



# 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

Mob. : 9438253319, 9438772261, 9438253318, 9938052112

No. : PCIET/ACAD/54/23

Date : 24/11/2023

## **PROCTORIAL SYSTEM FOR THE SESSION 2023 - 24**

### **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. 24.11.2023 for the session 2023-24 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 1<sup>st</sup> 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 :-**

- (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.



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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 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060001001 to F21060001025
2.	Er. Sidhanta Sekhar Mahar, Lect. in Civil Engg.	Civil Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060001026 to F21060001050
3.	Er. Swarnaprava Parida, Lect. in Civil Engg.	Civil Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060001051 to F21060001063 & L22060001001 to L22060001016
4.	Er. Sumanta Kumar Sahoo, Lect. in Civil Engg.	Civil Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060001001 to F22060001025
5.	Er. Sunil Kumar Sahu, Lect. in Civil Engg.	Civil Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060001026 to F22060001050





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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 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060001051 to F22060001063 & L23060001001 to L23060001007
7.	Aswini Kumar Pradhan, Lect. in Comp. Science	Civil Engg.	1 <sup>st</sup> Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060001001 to F23060001025
8.	Kshira Mohan Behera, Lect. in Mathematics	Civil Engg.	1 <sup>st</sup> Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060001026 to F23060001048

*Babita Sahu*

H.O.D.  
Civil Engg. Dept.

*Pradha*  
24/11/2023

PRINCIPAL  
P.C.I.E.T., Chhendipada.

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### **DEPARTMENT OF ELECTRICAL ENGINEERING**

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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 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060002001 to F21060002025
2.	Er. Rashmita Gadanayak Lect. in Elect. Engg.	Electrical Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060002026 to F21060002050
3.	Er. Ramesh Chandra Pradhan, Lect. in Elect. Engg.	Electrical Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060002051 to F21060002075
4.	Er. Bibhuti Bhusan Sahu, Lect. in Elect. Engg.	Electrical Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060002076 to F21060002100



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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 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060002101 to F21060002122 & F21060004054, F21060004085
6.	Er. Sugyani Sahoo, Lect. in Elect. Engg.	Electrical Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	L21060002006, L21060002036 & L22060002001 to L22060002018
7.	Er. Sushil Kumar Sahoo, Lect. in Elect. Engg.	Elect. Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060002001 to F22060002025
8.	Er. Biswaranjan Jena, Lect. in Elect. Engg.	Electrical Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060002026 to F22060002050
9.	Er. Subhendu Kumar Behera, Lect. in Elect. Engg.	Electrical Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060002051 to F22060002075
10.	Er. Bijay Kumar Behera, Lect. in Elect. Engg.	Electrical Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060002076 to F21060002100
11.	Er. Swagat Sahoo Lect. in Elect. Engg.	Electrical Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F220600020101 to F22060002124
12.	Er. Sushil Kumar Majhi, Lect. in Elect. Engg.	Electrical Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	L23060002001 to L23060002021
13.	Er. Pradyumna Garnaik Lect. in Elect. Engg.	Electrical Engg.	1 <sup>st</sup> Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060002001 to F23060002025
14.	Er. Debabrata Dibyanjan, Lect. in Elect. Engg.	Electrical Engg.	1 <sup>st</sup> Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060002026 to F23060002050





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15.	Kshira Mohan Behera , Lect. in Mathematics	Electrical Engg.	1st Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060002051 to F23060002075
16.	Er. Diptimayee Pradhan, Lect. in Comp.Sci.	Electrical Engg.	1st Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060002076 to F23060002100
17.	Saroj Kumar Sahoo, Lect. in Mathematics	Electrical Engg.	1st Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060002101 to F23060002125

Subhashree Pradhan

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

*P. D. L.*  
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Date : *24/11/2023*

## **PROCTORIAL SYSTEM FOR THE SESSION 2023 - 24**

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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.
- (8) Faculty members enter Attendance and Internal Assessment Marks in the student information system regularly.



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Phone : 06761-252307, 252692

Mob. : 9438253319, 9438772261, 9438253318, 9938052112

No. : .....

Date : .....

- (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 :-

- (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.





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## FUNCTION OF THE PROCTOR :-

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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. Taranisen Mohanty, H.O.D., Mech. Engg. & Deputy Chief Proctor	Mechanical Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060004001 to F21060004025
2.	Er. GouriSankar Pradhan, Lect. in Mech. Engg.	Mechanical Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060004026 to F21060004050
3.	Er. Bikash Ranjan Sahu, Lect. in Mech. Engg.	Mechanical Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060004051 to F21060004075
4.	Er. Himansu Sekhar Samal, Lect. in Mech. Engg.	Mechanical Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060004076 to F21060004100



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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 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060004101 to F21060004122 & F20060004029, F20060004097
6.	Er. Rasabihari Sahu, Lect. in Mech. Engg.	Mechanical Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	L21060004104 & L22060004001 to L22060004018
7.	Er. Satya Narayan Majhi, Lect. in Mech. Engg.	Mechanical Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060004001 to F22060004025
8.	Er. Subhasmita Jena, Lect. in Mech. Engg.	Mechanical Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060004026 to F22060004050
9.	Er. Shubham Pradhan, Lect. in Mech. Engg.	Mechanical Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060004051 to F22060004075
10.	Er. Manas Ranjan Behera, Lect. in Mech. Engg.	Mechanical Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060004076 to F22060004100
11.	Er. Abinash Sahoo, Lect. in Mech. Engg.	Mechanical Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060004101 to F22060004125
12.	Er. Samir Prasad Sahu, Lect. in Mech. Engg.	Mechanical Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	L23060004001 to L23060004017
13.	Er. Kamalakanta Tripathy, Lect. in Mech. Engg.	Mechanical Engg.	1 <sup>st</sup> Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060004001 to F23060004025
14.	Er. Dewan Kumar Sahu, Lect. in Mech. Engg.	Mechanical Engg.	1 <sup>st</sup> Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060004026 to F23060004050
15.	Tapan Kumar Sahu, Lect. in Chemistry	Mechanical Engg.	1 <sup>st</sup> Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060004051 to F23060004075





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No. : .....

Date : .....

Sl. No.	Name of the Proctor with Designation	Department	Semester	Academic Year	Assigned Registration No.
16.	Lalatendu Sahu, Lect. in Physics	Mechanical Engg.	1st Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060004076 to F23060004096
17.	Aswini Kumar Pradhan Lect. in Comp.	Mechanical Engg.	1st Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060004097 to F2306004108

Tarakanisen mohanty,

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

*Pradip*  
24/11/2023

PRINCIPAL  
P.C.I.E.T., Chhendipada.

PRINCIPAL  
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No. : PC.I.E.T./A.000/57/22

Date : 24/11/2023

## **PROCTORIAL SYSTEM FOR THE SESSION 2023 - 24**

### **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. 24.11.2023 for the session 2023-24 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 1<sup>st</sup> 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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- (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 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060010001 to F21060010025
2.	Er. Udaya Biswanath Pradhan, Lect. in Mining Engg.	Mining Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060010026 to F21060010050
3.	Er. Prabin Kumar Sahoo, Lect. in Mining Engg.	Mining Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060010051 to F21060010075
4.	Er. Gobinda Chandra Sathy, Lect. in Mining Engg.	Mining Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060010076 to F21060010100



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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 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	F21060010101 to F21060010103, F20060010042, F20060010054, F21060002115 & L22060010001 to L20060010019
6.	Er. Chandan Sahoo, Lect. in Mining Engg.	Mining Engg.	3 <sup>rd</sup> Year (5 <sup>th</sup> & 6 <sup>th</sup> Semester)	2023 – 24	L22060010020 to L22060010032
7.	Er. Pranaya Kumar Behera, Lect. in Mining Engg.	Mining Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060010001 to F22060010025
8.	Er. Pratyush Rout Lect. in Mining Engg.	Mining Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060010026 to F22060010050
9.	Er. Srikanta Samal, Lect. in Mining Engg.	Mining Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060010051 to F22060010075
10.	Er. Sunil Kumar Sahu, Lect. in Mining Engg.	Mining Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060010076 to F22060010100
11.	Er. Pratyusha Pravanjan Behera, Lect. in Mining Engg.	Mining Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	F22060010101 to F22060010125
12.	Er. Sibasundar Maikap, Lect. in Mining Engg.	Mining Engg.	2 <sup>nd</sup> Year (3 <sup>rd</sup> & 4 <sup>th</sup> Semester)	2023 – 24	L23060010001 to L23060010018
13.	Er. Ajay Kumar Lect. in Mining Engg.	Mining Engg.	1 <sup>st</sup> Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060010001 to F23060010025
14.	Er. Jagandeep Mohanta, Lect. in Mining Engg.	Mining Engg.	1 <sup>st</sup> Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060010026 to F23060010050
15.	Nirupama Behera, Lect. in Chemistry	Mining Engg.	1 <sup>st</sup> Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060010051 to F23060010075





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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 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060010076 To F23060010100
17.	Er. Jyotirmayee Pradhan, Lect. in Comp.	Mining Engg.	1st Year (1 <sup>st</sup> & 2 <sup>nd</sup> Semester)	2023 – 24	F23060010101 to F23060010126

Dillip Kumar Dehury

H.O.D.  
Mining Engg. Dept.

*[Signature]*  
24/11/2023

PRINCIPAL  
P.C.I.E.T., Chhendipada.

PRINCIPAL  
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**PROCEEDING OF THE MEETING OF PROCTORIAL SYSTEM OF DIFFERENT DEPARTMENTS OF P.C.I.E.T., CHHENDIPADA, DIST- ANGUL HELD ON DT. 19.01.2024 AT 2 PM IN THE SEMINAR HALL OF P.C.I.E.T., CHHENDIPADA FOR THE SESSION 2023-24.**

The Meeting was presided by 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 students representatives which was held on dt. 19.01.2024 at 2 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
2. Er. Taranisen Mohanty  
H.O.D. Mechanical Engg.  
Cum Dy Chief Proctor,  
Mech. Engg. Dept.
3. Er. Babita Sahu,  
H.O.D. Civil Engg.  
Cum Dy Chief Proctor,  
Civil Engg. Dept.
4. Er. Rashmita Gadanayak,  
H.O.D. Electrical Engg.  
Cum Dy Chief Proctor,  
Elect. Engg. Dept.
5. Er. Dillip Kumar Dehury,  
H.O.D. Mining Engg.  
Cum Dy Chief Proctor,  
Mining Engg. Dept.
6. Mr. Kshira Mohan Behera  
H.O.D. Math & Sci. & Hum. Dept.

Chairman

*B.K. Sahoo*  
19/01/24

Member

*Taranisen Mohanty*

Member

*Babita Sahu*

Member

*Rashmita Gadanayak*

Member

*Dillip Kumar Dehury*

Member

*Kshira Mohan Behera*





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## STUDENTS REPRESENTATIVES:

- |     |   |        |                  |
|-----|---|--------|------------------|
| (1) | 1 <sup>st</sup> Year Regd. No. F23060010046 | Member | Juel Kumar Bhera |
| (2) | 1 <sup>st</sup> Year Regd. No. F23060010115 | Member | Bibhuti Biswal   |
| (3) | 2 <sup>nd</sup> Year Regd. No. F22060010095 | Member | Sabyasrata Swain |
| (4) | 2 <sup>nd</sup> Year Regd. No. F2206001044  | Member | Sagar Sahoo      |
| (5) | 3 <sup>rd</sup> Year Regd. No. F21060010007 | Member | Ashok Prusty     |
| (6) | 3 <sup>rd</sup> Year Regd. No. F21060004015 | Member | Babul Deep       |

## 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 cordial greeting to all Members & students representatives.

The chief Proctor participating in the discussion informed that the proctorial system of all the departments for the session 2023-24 has been reconstituted on dt. 24.11.2023 by vide letter No. PCIET/ACAD/54/2023 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 25 students. The main important functions of the proctors are

- 1) The Proctor acts as local guardians helping the students to solve the academic & administrative problem faced by his /her class/ lab would help in solving personal problems, if any.
- 2) A student whose performance is not upto 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.



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No. : .....

Date : .....

- 3) Every efforts is made for all-round personality development of the students enrolled. The copy of the constituted proctorial system for the session 2023-24 of different departments were distributed to concerned H.O.D's of Civil, Electrical, Mechanical & Mining Departments. 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 MENTIORING 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.





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Programme	Diploma in CIVIL, ELECTRICAL, MECHANICAL & MINING Engineering
Semester	1 <sup>ST</sup> SEMESTER TO 6 <sup>TH</sup> SEMESTER
Session	2023-24

## AGENDA-3 CORRECTIVE ACTIONS TAKEN BY THE INSTITUTE FOR QUALITY IMPROVEMENTS

The following remedial actions taken by the institute to improve quality of teaching learning process during the session 2023-24.

- ❖ The academic review and monitoring of progress meeting has been conducted in each month by the Principal for improving quality of academic activities, review the progress and taken following remedial action.
- ❖ Instructed the HOD's/ faculties to impart proper teaching to the students in both Theory & Practical subjects.
- ❖ Instructed faculties to give assignments to the students regularly on the courses covered and evaluate the assignment submitted by the students.
- ❖ Arranged doubt clear classes/ tutorial revision classes for all students specifically for weaker students.
- ❖ Arranged extra classes for revision of courses on Sunday & Holidays.
- ❖ Steps taken to cover 100% courses by utilizing prescribed contract hours in each subject & in each semester.
- ❖ HOD's are advised to prepare lesson plan, used laboratory manuals, use smart board class rooms, conduct practical classes as per time table in sub-groups.
- ❖ Allowed the students to use Library, Reading Rooms, Language Lab and Computer Centre in beyond working hours to develop self-learning habits, improve communication skill & software knowledge etc.
- ❖ Different grievance redressal committees of the institute are constituted to solve students grievances.



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- ❖ Industrial Visits, Study Tours, Sports & Games are arranged to impart industrial in plant training & improve extra –curricular knowledge of the students.
- ❖ Different Industries & Mines has been contacted for provide industrial training & placements of students.
- ❖ Arranged seminars on science & technology subjects.
- ❖ Hostel, Canteen & Transportation facilities have been improved.
- ❖ Steps taken to apply for NBA approval of all the branches of the institute.

The Meeting ended with vote of thanks to the chair.

*B.K. Sahoo*  
19/01/24

(Dr. B.K. Sahoo)  
Director Cum Chief Proctor,  
P.C.I.E.T., Chhendipada.

*P. Chandra*  
19/01/2024

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

**PRINCIPAL**  
Purna Chandra Institute of  
Engineering & Technology  
CHHENDIPADA, ANGUL