

DEPARTMENT OF INFORMATION TECHNOLOGY
GOVERNMENT POLYTECHNIC, BHUBANESWAR

Email id-departmentit23@gmail.com

Notice 380 Date 4.8.25

As per the letter no 1122 dated 27/3/2025 The revised Proctorial system was implemented vide Notice no: 348 Date 27/03/2025. As all the faculties are transferred from IT dept. So the student are divided in to newly joined Faculties in IT Dept. This protor System is Implemented in the Dept for taking best care of student's w.r.t. their Academics, Discipline, Personality, Good habit restricting and Attendance improvement which are provided below. This also aims at making students more and more motivated towards an institutional campus life as an overall output.

1. Each faculty member will be assigned to a group of thirty students, who will act as proctors for that group of students.
2. The Proctor should contact each and every student with their parents.
3. The Proctor must ensure the exam performance of the students
4. Activities by the students in the hostel and campus must be ensured by the Proctor
5. In each class the absence of the student/students should be reported by the respective faculty to the Proctor of the student.
6. Boarders are not to leave the campus without prior permission of the Proctor.
7. The Proctor-Parents meeting should be held once in a month.

The grouping is made as follows:

1 Smt. Kumari Jyoti, Sr. Lect. (IT)

Registration no 5th sem:

F23014004052, F23014024001, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 24, 25

2 Sri . Asit Ranjan Prusty, Lect. (CA)

Registration no 5th sem:

F230140240026, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, L1, L2, L3, L4

3 Smt. Abijita Routray, Lect. (CA)

Registration no. 3rd sem:

F230140240023, F24014062030, F24014062033, F24014003018, F24014003024, F24014015018,
F24014024002, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 29, 31, 32, 33, 34, 35,
L1, L2, L3, L4

[Signature]
4.8.25
Sr. Lecturer(IT)

Memo no. 381 dated 4.8.25

Copy to notice board for information of students. They are to consult their proctor as and when necessary

[Signature]
4.8.25
sr. Lecturer(IT)

Memo no. 382 dated 4.8.25

Copy for circulation among faculty members of IT branch for information and necessary action.

[Signature]
4.8.25
Sr. Lecturer (IT)

[Signature]
21/07/2025
[Signature]
11/9/25

**DEPARTMENT OF INFORMATION TECHNOLOGY
GOVERNMENT POLYTECHNIC BHUBANESWAR**

E-Mail-departmentit23@gmail.com

Notice 386 Date 11.08.25

1st Proctor Meeting 2025 (w)

This is for the information of students that the 1st proctor meeting shall be held on Dt. 13/08/2025 at 4 PM. The meeting would stand upon points like student's academic activities, any problem faced by them whether academic or residential (in the case of hostel boarders), and any other issues raised by the students. It would also make all possible measures on the basis of suggestions forwarded by students. Hence all the students of all groups are instructed to remain present in the meeting without fail. Proctor's name is listed below.

- Smt. Kumari Jyoti, Sr.Lect. (IT)
- Sri. Asit Ranjan Prusty, Lect. Stage-II (CA)
- Smt. Abhijita Routray, Lect. Stage-I (CA)

Memo No 387

Copy to student Notice Board.

Date 11.08.25

Asht.
Sr. Lect. IT

Memo No 388

Copy to Academic coordinator.

Date 11.08.25

Asht.
Sr. Lect. IT

Memo No 389

Circular among staff.

Date 11.08.25

Asht.
Sr.Lecturer (IT)

Govt. Polytechnic Bhubaneswar

Asht.
11/8/25

Seen
As
11/08/2025

**DEPARTMENT OF INFORMATION TECHNOLOGY
GOVERNMENT POLYTECHNIC BHUBANESWAR**

E-Mail-departmentit23@gmail.com

Notice 394 Date 1.9.25

2nd Proctor Meeting 2025 (w)

This is for the information of students that the 2nd proctor meeting shall be held on Dt. 03/09/2025 at 4 PM. The meeting would stand upon points like student's academic activities, any problem faced by them whether academic or residential (in the case of hostel boarders), and any other issues raised by the students. It would also make all possible measures on the basis of suggestions forwarded by students. Hence all the students of all groups are instructed to remain present in the meeting without fail. Proctor's name is listed below.

- Smt. Kumari Jyoti, Sr.Lect. (IT)
- Sri. Asit Ranjan Prusty, Lect. Stage-II (CA)
- Smt. Abhijita Routray, Lect. Stage-I (CA)

Memo No 395

Copy to student Notice Board.

Date 1.9.25

Memo No 396

Copy to Academic coordinator.

Asit Ranjan Prusty
Sr. Lect. 27
Date 1.9.25

Memo No 397

Circular among staff.

Asit Ranjan Prusty
Sr. Lect. 27
Date 1.9.25

Asit Ranjan Prusty
1.9.25

Sr.Lecturer (IT)

Govt. Polytechnic Bhubaneswar

Asit Ranjan Prusty
11/9/25

Seen
102
01/09/2025

**DEPARTMENT OF INFORMATION TECHNOLOGY
GOVERNMENT POLYTECHNIC BHUBANESWAR**

E-Mail-departmentit23@gmail.com

Notice 415 Date 18.10.25

3rd Proctor Meeting 2025 (w)

This is for the information of students that the 1st proctor meeting shall be held on Dt. 24/10/2025 at 4 PM. The meeting would stand upon points like student's academic activities, any problem faced by them whether academic or residential (in the case of hostel boarders), and any other issues raised by the students. It would also make all possible measures on the basis of suggestions forwarded by students. Hence all the students of all groups are instructed to remain present in the meeting without fail. Proctor's name is listed below.

- Smt. Kumari Jyoti, Sr.Lect. (IT)
- Sri. Asit Ranjan Prusty, Lect. Stage-II (CA)
- Smt. Abhijita Routray, Lect. Stage-I (CA)

Memo No 416

Copy to student Notice Board.

Date 18.10.25

B. Jyoti
Sr. Lect. IT

Memo No 417

Copy to Academic coordinator.

Date 18.10.25

B. Jyoti
Sr. Lect. IT

Memo No 418

Circular among staff.

Date 18.10.25

B. Jyoti
18/10/25
Sr.Lecturer (IT)

Govt. Polytechnic Bhubaneswar

A. Prusty
19/10/25
AS
18/10/2025

DEPARTMENT OF INFORMATION TECHNOLOGY

GOVERNMENT POLYTECHNIC BHUBANESWAR

EMAIL-departmentit23@gmail.com

Notice 520

Dt. 20.01.26

Proctor Meeting No-01(2026-5)

This is for the information of students that the 1st proctor meeting shall be held on Dt.28/01/2026 offline mode at 4pm. The meeting will be conducted by the respective proctor in his/her specified group. The meeting will focus on the individual difficulties of the students and measures to fill in the gap. Hence the students of all groups are instructed to remain present in the meeting without fail. This notice to be served in the Department and Students' what's app groups. Proctor's name is listed below.

- Smt. Kumari Jyoti, Sr.Lect. (IT)
- Sri. Asit Ranjan Prusty, Lect. Stage- II(CA)
- Smt. Abijita Routray, Lect. Stage-I(CA)

Memo no 521

Copy to students' Notice Board .

Date 20.01.26


Sr.Lecturer (IT)
Govt.Polytechnic
Bhubaneswar

Memo no 522

Copy to Academic coordinator.

Date 20.01.26


Sr.Lecturer (IT)
Govt.Polytechnic
Bhubaneswar

Memo no 523

Circular among staff .

Date 20.01.26


Sr.Lecturer (IT)
Govt.Polytechnic
Bhubaneswar

Copy received.
R
20/01/2026
(Cec/CA)

Asit Ranjan Prusty
20/1/26

DEPARTMENT OF INFORMATION TECHNOLOGY
GOVERNMENT POLYTECHNIC BHUBANESWAR

EMAIL-departmentit23@gmail.com

Notice 520

Dt. 20.01.26

Proctor Meeting No-01(2026-S)

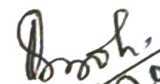
This is for the information of students that the 1st proctor meeting shall be held on Dt.28/01/2026 offline mode at 4pm. The meeting will be conducted by the respective proctor in his/her specified group. The meeting will focus on the individual difficulties of the students and measures to fill in the gap. Hence the students of all groups are instructed to remain present in the meeting without fail. This notice to be served in the Department and Students' what's app groups. Proctor's name is listed below.

- Smt. Kumari Jyoti, Sr.Lect. (IT)
- Sri. Asit Ranjan Prusty, Lect. Stage- II(CA)
- Smt. Abijita Routray, Lect. Stage-I(CA)

Memo no 521

Copy to students' Notice Board .

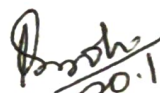
Date 20.01.26


Sr.Lecturer (IT)
Govt.Polytechnic
Bhubaneswar

Memo no 522

Copy to Academic coordinator.

Date 20.01.26


Sr.Lecturer (IT)
Govt.Polytechnic
Bhubaneswar

Memo no 523

Circular among staff .

Date 20.01.26


Sr.Lecturer (IT)
Govt.Polytechnic
Bhubaneswar

Copy received.
R
20/01/2026
(Cec. ca.)

Prusty
20/1/26

**DEPARTMENT OF INFORMATION TECHNOLOGY
GOVERNMENT POLYTECHNIC BHUBANESWAR**

E-Mail-departmentit23@gmail.com

Notice 593 Date 6.3.26

2ND Proctor Meeting 2026 (S)

This is for the information of students that the 1st proctor meeting shall be held on Dt. 10/03/2026 at 4 PM. The meeting would stand upon points like student's academic activities, any problem faced by them whether academic or residential (in the case of hostel boarders), and any other issues raised by the students. It would also make all possible measures on the basis of suggestions forwarded by students. Hence all the students of all groups are instructed to remain present in the meeting without fail. Proctor's name is listed below.

- Smt. Kumari Jyoti, Sr.Lect. (IT)
- Sri. Asit Ranjan Prusty, Lect. Stage-II (CA)
- Smt. Abhijita Routray, Lect. Stage-I (CA)

Memo No 593 (b)

Date 6.3.26

Copy to student Notice Board.

Memo No 593 (c)

Date 6.03.26

Copy to Academic coordinator.

Memo No 593 (d)

Date 06.3.26

Circular among staff.

seen
Asit
6.3.26
12
06/03/2026

Asit
06/03/2026

Sr.Lecturer CA

Govt. Polytechnic Bhubaneswar