



PURNA CHANDRA INSTITUTE OF ENGINEERING & TECHNOLOGY

AT/P.O. : CHHENDIPADA, DIST. : ANGUL, PIN : 759124, ODISHA

E-mail : pciet.cpd@gmail.com , pciet_cpd@rediffmail.com , Website : www.pciet.in

(Approved by A.I.C.T.E., New Delhi, Recognised by Govt. of Odisha
& Affiliated to S.C.T.E. & V.T., Odisha)

Phone : 06761-252307, 252692

Mobile : 9438253319, 9438772261, 9438253318, 9938052112

No. : PCIEI/Estt/2702/24

Date : 26/09/2024

PROCTORIAL SYSTEM FOR THE SESSION 2024 - 25

DEPARTMENT OF CIVIL ENGINEERING

The proctorial system has been implemented at Purna Chandra Institute of Engineering & Technology (P.C.I.E.T.), At/P.O. – Chhendipada, Dist. – Angul from the session 2021-22 with the main objective of providing supportive care and counsel to students in their academic and personal problems from time to time, if any. This system helps the students complete their studies comfortably and successfully. The proctorial system is used to continuously and regularly monitor the academic progress of the students and to rectify their problems. The Institute encourages parents to be in regular contact with the Proctor / Chief Proctor / H.O.D. / Principal. The proctorial system is hereby reconstituted on dt. 26.09.2024 for the session 2024-25 as follows.

CHIEF PROCTOR :-

DR. BASANTA KUMAR SAHOO

CHIEF PROCTOR &

DIRECTOR

PURNA CHANDRA INSTITUTE OF

ENGINEERING & TECHNOLOGY,

AT/P.O. CHHENDIPADA, DIST. – ANGUL.

E-mail : drbksahoo008@gmail.com

OBJECTIVES :-

- (1) To inspire healthy relationship between the teacher and students.
- (2) To eliminate any indiscipline among the students.
- (3) To improve the overall academic performance in the Examination.
- (4) To give students a measure of self-confidence.



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PROCTORIAL PROCESS :-

Every student entering the Institute is assigned to a proctor of their department. For every class, faculty members are appointed as Proctors/Mentors. Their roles, responsibilities and various records maintained are described below.

- (1) The proctorial process started on full scale from the academic session 2021-22, Chief Proctor's Office is housed in the 1st floor of the Administrative Block.
- (2) The proctorial process is a supportive process, where in the Chief Proctor heads the system each Department H.O.D. designated as Deputy Chief Proctor and all the faculty members act as proctors.
- (3) Each proctor is allotted around 20 to 25 students.
- (4) The proctor acts as a local guardian helping to solve the academic & administrative problem faced by his/her class/Lab. would help in solving personal problems, if any.
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- (6) Provision has been made to send the progress reports of each students to his/ her parents / guardians furnishing the details of attendance, class marks, examination results etc. These reports are sent twice in a semester (at the end of 45 days & 90 days from the starting of the semester) to the parent / guardian of each student.
- (7) The third report is sent in case of such students who fail to satisfy the minimum attendance requirement of 75% in each of the subjects and the necessary internal marks of 40% as stipulated by S.C.T.E. & V.T., Odisha, Bhubaneswar norms.



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- (8) Faculty members enter Attendance and Internal Assessment Marks in the student information system regularly.
- (9) Each student and parent is assigned with, which enables them to view the students attendance, Internal Assessment Marks, Proctor Notes, rolled-out time table, exam. history, fee details and academic events regularly.
- (10) The Chief Proctor regularly conducts scheduled meetings with the Deputy Chief Proctors / HOD's and Principal on the proctorial process.
- (11) The Attendance and Internal Assessment Marks are displayed in the Notice Board of respective Department regularly.
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- (3) The proctor motivate and guide students in all academic, co-curricular and extra-curricular activities for value addition as member of the society.
- (4) The proctor closely monitors the process of students under his / her care and helps them in overcoming their problems.
- (5) The proctor conducts regular meeting with students and parents assigned to him / her.

PROCTOR DISTRIBUTION

Sl. No.	Name of the Proctor with Designation	Department	Semester	Academic Year	Assigned Registration No.
1.	Er. Babita Sahu H.O.D., Civil Engg. & Deputy Chief Proctor	Civil Engg.	3 rd Year (5 th & 6 th Semester)	2024 - 25	F22060001001 to F22060001025
2.	Er. Sidhanta Sekhar Mahar, Lect. in Civil Engg.	Civil Engg.	3 rd Year (5 th & 6 th Semester)	2024 - 25	F22060001026 to F22060001050
3.	Er. Swarnaprava Parida, Lect. in Civil Engg.	Civil Engg.	3 rd Year (5 th & 6 th Semester)	2024 - 25	F22060001051 to F22060001063 & L23060001001 to L23060001007
4.	Er. Sumanta Kumar Sahoo, Lect. in Civil Engg.	Civil Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	F23060001001 to F230600010025
5.	Er. Sunil Kumar Sahu, Lect. in Civil Engg.	Civil Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	F23060001026 to F23060001048



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6.	Er. Nandini Pradhan Lect. in Civil Engg.	Civil Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	L24060001001 to L24060001017
7.	Er. Sumanta Pradhan Lect. In Civil Engg	Civil Engg	1 st Year (1 st & 2 nd Semester)	2024 - 25	F24060001001 to F24060001015
8.	Er. Pritam Sagar Sahoo Lect. In Civil	Civil Engg	1 st Year (1 st & 2 nd Semester)	2024 - 25	F24060001016 to F24060001030
9.	Er. Aswini Kumar Pradhan Lect. In Computer	Civil Engg	1 st Year (1 st & 2 nd Semester)	2024 - 25	F24060001031 to F24060001045
10	Shri Kshira Mohan Behera Lect. In Mathematics	Civil Engg	1 st Year (1 st & 2 nd Semester)	2024 - 25	F24060001046 to F24060001064

Babita Sahu.

H.O.D.
Civil Engg. Dept.

P. Chandra
26/09/2024

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PROCTOR DISTRIBUTION

Sl. No.	Name of the Proctor with Designation	Department	Semester	Academic Year	Assigned Registration No.
1.	Er. Subhashree Pradhan, H.O.D., Elect. Engg. & Deputy Chief Proctor	Electrical Engg.	3 rd Year (5 th & 6 th Semester)	202 4 ¹ - 2 5 ⁵	F22060002001 to F22060002025
2.	Er. Rashmita Gadanayak Lect. in Elect. Engg.	Electrical Engg.	3 rd Year (5 th & 6 th Semester)	202 4 ¹ - 2 5 ⁵	F22060002026 to F22060002050
3.	Er. Ramesh Chandra Pradhan, Lect. in Elect. Engg.	Electrical Engg.	3 rd Year (5 th & 6 th Semester)	202 4 ¹ - 2 5 ⁵	F22060002051 to F22060002075
4.	Er. Bibhuti Bhusan Sahu, Lect. in Elect. Engg.	Electrical Engg.	3 rd Year (5 th & 6 th Semester)	202 4 ¹ - 2 5 ⁵	F22060002076 to F21060002100



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5.	Er. Saktidatta Pradhan Lect. in Elect. Engg.	Electrical Engg.	3 rd Year (5 th & 6 th Semester)	2024 - 25	F220600020101 to F22060002124
6.	Er. Sugyani Sahoo, Lect. in Elect. Engg.	Electrical Engg.	3 rd Year (5 th & 6 th Semester)	2024 - 25	L23060002001 to L23060002021
7.	Er. Sushil Kumar Sahoo, Lect. in Elect. Engg.	Electrical. Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	F23060002001 to F23060002020
8.	Er. Biswaranjan Jena, Lect. in Elect. Engg.	Electrical Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	F23060002021 To F23060002040
9.	Er. Subhendu Kumar Behera, Lect. in Elect. Engg.	Electrical Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	F23060002041 to F23060002060
10.	Er. Bijay Kumar Behera, Lect. in Elect. Engg.	Electrical Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	F23060002061 to F23060002080
11.	Er. Swagat Sahoo Lect. in Elect. Engg.	Electrical Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	F23060002081 to F23060002100
12.	Er. Sushil Kumar Majhi, Lect. in Elect. Engg.	Electrical Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	F23060002101 to F23060002125
13.	Er. Pradyumna Garnaik Lect. in Elect. Engg.	Electrical Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	L24060002001 To L24060002015
14.	Er. Debabrata Dibyaranjan, Lect. in Elect. Engg.	Electrical Engg.	1 st Year (1 st & 2 nd Semester)	2024 - 25	F24060002001 to F24060002025



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15.	Er. Bishnupriya Sahoo Lect. In Elect Engg	Electrical Engg.	1st Year (1 st & 2 nd Semester)	2024 - 25	F24060002026 to F24060002050
16.	Er. Snehalata Behera Lect. In Electrical Engg	Electrical Engg	1st Year (1 st & 2 nd Semester)	2024 - 25	F24060002051 to F24060002075
17.	Er. Diptimayee Pradhan, Lect. in Comp.Sci.	Electrical Engg.	1st Year (1 st & 2 nd Semester)	2024 - 25	F24060002076 to F24060002100
18.	Saroj Kumar Sahoo, Lect. in Mathematics	Electrical Engg.	1st Year (1 st & 2 nd Semester)	2024 - 25	F24060002001 to F24060002127

Subhashree Pradhan
26/09/24
H.O.D.
Elect. Engg. Dept.

Pradhan
26/09/2024
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DUTIES OF THE STUDENTS :-

- (1) To attend all proctorial meetings failing which the parents / guardians will be informed.
- (2) To take the proctor into confidence in all matters of life & study.
- (3) To supply all information in writing to the proctor whenever called for. To invite if possible the proctor to their homes and introduce to their parents.
- (4) To submit a report to the proctor about the benefits he derived from the proctorial system.



PURNA CHANDRA INSTITUTE OF ENGINEERING & TECHNOLOGY

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(Approved by A.I.C.T.E., New Delhi, Recognised by Govt. of Odisha & Affiliated to S.C.T.E. & V.T., Odisha)

Phone : 06761-252307, 252692

Mobile : 9438253319, 9438772261, 9438253318, 9938052112

No. :

Date :

FUNCTION OF THE PROCTOR :-

- (1) Every teaching department implements the proctorial process through its faculty and all the faculty members are designated as proctors.
- (2) The proctor acts as a local guardian to solve the academic & administrative problems of his / her wards.
- (3) The proctor motivate and guide students in all academic, co-curricular and extra-curricular activities for value addition as member of the society.
- (4) The proctor closely monitors the process of students under his / her care and helps them in overcoming their problems.
- (5) The proctor conducts regular meeting with students and parents assigned to him / her.

PROCTOR DISTRIBUTION

Sl. No.	Name of the Proctor with Designation	Department	Semester	Academic Year	Assigned Registration No.
1.	Er. Taranisen Mohanty, H.O.D., Mech. Engg. & Deputy Chief Proctor	Mechanical Engg.	3 rd Year (5 th & 6 th Semester)	2024 - 25	F22060004001 to F22060004025
2.	Er. GouriSankar Pradhan, Lect. in Mech. Engg.	Mechanical Engg.	3 rd Year (5 th & 6 th Semester)	2024 - 25	F22060004026 to F22060004050
3.	Er. Bikash Ranjan Sahu, Lect. in Mech. Engg.	Mechanical Engg.	3 rd Year (5 th & 6 th Semester)	2024 - 25	F22060004051 to F22060004075
4.	Er. Himansu Sekhar Samal, Lect. in Mech. Engg.	Mechanical Engg.	3 rd Year (5 th & 6 th Semester)	2024 - 25	F22060004076 to F22060004100



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Date :

Sl. No.	Name of the Proctor with Designation	Department	Semester	Academic Year	Assigned Registration No.
5.	Er. Lakin Kumar Sahoo, Lect. in Mech. Engg.	Mechanical Engg.	3 rd Year (5 th & 6 th Semester)	2024 - 25	F22060004101 to F22060004125
6.	Er. Rasabihari Sahu, Lect. in Mech. Engg.	Mechanical Engg.	3 rd Year (5 th & 6 th Semester)	2024 - 25	L23060004001 to L23060004017
7.	Er. Satya Narayan Majhi, Lect. in Mech. Engg.	Mechanical Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	F23060004001 to F23060004025
8.	Er. Alfica Jena Lect. in Mech. Engg.	Mechanical Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	F23060004026 to F23060004050
9.	Er. Shubham Pradhan, Lect. in Mech. Engg.	Mechanical Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	F23060004051 to F23060004075
10.	Er. Manas Ranjan Behera, Lect. in Mech. Engg.	Mechanical Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	F23060004076 to F23060004100
11.	Er. Abinash Sahoo, Lect. in Mech. Engg.	Mechanical Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	F23060004101 to F2306004108 & L24060004001 to L24060004012
12.	Er. Dewan Kumar Sahu, Lect. in Mech. Engg.	Mechanical Engg.	2 nd Year (3 rd & 4 th Semester)	2024 - 25	L24060004013 to L24060004031
13.	Tapan Kumar Sahu, Lect. in Chemistry	Mechanical Engg.	1 st Year (1 st & 2 nd Semester)	2024 - 25	F24060004001 to F24060004030



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No. :

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Sl. No.	Name of the Proctor with Designation	Department	Semester	Academic Year	Assigned Registration No.
14.	Lalatendu Sahu, Lect. in Physics	Mechanical Engg.	1st Year (1 st & 2 nd Semester)	2024 - 25	F24060004031 to F24060004060
15.	Aswini Kumar Pradhan Lect. in Comp.	Mechanical Engg.	1st Year (1 st & 2 nd Semester)	2024 - 25	F24060004061 to F24060004090
16.	Nirupama Behera Lect. In Chemistry	Mechanical Engg	1st Year (1 st & 2 nd Semester)	2024 - 25	F24060004091 to F24060004126

[Signature]
26-09-24

H.O.D.
Mech. Engg. Dept.

[Signature]
26/09/2024

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P.C.I.E.T., Chhendipada.
PRINCIPAL
Purna Chandra Institute of
Engineering & Technology
CHHENDIPADA, ANGUL



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No. : PCIET/EST/2705/24

Date : 26/09/2024

PROCTORIAL SYSTEM FOR THE SESSION 2024 - 25

DEPARTMENT OF MINING ENGINEERING

The proctorial system has been implemented at Purna Chandra Institute of Engineering & Technology (P.C.I.E.T.), At/P.O. – Chhendipada, Dist. – Angul from the session 2021-22 with the main objective of providing supportive care and counsel to students in their academic and personal problems from time to time, if any. This system helps the students complete their studies comfortably and successfully. The proctorial system is used to continuously and regularly monitor the academic progress of the students and to rectify their problems. The Institute encourages parents to be in regular contact with the Proctor / Chief Proctor / H.O.D. / Principal. The proctorial system is hereby reconstituted on dt. 26.09.2024 for the session 2024-25 as follows.

CHIEF PROCTOR :-

DR. BASANTA KUMAR SAHOO

CHIEF PROCTOR &

DIRECTOR

PURNA CHANDRA INSTITUTE OF

ENGINEERING & TECHNOLOGY,

AT/P.O. CHHENDIPADA, DIST. – ANGUL.

E-mail : drbksahoo008@gmail.com

OBJECTIVES :-

- (1) To inspire healthy relationship between the teacher and students.
- (2) To eliminate any indiscipline among the students.
- (3) To improve the overall academic performance in the Examination.
- (4) To give students a measure of self-confidence.



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PROCTORIAL PROCESS :-

Every student entering the Institute is assigned to a proctor of their department. For every class, faculty members are appointed as Proctors/Mentors. Their roles, responsibilities and various records maintained are described below.

- (1) The proctorial process started on full scale from the academic session 2021-22, Chief Proctor's Office is housed in the 1st floor of the Administrative Block.
- (2) The proctorial process is a supportive process, where in the Chief Proctor heads the system each Department H.O.D. designated as Deputy Chief Proctor and all the faculty members act as proctors.
- (3) Each proctor is allotted around 20 to 25 students.
- (4) The proctor acts as a local guardian helping to solve the academic & administrative problem faced by his/her class/Lab. would help in solving personal problems, if any.
- (5) The proctor maintains a student information record for each of his class which gives all the details of the students in terms of course registration / course dropping / withdrawn / re-admission etc. Also gives the details of the performance of the candidates in semester and examination.
- (6) Provision has been made to send the progress reports of each students to his / her parents / guardians furnishing the details of attendance, class marks, examination results etc. These reports are sent twice in a semester (at the end of 45 days & 90 days from the starting of the semester) to the parent / guardian of each student.
- (7) The third report is sent in case of such students who fail to satisfy the minimum attendance requirement of 75% in each of the subjects and the necessary internal marks of 40% as stipulated by S.C.T.E. & V.T., Odisha, Bhubaneswar norms.
- (8) Faculty members enter Attendance and Internal Assessment Marks in the student information system regularly.



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- (9) Each student and parent is assigned with, which enables them to view the students attendance, Internal Assessment Marks, Proctor Notes, rolled-out time table, exam. history, fee details and academic events regularly.
- (10) The Chief Proctor regularly conducts scheduled meetings with the Deputy Chief Proctors / HOD's and Principal on the proctorial process.
- (11) The Attendance and Internal Assessment Marks are displayed in the Notice Board of respective Department regularly.
- (12) A student whose performance is not up to the mark is asked to appear for counselling with the Proctor / Deputy Chief Proctor / HOD / Chief Proctor in order to help the students improve his / her performance in the coming semesters.

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PROCTOR DISTRIBUTION

Sl. No.	Name of the Proctor with Designation	Department	Semester	Academic Year	Assigned Registration No.
1.	Er. Dillip Kumar Dehury, H.O.D., Mining Engg. & Deputy Chief Proctor	Mining Engg.	3 rd Year (5 th & 6 th Semester)	2024 – 25	F22060010001 to F22060010025
2.	Er. Udaya Biswanath Pradhan, Lect. in Mining Engg.	Mining Engg.	3 rd Year (5 th & 6 th Semester)	2024 – 25	F22060010026 to F22060010050
3.	Er. Prabin Kumar Sahoo, Lect. in Mining Engg.	Mining Engg.	3 rd Year (5 th & 6 th Semester)	2024 – 25	F22060010051 to F22060010075
4.	Er. Gobinda Chandra Sethy, Lect. in Mining Engg.	Mining Engg.	3 rd Year (5 th & 6 th Semester)	2024 – 25	F22060010076 to F22060010100



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Sl. No.	Name of the Proctor with Designation	Department	Semester	Academic Year	Assigned Registration No.
5.	Er. Lipun Dehury, Lect. in Mining Engg.	Mining Engg.	3 rd Year (5 th & 6 th Semester)	2024 – 25	F22060010101 to F22060010125
6.	Er. Chandan Sahoo, Lect. in Mining Engg.	Mining Engg.	3 rd Year (5 th & 6 th Semester)	2024 – 25	L23060010001 to L23060010018
7.	Er. Pranaya Kumar Behera, Lect. in Mining Engg.	Mining Engg.	2 nd Year (3 rd & 4 th Semester)	2024 – 25	F23060010001 to F23060010025
8.	Er. Pratyush Rout Lect. in Mining Engg.	Mining Engg.	2 nd Year (3 rd & 4 th Semester)	2024 – 25	F23060010026 to F23060010050
9.	Er. Srikanta Samal, Lect. in Mining Engg.	Mining Engg.	2 nd Year (3 rd & 4 th Semester)	2024 – 25	F23060010051 to F23060010075
10.	Er. Sunil Kumar Sahu, Lect. in Mining Engg.	Mining Engg.	2 nd Year (3 rd & 4 th Semester)	2024 – 25	F23060010076 To F23060010100
11.	Er. Pratyusha Pravanjan Behera, Lect. in Mining Engg.	Mining Engg.	2 nd Year (3 rd & 4 th Semester)	2024 – 25	F23060010101 to F23060010126
12.	Er. Sibasundar Maikap, Lect. in Mining Engg.	Mining Engg.	2 nd Year (3 rd & 4 th Semester)	2024 – 25	L24060010001 to L24060010012
13.	Er. Ajay Kumar Lect. in Mining Engg.	Mining Engg.	1 st Year (1 st & 2 nd Semester)	2024 – 25	F2406001001 to F24060010025
14.	Er. Jagandeep Mohanto, Lect. in Mining Engg.	Mining Engg.	1 st Year (1 st & 2 nd Semester)	2024 – 25	F24060010026 to F2460010050
15.	Er. Pritam Pradhan Lect. in Mining Engg	Mining Engg.	1 st Year (1 st & 2 nd Semester)	2024 – 25	F24060010051 to F24060010075



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Date :

Sl. No.	Name of the Proctor with Designation	Department	Semester	Academic Year	Assigned Registration No.
16.	Dolagobind Sahoo Lect. in Physics	Mining Engg.	1st Year (1 st & 2 nd Semester)	2024 - 25	F24060010076 to F24060010100
17.	Er. Jyotirmayee Pradhan, Lect. in Comp.	Mining Engg.	1st Year (1 st & 2 nd Semester)	2024 - 25	F24060010101 to F24060010125


26.9.24

H.O.D.

Mining Engg. Dept.


26/09/2024

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