



GANESH INSTITUTE OF ENGINEERING & TECHNOLOGY POLYTECHNIC

(Under Alakananda Philanthropic Trust & Approved by AICTE, New Delhi)

Campus : Bidya Nagar, Jagannath Prasad, Andharua, Bhubaneswar - 751003

Ph. : (0674) 2471014 / 3203000, Fax : (0674) 2471059, E-mail : info@ganeshpolytechnic.edu.in

City Office : Plot No. : 562, Ekamra Vihar, P.O : IRC Village, Bhubaneswar - 751015

Tel. : (0674) 2362981, Fax : (0674) 2362066, Web. : www.ganeshpolytechnic.edu.in

Ref. No. : GIET(P)/1012/2024

Date : 19/08/24

OFFICE ORDER

In order to maintain good relationship between institute and parent and for effective implementation of mentoring system in the institute, proctorial committee of Ganesh institute of Engineering and Technology, Bhubaneswar is constituted with following members with immediate effect with roles and responsibilities as laid down herein.

Sl.No.	Name and Designation	Position in the committee
1.	Prof. Subrat Prasanna Mishra Principal, Ganesh Institute of Engineering and Technology, Bhubaneswar	Chairman
2.	Er. Abhijit Dash, Sr. Lecturer in Mechanical Engineering, Ganesh Institute of Engineering and Technology, Bhubaneswar	Convenor – Cum- Chief Proctor
3.	Er. Nigam Prasad Baliarsingh, Sr. Lecturer in Electrical Engineering, Ganesh Institute of Engineering and Technology, Bhubaneswar	Member
4.	Er. Ritesh Kumar Hui, Sr. Lecturer in Mechanical Engineering, Ganesh Institute of Engineering and Technology, Bhubaneswar	Member
5.	Er. Jaykrushna Mohanta, HOD Computer science, Ganesh Institute of Engineering and Technology, Bhubaneswar	Member
6.	Er. Koushik Roy, Sr. Lecturer in Electrical Engineering, Ganesh Institute of Engineering and Technology, Bhubaneswar	Member
7.	Mr. Chaitan Behera, Lecturer in English, Ganesh Institute of Engineering and Technology, Bhubaneswar	Member

Roles and responsibilities:

- The committee is responsible for proper implementation of proctorial system
- The committee will frame the scheme of proctorial system in the line of institutional guidelines
- The committee need to meet at east twice in a semester plus as and when required to review the implementation of proctorial systems
- Specific issues need to be addressed in the proctorial committee.
- The committee is responsible to maintain discipline in the college and to ensure that college rules are understood and followed by the students
- The committee need to review the activities of proctors randomly.
- Annual report of the proctorial system need to be prepared at the end of each academic session and the same need to approved by the higher authorities

Spmur
Principal

19/08/24
Ganesh Institute of Engineering and
Technology, Bhubaneswar

CC: 1. Person concerned 2. Notice board/ Guard file



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Ref. No. : GIET(P)/1021/2024

Date : 22/08/24

OFFICE ORDER

(Proctorial allotment)

In pursuance to the decisions taken at higher level, for smooth implementation of proctorial system and to keep vigilant on the activities of students the following allotment of mentees are made against each mentor for the academic session 2024-25 with roles and responsibilities of each proctor

Sl. No.	Name and Designation of Mentor	Roll no of the allotted mentees
1.	Mr. Bhaba Ranjan Sahoo, Lecturer in Chemistry, G.I.E.T, Bhubaneswar	F24044004001-F24044004018
2.	Er. Aditi Pattaink, Lecturer in Civil Engineering G.I.E.T, Bhubaneswar	F24044004019-F24044004036
3.	Er. Pabitra Mohanty, Lecturer in Computer Science Engineering G.I.E.T, Bhubaneswar	F24044004037-F24044004054
4.	Mr. Biranchi Narayan Mohapatra Sr. Lecturer Mathematics, G.I.E.T, Bhubaneswar	F24044004055-F24044004072
5.	Mrs Rajalaxmi Satpathy, Lecturer M.A English, G.I.E.T, Bhubaneswar	F24044004073-F24044004090
6.	Er. Pradyumna Dash, Lecturer in Electrical Engineering G.I.E.T, Bhubaneswar	F24044004091-F24044004108
7.	Mr. Bibekananda Biswal, Lecturer in M.sc Mathematics, G.I.E.T, Bhubaneswar	F24044004109-F24044004126
8.	Mrs. Kalashree Dash, Lecturer in M.Sc. Mathematics, G.I.E.T, Bhubaneswar	L25044004001-L25044004018
9.	Mr. Debasis Sahoo, Lecturer Mathematics, G.I.E.T, Bhubaneswar	F24044002001-F24044002018
10.	Mr. Soumya Saswati, Lecturer in Physics G.I.E.T, Bhubaneswar	F24044002019-F24044002036
11.	Er. Satyabrata Das, Lecturer in Electrical Engineering G.I.E.T, Bhubaneswar	F24044002037-F24044002054
12.	Er. Biswajit Jena, Lecturer in Computer Science Engineering G.I.E.T, Bhubaneswar	F24044002055-F24044002072
13.	Er. Ritesh Kumar Hui, Sr. Lecturer in Mechanical Engineering G.I.E.T, Bhubaneswar	F24044002073-F24044002090
14.	Er. Biswajit Jena, Lecturer in Electrical Engineering G.I.E.T, Bhubaneswar	F24044002091-F24044002108

15.	Er. Ananta Bikram Basudev Mohapatra, Lecturer in Computer science Engineering,	F24044002109-F24044002126
16.	Er. Arasmita Dash, Sr. Lecturer in Civil Engineering, G.I.E.T, Bhubaneswar	L25044002001-L25044002018
17.	Er. Debipriya Chinmayee Jena, Lecturer in Civil Engineering, G.I.E.T, Bhubaneswar	F24044001001-F24044001022
18.	Er. Kousik Roy, Sr. Lecturer in Electrical Engineering, G.I.E.T, Bhubaneswar	F24044001023-F24044001040 L25044001001-L25044001006
19.	Mr. Koushik Biswal, Lecturer M.Sc. Physics G.I.E.T, Bhubaneswar	F23044004001- F23044004021
20.	Mr. Bhaba Ranjan Sahoo, Lecturer in Chemistry, G.I.E.T, Bhubaneswar	F23044004021- F23044004042
21.	Er. Aditi Pattaink, Lecturer in Civil Engineering G.I.E.T, Bhubaneswar	F23044004043- F23044004063
22.	Er. Pabitra Mohanty, Lecturer in Computer Science Engineering G.I.E.T, Bhubaneswar	F23044004064- F23044004089
23.	Mr. Biranchi Narayan Mohapatra Sr. Lecturer Mathematics, G.I.E.T, Bhubaneswar	F23044004090- F23044004115
24.	Mrs. Rajalaxmi Satpathy, Lecturer M.A English, G.I.E.T, Bhubaneswar	F23044004116- F23044004120 L24044004001-L24044004018
25.	Er. Pradyumna Dash, Lecturer in Electrical Engineering G.I.E.T, Bhubaneswar	F23044002001- F23044002021
26.	Mr. Bibekananda Biswal, Lecturer in M.sc Mathematics, G.I.E.T, Bhubaneswar	F23044002021- F23044002042
27.	Mrs. Kalashree Dash, Lecturer in M.s.c Mathematics, G.I.E.T, Bhubaneswar	F23044002043- F23044002063
28.	Mr. Debasis Sahoo, Lecturer Mathematics, G.I.E.T, Bhubaneswar	F23044002064- F23044002084
29.	Mr. Soumya Saswati, Lecturer in Physics G.I.E.T, Bhubaneswar	F23044002085- F23044002105
30.	Er. Satyabrata Das, Lecturer in Electrical Engineering G.I.E.T, Bhubaneswar	F23044002106- F23044002119
31.	Er. Biswajit Jena, Lecturer in Computer Science Engineering G.I.E.T, Bhubaneswar	L24044002001-L24044002023
32.	Er. Ritesh Kumar Hui, Sr. Lecturer in Mechanical Engineering G.I.E.T, Bhubaneswar	F23044001001-F23044001022
33.	Er. Biswajit Jena, Lecturer in Electrical Engineering G.I.E.T, Bhubaneswar	F23044001023-F23044001044
34.	Er. Ananta Bikram Basudev Mohapatra, Lecturer in Computer science Engineering,	F23044001045-F23044001060 L24044001001-L24044001006
35.	Er. Arasmita Dash, Sr. Lecturer in Civil Engineering, G.I.E.T, Bhubaneswar	F22044004001-F22044004018
36.	Er. Debipriya Chinmayee Jena, Lecturer in Civil Engineering, G.I.E.T, Bhubaneswar	F22044004019-F22044004036
37.	Er. Smuti Ranjan Routray, Lecturer in Mechanical Engineering, G.I.E.T, Bhubaneswar	F22044004037-F22044004054
38.	Er. Amit Mohanty, Lecturer in Mechanical Engineering G.I.E.T, Bhubaneswar	F22044004055-F22044004072
39.	Er. Sundeep Behera, Lecturer in Civil Engineering G.I.E.T, Bhubaneswar	F22044004073-F22044004090

40.	Er. Abhaya Ku. Baliarsingh, Sr. Lecturer in I Engineering G.I.E.T, Bhubaneswar	F22044004091-F22044004108
41.	Er. Angyashree Naik, Lecturer in Civil Engineering G.I.E.T, Bhubaneswar	F22044004109-F22044004126
42.	Er. Madhusmita Sahoo, Lecturer in Electrical Engineering G.I.E.T, Bhubaneswar	F22044004127-F22044004144
43.	Mr. Prabhat Ranjan Naik, Sr. Lecturer Mathematics, G.I.E.T, Bhubaneswar	F22044004145-F22044004150 L23044004001-L23044004005
44.	Mr. Kalashree Dash , Sr. Lecturer Mathematics, G.I.E.T, Bhubaneswar	L23044004006-L23044004019
45.	Mr. Chaitan Behera, Sr. Lecturer in English, G.I.E.T, Bhubaneswar	F22044002001-F22044002018
46.	Er. Jaykrushna Mohanta Sr. Lecturer in Computer science, G.I.E.T, Bhubaneswar	F22044002019-F22044002036
47.	Er. Chitta Ranjan Bhuyan, Lecturer in Mechanical Engineering G.I.E.T, Bhubaneswar	F22044002037-F22044002054
48.	Er. Amit Mohanty, Lecturer in Mechanical Engineering G.I.E.T, Bhubaneswar	F22044002055-F22044002072
49.	Er. Smuti Ranjan Routray, Lecturer in Mechanical Engineering, G.I.E.T, Bhubaneswar	F22044002073-F22044002090
50.	Er. Rajkumar Mishra , Sr Lecturer Computer science Engineering, G.I.E.T, Bhubaneswar	F22044002091-F22044002115
51.	Er. Biswanath Moharana ,Lecturer in Mechanical Engineering G.I.E.T, Bhubaneswar	F22044002116-F22044002120 L23044002001-L23044002012
52.	Mr. Biswa Ranjan Swain ,Lecturer in M.S.C Physics , G.I.E.T, Bhubaneswar	F22044001001-F22044001020
53.	Er. Rashmi Ranjan Sethy, Lecturer in Electrical Engineering G.I.E.T, Bhubaneswar	F22044001021-F22044001044
54.	Mr. Prabhat Ranjan Naik, Sr. Lecturer Mathematics, G.I.E.T, Bhubaneswar	F22044001045-F22044001058 L23044001001-L23044001008

Roles and responsibilities of each proctor:

- I. To keep an eye on the general moral behaviour of the students.
- II. To prevent students from disturbing the peaceful atmosphere of the college.
- III. To prevent students from indulging in any political activities on college premises.
- IV. To prevent students from any kind of activities which is detrimental to the interest of the institute
- V. To prevent the students from indulging in any kind of anti-ragging or harassment cases
- VI. To ensure that each student prominently displays her identity card during her stay in college premises.
- VII. The Proctor shall be responsible to maintain discipline among students
- VIII. Monitoring the disciplinary climate prevailing in the student's community,
- IX. Will take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline.

- IX. The Proctor has to collect relevant facts about the incidents of indiscipline, evaluate the evidences and decide / recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary the Proctor has to place the relevant information before the Proctorial committee or the Discipline Committee for their decision.
- XI. The Proctor shall issue all orders relating to disciplinary proceedings against students.
- XII. The proctor will communicate all happenings relating to students to their parents immediately. If necessary, he will arrange to call the parents to the institute and discuss about the student's general conduct or preventative measures.

Sprisor
Principal 22/05/24

Ganesh Institute of Engineering and Technology
Bhubaneswar

Copy to:

- 1. Persons concerned
- 2. Convener-cum- Chief proctor,
- 3. Student welfare officer
- 4. Hostel superintendents
- 5. Library
- 6. Notice board and guard file