



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. : PCIET/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.
- (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.



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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.
- (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.

The Proctorial system has received an excellent response and encouragement. However, continuous efforts are being made to give the best services from our institution.

DUTIES OF THE STUDENTS :-

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- (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.



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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 F2206001063 & 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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| Sl. No. | Name of the Proctor with Designation | Department | Semester | Academic Year | Assigned Registration No. |
|---------|---|-------------|--|---------------|------------------------------------|
| 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.

Pradhan
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) | 2024-25 | F22060002001 to F22060002025 |
| 2. | Er. Rashmita Gadanayak Lect. in Elect. Engg. | Electrical Engg. | 3 rd Year (5 th & 6 th Semester) | 2024-25 | F22060002026 to F22060002050 |
| 3. | Er. Ramesh Chandra Pradhan, Lect. in Elect. Engg. | Electrical Engg. | 3 rd Year (5 th & 6 th Semester) | 2024-25 | F22060002051 to F22060002075 |
| 4. | Er. Bibhuti Bhusan Sahu, Lect. in Elect. Engg. | Electrical Engg. | 3 rd Year (5 th & 6 th Semester) | 2024-25 | F22060002076 to F21060002100 |



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| Sl. No. | Name of the Proctor with Designation | Department | Semester | Academic Year | Assigned Registration No. |
|---------|---|------------------|--|---------------|-------------------------------------|
| 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. | 1st 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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P.C.I.E.T., Chhendipada.
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Date : 26/09/2024

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- (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.

The Proctorial system has received an excellent response and encouragement. However, continuous efforts are being made to give the best services from our institution.

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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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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No. :

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. | 1st Year (1 st & 2 nd Semester) | 2024 - 25 | F24060004001 to F24060004030 |



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No. :

Date :

| 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 |

S. Behera
26-09-2024

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

Principal
26/09/2024

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



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No. : PCIET/ESTT/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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No. :

Date :

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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- (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. 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 |



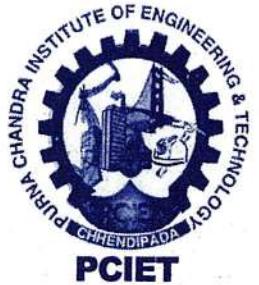
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No. :

Date :

| 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. | 1st Year (1 st & 2 nd Semester) | 2024 – 25 | F2406001001 to F24060010025 |
| 14. | Er. Jagandeep Mohanto, Lect. in Mining Engg. | Mining Engg. | 1st Year (1 st & 2 nd Semester) | 2024 – 25 | F24060010026 to F2460010050 |
| 15. | Er. Pritam Pradhan Lect. in Mining Engg | Mining Engg. | 1st Year (1 st & 2 nd Semester) | 2024 – 25 | F24060010051 to F24060010075 |



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No. :

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.

P.C.I.E.T.
26/09/2024

PRINCIPAL
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