



OFFICE OF THE PRINCIPAL
GANDHI INSTITUTE OF EXCELLENT TECHNOCRATS
SANTI NIKETAN, GHANGAPATANA, BHUBANESWAR, 752054.

Ref. No: GIET/D/35/2021

Date: 24.09.2021

C I R C U L A R

Role & Responsibility of a Proctor

1. Maintain Student Personal Database including Personal Files in consultation with the Class Teacher.
2. Interaction of students according to Proctor Cycle Plan.
3. Identifying the problems of students like (Academic, Hostel, Career Counseling, Health, Personal, etc.) and taking necessary action of problems.
4. After solving the problem it should be informed to concerned students if necessary to parents.
5. Inform the necessary information to Parent's of the Student regarding the University Results, Attendance, Achievements and Indiscipline Activity if any.
6. Proctor should keep record of all the Activity of Proctor Work like Parent Interaction, Student Achievements etc.
7. Maintain Proctor Register regularly with full details (Date & Time).
8. If a proctor is on leave they should interact with the students after, he/she comes back to college.
11. Students should write the meeting details in proctor register clearly.
12. To keep records accurately and efficiently as required by the Institute, the Personal file of each individual student should be updated according to their time to time activities & submitted when required by the authorities.
13. Students should be encouraged to participate in Co-Curricular and Extra-Curricular activities like Projects, Conferences, Seminars, Technical events, Sports etc..., (In and outside of the college) provided the student should have minimum 75% attendance to attend any such events at the time of participation.
14. Grant Primary Permission of Leave when a student's desires to avail leave with due consultation of their parents.

Principal
Gandhi Institute of Excellent Technocrats
Ghangapatna, Bhubaneswar

Principal
GIET Ghangapatna, BBSR

Copy to: Hon'ble Vice-Chairman for favour of information.

Copy to: A.O.(Academics)/All HODs/Asst.Manager-HR/Staff Circular/File copy for record.



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OFFICE ORDER

| YEAR / BRANCH | REGISTRATION NO. | STUDENT NAME | PROCTOR NAME |
|---------------|------------------|-------------------------|-----------------------------|
| 1ST/ CIVIL | F21171001002 | ANKITA BEHERA | DR. CHANDAN KUMAR SAHOO |
| | F21171001003 | DIBYARANJAN MOHANTY | |
| | F21171001006 | MITU MAITY | |
| | F21171001007 | PADMALOCHAN JENA | |
| | F21171001008 | Pradip kumar swain | |
| | F21171001009 | PRITAM SAHOO | |
| | F21171001010 | RAKESH DAS | MR. ALOK RANJAN SAHOO |
| | F21171001011 | SURYAKANTA PRADHAN | |
| 2ND / CIVIL | F20171001002 | ANUP KUMAR BEHERA | MRS. NIYATI NAIK |
| | F20171001003 | ANUSKA LAL | |
| | F20171001008 | KRUTIDEEPAN PRUSTY | |
| | F20171001011 | NAMITABALA MUDULI | |
| | F20171001012 | PRATYUSH KUMAR BADAJENA | |
| | F20171001019 | SOURAV ROUT | MS. RAJALAXMI BEHERA |
| | F20171001020 | SUPRIYA PRADHAN | |
| | F20171004022 | SURYAKANTA SAHOO | |
| 3RD/ CIVIL | L21171001001 | MD NUREN AJMAL | |
| 1ST/EE | F19171001006 | SANGRAM KUMAR SWAIN | |
| | F21171002001 | AMIT PRADHAN | MR. ALOK RANJAN SAHOO |
| | F21171002002 | AMIT KUMAR SAHOO | |
| | F21171002004 | BIRESWAR MISHRA | |
| | F21171002005 | HIMANSHU CHARAN DAS | |
| | F21171002006 | JAYA PRAKASH PARIJA | MR. GANESWAR SAHU |
| | F21171002007 | Moumita Mondal | |
| | F21171002008 | PABITRA SAMAL | |
| | F21171002009 | SAMBHUNATH SAHOO | |
| | F21171002010 | SATYAM MISHRA | |
| | F21171002012 | SUBHANKAR BHUYAN | MR. JYOTIRAJ PADMAN ACHARYA |
| | F21171002013 | SURAJ KUMAR PRADHAN | |
| | F21171002014 | SURYAKANTA BISWAL | |
| | 2ND/ EE | F20171002001 | ABHISEK BISWAL |
| F20171002007 | | AVINASH PARIDA | |
| F20171002016 | | KANHUCHARAN BHOI | |
| F20171002024 | | RAKESH BEHERA | |
| F20171002025 | | ROHAN KUMAR DIGAL | MS. AJANTA PRIYADARSHINEE |

| | | | |
|----------|--------------|---------------------------------|--------------------------------|
| | F20171002026 | RUDRAPRAKASH MALLIK | |
| | F20171002027 | SADASIB SETHI | |
| | F20171002030 | SOUMYARANJAN BARIK | |
| | F20171002033 | SUBHASISH BEHERA | |
| | L21171002001 | BISWAJIT SWAIN | |
| | F19171002005 | ALOK KUMAR | MRUTYUNJAY SENAPATI |
| | F19171002006 | KRISHNA NAG | |
| | F19171002007 | KUMAR SUMIT | |
| | L20171002001 | AKASH DEEP PRADHAN | |
| | L20171002002 | BISWAJIT MALLICK | SUBAS CHANDRA MISHRA |
| | L20171002004 | DEBASISH PRADHAN | |
| | L20171002005 | DEEPAK RANJAN JENA | |
| | L20171002006 | DIPAK KUMAR PATRA | |
| | L20171002007 | RATHI RAMAN MAHANTA | SANKARSAN SAHU |
| | L20171002009 | SATYABRATA BEHERA | |
| 3RD/ EE | L20171002010 | SUNIL BISWAL | |
| | F21171004001 | ADARSHA OJHA | |
| | F21171004003 | MILAN MAHANTA | MR. JYOTIRAJ PADMAN ACHARYA |
| | F21171004004 | NARSINGH EKKA | |
| | F21171004005 | NIRANJAN MUDULI | |
| | F21171004006 | Pragati senapati | |
| | F21171004008 | RABI MAJHI | |
| | F21171004009 | SATYABRATA RAY | MR. AMARESH SATAPATHY |
| | F21171004010 | SATYAJIT SAHOO | |
| | F21171004011 | SILU MALANA | |
| 1ST/MECH | F21171004012 | SUBHANKAR MAITY | |
| | F20171002028 | SANJEEB KUMAR SAHOO | |
| | F20171004003 | BISWAJIT BEHERA | |
| | F20171004005 | DEBASIS ROUT | |
| | F20171004006 | MANOJ BARIK | MR. SADANANDA PATTANAYAK |
| | F20171004009 | R.M.BIKASH CHANDRA BIDYARTHI | |
| | F20171004011 | SABYASACHI BEHERA | |
| | F20171004012 | SAMIT KUMAR SAHOO | |
| | F20171004013 | SATYAJIT PADHI | |
| | F20171004014 | SATYAM KUMAR YADAV | MR. B. SRINIVASA RAO |
| | F20171004017 | SUBHANKAR BARIK | |
| | F20171004018 | SUBRATA SWAIN | |
| | F20171004020 | SUPRIT SRITAM JENA | |
| | F20171004021 | SURYAKANT SETHI | |
| | L21171004001 | AMIT KUMAR MOHAPATRA | |
| | L21171004002 | ANSUMAN MISHRA | |
| | L21171004003 | ASHISA KUMAR SAMANTARAYA | SUVASHREE DAS |
| | L21171004004 | CHINMAYA BEHERA | |
| | L21171004005 | JASHABANTA BHOI | |
| 2ND/MECH | L21171004006 | JYOTI RANJAN SINGH | SONALI ROUT |

| | | | |
|----------|--------------|------------------------|--------------------|
| | L21171004008 | MANORANJAN SAHOO | |
| | L21171004009 | PRABHATA BISOYI | |
| | L21171004010 | RATIKANTA BARIK | |
| | L21171004011 | SARTHAK PRADHAN | |
| | L21171004012 | SHAIK AYAZ | |
| | L21171004013 | SIDHESWAR PRADHAN | |
| | L21171004014 | Suman Kundu | |
| | L21171004015 | Surajit bhowmik | |
| | F19171004002 | BIBEK KUMAR BEHERA | SRIDEV PRADHAN |
| | F19171004003 | BISWAJIT DAS | |
| | F19171004005 | SARADA DALAI | |
| | F19171004007 | TANMAY SAMAL | |
| | L20171004002 | RAJANI KANTA NAYAK | |
| | L20171004003 | RUDRAMADHAB MOHANTY | |
| | L20171004005 | SATYAJIT PARIDA | |
| | L20171004006 | SK.ASIF ZAMAL | |
| | L20171004007 | SMRUTISHIKTA MOHAPATRA | |
| 3RD/MECH | L20171004008 | TOPHAN KUMAR NAYAK | RASMI RANJAN DALAI |



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