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DEPARTMENT OF MATH&SC.
GOVERNMENT POLYTECHNIC, NAYAGARH.
CONTACT NO: - 9776329088,9338383836,8895369842

No. 93 /GPNYGMATH&SC/DATED 05.09.2023

OFFICE ORDER

The Following Faculty members are hereby assigned as proctors of students as listed below.

Sl No.	Roll No.	Branch &Semester	Name of the proctor
1	01-23	1 st sem (Electrical)	Smt. Sushrimayee Behera
2	24-47	1 st sem (Electrical)	Dr. Shashibhusan nayak
3	48-69	1 st sem (Electrical)	Sri Suresh Kumar Sahoo
4	01-34	1 st sem(Mechanical)	Mrs. Priyadarsini Acharya
5	35-68	1 st sem(Mechanical)	Sri Jyotiranjan Behera
6	01-34	1 st sem(Civil)	Er. Samir Kumar Sethi
7	35-67	1 st sem(Civil)	Sri Manoj Kumar Sahoo

The Faculty members including the undersigned are required to carry out a mentoring session every month as per the Calendar of Events (Govt. Polytechnic Nayagarh) which would include the following scope.

- 1) Professional Guidance to students.
- 2) Career advancement of students.
- 3) Solve professional issues if any.

In Addition to the above, proctors are also required to identify weak students to provide them with extra care and facilities. The proctors are also required to inform the students regarding their attendance and motivate the students to attend regular class in order to avoid shortage of attendance. In case, any proctor is unable to resolve any issues or in case of any common issues, the matter may be forwarded to the Head of the Institution for further action.

05.09.2023
HOD Math&SC.Deptt.
Govt. Polytechnic Nayagarh.

Memo No 94 / GPNYGMATH&SC /Dated 05.09.2023
Copy for circulation among staff of Math&Sc. Department/1st yr teachers/ Notice board & Student whatsapp group of 1st semester students for information and necessary action .

05.09.2023
HOD Math&SC.Deptt.
Govt. Polytechnic Nayagarh.

Memo No 95 / GPNYGMATH&SC /Dated 05.09.2023
Copy to Principal ,Govt. Polytechnic Nayagarh/Academic Co-ordinator , Govt. Polytechnic Nayagarh for kind information

05.09.2023
HOD Math & Sc. Deptt .
Govt. Polytechnic Nayagarh

7.09.23

08/09/23

08/09/23

08/09/23