

ସରକାରୀ ପଲିଟେକ୍ନିକ୍,  
ମୟୂରଭଞ୍ଜ, ଟିକାରପଡ଼ା



GOVERNMENT POLYTECHNIC,  
MAYURBHANJ, TIKARPADA

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## DEPARTMENT OF ELECTRICAL ENGINEERING

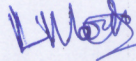
No: 04 /EE, Dated, 13<sup>th</sup> AUG, 2025.

It is hereby informed all the faculties of Electrical department that they are assigned as proctor with following students for the academic session 2025-26. The role and responsibilities of proctors are:

Meet the group of students at least once in a month,

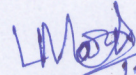
1. Continuously monitor, counsel, guide and motivate the students in all academic matter .
2. Advise students in their carrier development.
3. Contact parents/guardian if required.
4. Intimate parents about students with short attendance.
5. Maintain a detail progressive record of the students.
6. Maintain a clear records of all discussion with students
7. Take geo-tag photo of each meeting.

Sl.No	Registration No	Year	Name of the Proctor
01	F22152002060 TO F23152002025	3rd	Mr.Laxmidhara Sahu
02	F23152002026 TO F23152002048	3rd	Mr.Hemanta Ku. Sethi
03	F23152002049 TO Remaining student	3rd	Mr.Chandrasekhar Tripathy
04	F24152001036, F24152001045, F23152002038 , F24152002001 TO F24152002019	2nd	Smt.Leena Marndi
05	F24152002021 TO F24152002042	2nd	Mr.Manoj Ku.Pradhan
06	F24152002001 TO Remaining student	2nd	Mr.Rajib Lochon Dash

  
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Mayurbhanj.

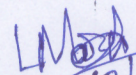
Memo No 05 /dt. 13/08/25

Copy to the department notice board for information of the students.

  
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Memo No 06 /dt. 13/08/25

Copy to concern faculty members of Electrical department for information and necessary action.

  
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