

☎ 06753 - 252234(O)
252235(R)
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OFFICE OF THE PRINCIPAL
NAYAGARH (AUTONOMOUS) COLLEGE
NAYAGARH-752069
Website-www.ngrautocol.ac.in
E-mail – ngrautcol@yahoo.co.in

NAAC 2022/ Metrics Level Deviations/Cr2-4

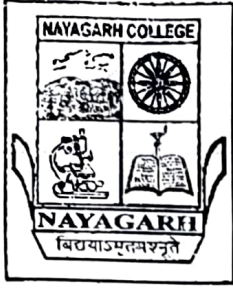
Date:- 12/01/2022

Criteria 2.3.3:	Ratio of students to mentor for academic and stress related issues (current year data)
Response/ Clarification	<ol style="list-style-type: none">1) Circular issued by the head of the institution appointing teachers as mentors is attached and approved Mentor list, Students allocated to mentor signed by Principal is attached. (Appendix-I)2) Issues raised and resolved in the mentor system are attached. (Appendix-II)3) Review notices and the guidelines of Govt. of Odisha attested by principal is attached. (Appendix-III)

IQAC Coordinator

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Appendix I



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No. 1917

Date. 30-08-2019

NOTICE

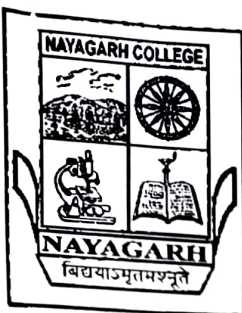
All the faculty members are hereby informed to note that, mentees are allocated to the mentor's section wise as per Mentor: Mentee Scheme for Academic Year 2019-20.

All faculty members are requested to maintain all the records relating to mentoring in proper format for future reference.

Principals
30/8/19
Principal

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C. U. Das
PRINCIPAL
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List of Mentors and Mentee


S/no	Name	Designation and Department/Subject	Students Allotted Roll Number Wise
Department of Science			
1	Dr. Raj Kishore Maharana	Reader, Botany	BS19405-455
2	Dr. Janakinath Dash	Reader, Botany	BS18401-467
3	Smt.Suchismita Parida	Lecturer, Botany	BS19456-507
4	Smt.Smita Swain	Lecturer, Botany	BS17501-534
5	Smt.Rashmi Ranjita Mahapatra	Lecturer, Botany	BS18470-517
6	Sri Ganesh Mishra	Lecturer, Botany	BS17409-500
7	Dr. J. K. Behera	Demonstrator, Botany	BC18032-062
8	Sri. B.P. Rao	Demonstrator, Botany	BC17031-062
9	Smt. Kabita Mohapatra	Lecturer, Chemistry	5301NA17001-032
10	Sri Basant Kumar Sahoo	Reader, Chemistry	5301NA18001-025
11	Miss Sangeeta Mallick	Lecturer, Chemistry	BS19002-036
12	Sri Yajnadutta Swain	Lecturer, Chemistry	5301NA17033-087
13	Smt.Baisali Nanda	Lecturer, Chemistry	5301NA18026-055

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14	Sri. P.K. Basantia	Demonstrator, Chemistry	BS19036-079
15	Chittaranjan Bairiganjan	Demonstrator, Chemistry	BS19086-108
16	Sri. Seshadev Rout	Demonstrator, Chemistry	5301NA18056-080
17	Smt. Sulata Mishra	Reader, Mathematics	5601NA17002-033
18	Sri Debashis Prusty	Sr. Lecturer, Mathematics	5601NA19002-033
19	Dr. Manoj Kumar Hota	Lecturer, Mathematics	BS18025-127
20	Sri Himansu Sekhar Pattanayak	Reader, Physics	BS17131-208 BS18001-012 BS19201-210
21	Sri Saroj Ranjan Das	Reader, Physics	BS17210-222 BS18013-028 BS19211-223
22	Dr. Bipin Kumar Pattanaik	Reader, Physics	BS17224-235 BS18029-048 BS19224-242
23	Dr. Sanjukta Mishra	Reader, Physics	BS17239-270 BS18049-069 BS19245-332
24	Sri Rabindra Behera	Lecturer, Physics	BS17272-287 BS18070-085 BS19257-331
25	Sri Ashok Kumar Sahoo	Lecturer, Physics	BS17288-312 BS18086-100 BS19273-321
26	Sri Jyoti Bhusan Nayak	Lecturer, Physics	BS17314-328 BS18101-122 BS19060-071
27	Sri Ascharya Kumar Kar	Lecturer, Physics	BS17329-342 BS18125-256 BS19303-330
28	Smt. Swagatika Mahapatra	Lecturer, Physics	BS17029-332 BS18260-332 BS19060-071
29	Miss Sonali Sunischita	Lecturer, Electronics	BS17041-122 BS18252-316 BS19035-082
30	Sri. S. K. Nayak	Demonstrator, Physics	BC19028-054
31	Sri. A. Lenka	Demonstrator, Physics	BC18001-031


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32	Smt. Geetanjali Tripathy	Demonstrator, Physics	BC19001-027
33	Sri Brajabandhu Behera	Lecturer, Zoology	BS17402-460
34	Smt.Mita Mohapatro	Lecturer, Zoology	BS17472-540
35	Sri Mahendra Sethi	Lecturer, Zoology	BS18402-479
36	Miss Tanushree Moharana	Lecturer, Zoology	BS18480-520
37	Sri. Surendra Kumar Mishra	Demonstrator, Zoology	BS19464-505
38	Sri. Gouri Sankar Mishra	Demonstrator, Zoology	BS18480-520
39	Smt. Neeta Mahanta	Lecturer, CS	6101NA18001-028
40	Sri Janmejaya Sathua	Lecturer, CS	CS17001-033
41	Sri. Dillip Kumar Sangramsingh	Lecturer, CS	BC19055-081
42	Nazir Ahmed Mallik	Lecturer, ITM	CS19001-032
43	Smt. Rajashree Patel	Lecturer, ITM	7101NA17001-010 7101NA18001-003 7101NA19001-007
Department of Arts			
44	Dr. Gobinda Chandra Dash	Reader, Odia	MAOD19001-017
45	Dr. Banambar Prusty	Lecturer, Odia	BA19005-330
46	Dr. Basista Kumar Behera	Lecturer, Odia	BA18004-288
47	Dr. Joschhananjali Mangaraj	Lecturer, Odia	BA17001-293
48	Sri Sahadev Behera	Lecturer, Odia	BC19082-224
49	Smt. Bindulata Sandha	Lecturer, Odia	BC18063-089
50	Dr. Aditya Kumar Mishra	Lecturer, Political Science	BA17011-342
51	Smt. Sasmita Nayak	Lecturer, Political Science	BA18002-237
52	Miss Pushpanjali Bhol	Lecturer, Political Science	BA19002-325


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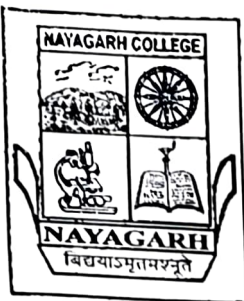
53	Sri Gaurahari Sahoo	Lecturer, Political Science	BC17063-096
54	Sri Abhijit Panda	Lecturer, Psychology	BA19001-255
55	Sri Prabhudarsan Sahoo	Lecturer, Psychology	BA17023-348
56	Smt. Jyotirmayee Sahoo	Lecturer, Psychology	BA18281-338 BA19259-328
57	Smt. Lipanjali Upadhyay	Lecturer, Psychology	BA18005-279
58	Sri. Dillip Kumar Das	Demonstrator, Psychology	BC17001-030
59	Sri Rabindra Kumar Sahoo	Lecturer, Sanskrit	BA17245-260 BA18258-341 BA19124-315
60	Sri Raj Kishore Patra	Lecturer, Sanskrit	BA19033-315
61	Smt. Tuni Parida	Lecturer, Sanskrit	BA17210-264
62	Smt. Pushparani Mishra	Sr. Lecturer, Sociology	BA18028-339
63	Smt. Priyambada Dash	Lecturer, Sociology	BA17078-321
64	Smt. Rinku Khadenga	Lecturer, Sociology	BA19023-332
65	Dr. Dillip Kumar Mishra	Lecturer, Economics	BA17003-095 BA18018-113 BA19032-116
66	Sri Susanta Kumar Barik	Lecturer, Economics	BA17222-340 BA18232-336 BA19249-324
67	Dr. Ashutosh Mishra	Lecturer, Economics	BA17101-221 BA18129-228 BA19125-247
68	Sri Golak Bihari Nayak	Lecturer, Education	BA17075-346 BA18013-112 BA19013-333
69	Smt. Nibedita Sahoo	Lecturer, Education	BA17013-263 BA18112-326 BA19026-318
70	Sri Keshaba Chandra Rautray	Sr.Lecturer, English	BA17009-338 BA18096-307 BA19009-244
71	Smt. Ishab Mishra	Lecturer, English	BC19225-252
72	Sri Shishir Barik	Lecturer, English	BC18097-224


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73	Sri Jogendra Parida	Lecturer, English	BC17097-225
74	Sk.Esaque	Sr.Lecturer, History	BA17033-345
75	Md.Omer Mallik	Sr.Lecturer, History	BA19028-331
76	Sri Prasanta Kumar Parida	Lecturer, History	BA18073-344
77	Dr.Santosh Kumar Mallik	Lecturer, History	BA18073-344
78	Sri Pramod Kumar Dash	Lecturer, Philosophy	1301NA17001-009
79	Smt. Sulagna Samantray	Lecturer, Philosophy	1301NA18001-007 1301NA19001-009
80	Smt. Smita Pattanaik	Lecturer in MSW	MSW18001-032
81	Smt. Swarnalata Dakua	Lecturer in MSW	MSW19001-020
Department of Commerce			
82	Sri Banshidhar Gouda	Sr. Lecturer, Commerce	BC17264-300
83	Dr.Laxmidhar Sahoo	Lecturer, Commerce	BC19253-280
84	Sri Pradeep Kumar Acharya	Lecturer, Commerce	BC17226-262
85	Sri Susanta Kumar Adhikari	Lecturer, Commerce	BC18254-287
86	Smt.Suprabha Mallik	Lecturer, Commerce	BC18225-253
87	Asit Kumar Jena	Lecturer, M.COM	MCOM18001-020
88	Maheswar Bhoi	Lecturer, M.COM	MCOM19003-023


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Date: 18.03.20

Proctorial / Mentoring System 2019-20

Common Issues/Suggestions Raised during Counselling and their Redressal

Sl No	Issues/Suggestions	Redressal/Action taken
1	Discuss probable questions in the classroom for Mid-term and End-term semester examinations.	After completing the course probable questions and answers were discussed.
2	Take classes on preparation of PG entrance test	Probable questions and answers (MCQs) were discussed in the class.
3	Provide more sports facilities.	Intimated to the right corner. Steps have been taken to purchase more required sports equipment.
4	Regular front news on the current issues should be discussed in the classroom.	Intimated to the Head & Principal and classes were arranged accordingly for the discussion among students with the guidance of a teacher concern.
5	Increase the internet speed in the library.	Communicated to expedite it.
6	Clean toilets regularly.	Two sweepers are engaged to clean toilets regularly.
7	Include CBCS syllabus related books in the library.	More books were purchased relating to the CBCS Syllabus.
8	Provide E-books and materials for reference and additional reading of the course.	E-materials and e-books were shared with the students in their WhatsApp group.

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Chief 100 upah 10-9-27

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9	Arrange study tour and Field visits.	Field visits were arranged for MSW students.
10	Arrange online payment of readmission and other fees.	Online payment of different fees of the college has been started for the convenience of the students.
11	Install more dustbins in the corridors.	More dustbins are provided in the academic corridors as well as in the laboratories.
12	Purchase more instruments for practical classes.	Two equipment were purchased for this session according to the practical prescribed by CBCS syllabus.
13	Develop different models for better understanding of the subject chemistry.	Some models like Bravais lattices, amino acid models, etc. were developed for the students for better understanding of the course.
14	No. of career perspective seminars should be increased.	Steps have been taken to increase the number.

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Principal
18-3-2020
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ROLL NO.	NAME	MOB. NO	ATTENDANCE			EXAM RESULTS						PERFORMANCE OF EXTRACURRICULAR ACTIVITIES					
			JULY	AUG	SEPT	OCT	NOV	DEC	1	2	3		4	5	6		
BA-19- 877	SUSANTA KU PANIGRAHI	9938759188															
	KALANDI CHARAN PANIGRAHI	9237231115		93%	87%	89%	92%	100%	68%								
	SAGITA PANIGRAHI		JAN 85%	FEB 90%	MARCH	APRIL											

DATE	NAME	PURPOSE	ISSUES	STEPS TAKEN/Redressal
05/10/2019	Susanta cu. Panigrahi	To discuss about the study time table	Little time for self study	Suggested him to make a proper time table devoting more time towards self study despite of normal duties.
02/12/2019	,	To discuss about the general problem	clean toilet/ sanitation problem.	Requested the principal to engage sanitizers to clean the toilets regularly.



Issue	Action taken	D. Date	Signature
1. Regarding purchase of more CRCS books.	60 nos of CRCS books purchased for 5TH semester students	05.11.2019	[Signature]
2.	Discussion over phone during break down period of 1st semester preparation	15.04.2020	[Signature]

Format for filling data of the student in proctor register
• Sample for a 1st year student with practical subject

Name of the student:- Murthy Ranjan Mohanty Mob.No:- 8144944791
 Class Roll No:- 95-17-108
 Autonomous Roll No:- 5301NA17033
 Address:- C/O:- BASUDEB MOHANTY Mob.No:- 9178589639
 A/- DUKHAPALI P.O:- NUA PADA
 P.S:- KHANDAPADA Dist:- NAYAGARH

Percentage of Attendance for 1st Year			Session-2019-20		
Month	Percentage	Remark	Month	Percentage	Remark
July			Jan.		
Aug.			Feb.		
Sept.			Mar.		
Oct.			Apr.		
Nov.			May		
Dec.			Jun.		

Examination result for 1st year

Semester	Mid Term	Semester		Remark
		Theory	Practical	
1st Semester	73	156	95	
2nd Semester	60	142	55	

Performance in Seminar and Co-curricular activities

Signature of the proctor

Percentage of Attendance for 2nd Year			Session 2020-21		
Month	Percentage	Remark	Month	Percentage	Remark
July			Jan.		
Aug.			Feb.		
Sept.			Mar.		
Oct.			Apr.		
Nov.			May		
Dec.			Jun.		

Examination result for 2nd year

Semester	Mid Term	Semester		Remark
		Theory	Practical	
3rd Semester	78	134	109	
4th Semester	69	169	97	

Performance in Seminar and Co-curricular activities

Signature of the proctor

S.C.C. Prasad
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Nadkumita Prabha

RS17294

Year: 3rd

Roll No: ~~8278869677~~

Mk. No: 8338869677

Attendance										Exam Result	
J	A	C	O	N	D	T	F	M	A		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		
9/15	27/27	11/17	13/15	15/15	10/15	20/20	21/25				

(Mid Sem)	End Sem						Remark
	1st	2nd	3rd	4th	5th	6th	
	8.27	8.27	7.93	8.93	9.71	10	

Dt.	Extracur Activity	Nature of problem Reported Issues
		17.8.2019 1. Less no. of practical equipments as per CBCS syllabus.
Simply	N&S	27.9.2019 2. Not understand Electrodynamics in through detail in the class room.
		21.11.2019 3. CBCS books are not available in our seminar library.

Action Taken/Redressal	Remark
1. Intimated to H.O.D to purchase more equipments for the students	
2. Extra classes are taken to clear the doubts.	
3. More no. of CBCS books are purchased.	

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S. C. Prabha



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Issue	Action taken	Date	Signature
1. NO issue.		19.11.2019	Y.S.
2. Request for extra class for entrance preparation	a. extra class have been conducted for P.G. entrance online for P.G. entrance examination.	2.12.2019	Y.S.
3. Request to create different notes on subject.	examining. <u>Bevan's lattice model</u>	18.01.2020	Y.S.
4.	Discussion held during break. <u>downloaded for preparation through google meet.</u>	23.04.2020	Y.S.

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Percentage of Attendance for 3rd Year. Session 2021-22					
Month	Percentage	Remark	Month	Percentage	Remark
July			Jan.		
Aug.			Feb.		
Sept.			Mar.		
Oct.			Apr.		
Nov.			May.		
Dec.			Jun.		

Examination result For 3rd year					
Semester	Mid Term		Semester		Remark
			Theory	Practical	
5th Semester		DSE-1-20			
6th Semester		DSE-2-20			

Performance in Seminar and Co-curricular activities	

P.G.
Forest meeting
19.11.19 - she is very interested to pursue P.G. Course at reputed Universities of India. She is working hard regarding this. Suggested to practice more no. of question sets.

Signature of the proctor

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ROLL NO.	NAME / ADDRESS	CONTACT NO.	ATTENDANCE						
			JULY	AUG	SEPT	OCT.	NOV.	DEC	
BA-17	Sambhavi Kana	8018292955		84.09/92.86	58.33	49.44			
237	C/o - Praphulla Kana A1 - Lekhanpur	8453049513 (F)	JAN	FEB	MAR				
+31st yr	Po - Sarangthapper Ps - Ranpur Nayagarh. - 752026	8144047458 (M)	70.73						

RESULT							PERFORMANCE IN EXTRA - CURRICULAR ACTIVITIES.
1st	2nd	3rd	4th	5th	6th.		
75.75/100						NCC Cadet	
83.51/111							

DATE	PURPOSE / ISSUES	ACTION TAKEN / REDRESSAL	FOLLOW UP
10.07.20	Dealing with anger & criticism because of COVID-19 & lock down (Phone call)	Counselling done. Taught her different strategies/psychological techniques to deal with anger & criticism.	
18/12/20	General review over the phone.	Things are alright now. Encouraged her to prepare for NCC exam and if possible try to attend NCC camp.	After the request to student

DATE	PURPOSE / ISSUES	ACTION TAKEN / REDRESSAL	FOLLOW UP
30/08/19	Orienting practical system	Orienting in the group	
01/09/19	Reviewing studies	Things are alright. Ask her to make notes & share it to me.	After puja vacation.
18/10/19	Review of notes.	Take not down. Will prepare again.	Nov. 1st week
05/11/19	Poor attendance.	not able to attend class because of NCC. Reported to the NCC incharge.	
03/12/19	"	Ask her to make it up in remaining classes.	Next week
09/12/19	She asked for simplified study materials which she can study in mobile phone. Shared that she can not afford to print xerox materials from the book.	provided some customized materials and scanned copies of books through the WhatsApp group.	
08/02/20	Not able to balance between studies & NCC works.	Did problem solving & time management with her.	Next month.
03/04/20	General review during the lockdown period (Phone call)	Reported things are alright. Needed soft copies of the content. Soft copies provided through whatsapp group.	

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Name, Father, Mother, Mobile No.		Percentage of attendance				Percentage of Marks						Performance of student in class tests, assignments, projects, etc.		
		July	Aug	Sep	Oct	Nov	Dec	1st	2nd	3rd	4th		5th	6th
D. Sadhana (Swayamprava) 8114874722						97%	100%	23%	28%	31%				
E. Sudarshan Pradhan 9937371522		100%	99%	98%	99%									
M. Supriya Pradhan 8112050122		100%	99%	98%	99%									
Roll No. - B.A.H. - 304		Jan/2020	Feb/2020	Jan/2021										
AT - Jagannathprasad		97%	98%	99%										
PO - Sekhida														
Vip - Sagada														
PS - Nishu														
Dist - Nayagarh 752022														
Blood gr - A+														
Date	Problem/Issues	Steps taken / Redressal				Date	Problem/Issues	Steps taken / Redressal						
20.8.19	Not understand the history of Greek Philosophy Paper	I have taken for an extra class to clear the doubt.				16.04.2020	Worry about class and exam in location period.	Everything will be smooth. Just keep patience.						
25.9.19	Provide study materials	Ask her to show me the complete note.				19.12.2020	Review of study materials and preparation for semester over (phone)	Some material provide through whatsapp and overall everything is all right.						
18.10.19	General view over phone and talked with her parents	Everything is all right.												
5.12.19	Provide more ccs syllabus book in the library	Intimated to HOD and Principal for action.												

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Roll No Year	Name Address	Contact No	ATTENDANCE					Regular						Participating extra curricular activities
			Aug	Sep	Oct	Nov	Dec	1st	2nd	3rd	4th	5th	6th	
M.S.D-18-019	Yashwanth Mahalingam A1-Trailipale Po-Belagatti Dist-Krishna Pin-52066	832895978	80	90	91	95	97	6	21	27	27	No	No	Participated in Rural camp, street play, showing short documentary on e-waste empowerment, puppet show, etc.

Date	Purpose/Issue	Action/Taken	Follow up
12.12.2019	Students requested to know about the preparation of interview schedule for data collection.	Discussed about the preparation of interview schedule and what are the points.	
6.1.2020	He asked about how to prepare and select topic for dissertation.	Discussed and taught briefly. Many classes have been taken on Research Methodology.	
19.2.2020	Students request to know about the possible question for internal exam.	Some possible question has been shared for internal exams.	
22.4.2020	Telephonic discussion on covid-19 related issues.	Discussed about the agent, host and prevention of covid-19. Use sanitizer and Wash stay home stay safe.	
15.7.2020	He asked about NGO reports.	Online classes were taken and discussed about NGO reports etc.	
15.9.2019	Orientation meet	Discussed about his classes and personal history for	was taken.
3.10.2019	He suggested for field visits	Every Saturday we visit nearby villages for our observation visit	
14.11.2019	He asked me about the field visit report (how to write)	Gave points for field visit reports and cleared all his doubt about field visit report	

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Attendance

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Roll No.	Name	MUBAN	July	Aug.	Sept.	Oct.	Nov.	Dec.	1	2	3	4	5	6	Extra Curricular activities
B17-316	Pratiksha Rajgani	9238521237	Nil	100%	61%	36%	33%	34%	58.75%						
	Father: Prabhala Kumar Rajgani		Jan	Feb											
	Mother: Janaki Panda														
	Address: Nayagarh District Chinghith Lane, Dist - Nayagarh														

Date	Name	Purpose / Issue	Steps taken / Redressal
24.08.2019	Pratiksha Rajgani	Orientation on papers	An extra class taken to clear the doubt
11.09.2019		Doubt clearing classes on Rights	Intimated to the principal for action
23.10.2019		She requested to arrange online online payment for college fees.	Communicated to the HOD for Enhancement of learning level
05.11.2019		Weekly Test to evaluate students	Communicated to the HOD for collection of question banks
12.12.2019		Practising questions of previous year Exams for more clarity	Intimated to the the principal for Necessary actions
07.01.2020		Enhancement of Learning level by Utilization of Studyroom after the completion of classes.	Intimated to the principal for action
22.02.2020		Infrastructural Development of the College	Use of Sanitizer, Wearing Face mask, Cover the face when you sneeze
10.04.2020		Covid-19 related issues	Cleanliness & neatness, regular Hand wash
12.07.2020		Keep a distance maintain	focused on Health is Wealth, ^{continued} daily exercise
15.09.2020		Compulsion of Yoga classes on regular basis	Intimated to the principal for Valuable suggestions.
22.11.2020		Creation of Awareness programme by Teachers-student together.	

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FORMAT FOR PROCTORIAL INFORMATION

Proctor Approval Information	
Student Section: (To be completed by the student)	
Student Contact Information	
Name:	Aarita Pattanai
Year & Batch:	2017-13 2nd year com.
Email id:	aarita.pattanai28@gmail.com
Contact number:	9144808057
Blood Group:	B+
Mother's Name & Contact Number:	Sujata Pattanai
Father's Name & Contact Number:	Anandh Bandhu Pattanai (9937206226)
Corresponding Address:	Jadumoni Nayagach Nayagach
Name of the Proctor assigned:	Sri D.K. Das (Psy)
Signature of the student:	Aarita Pattanai
Proctor Section: Check list of assigned student	
10 th certificate & Mark sheet:	70%
12 th certificate & Mark sheet:	52%
B.Tech Mark sheets:	
Signature of corresponding Proctor:	

Semester Exam Result					
1st	2nd	3rd	4th	5th	6th
clear	clear	Clear	Clear	.	

Date	Purpose/Issues	steps take/Redressal.
13-09-19	Orientalism in the Group and take class regularly	
15-10-19	Student requested to increase the internet speed in the library	Communicated to librarian & principal for action.
10-11-19	She asked for systematic study materials	Concerned teachers are acknowledged to provide the materials needed by the student.
06-01-20	Student requested to know about reference books for the entrance examination after P-G admission.	One of the faculty members of her department contacted the student and helped her.
12-02-20	Student requested to know about the possible questions in the final semester examination	Some possible questions are shared in through the whatsapp group, so that all students came to know.
22-03-20	Student wants to know about the corona pandemic situation and completion of courses.	Communicated to the Head & Principal for action
24-04-20	Student asked about the final examination.	Due to unstable situation the exams will be delayed & student is noticed before one month.

Percentage of attendance										
JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
44.3	95.4	97.5	95.45	100		94.29	96			

S. C. Das
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NAYAGARH

Proctorial Details

Roll No.	Name	Mob. No.	Attendance						Exam results Semester.						Performance in extra curricular activities				
			July	Aug	Sept	Oct	Nov	Dec	1	2	3	4	5	6	Nss/ Ncc/ DEBATE / ESSAY /YAC/ QUIZ				
BC-17-238	Bishal Mehanthy																		
	At - Mehanthy Sachi PO - Daspalla PS - Dasappa	9090519058	17.72	81.50	95	95.45	98.18	100	63.25	61.75	59.4	64.20	57.75	50.75					
			Jan. 26. 87.37 91%																

Report of the Proctor.

Name	Date	purpose/issue	steps Taken/Redressal
Bishal Mehanthy	16.07.2019	To attend classes	Contact over phone. PMS
At - Mehanthy Sachi PO - Daspalla.			clarified his doubt PMS
PS - Nagesh ph 9990519058	2.8.2019	Explained about Proctorial system.	
	20.9.2019	Review Study.	Not Study properly and asked him not to waste time in watching mobile. PMS
	15.10.2019	Student requested to install shutbins in the corridor.	intimated to principal madam for further action. PMS
	19.11.2019	He asked questions for future planning	clearly understood. PMS
		Student requested for	Arranged for him. PMS

Sd/-
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④

Roll No.	Student Details	Subject	Attendance 19-20:						Semester Exam Results						A.C.A.	
			July	Aug	Sept	Oct	Nov	Dec	1st	2nd	3rd	4th	5th	6th		
BS18-499 5901NAB040	SUBHASWAPNA DASH F-Manonjeon Dash, 2008426607 M-Chitroyali Madhapada, 6330023022 Mobile No - 7008426607 Address: Dattatras Colony, 4th lane, Lady's Hill's hostel, Nayagundi	Phci-567 Phce-567		85%	92%	79%	64%	60%								
		(T)		88%	85%	79%										
	Blood Group - Ove, DOB - 9/11/2000															
									227/100	339/400	424/500					
									54A-855 9.27 9.5							

Date	Purpose	Issues	Steps	Feedback
19/1/20.		- Little problem in developmental biology.	- Suggested to read text book, internet source & communicate with subject teacher	

Report of the Proctor

Date	Purpose/Issues	Steps taken/Feedback
21/1/20.	Difficulty in time identification in practical.	give extra time for practical practice.
14/2/20.	- Not response to all aspects she requested to discuss probable questions for mid & end-term exam.	- After completing the course, provide some Q. raised in class.
19/4/20	Contacted her if she's having any issue in online studies during pandemic.	

S.C. Dash
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NAYAGUNDI

PAGE NO.:
 DATE: / /

PAGE NO.:
 DATE: / /

Roll NO.	Name	Mob NO.	Attendance			
			July	Aug	Sept	Oct
BA-19-261	Pradeep Kumar Nayak 13 IStg Ecoc(H) NPradeepkumar 36@gmail.com Blood Group -	9018812136	87% 91%	87% 89%	22% Masuro I	91%
	Mother :- Sulochana Nayak Father :- Seshadev Nayak Address :- Jagannath Prabod Silveida Nuvagan Nayagarih 752023					

Exam. Result

Nov	Dec	1	2	3	4	5	6	Extra Curricular Activity
89%	93%	67.5%						

Date	Name	Reason or the Purpose	Proctor Issues	Steps taken / Resolved
		Economics is difficult		Gives some ideas on Economics.
02.11.19				
10.12.19		Discuss questions for Semester Examinations		After completing the course probable questions and Answers are given.
15.01.20		He Requested to provide Sports facilities		Informated to the Principal
02.03.20		Requested for a doubt clearance class		CLASS taken.
08.04.20		Telephonic communication on Covid-19 related issues and Psychological support was provided to him.		
16.09.20		Ask for P-materials		e-materials supplied.

Appendix III

Chief
10-9-19

REGIONAL DIRECTORATE OF EDUCATION: UNIT-II, BHUBANESWAR

Tele Fax-0674-2533284, Email-rdebbsr@rediffmail.com

Letter No. 7516 /RDE/Dt.4.9.2019

To

The Principals,
All Govt. (Auto / Degree) Colleges /
Non-Govt. Aided (Auto / Degree) Colleges /
Non-Govt. Aided Degree Sanskrit Colleges,
Under the RDE, Bhubaneswar.

Sub: Steps taken regarding strengthening of proctorial system in colleges.
Madam/Sir,

With reference to the subject cited above, you are requested to submit the information in the format given below regarding steps taken towards strengthening of proctorial system in your college as per the instructions of the Hon'ble Minister, Higher Education in the Video Conference held on 21.08.2019 at 3.00 PM to the Additional Secretary to Govt., Department of Higher Education, Odisha, Bhubaneswar under intimation to the undersigned.

FORMAT FOR PROCTORAL ACTIVITIES						
Name of the College						
Address						
Sl.No.	Name of the Proctor with Designation	No. of Students under the Proctor		No. of Students below 75% attendance as reported by the proctor	Steps taken by the Proctor to enhance the students attendance	Signature of the Proctor
		Year (1 st / 2 nd / 3 rd)	Subject / Honour's			
01						
02						
03						
04						

Signature of the Principal

Yours faithfully,

[Signature]
Regional Director of Education
Bhubaneswar

Memo No. 7517 /RDE/Dt.4.9.2019

Copy forwarded to the Additional Secretary to Govt., Department of Higher Education, Odisha, Bhubaneswar for kind information and necessary action.

[Signature]
Regional Director of Education
Bhubaneswar

Memo No. 7518 /RDE/Dt.4.9.2019

Copy forwarded to the Director, Higher Education, Odisha, Bhubaneswar for kind information and necessary action.

[Signature]
Regional Director of Education
Bhubaneswar

[Signature]
PRINCIPAL

NAYAGARH AUTONOMOUS COLLEGE
NAYAGARH

OFFICE OF THE PRINCIPAL
NAYAGARH AUTONOMOUS COLLEGE, NAYAGARH
NOTICE

No- 2552

Date- 17-10-19

It is for information to all HOD's that the proctorial system will be reviewed by the undersigned from Monday (21.10.2019) onwards for which they are requested to remain with readiness along with the abstract of the information in prescribed format supplied earlier.

Wah
17.10.19

Principal
Nayagarh Autonomous College,
Nayagarh

Copy to All HODs/SGF /H.C. for information and PGF for record.

OFFICE OF THE PRINCIPAL
NAYAGARH AUTONOMOUS COLLEGE, NAYAGARH
NOTICE

No- 151

Date- 10-02-2020

All the Proctors are requested to attend a meeting scheduled to be held at 2.30 PM on 11.02.2020 in the Golden Jubilee Conference Hall of the College with their all records and reports positively.

W.P.S.
10/2/2020
Principal
Nayagarh Autonomous College,
Nayagarh

Copy to All Proctors /SGF/H.C.GF for information/ concerned file and PGF for record.

C. V. P. S.
PRINCIPAL
NAYAGARH AUTONOMOUS COLLEGE
NAYAGARH

Duties of the Proctor :

1. To meet the students assigned to him in his proctorial group every fortnight irrespective of the period assigned.

2. To keep a record of all the details about a student's life, habits and aspirations.

3. To watch and guide the academic performances of the students of his proctorial group individually.

4. To visit, if possible, the homes or hostels of the students in his group from time to time.

5. To write from time to time to the parents of the students in his proctorial group about the student's academic

progress, social dealings and achievements or otherwise.

6. To report all cases of Indiscipline among the students of his assigned group to the Chief Proctor, who if he

so likes, may take the matter to the Principal.

7. To recommend the cases of Scholarship / Rly concession / Bus concession / Leave of absence / Free-studentship and anything a student wishes to communicate to the authority.

8. To sign all conduct certificates and send them to the

Principal for counter signature

S. G. Doodh
PRINCIPAL
NOYBARCHA AUTONOMOUS COLLEGE
NAYAGADU


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S. U. D. D. D.
PRINCIPAL
NAYAGARH AUTONOMOUS COLLEGE
NAYAGARH

FORMAT FOR PROCTORIAL INFORMATION

Proctor Approval Information	
Student Section: (To be completed by the student)	
Student Contact Information	
Name:	
Year & Batch:	
Email id:	
Contact number:	
Blood Group:	
Mother's Name & Contact Number:	
Father's Name & Contact Number:	
Corresponding Address:	
Name of the Proctor assigned:	
Signature of the student:	
Proctor Section: Check list of assigned student	
10th certificate & Mark sheet:	
12th certificate & Mark sheet:	
B.Tech Mark sheets:	
Signature of corresponding Proctor:	


 PRINCIPAL
 NAYAGARH AUTONOMOUS COLLEGE
 NAYAGARH