



PNS School of Engineering & Technology

Nishamani Vihar, Marshaghai, Kendrapara

Email: pnsset@gmail.com, Web : www.pnset.ac.in

Office Order

Letter No-.229 /PNSD/24

Dt.13.09.2024

For the smooth running of the institute the following committees have been constituted, consisting of the members mentioned against each committee and Principal as Chairman of all committees. The Prof. I/C of the committee will convene, give ruling and record the minutes of the meeting. The meeting must be held twice in a month So as to keep the committee alive and to take prompt decisions on issues of raised before it.

SL.NO	NAME OF THE COMMITTEE	MEMBER OF THE COMMITTEE
1	EXAM CELL	➤ Mr.Ramakanta Swain (Prof.I/C)
		➤ Mr. Kshitish Kumar Singh
		➤ Mr. Surendra Nath Samal
		➤ Mr. Baishanav Charan Nayak
		➤ Mr. Debasish Das
		➤ Mr. Akshaya Kumar Swain
2	ANTI RAGING COMMITTEE	➤ Mr. Ramakanta Swain, (Convener)
		➤ Mr. Amarendra Sahoo
		➤ Mr. Kshitish Kumar Singh
		➤ Mr. Chacha Amitav Tripathy
		➤ Mr. Sunakar Singh
		➤ Mr. Biswa Ranjan Swain
		➤ Mrs. Santoshi Deepti Prusty
		➤ Mrs. Itishree Jena
		➤ Mr. Ramakanta Swain, (Convener)
		➤ Mr. Amarendra Sahoo
3	STUDENT GRIEVANCE CELL	➤ Mr. Chacha Amitav Tripathy
		➤ Mrs. Santoshi Deepti Prusty
		➤ Mr. Sunakar Singh
		➤ Mr. Ajay Kumar Rath
		➤ Mr. Ramakanta Swain, (Convener)
		➤ Mr. Kshitish Kumar Singh
4	CANTEEN COMMITTEE	➤ Mr. Chacha Amitav Tripathy
		➤ Mr. Amarendra Sahoo
		➤ Miss. Swati Suravita Jena
		➤ Mr. Ajay Kumar Rath
		➤ Mr. Manoj Kumar Behera
		➤ Mr. Ramakanta Swain, (Convener)
		➤ Mr. Chacha Amitav Tripathy
		➤ Mr. Amarendra Sahoo
5	ACADEMY COMMITTEE	➤ Mr. Biswa Ranjan Swain
		➤ Mrs. Santoshi Deepti Prusty
		➤ Mr. Sunakar Singh
		➤ Mr. Kshitish Kumar Singh
		➤ Mrs. Itishree Jena
		➤ Mr. Chacha Amitav Tripathy
		➤ Mr. Amarendra Sahoo
		➤ Mr. Biswa Ranjan Swain

6	STUDENT COUNCLING CELL	➤ Mr. Ramakanta Swain, (Convener)
		➤ Mr. Chacha Amitav Tripathy
		➤ Mr. Amarendra Sahoo
		➤ Mr. Biswa Ranjan Swain
		➤ Mrs. Santoshi Deepti Prusty
		➤ Mr. Sunakar Singh
		➤ Mr. Sanyasi Swain
		➤ Mr. Jyotirmay Jena
		➤ Mr. Jayanta Chakraverty
		➤ Mr. Ajay Kumar Rath
		➤ Mr. Ananta Charan Samal
		➤ Mr. Manoj Kumar Behera
		7
➤ Mrs. Sonalisha Nayak		
➤ Mrs. Itishree Jena		
➤ Mrs. Anjana Tripathy		
➤ Mr. Manoj Kumar Behera		
➤ Mr. Adhira Kumar Pradhan		
➤ Mr. Trilochan Rout		
8	TRAINING & PLACEMENT CELL	➤ Mr. Amarendra Sahoo, (Convener)
		➤ Mr. Ramakanta Swain
		➤ Mr. Chacha Amitav Tripathy
		➤ Mr. Biswa Ranjan Swain
		➤ Mrs. Santoshi Deepti Prusty
9	SKILL DEVELOPMENT CELL	➤ Mr. Sunakar Singh
		➤ Mr. Sanyasi Swain
10	COMMITTEE FOR INDUCTION MEETING	➤ Mr. Jyotirmay Jena
		➤ Mr. Kshitish Kumar Singh (Chief)
11	COMMITTEE FOR ANNUAL FUCTION CELL	➤ Mrs. Santoshi Deepti Prusty
		➤ Miss. Madhusmita Nayak
		➤ Mr. Sanyasi Swain
		➤ Mr. Surendra Nath Samal
		➤ Mr. Ajay Kumar Rath
		➤ Mr. Ananta Charan Samal
		➤ All Peon & Sweepers
		➤ Mr. Sunakar Singh (Chief)
		➤ Mr. Amarendra Sahoo
		➤ Mr. Ramesh Chandra Pradhan
		➤ Mr. Aditya Narayan Jena
➤ Mr. Kshitish Kumar Singh		
➤ Mr. Jayakant Mallick		
➤ Miss. Madhusmita Nayak		
➤ Miss. Snigdha Dash		
➤ Mr. Jayanta Chakraverty		
➤ Mr. Ajay Kumar Rath		
➤ Mrs. Sushree Sangita Prusty		
➤ Mr. Sandip Mallick		
➤ All Peon & Sweepers		

12	COMMITTEE FOR ANNUAL SPORTS	<ul style="list-style-type: none"> ➤ Mr. Jyotirmay Jena (Chief) ➤ Mr. Sanyasi Swain ➤ Mr. Amarendra Sahoo ➤ Mr. Manas Padhiary ➤ Mr. Ajay Kumar Rath ➤ Mrs. Sushree Sangita Prusty ➤ Mr. Manoj Kumar Behera ➤ Miss. Swati Suravita Jena
13	COMMITTEE FOR P.M.S, P.N.S & MINORITY SCHOLARSHIP	<ul style="list-style-type: none"> ➤ Mr. Sanyasi Swain (Chief) ➤ Mr. Biswa Ranjan Swain ➤ Mr. Ajay Kumar Rath
14	COMMITTEE FOR CLEANING & SANITATION	<ul style="list-style-type: none"> ➤ Mr. Ananta Charan Samal (All road) ➤ Miss. Snigdha Dash (1st Floor) ➤ Mr. Ajaya Kumar Rath (Office & Ground Floor) ➤ Miss. Sasmita Behera (2nd Floor)
15	SWEeper DUTY	
16	COMMITTEE FOR LITERARY & CULTURAL ACTIVITY	<ul style="list-style-type: none"> ➤ Mrs. Sonalisha Nayak (Literary Activity) ➤ Mr. Ajay Kumar Rath (Cultural Activity) ➤ Mrs. Sushree Sangita Prusty
17	BISWOKARMA PUJA	<ul style="list-style-type: none"> ➤ Mr. Sanyasi Swain
18	GANESH PUJA & SARASWATI PUJA	<ul style="list-style-type: none"> ➤ Mr. Ajaya Kumar Rath
19	WEBSITE & IT CELL	<ul style="list-style-type: none"> ➤ Mr. Biswa Ranjan Swain (Prof. I/C) ➤ Mr. Balaram ➤ Mr. Ramakanta Swain ➤ Mr. Chacha Amitav Tripathy ➤ Mr. Biswa Ranjan Swain ➤ Mrs. Santoshi Deepti Prusty ➤ Mr. Sunakar Singh ➤ updation of website regarding and notice , classes & study materials Exam result and other student information for time to time and supervision w/s group formation department wise by all heads and also uploading day to day information to students.
20	P.I.O	<ul style="list-style-type: none"> ➤ Mr. Chacha Amitav Tripathy (Prof. I/C) ➤ Mr. Manoj Kumar Behera
21	SEXUAL HARASMENT CELL	<ul style="list-style-type: none"> ➤ Mrs. Santoshi Dipty Prusty (Prof. I/C) ➤ Mrs. Sonalisha Nayak ➤ Mrs. Itishree Jena ➤ Mrs. Anjana Tripathy
22	ERP MANAGEMENT CELL	<ul style="list-style-type: none"> ➤ Mr. Ramakant Swain (Chief) ➤ Mr. Debasish Das (Exam Section) ➤ Mr. Jayanta Chakraverty (Acct. Section) ➤ Mr. Ajaya Kumar Rath (Establishment Section) ➤ Mr. Manoj Kumar Behera (Stock & store , Student Attendance) ➤ Miss. Sasmita Behera (Library)

23	ACCOUNTS SECTION	➤ Mr. Jayanta Chakraverty (Maintenance of cash book, Approval register, cheque issue register, Advance ledger, Verification of money receipt, demand and other related to accounts. Daily collection and deposit register, salary bill, vehicle bill.
		➤ Mr. Manoj Kumar Behera (Fee collection and update of general demand, DCR
		➤ Mr. Ajay Kumar Rath (Hostel account, Demand collection other matter of hostel, salary attendance, SC/ST collection and demand, canteen bill and salary statement.
		➤ Mr. Adhira Kumar Pradhan Collection , Bank deposit & withdrawal , form fill-up statement information to exam section
24	ESTABLISHMENT SECTION	➤ Mr. Jayant Chakraverty (AICTE Approval, AISHE affiliation, SCTE & VT Affiliation , Construction & departmental work
		➤ Mr. Ajay Kumar Rath (Daily attendance, Personal File of staff, Holyday list.
		➤ Mr. Manoj Kumar Behera (Stock & store, Monthly attendance, maintenance of purchase register, dak receipt & dispatch , Notice & Letters
25	TIME TABLE	➤ Mr. Ramesh Chandra Pradhan
		➤ Mr. Aditya Narayan Jena
26	BOY'S HOSTEL	➤ Mr. Manoj Kumar Behera, Suptt.

27	GIRL'S HOSTEL	➤ Miss. Swati Suravita Jena, Suptt.
		➤ Mrs. Laxmi Behera
28	PRINCIPAL OFFICE & GENERAL OFFICE	➤ Mr. Trilochan Rout
		➤ Mr. Maheswar Barik
29	COMPUTER , ETC LAB & ALL DEPARTMENT CHAMBERS	➤ Mrs. Laxmi Behera
30	CHEMESTRY LAB & PHYSICS LAB	➤ Mr. Akshaya Kumar Swain
31	RECEPTION DESK & TELEPHONIC CONTACT	➤ Mr. Manoj Kumar Behera (Chief)
		➤ Mr. Adhira Kumar Pradhan
		➤ Mr. Trilochan Rout
		➤ Mr. Maheswar Barik

	Name of the Proctors	Roll Nos.	Hall No.	Day & Time	
32	COMMITTEE FOR PROCTORIAL SYSTEM	➤ Mr. Kshitish Kumar Singh (Chief)			
		➤ Mr. Ramesh Chandra Pradhan	24ME 01 to 24ME-31	13	9.00 A.M. to 9.30 A.M. Last Wednesday of the month
		➤ Mr. Jyotirmay Jena	24ME 32 to 24ME-62	14	
		➤ Mr. Sanyasi Swain	24ME 63 to 24ME-93	15	
		➤ Mr. Subarnna Keshari Singh	24ME 94 to 24ME-124	16	
		➤ Mr. Jayakanta Mallick	24EL 01 to 24EL-31	13	9.00 A.M. to 9.30 A.M. Last Monday of the month
		➤ Miss Snigdha Dash	24EL 32 to 24EL-62	14	
		➤ Mrs. Sushree Sangita Prusty	24EL 63 to 24EL-93	15	
		➤ Miss Mahusmita Nayak	24CI 01 to 24CI-15	12	9.00 A.M. to 9.30 A.M. Last Tuesday of the month
		➤ Miss Swati Suravita Jena	24CI 16 to 24CI-33	13	
		➤ Mr. Aditya Narayan Jena	24ET 01 to 24ET-20	14	
		➤ Mrs. Jayashree Bisoi	24 CS-01 to 24CS-34	15	
		➤ Miss Madhusmita Ram	24 CS-35 to 24CS-69	16	

Chief Proctor will notify the date and time of the Proctorial classes, if prescribed day for class is found a holiday of any group, and accordingly information will be given to the Proctors. A proctorial meeting is a must in a month being convened by the Chief Proctor after consulting with the principal.

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PRINCIPAL

*PNS School of Engg. & Tech.
Nishamani Vihar, Marshaghai, Kendrapara.*

Memo No-.229(11)/PNSD/24

Dt.13.09.2024

Copy forwarded to :

1. HOD, Mech. Br.
2. HOD, Electrical Br.
3. HOD, Comp. Sc. Br.
4. HOD, Civil Br.
5. HOD, ETC Br.
6. HOD, Science & Humanities Deptt.
7. Staff Notice Board
8. Student Notice Board
9. Mr. Balaram Das, Demon. Comp. Sc. Br. for website uploading
10. Principal's Office.

[Handwritten Signature]
13/09/2024
PRINCIPAL

PRINCIPAL
*PNS School of Engg. & Tech.
Nishamani Vihar, Marshaghai, Kendrapara.*
MARSHAGHAI