

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:       | Ranjan Kumar Padhi                        |
| Designation:               | Lecturer in Electrical & Electronics 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)



**Activity of The Proctors**

**Report of the Month of August 2023**

PROCTOR NAME-RANJAN KUMAR PADHI BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-3RD SESSION-2023-24

EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                                                         |
|-------|---------------------|-----------------------|-------------------------------------------------------------------------------------------------|
| 1     | F22096045001        | AJAY KUMAR MALIK      | 75% attendance, class performance is improve & have talked with his parents.                    |
| 2     | F22096045002        | AJAY MAITY            | 75% attendance, class performance is improve & have talked with his parents.                    |
| 3     | F22096045003        | AKASH DAS             | 75% attendance, class performance is improve. & have talked with his parents.                   |
| 4     | F22096045004        | ANANDA MAHALIK        | 70% attendance, class performance is very poor try to improve, otherwise failed for formfillup. |
| 5     | F22096045005        | ANIL KUMAR MALIK      | 85% attendance, class performance is good. try to maintain same.                                |
| 6     | F22096045006        | ANIRUDDHA MALIK       | 85% attendance, class performance is good. try to maintain same.                                |
| 7     | F22096045007        | BALIA SING            | 75% attendance, class performance is improve & have talked with his parents.                    |
| 8     | F22096045008        | BHABANI SANKAR BEHERA | 80% attendance, class performance is improve                                                    |
| 9     | F22096045009        | BHAGABAN MALIK        | 75% attendance, class performance is improve & have talked with his parents.                    |
| 10    | F22096045010        | BIKASH CHANDRA SETHI  | 70% attendance, class performance is very poor try to improve, otherwise failed for formfillup. |

*Padhi*  
7.9.23

**Report of the Month of September 2023**

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                              |
|-------|---------------------|-----------------------|----------------------------------------------------------------------|
| 1     | F22096045001        | AJAY KUMAR MALIK      | 70% attendance. Monthly test Mark is good. try to improve in test.   |
| 2     | F22096045002        | AJAY MAITY            | 76% attendance, Monthly test Mark is satisfactory.                   |
| 3     | F22096045003        | AKASH DAS             | 82% attendance, Monthly test Mark is poor discuss with your parents. |
| 4     | F22096045004        | ANANDA MAHALIK        | 83% attendance, Monthly test Mark is good try to maintain same.      |
| 5     | F22096045005        | ANIL KUMAR MALIK      | 88% attendance, Monthly test Mark is good try to maintain same.      |
| 6     | F22096045006        | ANIRUDDHA MALIK       | 76% attendance, Monthly test Mark is good. try to maintain same.     |
| 7     | F22096045007        | BALIA SING            | 76% attendance, Monthly test Mark is satisfactory.                   |
| 8     | F22096045008        | BHABANI SANKAR BEHERA | 82% attendance, Monthly test Mark is very good.                      |
| 9     | F22096045009        | BHAGABAN MALIK        | 82% attendance, Monthly test Mark is good. try to maintain same.     |
| 10    | F22096045010        | BIKASH CHANDRA SETHI  | 76% attendance, Monthly test mark is poor try to maintain improve.   |

*Padhi*



### Report of the Month of October 2023

| REGISTRATION NUMBER | NAME                  | REMARKS                                                                            |
|---------------------|-----------------------|------------------------------------------------------------------------------------|
| F22096045001        | AJAY KUMAR MALIK      | Internal Mark is Avg. try to improve. for better ment, follow different books.     |
| F22096045002        | AJAY MAITY            | Internal Mark is good. try to improve. for betterment follow different books.      |
| F22096045003        | AKASH DAS             | Internal Mark is avg. try to improve. for betterment, follow different books.      |
| F22096045004        | ANANDA MAHALIK        | Internal Mark is <sup>very</sup> good. try to improve. for betterment.             |
| F22096045005        | ANIL KUMAR MALIK      | Internal Mark is poor, try to improve. for betterment, follow different books.     |
| F22096045006        | ANIRUDDHA MALIK       | Internal Mark is avg. try to improve. for betterment, follow different books.      |
| F22096045007        | BALIA SING            | Internal Mark is very poor. try to improve for betterment, follow different books. |
| F22096045008        | BHABANI SANKAR BEHERA | Internal Mark is very good.                                                        |
| F22096045009        | BHAGABAN MALIK        | Internal Mark is avg. try to improve for betterment, follow different books.       |
| F22096045010        | BIKASH CHANDRA SETHI  | Internal Mark is poor. try to improve for betterment follow different books.       |

Prady  
3.11.23

### Report of the Month of November 2023

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                            |
|-------|---------------------|-----------------------|--------------------------------------------------------------------|
| 1     | F22096045001        | AJAY KUMAR MALIK      | 75% attendance, do formfillup for 2023 CWJ examination.            |
| 2     | F22096045002        | AJAY MAITY            | 76% attendance, do formfillup for winter-2023 examination.         |
| 3     | F22096045003        | AKASH DAS             | 80% attendance, do formfillup for winter-2023 examination.         |
| 4     | F22096045004        | ANANDA MAHALIK        | 81% attendance, do form fill up for upcoming 2023-cw) examination. |
| 5     | F22096045005        | ANIL KUMAR MALIK      | 84% attendance, do form fillup for upcoming 2023-cw) examination.  |
| 6     | F22096045006        | ANIRUDDHA MALIK       | 80% attendance, do formfillup for upcoming 2023-cw) examination.   |
| 7     | F22096045007        | BALIA SING            | 78% attendance, do formfillup for upcoming 2023-cw) examination.   |
| 8     | F22096045008        | BHABANI SANKAR BEHERA | 76% attendance, do formfillup for upcoming examination.            |
| 9     | F22096045009        | BHAGABAN MALIK        | 80% attendance, do formfillup for upcoming examination.            |
| 10    | F22096045010        | BIKASH CHANDRA SETHI  | 76% attendance, do formfillup for upcoming examination.            |

Prady  
6.12.23



# Report of the Examination 2023 (w)

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                            |
|-------|---------------------|-----------------------|--------------------------------------------------------------------|
| 1     | F22096045001        | AJAY KUMAR MALIK      | Passed in all subjects, discussed with him & informed him for PTM. |
| 2     | F22096045002        | AJAY MAITY            | Passed in all subjects, discussed with him & informed him for PTM. |
| 3     | F22096045003        | AKASH DAS             | Poor Performance in semester exam, come to college with parent.    |
| 4     | F22096045004        | ANANDA MAHALIK        | Passed in all subjects, discussed with him & informed him for PTM. |
| 5     | F22096045005        | ANIL KUMAR MALIK      | Passed in all subjects, discussed with him & informed him for PTM. |
| 6     | F22096045006        | ANIRUDDHA MALIK       | Passed in all subjects, discussed with him & informed him for PTM. |
| 7     | F22096045007        | BALIA SING            | Passed in all subjects, discussed with him & informed him for PTM. |
| 8     | F22096045008        | BHABANI SANKAR BEHERA | Passed in all subjects, discussed with him & informed him for PTM. |
| 9     | F22096045009        | BHAGABAN MALIK        | Back in TH-3,4,5, do form fillup for back Paper in next Sem.       |
| 10    | F22096045010        | BIKASH CHANDRA SETHI  | Passed in all subjects, discussed with him & informed him for PTM. |

Ranjan Kumar Padhi  
06.02.24  
Sign. Of Proctor

  
06.02.24  
Sign. Of HOD



Activity of The Proctors

Report of the Month of January 2024

PROCTOR NAME-RANJAN KUMAR PADHI BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-4th SESSION-2023-24  
EXAMINATION-2024(S)

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                          |
|-------|---------------------|-----------------------|--------------------------------------------------|
| 1     | F22096045001        | AJAY KUMAR MALIK      | 100% attendance. class performance is good.      |
| 2     | F22096045002        | AJAY MAITY            | 50% attendance. class performance is improve.    |
| 3     | F22096045003        | AKASH DAS             | 100% attendance. class performance is good.      |
| 4     | F22096045004        | ANANDA MAHALIK        | 100% attendance. class performance is good.      |
| 5     | F22096045005        | ANIL KUMAR MALIK      | 50% attendance. class performance is improve.    |
| 6     | F22096045006        | ANIRUDDHA MALIK       | 100% attendance. class performance is good.      |
| 7     | F22096045007        | BALIA SING            | 50% attendance. class performance is improve.    |
| 8     | F22096045008        | BHABANI SANKAR BEHERA | 100% attendance. class performance is good.      |
| 9     | F22096045009        | BHAGABAN MALIK        | 100% attendance. class performance is very good. |
| 10    | F22096045010        | BIKASH CHANDRA SETHI  | 50% attendance. class performance is improve.    |

Ranjan  
3.02.24

Report of the Month of February 2024

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                                |
|-------|---------------------|-----------------------|------------------------------------------------------------------------|
| 1     | F22096045001        | AJAY KUMAR MALIK      | 83% attendance. Monthly test Mark is good try to improve best in test. |
| 2     | F22096045002        | AJAY MAITY            | 88% attendance. Monthly test Mark is satisfactory.                     |
| 3     | F22096045003        | AKASH DAS             | 83% attendance. Monthly test Mark is poor. discuss with his parents.   |
| 4     | F22096045004        | ANANDA MAHALIK        | 88% attendance. Monthly test Mark is good. try to maintain same.       |
| 5     | F22096045005        | ANIL KUMAR MALIK      | 88% attendance. Monthly test Mark is good. try to maintain same.       |
| 6     | F22096045006        | ANIRUDDHA MALIK       | 77% attendance. Monthly test Mark is poor. try to maintain improve.    |
| 7     | F22096045007        | BALIA SING            | 83% attendance. Monthly test Mark is very good.                        |
| 8     | F22096045008        | BHABANI SANKAR BEHERA | 83% attendance. Monthly test Mark is poor. try to maintain improve.    |
| 9     | F22096045009        | BHAGABAN MALIK        | 100% attendance. Monthly test Mark is very good.                       |
| 10    | F22096045010        | BIKASH CHANDRA SETHI  | 72% attendance. Monthly test Mark is good.                             |

Ranjan  
02.03.24



### Report of the Month of March 2024

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                                                |
|-------|---------------------|-----------------------|----------------------------------------------------------------------------------------|
| 1     | F22096045001        | AJAY KUMAR MALIK      | internal Mark is avg. try to improve next exam. for betterment follow different books  |
| 2     | F22096045002        | AJAY MAITY            | internal Mark is good. for betterment follow different books.                          |
| 3     | F22096045003        | AKASH DAS             | internal Mark is poor. try to improve next exam. for betterment follow different books |
| 4     | F22096045004        | ANANDA MAHALIK        | internal Mark is good. for betterment follow different books.                          |
| 5     | F22096045005        | ANIL KUMAR MALIK      | internal Mark is good. for betterment follow different books.                          |
| 6     | F22096045006        | ANIRUDDHA MALIK       | internal Mark is avg. try to improve next exam. for betterment follow different books  |
| 7     | F22096045007        | BALIA SING            | internal Mark is avg. try to improve next exam. for betterment follow different books  |
| 8     | F22096045008        | BHABANI SANKAR BEHERA | internal Mark is good. try to improve best next exam. follow different books           |
| 9     | F22096045009        | BHAGABAN MALIK        | internal Mark is very good.                                                            |
| 10    | F22096045010        | BIKASH CHANDRA SETHI  | internal Mark is avg. try to improve for betterment follow different books.            |

Path  
05.04.24

### Report of the Month of April 2024

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                  |
|-------|---------------------|-----------------------|----------------------------------------------------------|
| 1     | F22096045001        | AJAY KUMAR MALIK      | 88% attendance. do form fillup for 2024 (S) examination. |
| 2     | F22096045002        | AJAY MAITY            | 85% attendance. do form fillup for 2024 (S) examination. |
| 3     | F22096045003        | AKASH DAS             | 88% attendance. do form fillup for 2024 (S) examination. |
| 4     | F22096045004        | ANANDA MAHALIK        | 88% attendance. do form fillup for 2024 (S) examination. |
| 5     | F22096045005        | ANIL KUMAR MALIK      | 85% attendance. do form fillup for 2024 (S) examination. |
| 6     | F22096045006        | ANIRUDDHA MALIK       | 85% attendance. do form fillup for 2024 (S) examination. |
| 7     | F22096045007        | BALIA SING            | 86% attendance. do form fillup for 2024 (S) examination. |
| 8     | F22096045008        | BHABANI SANKAR BEHERA | 90% attendance. do form for 2024 (S) examination.        |
| 9     | F22096045009        | BHAGABAN MALIK        | 98% attendance. do form for 2024 (S) examination.        |
| 10    | F22096045010        | BIKASH CHANDRA SETHI  | 85% attendance. do form for 2024 (S) examination.        |

Path  
02.05.24

# Report of the Examination 2024 (s)

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                                              |
|-------|---------------------|-----------------------|--------------------------------------------------------------------------------------|
| 1     | F22096045001        | AJAY KUMAR MALIK      | Poor Performance in semester exam, come to college with Parent.                      |
| 2     | F22096045002        | AJAY MAITY            | Pass in all subjects, discussed with him & informed him for PTM                      |
| 3     | F22096045003        | AKASH DAS             | Poor Performance in semester exam, come to college with Parent.                      |
| 4     | F22096045004        | ANANDA MAHALIK        | Back-TH-2,3,4 in semester exam, come to college with Parent.                         |
| 5     | F22096045005        | ANIL KUMAR MALIK      | Back-TH-4 in semester exam, come to college with Parent & informed him for PTM.      |
| 6     | F22096045006        | ANIRUDDHA MALIK       | Back-PR-1, 2, 3 in semester exam, come to college with Parent & informed him for PTM |
| 7     | F22096045007        | BALIA SING            | Pass in all subjects, discussed with him & informed him for PTM.                     |
| 8     | F22096045008        | BHABANI SANKAR BEHERA | Back-TH-4 in semester exam, come to college with Parent & informed him for PTM       |
| 9     | F22096045009        | BHAGABAN MALIK        | Pass in all subjects, discussed with him & informed him for PTM                      |
| 10    | F22096045010        | BIKASH CHANDRA SETHI  | Poor performance in semester exam, come to college with Parent.                      |

Ranjan Kumar Padhi  
05.07.24  
Sign. Of Proctor

  
Sign. Of HOD





NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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### Activity of The Proctors

#### Report of the Month of August 2023

PROCTOR NAME-RANJAN KUMAR PADHI BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-5TH SESSION-2023-24  
EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                     | REMARKS                                                          |
|-------|---------------------|--------------------------|------------------------------------------------------------------|
| 1     | F21096045001        | ABHI SING                | 87% attendance. class Performance is good. try to maintain same. |
| 2     | F21096045002        | AJAY DAS                 | 84% attendance class performance is good try to maintain same.   |
| 3     | F21096045003        | AJAY MAHALIK             | 93% attendance class Performance is good. try to maintain same.  |
| 4     | F21096045004        | AJAY SETHI               | 100% attendance class Performance is very good.                  |
| 5     | F21096045005        | AJIT KUMAR BARIK         | 87% attendance class Performance is good. try to maintain same.  |
| 6     | F21096045006        | AMAR DALAI               | 93% attendance class Performance is good. try to maintain same.  |
| 7     | F21096045007        | ANIL KUMAR DAS           | 100% attendance class Performance is good.                       |
| 8     | F21096045008        | ANKIT DAS                | 87% attendance class Performance is good. try to maintain same.  |
| 9     | F21096045009        | BADAL SING               | 93% attendance class Performance is good try to maintain same.   |
| 10    | F21096045010        | BANAJYOTI RANJAN MALLICK | 100% attendance class Performance is good.                       |

*Padhi*  
7.9.23

#### Report of the Month of September 2023

| SL NO | REGISTRATION NUMBER | NAME                     | REMARKS                                                               |
|-------|---------------------|--------------------------|-----------------------------------------------------------------------|
| 1     | F21096045001        | ABHI SING                | 70% attendance. Monthly test Mark is good. try to improve.            |
| 2     | F21096045002        | AJAY DAS                 | 76% attendance Monthly test Mark is poor. Discuss with your parents.  |
| 3     | F21096045003        | AJAY MAHALIK             | 88% attendance. Monthly test Mark is good. try to maintain same.      |
| 4     | F21096045004        | AJAY SETHI               | 94% attendance. Monthly test Mark is very good.                       |
| 5     | F21096045005        | AJIT KUMAR BARIK         | 88% attendance. Monthly test Mark is good.                            |
| 6     | F21096045006        | AMAR DALAI               | 76% attendance. Monthly test Mark is very poor.                       |
| 7     | F21096045007        | ANIL KUMAR DAS           | 88% attendance. Monthly test Mark is good.                            |
| 8     | F21096045008        | ANKIT DAS                | 94% attendance. Monthly test Mark is very good.                       |
| 9     | F21096045009        | BADAL SING               | 88% attendance. Monthly test Mark is very good. try to maintain same. |
| 10    | F21096045010        | BANAJYOTI RANJAN MALLICK | 88% attendance. Monthly test Mark is very good.                       |

*Padhi*  
3.10.23



### Report of the Month of October 2023

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                                                      |
|-------|---------------------|-------------------------|------------------------------------------------------------------------------|
| 1     | F21096045001        | ABHI SING               | Internal Mark is Avg. try to improve. for betterment follow different books. |
| 2     | F21096045002        | AJAY DAS                | Internal Mark is Avg. try to improve. for betterment follow different books. |
| 3     | F21096045003        | AJAY MAHALIK            | Internal Mark is Avg. try to improve. for betterment follow different books. |
| 4     | F21096045004        | AJAY SETHI              | Internal Mark is Avg. try to improve. for betterment follow different books. |
| 5     | F21096045005        | AJIT KUMAR BARIK        | Internal Mark is Avg. try to improve. for betterment follow different books. |
| 6     | F21096045006        | AMAR DALAI              | Internal Mark is Avg. try to improve. for betterment follow different books. |
| 7     | F21096045007        | ANIL KUMAR DAS          | Internal Mark is Avg. try to improve. for betterment follow different books. |
| 8     | F21096045008        | ANKIT DAS               | Internal Mark is Avg. try to improve. for betterment follow different books. |
| 9     | F21096045009        | BADAL SING              | Internal Mark is Avg. try to improve. for betterment follow different books. |
| 10    | F21096045010        | BANAJYOTI RANJAN MALICK | Internal Mark is Avg. try to improve. for betterment follow different books. |

3.11.23

### Report of the Month of November 2023

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                                     |
|-------|---------------------|-------------------------|-------------------------------------------------------------|
| 1     | F21096045001        | ABHI SING               | 87% attendance, do formfillup for 2023CW examination.       |
| 2     | F21096045002        | AJAY DAS                | 83% attendance, do formfillup for winter-2023 examination.  |
| 3     | F21096045003        | AJAY MAHALIK            | 92% attendance, do formfillup for winter-2023 examination.  |
| 4     | F21096045004        | AJAY SETHI              | 90% attendance, do formfillup for winter-2023 examination.  |
| 5     | F21096045005        | AJIT KUMAR BARIK        | 89% attendance, do formfillup for winter-2023 examination.  |
| 6     | F21096045006        | AMAR DALAI              | 89% attendance, do formfillup for winter 2023 examination.  |
| 7     | F21096045007        | ANIL KUMAR DAS          | 93% attendance, do formfillup for winter 2023 examination.  |
| 8     | F21096045008        | ANKIT DAS               | 92% attendance, do formfillup for winter 2023 examination.  |
| 9     | F21096045009        | BADAL SING              | 92% attendance, do formfillup for winter 2023 examination.  |
| 10    | F21096045010        | BANAJYOTI RANJAN MALICK | 89% attendance, do form fillup for winter 2023 examination. |

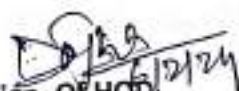
6.12.24



# Report of the Examination 2023 (w)

| SL NO | REGISTRATION NUMBER | NAME                     | REMARKS                                                            |
|-------|---------------------|--------------------------|--------------------------------------------------------------------|
| 1     | F21096045001        | ABHI SING                | Poor Performance in semester exam. come to college with parent.    |
| 2     | F21096045002        | AJAY DAS                 | Back in TT-3,4, do formfillup for back paper in next semester.     |
| 3     | F21096045003        | AJAY MAHALIK             | Poor Performance in semester exam. come to college with parent.    |
| 4     | F21096045004        | AJAY SETHI               | Poor Performance in semester exam. come to college with parent.    |
| 5     | F21096045005        | AJIT KUMAR BARIK         | Poor Performance in semester exam. come to college with parent.    |
| 6     | F21096045006        | AMAR DALAI               | Poor Performance in semester exam. come to college with parent.    |
| 7     | F21096045007        | ANIL KUMAR DAS           | Poor Performance in semester exam. come to college with parent.    |
| 8     | F21096045008        | ANKIT DAS                | Passed in all students, discussed with him & informed him for PTH. |
| 9     | F21096045009        | BADAL SING               | Poor Performance in semester exam. come to college with parent.    |
| 10    | F21096045010        | BANAJYOTI RANJAN MALLICK | Back - TT-3,4, do formfillup for back paper in next semester.      |

Ranjan Kumar Padhi  
06.02.24  
Sign. Of Proctor

  
Sign. OF HOD



Activity of The Proctors

Report of the Month of January 2024

PROCTOR NAME-RANJAN KUMAR PADHI BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-6TH SESSION-2023-24  
EXAMINATION-2024(W)

| SL NO | REGISTRATION NUMBER | NAME                     | REMARKS                                       |
|-------|---------------------|--------------------------|-----------------------------------------------|
| 1     | F21096045001        | ABHI SING                | 100% attendance, class Performance is good.   |
| 2     | F21096045002        | AJAY DAS                 | 100% attendance, class Performance is good    |
| 3     | F21096045003        | AJAY MAHALIK             | 50% attendance, class Performance is improve  |
| 4     | F21096045004        | AJAY SETHI               | 50% attendance, class Performance is improve  |
| 5     | F21096045005        | AJIT KUMAR BARIK         | 100% attendance, class Performance is good    |
| 6     | F21096045006        | AMAR DALAI               | 50% attendance, class Performance is improve  |
| 7     | F21096045007        | ANIL KUMAR DAS           | 50% attendance, class Performance is improve  |
| 8     | F21096045008        | ANKIT DAS                | 100% attendance, class Performance is improve |
| 9     | F21096045009        | BADAL SING               | 100% attendance, class Performance is good.   |
| 10    | F21096045010        | BANAJYOTI RANJAN MALLICK | 50% attendance, class Performance is improve. |

Padhi  
03.02.24

Report of the Month of February 2024

| SL NO | REGISTRATION NUMBER | NAME                     | REMARKS                                                                      |
|-------|---------------------|--------------------------|------------------------------------------------------------------------------|
| 1     | F21096045001        | ABHI SING                | 83% attendance, Monthly test Mark is good try to maintain same.              |
| 2     | F21096045002        | AJAY DAS                 | 83% attendance, Monthly test Mark is good. try to improve best in next exam. |
| 3     | F21096045003        | AJAY MAHALIK             | 88% attendance, monthly test. Mark is best.                                  |
| 4     | F21096045004        | AJAY SETHI               | 44% attendance, monthly test Mark is satisfactory.                           |
| 5     | F21096045005        | AJIT KUMAR BARIK         | 44% attendance, monthly test Mark is satisfactory.                           |
| 6     | F21096045006        | AMAR DALAI               | 88% attendance, monthly test Mark is good.                                   |
| 7     | F21096045007        | ANIL KUMAR DAS           | 44% attendance, monthly test Mark is good. try to maintain same.             |
| 8     | F21096045008        | ANKIT DAS                | 44% attendance, monthly test Mark is good. try to maintain same.             |
| 9     | F21096045009        | BADAL SING               | 88% attendance, monthly test Mark is good.                                   |
| 10    | F21096045010        | BANAJYOTI RANJAN MALLICK | 100% attendance, monthly test Mark is satisfactory.                          |

Padhi  
02.03.24.



### Report of the Month of March 2024

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                                                                 |
|-------|---------------------|-------------------------|-----------------------------------------------------------------------------------------|
| 1     | F21096045001        | ABHI SING               | Internal Mark is avg. try to improve next exam. for betterment follow different books   |
| 2     | F21096045002        | AJAY DAS                | Internal Mark is good. for betterment follow different book                             |
| 3     | F21096045003        | AJAY MAHALIK            | Internal Mark is avg. try to improve next exam. for betterment follow different books   |
| 4     | F21096045004        | AJAY SETHI              | Internal Mark is avg. try to improve next exam. for betterment follow different books   |
| 5     | F21096045005        | AJIT KUMAR BARIK        | Internal Mark is poor. try to improve next exam. for betterment follow different books  |
| 6     | F21096045006        | AMAR DALAI              | Internal Mark is good. try to improve next exam. for betterment follow different books. |
| 7     | F21096045007        | ANIL KUMAR DAS          | Internal Mark is poor. try to improve next exam. for betterment follow different books  |
| 8     | F21096045008        | ANKIT DAS               | Internal Mark is good. try to improve next exam. for betterment follow different books  |
| 9     | F21096045009        | BADAL SING              | Internal Mark is good. try to improve next exam. for betterment follow different books  |
| 10    | F21096045010        | BANAJYOTI RANJAN MALICK | Internal Mark is poor. try to improve next exam. for betterment follow different books  |

*[Signature]*  
25.04.24

### Report of the Month of april 2024

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                                |
|-------|---------------------|-------------------------|--------------------------------------------------------|
| 1     | F21096045001        | ABHI SING               | 85% attendance. do formfillup for 2024/25 examination. |
| 2     | F21096045002        | AJAY DAS                | 86% attendance. do formfillup for 2024/25 examination. |
| 3     | F21096045003        | AJAY MAHALIK            | 88% attendance do formfillup for 2024/25 examination.  |
| 4     | F21096045004        | AJAY SETHI              | 91% attendance do formfillup for 2024/25 examination.  |
| 5     | F21096045005        | AJIT KUMAR BARIK        | 95% attendance do formfillup for 2024/25 examination.  |
| 6     | F21096045006        | AMAR DALAI              | 95% attendance. do formfillup for 2024/25 examination. |
| 7     | F21096045007        | ANIL KUMAR DAS          | 95% attendance. do formfillup for 2024/25 examination. |
| 8     | F21096045008        | ANKIT DAS               | 93% attendance do formfillup for 2024/25 examination.  |
| 9     | F21096045009        | BADAL SING              | 90% attendance. do formfillup for 2024/25 examination. |
| 10    | F21096045010        | BANAJYOTI RANJAN MALICK | 95% attendance do formfillup for 2024/25 examination.  |

*[Signature]*  
02.05.24

# Report of the Examination 2024 (s)

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                                                            |
|-------|---------------------|-------------------------|------------------------------------------------------------------------------------|
| 1     | F21096045001        | ABHI SING               | Poor Performance in semester exam. come to college with parent                     |
| 2     | F21096045002        | AJAY DAS                | Pass in all subjects in semester exam                                              |
| 3     | F21096045003        | AJAY MAHALIK            | Poor Performance in semester exam, discuss with him & informed him for PTM         |
| 4     | F21096045004        | AJAY SETHI              | Poor Performance in semester exam, discuss with him. come to college with parent.  |
| 5     | F21096045005        | AJIT KUMAR BARIK        | Poor Performance in semester. discuss with him. come to college with parent.       |
| 6     | F21096045006        | AMAR DALAI              | Back-1,2,3,4 in semester exam. come to college with parent.                        |
| 7     | F21096045007        | ANIL KUMAR DAS          | Pass in all subjects in semester exam.                                             |
| 8     | F21096045008        | ANKIT DAS               | Pass in all subject. discussed with him & informed him for PTM.                    |
| 9     | F21096045009        | BADAL SING              | Poor Performance in semester exam. discuss with him. come to college with. Parent. |
| 10    | F21096045010        | BANAJYOTI RANJAN MALICK | Pass in all subjects in semester exam, come to college with parent.                |

Ranjan Kumar Paddhi  
05.07.24  
Sign. Of Proctor

  
Sign. Of HOD





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



Meeting With the Students

Proctor Name :- Ranjan Kumar Padhi

Academic Year 2023-24

| Sl No. | Date of Meeting | Time     | Nature of discussion held in brief                                                                                    | Initials             |                            |
|--------|-----------------|----------|-----------------------------------------------------------------------------------------------------------------------|----------------------|----------------------------|
|        |                 |          |                                                                                                                       | Students             | Staff                      |
| 1      | 08.09.2023      | 1.45 PM  | He is sleeping in the hostel habitually without informing to the hostel superintendent                                | Akash Das            | <u>Padhi</u><br>08.09.23   |
| 2      | 08.09.2023      | 2.00 PM  | using mobile phone during class time                                                                                  | Bikash Chandra Sethi | <u>Padhi</u><br>08.09.23   |
| 3      | 08.09.2023      | 2.15 PM  | He is not coming classes regularly after informing many time                                                          | Ajay Das             | <u>Padhi</u><br>08.09.23   |
| 4      | 04.10.2023      | 9.50 AM  | He is not returned books in library after notice period.                                                              | Ananda malik         | <u>Padhi</u><br>04.10.2023 |
| 5      | 04.10.2023      | 2.10 PM  | He is disturbing in the class.                                                                                        | Badal Singh          | <u>Padhi</u><br>04.10.2023 |
| 6      | 06.11.2023      | 9.45 AM  | He was seen that not attending practical classes after theory periods are over.                                       | Abu maris            | <u>Padhi</u><br>06.11.23   |
| 7      | 06.11.2023      | 2.00 PM  | He was caught while damaging college properties like bus's seat, aquaguard.                                           | Abhi Singh           | <u>Padhi</u><br>06.11.23   |
| 8      | 06.11.2023      | 2.15 PM  | He is regularly disturbing in the class during class time                                                             | AMAR DALAI           | <u>Padhi</u><br>06.11.23   |
| 9      | 05.02.2024      | 9.45 AM  | He caught red handed while breaking a project instrument                                                              | Bhagaban malik       | <u>Padhi</u><br>05.02.24   |
| 10     | 05.02.2024      | 12.00 PM | He is not coming to institute without proper dresscode                                                                | AMR KUMAR BARIK      | <u>Padhi</u><br>05.02.24   |
| 11     | 04.03.2024      | 2.00 PM  | He is good in singing song. It was discussed with him to focus on talent to participate in college cultural programs. | ANIRBHADA MALIK      | <u>Padhi</u><br>04.03.24   |
| 12     | 04.03.2024      | 2.10 PM  | He is not returned books in library after notice period.                                                              | AMAR DALAI           | <u>Padhi</u><br>04.03.24   |
| 13     |                 |          |                                                                                                                       |                      |                            |

Padhi  
30.07.24  
Signature of Proctor

Padhi  
30/07/24  
Signature of HOD



**NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY**  
**SERGARH-756060, BALASORE (ODISHA)**  
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Parent/Guardian Communication Details

Proctor Name :- **Ranjan Kumar Padhi**

Academic Year 2023-24

| Sl No. | Date & Time of Communication of meeting | Purpose of Communication                                                   | Response of Parent                                          | Initials of Staff          |
|--------|-----------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------|
| 1      | 09.09.2023<br>9.35AM                    | Your son using cell phone in the classroom                                 | He will not do the same mistake again.                      | <u>Padhi</u><br>09.09.2023 |
| 2      | 11.09.2023<br>9.20AM                    | Your son has less attendance percentage                                    | Due to medical issue                                        | <u>Padhi</u><br>11.09.2023 |
| 3      | 05.10.2023<br>9.40AM                    | Your son did not return books in library after notice period.              | He will return books tomorrow.                              | <u>Padhi</u><br>05.10.23   |
| 4      | 07.11.2023<br>9.30AM                    | Your son misbehave with the teacher                                        | Guardian said, Punish the student according to the law.     | <u>Padhi</u><br>07.11.2023 |
| 5      | 06.02.2024<br>9.35AM                    | Your son caught red handed while breaking a project instrument.            | Guardian said, I will pay the amount of project instrument. | <u>Padhi</u><br>06.02.24   |
| 6      | 05.03.2024<br>9.25AM                    | Your son is good singer. I want to participate in college fun & folk fest. | Guardian is happy with his son performance                  | <u>Padhi</u><br>05.03.2024 |
| 7      |                                         |                                                                            |                                                             |                            |
| 8      |                                         |                                                                            |                                                             |                            |
| 9      |                                         |                                                                            |                                                             |                            |
| 10     |                                         |                                                                            |                                                             |                            |
| 11     |                                         |                                                                            |                                                             |                            |

Padhi  
06.07.24  
Signature of Proctor

Padhi  
Signature of HOD



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:       | Niranjan Sahu.   |
| Designation:               | Lecturer in EEE. |



# 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)



### Activity of The Proctors

#### Report of the Month of August 2023

DOCTOR NAME-NIRANJAN SAHU BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-3RD SESSION-2023-24 EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                           |
|-------|---------------------|--------------------|---------------------------------------------------|
| 1     | F22096045011        | BIKASH KUMAR MALIK | 78%. Attendance try to improve class performance. |
| 2     | F22096045012        | BINIT KUMAR SAHANI | 83%. Attendance maintain the same.                |
| 3     | F22096045013        | BIREN KUMAR DASH   | 77%. Attendance try to improve class performance. |
| 4     | F22096045014        | BISWAJIT SETHI     | 84%. Attendance maintain the same.                |
| 5     | F22096045015        | BISWANATH MALIK    | 78%. Attendance try to improve class performance. |
| 6     | F22096045016        | CHINAMAYA BISWAL   | 83%. Attendance, maintain the same.               |
| 7     | F22096045017        | DEBASISH DHAMUDIA  | 77%. Attendance try to improve class performance. |
| 8     | F22096045018        | DEBASIS BEHERA     | 88%. Attendance is very good.                     |
| 9     | F22096045019        | DEBASISH DAS       | 83%. Attendance, maintain the same.               |
| 10    | F22096045020        | DIPAK KUMAR SINGH  | 77%. Attendance try to improve.                   |

Nirajan Sahu  
03/10/23

#### Report of the Month of September 2023

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                               |
|-------|---------------------|--------------------|-------------------------------------------------------|
| 1     | F22096045011        | BIKASH KUMAR MALIK | 75%. Attendance try to improve the same.              |
| 2     | F22096045012        | BINIT KUMAR SAHANI | 85%. Attend very good.                                |
| 3     | F22096045013        | BIREN KUMAR DASH   | 80%. Attendance, maintain the same.                   |
| 4     | F22096045014        | BISWAJIT SETHI     | 70%. Attend try to improve.                           |
| 5     | F22096045015        | BISWANATH MALIK    | 83%. Attendance is very good.                         |
| 6     | F22096045016        | CHINAMAYA BISWAL   | 100%. Attendance class test performance is very good. |
| 7     | F22096045017        | DEBASISH DHAMUDIA  | 91%. Attendance is very good.                         |
| 8     | F22096045018        | DEBASIS BEHERA     | 77%. Attendance try to improve class performance.     |
| 9     | F22096045019        | DEBASISH DAS       | 83%. Attendance maintain the same.                    |
| 10    | F22096045020        | DIPAK KUMAR SINGH  | 100%. Attendance is very good.                        |

Nirajan Sahu  
03/10/23



**Report of the Month of October 2023**

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                                 |
|-------|---------------------|--------------------|---------------------------------------------------------|
| 1     | F22096045011        | BIKASH KUMAR MALIK | Internal mark is avg. try to improve the mark.          |
| 2     | F22096045012        | BINIT KUMAR SAHANI | I.A mark is good for betterment follow different books. |
| 3     | F22096045013        | BIREN KUMAR DASH   | I.A mark is poor discussed with parents to improve.     |
| 4     | F22096045014        | BISWAJIT SETHI     | I.A mark is good for betterment follow different books. |
| 5     | F22096045015        | BISWANATH MALIK    | I.A mark is avg. try to improve the mark.               |
| 6     | F22096045016        | CHINAMAYA BISWAL   | I.A mark is good for betterment follow different books. |
| 7     | F22096045017        | DEBASISH DHAMUDIA  | I.A mark is very good keep it up.                       |
| 8     | F22096045018        | DEBASIS BEHERA     | I.A mark is good keep it up.                            |
| 9     | F22096045019        | DEBASISH DAS       | I.A mark is avg. try to improve.                        |
| 10    | F22096045020        | DIPAK KUMAR SINGH  | I.A mark is avg. try to improve.                        |

*N. Sahu*  
21/10/23

**Report of the Month of November 2023**

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                                        |
|-------|---------------------|--------------------|----------------------------------------------------------------|
| 1     | F22096045011        | BIKASH KUMAR MALIK | 83%. Attendance very good.                                     |
| 2     | F22096045012        | BINIT KUMAR SAHANI | 83%. Attendance very good.                                     |
| 3     | F22096045013        | BIREN KUMAR DASH   | 84%. Attendance, informed to do form fill up.                  |
| 4     | F22096045014        | BISWAJIT SETHI     | 85%. Attendance is very good.                                  |
| 5     | F22096045015        | BISWANATH MALIK    | 83%. Attendance informed to do form fill up upcoming semester. |
| 6     | F22096045016        | CHINAMAYA BISWAL   | 83%. Attendance is very good.                                  |
| 7     | F22096045017        | DEBASISH DHAMUDIA  | 86%. Attendance very good in class.                            |
| 8     | F22096045018        | DEBASIS BEHERA     | 81%. Attendance informed about form fill up.                   |
| 9     | F22096045019        | DEBASISH DAS       | 77%. Attendance try to improve.                                |
| 10    | F22096045020        | DIPAK KUMAR SINGH  | 86%. Attendance is very good.                                  |

*N. Sahu*  
6/11/23



**Report of the Examination 2023 (w)**

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                                     |
|-------|---------------------|--------------------|-------------------------------------------------------------|
| 1     | F22096045011        | BIKASH KUMAR MALIK | Pass in subjects informed for PTM.                          |
| 2     | F22096045012        | BINIT KUMAR SAHANI | Pass in subjects.                                           |
| 3     | F22096045013        | BIREN KUMAR DASH   | Back in practicals do from 7/11 till 7/12 in next semester. |
| 4     | F22096045014        | BISWAJIT SETHI     | Back in Th-2 do from 7/11 till 7/12 back paper in next sem. |
| 5     | F22096045015        | BISWANATH MALIK    | Pass in subjects informed for PTM.                          |
| 6     | F22096045016        | CHINAMAYA BISWAL   | Passed in all subjects.                                     |
| 7     | F22096045017        | DEBASISH DHAMUDIA  | Back in Th-4 discussed with him to come to C19.             |
| 8     | F22096045018        | DEBASIS BEHERA     | Passed in all subjects.                                     |
| 9     | F22096045019        | DEBASISH DAS       | Passed in subjects informed for PTM.                        |
| 10    | F22096045020        | DIPAK KUMAR SINGH  | Pass in all subjects.                                       |

*[Signature]*

*[Signature]*  
5/2/24  
Sign. Of Proctor

*[Signature]*  
5/2/24  
Sign. Of HOD



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



**Activity of The Proctors**

**Report of the Month of January 2024**

DOCTOR NAME-NIRANJAN SAHU BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM ~~4th~~ <sup>3rd</sup> SESSION-2023-24 EXAMINATION-023(W)

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                           |
|-------|---------------------|--------------------|---------------------------------------------------|
| 1     | F22096045011        | BIKASH KUMAR MALIK | 78%. Attendance try to improve class performance. |
| 2     | F22096045012        | BINIT KUMAR SAHANI | 77%. Attendance try to improve class performance. |
| 3     | F22096045013        | BIREN KUMAR DASH   | 83%. Attendance, maintain the same.               |
| 4     | F22096045014        | BISWAJIT SETHI     | 100%. Attendance is very good.                    |
| 5     | F22096045015        | BISWANATH MALIK    | 95%. Attendance is very good.                     |
| 6     | F22096045016        | CHINAMAYA BISWAL   | 75%. Attendance try to improve.                   |
| 7     | F22096045017        | DEBASISH DHAMUDIA  | 80%. Attendance is good.                          |
| 8     | F22096045018        | DEBASIS BEHERA     | 100%. Attendance is very good.                    |
| 9     | F22096045019        | DEBASISH DAS       | 75%. Attendance try to improve.                   |
| 10    | F22096045020        | DIPAK KUMAR SINGH  | 88%. Attendance, maintain the same.               |

Sahu  
2/2/24

**Report of the Month of February 2024**

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                            |
|-------|---------------------|--------------------|----------------------------------------------------|
| 1     | F22096045011        | BIKASH KUMAR MALIK | 91%. Attendance class performance is satisfactory. |
| 2     | F22096045012        | BINIT KUMAR SAHANI | 100%. Attendance performance is very good.         |
| 3     | F22096045013        | BIREN KUMAR DASH   | 75%. Attendance try to improve class performance.  |
| 4     | F22096045014        | BISWAJIT SETHI     | 83%. Attendance, maintain the same.                |
| 5     | F22096045015        | BISWANATH MALIK    | 75%. Attendance try to improve class performance.  |
| 6     | F22096045016        | CHINAMAYA BISWAL   | 100%. Attendance is very good.                     |
| 7     | F22096045017        | DEBASISH DHAMUDIA  | 75%. Attendance maintained the same.               |
| 8     | F22096045018        | DEBASIS BEHERA     | 86%. Attend very good.                             |
| 9     | F22096045019        | DEBASISH DAS       | 91%. Attend is good.                               |
| 10    | F22096045020        | DIPAK KUMAR SINGH  | 100%. Attendance is very good.                     |

Sahu  
4/3/24



# Report of the Month of March 2024

| REGISTRATION NUMBER | NAME               | REMARKS                                              |
|---------------------|--------------------|------------------------------------------------------|
| F22096045011        | BIKASH KUMAR MALIK | Internal mark is avg try to improve.                 |
| F22096045012        | BINIT KUMAR SAHANI | I. A mark is good keep it up.                        |
| F22096045013        | BIREN KUMAR DASH   | I. A mark is good keep it up.                        |
| F22096045014        | BISWAJIT SETHI     | I. A mark is very good for betterment follows books. |
| F22096045015        | BISWANATH MALIK    | I. A mark is very good for betterment follows books. |
| F22096045016        | CHINAMAYA BISWAL   | I. A mark is very good.                              |
| F22096045017        | DEBASISH DHAMUDIA  | Poor I. A mark try to improve.                       |
| F22096045018        | DEBASIS BEHERA     | I. A is good, keep it up.                            |
| F22096045019        | DEBASISH DAS       | Poor I. A mark try to improve.                       |
| F22096045020        | DIPAK KUMAR SINGH  | I. A mark is good keep it up.                        |

Sahu  
06/4/24

# Report of the Month of April 2024

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                           |
|-------|---------------------|--------------------|---------------------------------------------------|
| 1     | F22096045011        | BIKASH KUMAR MALIK | 78%. Total class attend do form fill up for 2023. |
| 2     | F22096045012        | BINIT KUMAR SAHANI | 89%. Attend is very good.                         |
| 3     | F22096045013        | BIREN KUMAR DASH   | 87%. Attendance is formed about form fill up.     |
| 4     | F22096045014        | BISWAJIT SETHI     | 85%. Attend is very good.                         |
| 5     | F22096045015        | BISWANATH MALIK    | 84%. Attendance very good in class.               |
| 6     | F22096045016        | CHINAMAYA BISWAL   | 91%. Attendance is very good.                     |
| 7     | F22096045017        | DEBASISH DHAMUDIA  | 83%. Attendance is very good.                     |
| 8     | F22096045018        | DEBASIS BEHERA     | 75%. Attendance informed about form fill up.      |
| 9     | F22096045019        | DEBASISH DAS       | 86%. Attendance very good in class.               |
| 10    | F22096045020        | DIPAK KUMAR SINGH  | 100%. Attendance is very good.                    |

Sahu  
11/5/24

# Report of the Examination 2024 (s)

| REGISTRATION NUMBER | NAME               | REMARKS                                                     |
|---------------------|--------------------|-------------------------------------------------------------|
| 1 F22096045011      | BIKASH KUMAR MALIK | PASS in all subjects informed for PTM.                      |
| 2 F22096045012      | BINIT KUMAR SAHANI | poor in exam, discussed with him to come to clg in parents. |
| 3 F22096045013      | BIREN KUMAR DASH   | passed in subjects informed for PTM.                        |
| 4 F22096045014      | BISWAJIT SETHI     | BACK in Th-4 discussed with him to come to clg.             |
| 5 F22096045015      | BISWANATH MALIK    | PASS in all subjects.                                       |
| 6 F22096045016      | CHINAMAYA BISWAL   | BACK in Th-5 discussed with parents.                        |
| 7 F22096045017      | DEBASISH DHAMUDIA  | passed in all subjects.                                     |
| 8 F22096045018      | DEBASIS BEHERA     | passed in all subjects informed for PTM.                    |
| 9 F22096045019      | DEBASISH DAS       | passed in all subjects.                                     |
| 10 F22096045020     | DIPAK KUMAR SINGH  | passed in all subjects.                                     |

*Sahu*  
21/7/24  
Sign. Of Proctor

*Sahu*  
Sign. Of HOD





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



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

### Activity of The Proctors

Report of the Month of August 2023

SESSION-2023-24

PROCTOR NAME-NIRANJAN SAHU BRANCH-ELECTRICAL & ELECTRONICS ENGG.

SEM-5TH

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                            |
|-------|---------------------|-----------------------|--------------------------------------------------------------------|
| 1     | F21096045011        | BIKASH KUMAR MALIK    | 100%. Attendance is very good in class.                            |
| 2     | F21096045012        | BINAYAK SAW           | 100%. Attendance is very good in class.                            |
| 3     | F21096045013        | BISHNU PRASAD DAS     | 67%. Attendance is very poor. Discussed with him to come to class. |
| 4     | F21096045014        | BISWARANJAN PATRA     | 100%. Attendance is very good in class.                            |
| 5     | F21096045015        | CHANDAN KUMAR MALIK   | 100%. Attendance is very good.                                     |
| 6     | F21096045016        | CHINMAY MALIK         | 67%. Attendance is very poor. Discussed with parents.              |
| 7     | F21096045017        | CHIRANJIT PARIDA      | 100%. Attendance is very good.                                     |
| 8     | F21096045018        | DEEPAK MAHALIK        | 100%. Attendance is very good.                                     |
| 9     | F21096045019        | DIBYAJYOTI SAMANTARAY | 67%. Attendance is very poor. Discussed with parents.              |
| 10    | F21096045020        | DIBYARANJAN PATRA     | 100%. Attendance is very good.                                     |

N. Sahu  
2/9/23

### Report of the Month of September 2023

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                            |
|-------|---------------------|-----------------------|------------------------------------|
| 1     | F21096045011        | BIKASH KUMAR MALIK    | 88%. Attend very good.             |
| 2     | F21096045012        | BINAYAK SAW           | 76%. Attend maintained the same.   |
| 3     | F21096045013        | BISHNU PRASAD DAS     | 70%. Attend try to improve action. |
| 4     | F21096045014        | BISWARANJAN PATRA     | 94%. Attend very good.             |
| 5     | F21096045015        | CHANDAN KUMAR MALIK   | 94%. Attend is very good.          |
| 6     | F21096045016        | CHINMAY MALIK         | 76%. Attend maintained the same.   |
| 7     | F21096045017        | CHIRANJIT PARIDA      | 88%. Attend very good.             |
| 8     | F21096045018        | DEEPAK MAHALIK        | 82%. Attend very good.             |
| 9     | F21096045019        | DIBYAJYOTI SAMANTARAY | 77%. Attend maintained the same.   |
| 10    | F21096045020        | DIBYARANJAN PATRA     | 70%. Attend try to improve action. |

N. Sahu  
3/10/23



| Report of the Month of October 2023 |                       |                                                              |
|-------------------------------------|-----------------------|--------------------------------------------------------------|
| REGISTRATION NUMBER                 | NAME                  | REMARKS                                                      |
| F21096045011                        | BIKASH KUMAR MALIK    | I.A mark is good keep it up.                                 |
| F21096045012                        | BINAYAK SAW           | Internal mark is very good                                   |
| F21096045013                        | BISHNU PRASAD DAS     | Poor I.A mark try to improve.                                |
| F21096045014                        | BISWARANJAN PATRA     | I.A mark is very good for betterment follow different books. |
| F21096045015                        | CHANDAN KUMAR MALIK   | I.A mark is good keep it up.                                 |
| F21096045016                        | CHINMAY MALIK         | Poor I.A mark try to improve.                                |
| F21096045017                        | CHIRANJIT PARIDA      | I.A mark is very good.                                       |
| F21096045018                        | DEEPAK MAHALIK        | I.A mark is good keep it up                                  |
| F21096045019                        | DIBYAJYOTI SAMANTARAY | Poor I.A mark try to improve.                                |
| F21096045020                        | DIBYARANJAN PATRA     | I.A mark is good keep it up.                                 |

*Signature*  
3/11/23

| Report of the Month of November 2023 |                     |                       |                                                 |
|--------------------------------------|---------------------|-----------------------|-------------------------------------------------|
| SL NO                                | REGISTRATION NUMBER | NAME                  | REMARKS                                         |
| 1                                    | F21096045011        | BIKASH KUMAR MALIK    | 85%. Attendance is informed about from fill up. |
| 2                                    | F21096045012        | BINAYAK SAW           | 86%. Attendance is very good.                   |
| 3                                    | F21096045013        | BISHNU PRASAD DAS     | 89%. Attendance is very good.                   |
| 4                                    | F21096045014        | BISWARANJAN PATRA     | 87%. Attendance is informed about from fill up. |
| 5                                    | F21096045015        | CHANDAN KUMAR MALIK   | 85%. Attendance is very good.                   |
| 6                                    | F21096045016        | CHINMAY MALIK         | 87%. Attendance is informed about from fill up. |
| 7                                    | F21096045017        | CHIRANJIT PARIDA      | 89%. Attendance is very good.                   |
| 8                                    | F21096045018        | DEEPAK MAHALIK        | 85%. Attendance is informed about from fill up. |
| 9                                    | F21096045019        | DIBYAJYOTI SAMANTARAY | 89%. Attendance is very good.                   |
| 10                                   | F21096045020        | DIBYARANJAN PATRA     | 85%. Attendance is informed about from fill up. |

*Signature*  
6/12/23



**Report of the Examination 2023 (w)**

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                     |
|-------|---------------------|-----------------------|-------------------------------------------------------------|
| 1     | F21096045011        | BIKASH KUMAR MALIK    | Back in Th-2 do from filter for back paper in next Sem.     |
| 2     | F21096045012        | BINAYAK SAW           | Passed in all subjects, informed to attend PTM.             |
| 3     | F21096045013        | BISHNU PRASAD DAS     | Pass in all subjects.                                       |
| 4     | F21096045014        | BISWARANJAN PATRA     | Back in pr-4 discussed with him to come to C19 over parents |
| 5     | F21096045015        | CHANDAN KUMAR MALIK   | Passed in all subjects.                                     |
| 6     | F21096045016        | CHINMAY MALIK         | Back in Th-4 do from filter for back paper in next Sem.     |
| 7     | F21096045017        | CHIRANJIT PARIDA      | Poor in exam, discussed with parents.                       |
| 8     | F21096045018        | DEEPAK MAHALIK        | Passed in all subjects.                                     |
| 9     | F21096045019        | DIBYAJYOTI SAMANTARAY | Back in Th-2 do from filter for back paper in next Sem.     |
| 10    | F21096045020        | DIBYARANJAN PATRA     | Pass in all subjects.                                       |

*N. Sahu*

*N. Sahu*  
6/12/24  
Sign. Of Proctor

*N. Sahu*  
6/12/24  
Sign. Of HOD



### Activity of The Proctors

Report of the Month of January 2024

PROCTOR NAME-NIRANJAN SAHU BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-4TH SESSION-2023-24 EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                         |
|-------|---------------------|-----------------------|---------------------------------|
| 1     | F21096045011        | BIKASH KUMAR MALIK    | 90%. Attend very good.          |
| 2     | F21096045012        | BINAYAK SAW           | 80%. Attend very good in class. |
| 3     | F21096045013        | BISHNU PRASAD DAS     | 85%. Attend very good.          |
| 4     | F21096045014        | BISWARANJAN PATRA     | 90%. Attend very good.          |
| 5     | F21096045015        | CHANDAN KUMAR MALIK   | 85%. Attend very good in class. |
| 6     | F21096045016        | CHINMAY MALIK         | 95%. Attendance is very good.   |
| 7     | F21096045017        | CHIRANJIT PARIDA      | 100%. Attend is very good.      |
| 8     | F21096045018        | DEEPAK MAHALIK        | 87%. Attend very good.          |
| 9     | F21096045019        | DIBYAJYOTI SAMANTARAY | 80%. Attend very good in class. |
| 10    | F21096045020        | DIBYARANJAN PATRA     | 100%. Attendance is very good.  |

*N. Sahu*  
21/2/24

Report of the Month of February 2024

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                |
|-------|---------------------|-----------------------|----------------------------------------|
| 1     | F21096045011        | BIKASH KUMAR MALIK    | 70%. Attendance try to improve action. |
| 2     | F21096045012        | BINAYAK SAW           | 85%. Attend very good in class.        |
| 3     | F21096045013        | BISHNU PRASAD DAS     | 80%. Attend very good.                 |
| 4     | F21096045014        | BISWARANJAN PATRA     | 85%. Attend very good in class.        |
| 5     | F21096045015        | CHANDAN KUMAR MALIK   | 75%. Attend maintained the same.       |
| 6     | F21096045016        | CHINMAY MALIK         | 85%. Attend very good in class.        |
| 7     | F21096045017        | CHIRANJIT PARIDA      | 80%. Attend very good.                 |
| 8     | F21096045018        | DEEPAK MAHALIK        | 75%. Attend maintained the same.       |
| 9     | F21096045019        | DIBYAJYOTI SAMANTARAY | 100%. Attend is very good.             |
| 10    | F21096045020        | DIBYARANJAN PATRA     | 100%. Attendance is very good.         |

*N. Sahu*  
4/3/24



### Report of the Month of March 2024

| REGISTRATION NUMBER | NAME                  | REMARKS                                              |
|---------------------|-----------------------|------------------------------------------------------|
| F21096045011        | BIKASH KUMAR MALIK    | INTERNAL MARK IS AVG TRY TO IMPROVE.                 |
| F21096045012        | BINAYAK SAW           | I.A MARK IS GOOD KEEP IT UP.                         |
| F21096045013        | BISHNU PRASAD DAS     | I.A MARK IS VERY GOOD KEEP IT UP.                    |
| F21096045014        | BISWARANJAN PATRA     | I.A MARK IS POOR TRY TO IMPROVE.                     |
| F21096045015        | CHANDAN KUMAR MALIK   | I.A MARK IS AVG, TRY TO IMPROVE.                     |
| F21096045016        | CHINMAY MALIK         | I.A MARK IS GOOD KEEP IT UP.                         |
| F21096045017        | CHIRANJIT PARIDA      | I.A MARK IS GOOD BETTERMENT FOLLOW DIFFERENTS BOOKS. |
| F21096045018        | DEEPAK MAHALIK        | I.A MARK IS AVG TRY TO IMPROVE.                      |
| F21096045019        | DIBYAJYOTI SAMANTARAY | I.A MARK IS GOOD KEEP IT UP.                         |
| F21096045020        | DIBYARANJAN PATRA     | I.A MARK IS AVG, TRY TO IMPROVE.                     |

S. Sahu  
4/4/24

### Report of the Month of april 2024

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                       |
|-------|---------------------|-----------------------|-----------------------------------------------|
| 1     | F21096045011        | BIKASH KUMAR MALIK    | 85%. Attendance informed about from till sep. |
| 2     | F21096045012        | BINAYAK SAW           | 85%. Attendance informed about from till sep. |
| 3     | F21096045013        | BISHNU PRASAD DAS     | 89%. Attendance is very good.                 |
| 4     | F21096045014        | BISWARANJAN PATRA     | 85%. Attendance informed about from till sep. |
| 5     | F21096045015        | CHANDAN KUMAR MALIK   | 89%. Attendance is good in class.             |
| 6     | F21096045016        | CHINMAY MALIK         | 85%. Attendance informed about from till sep. |
| 7     | F21096045017        | CHIRANJIT PARIDA      | 87%. Attend is very good.                     |
| 8     | F21096045018        | DEEPAK MAHALIK        | 85%. Attend is very good                      |
| 9     | F21096045019        | DIBYAJYOTI SAMANTARAY | 100%. Attendance informed about from till sep |
| 10    | F21096045020        | DIBYARANJAN PATRA     | 89%. Attendance is very good.                 |

S. Sahu  
2/5/24

**Report of the Examination 2024 (s)**

| REGISTRATION<br>NUMBER | NAME                  | REMARKS                                                    |
|------------------------|-----------------------|------------------------------------------------------------|
| F21096045011           | BIKASH KUMAR MALIK    | pass in subjects informed<br>for PTM.                      |
| F21096045012           | BINAYAK SAW           | Back in th-3 do from fillup<br>for back paper in next sem. |
| F21096045013           | BISHNU PRASAD DAS     | passed in all subjects keep it<br>up.                      |
| F21096045014           | BISWARANJAN PATRA     | passed in all subjects keep<br>it up.                      |
| F21096045015           | CHANDAN KUMAR MALIK   | Back in th-2 do from fillup<br>for back paper in next sem. |
| F21096045016           | CHINMAY MALIK         | pass in all subjects.                                      |
| F21096045017           | CHIRANJIT PARIDA      | passed in all subjects.                                    |
| F21096045018           | DEEPAK MAHALIK        | passed in subjects informed<br>for PTM.                    |
| F21096045019           | DIBYAJYOTI SAMANTARAY | pass in all subjects.                                      |
| F21096045020           | DIBYARANJAN PATRA     | passed in all subjects.                                    |

*John*

*John*  
21/7/24  
Sign. Of Proctor

*John*  
21/7/24  
Sign. Of HOD





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



Meeting With the Students

Proctor Name :- Niranjan Sahu

Academic Year 2023-24

| Sl No. | Date of Meeting | Time     | Nature of discussion held in brief                                         | Initials             |                  |
|--------|-----------------|----------|----------------------------------------------------------------------------|----------------------|------------------|
|        |                 |          |                                                                            | Students             | Staff            |
| 1      | 5/09/2023       | 11.00 AM | Not coming classes after informing many times.                             | Dikash Kumar Malik   | N. Sahu 5/9/23   |
| 2      | 10/09/2023      | 12.30 PM | Using mobile phone during class time.                                      | Biswanjit Sathi      | N. Sahu 10/9/23  |
| 3      | 11/10/2023      | 2.00 PM  | He is not returned books in library after notice period.                   | Dipak K. Saha        | N. Sahu 11/10/23 |
| 4      | 13/10/2023      | 2.45 PM  | Regularly coming to institute without proper uniform.                      | Niranjan Saha, Ratna | N. Sahu 13/10/23 |
| 5      | 5/11/2023       | 11.15 AM | Regularly disturbing in class - class time.                                | Chinmay Malik        | N. Sahu 5/11/23  |
| 6      | 8/12/2023       | 3.30 PM  | He is sleeping hostel without inform. to the hostel superintendent.        | Chandan Kumar Malik  | N. Sahu 8/12/23  |
| 7      | 7/02/2024       | 3.00 PM  | He was caught while damaging college property like a ragout.               | Debasish Das         | N. Sahu 7/2/24   |
| 8      | 6/03/2024       | 10.45 AM | He is good in singing song I was discussed with him to flow on his talent. | DEEPAK MAHAJIK       | N. Sahu 6/3/24   |
| 9      |                 |          |                                                                            |                      |                  |
| 10     |                 |          |                                                                            |                      |                  |
| 11     |                 |          |                                                                            |                      |                  |
| 12     |                 |          |                                                                            |                      |                  |
| 13     |                 |          |                                                                            |                      |                  |

N. Sahu  
 20/12/24  
 Signature of Proctor

D. Saha  
 30/12/24  
 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 :- Niranjan Sahu

Academic Year 2023-24

| Sl No. | Date & Time of Communication of meeting | Purpose of Communication                                                       | Response of Parent                                          | Initials of Staff  |
|--------|-----------------------------------------|--------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------|
| 1      | 7/11/23<br>12:00PM                      | Your son has less attendance percentage.                                       | Due to medical issue.                                       | N. Sahu<br>7/11/23 |
| 2      | 5/10/24<br>8-45PM                       | Your son did not return books in library after notice period.                  | He will return books tomorrow.                              | N. Sahu<br>5/10/24 |
| 3      | 11/03/24<br>11:15AM                     | Your son caught red handed while a project instrument.                         | Guardian said, I will pay the amount of project instrument. | N. Sahu<br>11/3/24 |
| 4      | 10/03/24<br>3:00PM                      | Your son is good singer & want to participate in college level is polytechnic. | Guardian is happy with his son performance.                 | N. Sahu<br>10/3/24 |
| 5      | 11/03/24<br>2:45PM                      | Your son mistake with the teacher.                                             | Guardian said, punish the student according to the law.     | N. Sahu<br>11/3/24 |
| 6      |                                         |                                                                                |                                                             |                    |
| 7      |                                         |                                                                                |                                                             |                    |
| 8      |                                         |                                                                                |                                                             |                    |
| 9      |                                         |                                                                                |                                                             |                    |
| 10     |                                         |                                                                                |                                                             |                    |
| 11     |                                         |                                                                                |                                                             |                    |

N. Sahu  
30/7/24  
Signature of Proctor

D. Sahu  
24/7/24  
Signature of HOD

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

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# 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:       | Dharmapada Ojha. |
| Designation:               | Lecturer in EEE. |



## **PROCTORIAL SYSTEM**

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

### **OBJECTIVES**

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

### **FUNCTIONS OF THE PROCTOR**

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

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

Sd/-  
Principal





NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



### Activity of The Proctors

#### Report of the Month of August 2023

PROCTOR NAME-DHARMAPADA OJHA BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-3RD SESSION-2023-24  
EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                           |
|-------|---------------------|---------------------|---------------------------------------------------|
| 1     | F22096045021        | GYANARANJAN MALIK   | 80% attend class maintain in same                 |
| 2     | F22096045022        | HARISH CHANDRA SING | 86% attend class maintain in same                 |
| 3     | F22096045023        | HIMANSHU SETHI      | 80% attend class very good & try to maintain.     |
| 4     | F22096045024        | JAYANTA KU MAHALIK  | 80% attend class is good & try to maintain.       |
| 5     | F22096045025        | JAYPRAKASH MOHANTY  | 73% attend class is very poor & try to improve.   |
| 6     | F22096045026        | JHADESWAR SAHOO     | 86% attend class good & try to maintain.          |
| 7     | F22096045027        | JITENDRA DAS        | 80% attend class is good & try to maintain.       |
| 8     | F22096045028        | KAMALESH MAHALIK    | 73% attend class is very poor & try to improve.   |
| 9     | F22096045029        | KARTIKSHWAR JENA    | 80% attend class is very good & try to maintain.  |
| 10    | F22096045030        | MAHESH DASH         | 93% attend class is very good & maintain in same. |

Dh  
27/9/23

#### Report of the Month of September 2023

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                               |
|-------|---------------------|---------------------|-------------------------------------------------------|
| 1     | F22096045021        | GYANARANJAN MALIK   | 92% attend class is very good & try to maintain.      |
| 2     | F22096045022        | HARISH CHANDRA SING | 92% attend class is very good & try to maintain.      |
| 3     | F22096045023        | HIMANSHU SETHI      | 76% attend class is regular & try to improve.         |
| 4     | F22096045024        | JAYANTA KU MAHALIK  | 84% attend class is very good & try to maintain.      |
| 5     | F22096045025        | JAYPRAKASH MOHANTY  | 69% attend class is poor & try to improve your class. |
| 6     | F22096045026        | JHADESWAR SAHOO     | 76% attend class is very good & try to improve.       |
| 7     | F22096045027        | JITENDRA DAS        | 84% attend class is very good & try to maintain.      |
| 8     | F22096045028        | KAMALESH MAHALIK    | 84% attend class is very good & try to maintain.      |
| 9     | F22096045029        | KARTIKSHWAR JENA    | 84% attend class is very good & try to maintain.      |
| 10    | F22096045030        | MAHESH DASH         | 92% attend class is very good & try to maintain.      |

Dh  
27/9/23



### Report of the Month of October 2023

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                                  |
|-------|---------------------|---------------------|----------------------------------------------------------|
| 1     | F22096045021        | GYANARANJAN MALIK   | Internal mark is very good.                              |
| 2     | F22096045022        | HARISH CHANDRA SING | Internal mark is good                                    |
| 3     | F22096045023        | HIMANSHU SETHI      | Internal mark is very good                               |
| 4     | F22096045024        | JAYANTA KU MAHALIK  | Internal mark is very poor try to improve                |
| 5     | F22096045025        | JAYPRAKASH MOHANTY  | Internal mark is poor try to improve your I.A mark.      |
| 6     | F22096045026        | JHADESWAR SAHOO     | Internal mark is very poor try to improve your I.A mark. |
| 7     | F22096045027        | JITENDRA DAS        | Internal mark is very poor so try to improve your mark   |
| 8     | F22096045028        | KAMALESH MAHALIK    | Internal mark is poor so try to improve your             |
| 9     | F22096045029        | KARTIKSHWAR JENA    | Internal mark is poor so try to improve your mark.       |
| 10    | F22096045030        | MAHESH DASH         | Internal mark is very good                               |

*Dash*  
3/11/23

### Report of the Month of November 2023

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                                  |
|-------|---------------------|---------------------|----------------------------------------------------------|
| 1     | F22096045021        | GYANARANJAN MALIK   | 83% total class attend do form fill up for 2023(W) exam. |
| 2     | F22096045022        | HARISH CHANDRA SING | 83% total class attend do form fill up for 2023(W) exam. |
| 3     | F22096045023        | HIMANSHU SETHI      | 78% total class attend do form fill up for 2023(W) exam. |
| 4     | F22096045024        | JAYANTA KU MAHALIK  | 83% total class attend do form fill up for 2023(W) exam. |
| 5     | F22096045025        | JAYPRAKASH MOHANTY  | 78% total class attend do form fill up for 2023(W) exam. |
| 6     | F22096045026        | JHADESWAR SAHOO     | 76% total class attend do form fill up for 2023(W) exam. |
| 7     | F22096045027        | JITENDRA DAS        | 75% total class attend do form fill up for 2023(W) exam. |
| 8     | F22096045028        | KAMALESH MAHALIK    | 81% total class attend do form fill up for 2023(W) exam. |
| 9     | F22096045029        | KARTIKSHWAR JENA    | 75% total class attend do form fill up for 2023(W) exam. |
| 10    | F22096045030        | MAHESH DASH         | 93% total class attend do form fill up for 2023(W) exam. |

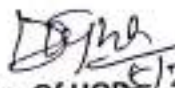
*Dash*  
6/12/23



# Report of the Examination 2023 (w)

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                                                             |
|-------|---------------------|---------------------|-------------------------------------------------------------------------------------|
| 1     | F22096045021        | GYANARANJAN MALIK   | passed in all subject discussed with his parent.                                    |
| 2     | F22096045022        | HARISH CHANDRA SING | passed in all subject discussed with his parent. Inform him about PTM.              |
| 3     | F22096045023        | HIMANSHU SETHI      | passed in all subject discussed with his parent. Inform him about PTM.              |
| 4     | F22096045024        | JAYANTA KU MAHALIK  | passed in all subject discussed with his parent.                                    |
| 5     | F22096045025        | JAYPRAKASH MOHANTY  | passed in all subject. Inform him about PTM.                                        |
| 6     | F22096045026        | JHADESWAR SAHOO     | Semester performance is very poor. Inform his parent come to college next semester. |
| 7     | F22096045027        | JITENDRA DAS        | Back Th-or do term Billup next semester. Inform him.                                |
| 8     | F22096045028        | KAMALESH MAHALIK    | passed in all subject discussed with his parent. Inform him about PTM.              |
| 9     | F22096045029        | KARTIKSHWAR JENA    | Semester performance is very poor. Inform his parent come to college next semester. |
| 10    | F22096045030        | MAHESH DASH         | passed in all subject discussed with his parent. Inform him about PTM.              |

  
Sign. Of Proctor 5/2/24

  
Sign. Of HOD 5/2/24



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



**Activity of The Proctors**

**Report of the Month of January 2024**

PROCTOR NAME-DHARMAPADA OJHA BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-~~4TH~~ SESSION-2023-24

EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                                     |
|-------|---------------------|---------------------|-------------------------------------------------------------|
| 1     | F22096045021        | GYANARANJAN MALIK   | 100% class attendance is very good try to continue.         |
| 2     | F22096045022        | HARISH CHANDRA SING | 100% class attendance is very good try to continue.         |
| 3     | F22096045023        | HIMANSHU SETHI      | 50% class attendance is very poor try to improve.           |
| 4     | F22096045024        | JAYANTA KU MAHALIK  | 100% class attendance is very good.                         |
| 5     | F22096045025        | JAYPRAKASH MOHANTY  | 50% class attendance is very poor try to improve.           |
| 6     | F22096045026        | JHADESWAR SAHOO     | 100% class attendance is good try to continue.              |
| 7     | F22096045027        | JITENDRA DAS        | 100% class attendance is good try to continue.              |
| 8     | F22096045028        | KAMALESH MAHALIK    | 100% class attendance is good try to continue.              |
| 9     | F22096045029        | KARTIKSHWAR JENA    | 100% class attendance is very good.                         |
| 10    | F22096045030        | MAHESH DASH         | 100% class attendance is very good try to maintain in same. |

D/OJHA  
21/2/24

**Report of the Month of February 2024**

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                               |
|-------|---------------------|---------------------|-------------------------------------------------------|
| 1     | F22096045021        | GYANARANJAN MALIK   | 88% class attendance is good try to continue.         |
| 2     | F22096045022        | HARISH CHANDRA SING | 88% class attendance is very good try to continue.    |
| 3     | F22096045023        | HIMANSHU SETHI      | 83% class attendance impressive try to maintain.      |
| 4     | F22096045024        | JAYANTA KU MAHALIK  | 88% class attendance is good try to maintain.         |
| 5     | F22096045025        | JAYPRAKASH MOHANTY  | 94% class attendance is very good.                    |
| 6     | F22096045026        | JHADESWAR SAHOO     | 77% class attendance is good try to maintain in same. |
| 7     | F22096045027        | JITENDRA DAS        | 100% class attendance is excellent.                   |
| 8     | F22096045028        | KAMALESH MAHALIK    | 94% class attendance is good try to maintain.         |
| 9     | F22096045029        | KARTIKSHWAR JENA    | 77% class attendance is good try to maintain.         |
| 10    | F22096045030        | MAHESH DASH         | 100% class attendance is excellent.                   |

D/OJHA  
4/3/24



### Report of the Month of March 2024

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                                                  |
|-------|---------------------|---------------------|--------------------------------------------------------------------------|
| 1     | F22096045021        | GYANARANJAN MALIK   | Internal mark is very good try to follow different books for betterment. |
| 2     | F22096045022        | HARISH CHANDRA SING | Internal mark is good try to improve your mark.                          |
| 3     | F22096045023        | HIMANSHU SETHI      | Internal mark is impressive, try to maintain.                            |
| 4     | F22096045024        | JAYANTA KU MAHALIK  | I.A. mark is very good try to follow different notes.                    |
| 5     | F22096045025        | JAYPRAKASH MOHANTY  | Internal mark is average try to improve your mark.                       |
| 6     | F22096045026        | JHADESWAR SAHOO     | Internal mark is average try to improve your mark.                       |
| 7     | F22096045027        | JITENDRA DAS        | Internal mark is good try to maintain in same.                           |
| 8     | F22096045028        | KAMALESH MAHALIK    | Internal mark is good try to maintain in same.                           |
| 9     | F22096045029        | KARTIKSHWAR JENA    | Internal mark is average try to improve your mark.                       |
| 10    | F22096045030        | MAHESH DASH         | Internal mark is very good try to follow different books for betterment. |

DPS  
6/4/24

### Report of the Month of April 2024

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                               |
|-------|---------------------|---------------------|-------------------------------------------------------|
| 1     | F22096045021        | GYANARANJAN MALIK   | 90%. attendance informed him for room pickup 2024 (S) |
| 2     | F22096045022        | HARISH CHANDRA SING | 91%. attendance informed him for room pickup 2024 (S) |
| 3     | F22096045023        | HIMANSHU SETHI      | 92%. attendance informed him for room pickup          |
| 4     | F22096045024        | JAYANTA KU MAHALIK  | 93%. attendance informed him for room pickup.         |
| 5     | F22096045025        | JAYPRAKASH MOHANTY  | 91%. attendance informed him for room pickup 2024 (S) |
| 6     | F22096045026        | JHADESWAR SAHOO     | 97%. attendance informed him for room pickup          |
| 7     | F22096045027        | JITENDRA DAS        | 92%. attendance informed him for room pickup 2024 (S) |
| 8     | F22096045028        | KAMALESH MAHALIK    | 95%. attendance informed him for room pickup          |
| 9     | F22096045029        | KARTIKSHWAR JENA    | 90%. attendance informed him for room pickup 2024 (S) |
| 10    | F22096045030        | MAHESH DASH         | 96%. attendance informed him for room pickup 2024 (S) |

DPS  
1/5/24

# Report of the Examination 2024 (s)

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                                             |
|-------|---------------------|---------------------|---------------------------------------------------------------------|
| 1     | F22096045021        | GYANARANJAN MALIK   | passed in all subject, informed to guardian for PTM.                |
| 2     | F22096045022        | HARISH CHANDRA SING | Result is impressive, discussed with his parents for PTM.           |
| 3     | F22096045023        | HIMANSHU SETHI      | Result in semester exam is passed in all subject, informed for PTM. |
| 4     | F22096045024        | JAYANTA KU MAHALIK  | passed in all subject, informed him for PTM.                        |
| 5     | F22096045025        | JAYPRAKASH MOHANTY  | Semester performance is very poor, informed guardian to meet hod.   |
| 6     | F22096045026        | JHADESWAR SAHOO     | passed in all subject, informed to guardian for PTM.                |
| 7     | F22096045027        | JITENDRA DAS        | passed in all subject, informed him for PTM.                        |
| 8     | F22096045028        | KMALESH MAHALIK     | Result back Th-1, Th-3 informed him to do better in next semester.  |
| 9     | F22096045029        | KARTIKSHWAR JENA    | Failed in all subject. Informed to guardian to meet hod.            |
| 10    | F22096045030        | MAHESH DASH         | passed in all subject, discuss with his parents for PTM.            |

*[Signature]*

*[Signature]*  
31/7/24  
Sign. Of Proctor

*[Signature]*  
31/7/24  
Sign. Of HOD





### Activity of The Proctors

#### Report of the Month of August 2023

PROCTOR NAME-DHARMAPADA OJHA BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-5TH SESSION-2023-24  
EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                           |
|-------|---------------------|-------------------|---------------------------------------------------|
| 1     | F21096045021        | DIBYARANJAN PATRA | 94% attend very good in class.                    |
| 2     | F21096045022        | DILLIP KUMAR SING | 100% attend excellent try to maintain it.         |
| 3     | F21096045023        | GAJENDRA MALIK    | 88% attend very good in class try to maintain it. |
| 4     | F21096045024        | GOPINATHA MALIK   | 88% attend is good in class try to maintain it.   |
| 5     | F21096045025        | KAMALAKANTA MALIK | 88% attend is good in class try to maintain it.   |
| 6     | F21096045026        | KESHAB DHAMUDIA   | 94% attend is very good try to maintain it.       |
| 7     | F21096045027        | KHAGENDRA DAS     | 94% attend is good in class try to maintain it.   |
| 8     | F21096045028        | LAXMIPRIYA NAYAK  | 88% attend is good in class.                      |
| 9     | F21096045029        | MANA SING         | 88% attend is good in class try to maintain it.   |

T. Ojha  
29/8/23

#### Report of the Month of September 2023

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                              |
|-------|---------------------|-------------------|------------------------------------------------------|
| 1     | F21096045021        | DIBYARANJAN PATRA | 87% attend is good in class try to maintain it.      |
| 2     | F21096045022        | DILLIP KUMAR SING | 87% attend is very good in class try to maintain it. |
| 3     | F21096045023        | GAJENDRA MALIK    | 88% attend is good in class.                         |
| 4     | F21096045024        | GOPINATHA MALIK   | 87% attend is very good try to maintain it.          |
| 5     | F21096045025        | KAMALAKANTA MALIK | 93% attend is very good try to maintain it.          |
| 6     | F21096045026        | KESHAB DHAMUDIA   | 87% attend is very good try to maintain it.          |
| 7     | F21096045027        | KHAGENDRA DAS     | 100% attend is excellent in class.                   |
| 8     | F21096045028        | LAXMIPRIYA NAYAK  | 87% attend is good in class try to maintain it.      |
| 9     | F21096045029        | MANA SING         | 87% attend is good in class try to maintain it.      |

T. Ojha  
3/10/23

### Report of the Month of October 2023

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                        |
|-------|---------------------|-------------------|------------------------------------------------|
| 1     | F21096045021        | DIBYARANJAN PATRA | Internal mark is poor try to improve it.       |
| 2     | F21096045022        | DILLIP KUMAR SING | Internal mark is poor try to improve it.       |
| 3     | F21096045023        | GAJENDRA MALIK    | Internal mark is average so try to improve it. |
| 4     | F21096045024        | GOPINATHA MALIK   | Internal mark is poor try to improve it.       |
| 5     | F21096045025        | KAMALAKANTA MALIK | Internal mark is poor try to improve it.       |
| 6     | F21096045026        | KESHAB DHAMUDIA   | Internal mark is average try to improve it.    |
| 7     | F21096045027        | KHAGENDRA DAS     | Internal mark is average try to improve it.    |
| 8     | F21096045028        | LAXMIPRIYA NAYAK  | Internal mark is average try to improve it.    |
| 9     | F21096045029        | MANA SING         | Internal mark is very good try to improve it.  |

*[Signature]*  
5/11/23

### Report of the Month of November 2023

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                             |
|-------|---------------------|-------------------|-----------------------------------------------------|
| 1     | F21096045021        | DIBYARANJAN PATRA | 91% total class attend do form fillup 2023(w) exam. |
| 2     | F21096045022        | DILLIP KUMAR SING | 89% total class attend do form fillup 2023(w) exam. |
| 3     | F21096045023        | GAJENDRA MALIK    | 89% total class attend do form fillup 2023(w) exam. |
| 4     | F21096045024        | GOPINATHA MALIK   | 89% total class attend do form fillup 2023(w) exam. |
| 5     | F21096045025        | KAMALAKANTA MALIK | 88% total class attend do form fillup 2023(w) exam. |
| 6     | F21096045026        | KESHAB DHAMUDIA   | 92% total class attend do form fillup 2023(w) exam. |
| 7     | F21096045027        | KHAGENDRA DAS     | 89% total class attend do form fillup 2023(w) exam. |
| 8     | F21096045028        | LAXMIPRIYA NAYAK  | 92% total class attend do form fillup 2023(w) exam. |
| 9     | F21096045029        | MANA SING         | 91% total class attend do form fillup 2023(w) exam. |

*[Signature]*  
6/11/23



| Report of the Examination 2023 (w) |                     |                   |                                                                                         |
|------------------------------------|---------------------|-------------------|-----------------------------------------------------------------------------------------|
| SL NO                              | REGISTRATION NUMBER | NAME              | REMARKS                                                                                 |
| 1                                  | F21096045021        | DIBYARANJAN PATRA | Semester performance is very poor & discussed with his parent come to college for meet  |
| 2                                  | F21096045022        | DILLIP KUMAR SING | Semester performance is very poor & discussed with his parent come to college for meet  |
| 3                                  | F21096045023        | GAJENDRA MALIK    | passed in all subject & discussed with his parent & come to college for PTM             |
| 4                                  | F21096045024        | GOPINATHA MALIK   | Semester performance is very poor & discussed with his parent & come to college for PTM |
| 5                                  | F21096045025        | KAMALAKANTA MALIK | Semester performance is very poor & discussed with his parent & come to college for PTM |
| 6                                  | F21096045026        | KESHAB DHAMUDIA   | Semester performance is very poor & discussed with his parent & come to college for PTM |
| 7                                  | F21096045027        | KHAGENDRA DAS     | Semester performance is very poor & discussed with his parent & come to college for PTM |
| 8                                  | F21096045028        | LAXMIPRIYA NAYAK  | passed in all subject & discussed with his parent & come to college for PTM             |
| 9                                  | F21096045029        | MANA SING         | passed in all subject & discussed with his parent & come to college for PTM             |

Sign. Of Proctor

Sign. Of HOD 6/2/24



### Activity of The Proctors

#### Report of the Month of January 2024

PROCTOR NAME-DHARMAPADA OJHA BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-6TH SESSION-2023-24

EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                          |
|-------|---------------------|-------------------|--------------------------------------------------|
| 1     | F21096045021        | DIBYARANJAN PATRA | 100% class performance is very good attendance   |
| 2     | F21096045022        | DILLIP KUMAR SING | 100% attendance, class performance is good.      |
| 3     | F21096045023        | GAJENDRA MALIK    | 100% attendance, class performance is very good. |
| 4     | F21096045024        | GOPINATHA MALIK   | 100% attendance, class performance is good.      |
| 5     | F21096045025        | KAMALAKANTA MALIK | 100% attendance, class performance is very good. |
| 6     | F21096045026        | KESHAB DHAMUDIA   | 100% attendance, class performance is good.      |
| 7     | F21096045027        | KHAGENDRA DAS     | 100% attendance, class performance is good.      |
| 8     | F21096045028        | LAXMIPRIYA NAYAK  | 100% attendance, class performance is very good. |
| 9     | F21096045029        | MANA SING         | 100% attendance, class performance is good.      |

Signature  
21/2/24

#### Report of the Month of February 2024

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                             |
|-------|---------------------|-------------------|-----------------------------------------------------|
| 1     | F21096045021        | DIBYARANJAN PATRA | 88% class attendance is good try to maintain.       |
| 2     | F21096045022        | DILLIP KUMAR SING | 83% class attendance is good try to maintain.       |
| 3     | F21096045023        | GAJENDRA MALIK    | 94% class attendance is very good try to continue.  |
| 4     | F21096045024        | GOPINATHA MALIK   | 88% class attendance is good try to maintain.       |
| 5     | F21096045025        | KAMALAKANTA MALIK | 88% class attendance is good try to maintain.       |
| 6     | F21096045026        | KESHAB DHAMUDIA   | 94% class attendance is very good try to continue.  |
| 7     | F21096045027        | KHAGENDRA DAS     | 88% class attendance is good try to maintain.       |
| 8     | F21096045028        | LAXMIPRIYA NAYAK  | 100% class attendance is excellent try to maintain. |
| 9     | F21096045029        | MANA SING         | 88% class attendance is good try to maintain.       |

Signature  
21/3/24



### Report of the Month of March 2024

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                                                  |
|-------|---------------------|-------------------|--------------------------------------------------------------------------|
| 1     | F21096045021        | DIBYARANJAN PATRA | Internal Mark is poor & try to improve your I.A Mark                     |
| 2     | F21096045022        | DILLIP KUMAR SING | Internal Mark is poor, try to improve it.                                |
| 3     | F21096045023        | GAJENDRA MALIK    | Internal Mark is very good, try to follow different books                |
| 4     | F21096045024        | GOPINATHA MALIK   | Internal Mark is poor, try to improve your I.A Mark.                     |
| 5     | F21096045025        | KAMALAKANTA MALIK | Internal Mark is very poor try to improve your I.A Mark                  |
| 6     | F21096045026        | KESHAB DHAMUDIA   | Internal Mark is very poor, try to improve it.                           |
| 7     | F21096045027        | KHAGENDRA DAS     | Internal Mark is poor, try to improve it.                                |
| 8     | F21096045028        | LAXMIPRIYA NAYAK  | Internal Mark is very good, try to follow different books for betterment |
| 9     | F21096045029        | MANA SING         | Internal Mark is very good, try to follow different books for betterment |

*[Signature]*  
21/5/24

### Report of the Month of April 2024

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                                 |
|-------|---------------------|-------------------|---------------------------------------------------------|
| 1     | F21096045021        | DIBYARANJAN PATRA | 93% attendance, informed him for term fillup 2024 (1)   |
| 2     | F21096045022        | DILLIP KUMAR SING | 91% attendance, informed him for term fillup 2024 (1)   |
| 3     | F21096045023        | GAJENDRA MALIK    | 96% attendance, informed him for term fillup 2024 (1)   |
| 4     | F21096045024        | GOPINATHA MALIK   | 95% attendance, informed him for term fillup 2024 (1)   |
| 5     | F21096045025        | KAMALAKANTA MALIK | 93% attendance, informed him, work able to term fillup. |
| 6     | F21096045026        | KESHAB DHAMUDIA   | 95% attendance, informed him, work able to term fillup. |
| 7     | F21096045027        | KHAGENDRA DAS     | 93% attendance, informed him, work able to term fillup. |
| 8     | F21096045028        | LAXMIPRIYA NAYAK  | 98% attendance, informed him for term fillup 2024 (1)   |
| 9     | F21096045029        | MANA SING         | 93% attendance, informed him for term fillup 2024 (1)   |

*[Signature]*  
21/5/24

# Report of the Examination 2024 (s)

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                                                    |
|-------|---------------------|-------------------|----------------------------------------------------------------------------|
| 1     | F21096045021        | DIBYARANJAN PATRA | Semester performance is very poor, informed to guardian to meet hod.       |
| 2     | F21096045022        | DILLIP KUMAR SING | Semester performance is very poor, informed to guardian to meet hod & PTM. |
| 3     | F21096045023        | GAJENDRA MALIK    | passed in all subject, informed to guardian for PTM.                       |
| 4     | F21096045024        | GOPINATHA MALIK   | Semester performance is very poor, informed to guardian to meet hod.       |
| 5     | F21096045025        | KAMALAKANTA MALIK | Semester performance is very poor, informed to guardian to meet hod.       |
| 6     | F21096045026        | KESHAB DHAMUDIA   | Back 7th-02, informed to guardian for PTM.                                 |
| 7     | F21096045027        | KHAGENDRA DAS     | Semester performance is very poor, informed to guardian to meet hod & PTM. |
| 8     | F21096045028        | LAXMIPRIYA NAYAK  | passed in all subject, informed to guardian for PTM.                       |
| 9     | F21096045029        | MANA SING         | passed in all subject, informed to guardian for PTM.                       |

*[Signature]*

*[Signature]*  
21/07/24  
Sign. Of Proctor

*[Signature]*  
21/07/24  
Sign. Of HOD





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



Meeting With the Students

Academic Year 2023-24

Proctor Name :- *Dharmapada Ojha*

| Sl No. | Date of Meeting | Time     | Nature of discussion held in brief                                                  | Initials            |                         |
|--------|-----------------|----------|-------------------------------------------------------------------------------------|---------------------|-------------------------|
|        |                 |          |                                                                                     | Students            | Staff                   |
| 1      | 5/9/2023        | 1:20 PM  | He is sleeping in hostel habitually without informing to the hostel superintendent. | Himanshu Sathi      | <i>Djha</i><br>05/09/23 |
| 2      | 4/10/2023       | 12:00 PM | Regularly coming to Institute without proper uniform                                | Jitendra Das        | <i>Djha</i><br>05-09-23 |
| 3      | 4/10/2023       | 3:20 PM  | He is good in singing song. I was disturbed with him to focus on his talent.        | Karmalish malalik   | <i>Djha</i><br>04/10/23 |
| 4      | 6/11/2023       | 10:30 AM | It was seen that not attending practical classes after the by periods are over.     | Dillip Ku. Siro     | <i>Djha</i><br>06/11/23 |
| 5      | 7/12/2023       | 9:30 AM  | He is regularly disturbing in class time.                                           | Gayendra malik      | <i>Djha</i><br>06/11/23 |
| 6      | 6/2/2024        | 2:20 PM  | using mobile phone during class time.                                               | Keshab dharmada     | <i>Djha</i><br>7/12/23  |
| 7      | 6/2/2024        | 11:20 AM | caught red handed while breaking a project instrument                               | JAYANTA Ku. Malalik | <i>Djha</i><br>6/2/24   |
| 8      | 7/3/2024        | 2:30 AM  | It was caught while damaging college property like aquaguard.                       | Gopinath Malik      | <i>Djha</i><br>6/3/24   |
| 9      |                 |          |                                                                                     |                     |                         |
| 10     |                 |          |                                                                                     |                     |                         |
| 11     |                 |          |                                                                                     |                     |                         |
| 12     |                 |          |                                                                                     |                     |                         |
| 13     |                 |          |                                                                                     |                     |                         |

*Djha*  
06/02/24  
Signature of Proctor

*Djha*  
06/02/24  
Signature of HOD



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



Parent/Guardian Communication Details

Academic Year 2023-24

Proctor Name :- Dharmapala Ojha

| Sl No. | Date & Time of Communication of meeting | Purpose of Communication                                        | Response of Parent                                               | Initials of Staff      |
|--------|-----------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------|------------------------|
| 1      | 10/9/2023                               | Your son sleeping in hostel regularly.                          | Guardian said, He will not mistake in same, do regularly.        | <u>DPO</u><br>10/9/23  |
| 2      | 7/10/2023                               | Your son coming to institute without proper uniform.            | Guardian said that he will come to institute in proper uniform.  | <u>DPO</u><br>7/10/23  |
| 3      | 12/12/2023<br>3:20 PM                   | Your son regularly disturbing in class time.                    | Guardian said, punishing the student according to your rule.     | <u>DPO</u><br>12/12/23 |
| 4      | 8/2/2024<br>11:30 AM                    | Your son using mobile phone during class time.                  | Guardian said that punishing the student according to your rule. | <u>DPO</u><br>8/2/24   |
| 5      | 9/2/2024<br>10:30 AM                    | Your son caught red handed while breaking a project instrument. | Guardian said. I will pay the amount of project instrument.      | <u>DPO</u><br>9/2/24   |
| 6      | 12/3/2024                               | Your son caught red handed while damaging a guard.              | Guardian said. I will pay the amount. of a guard.                | <u>DPO</u><br>12/3/24  |
| 7      |                                         |                                                                 |                                                                  |                        |
| 8      |                                         |                                                                 |                                                                  |                        |
| 9      |                                         |                                                                 |                                                                  |                        |
| 10     |                                         |                                                                 |                                                                  |                        |
| 11     |                                         |                                                                 |                                                                  |                        |

DPO  
Signature of Proctor

DPO  
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:       | Asish Ranjan Belena. |
| Designation:               | Lecturer in EEE      |



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



## **PROCTORIAL SYSTEM**

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

### **OBJECTIVES**

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

### **FUNCTIONS OF THE PROCTOR**

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

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

Sd/-  
Principal





NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



### Activity of The Proctors

#### Report of the Month of August 2023

PROCTOR NAME-ASISH RANJAN BEHERA BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-3RD SESSION-2023-24  
EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                 | REMARKS                                                                      |
|-------|---------------------|----------------------|------------------------------------------------------------------------------|
| 1     | F22096045031        | MANOJ BEJ            | 75%. Attendance, try to improve class performance.                           |
| 2     | F22096045032        | MANOJ KUMAR SHIAL    | 85%. Attendance, very good in class.                                         |
| 3     | F22096045033        | MOUSAM SHIAL         | 70%. Attendance try to improve attendance from 70% in semester.              |
| 4     | F22096045034        | MUKTIKANTA PATRA     | 85%. Attendance, try to maintain the same.                                   |
| 5     | F22096045035        | NARAYAN MAJHI -      | 75%. Attendance, try to improve class performance.                           |
| 6     | F22096045036        | PABITRA MOHAN BHUYAN | 65%. Attendance is very poor do classes regularly otherwise set back to 70%. |
| 7     | F22096045037        | PRADYUMNA BISWAL     | 80%. Attendance, maintain the same.                                          |
| 8     | F22096045038        | PRAMOD KUMAR MAHALIK | 94%. Attendance, good in class performance.                                  |
| 9     | F22096045039        | PRASANTA KUMAR MALIK | 75%. Attendance, try to improve class performance.                           |
| 10    | F22096045040        | PRASANTA KUMAR MALIK | 85%. Attendance, good in class performance.                                  |

A. Behera  
15/10/23

#### Report of the Month of September 2023

| SL NO | REGISTRATION NUMBER | NAME                 | REMARKS                                                                      |
|-------|---------------------|----------------------|------------------------------------------------------------------------------|
| 1     | F22096045031        | MANOJ BEJ            | 81%. Attendance maintain the same.                                           |
| 2     | F22096045032        | MANOJ KUMAR SHIAL    | 68%. Attendance is very poor do classes regularly otherwise set back to 70%. |
| 3     | F22096045033        | MOUSAM SHIAL         | 87%. Attendance, good in class performance.                                  |
| 4     | F22096045034        | MUKTIKANTA PATRA     | 75%. Attendance, try to improve class performance.                           |
| 5     | F22096045035        | NARAYAN MAJHI        | 93%. Attendance, good in class performance.                                  |
| 6     | F22096045036        | PABITRA MOHAN BHUYAN | 63%. Attendance is very poor do classes regularly otherwise set back to 70%. |
| 7     | F22096045037        | PRADYUMNA BISWAL     | 87%. Attendance, very good in class.                                         |
| 8     | F22096045038        | PRAMOD KUMAR MAHALIK | 81%. Attendance maintain the same.                                           |
| 9     | F22096045039        | PRASANTA KUMAR MALIK | 81%. Attendance maintain the same.                                           |
| 10    | F22096045040        | PRASANTA KUMAR MALIK | 87%. Attendance, very good in class.                                         |

A. Behera  
15/10/23



# Report of the Month of October 2023

| SL NO | REGISTRATION NUMBER | NAME                 | REMARKS                                                  |
|-------|---------------------|----------------------|----------------------------------------------------------|
| 1     | F22096045031        | MANOJ BEJ            | Internal mark is very good, maintain the same.           |
| 2     | F22096045032        | MANOJ KUMAR SHIAL    | I.A. mark is very good, maintain the same.               |
| 3     | F22096045033        | MOUSAM SHIAL         | I.A. mark is good for betterment follow different books. |
| 4     | F22096045034        | MUKTIKANTA PATRA     | I.A. mark is v. poor, discussed with parents to improve. |
| 5     | F22096045035        | NARAYAN MAJHI        | I.A. mark is very good, maintain the same.               |
| 6     | F22096045036        | PABITRA MOHAN BHUYAN | I.A. mark is v. poor, discussed parents to improve.      |
| 7     | F22096045037        | PRADYUMNA BISWAL     | I.A. mark is avg. try to improve the mark.               |
| 8     | F22096045038        | PRAMOD KUMAR MAHALIK | I.A. mark is very good, maintain the same.               |
| 9     | F22096045039        | PRASANTA KUMAR MALIK | I.A. mark is avg. try to improve the mark.               |
| 10    | F22096045040        | PRASANTA KUMAR MALIK | I.A. mark is v. poor, discussed with parents to improve. |

A. B. Singh  
21/10/23

# Report of the Month of November 2023

| SL NO | REGISTRATION NUMBER | NAME                 | REMARKS                                            |
|-------|---------------------|----------------------|----------------------------------------------------|
| 1     | F22096045031        | MANOJ BEJ            | 80+. Attendance, do maintenance the same.          |
| 2     | F22096045032        | MANOJ KUMAR SHIAL    | 81+. Attendance, maintain the same.                |
| 3     | F22096045033        | MOUSAM SHIAL         | 80+. Attendance, maintenance the same.             |
| 4     | F22096045034        | MUKTIKANTA PATRA     | 81+. Attendance, maintenance the same.             |
| 5     | F22096045035        | NARAYAN MAJHI        | 80+. Attendance, maintenance the same.             |
| 6     | F22096045036        | PABITRA MOHAN BHUYAN | 81+. Attendance, maintenance the same.             |
| 7     | F22096045037        | PRADYUMNA BISWAL     | 83+. Attendance, informed about form fill up.      |
| 8     | F22096045038        | PRAMOD KUMAR MAHALIK | 80+. Attendance, informed about form fill up.      |
| 9     | F22096045039        | PRASANTA KUMAR MALIK | 76+. Attendance, try to improve class performance. |
| 10    | F22096045040        | PRASANTA KUMAR MALIK |                                                    |

A. B. Singh  
21/12/23



# Report of the Examination 2023 (w)

| SL NO | REGISTRATION NUMBER | NAME                 | REMARKS                                                                   |
|-------|---------------------|----------------------|---------------------------------------------------------------------------|
| 1     | F22096045031        | MANOJ BEJ            | Passed in all subjects, disussed with him.                                |
| 2     | F22096045032        | MANOJ KUMAR SHIAL    | passed in all subjects, disussed with him.                                |
| 3     | F22096045033        | MOUSAM SHIAL         | passed in all subjects, disussed with him.                                |
| 4     | F22096045034        | MUKTIKANTA PATRA     | Passed in all subjects, disussed with him.                                |
| 5     | F22096045035        | NARAYAN MAJHI        | passed in all subjects, disussed with him.                                |
| 6     | F22096045036        | PABITRA MOHAN BHUYAN | Semester performance is very poor. Informed to come college with parents. |
| 7     | F22096045037        | PRADYUMNA BISWAL     | Back in th-3 do form fillup for back paper in next semester.              |
| 8     | F22096045038        | PRAMOD KUMAR MAHALIK | passed in all subjects disussed with him.                                 |
| 9     | F22096045039        | PRASANTA KUMAR MALIK | passed in all subjects disussed with him.                                 |
| 10    | F22096045040        | PRASANTA KUMAR MALIK | passed in all subjects disussed with him.                                 |

Ashish Ranjan Behera  
Sign. Of Proctor 6/2/24.

  
Sign. Of HOD 6/2/24



### Activity of The Proctors

#### Report of the Month of January 2024

PROCTOR NAME-ASISH RANJAN BEHERA BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-~~III~~ SESSION-2023-24  
EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                 | REMARKS                                                                        |
|-------|---------------------|----------------------|--------------------------------------------------------------------------------|
| 1     | F22096045031        | MANOJ BEJ            | 50% Attendance is very poor do class regularly otherwise failed do form it up  |
| 2     | F22096045032        | MANOJ KUMAR SHIAL    | 100% Attendance good in class keep it up.                                      |
| 3     | F22096045033        | MOUSAM SHIAL         | 100% Attendance good in class keep it up.                                      |
| 4     | F22096045034        | MUKTIKANTA PATRA     | 50% Attendance is very poor do class regularly otherwise failed do form it up. |
| 5     | F22096045035        | NARAYAN MAJHI        | 100% Attendance good in class keep it up.                                      |
| 6     | F22096045036        | PABITRA MOHAN BHUYAN | 50% Attendance is very poor do class regularly otherwise failed do form it up. |
| 7     | F22096045037        | PRADYUMNA BISWAL     | 100% Attendance is good in class                                               |
| 8     | F22096045038        | PRAMOD KUMAR MAHALIK | 100% Attendance is good in class keep it up.                                   |
| 9     | F22096045039        | PRASANTA KUMAR MALIK | 100% Attendance is good in class keep it up.                                   |
| 10    | F22096045040        | PRASANTA KUMAR MALIK | 100% Attendance is good in class keep it up.                                   |

A. Behara  
21/1/24

#### Report of the Month of February 2024

| SL NO | REGISTRATION NUMBER | NAME                 | REMARKS                                          |
|-------|---------------------|----------------------|--------------------------------------------------|
| 1     | F22096045031        | MANOJ BEJ            | 94% Attendance is very good in class.            |
| 2     | F22096045032        | MANOJ KUMAR SHIAL    | 88% Attendance, good in class.                   |
| 3     | F22096045033        | MOUSAM SHIAL         | 88% Attendance is good in class performance.     |
| 4     | F22096045034        | MUKTIKANTA PATRA     | 88% Attendance is good in class performance.     |
| 5     | F22096045035        | NARAYAN MAJHI        | 88% Attendance is good in class performance.     |
| 6     | F22096045036        | PABITRA MOHAN BHUYAN | 83% Attendance try to improve class performance. |
| 7     | F22096045037        | PRADYUMNA BISWAL     | 88% Attendance is good in class performance.     |
| 8     | F22096045038        | PRAMOD KUMAR MAHALIK | 88% Attendance is good in class.                 |
| 9     | F22096045039        | PRASANTA KUMAR MALIK | 88% Attendance is good in class.                 |
| 10    | F22096045040        | PRASANTA KUMAR MALIK | 94% Attendance is good.                          |

A. Behara  
21/2/24



# Report of the Month of March 2024

| REGISTRATION NUMBER | NAME                 | REMARKS                                                      |
|---------------------|----------------------|--------------------------------------------------------------|
| F22096045031        | MANOJ BEJ            | Internal mark is very good, maintain the same.               |
| F22096045032        | MANOJ KUMAR SHIAL    | Internal mark is good for betterment follow different books. |
| F22096045033        | MOUSAM SHIAL         | I.A mark is very good maintain the same.                     |
| F22096045034        | MUKTIKANTA PATRA     | I.A mark is avg try to improve the mark.                     |
| F22096045035        | NARAYAN MAJHI        | I.A mark is very good maintain the same.                     |
| F22096045036        | PABITRA MOHAN BHUYAN | I.A mark is avg try to improve the mark.                     |
| F22096045037        | PRADYUMNA BISWAL     | I.A mark is avg try to improve the mark.                     |
| F22096045038        | PRAMOD KUMAR MAHALIK | I.A mark is very good maintain the same.                     |
| F22096045039        | PRASANTA KUMAR MALIK | I.A mark is avg try to improve the mark.                     |
| F22096045040        | PRASANTA KUMAR MALIK | I.A mark is not satisfactory. try to improve.                |

A. Behum  
8/4/24.

# Report of the Month of april 2024

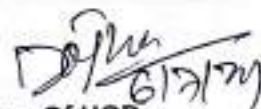
| SL NO | REGISTRATION NUMBER | NAME                 | REMARKS                                             |
|-------|---------------------|----------------------|-----------------------------------------------------|
| 1     | F22096045031        | MANOJ BEJ            | 91%. Total class attend, very good do form fill up. |
| 2     | F22096045032        | MANOJ KUMAR SHIAL    | 97%. Attendance good in class performance.          |
| 3     | F22096045033        | MOUSAM SHIAL         | 97%. Attendance good in class performance.          |
| 4     | F22096045034        | MUKTIKANTA PATRA     | 97%. Attendance good in class performance.          |
| 5     | F22096045035        | NARAYAN MAJHI        | 96%. Total class attend, very good do form fill up. |
| 6     | F22096045036        | PABITRA MOHAN BHUYAN | 90%. Total class attend, very good do form fill up. |
| 7     | F22096045037        | PRADYUMNA BISWAL     | 97%. Attendance good in class performance.          |
| 8     | F22096045038        | PRAMOD KUMAR MAHALIK | 96%. Attendance good in class performance.          |
| 9     | F22096045039        | PRASANTA KUMAR MALIK | 88%. Attendance informed about form fill up.        |
| 10    | F22096045040        | PRASANTA KUMAR MALIK | 89%. Attendance good in class performance.          |

A. Behum  
9/4/24.

**Report of the Examination 2024 (s)**

| SL NO | REGISTRATION NUMBER | NAME                 | REMARKS                                                                       |
|-------|---------------------|----------------------|-------------------------------------------------------------------------------|
| 1     | F22096045031        | MANOJ BEJ            | passed in all subjects, discussed with him.                                   |
| 2     | F22096045032        | MANOJ KUMAR SHIAL    | passed in all subjects, discussed with him.                                   |
| 3     | F22096045033        | MOUSAM SHIAL         | passed in all subjects, discussed with him.                                   |
| 4     | F22096045034        | MUKTIKANTA PATRA     | poore in exam discussed with him to come to c/g your parents.                 |
| 5     | F22096045035        | NARAYAN MAJHI        | passed in all subjects, discussed with him.                                   |
| 6     | F22096045036        | PABITRA MOHAN BHUYAN | passed in all subjects, discussed with him.                                   |
| 7     | F22096045037        | PRADYUMNA BISWAL     | Back in 7th-4 do forem fillup forein- formed to the college in next semester. |
| 8     | F22096045038        | PRAMOD KUMAR MAHALIK | passed in all subjects, discussed with him.                                   |
| 9     | F22096045039        | PRASANTA KUMAR MALIK | passed in all subjects, discussed with him.                                   |
| 10    | F22096045040        | PRASANTA KUMAR MALIK | passed in all subjects, discussed with him.                                   |

Ashish Ranjan Behera  
Sign. Of Proctor

  
Sign. Of HOD





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

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



Activity of The Proctors

Report of the Month of August 2023

PROCTOR NAME-ASISH RANJAN BEHERA BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-5TH SESSION-2023-24

EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                         |
|-------|---------------------|-----------------------|-------------------------------------------------|
| 1     | F21096045030        | MANOJ MALIK           | 83% Attendance, good in class performance       |
| 2     | F21096045031        | MINIMANI SING         | 83% Attendance, good in class performance       |
| 3     | F21096045032        | MITU SING             | 75% Attendance try to improve class performance |
| 4     | F21096045033        | MRUTUNJAY JENA        | 83% Attendance, good in class performance       |
| 5     | F21096045034        | NABAKISHORA DAS       | 83% Attendance, good in class performance       |
| 6     | F21096045035        | NISHIKANTA MALIK      | 83% Attendance, good in class performance       |
| 7     | F21096045036        | PANKAJ MAHALIK        | 91% Attendance, is good.                        |
| 8     | F21096045037        | PRADEEP KUMAR MAHALIK | 100% Attendance good in class.                  |
| 9     | F21096045038        | PRADEEP KUMAR MUDULI  | 83% Attendance good in class performance        |

A. Behera  
29/8/23

Report of the Month of September 2023

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                                          |
|-------|---------------------|-----------------------|----------------------------------------------------------------------------------|
| 1     | F21096045030        | MANOJ MALIK           | 66% Attendance is very poor do class regularly otherwise failed do form fill up. |
| 2     | F21096045031        | MINIMANI SING         | 75% Attendance try to improve class performance.                                 |
| 3     | F21096045032        | MITU SING             | 66% Attendance is very poor do class regularly otherwise failed do form fill up. |
| 4     | F21096045033        | MRUTUNJAY JENA        | 75% Attendance try to improve class performance.                                 |
| 5     | F21096045034        | NABAKISHORA DAS       | 75% Attendance try to improve class performance.                                 |
| 6     | F21096045035        | NISHIKANTA MALIK      | 91% Attendance, good in class.                                                   |
| 7     | F21096045036        | PANKAJ MAHALIK        | 75% Attendance try to improve class performance.                                 |
| 8     | F21096045037        | PRADEEP KUMAR MAHALIK | 75% Attendance try to improve class performance.                                 |
| 9     | F21096045038        | PRADEEP KUMAR MUDULI  | 75% Attendance try to improve class performance.                                 |

A. Behera  
26/10/23



### Report of the Month of October 2023

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                      |
|-------|---------------------|-----------------------|--------------------------------------------------------------|
| 1     | F21096045030        | MANOJ MALIK           | Internal mark is good for betterment follow different books. |
| 2     | F21096045031        | MINIMANI SING         | I.A mark is good for betterment follow different books.      |
| 3     | F21096045032        | MITU SING             | I.A. mark is very good, maintain the same.                   |
| 4     | F21096045033        | MRUTUNJAY JENA        | I.A mark is avg try to improve the mark.                     |
| 5     | F21096045034        | NABAKISHORA DAS       | I.A mark is avg try to improve the mark.                     |
| 6     | F21096045035        | NISHIKANTA MALIK      | I.A mark is good for betterment follow different books.      |
| 7     | F21096045036        | PANKAJ MAHALIK        | I.A mark is good for betterment follow different books.      |
| 8     | F21096045037        | PRADEEP KUMAR MAHALIK | I.A mark is avg try to improve the mark.                     |
| 9     | F21096045038        | PRADEEP KUMAR MUDULI  | I.A mark is avg try to improve the mark.                     |

A. Delwale  
18/10/23

### Report of the Month of November 2023

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                      |
|-------|---------------------|-----------------------|----------------------------------------------|
| 1     | F21096045030        | MANOJ MALIK           | 83%. Attendance informed about form fill up. |
| 2     | F21096045031        | MINIMANI SING         | 83%. Attendance informed about form fill up. |
| 3     | F21096045032        | MITU SING             | 88%. Attendance, good in class performance.  |
| 4     | F21096045033        | MRUTUNJAY JENA        | 81%. Attendance informed about form fill up. |
| 5     | F21096045034        | NABAKISHORA DAS       | 86%. Attendance good in class performance.   |
| 6     | F21096045035        | NISHIKANTA MALIK      | 85%. Attendance good in class performance.   |
| 7     | F21096045036        | PANKAJ MAHALIK        | 87%. Attendance good in class performance.   |
| 8     | F21096045037        | PRADEEP KUMAR MAHALIK | 83%. Attendance informed about form fill up. |
| 9     | F21096045038        | PRADEEP KUMAR MUDULI  | 85%. Attendance informed about form fill up. |

A. Delwale  
18/12/23



# Report of the Examination 2023 (w)

| REGISTRATION NUMBER | NAME                  | REMARKS                                                                 |
|---------------------|-----------------------|-------------------------------------------------------------------------|
| 1 F21096045030      | MANOJ MALIK           | Passed in all subjects, discussed with him.                             |
| 2 F21096045031      | MINIMANI SING         | Back in th-1, do form fill up for backpaper in next semester.           |
| 3 F21096045032      | MITU SING             | Passed in all subjects, discussed with him.                             |
| 4 F21096045033      | MRUTUNJAY JENA        | Semester performance is very poor informed to the college with parents. |
| 5 F21096045034      | NABAKISHORA DAS       | Semester performance is very poor informed to the college with parents. |
| 6 F21096045035      | NISHIKANTA MALIK      | Semester performance is very poor informed to the college with parents. |
| 7 F21096045036      | PANKAJ MAHALIK        | Semester performance is very poor informed to the college with parents. |
| 8 F21096045037      | PRADEEP KUMAR MAHALIK | Back in th-1, do form fill up for backpaper in next semester.           |
| 9 F21096045038      | PRADEEP KUMAR MUDULI  | Passed in all subjects, discussed with him.                             |

Ashish Ranjan Behera  
Sign. Of Proctor 6/2/24.

Dr. H. S. Behera  
Sign. Of HOD 6/2/24



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



### Activity of The Proctors

Report of the Month of January 2024

PROCTOR NAME-ASISH RANJAN BEHERA BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-6TH SESSION-2023-24  
EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                                       |
|-------|---------------------|-----------------------|-------------------------------------------------------------------------------|
| 1     | F21096045030        | MANOJ MALIK           | 50%. Attendance is very poor discussed with him to come to class for parents. |
| 2     | F21096045031        | MINIMANI SING         | 100%. Attendance is very good in class.                                       |
| 3     | F21096045032        | MITU SING             | 100%. Attendance is very good in class performance.                           |
| 4     | F21096045033        | MRUTUNJAY JENA        | 100%. Attendance is very good in class performance.                           |
| 5     | F21096045034        | NABAKISHORA DAS       | 100%. Attendance is very good in class performance.                           |
| 6     | F21096045035        | NISHIKANTA MALIK      | 100%. Attendance is very good.                                                |
| 7     | F21096045036        | PANKAJ MAHALIK        | 50%. Attendance is very poor discussed with him to come to class for parents. |
| 8     | F21096045037        | PRADEEP KUMAR MAHALIK | 100%. Attendance is very good in class performance.                           |
| 9     | F21096045038        | PRADEEP KUMAR MUDULI  | 100%. Attendance is very good in class performance.                           |

A. Behra  
23/2/24

Report of the Month of February 2024

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                         |
|-------|---------------------|-----------------------|-------------------------------------------------|
| 1     | F21096045030        | MANOJ MALIK           | 100%. Attendance very good in class.            |
| 2     | F21096045031        | MINIMANI SING         | 94%. Attendance very good in class performance. |
| 3     | F21096045032        | MITU SING             | 88%. Attendance very good in class.             |
| 4     | F21096045033        | MRUTUNJAY JENA        | 88%. Attendance very good in class performance. |
| 5     | F21096045034        | NABAKISHORA DAS       | 88%. Attendance very good in class performance. |
| 6     | F21096045035        | NISHIKANTA MALIK      | 88%. Attendance very good in class.             |
| 7     | F21096045036        | PANKAJ MAHALIK        | 94%. Attendance very good in class performance. |
| 8     | F21096045037        | PRADEEP KUMAR MAHALIK | 94%. Attendance very good in class.             |
| 9     | F21096045038        | PRADEEP KUMAR MUDULI  | 88% Attendance very good in class performance.  |

A. Behra  
23/2/24



### Report of the Month of March 2024

| REGISTRATION NUMBER | NAME                  | REMARKS                                       |
|---------------------|-----------------------|-----------------------------------------------|
| F21096045030        | MANOJ MALIK           | Internal mark is very good maintain the same. |
| F21096045031        | MINIMANI SING         | I.A mark is very good maintain the same.      |
| F21096045032        | MITU SING             | I.A mark is very good maintain the same.      |
| F21096045033        | MRUTUNJAY JENA        | I.A mark is not satisfaction try to improve.  |
| F21096045034        | NABAKISHORA DAS       | I.A mark is not satisfaction try to improve.  |
| F21096045035        | NISHIKANTA MALIK      | I.A mark is not satisfaction try to improve.  |
| F21096045036        | PANKAJ MAHALIK        | I.A mark is not satisfaction try to improve.  |
| F21096045037        | PRADEEP KUMAR MAHALIK | I.A mark is not satisfaction try to improve.  |
| F21096045038        | PRADEEP KUMAR MUDULI  | I.A mark is not satisfaction try to improve.  |

A. Behara  
5/4/24.

### Report of the Month of April 2024

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                             |
|-------|---------------------|-----------------------|-----------------------------------------------------|
| 1     | F21096045030        | MANOJ MALIK           | 96%. Total Class attend, very good do from fill-up. |
| 2     | F21096045031        | MINIMANI SING         | 95%. Attendance good in class performance.          |
| 3     | F21096045032        | MITU SING             | 91%. Attendance informed about form fill up.        |
| 4     | F21096045033        | MRUTUNJAY JENA        | 90%. Total class attend, very good do from fill up. |
| 5     | F21096045034        | NABAKISHORA DAS       | 88%. Attendance in formed about form fill up.       |
| 6     | F21096045035        | NISHIKANTA MALIK      | 98%. Attendance is very good.                       |
| 7     | F21096045036        | PANKAJ MAHALIK        | 98%. Attendance is very good.                       |
| 8     | F21096045037        | PRADEEP KUMAR MAHALIK | 98%. Attendance good in class performance.          |
| 9     | F21096045038        | PRADEEP KUMAR MUDULI  | 95%. Attendance good in class performance.          |

A. Behara  
21/4/24.

# Report of the Examination 2024 (s)

| REGISTRATION<br>NUMBER | NAME                  | REMARKS                                                               |
|------------------------|-----------------------|-----------------------------------------------------------------------|
| 1 F21096045030         | MANOJ MALIK           | passed in all subjects, disussed<br>with him.                         |
| 2 F21096045031         | MINIMANI SING         | passed in all subjects, disussed<br>with him.                         |
| 3 F21096045032         | MITU SING             | passed in all subjects, disussed<br>with him.                         |
| 4 F21096045033         | MRUTUNJAY JENA        | poor in examination informed him<br>to bring his guardian to college. |
| 5 F21096045034         | NABAKISHORA DAS       | poor in examination informed<br>him to bring his guardian to Cg.      |
| 6 F21096045035         | NISHIKANTA MALIK      | poor in examination informed<br>him to bring his guardian to Cg.      |
| 7 F21096045036         | PANKAJ MAHALIK        | poor in examination informed him<br>to bring his guardian to Cg.      |
| 8 F21096045037         | PRADEEP KUMAR MAHALIK | passed in all subjects, disussed<br>with him.                         |
| 9 F21096045038         | PRADEEP KUMAR MUDULI  | passed in all subjects, disussed<br>with him.                         |

Ashish Ranjan Behera  
Sign. Of Proctor 6/7/2024.

  
Sign. Of HOD



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



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

Meeting With the Students

Proctor Name :- Ashish Ranjan Behura

Academic Year 2023-24

| Sl No. | Date of Meeting | Time     | Nature of discussion held in brief                                    | Initials              |                       |
|--------|-----------------|----------|-----------------------------------------------------------------------|-----------------------|-----------------------|
|        |                 |          |                                                                       | Students              | Staff                 |
| 1      | 6/9/2023        | 1.20 PM  | Not coming classes regularly after informing many times.              | Narayan Majhi         | A. Behura<br>6/9/23   |
| 2      | 10/9/2023       | 2.00 PM  | Not returned books in library after notice period.                    | Prasanta K. Malik     | A. Behura<br>10/9/23  |
| 3      | 4/10/2023       | 11.30 AM | He is not returned books in library after notice period.              | Pradeep Kumar Moudali | A. Behura<br>4/10/23  |
| 4      | 10/10/2023      | 3.45 PM  | using mobile phone during close time.                                 | Hita Sing.            | A. Behura<br>10/10/23 |
| 5      | 5/11/2023       | 11.00 AM | It was caught while damaging college property like aguroad.           | Narayan Majhi         | A. Behura<br>5/11/23  |
| 6      | 7/12/2023       | 3.00 PM  | He is sleeping in hostel without inform to the hostel superintendent. | Manoj Malik           | A. Behura<br>7/12/23  |
| 7      | 9/2/2024        | 3.00 PM  | Regularly coming to institute without proper uniform.                 | Manoj Bej             | A. Behura<br>9/2/24   |
| 8      | 10/2/2024       | 2.45 PM  | Regularly disturbing in class class time.                             | Pankaj Mahalik        | A. Behura<br>10/2/24  |
| 9      | 5/3/2024        | 2.00 PM  | using mobile phone during close time.                                 | Hinimani Sing         | A. Behura<br>5/3/24   |
| 10     |                 |          |                                                                       |                       |                       |
| 11     |                 |          |                                                                       |                       |                       |
| 12     |                 |          |                                                                       |                       |                       |
| 13     |                 |          |                                                                       |                       |                       |

Signature of Proctor  
A. Behura  
10/3/24

Signature of HOD  
[Signature]  
20/2/24

### Parent/Guardian Communication Details

Proctor Name :- Ashish Ranjan Behara

Academic Year 2023-24

| Sl No. | Date & Time of Communication of meeting | Purpose of Communication                                       | Response of Parent                                        | Initials of Staff    |
|--------|-----------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------|----------------------|
| 1      | 8/10/23<br>11.15AM                      | Your son using cell phone in the classroom.                    | He will not do the same mistake again.                    | A. Behara<br>8/10/23 |
| 2      | 9/11/23<br>12.20PM                      | Your son is good singer I want to participate in college fest. | Guardian is happy with his son per performance.           | A. Behara<br>9/11/23 |
| 3      | 4/02/24<br>3.45PM                       | Your son misbehaved with the teacher.                          | Guardian said, punish the student according to the rules. | A. Behara<br>4/2/24  |
| 4      | 5/03/24<br>3.00PM                       | Your son has less attendance percentage.                       | Due to medical issue.                                     | A. Behara<br>5/3/24  |
| 5      |                                         |                                                                |                                                           |                      |
| 6      |                                         |                                                                |                                                           |                      |
| 7      |                                         |                                                                |                                                           |                      |
| 8      |                                         |                                                                |                                                           |                      |
| 9      |                                         |                                                                |                                                           |                      |
| 10     |                                         |                                                                |                                                           |                      |
| 11     |                                         |                                                                |                                                           |                      |

A. Behara  
Signature of Proctor

[Signature]  
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:       | Elna Jay Singh                            |
| Designation:               | Lecturer in Electrical & Electronics Engg |



**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



### Activity of The Proctors

#### Report of the Month of August 2023

PROCTOR NAME-ELINA JAYSINGH BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-3RD SESSION-2023-24 EXAMINATION-23(W)

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                      |
|-------|---------------------|---------------------|----------------------------------------------|
| 1     | F22096045041        | RACHNA JENA         | 93%. attend, very good in class              |
| 2     | F22096045042        | RAJAT KUMAR BHOL    | 100%. attend, very good                      |
| 3     | F22096045043        | RAJENDRA SAMAL      | 73%. attend, try to improve class attendance |
| 4     | F22096045044        | RANJAN KUMAR BEHERA | 100%. attend, very good                      |
| 5     | F22096045045        | RANJAN KUMAR BISWAL | 80%. attend, try to improve class attendance |
| 6     | F22096045046        | SAGAR MALIK         | 93%. attend, very good in class              |
| 7     | F22096045047        | SAISADASIBA PATRA   | 100%. attend, very good                      |
| 8     | F22096045048        | SAMIR KUMAR JENA    | 100%. attend, very good                      |
| 9     | F22096045049        | SANJAY MALIK        | 86%. attend, very good in class              |
| 10    | F22096045050        | SANTOSH KUMAR DAS   | 93%. attend, very good in class              |

*Elina Jaysingh*  
2.9.23

#### Report of the Month of September 2023

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                      |
|-------|---------------------|---------------------|----------------------------------------------|
| 1     | F22096045041        | RACHNA JENA         | 84%. attend, very good in class              |
| 2     | F22096045042        | RAJAT KUMAR BHOL    | 100%. attend, very good                      |
| 3     | F22096045043        | RAJENDRA SAMAL      | 69%. attend, try to improve class attendance |
| 4     | F22096045044        | RANJAN KUMAR BEHERA | 92%. attend, very good in class              |
| 5     | F22096045045        | RANJAN KUMAR BISWAL | 92%. attend, very good in class              |
| 6     | F22096045046        | SAGAR MALIK         | 92%. attend, very good in class              |
| 7     | F22096045047        | SAISADASIBA PATRA   | 100%. attend, very good                      |
| 8     | F22096045048        | SAMIR KUMAR JENA    | 92%. attend, very good in class              |
| 9     | F22096045049        | SANJAY MALIK        | 92%. attend, very good in class              |
| 10    | F22096045050        | SANTOSH KUMAR DAS   | 93%. attend, very good in class              |

*Elina Jaysingh*  
3.10.23



### Report of the Month of October 2023

| REGISTRATION NUMBER | NAME                | REMARKS                                                   |
|---------------------|---------------------|-----------------------------------------------------------|
| F22096045041        | RACHNA JENA         | Internal mark not satisfactory try to improve I.A. mark   |
| F22096045042        | RAJAT KUMAR BHOL    | Internal mark is average, try to improve your mark.       |
| 3 F22096045043      | RAJENDRA SAMAL      | Internal mark is good, try to maintain same.              |
| 4 F22096045044      | RANJAN KUMAR BEHERA | Internal mark is very poor, try to improve your I.A. mark |
| 5 F22096045045      | RANJAN KUMAR BISWAL | Internal mark is very good,                               |
| 6 F22096045046      | SAGAR MALIK         | Internal mark not satisfactory try to improve I.A. mark.  |
| 7 F22096045047      | SAISADASIBA PATRA   | Internal mark is good, try to maintain same               |
| 8 F22096045048      | SAMIR KUMAR JENA    | Internal mark is very good                                |
| 9 F22096045049      | SANJAY MALIK        | Internal mark is average, try to improve your mark        |
| 10 F22096045050     | SANTOSH KUMAR DAS   | Internal mark is very good                                |

Finish  
3.11.23

### Report of the Month of November 2023

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                                   |
|-------|---------------------|---------------------|-----------------------------------------------------------|
| 1     | F22096045041        | RACHNA JENA         | 81.6% total class attend, do form group for 2023 (U) exam |
| 2     | F22096045042        | RAJAT KUMAR BHOL    | 91.6% total class, do form group for upcoming exam        |
| 3     | F22096045043        | RAJENDRA SAMAL      | 81.6% total class attend, do form group for 2023 (U) exam |
| 4     | F22096045044        | RANJAN KUMAR BEHERA | 81.6% total class attend, do form group for semester exam |
| 5     | F22096045045        | RANJAN KUMAR BISWAL | 83.3% total class attend, do form group for upcoming exam |
| 6     | F22096045046        | SAGAR MALIK         | 83.3% total class attend, do form group for semester exam |
| 7     | F22096045047        | SAISADASIBA PATRA   | 82.3% total class attend, do form group for 2023 (U) exam |
| 8     | F22096045048        | SAMIR KUMAR JENA    | 93.3% total class attend, do form group for semester exam |
| 9     | F22096045049        | SANJAY MALIK        | 85% total class attend, do form group for semester exam   |
| 10    | F22096045050        | SANTOSH KUMAR DAS   | 80% total class attend, do form group for 2023 (U) exam   |

Finish  
6.12.23



# Report of the Examination 2023 (w)

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                                                    |
|-------|---------------------|---------------------|----------------------------------------------------------------------------|
| 1     | F22096045041        | RACHNA JENA         | Semester performance is very poor so inform to his parents come to college |
| 2     | F22096045042        | RAJAT KUMAR BHOL    | passed in all subject discuss with his parents                             |
| 3     | F22096045043        | RAJENDRA SAMAL      | passed in all subject discuss with his parents inform him about PTM        |
| 4     | F22096045044        | RANJAN KUMAR BEHERA | passed in all subject discuss with his parents inform him about PTM        |
| 5     | F22096045045        | RANJAN KUMAR BISWAL | Back in Thry, do form group next sem inform to him                         |
| 6     | F22096045046        | SAGAR MALIK         | passed in all subject discuss with his parents                             |
| 7     | F22096045047        | SAISADASIBA PATRA   | Semester performance is very poor so inform to his parents come to college |
| 8     | F22096045048        | SAMIR KUMAR JENA    | passed in all subject discuss with his parents                             |
| 9     | F22096045049        | SANJAY MALIK        | passed in all subject inform to his parents about PTM                      |
| 10    | F22096045050        | SANTOSH KUMAR DAS   | passed in all subject discuss with his parents                             |

*Signature*

*Elina Jaisinh*  
06.02.24  
Sign. Of Proctor

*Signature*  
06.02.24  
Sign. Of HOD



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



### Activity of The Proctors

#### Report of the Month of January 2024

PROCTOR NAME-ELINA JAYSINGH BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-~~III~~ SESSION-2023-24 EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                         |
|-------|---------------------|---------------------|---------------------------------|
| 1     | F22096045041        | RACHNA JENA         | 50% attend, good in class       |
| 2     | F22096045042        | RAJAT KUMAR BHOL    | 100% attend, very good in class |
| 3     | F22096045043        | RAJENDRA SAMAL      | 100% attend, very good in class |
| 4     | F22096045044        | RANJAN KUMAR BEHERA | 100% attend, very good in class |
| 5     | F22096045045        | RANJAN KUMAR BISWAL | 50% attend, good in class       |
| 6     | F22096045046        | SAGAR MALIK         | 100% attend, very good in class |
| 7     | F22096045047        | SAISADASIBA PATRA   | 100% attend, very good in class |
| 8     | F22096045048        | SAMIR KUMAR JENA    | 100% attend, very good in class |
| 9     | F22096045049        | SANJAY MALIK        | 100% attend, very good in class |
| 10    | F22096045050        | SANTOSH KUMAR DAS   | 50% attend, good in class       |

Elina J. Singh  
01.02.24

#### Report of the Month of February 2024

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                         |
|-------|---------------------|---------------------|---------------------------------|
| 1     | F22096045041        | RACHNA JENA         | 94% attend, very good in class  |
| 2     | F22096045042        | RAJAT KUMAR BHOL    | 88% attend, good in class       |
| 3     | F22096045043        | RAJENDRA SAMAL      | 77% attend, good in class       |
| 4     | F22096045044        | RANJAN KUMAR BEHERA | 94% attend, very good in class  |
| 5     | F22096045045        | RANJAN KUMAR BISWAL | 88% attend, very good in class  |
| 6     | F22096045046        | SAGAR MALIK         | 94% attend, very good in class  |
| 7     | F22096045047        | SAISADASIBA PATRA   | 88% attend, very good in class  |
| 8     | F22096045048        | SAMIR KUMAR JENA    | 100% attend, very good in class |
| 9     | F22096045049        | SANJAY MALIK        | 94% attend, very good in class  |
| 10    | F22096045050        | SANTOSH KUMAR DAS   | 88% attend, very good in class  |

Elina J. Singh  
01.02.24



### Report of the Month of March 2024

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                    |
|-------|---------------------|---------------------|--------------------------------------------|
| 1     | F22096045041        | RACHNA JENA         | Internal mark is good, try to improve      |
| 2     | F22096045042        | RAJAT KUMAR BHOL    | Internal mark is very good, try to improve |
| 3     | F22096045043        | RAJENDRA SAMAL      | Internal mark is good, try to improve      |
| 4     | F22096045044        | RANJAN KUMAR BEHERA | Internal mark is good, try to improve      |
| 5     | F22096045045        | RANJAN KUMAR BISWAL | Internal mark is good, try to improve      |
| 6     | F22096045046        | SAGAR MALIK         | Internal mark is poor, try to improve      |
| 7     | F22096045047        | SAISADASIBA PATRA   | Internal mark is poor, try to improve      |
| 8     | F22096045048        | SAMIR KUMAR JENA    | Internal mark is very good, maintain it    |
| 9     | F22096045049        | SANJAY MALIK        | Internal mark is poor, try to improve      |
| 10    | F22096045050        | SANTOSH KUMAR DAS   | Internal mark is poor, try to improve      |

*S. S. S. S.*

### Report of the Month of April 2024

| SL NO | REGISTRATION NUMBER | NAME                | REMARKS                                            |
|-------|---------------------|---------------------|----------------------------------------------------|
| 1     | F22096045041        | RACHNA JENA         | 88% total class attend, do formidably for sem exam |
| 2     | F22096045042        | RAJAT KUMAR BHOL    | 89% total class attend, do formidably for sem exam |
| 3     | F22096045043        | RAJENDRA SAMAL      | 90% total class attend, do formidably for sem exam |
| 4     | F22096045044        | RANJAN KUMAR BEHERA | 89% total class attend, do formidably for sem exam |
| 5     | F22096045045        | RANJAN KUMAR BISWAL | 89% total class attend, do formidably for sem exam |
| 6     | F22096045046        | SAGAR MALIK         | 89% total class attend, do formidably for sem exam |
| 7     | F22096045047        | SAISADASIBA PATRA   | 92% total class attend, do formidably for sem exam |
| 8     | F22096045048        | SAMIR KUMAR JENA    | 91% total class attend, do formidably for sem exam |
| 9     | F22096045049        | SANJAY MALIK        | 91% total class attend, do formidably for sem exam |
| 10    | F22096045050        | SANTOSH KUMAR DAS   | 93% total class attend, do formidably for sem exam |

*S. S. S. S.*  
02.05.24

# Report of the Examination 2024 (s)

| NO | REGISTRATION NUMBER | NAME                | REMARKS                                                                       |
|----|---------------------|---------------------|-------------------------------------------------------------------------------|
| 1  | F22096045041        | RACHNA JENA         | Semester performance is very poor informed to parents for discussion with HOD |
| 2  | F22096045042        | RAJAT KUMAR BHOL    | passed in all subjects discuss with his parents informed him for PTM          |
| 3  | F22096045043        | RAJENDRA SAMAL      | passed in all subject informed to parents                                     |
| 4  | F22096045044        | RANJAN KUMAR BEHERA | Back in Th-1 and Th-2 informed to students for form fill up                   |
| 5  | F22096045045        | RANJAN KUMAR BISWAL | Back in Th-2 and Th-3 informed to student for do the form fill up             |
| 6  | F22096045046        | SAGAR MALIK         | passed in all subject informed to his parents for PTM                         |
| 7  | F22096045047        | SAISADASIBA PATRA   | Semester performance is very poor informed to parents for discussion with HOD |
| 8  | F22096045048        | SAMIR KUMAR JENA    | passed in all subject informed to his parents                                 |
| 9  | F22096045049        | SANJAY MALIK        | Semester performance is very poor informed to parents for discussion with HOD |
| 10 | F22096045050        | SANTOSH KUMAR DAS   | Back in Th-2 and Th-4 informed to students for do form fill up                |

Elina Jaisingh  
05.07.24  
Sign. Of Proctor

Elina Jaisingh  
05.07.24  
Sign. Of HOD





NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



### Activity of The Proctors

Report of the Month of August 2023

PROCTOR NAME-ELINA JAYSINGH BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-5TH SESSION-2023-24 EXAMINATION-3(W)

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                              |
|-------|---------------------|-----------------------|--------------------------------------|
| 1     | F21096045039        | PRASANTA DALEI        | 88%. Attend, good in class           |
| 2     | F21096045040        | PRATAP SING           | 87%. Attend, Try to improve class    |
| 3     | F21096045041        | RABI MURMU            | 81%. Attend, Try to improve class    |
| 4     | F21096045042        | RAIMANI SING          | 75% Attend, good in class            |
| 5     | F21096045043        | RAJA PATRA            | 81%. Attend, Try to improve class    |
| 6     | F21096045044        | RAJESH DALAI          | 81%. Attend, Try to improve in class |
| 7     | F21096045045        | RASMITA SING          | 81%. Attend, try to improve in class |
| 8     | F21096045046        | SANJAY KUMAR MOHALIK  | 81%. Attend, Try to improve in class |
| 9     | F21096045047        | SANJAYA KUMAR MAHALIK | 81%. Attend, Try to improve in class |

Elina Jay Singh  
7.9.23

Report of the Month of September 2023

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                      |
|-------|---------------------|-----------------------|----------------------------------------------|
| 1     | F21096045039        | PRASANTA DALEI        | 75%. Attend, try to improve class attendance |
| 2     | F21096045040        | PRATAP SING           | 83%. Attend, very good in class              |
| 3     | F21096045041        | RABI MURMU            | 83% Attend, very good in class               |
| 4     | F21096045042        | RAIMANI SING          | 75%. Attend, try to improve class attendance |
| 5     | F21096045043        | RAJA PATRA            | 75%. Attend, try to improve class attendance |
| 6     | F21096045044        | RAJESH DALAI          | 83%. Attend, very good in class              |
| 7     | F21096045045        | RASMITA SING          | 75%. Attend, try to improve class attendance |
| 8     | F21096045046        | SANJAY KUMAR MOHALIK  | 83%. Attend, very good in class              |
| 9     | F21096045047        | SANJAYA KUMAR MAHALIK | 83% Attend, very good in class               |



### Report of the Month of October 2023

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                   |
|-------|---------------------|-----------------------|-----------------------------------------------------------|
| 1     | F21096045039        | PRASANTA DALEI        | Internal mark not satisfactory try to improve I.A mark    |
| 2     | F21096045040        | PRATAP SING           | Internal mark not satisfactory try to improve I.A mark    |
| 3     | F21096045041        | RABI MURMU            | Internal mark not satisfactory try to improve I.A mark    |
| 4     | F21096045042        | RAIMANI SING          | Internal mark not satisfactory try to improve I.A mark    |
| 5     | F21096045043        | RAJA PATRA            | Internal mark is very poor. try to improve your I.A marks |
| 6     | F21096045044        | RAJESH DALAI          | Internal mark not satisfactory try to improve I.A mark.   |
| 7     | F21096045045        | RASMITA SING          | Internal mark not satisfactory try to improve I.A mark    |
| 8     | F21096045046        | SANJAY KUMAR MOHALIK  | Internal mark is very poor try to improve I.A mark        |
| 9     | F21096045047        | SANJAYA KUMAR MAHALIK | Internal mark is not satisfactory try to improve I.A mark |

*Final*  
8.11.2023

### Report of the Month of November 2023

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                 |
|-------|---------------------|-----------------------|---------------------------------------------------------|
| 1     | F21096045039        | PRASANTA DALEI        | 81% Total class attend do form follow for semester exam |
| 2     | F21096045040        | PRATAP SING           | 92% Total class attend do form follow for semester exam |
| 3     | F21096045041        | RABI MURMU            | 89% Total class attend do form follow for sem. exam     |
| 4     | F21096045042        | RAIMANI SING          | 91% Total class attend do form follow for sem exam      |
| 5     | F21096045043        | RAJA PATRA            | 93% Total class attend do form follow for semester exam |
| 6     | F21096045044        | RAJESH DALAI          | 94% Total class attend do form follow for semester exam |
| 7     | F21096045045        | RASMITA SING          | 89% Total class attend do form follow for sem. exam     |
| 8     | F21096045046        | SANJAY KUMAR MOHALIK  | 92% Total class attend do form follow for semester exam |
| 9     | F21096045047        | SANJAYA KUMAR MAHALIK | 89% Total class attend do form follow for semester exam |

*Final*  
6.12.24



# Report of the Examination 2023 (w)

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                                                                             |
|-------|---------------------|-----------------------|-----------------------------------------------------------------------------------------------------|
| 1     | F21096045039        | PRASANTA DALEI        | Back in Th-1, do form till up next semester. Inform to him                                          |
| 2     | F21096045040        | PRATAP SING           | Semester performance is very poor so inform to his parents come to college for discussion with HOD. |
| 3     | F21096045041        | RABI MURMU            | passed in all subject discuss with his parents                                                      |
| 4     | F21096045042        | RAIMANI SING          | passed in all subject discuss with his parents informed him for ptn                                 |
| 5     | F21096045043        | RAJA PATRA            | Semester performance is very poor so inform to his parents come to college for discussion with HOD  |
| 6     | F21096045044        | RAJESH DALAI          | passed in all subject discuss with his parents.                                                     |
| 7     | F21096045045        | RASMITA SING          | Semester performance is very poor so inform to his parents come to college for discussion with HOD  |
| 8     | F21096045046        | SANJAY KUMAR MOHALIK  | Back in practical exam do form before next semester informed to him                                 |
| 9     | F21096045047        | SANJAYA KUMAR MAHALIK | Back in Th-1, do form till up next semester, informed to him                                        |

SD  
Singh

Eling Jaisinh  
06.02.24  
Sign. Of Proctor

D Singh  
06.02.24  
Sign. Of HOD



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



### Activity of The Proctors

Report of the Month of January 2024

SESSION-2023-24

EXAMINATION-

PROCTOR NAME-ELINA JAYSINGH BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM 6TH

2023(W)

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                         |
|-------|---------------------|-----------------------|-------------------------------------------------|
| 1     | F21096045039        | PRASANTA DALEI        | 100%. class attendance is very good maintain it |
| 2     | F21096045040        | PRATAP SING           | 100%. attend very good in class maintain it     |
| 3     | F21096045041        | RABI MURMU            | 50%. attend good in class maintain it           |
| 4     | F21096045042        | RAIMANI SING          | 100%. attend very good in a class maintain it   |
| 5     | F21096045043        | RAJA PATRA            | 100%. attend very good in a class maintain it   |
| 6     | F21096045044        | RAJESH DALAI          | 100%. attend very good in a class maintain it   |
| 7     | F21096045045        | RASMITA SING          | 100%. attend very good in a class maintain it   |
| 8     | F21096045046        | SANJAY KUMAR MOHALIK  | 100%. attend very good in a class maintain it   |
| 9     | F21096045047        | SANJAYA KUMAR MAHALIK | 100%. attend very good in a class maintain it   |

Elina Jaysingh  
03.02.24

### Report of the Month of February 2024

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                    |
|-------|---------------------|-----------------------|--------------------------------------------|
| 1     | F21096045039        | PRASANTA DALEI        | 88% attend, very good in class maintain it |
| 2     | F21096045040        | PRATAP SING           | 83% attend, good in class maintain it      |
| 3     | F21096045041        | RABI MURMU            | 88% attend, very good in class maintain it |
| 4     | F21096045042        | RAIMANI SING          | 83% attend, very good in class maintain it |
| 5     | F21096045043        | RAJA PATRA            | 88% attend, very good in class maintain it |
| 6     | F21096045044        | RAJESH DALAI          | 88% attend, very good in class maintain it |
| 7     | F21096045045        | RASMITA SING          | 88% attend, very good in class maintain it |
| 8     | F21096045046        | SANJAY KUMAR MOHALIK  | 83% attend, good in class maintain it      |
| 9     | F21096045047        | SANJAYA KUMAR MAHALIK | 88% attend, very good in class maintain it |

Elina Jaysingh  
02.03.24



# Report of the Month of March 2024

| REGISTRATION NUMBER | NAME                  | REMARKS                                       |
|---------------------|-----------------------|-----------------------------------------------|
| F21096045039        | PRASANTA DALEI        | Internal marking is good, try to improve      |
| F21096045040        | PRATAP SING           | Internal mark is good, try to improve         |
| F21096045041        | RABI MURMU            | Internal mark is very good, try to improve    |
| F21096045042        | RAIMANI SING          | Internal mark is very good, try to improve it |
| F21096045043        | RAJA PATRA            | Internal mark is good, try to improve it      |
| F21096045044        | RAJESH DALAI          | Internal mark is good, try to improve it      |
| F21096045045        | RASMITA SING          | Internal mark is poor, try to improve it      |
| F21096045046        | SANJAY KUMAR MOHALIK  | Internal mark is poor, try to improve it      |
| F21096045047        | SANJAYA KUMAR MAHALIK | Internal mark is poor, try to improve it      |

gls  
25.04.24

# Report of the Month of April 2024

| SL NO | REGISTRATION NUMBER | NAME                  | REMARKS                                |
|-------|---------------------|-----------------------|----------------------------------------|
| 1     | F21096045039        | PRASANTA DALEI        | 91% total class attend do form letter  |
| 2     | F21096045040        | PRATAP SING           | 91% total class attend do form letter  |
| 3     | F21096045041        | RABI MURMU            | 91% total class attend, do form letter |
| 4     | F21096045042        | RAIMANI SING          | 92% total class attend, do form letter |
| 5     | F21096045043        | RAJA PATRA            | 93% total class attend, do form letter |
| 6     | F21096045044        | RAJESH DALAI          | 91% total class attend, do form letter |
| 7     | F21096045045        | RASMITA SING          | 90% total class attend, do form letter |
| 8     | F21096045046        | SANJAY KUMAR MOHALIK  | 90% total class attend, do form letter |
| 9     | F21096045047        | SANJAYA KUMAR MAHALIK | 90% total class attend, do form letter |

gls  
25.05.24

# Report of the Examination 2024 (s)

| REGISTRATION NUMBER | NAME                  | REMARKS                                                                   |
|---------------------|-----------------------|---------------------------------------------------------------------------|
| 1 F21096045039      | PRASANTA DALEI        | passed in all subject, discuss with parents                               |
| 2 F21096045040      | PRATAP SING           | passed in all subject, discuss with parents                               |
| 3 F21096045041      | RABI MURMU            | passed in all subject, discuss with his parents and informed him for PTM  |
| 4 F21096045042      | RAIMANI SING          | passed in all subject, discuss with his parents and informed him for PTM  |
| 5 F21096045043      | RAJA PATRA            | Semester performance is very poor informed to his parents                 |
| 6 F21096045044      | RAJESH DALAI          | Semester performance is very poor informed to parents for discussion with |
| 7 F21096045045      | RASMITA SING          | Semester performance is very poor informed to parents for discussion with |
| 8 F21096045046      | SANJAY KUMAR MOHALIK  | Semester performance is very poor informed to parents for discussion with |
| 9 F21096045047      | SANJAYA KUMAR MAHALIK | Semester performance is very poor informed to parents come to college.    |

elina Jaisingh  
05.07.24  
Sign. Of Proctor

Sign  
Sign. Of HOD





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



Meeting With the Students

Academic Year 2023-24

Proctor Name :- Elona Jay Singh

| Sl No. | Date of Meeting | Time     | Nature of discussion held in brief                                           | Initials          |                                    |
|--------|-----------------|----------|------------------------------------------------------------------------------|-------------------|------------------------------------|
|        |                 |          |                                                                              | Students          | Staff                              |
| 1      | 08/09/23        | 1.45 PM  | He is sleeping in the hostel with out informing to the hostel superintendent | Rachna Jena       | <u>Elona Jay Singh</u><br>08.09.23 |
| 2      | 08/09/23        | 2.00 PM  | Using mobile phone during the class time                                     | Sagar Malik       | <u>Elona Jay Singh</u><br>08.09.23 |
| 3      | 05/10/23        | 11.30 AM | He is not returned books in library after notice period                      | Sarday Malik      | <u>Elona Jay Singh</u><br>05.10.23 |
| 4      | 05/10/23        | 1.45 PM  | He is regularly disturbing in class during class time                        | Rasmita Singh     | <u>Elona Jay Singh</u><br>05.10.23 |
| 5      | 06/11/23        | 12.45 PM | It was seen that not attending practical class after theory periods are over | Rabi Kumar        | <u>Elona Jay Singh</u><br>06.11.23 |
| 6      | 06/11/23        | 12.55 PM | He is regularly coming to institute without proper uniform                   | Ravi Kumar        | <u>Elona Jay Singh</u><br>06.11.23 |
| 7      | 05/02/24        | 2.00 PM  | He is good in singing song                                                   | Santosh Kumar Das | <u>Elona Jay Singh</u><br>05.02.24 |
| 8      | 04/03/24        | 2.15 PM  | He was caught while damaging college property like a refrigerator            | Prasanta Dalai    | <u>Elona Jay Singh</u><br>04.03.24 |
| 9      | 04/03/24        | 2.30 PM  | He is not coming to classes regularly after informing many times             | Rajesh Dalai      | <u>Elona Jay Singh</u><br>04.03.24 |
| 10     |                 |          |                                                                              |                   |                                    |
| 11     |                 |          |                                                                              |                   |                                    |
| 12     |                 |          |                                                                              |                   |                                    |
| 13     |                 |          |                                                                              |                   |                                    |

Elona Jay Singh  
 04.04.24  
 Signature of Proctor

Elona Jay Singh  
 30.07.24  
 Signature of HOD



# NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

## SERGARH-756060, BALASORE (ODISHA)



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

### Parent/Guardian Communication Details

Proctor Name :- Alina Sanyal

Academic Year 2023-24

| Sl No. | Date & Time of Communication of meeting | Purpose of Communication                                          | Response of Parent                                         | Initials of Staff               |
|--------|-----------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------|---------------------------------|
| 1      | 09.09.23<br>09:35 AM                    | Your son using cell phone in the classroom                        | He will not do the same mistake again                      | <u>Alina Sanyal</u><br>09.09.23 |
| 2      | 06.10.23<br>09:20 AM                    | Your son did not return books in library after notice period      | He will return book tomorrow                               | <u>Alina Sanyal</u><br>06.10.23 |
| 3      | 07.11.23<br>09:30 AM                    | Your son not attending the practical class                        | Guardian said sorry to have not mistake in further future. | <u>Alina Sanyal</u><br>07.11.23 |
| 4      | 07.11.23<br>10 AM                       | Your son not obey the institute rule and regulation               | Guardian said informed to him to wear uniform properly     | <u>Alina Sanyal</u><br>07.11.23 |
| 5      | 06.02.24<br>09:30 AM                    | Your son is good singer I want to participate in college function | Guardian is happy with his son's performance               | <u>Alina Sanyal</u><br>06.02.24 |
| 6      | 05.03.24<br>10:15 AM                    | Your son caught red handed while breaking a aquaguard             | Guardian said I will pay the amount of aquaguard           | <u>Alina Sanyal</u><br>05.03.24 |
| 7      | 05.03.24<br>10:30 AM                    | Your son has less attendance percentage                           | Due to medical issue,                                      | <u>Alina Sanyal</u><br>05.03.24 |
| 8      |                                         |                                                                   |                                                            |                                 |
| 9      |                                         |                                                                   |                                                            |                                 |
| 10     |                                         |                                                                   |                                                            |                                 |
| 11     |                                         |                                                                   |                                                            |                                 |

Alina Sanyal  
20.7.24  
Signature of Proctor

Alina Sanyal  
Signature of HOD

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

E-mail: nist.bls@gmail.com

Web: [www.nist.org.in](http://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:       | Prakash Kumar Mohanty |
| Designation:               | Lecturer in EEE       |



## **PROCTORIAL SYSTEM**

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

### **OBJECTIVES**

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

### **FUNCTIONS OF THE PROCTOR**

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

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

Sd/-  
Principal





NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



### Activity of The Proctors

#### Report of the Month of August 2023

PROCTOR NAME-PRAKASH KUMAR MOHANTY BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-3RD SESSION-2023-24  
EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                   | REMARKS                                       |
|-------|---------------------|------------------------|-----------------------------------------------|
| 1     | F22096045051        | SHIBASANKAR MALIK      | 70%. Attend, try to improve class attendance. |
| 2     | F22096045052        | SUBHANKAR GAHAN        | 75%. Attend, very good in class attendance.   |
| 3     | F22096045053        | SUBHRANSU SEKHAR SHIAL | 75%. Attend, try to improve class attendance. |
| 4     | F22096045054        | SUBRAT MALIK           | 75%. Attend, try to improve class attendance. |
| 5     | F22096045055        | SUBRAT SETHI           | 85%. Attend, very good in class to maintain.  |
| 6     | F22096045056        | SUBRATA MALIK          | 70%. Attend, try to improve class attendance. |
| 7     | F22096045057        | SUNIL KUMAR DAS        | 70%. Attend, try to improve class attendance. |
| 8     | F22096045058        | SUNIL SETHI            | 75%. Attend, try to improve class attendance. |
| 9     | F22096045059        | SURYAKANTA DAS         | 75%. Attend, try to improve class attendance. |

Prakash  
01/09/23

#### Report of the Month of September 2023

| SL NO | REGISTRATION NUMBER | NAME                   | REMARKS                                          |
|-------|---------------------|------------------------|--------------------------------------------------|
| 1     | F22096045051        | SHIBASANKAR MALIK      | 88%. Attend, very good in class.                 |
| 2     | F22096045052        | SUBHANKAR GAHAN        | 70%. Attend, try to improve in class attendance. |
| 3     | F22096045053        | SUBHRANSU SEKHAR SHIAL | 70%. Attend, try to improve class attendance.    |
| 4     | F22096045054        | SUBRAT MALIK           | 88%. Attend, very good in class.                 |
| 5     | F22096045055        | SUBRAT SETHI           | 88%. Attend, very good in class.                 |
| 6     | F22096045056        | SUBRATA MALIK          | 70%. Attend, try to improve class attendance.    |
| 7     | F22096045057        | SUNIL KUMAR DAS        | 82%. Attend, very good in class.                 |
| 8     | F22096045058        | SUNIL SETHI            | 82%. Attend, very good in class.                 |
| 9     | F22096045059        | SURYAKANTA DAS         | 70%. Attend, try to improve in class attendance. |

Prakash  
01/10/23



### Report of the Month of October 2023

| SL NO | REGISTRATION NUMBER | NAME                   | REMARKS                                                       |
|-------|---------------------|------------------------|---------------------------------------------------------------|
| 1     | F22096045051        | SHIBASANKAR MALIK      | Internal mark is average, Try to improve your internal mark   |
| 2     | F22096045052        | SUBHANKAR GAHAN        | Internal mark is average, Try to improve your internal mark   |
| 3     | F22096045053        | SUBHRANSU SEKHAR SHIAL | Internal mark is good.                                        |
| 4     | F22096045054        | SUBRAT MALIK           | Internal mark is very good.                                   |
| 5     | F22096045055        | SUBRAT SETHI           | Internal mark is average, Try to improve your internal mark   |
| 6     | F22096045056        | SUBRATA MALIK          | Internal mark is very good                                    |
| 7     | F22096045057        | SUNIL KUMAR DAS        | Internal mark is very poor. Try to improve your internal mark |
| 8     | F22096045058        | SUNIL SETHI            | Internal mark is very good                                    |
| 9     | F22096045059        | SURYAKANTA DAS         | Internal mark is very poor. Try to improve your internal mark |

Prasanna  
25/11/23

### Report of the Month of November 2023

| SL NO | REGISTRATION NUMBER | NAME                   | REMARKS                                                   |
|-------|---------------------|------------------------|-----------------------------------------------------------|
| 1     | F22096045051        | SHIBASANKAR MALIK      | 78%. Total class attend, do Formfillup for 2023 (w) exam. |
| 2     | F22096045052        | SUBHANKAR GAHAN        | 76%. Total class attend, do Formfillup for 2023 (w) exam. |
| 3     | F22096045053        | SUBHRANSU SEKHAR SHIAL | 78%. Total class attend, do Formfillup for 2023 (w) exam. |
| 4     | F22096045054        | SUBRAT MALIK           | 80%. Total class attend, do Formfillup for 2023 (w) exam. |
| 5     | F22096045055        | SUBRAT SETHI           | 81%. Total class attend, do Formfillup for 2023 (w) exam. |
| 6     | F22096045056        | SUBRATA MALIK          | 76%. Total class attend, do Formfillup for 2023 (w) exam. |
| 7     | F22096045057        | SUNIL KUMAR DAS        | 76%. Total class attend, do Formfillup for 2023 (w) exam. |
| 8     | F22096045058        | SUNIL SETHI            | 75%. Total class attend, do Formfillup for 2023 (w) exam. |
| 9     | F22096045059        | SURYAKANTA DAS         | 76%. Total class attend, do Formfillup for 2023 (w) exam. |

Prasanna  
26/12/23



# Report of the Examination 2023 (w)

| SL NO | REGISTRATION NUMBER | NAME                   | REMARKS                                                                                                          |
|-------|---------------------|------------------------|------------------------------------------------------------------------------------------------------------------|
| 1     | F22096045051        | SHIBASANKAR MALIK      | Semester performance is very poor. So that's inform his parents come to Institute and meet with HOD.             |
| 2     | F22096045052        | SUBHANKAR GAHAN        | Passed in all subject discussed with his parents.                                                                |
| 3     | F22096045053        | SUBHRANSU SEKHAR SHIAL | Semester performance is average. So you improve your semester exam.                                              |
| 4     | F22096045054        | SUBRAT MALIK           | Back on Th-2 & Th-4 do form fillup next semester.                                                                |
| 5     | F22096045055        | SUBRAT SETHI           | Passed in all subject. that's inform his parents.                                                                |
| 6     | F22096045056        | SUBRATA MALIK          | Semester performance is very poor. So that's inform his parents come to Institute and meet with department head. |
| 7     | F22096045057        | SUNIL KUMAR DAS        | Passed in all subject. discussed with his parents.                                                               |
| 8     | F22096045058        | SUNIL SETHI            | Passed in all subject and semester performance is very good.                                                     |
| 9     | F22096045059        | SURYAKANTA DAS         | Semester performance is very poor. So that's inform his parents come to Institute and meet with department head. |

Prakash  
25/02/24  
Sign. Of Proctor

Dish  
5/2/24  
Sign. Of HOD



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



### Activity of The Proctors

#### Report of the Month of January 2024

PROCTOR NAME-PRAKASH KUMAR MOHANTY BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM ~~2<sup>nd</sup>~~ <sup>3<sup>rd</sup></sup> SESSION-2023-24  
EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                   | REMARKS                                                         |
|-------|---------------------|------------------------|-----------------------------------------------------------------|
| 1     | F22096045051        | SHIBASANKAR MALIK      | class profomance is average, Try to improve class attendance    |
| 2     | F22096045052        | SUBHANKAR GAHAN        | class profomance is good                                        |
| 3     | F22096045053        | SUBHRANSU SEKHAR SHIAL | class profomance is good                                        |
| 4     | F22096045054        | SUBRAT MALIK           | class profomance is good.                                       |
| 5     | F22096045055        | SUBRAT SETHI           | class attendance is good.                                       |
| 6     | F22096045056        | SUBRATA MALIK          | class attendance is very good                                   |
| 7     | F22096045057        | SUNIL KUMAR DAS        | class attendance is very good                                   |
| 8     | F22096045058        | SUNIL SETHI            | Class attendance is very good                                   |
| 9     | F22096045059        | SURYAKANTA DAS         | class attendance is very poor. Try to improve class attendance. |

Prakash  
02/02/24

#### Report of the Month of February 2024

| SL NO | REGISTRATION NUMBER | NAME                   | REMARKS                        |
|-------|---------------------|------------------------|--------------------------------|
| 1     | F22096045051        | SHIBASANKAR MALIK      | 88% Attend, very good in class |
| 2     | F22096045052        | SUBHANKAR GAHAN        | 94% Attend, very good in class |
| 3     | F22096045053        | SUBHRANSU SEKHAR SHIAL | 94% Attend, very good in class |
| 4     | F22096045054        | SUBRAT MALIK           | 88% Attend, very good in class |
| 5     | F22096045055        | SUBRAT SETHI           | 88% Attend, very good in class |
| 6     | F22096045056        | SUBRATA MALIK          | 89% Attend, very good in class |
| 7     | F22096045057        | SUNIL KUMAR DAS        | 83% Attend, very good in class |
| 8     | F22096045058        | SUNIL SETHI            | 94% Attend, very good in class |
| 9     | F22096045059        | SURYAKANTA DAS         | 94% Attend, very good in class |

Prakash  
02/02/24



### Report of the Month of March 2024

| SL NO | REGISTRATION NUMBER | NAME                   | REMARKS                                                     |
|-------|---------------------|------------------------|-------------------------------------------------------------|
| 1     | F22096045051        | SHIBASANKAR MALIK      | Internal mark is average, Try to improve your internal mark |
| 2     | F22096045052        | SUBHANKAR GAHAN        | Internal mark is good, Try to improve your internal mark    |
| 3     | F22096045053        | SUBHRANSU SEKHAR SHIAL | Internal mark is good.                                      |
| 4     | F22096045054        | SUBRAT MALIK           | Internal mark is good                                       |
| 5     | F22096045055        | SUBRAT SETHI           | Internal mark is average, Try to improve your internal mark |
| 6     | F22096045056        | SUBRATA MALIK          | Internal mark is average, Try to improve your internal mark |
| 7     | F22096045057        | SUNIL KUMAR DAS        | Internal mark is very good                                  |
| 8     | F22096045058        | SUNIL SETHI            | Internal mark is very good.                                 |
| 9     | F22096045059        | SURYAKANTA DAS         | Internal mark is average, Try to improve your internal exam |

Prakash  
5/10/24

### Report of the Month of April 2024

| SL NO | REGISTRATION NUMBER | NAME                   | REMARKS                                                        |
|-------|---------------------|------------------------|----------------------------------------------------------------|
| 1     | F22096045051        | SHIBASANKAR MALIK      | 89%. Attend, very good in class do. form fillup 2024 (s) exam. |
| 2     | F22096045052        | SUBHANKAR GAHAN        | 93%. Attend, very good in class do. form fillup 2024 (s) exam. |
| 3     | F22096045053        | SUBHRANSU SEKHAR SHIAL | 92%. Attend, very good in class do. form fillup 2024 (s) exam. |
| 4     | F22096045054        | SUBRAT MALIK           | 92%. Attend, very good in class do. form fillup 2024 (s) exam. |
| 5     | F22096045055        | SUBRAT SETHI           | 90%. Attend, very good in class do. form fillup 2024 (s) exam. |
| 6     | F22096045056        | SUBRATA MALIK          | 92%. Attend, very good in class do. form fillup 2024 (s) exam. |
| 7     | F22096045057        | SUNIL KUMAR DAS        | 93%. Attend, very good in class do. form fillup 2024 (s) exam. |
| 8     | F22096045058        | SUNIL SETHI            | 91%. Attend, very good in class do. form fillup 2024 (s) exam. |
| 9     | F22096045059        | SURYAKANTA DAS         | 93%. Attend, very good in class do. form fillup 2024 (s) exam. |

Prakash  
5/10/24

# Report of the Examination 2024 (s)

| NO | REGISTRATION NUMBER | NAME                   | REMARKS                                                                                                   |
|----|---------------------|------------------------|-----------------------------------------------------------------------------------------------------------|
| 1  | F22096045051        | SHIBASANKAR MALIK      | Semester performance is very poor. so that's information provide his parents to come instin and meet him. |
| 2  | F22096045052        | SUBHANKAR GAHAN        | Passed in all subject and semester performance is very good.                                              |
| 3  | F22096045053        | SUBHRANSU SEKHAR SHIAL | Passed in all subject and semester overall performance is very good.                                      |
| 4  | F22096045054        | SUBRAT MALIK           | Passed in all subject and semester performance is very good.                                              |
| 5  | F22096045055        | SUBRAT SETHI           | Passed in all subjects and semester performance is very good.                                             |
| 6  | F22096045056        | SUBRATA MALIK          | Semester performance is very poor. that's information provide his parents to improve.                     |
| 7  | F22096045057        | SUNIL KUMAR DAS        | Semester performance is very poor. that's information provides his parents to improve.                    |
| 8  | F22096045058        | SUNIL SETHI            | Back-th-y do fromfillup next semester.                                                                    |
| 9  | F22096045059        | SURYAKANTA DAS         | Semester performance is very poor. that's information provides his parents to meet department H.O.D.      |

Prasady  
03/07/24  
Sign. Of Proctor

Sign. Of HOD





Activity of The Proctors

Report of the Month of August 2023

PROCTOR NAME-PRAKASH KUMAR MOHANTY BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-5TH SESSION-2023-24  
EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                        |
|-------|---------------------|--------------------|--------------------------------|
| 1     | F21096045048        | SANTOSH MALIK      | 88%. Class performance is good |
| 2     | F21096045049        | SASMITA SING       | 82%. class performance is good |
| 3     | F21096045050        | SATYAJEET DALEI    | 88%. class performance is good |
| 4     | F21096045051        | SATYAPRAKASH MALIK | 88%. class performance is good |
| 5     | F21096045052        | SHANKAR MALIK      | 94%. class performance is good |
| 6     | F21096045053        | SUBHRANSHU NAYAK   | 88%. class performance is good |
| 7     | F21096045054        | TAPAS KUMAR MUDULI | 88%. class performance is good |
| 8     | F21096045055        | TUNA SOREN         | 94%. class performance is good |
| 9     | F21096045056        | TUSHARKANT DAS     | 82%. class performance is good |

Prakash  
08/09/23

Report of the Month of September 2023

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                         |
|-------|---------------------|--------------------|---------------------------------|
| 1     | F21096045048        | SANTOSH MALIK      | 87%. class performance is good  |
| 2     | F21096045049        | SASMITA SING       | 87%. class performance is good  |
| 3     | F21096045050        | SATYAJEET DALEI    | 87%. class performance is good  |
| 4     | F21096045051        | SATYAPRAKASH MALIK | 81%. class performance is good  |
| 5     | F21096045052        | SHANKAR MALIK      | 93%. class performance is good  |
| 6     | F21096045053        | SUBHRANSHU NAYAK   | 100%. class performance is good |
| 7     | F21096045054        | TAPAS KUMAR MUDULI | 100%. class performance is good |
| 8     | F21096045055        | TUNA SOREN         | 87%. class performance is good  |
| 9     | F21096045056        | TUSHARKANT DAS     | 87%. class performance is good  |

Prakash  
09/10/23



### Report of the Month of October 2023

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                                               |
|-------|---------------------|--------------------|-----------------------------------------------------------------------|
| 1     | F21096045048        | SANTOSH MALIK      | Internal mark performance is poor. Try to improve internal mark.      |
| 2     | F21096045049        | SASMITA SING       | Internal mark performance average. Try to improve internal mark.      |
| 3     | F21096045050        | SATYAJEET DALEI    | Internal mark performance is very poor. Try to improve internal mark. |
| 4     | F21096045051        | SATYAPRAKASH MALIK | Internal mark performance is very poor. Try to improve internal mark. |
| 5     | F21096045052        | SHANKAR MALIK      | Internal mark performance is very good.                               |
| 6     | F21096045053        | SUBHRANSHU NAYAK   | Internal mark performance is very good.                               |
| 7     | F21096045054        | TAPAS KUMAR MUDULI | Internal mark performance is very good.                               |
| 8     | F21096045055        | TUNA SOREN         | Internal mark performance is very good.                               |
| 9     | F21096045056        | TUSHARKANT DAS     | Internal mark performance is very good.                               |

Prakash  
05/11/23

### Report of the Month of November 2023

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                                       |
|-------|---------------------|--------------------|---------------------------------------------------------------|
| 1     | F21096045048        | SANTOSH MALIK      | 89%. Attend, very good in class. do formfillup 2023 (w) exam. |
| 2     | F21096045049        | SASMITA SING       | 90%. Attend, very good in class. do formfillup 2023 (w) exam. |
| 3     | F21096045050        | SATYAJEET DALEI    | 87%. Attend, very good in class. do formfillup 2023 (w) exam. |
| 4     | F21096045051        | SATYAPRAKASH MALIK | 91%. Attend, very good in class. do formfillup 2023 (w) exam. |
| 5     | F21096045052        | SHANKAR MALIK      | 91%. Attend, very good in class. do formfillup 2023 (w) exam. |
| 6     | F21096045053        | SUBHRANSHU NAYAK   | 89%. Attend, very good in class. do formfillup 2023 (w) exam. |
| 7     | F21096045054        | TAPAS KUMAR MUDULI | 91%. Attend, very good in class. do formfillup 2023 (w) exam. |
| 8     | F21096045055        | TUNA SOREN         | 90%. Attend, very good in class. do formfillup 2023 (w) exam. |
| 9     | F21096045056        | TUSHARKANT DAS     | 92%. Attend, very good in class. do formfillup 2023 (w) exam. |

Prakash  
06/12/23



**Report of the Examination 2023 (w)**

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                                                                           |
|-------|---------------------|--------------------|---------------------------------------------------------------------------------------------------|
| 1     | F21096045048        | SANTOSH MALIK      | Semester performance is very poor. That information provides his parents to meet department head. |
| 2     | F21096045049        | SASMITA SING       | Try hard to shift class next semester.                                                            |
| 3     | F21096045050        | SATYAJEET DALEI    | Semester performance is very poor. That information provides his parents to meet department head. |
| 4     | F21096045051        | SATYAPRAKASH MALIK | Semester performance is very poor. That information provides his parents to meet department head. |
| 5     | F21096045052        | SHANKAR MALIK      | Passed in all subject and semester performance very good.                                         |
| 6     | F21096045053        | SUBHRANSHU NAYAK   | Passed in all subject and semester performance very good.                                         |
| 7     | F21096045054        | TAPAS KUMAR MUDULI | Passed in all subject and semester performance is very good.                                      |
| 8     | F21096045055        | TUNA SOREN         | Passed in all subject and semester performance is very good.                                      |
| 9     | F21096045056        | TUSHARKANT DAS     | Semester performance is very poor. That information provides his parents to meet department head. |

Prakash  
06/02/24  
Sign. Of Proctor

Debn  
06/02/24  
Sign. Of HOD



Activity of The Proctors

Report of the Month of January 2024

PROCTOR NAME- PRAKASH KUMAR MOHANTY BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-6TH SESSION-2023-24  
EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                        |
|-------|---------------------|--------------------|--------------------------------|
| 1     | F21096045048        | SANTOSH MALIK      | class performance is average   |
| 2     | F21096045049        | SASMITA SING       | class performance is good      |
| 3     | F21096045050        | SATYAJEET DALEI    | Class performance is very good |
| 4     | F21096045051        | SATYAPRAKASH MALIK | Class performance is average   |
| 5     | F21096045052        | SHANKAR MALIK      | class performance is average   |
| 6     | F21096045053        | SUBHRANSHU NAYAK   | class performance is average   |
| 7     | F21096045054        | TAPAS KUMAR MUDULI | class performance is average   |
| 8     | F21096045055        | TUNA SOREN         | class performance is good      |
| 9     | F21096045056        | TUSHARKANT DAS     | class performance is good      |

Prakash  
02/02/24

Report of the Month of February 2024

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                        |
|-------|---------------------|--------------------|------------------------------------------------|
| 1     | F21096045048        | SANTOSH MALIK      | 94%. class performance is <sup>very</sup> good |
| 2     | F21096045049        | SASMITA SING       | 88%. class performance is very good            |
| 3     | F21096045050        | SATYAJEET DALEI    | 88%. class performance is very good            |
| 4     | F21096045051        | SATYAPRAKASH MALIK | 88%. class performance is very good            |
| 5     | F21096045052        | SHANKAR MALIK      | 88%. class performance is very good            |
| 6     | F21096045053        | SUBHRANSHU NAYAK   | 88%. class performance is very good            |
| 7     | F21096045054        | TAPAS KUMAR MUDULI | 87%. class performance is very good            |
| 8     | F21096045055        | TUNA SOREN         | 88%. class performance is very good            |
| 9     | F21096045056        | TUSHARKANT DAS     | 88%. class performance is very good            |

Prakash  
04/03/24



### Report of the Month of March 2024

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                                                   |
|-------|---------------------|--------------------|---------------------------------------------------------------------------|
| 1     | F21096045048        | SANTOSH MALIK      | Internal name performance is average to improve your internal performance |
| 2     | F21096045049        | SASMITA SING       | Internal name performance is average to improve your internal performance |
| 3     | F21096045050        | SATYAJEET DALEI    | Internal performance is very poor to improve your internal performance    |
| 4     | F21096045051        | SATYAPRAKASH MALIK | Internal performance is poor try to improve your internal performance     |
| 5     | F21096045052        | SHANKAR MALIK      | Internal performance is poor try to improve your internal performance     |
| 6     | F21096045053        | SUBHRANSHU NAYAK   | Internal performance is average try to improve your internal performance  |
| 7     | F21096045054        | TAPAS KUMAR MUDULI | Internal performance is very good                                         |
| 8     | F21096045055        | TUNA SOREN         | Internal performance is good                                              |
| 9     | F21096045056        | TUSHARKANT DAS     | Internal performance is good                                              |

Prakash  
04/04/24

### Report of the Month of April 2024

| SL NO | REGISTRATION NUMBER | NAME               | REMARKS                                                    |
|-------|---------------------|--------------------|------------------------------------------------------------|
| 1     | F21096045048        | SANTOSH MALIK      | 93%. Class performance is very good do further improvement |
| 2     | F21096045049        | SASMITA SING       | 95%. Class performance is very good do further improvement |
| 3     | F21096045050        | SATYAJEET DALEI    | 90%. Class performance is very good do further improvement |
| 4     | F21096045051        | SATYAPRAKASH MALIK | 93%. Class performance is very good do further improvement |
| 5     | F21096045052        | SHANKAR MALIK      | 96%. Class performance is very good do further improvement |
| 6     | F21096045053        | SUBHRANSHU NAYAK   | 96%. Class performance is very good do further improvement |
| 7     | F21096045054        | TAPAS KUMAR MUDULI | 91%. Class performance is very good do further improvement |
| 8     | F21096045055        | TUNA SOREN         | 91%. Class performance is very good do further improvement |
| 9     | F21096045056        | TUSHARKANT DAS     | 88%. Class performance is very good do further improvement |

Prakash  
08/05/24

# Report of the Examination 2024 (s)

| Sl<br>NO | REGISTRATION<br>NUMBER | NAME               | REMARKS                                                                          |
|----------|------------------------|--------------------|----------------------------------------------------------------------------------|
| 1        | F21096045048           | SANTOSH MALIK      | Semester performance is very poor.<br>that's information provides his parents    |
| 2        | F21096045049           | SASMITA SING       | Semester performance is very poor, that's<br>information provides his parents.   |
| 3        | F21096045050           | SATYAJEET DALEI    | Semester exam not attend.                                                        |
| 4        | F21096045051           | SATYAPRAKASH MALIK | Semester performance is very poor.<br>that's information is provided his parents |
| 5        | F21096045052           | SHANKAR MALIK      | Semester performance is very poor.<br>that's information is provided his parents |
| 6        | F21096045053           | SUBHRANSHU NAYAK   | Semester performance is very good                                                |
| 7        | F21096045054           | TAPAS KUMAR MUDULI | Semester performance average<br>to improve your semester performance             |
| 8        | F21096045055           | TUNA SOREN         | Semester performance is good                                                     |
| 9        | F21096045056           | TUSHARKANT DAS     | Semester performance is good                                                     |

Prakash  
02/07/24

Sign. Of Proctor

Sign. Of HOD





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



Meeting With the Students

Proctor Name :- Prakash Kumar Mohanty

Academic Year 2023-24

| Sl No. | Date of Meeting | Time     | Nature of discussion held in brief                       | Initials           |                 |
|--------|-----------------|----------|----------------------------------------------------------|--------------------|-----------------|
|        |                 |          |                                                          | Students           | Staff           |
| 1      | 08/09/23        | 10.26 AM | He is sleeping in the hostel without permission.         | Suhil Sethi        | Prakash Mohanty |
| 2      | 08/09/23        | 12.00 PM | He is not coming to institute without proper permission. | Sibrat Sethi       | Prakash Mohanty |
| 3      | 28/10/23        | 11.45 AM | He is regularly dist. reply in class during class time.  | Sudhakar Das       | Prakash Mohanty |
| 4      | 06/11/23        | 2.45 PM  | He is not returning from library after office period.    | Tanishk Das        | Prakash Mohanty |
| 5      | 20/11/23        | 2.30 PM  | He was using mobile phone during class time.             | Tapas Kumar Mishra | Prakash Mohanty |
| 6      | 20/11/23        | 10.00 AM | He is not coming regularly late.                         | Satyajit Dahi      | Prakash Mohanty |
| 7      | 06/02/24        | 9.30 AM  | He is sleeping in hostel without permission.             | Santosh Malik      | Prakash Mohanty |
| 8      | 28/12/24        | 12.00 PM | He was using mobile phone during class time.             | Subhanu Malik      | Prakash Mohanty |
| 9      | 25/03/24        | 10.26    | He is not coming to institute without proper permission. | Sasmita Singh      | Prakash Mohanty |
| 10     |                 |          |                                                          |                    |                 |
| 11     |                 |          |                                                          |                    |                 |
| 12     |                 |          |                                                          |                    |                 |
| 13     |                 |          |                                                          |                    |                 |

Prakash Mohanty  
 Signature of Proctor

D. P. Mohanty  
 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 :-

Prakash Kumar Mohanty

Academic Year 2023-24

| Sl No. | Date & Time of Communication of meeting | Purpose of Communication                      | Response of Parent                                                                     | Initials of Staff |
|--------|-----------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------|-------------------|
| 1      | 10/09/23                                | Your son sleeping in hostel regularly         | Guardian said, He will not mistake next time.                                          | Prakash 10/09/23  |
| 2      | 07/10/23                                | Your son regularly disturbing in class time   | Guardian said he will come to institute in proper uniform.                             | Prakash 07/10/23  |
| 3      | 12/12/23                                | Your son using mobile phone during class time | Guardian said if he uses mobile phone during class you punish the student accordingly. | Prakash 12/12/23  |
| 4      | 08/01/24                                | Your son breaking project instrument          | Guardian said, punish the student accordingly & register accordingly.                  | Prakash 08/01/24  |
| 5      | 12/03/24                                | Your son regularly disturbing in class time.  | Guardian said punish the student accordingly & register accordingly.                   | Prakash 12/03/24  |
| 6      |                                         |                                               |                                                                                        |                   |
| 7      |                                         |                                               |                                                                                        |                   |
| 8      |                                         |                                               |                                                                                        |                   |
| 9      |                                         |                                               |                                                                                        |                   |
| 10     |                                         |                                               |                                                                                        |                   |
| 11     |                                         |                                               |                                                                                        |                   |

Prakash 20/07/24  
Signature of Proctor

[Signature]  
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:       | Rakesh Kumar Sethi. |
| Designation:               | Lecturer in EEE.    |



## **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)



Activity of The Proctors

Report of the Month of August 2023

PROCTOR NAME-RAKESH KUMAR SETHI BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-3RD SESSION-2023-24

EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                                       |
|-------|---------------------|-------------------|---------------------------------------------------------------|
| 1     | F22096045060        | SUSANTA MAHALIK   | 75% attendance, very good in class.                           |
| 2     | F22096045061        | SUSHANTA SING     | 65% attendance, try to improve the attendance in class.       |
| 3     | F22096045062        | UDAYSHANKAR ROUT  | 70% attendance, try to improve the class attendance.          |
| 4     | L23096045001        | JASOBANTA PARIDA  | 70% attendance, try to improve the class attendance.          |
| 5     | L23096045002        | JYOTIRANJAN NAYAK | 80% attendance, very good in class maintain the same.         |
| 6     | L23096045003        | RAHUL KUMAR JENA  | 75% attendance, very good in class maintain the same.         |
| 7     | L23096045004        | SANJAY MAHALIK    | 75% attendance, very good in class maintain the same.         |
| 8     | L23096045005        | SRITAM DAS        | 65% attendance, your attendance is very poor.                 |
| 9     | L23096045006        | SUDARSAN SETHI    | 70% attendance, your attendance is very poor, try to improve. |

Report of the Month of September 2023

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                                                |
|-------|---------------------|-------------------|------------------------------------------------------------------------|
| 1     | F22096045060        | SUSANTA MAHALIK   | 84% attendance, monthly test mark is Satisfactory.                     |
| 2     | F22096045061        | SUSHANTA SING     | 84% attendance, monthly test mark is Satisfactory.                     |
| 3     | F22096045062        | UDAYSHANKAR ROUT  | 84% attendance, monthly test mark is good.                             |
| 4     | L23096045001        | JASOBANTA PARIDA  | 76% attendance, monthly test mark is Satisfactory, try to improve.     |
| 5     | L23096045002        | JYOTIRANJAN NAYAK | 92% attendance, monthly test mark is good & discussed with his parent. |
| 6     | L23096045003        | RAHUL KUMAR JENA  | 84% attendance, monthly test mark is good.                             |
| 7     | L23096045004        | SANJAY MAHALIK    | 84% attendance, monthly test mark is Satisfactory.                     |
| 8     | L23096045005        | SRITAM DAS        | 92% attendance, monthly test mark is very good.                        |
| 9     | L23096045006        | SUDARSAN SETHI    | 84% attendance, monthly test mark is Satisfactory, try to improve.     |



**Report of the Month of October 2023**

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                                        |
|-------|---------------------|-------------------|----------------------------------------------------------------|
| 1     | F22096045060        | SUSANTA MAHALIK   | I.A mark is very poor. discussed with Parents.                 |
| 2     | F22096045061        | SUSHANTA SING     | I.A mark is Average try to improve the marks.                  |
| 3     | F22096045062        | UDAYSHANKAR ROUT  | I.A mark is Average, try to improve the marks.                 |
| 4     | L23096045001        | JASOBANTA PARIDA  | I.A mark is good, try to improve or follow the different book. |
| 5     | L23096045002        | JYOTIRANJAN NAYAK | I.A mark is good, try to improve or follow the different book. |
| 6     | L23096045003        | RAHUL KUMAR JENA  | I.A mark is good, follow different book.                       |
| 7     | L23096045004        | SANJAY MAHALIK    | I.A mark is good, follow different book.                       |
| 8     | L23096045005        | SRITAM DAS        | I.A mark is good, follow different book.                       |
| 9     | L23096045006        | SUDARSAN SETHI    | I.A mark is Average, follow & attend all the part.             |

**Report of the Month of November 2023**

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                                         |
|-------|---------------------|-------------------|-----------------------------------------------------------------|
| 1     | F22096045060        | SUSANTA MAHALIK   | 76%. do formfillup for 2023(w) examination.                     |
| 2     | F22096045061        | SUSHANTA SING     | 76% attendance, do formfillup for upcoming examination.         |
| 3     | F22096045062        | UDAYSHANKAR ROUT  | 76% attendance, do formfillup for upcoming 2023(w) examination. |
| 4     | L23096045001        | JASOBANTA PARIDA  | 76% attendance, do formfillup for upcoming 2023(w) examination. |
| 5     | L23096045002        | JYOTIRANJAN NAYAK | 80% attendance, do formfillup for 2023(w) examination.          |
| 6     | L23096045003        | RAHUL KUMAR JENA  | 80% attendance, do form fillup for upcoming examination.        |
| 7     | L23096045004        | SANJAY MAHALIK    | 80% attendance, do formfillup for 2023(w) examination.          |
| 8     | L23096045005        | SRITAM DAS        | 76% attendance, do formfillup for upcoming examination.         |
| 9     | L23096045006        | SUDARSAN SETHI    | 80% attendance, do form fillup for upcoming examination.        |



# Report of the Examination 2023 (w)

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                                                   |
|-------|---------------------|-------------------|---------------------------------------------------------------------------|
| 1     | F22096045060        | SUSANTA MAHALIK   | Poor performance in Semester exam. Come to college with Parent.           |
| 2     | F22096045061        | SUSHANTA SING     | Passed in Semester exam. Informed him for PTM.                            |
| 3     | F22096045062        | UDAYSHANKAR ROUT  | Passed in Semester exam. informed him for PTM.                            |
| 4     | L23096045001        | JASOBANTA PARIDA  | Passed in Semester exam. informed him for PTM.                            |
| 5     | L23096045002        | JYOTIRANJAN NAYAK | Passed in Semester exam. informed him for PTM.                            |
| 6     | L23096045003        | RAHUL KUMAR JENA  | Passed in Semester exam. informed him for PTM.                            |
| 7     | L23096045004        | SANJAY MAHALIK    | Mark in Th-3, Th-4, Th-5, do Form filled for back paper in next semester. |
| 8     | L23096045005        | SRITAM DAS        | Passed in Semester exam. informed him for PTM.                            |
| 9     | L23096045006        | SUDARSAN SETHI    | Passed in Semester exam. informed him for PTM.                            |

Rakesh Kumar Sethi  
Sign. Of Proctor

  
Sign. Of HOD



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



### Activity of The Proctors

#### Report of the Month of January 2024

PROCTOR NAME-RAKESH KUMAR SETHI BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-~~4th~~ SESSION-2023-24  
EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                                       |
|-------|---------------------|-------------------|---------------------------------------------------------------|
| 1     | F22096045060        | SUSANTA MAHALIK   | 100% attendance, keep it up.                                  |
| 2     | F22096045061        | SUSHANTA SING     | 100% attendance in class, keep it up.                         |
| 3     | F22096045062        | UDAYSHANKAR ROUT  | 100% attendance in class, keep it up.                         |
| 4     | L23096045001        | JASOBANTA PARIDA  | 100% attendance in class, keep it up.                         |
| 5     | L23096045002        | JYOTIRANJAN NAYAK | 100% attendance in class, keep it up.                         |
| 6     | L23096045003        | RAHUL KUMAR JENA  | 100% attendance in class, keep it up.                         |
| 7     | L23096045004        | SANJAY MAHALIK    | 0% attendance, try to improve & come to college with parents. |
| 8     | L23096045005        | SRITAM DAS        | 100% attendance, try to continue the flow of class.           |
| 9     | L23096045006        | SUDARSAN SETHI    | 100% attendance, keep it up.                                  |

*[Signature]*

#### Report of the Month of February 2024

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                             |
|-------|---------------------|-------------------|-----------------------------------------------------|
| 1     | F22096045060        | SUSANTA MAHALIK   | 94% attendance, monthly test mark is good.          |
| 2     | F22096045061        | SUSHANTA SING     | 86% attendance, monthly test mark is satisfactory.  |
| 3     | F22096045062        | UDAYSHANKAR ROUT  | 88% attendance, monthly test mark is satisfactory.  |
| 4     | L23096045001        | JASOBANTA PARIDA  | 94% attendance, monthly test mark is good.          |
| 5     | L23096045002        | JYOTIRANJAN NAYAK | 94% attendance, monthly test mark is good.          |
| 6     | L23096045003        | RAHUL KUMAR JENA  | 94% attendance, monthly test mark is good.          |
| 7     | L23096045004        | SANJAY MAHALIK    | 100% attendance, monthly test mark is satisfactory. |
| 8     | L23096045005        | SRITAM DAS        | 100% attendance, monthly test mark is satisfactory. |
| 9     | L23096045006        | SUDARSAN SETHI    | 100% attendance, monthly test mark is good.         |

*[Signature]*



**Report of the Month of March 2024**

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                   |
|-------|---------------------|-------------------|-------------------------------------------|
| 1     | F22096045060        | SUSANTA MAHALIK   | I.A mark is Aug. try to improve the mark. |
| 2     | F22096045061        | SUSHANTA SING     | I.A mark is Aug. try to improve the mark. |
| 3     | F22096045062        | UDAYSHANKAR ROUT  | I.A mark is good. follow different book.  |
| 4     | L23096045001        | JASOBANTA PARIDA  | I.A mark is good. follow different book.  |
| 5     | L23096045002        | JYOTIRANJAN NAYAK | I.A mark is good. follow different book.  |
| 6     | L23096045003        | RAHUL KUMAR JENA  | I.A mark is good. follow different book.  |
| 7     | L23096045004        | SANJAY MAHALIK    | I.A mark is good. follow different book.  |
| 8     | L23096045005        | SRITAM DAS        | I.A mark is good. follow different book.  |
| 9     | L23096045006        | SUDARSAN SETHI    | I.A mark is good. follow different book.  |

*[Signature]*  
21/4/24

**Report of the Month of april 2024**

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                           |
|-------|---------------------|-------------------|---------------------------------------------------|
| 1     | F22096045060        | SUSANTA MAHALIK   | 92% attendance, do form fillup for 2024(S) exam.  |
| 2     | F22096045061        | SUSHANTA SING     | 93% attendance, do form fillup for 2024(S) exam.  |
| 3     | F22096045062        | UDAYSHANKAR ROUT  | 89% attendance, do form fillup for upcoming exam. |
| 4     | L23096045001        | JASOBANTA PARIDA  | 89% attendance, do form fillup for upcoming exam. |
| 5     | L23096045002        | JYOTIRANJAN NAYAK | 89% attendance, do form fillup for upcoming exam. |
| 6     | L23096045003        | RAHUL KUMAR JENA  | 89% attendance, do form fillup for 2024(S) exam.  |
| 7     | L23096045004        | SANJAY MAHALIK    | 88% attendance, do form fillup for 2024(S) exam.  |
| 8     | L23096045005        | SRITAM DAS        | 93% attendance, do form fillup for upcoming exam. |
| 9     | L23096045006        | SUDARSAN SETHI    | 93% attendance, do form fillup for 2024(S) exam.  |

*[Signature]*  
21/4/24

# Report of the Examination 2024 (s)

| SL NO | REGISTRATION NUMBER | NAME              | REMARKS                                                            |
|-------|---------------------|-------------------|--------------------------------------------------------------------|
| 1     | F22096045060        | SUSANTA MAHALIK   | Poor Performance in Semester exam Come to College with Parent.     |
| 2     | F22096045061        | SUSHANTA SING     | Back in TH-4, also form filled up for back paper in next Semester. |
| 3     | F22096045062        | UDAYSHANKAR ROUT  | Passed in Semester exam, inform him for PTM.                       |
| 4     | L23096045001        | JASOBANTA PARIDA  | Failed in Semester exam, inform him for PTM.                       |
| 5     | L23096045002        | JYOTIRANJAN NAYAK | Failed in Semester exam, inform him for PTM.                       |
| 6     | L23096045003        | RAHUL KUMAR JENA  | Passed in Semester exam, inform him for PTM.                       |
| 7     | L23096045004        | SANJAY MAHALIK    | Poor Performance in Semester exam. Come to College with Parent.    |
| 8     | L23096045005        | SRITAM DAS        | Failed in Semester exam, inform him for PTM.                       |
| 9     | L23096045006        | SUDARSAN SETHI    | Poor Performance in Semester exam. Come to College with Parent.    |

Rakesh Kumar Sethi.  
Sign. Of Proctor

  
Sign. Of HOD





NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY

SERGARH-756060, BALASORE (ODISHA)

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



### Activity of The Proctors

#### Report of the Month of August 2023

PROCTOR NAME-RAKESH KUMAR SETHI BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-5TH SESSION-2023-24  
EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                                 |
|-------|---------------------|-------------------------|---------------------------------------------------------|
| 1     | F21096045057        | UMASANKAR PATRA         | 93% attendance, Very good in class.                     |
| 2     | F21096045058        | UPENDRA SING            | 81% attend. Very good in class.                         |
| 3     | F21096045059        | UTTAM KUMAR MALIK       | 87% attend. Very good in class.                         |
| 4     | F21096045060        | UTTAM MALIK             | 87% attend. Very good in class<br>try to maintain same. |
| 5     | L22096045001        | GOURANGA KAMILA         | 81% attend. Very good in class<br>try to maintain same. |
| 6     | L22096045002        | KRISHNENDU MAJUMDER     | 96% attend. very good in class<br>try to maintain same. |
| 7     | L22096045003        | KSHITISH KUMAR MAHANNA  | 81% attend. very good in class<br>try to maintain same. |
| 8     | L22096045004        | SATYASAGAR SANDHIBIGRAH | 87% attend. very good in class<br>try to maintain same. |
| 9     | L22096045005        | SURYAKANTA BAL          | 95% attend. Very good in class.                         |

#### Report of the Month of September 2023

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                        |
|-------|---------------------|-------------------------|------------------------------------------------|
| 1     | F21096045057        | UMASANKAR PATRA         | 97% attend. monthly test mark is good.         |
| 2     | F21096045058        | UPENDRA SING            | 94% attend. monthly test mark is good.         |
| 3     | F21096045059        | UTTAM KUMAR MALIK       | 86% attend. monthly test mark is poor.         |
| 4     | F21096045060        | UTTAM MALIK             | 82% attend. monthly test mark is Satisfactory. |
| 5     | L22096045001        | GOURANGA KAMILA         | 88% attend. monthly test mark is Satisfactory. |
| 6     | L22096045002        | KRISHNENDU MAJUMDER     | 88% attend. monthly test mark is good.         |
| 7     | L22096045003        | KSHITISH KUMAR MAHANNA  | 82% attend. monthly test mark is good.         |
| 8     | L22096045004        | SATYASAGAR SANDHIBIGRAH | 82% attend. monthly test mark is Satisfactory. |
| 9     | L22096045005        | SURYAKANTA BAL          | 94% attend. monthly test mark is good.         |

**Report of the Month of October 2023**

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                     |
|-------|---------------------|-------------------------|---------------------------------------------|
| 1     | F21096045057        | UMASANKAR PATRA         | I.A mark is poor. try to improve the marks. |
| 2     | F21096045058        | UPENDRA SING            | I.A mark is poor. try to improve the marks. |
| 3     | F21096045059        | UTTAM KUMAR MALIK       | I.A mark is Avg. try to improve the marks.  |
| 4     | F21096045060        | UTTAM MALIK             | I.A mark is Avg. try to improve the marks.  |
| 5     | L22096045001        | GOURANGA KAMILA         | I.A mark is good. follow different book.    |
| 6     | L22096045002        | KRISHNENDU MAJUMDER     | I.A mark is Avg. try to improve the class.  |
| 7     | L22096045003        | KSHITISH KUMAR MAHANNA  | I.A mark is Avg. try to improve the marks.  |
| 8     | L22096045004        | SATYASAGAR SANDHIBIGRAH | I.A mark is Avg. try to improve the marks.  |
| 9     | L22096045005        | SURYAKANTA BAL          | I.A mark is Avg. try to improve the marks.  |

*[Signature]*

**Report of the Month of November 2023**

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                                  |
|-------|---------------------|-------------------------|----------------------------------------------------------|
| 1     | F21096045057        | UMASANKAR PATRA         | 90% attendance. do form fillup for 2023(w) examination.  |
| 2     | F21096045058        | UPENDRA SING            | 89% attendance. do form fillup for upcoming examination. |
| 3     | F21096045059        | UTTAM KUMAR MALIK       | 92% attendance. do form fillup for 2023(w) examination.  |
| 4     | F21096045060        | UTTAM MALIK             | 92% attendance. do form fillup for 2023(w) examination.  |
| 5     | L22096045001        | GOURANGA KAMILA         | 86% attendance. do form fillup for 2023(w) examination.  |
| 6     | L22096045002        | KRISHNENDU MAJUMDER     | 91% attendance. do form fillup for upcoming examination. |
| 7     | L22096045003        | KSHITISH KUMAR MAHANNA  | 89% attendance. do form fillup for upcoming examination. |
| 8     | L22096045004        | SATYASAGAR SANDHIBIGRAH | 90% attendance. do form fillup for upcoming examination. |
| 9     | L22096045005        | SURYAKANTA BAL          | 92% attendance. do form fillup for upcoming examination. |

*[Signature]*



# Report of the Examination 2023 (w)

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                                         |
|-------|---------------------|-------------------------|-----------------------------------------------------------------|
| 1     | F21096045057        | UMASANKAR PATRA         | Poor Performance in Semester exam. Come to college with Parent. |
| 2     | F21096045058        | UPENDRA SING            | Passed in Semester exam. informed him for PTM.                  |
| 3     | F21096045059        | UTTAM KUMAR MALIK       | Passed in Semester exam. informed him for PTM.                  |
| 4     | F21096045060        | UTTAM MALIK             | Back in III-S, do long fillup for back Paper in next Semester.  |
| 5     | L22096045001        | GOURANGA KAMILA         | Poor Performance in Semester exam. Come to college with Parent. |
| 6     | L22096045002        | KRISHNENDU MAJUMDER     | Passed in Semester exam. informed him for PTM.                  |
| 7     | L22096045003        | KSHITISH KUMAR MAHANNA  | Passed in Semester exam. informed him for PTM.                  |
| 8     | L22096045004        | SATYASAGAR SANDHIBIGRAH | Passed in Semester exam. informed him for PTM.                  |
| 9     | L22096045005        | SURYAKANTA BAL          | Passed in Semester exam. informed him for PTM.                  |

Rajesh Kumar Gethu.  
Sign. Of Proctor 6/2/24.

  
Sign. Of HOD



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



**Activity of The Proctors**

**Report of the Month of January 2024**

PROCTOR NAME-RAKESH KUMAR SETHI BRANCH-ELECTRICAL & ELECTRONICS ENGG. SEM-5TH SESSION-2023-24  
EXAMINATION-2023(W)

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                            |
|-------|---------------------|-------------------------|----------------------------------------------------|
| 1     | F21096045057        | UMASANKAR PATRA         | 100% attendance. Keep it up.                       |
| 2     | F21096045058        | UPENDRA SING            | 100% attendance in class. Keep it up.              |
| 3     | F21096045059        | UTTAM KUMAR MALIK       | 90% attendance in class. try to maintain the same. |
| 4     | F21096045060        | UTTAM MALIK             | 100% attendance in class try to maintain the same. |
| 5     | L22096045001        | GOURANGA KAMILA         | 100% attendance in class try to maintain the same. |
| 6     | L22096045002        | KRISHNENDU MAJUMDER     | 100% attendance in class try to maintain the same. |
| 7     | L22096045003        | KSHITISH KUMAR MAHANNA  | 100% attendance in class try to maintain the same. |
| 8     | L22096045004        | SATYASAGAR SANDHIBIGRAH | 100% attendance in class try to maintain the same. |
| 9     | L22096045005        | SURYAKANTA BAL          | 100% attendance in class try to maintain the same. |

**Report of the Month of February 2024**

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                                    |
|-------|---------------------|-------------------------|------------------------------------------------------------|
| 1     | F21096045057        | UMASANKAR PATRA         | 100% attendance. monthly test mark is good.                |
| 2     | F21096045058        | UPENDRA SING            | 100% attendance. monthly test mark is satisfactory.        |
| 3     | F21096045059        | UTTAM KUMAR MALIK       | 100% attendance. monthly test mark is satisfactory.        |
| 4     | F21096045060        | UTTAM MALIK             | 100% attendance. monthly test mark is good.                |
| 5     | L22096045001        | GOURANGA KAMILA         | 100% attendance. monthly test mark is satisfactory.        |
| 6     | L22096045002        | KRISHNENDU MAJUMDER     | 100% attendance. monthly test mark is good.                |
| 7     | L22096045003        | KSHITISH KUMAR MAHANNA  | 90% attendance. monthly test mark is avg. try to improve.  |
| 8     | L22096045004        | SATYASAGAR SANDHIBIGRAH | 100% attendance. monthly test mark is avg. try to improve. |
| 9     | L22096045005        | SURYAKANTA BAL          | 100% attendance. monthly test mark is good.                |



### Report of the Month of March 2024

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                           |
|-------|---------------------|-------------------------|---------------------------------------------------|
| 1     | F21096045057        | UMASANKAR PATRA         | I.A mark is poor, Come to College with Parent.    |
| 2     | F21096045058        | UPENDRA SING            | I.A mark is Avg., try to improve the marks.       |
| 3     | F21096045059        | UTTAM KUMAR MALIK       | I.A mark is good, follow different book.          |
| 4     | F21096045060        | UTTAM MALIK             | I.A mark is poor, Come to College with Parent.    |
| 5     | L22096045001        | GOURANGA KAMILA         | I.A mark is good, follow different types of book. |
| 6     | L22096045002        | KRISHNENDU MAJUMDER     | I.A mark is good, follow different types of book. |
| 7     | L22096045003        | KSHITISH KUMAR MAHANNA  | I.A mark is good, follow different book.          |
| 8     | L22096045004        | SATYASAGAR SANDHIBIGRAH | I.A mark is good, follow different book.          |
| 9     | L22096045005        | SURYAKANTA BAL          | I.A mark is good, follow different types of book. |

*[Signature]*

### Report of the Month of April 2024

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                                       |
|-------|---------------------|-------------------------|---------------------------------------------------------------|
| 1     | F21096045057        | UMASANKAR PATRA         | 91% attendance, do form fillup for 2024/25 exam.              |
| 2     | F21096045058        | UPENDRA SING            | 90% attendance, do form fillup for 2024/25 exam.              |
| 3     | F21096045059        | UTTAM KUMAR MALIK       | 90% attendance, do form fillup for next exam.                 |
| 4     | F21096045060        | UTTAM MALIK             | 95% attendance, do form fillup for next exam.                 |
| 5     | L22096045001        | GOURANGA KAMILA         | 90% attendance, do form fillup for next examination.          |
| 6     | L22096045002        | KRISHNENDU MAJUMDER     | 88% attendance, do form fillup for 2024/25 exam.              |
| 7     | L22096045003        | KSHITISH KUMAR MAHANNA  | 90% attendance, do form fillup for next exam.                 |
| 8     | L22096045004        | SATYASAGAR SANDHIBIGRAH | 90% attendance, do form fillup for next exam.                 |
| 9     | L22096045005        | SURYAKANTA BAL          | 90% attendance, do form fillup for next semester examination. |

*[Signature]*

# Report of the Examination 2024 (s)

| SL NO | REGISTRATION NUMBER | NAME                    | REMARKS                                                           |
|-------|---------------------|-------------------------|-------------------------------------------------------------------|
| 1     | F21096045057        | UMASANKAR PATRA         | Poor Performance in Semester exam<br>Came to College with Parent. |
| 2     | F21096045058        | UPENDRA SING            | Failed in Semester exam, informed him<br>for PTM.                 |
| 3     | F21096045059        | UTTAM KUMAR MALIK       | Failed in Semester exam, informed him<br>for PTM.                 |
| 4     | F21096045060        | UTTAM MALIK             | Failed in Semester exam, informed him<br>for PTM.                 |
| 5     | L22096045001        | GOURANGA KAMILA         | Poor Performance in Semester exam<br>Came to College with Parent. |
| 6     | L22096045002        | KRISHNENDU MAJUMDER     | Failed in Semester exam, informed him<br>for PTM.                 |
| 7     | L22096045003        | KSHITISH KUMAR MAHANNA  | Failed in Semester exam, informed him<br>for PTM.                 |
| 8     | L22096045004        | SATYASAGAR SANDHIBIGRAH | Failed in Semester exam, informed him<br>for PTM.                 |
| 9     | L22096045005        | SURYAKANTA BAL          | Failed in Semester exam, informed him<br>for PTM.                 |

Rakesh Kumar Sethi.  
Sign. Of Proctor 6/7/24.

  
Sign. Of HOD





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



Meeting With the Students

Proctor Name :- Rakesh Kumar Sethi.

Academic Year 2023-24

| Sl No. | Date of Meeting | Time     | Nature of discussion held in brief                                 | Initials         |             |
|--------|-----------------|----------|--------------------------------------------------------------------|------------------|-------------|
|        |                 |          |                                                                    | Students         | Staff       |
| 1      | 8/9/2023        | 1:30 PM  | using mobile phone during class time.                              | Sushanta Mahalik | [Signature] |
| 2      | 8/9/2023        | 1:40 PM  | Not returned books in library after given time.                    | Sritam Das       | [Signature] |
| 3      | 5/10/23         | 1:30 PM  | He is sleeping in hostel & not attending class.                    | Rahul Kumar Jena | [Signature] |
| 4      | 6/11/23         | 1:42 PM  | Changed locations for Pickup points regularly.                     | Sudhansu selhi   | [Signature] |
| 5      | 6/11/23         | 11:45 AM | He is good in cultural Activities. Suggest to Participate          | Uttam malik      | [Signature] |
| 6      | 5/2/2024        | 1:30 PM  | He is a good athlete person. Suggest him to Participate in sports. | Chandrea Sing    | [Signature] |
| 7      | 5/3/2024        | 9:30 AM  | It was seen that not attending Practical class.                    | Suryakan to dal  | [Signature] |
| 8      | 5/4/24.         | 1:40 PM  | Coming to class after 1 Period.                                    | Chaitanya Kamila | [Signature] |
| 9      |                 |          |                                                                    |                  |             |
| 10     |                 |          |                                                                    |                  |             |
| 11     |                 |          |                                                                    |                  |             |
| 12     |                 |          |                                                                    |                  |             |
| 13     |                 |          |                                                                    |                  |             |

[Signature]  
 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 :- Rakesh Kumar Sethi

Academic Year 2023-24

| Sl No. | Date & Time of Communication of meeting | Purpose of Communication                          | Response of Parent                                  | Initials of Staff             |
|--------|-----------------------------------------|---------------------------------------------------|-----------------------------------------------------|-------------------------------|
| 1      | 9/9/23<br>9:45AM                        | Using mobile phone during class time.             | He will not do the same mistake again.              | <u>[Signature]</u><br>9/9/23  |
| 2      | 11/9/23<br>11:30AM                      | Your son did not return library books.            | He will return books within 142 days.               | <u>[Signature]</u><br>11/9/23 |
| 3      | 3/10/2023<br>9:30AM                     | Your son Sleep in hostel but not coming to class. | Give him punishment as per rules.                   | <u>[Signature]</u><br>3/10/23 |
| 4      | 9/11/23<br>9:45AM                       | Your son changed bus pickup point.                | From tomorrow he will pickup to bus from one point. | <u>[Signature]</u><br>9/11/23 |
| 5      | 7/12/2024<br>9:30AM                     | Your son is a good athlete.                       | He will said that give him proper training.         | <u>[Signature]</u><br>7/12/24 |
| 6      | 6/13/24<br>12:30PM                      | Your son not attending practical class.           | Give him punishment as per college rules.           | <u>[Signature]</u><br>6/13/24 |
| 7      | 21/4/24<br>9:30AM                       | Your son coming to class after 12 PM.             | Give him punishment as per college rules.           | <u>[Signature]</u><br>21/4/24 |
| 8      |                                         |                                                   |                                                     |                               |
| 9      |                                         |                                                   |                                                     |                               |
| 10     |                                         |                                                   |                                                     |                               |
| 11     |                                         |                                                   |                                                     |                               |

[Signature]  
Signature of Proctor

[Signature]  
Signature of HOD