 Th5-17

6	F22096005027	JYOTIPRAKASH DAS	Th1-12 Th2-20 Th3-14 Th4-18 Th5-17
7	F22096005028	JYOTIRANJAN MAHALIK	Th1-13 Th2-19 Th3-13 Th4-14 Th5-15
8	F22096005029	JYOTIRANJAN SHIAL	Th1-12 Th2-12 Th3-15 Th4-16 Th5-16
9	F22096005030	JYOTISANKAR DAS	Th1-7 Th2-8 Th3-7 Th4-7 Th5-9
10	F22096005031	KAMALAKANTA MALIK	Th1-12 Th2-20 Th3-15 Th4-16 Th5-17
11	F22096005032	LAXMI KANTA MAHALIK	Th1-9 Th2-9 Th3-9 Th4-8 Th5-8

S.P. Mahalik
6/11/23

Report of the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005022	ISWAR NAYAK	Visit to Auditorium talk about the percentage.
2	F22096005023	JADUNATH DALEI	83% Attend, he is good performance Form Fillup
3	F22096005024	JAGABANDHU DAS	96% Attend, is very good performance to Form Fillup
4	F22096005025	JAGAN JENA	93% Attendance, Better performance to Form Fillup
5	F22096005026	JASAI MAJHI	99% Attendance, Excellent performance.
6	F22096005027	JYOTIPRAKASH DAS	89% Attendance is good performance to Form Fillup
7	F22096005028	JYOTIRANJAN MAHALIK	82% Attendance, continue increase at class.
8	F22096005029	JYOTIRANJAN SHIAL	83% Attendance, continue increasing the class
9	F22096005030	JYOTISANKAR DAS	79% Attendance, Below performance to increase the class
10	F22096005031	KAMALAKANTA MALIK	85% Attendance, Visit the Auditorium and talk about the percentage.
11	F22096005032	LAXMI KANTA MAHALIK	76% Attendance, Visit Auditorium and talk about the percentage.

S.P. Mahalik
21/12/23

Report of the Examination 2023 (w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005022	ISWAR NAYAK	Not appear Exam
2	F22096005023	JADUNATH DALEI	Not appear Exam
3	F22096005024	JAGABANDHU DAS	Pass-548 mark obtained
4	F22096005025	JAGAN JENA	pass-557 mark obtained
5	F22096005026	JASAI MAJHI	pass-542 mark obtained
6	F22096005027	JYOTIPRAKASH DAS	pass-520 mark obtained
7	F22096005028	JYOTIRANJAN MAHALIK	Back- Th-2, Th-3
8	F22096005029	JYOTIRANJAN SHIAL	Pass-492 mark obtained
9	F22096005030	JYOTISANKAR DAS	pass-448 mark obtained
10	F22096005031	KAMALAKANTA MALIK	Back- Th-3
11	F22096005032	LAXMI KANTA MAHALIK	Not appear Exam.

S.P. Mahalik
SIGN. OF PROCTOR 6/2/24

S. P. Mahalik
6/2/2024
SIGN. OF H.O.D.

DEPARTMENT OF AUTOMOBILE ENGINEERING



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

NAME OF THE PROCTOR -
SATYA RANJAN MAHALIK

SEMESTER-4TH

Exam -2024 (S)

SESSION-2023-24

Report of the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005022	ISWAR NAYAK	71% Attendance, visit to guardian & improve the attendance.
2	F22096005023	JADUNATH DALEI	42% Attendance, 100% attendance & visit his guardian.
3	F22096005024	JAGABANDHU DAS	100% Attendance, outstanding
4	F22096005025	JAGAN JENA	85% Attendance, maintain regular class.
5	F22096005026	JASAI MAJHI	100% Attendance, Excellent
6	F22096005027	JYOTIPRAKASH DAS	85% Attendance, maintain regular class.
7	F22096005028	JYOTIRANJAN MAHALIK	85% Attendance, improve the attendance.
8	F22096005029	JYOTIRANJAN SHIAL	71% Attendance, visit to guardian & talk about his attendance.
9	F22096005030	JYOTISANKAR DAS	57% Attendance, very poor to improve the class.
10	F22096005031	KAMALAKANTA MALIK	85% Attendance, improve your attendance.
11	F22096005032	LAXMI KANTA MAHALIK	85% Attendance, improve your Attendance.

Report of the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005022	ISWAR NAYAK	73% Attendance, Discuss about class test with his guardian.
2	F22096005023	JADUNATH DALEI	73% Attendance, Discuss about class test with his guardian.
3	F22096005024	JAGABANDHU DAS	100% Attendance, class Test mark is Excellent.
4	F22096005025	JAGAN JENA	96% Attendance, class Test mark is good.
5	F22096005026	JASAI MAJHI	100% Attendance, class Test mark is Excellent.
6	F22096005027	JYOTIPRAKASH DAS	88% Attendance, class Test mark is need to improve.
7	F22096005028	JYOTIRANJAN MAHALIK	76% Attendance, class Test mark is need to improve.
8	F22096005029	JYOTIRANJAN SHIAL	80% Attendance, class Test mark is good.
9	F22096005030	JYOTISANKAR DAS	61% Attendance, class Test mark is improve.
10	F22096005031	KAMALAKANTA MALIK	84% Attendance, class Test mark is need to improve.
11	F22096005032	LAXMI KANTA MAHALIK	84% Attendance, class Test mark is need to improve.

Report of the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005022	ISWAR NAYAK	Th-1=8, Th-2=9, Th-3=8, Th-4=9 improve mark.
2	F22096005023	JADUNATH DALEI	Th-1=8, Th-2=8, Th-3=8, Th-4=8 improve mark.
3	F22096005024	JAGABANDHU DAS	Th-1=16, Th-2=14, Th-3=12, Th-4=19 good mark.
4	F22096005025	JAGAN JENA	Th-1=20, Th-2=16, Th-3=18, Th-4=16
5	F22096005026	JASAI MAJHI	Th-1=19, Th-2=16, Th-3=15, Th-4=15

6	F22096005027	JYOTIPRAKASH DAS	Th1=16, Th2=17, Th3=16 Th4=17
7	F22096005028	JYOTIRANJAN MAHALIK	Th1=8, Th2=12, Th3=8, Th4=9
8	F22096005029	JYOTIRANJAN SHIAL	Th1=12, Th2=17, Th3=8, Th4=9 improve mark
9	F22096005030	JYOTISANKAR DAS	Th1=7, Th2=7, Th3=8, Th4=8 improve the mark
10	F22096005031	KAMALAKANTA MALIK	Th1=15, Th2=16, Th3=12, Th4=13
11	F22096005032	LAXMI KANTA MAHALIK	Th1=8, Th2=7, Th3=8, Th4=8 improve the mark

S.R. Mahalik
21/4/24

Report of the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005022	ISWAR NAYAK	75% Attend, visit to guardian about to take his percentage
2	F22096005023	JADUNATH DALEI	75% Attend, visit to guardian about to take his percentage
3	F22096005024	JAGABANDHU DAS	98% Attendance, Excellent Performance, Effort Form First
4	F22096005025	JAGAN JENA	98% Attendance, Excellent Performance
5	F22096005026	JASAI MAJHI	98% Attendance, Excellent Performance
6	F22096005027	JYOTIPRAKASH DAS	92% Attendance, Better Performance
7	F22096005028	JYOTIRANJAN MAHALIK	82% Attendance, improve, class, attendance
8	F22096005029	JYOTIRANJAN SHIAL	88% Attendance, improve your class attendance
9	F22096005030	JYOTISANKAR DAS	75% attendance, visit to guardian and talk about attendance
10	F22096005031	KAMALAKANTA MALIK	88% attendance, improve class attendance to 100% mark
11	F22096005032	LAXMI KANTA MAHALIK	80% attendance to improve attendance

S.R. Mahalik
21/4/24

Report of the Examination 2024 (S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005022	ISWAR NAYAK	Fail-17) Not appear Exam
2	F22096005023	JADUNATH DALEI	Fail-150 Not appear Exam
3	F22096005024	JAGABANDHU DAS	Pass-556
4	F22096005025	JAGAN JENA	Pass-597
5	F22096005026	JASAI MAJHI	Pass-574
6	F22096005027	JYOTIPRAKASH DAS	Pass-576
7	F22096005028	JYOTIRANJAN MAHALIK	395 mark obtained Th-4 Th-3
8	F22096005029	JYOTIRANJAN SHIAL	Pass-509
9	F22096005030	JYOTISANKAR DAS	Pass-498
10	F22096005031	KAMALAKANTA MALIK	Pass-518
11	F22096005032	LAXMI KANTA MAHALIK	Fail-148 Not appear Exam

S.R. Mahalik
SIGN. OF PROCTOR 6/7/24

S.R. Mahalik
6/7/2024
SIGN. OF H.O.D.

DEPARTMENT OF AUTOMOBILE ENGINEERING



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

NAME OF THE PROCTOR -
SURYA RANJAN MAHALIK

SEMESTER-5TH

Exam -2023 (w)

SESSION-2023-24

Report of the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005021	CHITTARANJAN SETHI	70% Attendance need to improve class.
2	F21096005022	DEBASHIS MALIK	75% Attendance improve your class attendance.
3	F21096005023	DEBASIS MOHANTY	90% good Attendance percentage.
4	F21096005024	DEEPAK HANSDA	75% Attendance, meet his jurisdiction to improve class attendance.
5	F21096005025	DEEPAK KUMAR MAJHI	80% Attendance is good.
6	F21096005026	DILLIP KUMAR MUDULI	75% Attendance, improve your attendance.
7	F21096005027	GANESH MAHALIK	85% improve your attendance.
8	F21096005028	GHATAM MARNDI	85% improve your attendance.
9	F21096005029	HARIHARA NAYAK	95% very good Attendance.
10	F21096005030	JAYGOBIND MURMU	75% is poor improve your Attendance.

S.R. Mahalik
9/9/23

Report of the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005021	CHITTARANJAN SETHI	79% Attendance 70% mark in class test
2	F21096005022	DEBASHIS MALIK	75% Attendance 71% mark in class test
3	F21096005023	DEBASIS MOHANTY	89% Attendance 90% mark in class test
4	F21096005024	DEEPAK HANSDA	79% Attendance 70% mark in class test
5	F21096005025	DEEPAK KUMAR MAJHI	79% Attendance 70% mark in class test
6	F21096005026	DILLIP KUMAR MUDULI	79% Attendance 65% mark in class test
7	F21096005027	GANESH MAHALIK	82% Attendance 90% mark in class test
8	F21096005028	GHATAM MARNDI	86% Attendance 91% mark in class test
9	F21096005029	HARIHARA NAYAK	93% Attendance 91% mark in class test
10	F21096005030	JAYGOBIND MURMU	79% Attendance 70% mark in class test

S.R. Mahalik
11/10/23

Report of the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005021	CHITTARANJAN SETHI	Th1-8 Th2-9 Th3-8 Th4-9 Th5-9
2	F21096005022	DEBASHIS MALIK	Th1-8 Th2-8 Th3-9 Th4-9 Th5-8
3	F21096005023	DEBASIS MOHANTY	Th1-14 Th2-17 Th3-9 Th4-10 Th5-11
4	F21096005024	DEEPAK HANSDA	Th1-7 Th2-7 Th3-7 Th4-7 Th5-7
5	F21096005025	DEEPAK KUMAR MAJHI	Th1-7 Th2-8 Th3-8 Th4-8 Th5-8

6	F21096005026	DILLIP KUMAR MUDULI	Th1-8 Th2-9 Th3-9 Th4-9 Th5-9
7	F21096005027	GANESH MAHALIK	Th1-8 Th2-9 Th3-8 Th4-9 Th5-9
8	F21096005028	GHATAM MARNDI	Th1-10 Th2-12 Th3-10 Th4-12 Th5-12
9	F21096005029	HARIHARA NAYAK	Th1-18 Th2-15 Th3-13 Th4-15 Th5-14
10	F21096005030	JAYGOBIND MURMU	Th1-7 Th2-8 Th3-7 Th4-7 Th5-7

S.R. Mahalik
6/11/23

Report of the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005021	CHITTARANJAN SETHI	790. Attendance eligible for form fill up
2	F21096005022	DEBASHIS MALIK	750. 2nd attendance for form fill up
3	F21096005023	DEBASIS MOHANTY	887. Attendance, eligible for form fill up
4	F21096005024	DEEPAK HANSDA	817. Attendance eligible for form fill up
5	F21096005025	DEEPAK KUMAR MAJHI	797. Attendance eligible for form fill up
6	F21096005026	DILLIP KUMAR MUDULI	757. Attendance eligible for form fill up
7	F21096005027	GANESH MAHALIK	757. Attendance eligible for form fill up
8	F21096005028	GHATAM MARNDI	847. Attendance eligible for form fill up
9	F21096005029	HARIHARA NAYAK	887. 2nd attendance, eligible for form fill up
10	F21096005030	JAYGOBIND MURMU	840. 2nd attendance eligible for form fill up

S.R. Mahalik
6/11/23

Report of the Examination 2023 (w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005021	CHITTARANJAN SETHI	Exam not appear
2	F21096005022	DEBASHIS MALIK	Exam not appear
3	F21096005023	DEBASIS MOHANTY	pass-481
4	F21096005024	DEEPAK HANSDA	Exam not appear
5	F21096005025	DEEPAK KUMAR MAJHI	Back-PR-1, PR-2
6	F21096005026	DILLIP KUMAR MUDULI	Exam not appear
7	F21096005027	GANESH MAHALIK	Exam not appear
8	F21096005028	GHATAM MARNDI	pass-455
9	F21096005029	HARIHARA NAYAK	pass-451
10	F21096005030	JAYGOBIND MURMU	Not attend sem. Exam

S.R. Mahalik
SIGN. OF PROCTOR 6/12/24

S.R. Mahalik
6/12/24
SIGN. OF H.O.D.

DEPARTMENT OF AUTOMOBILE ENGINEERING



Activity of The Proctors

NAME OF THE PROCTOR -
SATYA RANJAN MAHALIK

SEMESTER-6TH

Exam -2024 (S)

SESSION-2023-24

Report of the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005021	CHITTARANJAN SETHI	85% Attendance, maintain Regular class.
2	F21096005022	DEBASHIS MALIK	85% Attendance maintain Regular class.
3	F21096005023	DEBASIS MOHANTY	85% Attendance, maintain Regular class.
4	F21096005024	DEEPAK HANSDA	50% Attendance is very poor. Visit to the guardian to improve class.
5	F21096005025	DEEPAK KUMAR MAJHI	70% Attendance visit to guardian about his attendance.
6	F21096005026	DILLIP KUMAR MUDULI	70% Attendance visit his parents & improve class attendance.
7	F21096005027	GANESH MAHALIK	85% Attendance, improve your attendance.
8	F21096005028	GHATAM MARNDI	70% Attendance, to improve your class attendance.
9	F21096005029	HARIHARA NAYAK	70% Attendance, to improve your class attendance.
10	F21096005030	JAYGOBIND MURMU	70% Attendance improve the class attendance.

Report of the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005021	CHITTARANJAN SETHI	80% Attendance good percentage in class test.
2	F21096005022	DEBASHIS MALIK	80% Attendance 80% mark in class test.
3	F21096005023	DEBASIS MOHANTY	80% Attendance good percentage in class test.
4	F21096005024	DEEPAK HANSDA	75% Attendance, mark obtained in 70% in class test.
5	F21096005025	DEEPAK KUMAR MAJHI	80% Attendance 80% mark obtained in class test.
6	F21096005026	DILLIP KUMAR MUDULI	75% Attendance mark obtained in 70% in class test.
7	F21096005027	GANESH MAHALIK	80% Attendance 80% mark in class test.
8	F21096005028	GHATAM MARNDI	75% Attendance 70% mark obtained in class test.
9	F21096005029	HARIHARA NAYAK	70% Attendance 70% mark obtained in class test.
10	F21096005030	JAYGOBIND MURMU	70% Attendance 70% mark obtained in class test.

Report of the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005021	CHITTARANJAN SETHI	Th1-14 Th2-12 Th3-18 Th4-15
2	F21096005022	DEBASHIS MALIK	Th1-20 Th2-11 Th3-8 Th4-11
3	F21096005023	DEBASIS MOHANTY	Th1-13 Th2-16 Th3-12 Th4-11
4	F21096005024	DEEPAK HANSDA	Th1-11 Th2-10 Th3-7 Th4-12
5	F21096005025	DEEPAK KUMAR MAJHI	Th1-12 Th2-10 Th3-10 Th4-10

	F21096005026	DILLIP KUMAR MUDULI	Th1-10 Th2-11 Th3-8 Th4-11
	F21096005027	GANESH MAHALIK	Th1-10 Th2-10 Th3-9 Th4-10
	F21096005028	GHATAM MARNDI	Th1-11 Th2-11 Th3-10 Th4-11
	F21096005029	HARIHARA NAYAK	Th1-16 Th2-10 Th3-13 Th4-15
0	F21096005030	JAYGOBIND MURMU	Th1-12 Th2-11 Th3-7 Th4-10

S.E. Mahalik
2/4/24

Report of the Month of April 2024

NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005021	CHITTARANJAN SETHI	82% Attendance eligible for form fillup
2	F21096005022	DEBASHIS MALIK	75% Attendance, improve class attendance & form fillup
3	F21096005023	DEBASIS MOHANTY	83% Attendance, eligible for form fillup
4	F21096005024	DEEPAK HANSDA	77% Attendance, improve attendance & form fillup
5	F21096005025	DEEPAK KUMAR MAJHI	77% Attendance, improve attendance & form fillup
6	F21096005026	DILLIP KUMAR MUDULI	78% Attendance & eligible for form fillup
7	F21096005027	GANESH MAHALIK	75% Attendance & eligible for form fillup
8	F21096005028	GHATAM MARNDI	77% Attendance & eligible for form fillup
9	F21096005029	HARIHARA NAYAK	80% Attendance eligible for form fillup
10	F21096005030	JAYGOBIND MURMU	77% Attendance & eligible for form fillup

S.E. Mahalik
3/5/24

Report of the Examination 2024 (S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005021	CHITTARANJAN SETHI	PASS-510
2	F21096005022	DEBASHIS MALIK	Fail-154 Not attend Exam
3	F21096005023	DEBASIS MOHANTY	PASS-479
4	F21096005024	DEEPAK HANSDA	Fail-161 Not attend Exam
5	F21096005025	DEEPAK KUMAR MAJHI	PASS-483
6	F21096005026	DILLIP KUMAR MUDULI	Fail-148 Not attend Exam
7	F21096005027	GANESH MAHALIK	Fail-150 Not attend Exam
8	F21096005028	GHATAM MARNDI	PASS-528
9	F21096005029	HARIHARA NAYAK	PASS-508
10	F21096005030	JAYGOBIND MURMU	Fail-150 Not attend Exam

S.E. Mahalik
SIGN. OF PROCTOR 6/7/24

S.E. Mahalik
SIGN. OF H.O.D. 6/7/2024

DEPARTMENT OF AUTOMOBILE ENGINEERING



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)



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

Meeting With the Students

Proctor Name :- Satya Ranjan Mahalik

Academic Year 2023-24

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	4.09.23	2.30 P.M	He is not come to class room & always sleep in the room.	Leenu Kantar Mahalik	S.P. Mahalik 4/9/23
2	12.09.23	3.30	He is not steady in the class room always quarrel with his classmate.	Abhishek Mahalik	S.P. Mahalik 12/9/23
3	27.09.23	3.10 P.M	He is active in the class room and give answer all the question.	Jesai Mahalik	S.P. Mahalik 27/09/23
4	7.10.23	3.15 P.M	He is always late in the class room and don't give any answer the question.	Komalakar Mahalik	S.P. Mahalik 7/10/23
5	20.10.23	3.30 P.M	He is a good student active study with all cultural programme.	Jaganendra	S.P. Mahalik 20/10/23
6	7.3.24	2.30 P.M	He will not coming in the class regularly & class attendance will be less.	Jashwanth Dorei	S.P. Mahalik 7/3/24
7	14.3.24	8.00 P.M	Play online games at class room.	Jasur Nak	S.P. Mahalik 14/3/24
8	21.3.24	2.30 P.M	Use the mobile phone in the class room.	Jyoti Prakash DAS	S.P. Mahalik 21/3/24
9	3.4.24	3.30 P.M	He is always quarrel with other students & not reading regularly.	Jyoti Prakash Sial	S.P. Mahalik 3/4/24
10	9.4.24	3.10 P.M	He is a good student with also good team leader.	Jagabandhu DAS	S.P. Mahalik 9/4/24
11	19.4.24	2.30 P.M	He is always disturbance in the canteen when lunch time & dinner time.	Jyoti Shankar DAS	S.P. Mahalik 19/4/24
12					
13					

S.P. Mahalik
Signature of Proctor 30/7/24

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 :- Satya Ranjan Mahalik

Academic Year 2023-24

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	6.9.23	I discuss with his guardian your son will not coming in class next morning time.	His parents give assurance and that he will come class regularly.	S.R. Mahalik 6/9/23
2	13.9.23	Your son not study in the classroom when teaching the class.	He said that he contact department HOD & guide his son.	S.R. Mahalik 13/9/23
3	28.9.23	Your son performance is very good.	I will more encourage.	S.R. Mahalik 28/9/23
4	8.10.23	Your son misbehave the teacher.	He said punish the student.	S.R. Mahalik 8/10/23
5	22.10.23	Your son performance is very good.	I will more encourage.	S.R. Mahalik 22/10/23
6	9.3.24	Your son coming to class after one period.	He is ride to cycle due to late.	S.R. Mahalik 9/3/24
7	15.3.24	Your son playing online game.	She said his child is punish.	S.R. Mahalik 15/3/24
8	23.3.24	Your son use mobile in class room.	He said he will not continue in further time.	S.R. Mahalik 23/3/24
9	6.4.24	Your son always quarrel with other students regularly.	He said his son will not quarrel further time.	S.R. Mahalik 6/4/24
10	12.4.24	Your son performance is very good.	I will more encourage.	S.R. Mahalik 12/4/24
11	20.4.24	Your son always disturb in the canteen.	He said his child will not disturb next time.	S.R. Mahalik 20/4/24

S.R. Mahalik

Signature of Proctor 30/7/24

Satya Ranjan Mahalik
20/7/2024

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:	Sana's Kumari Patra.
Designation:	Lec. in Automobile Engg.



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)

NIST

Activity of The Proctors

NAME OF THE PROCTOR -
S. KUMAR PATRA

SEMESTER-3RD

Exam -2023 (w)

SESSION-2023-24

Report of the Month of August 2023

Attendance

NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005033	MANAS KUMAR DHADA	80% Attendance, Improve the class.
2	F22096005034	MANAS KUMAR MALIK	80% Attendance, Regular maintain class.
3	F22096005035	MANAS KUMAR MALIK	76% Attendance, Poor class and improve.
4	F22096005036	MITU MOHANTA	61% Attendance, very poor class.
5	F22096005037	NAMASTE KUMAR JENA	85% Attendance, maintain the class.
6	F22096005038	NIKESH KUMAR MALIK	76% Attendance, Improve your class.
7	F22096005039	PANKAJ DAS	76% Attendance, Improve your class.
8	F22096005040	PARESH MALIK	90% Attendance, Good class.
9	F22096005041	PRAKASH KUMAR DALEI	71% Attendance, Poor class and improve.
10	F22096005042	PRIYATAM JENA	76% Attendance, Improve your class.
11	F22096005043	RAJENDRA BEHERA	76% Attendance, Your class register in morning.

Report of the Month of September 2023

Attendance + Class test

NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005033	MANAS KUMAR DHADA	71% Attendance & 14 marks in class test.
2	F22096005034	MANAS KUMAR MALIK	71% Attendance & 15 marks in class test.
3	F22096005035	MANAS KUMAR MALIK	78% Attendance & 16 marks in class test.
4	F22096005036	MITU MOHANTA	78% Attendance & 14 marks in class test.
5	F22096005037	NAMASTE KUMAR JENA	78% Attendance & 16 marks in class test.
6	F22096005038	NIKESH KUMAR MALIK	64% Attendance & 13 marks in class test.
7	F22096005039	PANKAJ DAS	64% Attendance & 13 marks in class test.
8	F22096005040	PARESH MALIK	78% Attendance & 15 marks in class test.
9	F22096005041	PRAKASH KUMAR DALEI	71% Attendance & 14 marks in class test.
10	F22096005042	PRIYATAM JENA	64% Attendance & 13 marks in class test.
11	F22096005043	RAJENDRA BEHERA	85% Attendance & 17 marks in class test.

Report of the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005033	MANAS KUMAR DHADA	TH1-08, TH2-07, TH3-08, TH4-09, TH5-09
2	F22096005034	MANAS KUMAR MALIK	TH1-08, TH2-08, TH3-07, TH4-08, TH5-08
3	F22096005035	MANAS KUMAR MALIK	TH1-01, TH2-09, TH3-01, TH4-03, TH5-09
4	F22096005036	MITU MOHANTA	TH1-08, TH2-07, TH3-08, TH4-08, TH5-07
5	F22096005037	NAMASTE KUMAR JENA	TH1-09, TH2-09, TH3-09, TH4-07, TH5-08

6	F22096005038	NIKESH KUMAR MALIK	TH1-17, TH2-20, TH3-14, TH4-13, TH5-11,
7	F22096005039	PANKAJ DAS	TH1-13, TH2-14, TH3-13, TH4-14, TH5-15
8	F22096005040	PARESH MALIK	TH1-16, TH2-20, TH3-16, TH4-17, TH5-18,
9	F22096005041	PRAKASH KUMAR DALEI	TH1-07, TH2-07, TH3-08, TH4-07, TH5-07
10	F22096005042	PRIYATAM JENA	TH1-08, TH2-08, TH3-09, TH4-08, TH5-08
11	F22096005043	RAJENDRA BEHERA	TH1-13, TH2-15, TH3-12, TH4-13, TH5-14

Report of the Month of November 2023 *Form Fill UP + Attendance* *S. Patra*

L NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005033	MANAS KUMAR DHADA	The Percentage is 80%, eligible for Form Fillup
2	F22096005034	MANAS KUMAR MALIK	The Percentage is 82.50% eligible for Form Fillup
3	F22096005035	MANAS KUMAR MALIK	The Percentage is 77.50% Below the 80% for Form Fillup
4	F22096005036	MITU MOHANTA	Below the 80% Attendance, so contact Guardian
5	F22096005037	NAMASTE KUMAR JENA	87% Attendance, so Good Attendance, eligible for Form Fillup
6	F22096005038	NIKESH KUMAR MALIK	80% Attendance, so visit the guardian
7	F22096005039	PANKAJ DAS	Below the 80% Attendance, so contact Guardian
8	F22096005040	PARESH MALIK	87% Attendance, so Good Performance, eligible for Form Fillup
9	F22096005041	PRAKASH KUMAR DALEI	76% Attendance, so Below the 80% Attendance, so visit Guardian
10	F22096005042	PRIYATAM JENA	85% Good Attendance, so eligible for Form Fillup
11	F22096005043	RAJENDRA BEHERA	80% Attendance, so visit the Guardian

Report of the Examination 2023 (w)

Result

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005033	MANAS KUMAR DHADA	Not appear in Exam.
2	F22096005034	MANAS KUMAR MALIK	599, Pass. Good.
3	F22096005035	MANAS KUMAR MALIK	471, Pass; Improve the mark.
4	F22096005036	MITU MOHANTA	523, Pass. Improve the mark
5	F22096005037	NAMASTE KUMAR JENA	550, Pass. Improve the mark
6	F22096005038	NIKESH KUMAR MALIK	Not appear in Exam.
7	F22096005039	PANKAJ DAS	538, Pass. Improve the mark
8	F22096005040	PARESH MALIK	591, Pass. Good.
9	F22096005041	PRAKASH KUMAR DALEI	598, Pass. Good.
10	F22096005042	PRIYATAM JENA	590, Pass. Good
11	F22096005043	RAJENDRA BEHERA	557, Pass. Improve the mark.

S. Patra

SIGN. OF PROCTOR

S. Patra
26/02/2024

SIGN. OF H.O.D.

DEPARTMENT OF AUTOMOBILE ENGINEERING



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

NAME OF THE PROCTOR -
SAROJ KUMAR PATRA

SEMESTER-4TH

Exam -2024 (S)

SESSION-2023-24

Report of the Month of January 2024

Attendance

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005033	MANAS KUMAR DHADA	100% Attendance, Very Good
2	F22096005034	MANAS KUMAR MALIK	71% Attendance, Poor Attendance
3	F22096005035	MANAS KUMAR MALIK	85% Attendance, Very Good
4	F22096005036	MITU MOHANTA	71% Attendance, Very Poor
5	F22096005037	NAMASTE KUMAR JENA	85% Attendance, Good
6	F22096005038	NIKESH KUMAR MALIK	85% Attendance, Contive
7	F22096005039	PANKAJ DAS	42% Attendance, Very Poor
8	F22096005040	PARESH MALIK	57% Attendance, Poor Attendance
9	F22096005041	PRAKASH KUMAR DALEI	42% Attendance, Poor Attendance
10	F22096005042	PRIYATAM JENA	71% Attendance, So improve
11	F22096005043	RAJENDRA BEHERA	71% Attendance, So Contact

Report of the Month of Febuary 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005033	MANAS KUMAR DHADA	73% Attendance & 70% marks in class test
2	F22096005034	MANAS KUMAR MALIK	78% Attendance & 75% marks in class test
3	F22096005035	MANAS KUMAR MALIK	78% Attendance & 75% marks in class test
4	F22096005036	MITU MOHANTA	78% Attendance & 75 marks in class test
5	F22096005037	NAMASTE KUMAR JENA	94% Attendance & 95% marks in class test
6	F22096005038	NIKESH KUMAR MALIK	73% Attendance & 70% marks in class test
7	F22096005039	PANKAJ DAS	100% Attendance & 100% marks in class test
8	F22096005040	PARESH MALIK	94% Attendance & 95% marks in class test
9	F22096005041	PRAKASH KUMAR DALEI	57% Attendance & 80% marks in class test
10	F22096005042	PRIYATAM JENA	84% Attendance & 80% marks in class test
11	F22096005043	RAJENDRA BEHERA	78% Attendance & 75 marks in class test

Report of the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005033	MANAS KUMAR DHADA	TH1-7, TH2-8, TH3-8, TH4-9
2	F22096005034	MANAS KUMAR MALIK	TH1-7, TH2-8, TH3-7, TH4-8
3	F22096005035	MANAS KUMAR MALIK	TH1-8, TH2-9, TH3-9, TH4-9
4	F22096005036	MITU MOHANTA	TH1-7, TH2-8, TH3-8, TH4-7
5	F22096005037	NAMASTE KUMAR JENA	TH1-9, TH2-9, TH3-9, TH4-9

F22096005038	NIKESH KUMAR MALIK	TH-1-7, TH2-7, TH3-8, TH4-8
F22096005039	PANKAJ DAS	TH1-7, TH2-8, TH3-7, TH4-9
F22096005040	PARESH MALIK	TH1-11, TH2-17, TH3-9, TH4-16
F22096005041	PRAKASH KUMAR DALEI	TH1-7, TH2-8, TH3-8, TH4-8
F22096005042	PRIYATAM JENA	TH1-8, TH2-9, TH3-12, TH4-9
F22096005043	RAJENDRA BEHERA	TH1-11, TH2-11, TH3-8, TH4-9

Report of the Month of April 2024

NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005033	MANAS KUMAR DHADA	75% Attendance, so eligible Form Fill Up, visit Gardion
2	F22096005034	MANAS KUMAR MALIK	75% Attendance, so below the 80% At visit Gardion.
3	F22096005035	MANAS KUMAR MALIK	80% Attendance, Very Good Form Fill Up eligible
4	F22096005036	MITU MOHANTA	80% Attendance, so is very good. Form Fill Up eligible
5	F22096005037	NAMASTE KUMAR JENA	88% Very Good Attendance so Form Fill Up eligible
6	F22096005038	NIKESH KUMAR MALIK	75% Attendance, very poor Attendance, contact to Gardion
7	F22096005039	PANKAJ DAS	80% Attendance, so eligible Form Fill Up, contact visit Gard
8	F22096005040	PARESH MALIK	82% Attendance, so Good Perfor mance
9	F22096005041	PRAKASH KUMAR DALEI	75% Attendance, very poor Attendance, visit to Gardion.
10	F22096005042	PRIYATAM JENA	75% Attendance, Low Attendance so visit the Gardion.
11	F22096005043	RAJENDRA BEHERA	80% Attendance, Good Performance, eligible Form Fill Up.

Report of the Examination 2024 (S)

L NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005033	MANAS KUMAR DHADA	Fail, Not appear in Exam.
2	F22096005034	MANAS KUMAR MALIK	Fail, Not appear in Exam.
3	F22096005035	MANAS KUMAR MALIK	Fail, Not appear in Exam.
4	F22096005036	MITU MOHANTA	Pass, 482, Improve your marks
5	F22096005037	NAMASTE KUMAR JENA	TH1, TH2, TH4, - Back.
6	F22096005038	NIKESH KUMAR MALIK	Fail, Not appear in Exam.
7	F22096005039	PANKAJ DAS	Fail, Not appear in Exam.
8	F22096005040	PARESH MALIK	Pass, 526, Not appear in Exam.
9	F22096005041	PRAKASH KUMAR DALEI	Fail, Not appear in Exam.
10	F22096005042	PRIYATAM JENA	Fail, Not attend in Exam
11	F22096005043	RAJENDRA BEHERA	Pass, 477, Improve in marks

S. Patra

SIGN. OF PROCTOR

S. Patra
06/07/2024

SIGN. OF H.O.D.

DEPARTMENT OF AUTOMOBILE ENGINEERING



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

NAME OF THE PROCTOR -
SAROJ KUMAR PATRA

SEMESTER-5TH

Exam -2023 (w)

SESSION-2023-24

Report of the Month of August 2023

Attendance

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005031	JIBANJYOTI ROUT	72% Attendance, Very Poor
2	F21096005032	JITENDRA MALIK	83% Attendance, Very good
3	F21096005033	KHAGENDRA DAS	72% Attendance, is poor, so
4	F21096005034	KIRAN KUMAR MALIK	100% Attendance, Very good
5	F21096005035	KISHORE CHANDRA MAHALIK	88% Good Attendance, eligible for form fill up
6	F21096005036	KRUPASINDHU MAHALIK	83% Attendance, is very good, so continue
7	F21096005037	MANOJ KUMAR SWAIN	94% Attendance, Very Good
8	F21096005038	PAPU MALIK	83% Attendance, is very good, eligible for form fill up
9	F21096005039	PRABHAT KUMAR MALIK	72% Attendance, Low Attendance for eligible for form fill up
10	F21096005040	PRADEEP KUMAR PATRA	72% Attend. is poor, so contact to the Guardian

Report of the Month of September 2023

S. Patra

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005031	JIBANJYOTI ROUT	82% Attendance & 85% marks in class test.
2	F21096005032	JITENDRA MALIK	94% Attendance & 95% marks in class test.
3	F21096005033	KHAGENDRA DAS	88% Attendance & 85% marks in class test.
4	F21096005034	KIRAN KUMAR MALIK	100% Attendance & 100% marks in class test.
5	F21096005035	KISHORE CHANDRA MAHALIK	88% Attendance & 80% marks in class test.
6	F21096005036	KRUPASINDHU MAHALIK	70% Attendance & 75% marks in class test.
7	F21096005037	MANOJ KUMAR SWAIN	76% Attendance & 80% marks in class test.
8	F21096005038	PAPU MALIK	82% Attendance & 80% marks in class test.
9	F21096005039	PRABHAT KUMAR MALIK	70% Attendance & 75% marks in class test.
10	F21096005040	PRADEEP KUMAR PATRA	75% Attendance & 75% marks in class test.

Report of the Month of October 2023

S. Patra

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005031	JIBANJYOTI ROUT	TH1-10, TH2-09, TH3-10, TH4-12, TH5-10
2	F21096005032	JITENDRA MALIK	TH1-07, TH2-07, TH3-09, TH4-09, TH5-09
3	F21096005033	KHAGENDRA DAS	TH1-08, TH2-7, TH3-9, TH4-8, TH5-8
4	F21096005034	KIRAN KUMAR MALIK	TH1-19, TH2-14, TH3-15, TH4-19, TH5-13

5	F21096005035	KISHORE CHANDRA MAHALIK	TH1-8 TH2-7 TH3-7 TH4-7 TH5-7
6	F21096005036	KRUPASINDHU MAHALIK	TH1-7 TH2-8 TH3-8 TH4-7 TH5-9
7	F21096005037	MANOJ KUMAR SWAIN	TH1-12 TH2-10 TH3-13 TH4-10 TH5-12
8	F21096005038	PAPU MALIK	TH1-8 TH2-9 TH3-8 TH4-8 TH5-8
9	F21096005039	PRABHAT KUMAR MALIK	TH1-16 TH2-14 TH3-11 TH4-18 TH5-19
10	F21096005040	PRADEEP KUMAR PATRA	TH-10, TH2-13 TH3-14 TH4-17 TH5-16

Report of the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005031	JIBANJYOTI ROUT	78%. Attendance, Sobelow the attend. 80% Visit Gardm.
2	F21096005032	JITENDRA MALIK	81%. Attendance, Good, Attendance continue.
3	F21096005033	KHAGENDRA DAS	79%. Attendance, Good Attendance continue.
4	F21096005034	KIRAN KUMAR MALIK	95%. Attendance, Better performance.
5	F21096005035	KISHORE CHANDRA MAHALIK	81%. Attendance, Good Attend, so eligible for Form Fill up.
6	F21096005036	KRUPASINDHU MAHALIK	78%. Attendance, So below the attend. 80%, contact Gardm.
7	F21096005037	MANOJ KUMAR SWAIN	79%. Attendance, so visit the Gardm.
8	F21096005038	PAPU MALIK	94%. Attendance, very good Attendance, eligible for Form Fill up.
9	F21096005039	PRABHAT KUMAR MALIK	79%. Attendance, so below the attend. 80%, Visit Gardm.
10	F21096005040	PRADEEP KUMAR PATRA	78%. Attendance, Visit Gardm. eligible for Gardm.

Report of the Examination 2023 (w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005031	JIBANJYOTI ROUT	Pass, 442, Improve in marks.
2	F21096005032	JITENDRA MALIK	Not fail, Not Attend Exam.
3	F21096005033	KHAGENDRA DAS	Fail, Not appear in Exam.
4	F21096005034	KIRAN KUMAR MALIK	Pass, 513, Improve in marks.
5	F21096005035	KISHORE CHANDRA MAHALIK	Fail, Not appear in Exam.
6	F21096005036	KRUPASINDHU MAHALIK	Fail, Not Attend in Exam.
7	F21096005037	MANOJ KUMAR SWAIN	Pass, 465, Improve in marks.
8	F21096005038	PAPU MALIK	Fail, Not attend Exam.
9	F21096005039	PRABHAT KUMAR MALIK	Pass, 499, Improve in marks.
10	F21096005040	PRADEEP KUMAR PATRA	Pass, 502, Improve in marks.

S. Patra
SIGN. OF PROCTOR

S. Patra
SIGN. OF H.O.D.
DEPARTMENT OF AUTOMOBILE ENGINEERING



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

NAME OF THE PROCTOR -
SAROJ KUMAR PATRA

SEMESTER-6TH

Exam -2024 (S)

SESSION-2023-24

Report of the Month of January 2024

Attendance

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005031	JIBANJYOTI ROUT	71.1. Attendance, Very Poor class, visit condition
2	F21096005032	JITENDRA MALIK	85.1. Attendance, Very Good
3	F21096005033	KHAGENDRA DAS	42.1. Attendance, Very Poor class, visit condition
4	F21096005034	KIRAN KUMAR MALIK	85.1. Attendance, Very Good
5	F21096005035	KISHORE CHANDRA MAHALIK	71.1. Attendance, Very Low class, improve the class
6	F21096005036	KRUPASINDHU MAHALIK	71.1. Attendance, Very Poor
7	F21096005037	MANOJ KUMAR SWAIN	85.1. Attendance, Very Good
8	F21096005038	PAPU MALIK	85.1. Attendance, Improve class
9	F21096005039	PRABHAT KUMAR MALIK	85.1. Attendance, Very Good
10	F21096005040	PRADEEP KUMAR PATRA	71.1. Attendance, Very Poor

Report of the Month of February 2024

Attendance + Class test

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005031	JIBANJYOTI ROUT	89.1. Attendance & 90.1. marks in class test
2	F21096005032	JITENDRA MALIK	84.1. Attendance & 85.1. marks in class test
3	F21096005033	KHAGENDRA DAS	78.1. Attendance & 75.1. marks in class test
4	F21096005034	KIRAN KUMAR MALIK	84.1. Attendance & 85.1. marks in class test
5	F21096005035	KISHORE CHANDRA MAHALIK	78.1. Attendance & 75.1. marks in class test
6	F21096005036	KRUPASINDHU MAHALIK	78.1. Attendance & 75.1. marks in class test
7	F21096005037	MANOJ KUMAR SWAIN	84.1. Attendance & 85.1. marks in class test
8	F21096005038	PAPU MALIK	78.1. Attendance & 75.1. marks in class test
9	F21096005039	PRABHAT KUMAR MALIK	78.1. Attendance & 75.1. marks in class test
10	F21096005040	PRADEEP KUMAR PATRA	89.1. Attendance & 90.1. marks in class test

Report of the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005031	JIBANJYOTI ROUT	TH-1-10, TH2-11, TH3-11 TH4-11
2	F21096005032	JITENDRA MALIK	TH1-12 TH2-10 TH3-10 TH4-12
3	F21096005033	KHAGENDRA DAS	TH1-12 TH2-10 TH3-08 TH4-10
4	F21096005034	KIRAN KUMAR MALIK	TH1-14 TH2-10 TH3-15 TH4-12

5	F21096005035	KISHORE CHANDRA MAHALIK	TH1-12 TH2-11 TH3-07 TH4-11
6	F21096005036	KRUPASINDHU MAHALIK	TH1-10 TH2-10 TH3-08 TH4-10
7	F21096005037	MANOJ KUMAR SWAIN	TH1-12 TH2-10 TH3-11 TH4-11
8	F21096005038	PAPU MALIK	TH1-12 TH2-10 TH3-09 TH4-10
9	F21096005039	PRABHAT KUMAR MALIK	TH1-14 TH2-11 TH3-18 TH4-14
10	F21096005040	PRADEEP KUMAR PATRA	TH1-12 TH2-10 TH3-13 TH4-11

Report of the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005031	JIBANJYOTI ROUT	Class the Percentage 75%. So below the the 80% so visit gaudian.
2	F21096005032	JITENDRA MALIK	The attendance is 78.7. So Poor Percentage, so visit the Gaudian.
3	F21096005033	KHAGENDRA DAS	78.1 Attendance so eligible Form fillup and visit gaudian.
4	F21096005034	KIRAN KUMAR MALIK	87.1 Attendance so is very Good and eligible form fill up.
5	F21096005035	KISHORE CHANDRA MAHALIK	75.1 Attendance so below the 80% Attendance so Contact Gaudian.
6	F21096005036	KRUPASINDHU MAHALIK	78.1 Attendance so below the Attendance 80% Contact Gaudian.
7	F21096005037	MANOJ KUMAR SWAIN	77.1 Attendance so eligible form fillup and Contact Gaudian.
8	F21096005038	PAPU MALIK	75.1 Attendance, so visit the Gaudian.
9	F21096005039	PRABHAT KUMAR MALIK	85.1 Attendance Very Good Performance and eligible form fill up.
10	F21096005040	PRADEEP KUMAR PATRA	77.1 Attendance so Below the 80% Attendance and visit the Gaudian.

Report of the Examination 2024 (S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005031	JIBANJYOTI ROUT	502, Pass, Improve the mark.
2	F21096005032	JITENDRA MALIK	Not appear in Exam.
3	F21096005033	KHAGENDRA DAS	Not attend in Exam.
4	F21096005034	KIRAN KUMAR MALIK	532, Pass, Improve the mark.
5	F21096005035	KISHORE CHANDRA MAHALIK	Not Attend in Exam.
6	F21096005036	KRUPASINDHU MAHALIK	Not appear in Exam.
7	F21096005037	MANOJ KUMAR SWAIN	545, Pass, Improve the mark.
8	F21096005038	PAPU MALIK	Not Attend in Exam,
9	F21096005039	PRABHAT KUMAR MALIK	Back TH-01,
10	F21096005040	PRADEEP KUMAR PATRA	Back TH-4

S. Patra

SIGN. OF PROCTOR

S. Patra
26/07/2024

SIGN. OF H.O.D.

DEPARTMENT OF AUTOMOBILE ENGINEERING



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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Meeting With the Students

Proctor Name Saroj Kumar Patra

Academic Year 2023-24

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	11/09/23 11:30 AM	2:30 PM	Semester Form Fillup Not completed.	Manas Kumar Dhaibee	S.K. Patra 11/09/23
2	15/09/23 11:10 AM	2:10 PM	Not complete assignment regularly.	Manas Kumar Malik	S.K. Patra 15/09/23
3	11/10/23 12:05 PM	2:35 PM	Coming to Institute without Uniform Regularly.	Manas Kumar Malik	S.K. Patra 11/10/23
4	13/10/23 2:30 PM	3:30 PM	Use of mobile phone in Classroom.	Mitu Mohanta	S.K. Patra 13/10/23
5	06/02/24 2:30 PM	3:10 PM	Not attend practical class.	Namaste Kumar Jena	S.K. Patra 06/02/24
6	20/02/24 11:30 AM	11:10 AM	He is a good student and better person.	Nikesh Kumar Malik	S.K. Patra 20/02/24
7	12/03/24 10:30 AM	10:10 AM	Coming in class late regularly.	Pankaj Das	S.K. Patra 12/03/24
8	15/03/24 2:30 PM	11:30 AM	Not completely assignment regularly.	Jibansyoti Rout	S.K. Patra 15/03/24
9	19/03/24 3:30 PM	12:30 PM	Lab record not maintained.	Jitendra Malik	S.K. Patra 19/03/24
10	02/04/24 10:30 AM	10:30 AM	Breaking of class room window & switch.	Khaogen Das	S.K. Patra 02/04/24
11	17/04/24 9:30 PM	3:30 PM	Indiscipline in class regularly.	Kiran Kumar Malik	S.K. Patra 17/04/24
12	19/04/24 11:20 AM	11:30 AM	Not attend regular class.	Kishore Chandra Mahalik	S.K. Patra 19/04/24
13	22/04/24 9:35 AM	11:45 AM	Not attend theory class after theory class.	Krupa Sindhu Mahalik	S.K. Patra 22/04/24

S.K. Patra
20/07/24
Signature of Proctor

Signature of HOD



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



Parent/Guardian Communication Details

Academic Year 2023-24

Proctor Name :- Saroj Kumar Patra

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	08/09/23	Your Son not attend Practical class after theory class.	He said that he contact de Partment H.O.D and guide his son.	S.K. Patra 08/09/23
2	12/09/23	Your Son not complete Assignment Regularly.	He say that he guide his son to do regular Assignment.	S.K. Patra 12/09/23
3	16/09/23	Your Son not attend class regularly.	He said his health is problem.	S.K. Patra 13/09/23
4	12/10/23	Your Son coming to class Late.	He is ride to the cycle due to late.	S.K. Patra 12/10/23
5	15/10/23	Your Son Smoking in College Campus.	He said that I punished my son.	S.K. Patra 15/10/23
6	07/02/24	Your Son not attend Practical class after theory class.	He said that I punished and he guide his son.	S.K. Patra 07/02/24
7	21/02/24	Your Son Performance is very Good.	I will more encourage.	S.K. Patra 21/02/24
8	14/03/24	Your Son breaking Practical Instrument.	He said he will give this instrument and guide his son.	S.K. Patra 14/03/24
9	03/04/24	I talk to the gardian your son changed his pick up point.	He said my son not continue in further time.	S.K. Patra 03/04/24
10	18/04/24	Your Son misbehave the teacher.	He said punish the student.	S.K. Patra 18/04/24
11				

S.K. Patra
30/07/24
 Signature of Proctor

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>Jyotirmay Biswas</i>
Designation:	<i>Lect. in Automobile Engg.</i>



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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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)

NIST

Activity of The Proctors

NAME OF THE PROCTOR -
JYOTIRMAY BISWAS

SEMESTER-3RD

Exam -2023 (w)

SESSION-2023-24

Report of the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005044	RAJESH DAS	80%, improve the class
2	F22096005045	RAJESH KUMAR BARIK	improve the class
3	F22096005046	RATNAKAR MALIK	maintain the regular class
4	F22096005047	RITIK MALIK	76%, poor class
5	F22096005048	RUPAK JENA	You should improve the 90%
6	F22096005049	SAGAR KUMAR MALIK	80%, improve the class
7	F22096005050	SAMBIT KUMAR MALIK	Good
8	F22096005051	SANTOSH MOHALIK	76%, poor class
9	F22096005052	SARTHAK MALLICK	85%, very good
10	F22096005053	SATYAJIT BEHERA	very good
11	F22096005054	SATYAJIT SANKHUA	85%, improve class

Report of the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005044	RAJESH DAS	71% with 14 marks
2	F22096005045	RAJESH KUMAR BARIK	64% with 13 marks
3	F22096005046	RATNAKAR MALIK	71% with 14 marks
4	F22096005047	RITIK MALIK	78% with 15 marks
5	F22096005048	RUPAK JENA	64% with 13 marks
6	F22096005049	SAGAR KUMAR MALIK	71% with 14 marks
7	F22096005050	SAMBIT KUMAR MALIK	72% with 16 marks
8	F22096005051	SANTOSH MOHALIK	71% with 14 marks
9	F22096005052	SARTHAK MALLICK	78% with 15 marks
10	F22096005053	SATYAJIT BEHERA	71% with 14 marks
11	F22096005054	SATYAJIT SANKHUA	85% with 17 marks

Report of the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005044	RAJESH DAS	TH-1-9, TH-2-7, TH-3-7, TH-4-9, TH-5-9
2	F22096005045	RAJESH KUMAR BARIK	TH-1-8, TH-2-9, TH-3-8, TH-4-8, TH-5-8
3	F22096005046	RATNAKAR MALIK	TH-1-9, TH-2-8, TH-3-9, TH-4-7, TH-5-7
4	F22096005047	RITIK MALIK	TH-1-11, TH-2-11, TH-3-10, TH-4-14, TH-5-13

5	F22096005048	RUPAK JENA	THU-9, TH2-7, TH3-8, TH4-7, TH5-9
6	F22096005049	SAGAR KUMAR MALIK	THU-9, TH2-9, TH3-7, TH4-8, TH5-9
7	F22096005050	SAMBIT KUMAR MALIK	THU-16, TH2-12, TH3-13, TH4-14, TH5-14
8	F22096005051	SANTOSH MOHALIK	THU-8, TH2-8, TH3-9, TH4-11, TH5-8
9	F22096005052	SARTHAK MALICK	TH2-18, TH2-20, TH3-17, TH4-20, TH5-18
10	F22096005053	SATYAJIT BEHERA	TH2-14, TH2-18, TH3-12, TH4-13, TH5-13
11	F22096005054	SATYAJIT SANKHUA	TH2-17, TH2-20, TH3-14, TH4-20, TH5-17

Report of the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005044	RAJESH DAS	The student has 76% & visit the
2	F22096005045	RAJESH KUMAR BARIK	You have attend the 76% & maintain the above % next semester
3	F22096005046	RATNAKAR MALIK	The attendance is very good
4	F22096005047	RITIK MALIK	Below the 70% attendance so contact to guardian
5	F22096005048	RUPAK JENA	The student has 76% & visit the
6	F22096005049	SAGAR KUMAR MALIK	You have attend 70% & maintain the above % in next session
7	F22096005050	SAMBIT KUMAR MALIK	You are eligible for form fill up
8	F22096005051	SANTOSH MOHALIK	The attendance is very good
9	F22096005052	SARTHAK MALICK	The attendance is excellent.
10	F22096005053	SATYAJIT BEHERA	Your attendance is good
11	F22096005054	SATYAJIT SANKHUA	Your attendance is outstanding

Report of the Examination 2023 (w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005044	RAJESH DAS	Fail the Semester exam
2	F22096005045	RAJESH KUMAR BARIK	Fail the Semester exam
3	F22096005046	RATNAKAR MALIK	Pass the semester exam
4	F22096005047	RITIK MALIK	Back-PR1, PR-2, PR-3
5	F22096005048	RUPAK JENA	Fail, visit to guardian
6	F22096005049	SAGAR KUMAR MALIK	Fail the semester exam
7	F22096005050	SAMBIT KUMAR MALIK	Back all PRactical exam
8	F22096005051	SANTOSH MOHALIK	Pass the Semester
9	F22096005052	SARTHAK MALICK	558, obtain the mark
10	F22096005053	SATYAJIT BEHERA	524, improve
11	F22096005054	SATYAJIT SANKHUA	532 Pass

[Signature]
SIGN. OF PROCTOR

[Signature]
SIGN. OF H.O.D.

DEPARTMENT OF AUTOMOBILE ENGINEERING



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

NIST

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

Activity of The Proctors

NAME OF THE PROCTOR -
JYOTIRMAY BISWAS

SEMESTER-4TH

Exam -2024 (S)

SESSION-2023-24

Report of the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005044	RAJESH DAS	85%, very good
2	F22096005045	RAJESH KUMAR BARIK	57%, improve the class
3	F22096005046	RATNAKAR MALIK	71%, maintain the class
4	F22096005047	RITIK MALIK	57%, improve the class
5	F22096005048	RUPAK JENA	85%, very good class
6	F22096005049	SAGAR KUMAR MALIK	85%, excellent class
7	F22096005050	SAMBIT KUMAR MALIK	71%, you should improve
8	F22096005051	SANTOSH MOHALIK	85%, very good class
9	F22096005052	SARTHAK MALLICK	71%, poor class.
10	F22096005053	SATYAJIT BEHERA	85%, excellent class
11	F22096005054	SATYAJIT SANKHUA	71%, improve the class

Report of the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005044	RAJESH DAS	65% attend, 70% in class test
2	F22096005045	RAJESH KUMAR BARIK	73% attend, 85% in class test.
3	F22096005046	RATNAKAR MALIK	84% attend, 90% in class test
4	F22096005047	RITIK MALIK	76% attend, 85% in class test.
5	F22096005048	RUPAK JENA	73% attend, 75% in class test.
6	F22096005049	SAGAR KUMAR MALIK	76% attend, 70% in class test.
7	F22096005050	SAMBIT KUMAR MALIK	84% attend, 65% in class test.
8	F22096005051	SANTOSH MOHALIK	80% attend, 70% in class test.
9	F22096005052	SARTHAK MALLICK	80% attend, 90% in class test.
10	F22096005053	SATYAJIT BEHERA	76% attend, 80% in class test.
11	F22096005054	SATYAJIT SANKHUA	80% attend, 80% in class test.

Report of the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005044	RAJESH DAS	TH1-7, TH2-8, TH3-9, TH4-9
2	F22096005045	RAJESH KUMAR BARIK	TH1-7, TH2-9, TH3-8, TH4-9, TH5-
3	F22096005046	RATNAKAR MALIK	TH1-7, TH2-8, TH3-9, TH4-8, TH5-
4	F22096005047	RITIK MALIK	TH1-7, TH2-9, TH3-7, TH4-8, TH5-

5	F22096005048	RUPAK JENA	TH1-8, TH2-7, TH3-9, TH4-9, TH5-
6	F22096005049	SAGAR KUMAR MALIK	TH1-7, TH2-11, TH3-8, TH4-12, TH5-
7	F22096005050	SAMBIT KUMAR MALIK	TH1-9, TH2-14, TH3-10, TH4-11, TH5-
8	F22096005051	SANTOSH MOHALIK	TH1-8, TH2-8, TH3-7, TH4-8, TH5-
9	F22096005052	SARTHAK MALLICK	TH1-20, TH2-18, TH3-16, TH4-20, TH5-
10	F22096005053	SATYAJIT BEHERA	TH1-7, TH2-8, TH3-9, TH4-8, TH5-
11	F22096005054	SATYAJIT SANKHUA	TH1-20, TH2-20, TH3-17, TH4-17, TH5-

Report of the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005044	RAJESH DAS	75% the student has right the ground
2	F22096005045	RAJESH KUMAR BARIK	77% attend, maintain the attend in good semester
3	F22096005046	RATNAKAR MALIK	78% low attend, low attend, low attend
4	F22096005047	RITIK MALIK	75% low attend, low attend, low attend
5	F22096005048	RUPAK JENA	75% low attend, low attend, low attend
6	F22096005049	SAGAR KUMAR MALIK	80% the attendance is excellent
7	F22096005050	SAMBIT KUMAR MALIK	83% the attendance is good
8	F22096005051	SANTOSH MOHALIK	82% the attendance is good
9	F22096005052	SARTHAK MALLICK	88% the attendance is good
10	F22096005053	SATYAJIT BEHERA	80% the attendance is good
11	F22096005054	SATYAJIT SANKHUA	83% the attendance is good

Report of the Examination 2024 (S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005044	RAJESH DAS	Fail, not attend the semester
2	F22096005045	RAJESH KUMAR BARIK	Fail, not attend the semester
3	F22096005046	RATNAKAR MALIK	Fail, not attend the semester
4	F22096005047	RITIK MALIK	not attend the semester
5	F22096005048	RUPAK JENA	not attend the semester
6	F22096005049	SAGAR KUMAR MALIK	Back - TH4, PA1, PA2
7	F22096005050	SAMBIT KUMAR MALIK	Pass - 492
8	F22096005051	SANTOSH MOHALIK	Back - TH4
9	F22096005052	SARTHAK MALLICK	573 - Pass
10	F22096005053	SATYAJIT BEHERA	Fail, not attend the semester
11	F22096005054	SATYAJIT SANKHUA	568 - Pass

[Signature]
SIGN OF PROCTOR 6/7/24

[Signature]
SIGN. OF H.O.D. 6/7/24

DEPARTMENT OF AUTOMOBILE ENGINEERING



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

NAME OF THE PROCTOR -
JYOTIRMAY BISWAS

SEMESTER-5TH

Exam -2023 (w)

SESSION-2023-24

Report of the Month of August 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005041	PRAVAKAR PATRA	75%, improve the class
2	F21096005042	RABINDRA MALIK	85%, excellent the class attend
3	F21096005043	RABINDRA NATH	80%, very good class attend
4	F21096005044	RAJESH KUMAR DEHURI	70%, poor class attend
5	F21096005045	RAJU SOREN	80%, very good class attend
6	F21096005046	RAKESH DEHURI	85%, excellent class attend
7	F21096005047	RAKESH MAHALIK	90%, excellent class attend
8	F21096005048	ROHIT PRADHAN	90%, very good class attend
9	F21096005050	SAMIR SOREN	70%, improve the class attend
10	F21096005051	SANGRAM MALIK	80%, very good class attend

Report of the Month of September 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005041	PRAVAKAR PATRA	79% Attend, 80% class test
2	F21096005042	RABINDRA MALIK	82% Attend, 90% class test
3	F21096005043	RABINDRA NATH	80% Attend, 85% class test
4	F21096005044	RAJESH KUMAR DEHURI	70% Attend, 65% class test
5	F21096005045	RAJU SOREN	79% Attend, 70% class test
6	F21096005046	RAKESH DEHURI	82% Attend, 75% class test
7	F21096005047	RAKESH MAHALIK	93% Attend, 90% class test
8	F21096005048	ROHIT PRADHAN	89% Attend, 85% class test
9	F21096005050	SAMIR SOREN	75% Attend, 80% class test
10	F21096005051	SANGRAM MALIK	79% Attend, 80% class test

Report of the Month of October 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005041	PRAVAKAR PATRA	TH-0, TH-2-0, TH-3-0, TH-4-0, TH-5-0
2	F21096005042	RABINDRA MALIK	TH-7, TH-2-7, TH-3-7, TH-4-7, TH-5-7
3	F21096005043	RABINDRA NATH	TH-8, TH-2-8, TH-3-8, TH-4-8, TH-5-7

4	F21096005044	RAJESH KUMAR DEHURI	TH1-0, TH2-0, TH3-0, TH4-0, TH5-0
5	F21096005045	RAJU SOREN	TH1-8, TH2-9, TH3-9, TH4-9, TH5-8
6	F21096005046	RAKESH DEHURI	TH1-7, TH2-9, TH3-7, TH4-9, TH5-9
7	F21096005047	RAKESH MAHALIK	TH1-12, TH2-13, TH3-13, TH4-13, TH5-15
8	F21096005048	ROHIT PRADHAN	TH1-13, TH2-17, TH3-23, TH4-16, TH5-15
9	F21096005050	SAMIR SOREN	TH1-7, TH2-8, TH3-7, TH4-7, TH5-7
10	F21096005051	SANGRAM MALIK	TH1-8, TH2-9, TH3-8, TH4-8, TH5-8

Report of the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005041	PRAVAKAR PATRA	75%, the student has visit the ground
2	F21096005042	RABINDRA MALIK	81%, The attendance is very good.
3	F21096005043	RABINDRA NATH	81%, The attendance is good.
4	F21096005044	RAJESH KUMAR DEHURI	79%, low attendance is low the attendance is visit.
5	F21096005045	RAJU SOREN	75%, low attendance is low the attendance is visit the ground.
6	F21096005046	RAKESH DEHURI	86%, The attendance is good.
7	F21096005047	RAKESH MAHALIK	93%, The attendance is very good.
8	F21096005048	ROHIT PRADHAN	91%, the attendance is very good.
9	F21096005050	SAMIR SOREN	79%, maintain the attendance in next semester.
10	F21096005051	SANGRAM MALIK	75%, maintain the attendance in next semester.

Report of the Examination 2023 (w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005041	PRAVAKAR PATRA	No Study
2	F21096005042	RABINDRA MALIK	417, Pass the Semester
3	F21096005043	RABINDRA NATH	120, Not attend full
4	F21096005044	RAJESH KUMAR DEHURI	No Study
5	F21096005045	RAJU SOREN	118, Fail the Semester
6	F21096005046	RAKESH DEHURI	391; Back - TH2
7	F21096005047	RAKESH MAHALIK	458, Back TH-2
8	F21096005048	ROHIT PRADHAN	530, Pass
9	F21096005050	SAMIR SOREN	489, Pass
10	F21096005051	SANGRAM MALIK	116 - fail, Not attend

SIGN. OF PROCTOR *6/1/24*

SIGN. OF H.O.B. *6/1/2024*

DEPARTMENT OF AUTOMOBILE ENGINEERING



Activity of The Proctors

NAME OF THE PROCTOR -
JYOTIRMAY BISWAS

SEMESTER-6TH

Exam -2024 (S)

SESSION-2023-24

Report of the Month of January 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005041	PRAVAKAR PATRA	57%, improve the class attend
2	F21096005042	RABINDRA MALIK	71%, improve the class attend
3	F21096005043	RABINDRA NATH	85%, very good attendance
4	F21096005044	RAJESH KUMAR DEHURI	85%, excellent class attend
5	F21096005045	RAJU SOREN	71%, improve improve the class
6	F21096005046	RAKESH DEHURI	71%, improve the class
7	F21096005047	RAKESH MAHALIK	71%, improve the class
8	F21096005048	ROHIT PRADHAN	85%, very good class
9	F21096005050	SAMIR SOREN	71%, improve the class attend
10	F21096005051	SANGRAM MALIK	71%, improve the class attend

Report of the Month of February 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005041	PRAVAKAR PATRA	73% Attend, 80% Class test.
2	F21096005042	RABINDRA MALIK	76% Attend, 80% Class test.
3	F21096005043	RABINDRA NATH	73% Attend, 70% class test
4	F21096005044	RAJESH KUMAR DEHURI	76% Attend, 65% Class test
5	F21096005045	RAJU SOREN	76% Attend, 75% Class test.
6	F21096005046	RAKESH DEHURI	76% Attend, 80% Class test
7	F21096005047	RAKESH MAHALIK	92% Attend, 85% class test
8	F21096005048	ROHIT PRADHAN	92% Attend, 85% class test
9	F21096005050	SAMIR SOREN	73% Attend, 65% Class test.
10	F21096005051	SANGRAM MALIK	76% Attend, 80% Class test.

Report of the Month of March 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005041	PRAVAKAR PATRA	No study
2	F21096005042	RABINDRA MALIK	TH-12, TH-10, TH-9, TH-11
3	F21096005043	RABINDRA NATH	TH-12, TH-11, TH-8, TH-10

4	F21096005044	RAJESH KUMAR DEHURI	TH1-0, TH2-0, TH3-0, TH4-0
5	F21096005045	RAJU SOREN	TH1-10, TH2-10, TH3-7, TH4-11
6	F21096005046	RAKESH DEHURI	TH1-11, TH2-11, TH3-12, TH4-12
7	F21096005047	RAKESH MAHALIK	TH1-10, TH2-13, TH3-13, TH4-16
8	F21096005048	ROHIT PRADHAN	TH1-19, TH2-18, TH3-19, TH4-19
9	F21096005050	SAMIR SOREN	TH1-12, TH2-19, TH3-11, TH4-10
10	F21096005051	SANGRAM MALIK	TH1-12, TH2-11, TH3-8, TH4-11

Report of the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005041	PRAVAKAR PATRA	75%, The student has not maintain the attendance.
2	F21096005042	RABINDRA MALIK	77%, In next semester maintain the attendance.
3	F21096005043	RABINDRA NATH	77%, In next semester maintain the attendance.
4	F21096005044	RAJESH KUMAR DEHURI	78%, The attendance is good.
5	F21096005045	RAJU SOREN	77%, The student has not maintain the attendance.
6	F21096005046	RAKESH DEHURI	75%, The attendance is good.
7	F21096005047	RAKESH MAHALIK	93%, The attendance is good.
8	F21096005048	ROHIT PRADHAN	93%, The attendance is good.
9	F21096005050	SAMIR SOREN	75%, The student has not maintain the attendance.
10	F21096005051	SANGRAM MALIK	78%, The attendance is good.

Report of the Examination 2024 (S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005041	PRAVAKAR PATRA	No Study
2	F21096005042	RABINDRA MALIK	513 - Pass in semester
3	F21096005043	RABINDRA NATH	154 - Fail in semester
4	F21096005044	RAJESH KUMAR DEHURI	No Study
5	F21096005045	RAJU SOREN	148 - Fail
6	F21096005046	RAKESH DEHURI	332, Back PR-1, PR-2, PR-3
7	F21096005047	RAKESH MAHALIK	418, Back TH-1, TH-3, TH-4
8	F21096005048	ROHIT PRADHAN	602, Pass
9	F21096005050	SAMIR SOREN	391, Back PR-1, PR-2, PR-3
10	F21096005051	SANGRAM MALIK	149, Fail the semester.

SIGN OF PROCTOR 6/7/24

SIGN. OF H.O.D. 6/7/2024

DEPARTMENT OF AUTOMOBILE ENGINEERING



Meeting With the Students

Proctor Name :- Jyoti May Biswas

Academic Year 2023-24

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	05/09/2023	1:10 PM	Maintain regular class improve the attendance	Abhishek Malik	J Biswas 5/9/23
2	22/09/2023	1:30 PM	Late in class room everyday.	Satyajit Senapati	J Biswas 22/09/23
3	10/10/2023	1:40 PM	Poor in class test and not submit class assessment.	Rupak Jena	J Biswas 10/10/23
4	31/10/2023	1:45 PM	Poor in internal marks	Rajesh Das	J Biswas 31/10/23
5	16/11/2023	1:30 PM	Misbehave faculty of class room	Ritik Malik	J Biswas 16/11/23
6	04/12/2023	1:40 PM	Form fill up is not done due to not clear tuition fees	Rajesh Kumar Panik	J Biswas 4/12/23
7	24/01/2024	2:00 PM	Discuss about important question for Semester exam	Satish Mallick	J Biswas 24/01/24
8	16/02/2024	1:45 PM	Students not attending class due to fever.	Sarvesh Mishra	J Biswas 16/02/24
9	20/03/2024	1:45 PM	Students not attend class but stay in library.	Abhinav Malik	J Biswas 20/03/24
10	10/04/2024	2:00 PM	One paper is back for Semester exam.	Rakesh Dehuri	J Biswas 10/04/24
11	22/04/2024	1:30 PM	For placement which company is better.	Samir Soren	J Biswas 22/04/24
12					
13					

J Biswas 20/7/24
 Signature of Proctor

[Signature]
 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 :- Jyotirmay B zawas

Academic Year 2023-24

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	06/09/23 11:00 AM	Your Son not attend class regularly	He said that his son health not good	
2	24/09/23 11:15 AM	Your Son Smoking in College gate	He said that he guide his son.	
3	11/10/23 12:00 AM	Your Son performance not so good	He said that he will guide his son.	
4	28/10/23 12:15 AM	Your Son use mobile in class room	He said he will guide his son.	
5	18/11/23 1:00 AM	Your Son make where the faculty in class	His guardian said punish his son.	
6	15/12/23 1:45 AM	Your Son not complete form fill up	His parent said his son has fever	
7				
8				
9				
10				
11				

Jyotirmay B zawas
30/11/24
Signature of Proctor

Jyotirmay B zawas
30/11/24
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:	Nihar Ranjan Sahoo
Designation:	Lecturer in the Department of Automobile 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)

NIST

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

Activity of The Proctors

NAME OF THE PROCTOR -
NIHAR RANJAN SAHOO

SEMESTER-3RD

Exam -2023(w)

SESSION-2023-24

Report of the Month of August 2023

Attendance

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005055	SHASHIKANTA MAJHI	85%, Good Attendance
2	F22096005056	SOMANATH MOHALIK	76% attendance, Need to improve.
3	F22096005057	SOUMYARANJAN MAHALIK	85%, maintain the same attendance.
4	F22096005058	SUBHAM KUMAR SAW	90% attendance, Good.
5	F22096005059	UDIT NARAYAN BEHERA	80% attendance, keep better
6	F22096005060	UTTAM JENA	76%, Poor, you have to improve
7	L23096005001	JATIN KUMAR SAW	class not started.
8	L23096005002	PRAMOD PATRA	class not started.
9	L23096005003	SATYA NARAYAN PARIDA	class not started.
10	L23096005004	SATYABRATA DAS	class not started.
11	L23096005005	SOUMYA RANJAN BEHERA	class not started.

Report of the Month of September 2023

Attendance

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005055	SHASHIKANTA MAJHI	85% attendance in September, 17 marks out of 20 on class Test.
2	F22096005056	SOMANATH MOHALIK	71% attendance in September, 14 marks on class Test.
3	F22096005057	SOUMYARANJAN MAHALIK	76% attendance, 18 marks out of 20 on class Test.
4	F22096005058	SUBHAM KUMAR SAW	90% attendance, 18 marks on CT Good.
5	F22096005059	UDIT NARAYAN BEHERA	78% attendance in September, 15 marks on class Test.
6	F22096005060	UTTAM JENA	64% attendance in September, 12 marks on class Test, more.
7	L23096005001	JATIN KUMAR SAW	71% attendance, 14 out of 20 on class Test, more your classmate.
8	L23096005002	PRAMOD PATRA	71% attendance, 14 on class Test, improve classmate.
9	L23096005003	SATYA NARAYAN PARIDA	78% attendance, 15 out of 20 on class Test.
10	L23096005004	SATYABRATA DAS	85% attendance, 17 on class Test Good.
11	L23096005005	SOUMYA RANJAN BEHERA	76% attendance in September, 15 marks out of 20.

Report of the Month of October 2023

Attendance

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005055	SHASHIKANTA MAJHI	TH1-17, TH2-20, TH3-18, TH4-16, TH5-17 Good.
2	F22096005056	SOMANATH MOHALIK	TH1-17, TH2-19, TH3-19, TH4-19, TH5-19, Need to improve.
3	F22096005057	SOUMYARANJAN MAHALIK	TH1-17, TH2-20, TH3-16, TH4-19, TH5-16, Good Study.
4	F22096005058	SUBHAM KUMAR SAW	TH1-19, TH2-20, TH3-17, TH4-20, TH5-17 Good.
5	F22096005059	UDIT NARAYAN BEHERA	TH1-17, TH2-16, TH3-17, TH4-17, TH5-13, Improve more.

6	F22096005060	UTTAM JENA	TH1-08, TH2-09, TH3-08, TH4-07, TH5-07, Discontinue
7	L23096005001	JATIN KUMAR SAW	TH1-12, TH2-13, TH3-11, TH4-13, TH5-12, Discontinue
8	L23096005002	PRAMOD PATRA	TH1-19, TH2-8, TH3-14, TH4-8, TH5-9
9	L23096005003	SATYA NARAYAN PARIDA	TH1-14, TH2-13, TH3-16, TH4-16, TH5-18
10	L23096005004	SATYABRATA DAS	TH1-9, TH2-9, TH3-11, TH4-9, TH5-8
11	L23096005005	SOUMYA RANJAN BEHERA	TH1-15, TH2-16, TH3-14, TH4-18, TH5-16

Report of the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005055	SHASHIKANTA MAJHI	86% attendance, eligible for term fill up & exam.
2	F22096005056	SOMANATH MOHALIK	76% attendance, eligible for term fill up & exam.
3	F22096005057	SOUMYARANJAN MAHALIK	87% attendance, eligible for term fill up & exam.
4	F22096005058	SUBHAM KUMAR SAW	94% attendance, Good.
5	F22096005059	UDIT NARAYAN BEHERA	85% attendance, eligible for term fill up & exam.
6	F22096005060	UTTAM JENA	76% attendance, Discontinue
7	L23096005001	JATIN KUMAR SAW	80% attendance, eligible for term fill up & exam.
8	L23096005002	PRAMOD PATRA	78% attendance, Good, eligible for term fill up & exam.
9	L23096005003	SATYA NARAYAN PARIDA	88% attendance, Good, eligible for exam.
10	L23096005004	SATYABRATA DAS	86% attendance, eligible for exam.
11	L23096005005	SOUMYA RANJAN BEHERA	80% attendance, eligible for exam.

Report of the Examination 2023 (w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005055	SHASHIKANTA MAJHI	49% in 2nd Sem, Improve for 3rd Sem.
2	F22096005056	SOMANATH MOHALIK	44% out of 750, So need to study hard to Improve.
3	F22096005057	SOUMYARANJAN MAHALIK	534, 72%, Good.
4	F22096005058	SUBHAM KUMAR SAW	540, 72%, Good.
5	F22096005059	UDIT NARAYAN BEHERA	507, 67%, Good.
6	F22096005060	UTTAM JENA	108, Not attend Exam, come to college with parents & Discontinue.
7	L23096005001	JATIN KUMAR SAW	432 out of 750, Exam FR-1, Date for Guardian to attend exam.
8	L23096005002	PRAMOD PATRA	175, c. Not attend Exam, Discontinue.
9	L23096005003	SATYA NARAYAN PARIDA	466 out of 750, All clear, Need to Improve next marks, work hard.
10	L23096005004	SATYABRATA DAS	547 out of 750, Exam FR-2, 3, 50% must be cleared.
11	L23096005005	SOUMYA RANJAN BEHERA	503 out of 750, Good.

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SIGN. OF PROCTOR

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6/2/2024
SIGN. OF H.O.D.

DEPARTMENT OF AUTOMOBILE ENGINEERING



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

NIST

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

Activity of The Proctors

NAME OF THE PROCTOR - NIHRA RANJAN SAHOO	SEMESTER-4TH	Exam -2024 (5)	SESSION-2023-24
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Report of the Month of January 2024

Atkhye

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005055	SHASHIKANTA MAJHI	85% attendance for January
2	F22096005056	SOMANATH MOHALIK	6 out of 7 class in January month
3	F22096005057	SOU MYARANJAN MAHALIK	6 out of 7 class present, good.
4	F22096005058	SUBHAM KUMAR SAW	100% attendance, not study.
5	F22096005059	UDIT NARAYAN BEHERA	74% attendance, need to improve.
6	F22096005060	UTTAM JENA	4 out of 7 class present, maintain regular class.
7	L23096005001	JATIN KUMAR SAW	71% attendance, maintain regular attendance.
8	L23096005002	PRAMOD PATRA	85% attendance for January
9	L23096005003	SATYA NARAYAN PARIDA	85% attendance. Maintain the same.
10	L23096005004	SATYABRATA DAS	54% attendance, poor. 100% attendance for better class.
11	L23096005005	SOU MYA RANJAN BEHERA	54% attendance, poor.

Report of the Month of February 2024

Atkhye CT

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005055	SHASHIKANTA MAJHI	14 out of 19 class attend. 70% in class test.
2	F22096005056	SOMANATH MOHALIK	78% attendance in February 75% marks in class test.
3	F22096005057	SOU MYARANJAN MAHALIK	100% attendance class test 85% in class test.
4	F22096005058	SUBHAM KUMAR SAW	100% attendance, not study. 90% marks in class test.
5	F22096005059	UDIT NARAYAN BEHERA	73% attendance, improve 70% marks in class test.
6	F22096005060	UTTAM JENA	18 out of 19 attendance, poor. 60% marks in class test. Improve.
7	L23096005001	JATIN KUMAR SAW	68% attendance, improve. 65% marks in class test.
8	L23096005002	PRAMOD PATRA	84% attendance, good. 80% marks in class test.
9	L23096005003	SATYA NARAYAN PARIDA	89% attendance, good. 85% marks in class test.
10	L23096005004	SATYABRATA DAS	16 out of 19 attendance, 89% 70% marks in class test.
11	L23096005005	SOU MYA RANJAN BEHERA	78% attendance, 75% marks in class test.

Report of the Month of March 2024

JA

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005055	SHASHIKANTA MAJHI	TH1-11 TH2-17 TH3-11 TH4-18 Improve your study.
2	F22096005056	SOMANATH MOHALIK	TH1-7 TH2-8 TH3-8 TH4-9 improve class & class participation.
3	F22096005057	SOU MYARANJAN MAHALIK	TH1-9 TH2-11 TH3-7 TH4-13 focus on your study.
4	F22096005058	SUBHAM KUMAR SAW	TH1-15 TH2-15 TH3-20 TH4-17 good.
5	F22096005059	UDIT NARAYAN BEHERA	TH1-8 TH2-7 TH3-8 TH4-8 Always focus your study.

6	F22096005060	UTTAM JENA	TH-8 TH-8 TH-7 TH-9 From, Encouraged to study
7	L23096005001	JATIN KUMAR SAW	TH-7 TH-7 TH-8 TH-12 From, you study.
8	L23096005002	PRAMOD PATRA	TH-7 TH-8 TH-8 TH-8 From, make a class. Good
9	L23096005003	SATYA NARAYAN PARIDA	TH-7 TH-8 TH-8 TH-9 Clear your mind.
10	L23096005004	SATYABRATA DAS	TH-8 TH-12 TH-8 TH-12 Keep back work.
11	L23096005005	SOUMYA RANJAN BEHERA	TH-11 TH-12 TH-9 TH-15 Clear your mind.

Report of the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005055	SHASHIKANTA MAJHI	75.4% attendance, Eligible for term till up exam.
2	F22096005056	SOMANATH MOHALIK	75.4% attendance, Eligible for term till up exam.
3	F22096005057	SOUMYARANJAN MAHALIK	96.7% attendance, Outstanding
4	F22096005058	SUBHAM KUMAR SAW	98% attendance, Outstanding
5	F22096005059	UDIT NARAYAN BEHERA	75.4% attendance, Eligible for term till up exam.
6	F22096005060	UTTAM JENA	75.4% attendance, Eligible for semester exam.
7	L23096005001	JATIN KUMAR SAW	75.4% attendance, Eligible for term till up exam.
8	L23096005002	PRAMOD PATRA	90% attendance, Eligible for term till up exam.
9	L23096005003	SATYA NARAYAN PARIDA	89% attendance, Eligible for term till up exam.
10	L23096005004	SATYABRATA DAS	75% attendance, Eligible for term till up exam.
11	L23096005005	SOUMYA RANJAN BEHERA	87% attendance, Eligible for term till up exam.

Report of the Examination 2024 (5)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F22096005055	SHASHIKANTA MAJHI	524, Passed in 4th Sem, PTM
2	F22096005056	SOMANATH MOHALIK	Not attend class 4th Sem Exam (11)
3	F22096005057	SOUMYARANJAN MAHALIK	528, Good, PTM
4	F22096005058	SUBHAM KUMAR SAW	543, Good, PTM
5	F22096005059	UDIT NARAYAN BEHERA	459, Every last days with 20 days
6	F22096005060	UTTAM JENA	Not attend 4th Sem Exam (11)
7	L23096005001	JATIN KUMAR SAW	438, Good, clear grade (17)
8	L23096005002	PRAMOD PATRA	Not attend 4th Sem class, Study hard (17)
9	L23096005003	SATYA NARAYAN PARIDA	401 in 4th Sem, Good (17)
10	L23096005004	SATYABRATA DAS	471/750 in 4th Sem, Good (17)
11	L23096005005	SOUMYA RANJAN BEHERA	491 out of 750, Need to improve the marks.

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5	F21096005056	SHAKHIR KHAN	TH-1-16, TH-18, TH-20, TH-17, TH-19, daily, Try to improve.
6	F21096005057	SURYA KANTA RANA	TH-1-12, TH-13, TH-13, TH-13, TH-12, work hard.
7	F21096005058	SUSANTA DALEI	TH-1-15, TH-14, TH-14, TH-14, TH-14, TH-14, Improve.
8	F21096005059	SUSHANTA DAS	TH-1-7, TH-7, TH-7, TH-7, TH-7, TH-7, Internal Exam failed.
9	F21096005060	UTTAM KUMAR DALEI	TH-1-14, TH-14, TH-13, TH-14, TH-14, TH-14, Improve your work.
10	L22096005001	BRAJARANGI NAYAK	TH-1-12, TH-13, TH-13, TH-13, TH-13, TH-13, Improve your work.

Report of the Month of November 2023

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005052	SANJAY KUMAR SING	77% Attendance, Eligible for form fill up & Semester Exam.
2	F21096005053	SANJIB KUMAR MALIK	79% Attendance, Eligible for form fill up & Semester Exam.
3	F21096005054	SARBESWAR MAHALIK	75% Attendance, Eligible for form fill up & Semester Exam.
4	F21096005055	SATYABRATA MALIK	83% Attendance, Eligible for form fill up & Semester Exam.
5	F21096005056	SHAKHIR KHAN	89% Attendance, Eligible for form fill up & Semester Exam.
6	F21096005057	SURYA KANTA RANA	88% Attendance, Eligible for form fill up & Semester Exam.
7	F21096005058	SUSANTA DALEI	89% Attendance, Good. Eligible for form fill up.
8	F21096005059	SUSHANTA DAS	91% Attendance, Good. Eligible for form fill up.
9	F21096005060	UTTAM KUMAR DALEI	90% Attendance, Good. Eligible for form fill up.
10	L22096005001	BRAJARANGI NAYAK	75% Attendance, Eligible for form fill up & Semester Exam.

Report of the Examination 2023 (w)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005052	SANJAY KUMAR SING	Failed, 118, Not attend Exam.
2	F21096005053	SANJIB KUMAR MALIK	No Study.
3	F21096005054	SARBESWAR MAHALIK	113, fail, Not attend Exam.
4	F21096005055	SATYABRATA MALIK	Failed, 121, Absent in 5th Sem.
5	F21096005056	SHAKHIR KHAN	553, Pass Japanese in 1st Sem PTM.
6	F21096005057	SURYA KANTA RANA	477, Good work well in 1st Sem, PTM.
7	F21096005058	SUSANTA DALEI	465, 1st Sem, Improve your work, PTM.
8	F21096005059	SUSHANTA DAS	491, out of 700, Try hard, PTM.
9	F21096005060	UTTAM KUMAR DALEI	518 in 1st Sem, Good, PTM.
10	L22096005001	BRAJARANGI NAYAK	513 out of 750 in 1st Sem. Good, PTM.

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6/2/2024
SIGN. OF H.O.D.

DEPARTMENT OF AUTOMOBILE ENGINEERING



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

NIST

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

Activity of The Proctors

NAME OF THE PROCTOR -
NIHAR RANJAN SAHOO

SEMESTER-6TH

Exam -2024 (S)

SESSION-2023-24

Report of the Month of January 2024

Attended

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005052	SANJAY KUMAR SING	5 out of 7 class in January. 71% Good.
2	F21096005053	SANJIB KUMAR MALIK	71% attendance in January.
3	F21096005054	SARBESWAR MAHALIK	57% attendance in January. Need to improve your class.
4	F21096005055	SATYABRATA MALIK	100% attendance. Outstanding.
5	F21096005056	SHAKHIR KHAN	100% attendance, Outstanding.
6	F21096005057	SURYA KANTA RANA	85% in January attendance. Good.
7	F21096005058	SUSANTA DALEI	6 out of 7 class in January. Good.
8	F21096005059	SUSHANTA DAS	71% attendance in January. Improve your attendance.
9	F21096005060	UTTAM KUMAR DALEI	100% attendance, Outstanding.
10	L22096005001	BRAJARANGI NAYAK	85% attendance in January. Good.

Report of the Month of February 2024

Attended

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005052	SANJAY KUMAR SING	66% attendance in February. 85% in class Test. Good.
2	F21096005053	SANJIB KUMAR MALIK	88% attendance in February. 80% marks in class Test.
3	F21096005054	SARBESWAR MAHALIK	88% attendance in February. Good; 80% marks in class Test.
4	F21096005055	SATYABRATA MALIK	77% attendance in February. 85% in class Test.
5	F21096005056	SHAKHIR KHAN	94% attendance in February. 88% marks in class Test.
6	F21096005057	SURYA KANTA RANA	67% attendance in February. 65% marks in class Test. Good.
7	F21096005058	SUSANTA DALEI	78% attendance in February. 75% marks in class Test.
8	F21096005059	SUSHANTA DAS	83% attendance in February. 85% marks in class Test.
9	F21096005060	UTTAM KUMAR DALEI	100% attendance & 100% marks in class Test.
10	L22096005001	BRAJARANGI NAYAK	94% attendance in class of February, 97% class Test.

Report of the Month of March 2024

Attended

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005052	SANJAY KUMAR SING	TH-1 to TH-10 TH-9 TH-10 Poor. Improve your work.
2	F21096005053	SANJIB KUMAR MALIK	TH-1 to TH-10 TH-9 TH-10 No Study.
3	F21096005054	SARBESWAR MAHALIK	TH-11 TH-11 TH-11 TH-11 Work back.
4	F21096005055	SATYABRATA MALIK	TH-12 TH-12 TH-12 TH-12 Need to improve.

5	F21096005056	SHAKHIR KHAN	TH1-19 TH2-16 TH3-19 TH4-19 Very Good
6	F21096005057	SURYA KANTA RANA	TH1-16 TH2-16 TH3-13 TH4-10 Good
7	F21096005058	SUSANTA DALEI	TH1-12 TH2-10 TH3-19 TH4-13 Good
8	F21096005059	SUSHANTA DAS	TH1-13 TH2-11 TH3-20 TH4-16 Improve
9	F21096005060	UTTAM KUMAR DALEI	TH1-20 TH2-18 TH3-20 TH4-20 Good
10	L22096005001	BRAJARANGI NAYAK	TH1-14 TH2-18 TH3-19 TH4-17 Good

Report of the Month of April 2024

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005052	SANJAY KUMAR SING	77% attendance, eligible for Term fill up & Semester Exam.
2	F21096005053	SANJIB KUMAR MALIK	77% attendance, eligible for Term fill up & Semester Exam.
3	F21096005054	SARBESWAR MAHALIK	65% attendance, eligible for Term fill up & Semester Exam.
4	F21096005055	SATYABRATA MALIK	77% attendance, eligible for Term fill up & Semester Exam.
5	F21096005056	SHAKHIR KHAN	95% attendance, eligible for Term fill up & Semester Exam.
6	F21096005057	SURYA KANTA RANA	77%, eligible for Term fill up & Semester Exam.
7	F21096005058	SUSANTA DALEI	80%, eligible for Term fill up & Semester Exam.
8	F21096005059	SUSHANTA DAS	88% attendance, eligible for Semester Exam & Term fill up.
9	F21096005060	UTTAM KUMAR DALEI	77% Good, eligible for Term fill up & Semester Exam.
10	L22096005001	BRAJARANGI NAYAK	85% attendance, eligible for Term fill up & Semester Exam.

Report of the Examination 2024 (S)

SL NO	REGISTRATION NUMBER	NAME	REMARKS
1	F21096005052	SANJAY KUMAR SING	Failed, Not attend any Exam.
2	F21096005053	SANJIB KUMAR MALIK	Failed No study.
3	F21096005054	SARBESWAR MAHALIK	Failed, Not attend any Exam.
4	F21096005055	SATYABRATA MALIK	Failed Absent with Sem.
5	F21096005056	SHAKHIR KHAN	599/750, Good, PTM
6	F21096005057	SURYA KANTA RANA	533 out of 750, Sem, PTM
7	F21096005058	SUSANTA DALEI	532/750, day, PTM
8	F21096005059	SUSHANTA DAS	553 out of 750, Good, PTM
9	F21096005060	UTTAM KUMAR DALEI	585 out of 750, Good, PTM
10	L22096005001	BRAJARANGI NAYAK	579 out of 750, Good, PTM

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06/07/2024
SIGN. OF PROCTOR

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6/7/2024
SIGN. OF H.O.D.
DEPARTMENT OF AUTOMOBILE ENGINEERING



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)



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

Meeting With the Students

Proctor Name :- Nihar Ranjan Sahoo

Academic Year 2023-24

Sl No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Students	Staff
1	02/11/2023	11:30 AM	I call him personally, he had come to college, why he not attend Internal exam, he told me he will not study anymore.	Sanjib Kumar malik	<u>[Signature]</u> 02/11/2023
2	02/11/2023	11:45 AM	Regarding personal in Internal Assessment, clear the doubt. Personal meeting.	Satyabrata Malik	<u>[Signature]</u> 02/11/2023
3	06/02/2024	10:00 AM	Regarding not attending 1 st Sem Exam. Personal meet.	Sanjib Kumar Sirohi	<u>[Signature]</u> 06/02/2024
4	06/02/2024	10:00 AM	Why he was absent on 1 st Semester Examination.	Satyabrata Malik	<u>[Signature]</u> 06/02/2024
5	06/02/2024	10:00 AM	Regarding not attending 1 st Semester Examination.	Sanjeev Mahalik	<u>[Signature]</u> 06/02/2024
6	06/02/2024	2:00 PM	Not appear 2 nd Sem Exam, Personal meeting	UTTAM JENA	<u>[Signature]</u> 06/02/2024
7	03/04/2024	1:00 PM	Why he was absent on Internal Assessment.	Sanjib Kumar malik	<u>[Signature]</u> 03/04/2024
8	06/07/2024	10:00 AM	Regarding not attending final Semester Exam.	Sanjib Kumar Sirohi	<u>[Signature]</u> 06/07/2024
9	06/07/2024	10:00 AM	Regarding not appearing 1 st Semester Exam.	Sanjeev Mahalik	<u>[Signature]</u> 06/07/2024
10	06/07/2024	10:00 AM	Regarding not attending 1 st Semester Examination.	Satyabrata Malik	<u>[Signature]</u> 06/07/2024
11	06/07/2024	2:00 PM	Why he was absent on 1 st Semester Exam.	Gomanak Mahalik	<u>[Signature]</u> 06/07/2024
12	06/07/2024	2:00 PM	Regarding not appearing 1 st Semester Examination.	UTTAM JENA	<u>[Signature]</u> 06/07/2024
13	06/07/2024	2:00 PM	Regarding absent on 1 st Semester.	Purnima Patra	<u>[Signature]</u> 06/07/2024

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06/07/2024
Signature of Proctor

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30/07/2024
Signature of HOD



Parent/Guardian Communication Details

Proctor Name :- Nihar Ranjan Sahoo

Academic Year 2023-24

Sl No.	Date & Time of Communication of meeting	Purpose of Communication	Response of Parent	Initials of Staff
1	06/02/2024 10:00 AM	SANJAY KUMAR SING. Regarding absent on 5th Semester Exam.	Sanjay was not doing his homework. He had come to college every day but not doing his homework. He was not able to attend exam.	<u>R. Sahoo</u> 06/02/2024
2	06/02/2024 10:00 AM	SATYABRATA MALIK. Regarding absent on 5th Semester Exam.	Sanjay had broken his leg while on accident & he was not able to attend exam.	<u>R. Sahoo</u> 06/02/2024
3	06/02/2024 10:00 AM	SARABESWAR MAHALIK. Regarding absent on 5th Semester Exam.	Sarabeswar had gone to place for ceremony.	<u>R. Sahoo</u> 06/02/2024
4	06/02/2024 2:00 PM	UTTAM JENA Regarding not attending 5th Semester.	His request to his father he is not listen to his parents & only guided by friends.	<u>R. Sahoo</u> 06/02/2024
5	06/07/2024 2:00 PM	SANJAY KUMAR SING Absent on 6th Semester.	He will not study any more.	<u>R. Sahoo</u> 06/07/2024
6	06/07/2024 2:00 PM	SARABESWAR MAHALIK Not attending 6th Semester.	Going to Gujarat with his friends.	<u>R. Sahoo</u> 06/07/2024
7	06/07/2024 2:00 PM	SATYABRATA MALIK Absent on 6th Semester.	He will discontinue. Steady.	<u>R. Sahoo</u> 06/07/2024
8	06/07/2024 2:00 PM	Somnath Mohalik Not appearing 6th Semester.	Due to medical issue he was not able to attend exam.	<u>R. Sahoo</u> 06/07/2024
9	06/07/2024 2:00 PM	UTTAM JENA Absent on 6th Semester Exam.	Due to their family dispute, he had leave home 3 months ago.	<u>R. Sahoo</u> 06/07/2024
10				
11				

R. Sahoo
30/07/2024
Signature of Proctor

R. Sahoo
30/07/2024
Signature of HOD