



**Nilachal Polytechnic**  
Bhubaneswar

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**Proctorial Counseling Format**

**1) Personal Information:**

**Roll No. :**

<b>Student Information</b>	
Name	
Course	
Year, Batch & Semester	
Email ID	
Mobile No.	
Whatsapp No.	
Mother's Name and Contact / Whatsapp No.	Mob. :
	Whatsapp:
Father's Name and Contact / Whatsapp No.	Mob. :
	Whatsapp:
Occupation of Mother	
Occupation of Father	
Day Scholar / Hosteller	
If Day Scholar with Parents / Relatives / Private Mess	
Details Residential Address if not staying in the Hostel	

**2) Student Academic Background (Previous)**

Sl. No.	Exam. Passed	Institute	Mark Percentage
1	HSC		
2	+2		
3	ITI		
4	Other		

**3) Student Academic Background (Current)**

Sl. No.	Semester	No. of Papers Cleared	Name of the Back Papers (If any)	% of Marks secured (if cleared All)
i)				
ii)				
iii)				
iv)				
v)				
vi)				

**1<sup>st</sup> Semester**

**4) Students Current Academic Progress**

**i) Attendance Monitoring**

Sl. No.	Up to 1 <sup>st</sup> Notification Month:	Up to 2 <sup>nd</sup> Notification Month:	Up to 3 <sup>rd</sup> Notification Month:	Up to 4 <sup>th</sup> Notification Month:	Up to 5 <sup>th</sup> Notification Month:

**ii) Internal mark statement**

Sl. No.	Subject	1 <sup>st</sup> Internal	2 <sup>nd</sup> Internal	Improvement Test
i)				
ii)				
iii)				
iv)				
v)				

**5) Student Performance (on scale of 5)**

(A-Excellent, B-Very Good, C-Good, D-Needs improvement, E-Needs to Counseling)

Particulars	Counseling-1	Counseling-2	Counseling-3
Attendance			
Class Room Interaction			
Discipline			
Internal Result			
Regularity in Assignment			
Observation of Proctor			
Observation of Counselor			

**6) Counselling Details**

Sl. No.	Date of Counselling	Problem Identified with Student	Suggestive Action	Signature of Student
i)				
ii)				
iii)				

## 2<sup>nd</sup> Semester

### 4) Students Current Academic Progress

#### i) Attendance Monitoring

Sl. No.	Up to 1 <sup>st</sup> Notification Month:	Up to 2 <sup>nd</sup> Notification Month:	Up to 3 <sup>rd</sup> Notification Month:	Up to 4 <sup>th</sup> Notification Month:	Up to 5 <sup>th</sup> Notification Month:

#### ii) Internal mark statement

Sl. No.	Subject	1 <sup>st</sup> Internal	2 <sup>nd</sup> Internal	Improvement Test
i)				
ii)				
iii)				
iv)				
v)				

### 5) Student Performance (on scale of 5)

(A-Excellent, B-Very Good, C-Good, D-Needs improvement, E-Needs to Counseling)

Particulars	Counseling-1	Counseling-2	Counseling-3
Attendance			
Class Room Interaction			
Discipline			
Internal Result			
Regularity in Assignment			
Observation of Proctor			
Observation of Counselor			

### 6) Counselling Details

Sl. No.	Date of Counselling	Problem Identified with Student	Suggestive Action	Signature of Student
i)				
ii)				
iii)				

### 3<sup>rd</sup> Semester

#### 4) Students Current Academic Progress

##### i) Attendance Monitoring

Sl. No.	Up to 1 <sup>st</sup> Notification Month:	Up to 2 <sup>nd</sup> Notification Month:	Up to 3 <sup>rd</sup> Notification Month:	Up to 4 <sup>th</sup> Notification Month:	Up to 5 <sup>th</sup> Notification Month:

##### ii) Internal mark statement

Sl. No.	Subject	1 <sup>st</sup> Internal	2 <sup>nd</sup> Internal	Improvement Test
i)				
ii)				
iii)				
iv)				
v)				

#### 5) Student Performance (on scale of 5)

(A-Excellent, B-Very Good, C-Good, D-Needs improvement, E-Needs to Counseling)

Particulars	Counseling-1	Counseling-2	Counseling-3
Attendance			
Class Room Interaction			
Discipline			
Internal Result			
Regularity in Assignment			
Observation of Proctor			
Observation of Counselor			

#### 6) Counselling Details

Sl. No.	Date of Counselling	Problem Identified with Student	Suggestive Action	Signature of Student
i)				
ii)				
iii)				

## 4<sup>th</sup> Semester

### 4) Students Current Academic Progress

#### i) Attendance Monitoring

Sl. No.	Up to 1 <sup>st</sup> Notification Month:	Up to 2 <sup>nd</sup> Notification Month:	Up to 3 <sup>rd</sup> Notification Month:	Up to 4 <sup>th</sup> Notification Month:	Up to 5 <sup>th</sup> Notification Month:

#### ii) Internal mark statement

Sl. No.	Subject	1 <sup>st</sup> Internal	2 <sup>nd</sup> Internal	Improvement Test
i)				
ii)				
iii)				
iv)				
v)				

### 5) Student Performance (on scale of 5)

(A-Excellent, B-Very Good, C-Good, D-Needs improvement, E-Needs to Counseling)

Particulars	Counseling-1	Counseling-2	Counseling-3
Attendance			
Class Room Interaction			
Discipline			
Internal Result			
Regularity in Assignment			
Observation of Proctor			
Observation of Counselor			

### 6) Counselling Details

Sl. No.	Date of Counselling	Problem Identified with Student	Suggestive Action	Signature of Student
i)				
ii)				
iii)				

## 5<sup>th</sup> Semester

### 4) Students Current Academic Progress

#### i) Attendance Monitoring

Sl. No.	Up to 1 <sup>st</sup> Notification Month:	Up to 2 <sup>nd</sup> Notification Month:	Up to 3 <sup>rd</sup> Notification Month:	Up to 4 <sup>th</sup> Notification Month:	Up to 5 <sup>th</sup> Notification Month:

#### ii) Internal mark statement

Sl. No.	Subject	1 <sup>st</sup> Internal	2 <sup>nd</sup> Internal	Improvement Test
i)				
ii)				
iii)				
iv)				
v)				

### 5) Student Performance (on scale of 5)

(A-Excellent, B-Very Good, C-Good, D-Needs improvement, E-Needs to Counseling)

Particulars	Counseling-1	Counseling-2	Counseling-3
Attendance			
Class Room Interaction			
Discipline			
Internal Result			
Regularity in Assignment			
Observation of Proctor			
Observation of Counselor			

### 6) Counselling Details

Sl. No.	Date of Counselling	Problem Identified with Student	Suggestive Action	Signature of Student
i)				
ii)				
iii)				

## 6<sup>th</sup> Semester

### 4) Students Current Academic Progress

#### i) Attendance Monitoring

Sl. No.	Up to 1 <sup>st</sup> Notification Month:	Up to 2 <sup>nd</sup> Notification Month:	Up to 3 <sup>rd</sup> Notification Month:	Up to 4 <sup>th</sup> Notification Month:	Up to 5 <sup>th</sup> Notification Month:

#### ii) Internal mark statement

Sl. No.	Subject	1 <sup>st</sup> Internal	2 <sup>nd</sup> Internal	Improvement Test
i)				
ii)				
iii)				
iv)				
v)				

### 5) Student Performance (on scale of 5)

(A-Excellent, B-Very Good, C-Good, D-Needs improvement, E-Needs to Counseling)

Particulars	Counseling-1	Counseling-2	Counseling-3
Attendance			
Class Room Interaction			
Discipline			
Internal Result			
Regularity in Assignment			
Observation of Proctor			
Observation of Counselor			

### 6) Counselling Details

Sl. No.	Date of Counselling	Problem Identified with Student	Suggestive Action	Signature of Student
i)				
ii)				
iii)				



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Note	Date	