



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/5000/25

Date : 17/11/2025

PROCTORIAL SYSTEM FOR THE SESSION 2025 - 26

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 of Civil Engg. Department is hereby reconstituted on dt. 17.11.2025 for the session 2025-26 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 / her 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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- (4) To submit a report to the proctor about the benefits he derived from the proctorial system.



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- (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. Babita Sahu H.O.D., Civil Engg. & Deputy Chief Proctor	Civil Engg.	3 rd Year (5 th & 6 th Semester)	2025 - 26	F23060001001 to F230600010025
2	Er. Swarnaprava Parida, Lect. in Civil Engg	Civil Engg.	3 rd Year (5 th & 6 th Semester)	2025 - 26	F23060001026 to F23060001048
3.	Er. Yagnaseni Behera, Lect. in Civil Engg.	Civil Engg.	3 rd Year (5 th & 6 th Semester)	2025 - 26	L24060001001 to L24060001017
4.	Er. Sumanta Kumar Sahoo, Lect. in Civil Engg.	Civil Engg.	2 nd Year (3 rd & 4 th Semester)	2025 - 26	F24060001001 to F24060001015
5.	Er. Sumana Pradhan Lect. in Civil Engg.	Civil Engg.	2 nd Year (3 rd & 4 th Semester)	2025 - 26	F24060001016 to F24060001030



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Date :

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)	2025 - 26	F24060001031 to F24060001045
7.	Er. Sumanta Pradhan Lect. In Civil Engg	Civil Engg	2 nd Year (3 rd & 4 th Semester) & 1 st Year (1 st & 2 nd Semester)	2025 - 26	F24060001046 to F24060001064 & L25060001001 to L25060001008
8.	Er. Pritam Sagar Sahoo Lect. In Civil	Civil Engg	1 st Year (1 st & 2 nd Semester)	2025 - 26	F25060001001 To F25060001020
9.	Er. Aswini Kumar Pradhan Lect. In Computer	Civil Engg	1 st Year (1 st & 2 nd Semester)	2025 - 26	F25060001021 To F25060001040
10	Shri Kshira Mohan Behera Lect. In Mathematics	Civil Engg	1 st Year (1 st & 2 nd Semester)	2025 - 26	F25060001041 To F25060001062

Babita Sahu

H.O.D.
Civil Engg. Dept.

P. C. I. E. T.
17/11/2025

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No. : PCIET/ESTT/5002/25

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PROCTORIAL SYSTEM FOR THE SESSION 2025 - 26

DEPARTMENT OF ELECTRICAL ENGINEERING

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CHIEF PROCTOR :-

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PROCTOR DISTRIBUTION

Sl. No.	Name of the Proctor with Designation	Department	Semester	Academic Year	Assigned Registration No.
1.	Er. Rashmita Gadanayak H.O.D., Elect. Engg. & Deputy Chief Proctor	Electrical Engg.	3 rd Year (5 th & 6 th Semester)	2025 – 26	F23060002001 to F23060002020
2.	Er. Namita Dehury, Lect. in Elect. Engg.	Electrical Engg.	3 rd Year (5 th & 6 th Semester)	2025 – 26	F23060002021 To F23060002040
3.	Er. Ramesh Chandra Pradhan, Lect. in Elect. Engg.	Electrical Engg.	3 rd Year (5 th & 6 th Semester)	2025 – 26	F23060002041 to F23060002060
4	Er. Bibhuti Bhusan Sahu, Lect. in Elect. Engg.	Electrical Engg.	3 rd Year (5 th & 6 th Semester)	2025 – 26	F23060002061 to F23060002080



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No. :

Date :

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)	2025 - 26	F23060002081 to F23060002100
6.	Er. Sugyani Sahoo, Lect. in Elect. Engg.	Electrical Engg.	3 rd Year (5 th & 6 th Semester)	2025 - 26	F23060002101 to F23060002125
7.	Er. Sushil Kumar Sahoo, Lect. in Elect. Engg.	Electrical Engg.	3 rd Year (5 th & 6 th Semester)	2025 - 26	L24060002001 To L24060002015
8.	Er. Biswaranjan Jena, Lect. in Elect. Engg.	Electrical Engg.	2 nd Year (3 rd & 4 th Semester)	2025 - 26	F24060002001 to F24060002025
9.	Er. Subhendu Kumar Behera, Lect. in Elect. Engg.	Electrical Engg.	2 nd Year (3 rd & 4 th Semester)	2025 - 26	F24060002026 to F24060002050
10.	Er. Bijay Kumar Behera, Lect. in Elect. Engg.	Electrical Engg.	2 nd Year (3 rd & 4 th Semester)	2025 - 26	F24060002051 to F24060002075
11.	Er. Jayanta Kumar Das Lect. in Elect. Engg.	Electrical Engg.	2 nd Year (3 rd & 4 th Semester)	2025 - 26	F24060002076 to F24060002100
12.	Er. Sushil Kumar Majhi, Lect. in Elect. Engg.	Electrical Engg.	2 nd Year (3 rd & 4 th Semester)	2025 - 26	F24060002001 to F24060002127
13.	Er. Pradyumna Garnaik Lect. in Elect. Engg.	Electrical Engg.	2 nd Year (3 rd & 4 th Semester)	2025 - 26	L25060002001 to L25060002014
14.	Er. Debabrata Dibyanjan, Lect. in Elect. Engg.	Electrical Engg.	1 st Year (1 st & 2 nd Semester)	2025 - 26	F25060002001 to F25060002025



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Sl. No.	Name of the Proctor with Designation	Department	Semester	Academic Year	Assigned Registration No.
15.	Pujarani Sahoo, Lect. in English	Electrical Engg.	1st Year (1 st & 2 nd Semester)	2025 - 26	F25060002026 to F25060002050
16.	Varsha Vandana Das Lect. in Physics	Electrical Engg.	1st Year (1 st & 2 nd Semester)	2025 - 26	F25060002051 to F25060002075
17.	Er. Diptimayee Pradhan, Lect. in Comp.Sci.	Electrical Engg.	1st Year (1 st & 2 nd Semester)	2025 - 26	F25060002076 to F25060002100
18.	Saroj Kumar Sahoo, Lect. in Mathematics	Electrical Engg.	1st Year (1 st & 2 nd Semester)	2025 - 26	F25060002101 to F25060002126

Rashmi Gadmayee

H.O.D.
Elect. Engg. Dept.

P. C. I. E. T.
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DEPARTMENT OF MECHANICAL ENGINEERING

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CHIEF PROCTOR :-

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- (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 :-

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- (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)	2025 - 26	F23060004001 to F23060004025
2.	Er. GouriSankar Pradhan, Lect. in Mech. Engg.	Mechanical Engg.	3 rd Year (5 th & 6 th Semester)	2025 - 26	F23060004026 to F23060004050
3.	Er. Bikash Ranjan Sahu, Lect. in Mech. Engg.	Mechanical Engg.	3 rd Year (5 th & 6 th Semester)	2025 - 26	F23060004051 to F23060004075
4	Fr Himansu Sekhar Samal, Lect. in Mech. Engg.	Mechanical Engg.	3 rd Year (5 th & 6 th Semester)	2025 - 26	F23060004076 to F23060004100



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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)	2025 - 26	F23060004101 to F2306004108 & L24060004001 to L24060004012
6.	Er. Rasabihari Sahu, Lect. in Mech. Engg.	Mechanical Engg.	3 rd Year (5 th & 6 th Semester)	2025 - 26	L24060004013 to L24060004031
7.	Er. Satya Narayan Majhi, Lect. in Mech. Engg.	Mechanical Engg.	2 nd Year (3 rd & 4 th Semester)	2025 - 26	F24060004001 to F24060004030
8.	Er. Samir Sahu Lect. in Mech. Engg.	Mechanical Engg.	2 nd Year (3 rd & 4 th Semester)	2025 - 26	F24060004031 to F24060004060
9.	Er. Shubham Pradhan, Lect. in Mech. Engg.	Mechanical Engg.	2 nd Year (3 rd & 4 th Semester)	2025 - 26	F24060004061 to F24060004090
10.	Er. Manas Ranjan Behera, Lect. in Mech. Engg.	Mechanical Engg.	2 nd Year (3 rd & 4 th Semester)	2025 - 26	F24060004091 to F24060004126
11.	Er. Abinash Sahoo, Lect. in Mech. Engg.	Mechanical Engg.	2 nd Year (3 rd & 4 th Semester)	2025 - 26	L25060004001 to L25060004016
12.	Er. Dewan Kumar Sahu, Lect. in Mech. Engg.	Mechanical Engg.	1 st Year (1 st & 2 nd Semester)	2025 - 26	F25060004001 to F25060004025
13.	Er. Bishnu Charan Behera, Lect. in Mech. Engg.	Mechanical Engg.	1 st Year (1 st & 2 nd Semester)	2025 - 26	F25060004026 to F25060004050



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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)	2025 - 26	F25060004051 to F25060004075
15.	Aswini Kumar Pradhan Lect. in Comp.	Mechanical Engg.	1st Year (1 st & 2 nd Semester)	2025 - 26	F25060004076 to F25060004100
16.	Nirupama Behera Lect. In Chemistry	Mechanical Engg	1st Year (1 st & 2 nd Semester)	2025 - 26	F25060004101 to F25060004126

Tarcan Sen mahanty,

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

P. C. I. E. T.
17/11/2025

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P.C.I.E.T., Chhendipada.
PRINCIPAL
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Engineering & Technology
CHHENDIPADA, ANGUL



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No. : PCIET/CPD/5001/25

Date : 17/11/2025

PROCTORIAL SYSTEM FOR THE SESSION 2025 - 26

DEPARTMENT OF COMPUTER SCIENCE & 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 of Computer Sci. & Engg. Department is hereby reconstituted on dt. 17.11.2025 for the session 2025-26 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 / her 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 student 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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PROCTOR DISTRIBUTION

Sl. No.	Name of the Proctor with Designation	Department	Semester	Academic Year	Assigned Registration No.
1.	Er. Aswini Kumar Pradhan, H.O.D., Computer Sci & Engg. & Deputy Chief Proctor	Computer Sci. & Engg.	1 st Year (1 st & 2 nd Semester)	2025 - 26	F25060007001 to F25060007018
2	Er. Diptimayee Pradhan, Lect. in Computer Sci. & Engg	Computer Sci. & Engg.	1 st Year (1 st & 2 nd Semester)	2025 - 26	F25060007019 to F25060007036

H.O.D.
Comp. Sci. & Engg. Dept.

17/11/2025

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No. : ...pciet/EST/5004/25

Date : 17/11/2025

PROCTORIAL SYSTEM FOR THE SESSION 2025 - 26

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 of Mining Engg. Department is hereby reconstituted on dt. 17.11.2025 for the session 2025-26 as follows.

CHIEF PROCTOR :-

DR. BASANTA KUMAR SAHOO

CHIEF PROCTOR &

DIRECTOR

PURNA CHANDRA INSTITUTE OF

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- (1) To inspire healthy relationship between the teacher and students.
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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)	2025 – 26	F23060010001 to F23060010025
2.	Er. Udaya Biswanath Pradhan, Lect. in Mining Engg.	Mining Engg.	3 rd Year (5 th & 6 th Semester)	2025 – 26	F23060010026 to F23060010050
3.	Er. Prabin Kumar Sahoo, Lect. in Mining Engg.	Mining Engg.	3 rd Year (5 th & 6 th Semester)	2025 – 26	F23060010051 to F23060010075
4.	Er. Dibyamaya Rout, Lect. in Mining Engg.	Mining Engg.	3 rd Year (5 th & 6 th Semester)	2025 – 26	F23060010076 To F23060010100



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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)	2025 – 26	F23060010101 to F23060010126
6.	Er. Chandan Sahoo, Lect. in Mining Engg.	Mining Engg.	3 rd Year (5 th & 6 th Semester)	2025 – 26	L24060010001 to L24060010012
7.	Er. Pranaya Kumar Behera, Lect. in Mining Engg.	Mining Engg.	2 nd Year (3 rd & 4 th Semester)	2025 – 26	F2406001001 to F24060010025
8.	Er. Pratyush Rout Lect. in Mining Engg.	Mining Engg.	2 nd Year (3 rd & 4 th Semester)	2025 – 26	F24060010026 to F2460010050
9.	Er. Srikanta Samal, Lect. in Mining Engg.	Mining Engg.	2 nd Year (3 rd & 4 th Semester)	2025 – 26	F24060010051 to F24060010075
10.	Er. Sunil Kumar Sahu, Lect. in Mining Engg.	Mining Engg.	2 nd Year (3 rd & 4 th Semester)	2025 – 26	F24060010076 to F24060010100
11.	Er. Pratyusha Pravanjan Behera, Lect. in Mining Engg.	Mining Engg.	2 nd Year (3 rd & 4 th Semester)	2025 – 26	F24060010101 to F24060010125
12.	Er. Sibasundar Maikap, Lect. in Mining Engg.	Mining Engg.	2 nd Year (3 rd & 4 th Semester)	2025 – 26	L25060010001 to L25060010014
13.	Er. Ajay Kumar Lect. in Mining Engg.	Mining Engg.	1 st Year (1 st & 2 nd Semester)	2025 – 26	F25060010001 to F25060010030
14.	Er. Jagandeep Mohanto, Lect. in Mining Engg.	Mining Engg.	1 st Year (1 st & 2 nd Semester)	2025 – 26	F25060010031 to F25060010060
15.	Er. Pritam Pradhan Lect. in Mining Engg.	Mining Engg.	1 st Year (1 st & 2 nd Semester)	2025 – 26	F25060010061 to F25060010090



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No. :

Date :

Sl. No.	Name of the Proctor with Designation	Department	Semester	Academic Year	Assigned Registration No.
16.	Er. Manasmita Sahoo, Lect. in Comp. Sci. & Engg.	Mining Engg.	1st Year (1 st & 2 nd Semester)	2025 – 26	F25060010091 to F25060010120
17.	Er. Ghati Behera, Lect. in Comp. Sci. & Engg.	Mining Engg.	1st Year (1 st & 2 nd Semester)	2025 – 26	F25060010121 to F25060010150
18	Dolagobind Sahoo Lect. in Physics	Mining Engg.	1st Year (1 st & 2 nd Semester)	2025 – 26	F25060010151 to F25060010175
19	Er. Jyotirmayee Pradhan, Lect. in Comp.	Mining Engg.	1st Year (1 st & 2 nd Semester)	2025 – 26	F25060010176 to F25060010191

Dillip Kumar Dehury

H.O.D.
Mining Engg. Dept.

[Signature]
17/11/2025

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PURNA CHANDRA INSTITUTE OF ENGINEERING & TECHNOLOGY

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

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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 :

**Proceeding of the Meeting of Proctorial System of different departments of
P.C.I.E.T., Chhendipada, Dist-Angul held on dt. 07.01.2026 at 2.30 pm in the
Seminal Hall of P.C.I.E.T., Chhendipada for the session 2025-26.**

The Meeting was presided by Dr. B.K. Sahoo Director, P.C.I.E.T., & chief proctor of the institute with all H.O.D'S cum Dy Chief Proctors and proctors and student representatives which was held on dt. 07.01.2026 at 2.30 pm & the discussions were made as per the Agenda given below.

Members Present:

- | | |
|---|---|
| 1. Dr. Basanta Kumar Sahoo
Director, P.C.I.E.T., cum
Chief Proctor. | Chairman <i>B.K. Sahoo</i>
<i>07/01/26</i> |
| 2. Er. Taranisen Mohanty
H.O.D. Mechanical Engg. cum
Dy Chief Proctor, Mech. Engg. Dept. | Member <i>Taranisen Mohanty</i> |
| 3. Er. Babita Sahu
H.O.D., Civil Engg. cum
Dy Chief Proctor, Civil Engg. Dept. | Member <i>Babita Sahu</i> |
| 4. Er. Rashmita Gadanayak
H.O.D. Electrical Engg. cum
Dy Chief Proctor, Elect. Engg. Dept. | Member <i>Rashmita Gadanayak</i> |
| 5. Er. Dillip Kumar Dehury
H.O.D. Mining Engg. cum
Dy Chief Proctor, Mining Engg. Dept. | Member <i>Dillip Kumar Dehury</i> |
| 6. Er. Aswini Kumar Pradhan
H.O.D. Comp. Sci. & Engg. cum
Dy Chief Proctor, Computer Sci. & Engg. Dept. | Member <i>Aswini Kumar Pradhan</i> |
| 7. Mr. Kshira Mohan Behera
H.O.D. Math Scie. & Humanities Dept. | Member <i>Kshira Mohan Behera</i> |



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STUDENTS REPRESENTATIVES:

(1)	1 st Year Regd. No.	Member
(2)	1 st Year Regd. No.	Member
(3)	2 nd Year Regd. No.	Member
(4)	2 nd Year Regd. No.	Member
(5)	3 rd Year Regd. No.	Member
(6)	3 rd Year Regd. No.	Member

AGENDA-1 DISCUSSION ON OBJECTIVE OF PROCTORIAL SYSTEM IN THE INSTITUTE:

At the outset of the Meeting Dr. B. K. Sahoo, Director, P.C.I.E.T., Cum- Chief Proctor of the institute has extended his cordial greeting to all Members & student representatives.

The Chief Proctor participating in the discussion informed that the proctorial system of all the departments for the session 2025-26 has been reconstituted on dt. 17.11.2025 by vide Letter No. PCIET/ESTT./5000-5004/2025 and the students of the institute are assigned to different proctors of their department with their Roles & Responsibility are described. Each proctor is allotted around 20 to 30 students. The main important functions of the proctors are:

- 1) The Proctor acts as local guardians helping the students to solve the academic and administrative problem faced by his / her class / lab would help in solving personal problems, if any.
- 2) A student whose performance is not up to the mark is asked to appear for counselling with proctor / HOD / Chief proctor in order to help the students improve his / her performance in the coming semesters.
- 3) Every effort is made for all round personality development of the students enrolled. The copy of the constituted proctorial system for the session 2025-26 of different



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departments were distributed to concerned H.O.D's of Civil, Electrical, Mechanical, Computer Science & Engg., Mining Departments & 1st Year. All the Members go through the constituted proctorial systems of their respective departments and participated in the discussion & give their views for proper implementation of the system.

AGENDA-2 SUGGESTED ACTION PLAN ON EFFICACY OF MENTORING SYSTEM:

The following action plans are suggested in the Meeting on efficacy of mentoring system & proper implementation of proctorial system.

- (1) Reduce absenteeism of students.
- (2) Improve over all academic performance of the students.
- (3) Develop Multi-dimensional personality in the students.
- (4) Increase participation in institutes activities by students.
- (5) Improve attitude and behavior of students.
- (6) Eradicate usages of tobacco, drugs & alcohol.
- (7) Improve parental relationships and support from peers.
- (8) To become worthy citizen of India.

The Meeting ended with vote of thanks to the chair.

P. S. Das
07/01/2026

PRINCIPAL
P.C.I.E.T., Chhendipada,
Dist- Angul.

PRINCIPAL
Purna Chandra Institute of
Engineering & Technology
CHHENDIPADA, ANGUL