

Notice No. 2145 /Dt. 23.11.2022

**Sub: Implementation of Proctorial system in Departments to lessen the percentage of Absentees for better performance in the Semester Examination & ensure over all development.**

In view of the above, each Lecturer including Guest Faculty has been assigned a group of students under their surveillance for watching their activities inside the Institute as well as outside. Broadly they will look after the following aspects.

1. Ascertain reasons for absence of defaulters & accordingly inform the Parents/Guardian verbally/in writing to advice him/her to be regular in attending classes.
2. Understanding of the subject taught by the teacher with an objective to secure good marks in the Semester Examination.
3. Availability of Books & Notes to prepare for the Examination as per the prescribed syllabus.
4. Any matters including health issues which will affect his/her study in this Institute.
5. Periodic Counseling & Guidance to students to keep them motivated.
6. All students welfare scheme like Prerana Scholarship, BOC Workers Children Scholarship, Minority Scholarship, MCP Stipend, Merit Scholarship, Kenduleaf Plucker's Children scholarship & other scholarship.
7. A separate Diary must be maintained for proper monitoring & recording which will be shown to the Inspecting Officer during their visit to the Institute.

SL NO	Name of the Lecturer/Guest faculty as Proctor.	Assigned Branch	Assigned Students Regd. Nos.
1	Ms. Sushmita Bag, Lect.in English	Electrical	F22-2001 to F22-2025 & F22-2090 to F22-2115
		ETC	F22-3001 to F22-3025
2	Ms. Supritika Sundi, Lect.in Chemistry	Electrical	F22-2026to F22-2051 & F22-2116 to F22-2126
		ETC	F22-3026 to F22-3031
3	Mr. Sunil Kumar Banka, GF in Math	Civil	F22-1001 to F22-1025
		Mechanical	F22-4001 to F22-4025
		Electrical	F22-2001 to F22-2025
4	Mr. Anil Kumar Giri, GF in Math	Civil	F22-1026 to F22-1050 &
		Mechanical	F22-4026 to F22-4050
		Electrical	F22-2026 to F22-2050
5	Mr.Ajay Sahu ,GF in Comp. Appl & Mr.Sk Tanwir Alam, GF in Comp.Appl	Civil	F22-1051 to F22-1063
		Mechanical	F22-4051 to F22-4063

Memo No. 2146 Dt. 23.11.2022Copy to INB (Academic / Administrative) for information of 1<sup>st</sup> Sem Winter-2022 students.

  
Principal  
GOVT POLYTECHNIC  
SAMBALPUR (Rengali)  
Odisha-768212

  
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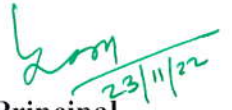
Copy to Academic Coordinator / All Sr. Lecturers / Sr. Lecturer I/C for information and necessary action. They will circulate this notice among staff members concerned and oversee effective implementation.

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Copy submitted to the DTE&T, Odisha, Cuttack for kind information.

  
23/11/22

Principal  
GOVT. POLYTECHNIC  
SAMBALPUR (Rengali)  
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23/11/22

Principal  
PRINCIPAL  
GOVT. POLYTECHNIC  
SAMBALPUR (Rengali)  
Odisha-768212