

ACADEMIC INFORMATION BROCHURE

SCHOOL OF COMPUTER ENGINEERING



**KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY
DEEMED TO BE UNIVERSITY
(u/s 3 of UGC Act, 1956)
BHUBANESWAR-751024
ODISHA – INDIA**

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1. University Academic Calendar:**(For 3rd Semester B. Tech)**

ACTIVITY	DATE
Reporting & Registration	18th July 2022
Commencement of Classes	18th July 2022
Pre-Mid Semester Session	18th July 2022 - 16th Sept. 2022
Mid Semester Examination	19th Sept. 2022 - 23rd Sept. 2022
Post Mid Semester Session	26th Sept. 2022 - 06th Dec. 2022
End Semester Examination	07th Dec. 2022 - 17th Dec. 2022
Starting of New Semester	19th Dec. 2022

(For 5th Semester B. Tech)

ACTIVITY	DATE
Reporting & Registration	11th July 2022
Commencement of Classes	11th July 2022
Pre-Mid Semester Session	11th July 2022- 16th Sept. 2022
Mid Semester Examination	19th Sept. 2022 - 23th Sept. 2022
Post Mid Semester Session	26th Sept. 2022 - 29th Nov. 2022
End Semester Examination	30th Nov. 2022 - 10th Dec 2022
Starting of New Semester	12th December 2022

(For 7th Semester B. Tech)

ACTIVITY	DATE
Reporting & Registration	04th July 2022
Commencement of Classes	04th July 2022
Pre-Mid Semester Session	04th July 2022 - 16th Sept. 2022
Mid Semester Examination	19th Sept. 2022 - 23rd Sept. 2022
Post Mid Semester Session	26th Sept. 2022 - 22nd Nov. 2022
End Semester Examination	23rd Nov. 2022 - 03rd Dec. 2022
Starting of New Semester	05th Dec. 2022

(For 3rd Semester M. Tech)

ACTIVITY	DATE
Reporting & Registration	18th July 2022
Project Work (Thesis Part-1) start	18th July 2022 -27th Sept. 2022
Mid Semester Thesis Evaluation	28th Sept. 2022 - 30th Sept. 2022
Thesis Part-1 submission and End Semester Evaluation	10th Oct. 2022 - 17th Dec. 2022
Starting of New Semester	19th Dec. 2022

2. Detailed Academic Calendar

B.Tech. 3rd Semester DETAILED ACADEMIC CALENDAR WITH DEADLINE/DATE

ACTIVITY	EXECUTION	MONITORING	DATE
Reporting & Registration	Tutor Mentor	Dean	18/07/2022
Commencement of Classes	Course Teacher	Dean	18/07/2022
Distribution of course plan by course faculty	Course Teacher	Course Teacher	23/07/2022
Pre-Mid semester Session	Course Teacher	Dean	18/07/2022–16/09/2022
Submission of Question Paper for Mid Semester Examination	Course Coordinator	Asst. CoE – 3 & 4	05/09/2022
Informing 50% of the continuous evaluation mark to students	Course Teacher	Dean	20/09/2022
Mid Semester Examination	Asst. CoE – 3 & 4	Superintendent	19/09/2022–23/09/2022
Completion of Mid Semester Answer Sheet Evaluation	Course Teacher	Asst. CoE – 1 & 2	15/10/2022
Post Mid Semester Session	Course Teacher	Dean	26/09/2022 – 06/12/2022
Conduct of Practical Examination	Course Teacher	Dean	21/11/2022 – 06/12/2022
Uploading of Mark -Theory (Internal : 50) -Laboratory (Internal: 60 + External: 40) -Sessional (100)	Course Teacher	Asst. CoE – 1 & 2	12/12/2022 – 18/12/2022, or date given by COE, whichever is earlier
End Semester Question (s) Submission by Setter	Faculty	Dy. CoE	CoE Notice
End Semester Question (s) Submission by Moderator	Faculty	Dy. CoE	CoE Notice
End Semester Examination	Asst. CoE – 3 & 4	Superintendent	07/12/2022 – 17/12/2022
Completion of End Semester Answer Sheet Evaluation	Course Teacher	Asst. CoE – 1 & 2	14/01/2023 or date given by COE, whichever is earlier

B.Tech. 5th Semester
DETAILED ACADEMIC CALENDAR WITH DEADLINE/DATE

ACTIVITY	EXECUTION	MONITORING	DATE
Reporting & Registration	Tutor Mentor	Dean	11/07/2022
Commencement of Classes	Course Teacher	Dean	11/07/2022
Distribution of course plan by course faculty	Course Teacher	Course Teacher	16/07/2022
Pre-Mid semester Session	Course Teacher	Dean	11/07/2022–16/09/2022
Submission of Question Paper for Mid Semester Examination	Course Coordinator	Asst. CoE – 3 & 4	05/09/2022
Informing 50% of the continuous evaluation mark to students	Course Teacher	Dean	20/09/2022
Mid Semester Examination	Asst. CoE – 3 & 4	Superintendent	19/09/2022–23/09/2022
Completion of Mid Semester Answer Sheet Evaluation	Faculty	Asst. CoE – 1 & 2	15/10/2022
Post Mid Semester Session	Faculty	Dean	26/09/2022 – 29/11/2022
Conduct of Practical Examination	Faculty	Dean	14/11/2022 – 29/11/2022
Uploading of Mark -Theory (Internal : 50) -Laboratory (Internal: 60 + External: 40) -Sessional (100)	Course Teacher	Asst. CoE – 1 & 2	05/12/2022 – 11/12/2022, or date given by COE, whichever is earlier
End Semester Question (s) Submission by Setter	Faculty	Dy. CoE	CoE Notice
End Semester Question (s) Submission by Moderator	Faculty	Dy. CoE	CoE Notice
End Semester Examination	Asst. CoE – 3 & 4	Superintendent	30/11/2022 – 10/12/2022
Completion of End Semester Answer Sheet Evaluation	Course Teacher	Asst. CoE – 1 & 2	07/01/2023 or date given by COE, whichever is earlier

B.Tech. 7th Semester
DETAILED ACADEMIC CALENDAR WITH DEADLINE/DATE

ACTIVITY	EXECUTION	MONITORING	DATE
Reporting & Registration	Tutor Mentor	Dean	04/07/2022
Commencement of Classes	Course Teacher	Dean	04/07/2022
Distribution of course plan by course faculty	Course Teacher	Course Teacher	09/07/2022
Pre-Mid semester Session	Course Teacher	Dean	04/07/2022–16/09/2022
Submission of Question Paper for Mid Semester Examination	Course Coordinator	Asst. CoE – 3 & 4	05/09/2022
Informing 50% of the continuous evaluation mark to students	Course Teacher	Dean	20/09/2022
Mid Semester Examination	Asst. CoE – 3 & 4	Superintendent	19/09/2022–23/09/2022
Completion of Mid Semester Answer Sheet Evaluation	Course Teacher	Asst. CoE – 1 & 2	15/10/2022
Post Mid Semester Session	Course Teacher	Dean	26/09/2022 – 22/11/2022
Conduct of Practical Examination	Course Teacher	Dean	07/11/2022 – 22/11/2022
Uploading of Mark -Theory (Internal : 50) -Laboratory (Internal: 60 + External: 40) -Sessional (100)	Course Teacher	Asst. CoE – 1 & 2	28/11/2022 – 03/12/2022, or date given by COE, whichever is earlier
End Semester Question (s) Submission by Setter	Faculty	Dy. CoE	CoE Notice
End Semester Question (s) Submission by Moderator	Faculty	Dy. CoE	CoE Notice
End Semester Examination	Asst. CoE – 3 & 4	Superintendent	23/11/2022 – 03/12/2022
Completion of End Semester Answer Sheet Evaluation	Course Teacher	Asst. CoE – 1 & 2	31/12/2022 or date given by COE, whichever is earlier

3. Activity Calendar:**5th Semester**

Activity No.	Name of the Course					
	HPC/IOT/DBMS	CN	DAA/AI(Core)	SE	DE-I	DE-II
I	*	*	*	*	*	*
II	5/8	7/8	9/8	11/8	13/8	15/8
III	*	*	*	*	*	*
IV	5/9	7/9	9/9	11/9	13/9	15/9
V	*	*	*	*	*	*
VI	12/11	14/11	16/11	18/11	20/11	22/11

3rd Semester

Activity No.	Name of the Course					
	DSA	OOP	PS/SD	DMS/PSS	DE/PDC	HSE-1
I	*	*	*	*	*	*
II	9/8	11/8	13/8	15/8	5/8	5/8
III	*	*	*	*	*	*
IV	9/9	7/9	9/9	11/9	5/9	5/9
V	*	*	*	*	*	*
VI	17/11	14/11	16/11	18/11	12/11	12/11

*** Flexibility with the teacher/ course committee**

4. Course Coordinator:

5TH SEMESTER B.TECH Course Coordinator			
Course Name & Code	Course Coordinator Name	Mail ID	Contact No
High Performance Computing (CS 3010)	Dr. Banchhanidhi Dash	banchhanidhi.dashfcs@kiit.ac.in	7608842328
Computer Networks (IT 3005)	Dr. Pinaki Sankar Chatterjee	pinakifcs@kiit.ac.in	9861007446
Design and Analysis of Algorithms (CS 2012)	Mr. Pradeep Kandula	pkandulafcs@kiit.ac.in	8984266460
Software Engineering (IT 3003)	Dr. Prasant Kumar Pattnaik	patnaikprasantfcs@kiit.ac.in	9438580088
Networks Laboratory (IT 3095)	Mr. Jyotiprakash Mishra	jyotiprakash.mishrafcs@kiit.ac.in	7008523329
Algorithms Laboratory (CS 2098)	Ms. Santwana Sagnika	santwana.sagnikafcs@kiit.ac.in	8093945565
Internet of Things (IT 3007)	Mrs. Meghana G Raj	meghana.rajfcs@kiit.ac.in	9000177935
Database Management Systems (CS 2004)	Dr. Chittaranjan Pradhan	chittaranjanfcs@kiit.ac.in	9861397865
Database Management System Laboratory (CS 2094)	Ms. Ipsita Paul	ipsita.paulfcs@kiit.ac.in	7205308557
Artificial Intelligence (CS 3011)	Dr. Madhabananda Das	mndas_prof@kiit.ac.in	9437229424
Advanced Programming Laboratory (CS 3097)	Dr. Manjusha Pandey	manjushafcs@kiit.ac.in	8763999448
Cryptography (CC 3021)	Dr. Partha Pratim Sarangi	pp.sarangifcs@kiit.ac.in	7008034997
Big Data (CS 3032)	Dr. Mainak Bandyopadhyay	mainak.bandyopadhyayfcs@kiit.ac.in	8009387402
Data Mining and Data Warehousing (IT 3031)	Dr. Minakhi Rout	minakhi.routfcs@kiit.ac.in	9861108580
Computational Intelligence (CS 3031)	Prof. Ranjeeta Patel	ranjeeta.patelfel@kiit.ac.in	9348369190
Computer Graphics (CS 3031)	Dr. Santosh Kumar Swain	sswainfcs@kiit.ac.in	9437162867
Information Theory & Coding (EC 3064)	Prof. Subhrakanta Behera	skbeherafet@kiit.ac.in	8763924455
Principle of Microprocessors & Micro-controllers (EC 3066)	Prof. B. V. V. S. Kumar	bvvs.kumarfet@kiit.ac.in	8919954010
Natural Language Processing (IT 3035)	Mr. N. Biraja Isac	nbiraja.isacfcs@kiit.ac.in	9945516838
Machine Learning (CS 3035)	Prof. Babita Panda	babitapfel@kiit.ac.in	7205856704

3RD SEMESTER B.TECH Course Coordinators			
Course Name & Code	Course Coordinator Name	Mail ID	Contact No
Object Oriented Programming (IT 2005)	Dr. Alok Kumar Jagadev	alok.jagadevfcs@kiit.ac.in	9937233652
Data Structures and Algorithms (CS 2001)	Dr. Rajat Kumar Behera	rajatkumar.beherafcs@kiit.ac.in	9886072882
Object Oriented Programming Laboratory (IT 2095)	Dr. Suneeta Mohanty	smohantyfcs@kiit.ac.in	9438541472
Data Structures Laboratory (CS 2091)	Dr. Rajdeep Chatterjee	rajdeepfcs@kiit.ac.in	9040820056

5. Faculty-in-Charges:

Faculty-In-Charges		
Alumni Relation	Dr. Satarupa Mohanty satarupafcs@kiit.ac.in	9124941515
	Dr. Namita Panda npandafcs@kiit.ac.in	9437444205
	Mrs. Meghana G Raj (Talk Series) meghana.rajfcs@kiit.ac.in	9000177935
Laboratory Governance	Dr. Himansu Das himanshufcs@kiit.ac.in	9861335143
	Mrs. Suchismita Das suchismita.dasfcs@kiit.ac.in	8763977944
Library Enrichment	Dr. Manas Ranjan Lenka manaslenkafcs@kiit.ac.in	9861077824
Quality Assurance	Dr. Siddharth Swarup Rautray qacell.cse@kiit.ac.in	8763999449
	Mrs. Krishna Chakravarty qacell.cse@kiit.ac.in	8658115387
	Dr. Niranjana Kumar Ray qacell.cse@kiit.ac.in	9861361486
	Dr. Mohit Ranjan Panda qacell.cse@kiit.ac.in	9777999330
Website & Social Media Management	Ms. Santwana Sagnika webmaster.sce@kiit.ac.in	8093945565
	Mr. Kunal Anand webmaster.sce@kiit.ac.in	8464800019
	Ms. Pratyusa Mukherjee webmaster.sce@kiit.ac.in	9861937376
Student Affairs	Dr. Manjusha Pandey ficstudentactivity.cse@kiit.ac.in	8763999448
	Dr. Leena Das ficstudentactivity.cse@kiit.ac.in	7750827038
	Ms. Roshni Pradhan ficstudentactivity.cse@kiit.ac.in	9439659354
	Mr. Sankalp Nayak ficstudentactivity.cse@kiit.ac.in	9853261679
Student Affairs (NCC & NSS)	Mr. R. N. Ramakanta Parida nss.sce@kiit.ac.in	7978036775
	Dr. Minakhi Rout nss.sce@kiit.ac.in	9861108580
	Dr. Rajat Kumar Behera rajatkumar.beherafcs@kiit.ac.in	9886072882

International Student Affairs (Academics)	Mr. Kumar Devadutta kdevduttafcs@kiit.ac.in	9437072128
	Dr. Mainak Bandyopadhyay mainak.bandyopadhyayfcs@kiit.ac.in	8009387402
Time Table Governance	Dr. Ajay Kumar Jena ajay.jenafcs@kiit.ac.in	9437232068
	Dr. Abhaya Kumar Sahoo abhaya.sahoofcs@kiit.ac.in	9861443456
Guest Lecture Engagement	Dr. Hrudaya Kumar Tripathy hktripathyfcs@kiit.ac.in	9437432185
	Dr. Pradeep Kumar Mallick pradeep.mallickfcs@kiit.ac.in	8895885152
Industry & Institute Collaboration	Dr. Rajdeep Chatterjee rajdeepfcs@kiit.ac.in	9040820056
	Dr. Saurabh Bilgaiyan saurabh.bilgaiyanfcs@kiit.ac.in	9040236696
Project Co-ordinator (UG)	Dr. Jagannath Singh jagannath.singhfcs@kiit.ac.in	9861085883
	Dr. Sushruta Mishra sushruta.mishrafcs@kiit.ac.in	7751995740

6. Job Distribution for Commencement of Classes:

Details of Work/Amenity Preparedness	<u>Deadline</u> No. of days (Before/After) commencement of class	Executing Person	Monitorin g Person
Class Rooms (Theory): Bench/Desk, White Board, White Board Marker & Ink, White Board Eraser, LCD/TV, AC, FAN, LIGHT, Internet Connectivity, Distribution of Files to Faculty & TA	7 days before	Executive/ Staff deputed by Sr. AO/ ICT	Sr. AO
Class Rooms (Laboratory): Chair/Desk, White Board, White Board Marker & Ink, White Board Eraser, LCD/TV, AC, FAN, LIGHT, Desktops, Internet Connectivity.	7 days before	Executive/ Staff deputed by Sr. AO/ ICT	Sr. AO
Installation CAMERA & Accessibility of CAMERA Recordings to Deans/ Director General	7 days before	ICT	Sr. AO
Load Distribution:	10 days before	FIC- Time Table	Dean (CCM)
➤ Preparing list of subjects	10 days before		
➤ Deciding no. of sections for faculty choice	10 days before		
➤ Seeking subject choice from faculty	10 days before		
➤ members (SCE & others School)	10 days before		
➤ Circulating draft load distribution to faculty (SCE & other)	10 days before		
➤ Circulating final load to Faculty (SCE & other)	10 days before		
Time Table (Theory):	10 days before	FIC-Time Table	Dean (CCM)
➤ Preparation of time table (TT)	10 days before		
➤ Circulation of the draft TT with the faculty members (SCE, others)	2 days before		
➤ Circulation of the final TT with the faculty members (SCE, other & Deans), students	2 days before		
Time Table (Laboratory):	10 days before	FIC- Laboratory Governance	Dean (CCM)
➤ Preparing list of Lab subjects and sections	10 days before		
➤ Collect Lab slots from FIC, Theory TT	10 days before		
➤ Distribution of lab load among TAs	10 days before		
➤ Circulate the draft copy with the TAs, M.Tech. & Ph.D. Scholars	2 days before		
➤ Circulate the final copy with TAs, M.Tech. & Ph.D. Scholars, Course Faculty	2 days before		
Student List:	2 days before	Mr. Vishwavijay Mohapatra	Dean (CCM)
➤ Circulate the student list to course faculty (SCE, others)	2 days before		
➤ Circulate the TA wise student list to TA, Course Faculty and Students	2 days before		
➤ Creation of Student Group ID (For 3 rd Sem only)	5 days before		
➤ Student database creation (Through Mentor)	5 days before		

Seeking Student Choice:			
➤ Seeking Student Choice for Department Electives	45 days before	Mr. Vishwavijay Mohapatra	Dean (CCM)
➤ Addressing student grievances and share the final allotment list with students	25 days before		
➤ Collecting Minor Students List from SAP and circulate among faculty members	7 days before		
➤ Collecting Open Elective student list from SAP and circulate among faculty members	2 days before		
➤ Collecting Honors List from SAP and circulate among faculty members	2 days before		
SAP Time Table:			
➤ Update the TT on SAP for attendance	1 day before	FIC- Time Table	Dean (CSE)
Text Book:			
➤ Seeking consent from faculty members	30 days before	FIC-Library Enrichment	Dean (IT)
➤ Finalizing the text book and sending it to central library			
Academic Administration:			
➤ Preparation of Detailed Academic calendar and PoC	5 days before	Dean (Academics)	Director General
➤ Circulation of detailed Academic Calendar to Course Faculty	2 days before		
➤ Update of Student Handbook (Academic Calendar and PoC for grievances on Website	5 days before		
➤ Selection of Course Coordinator (CC)	5 days before		
➤ Circulation of CC list with faculty members	3 days before		
➤ Notice for conduct of meeting with course committee members	2 days before		
➤ Conduct of meeting with TAs	2 days before		
➤ Sending Welcome letter by course faculty members	1 day before		
➤ Sending Welcome Letter to Parents	1 day before		
➤ Conducting Orientation Program for the Students (Beginning of Year)	1 st week of commencement of class		
➤ Conducting Interaction Program for the Students Council (During the Semester) and follow ups	Before Mid Sem After Mid Sem		
➤ Conducting First Review Meeting for the CC	15 days after		
➤ Sending student attendance to parents two times during the semester	Before Mid Sem After Mid Sem		
Tutor Mentor:			
➤ Updation of tutor mentor list	5 days before	Mr. Sanjeev Kumar Dash	Dean (CSE)
➤ Sending the new tutor mentor details to the students			

7. Job Distribution of Staff Members:

Office	Person & Responsibilities
Director General	Mrs. Shelly Suman Khuntia <ul style="list-style-type: none"> ➤ General Work of office of Director General ➤ Job as assigned by Faculty Members ➤ Work as assigned by FIC-International Students ➤ Job as assigned by Director General
	Mrs. Pravat Manjari Mohapatra <ul style="list-style-type: none"> ➤ Job as assigned by Director General ➤ Job as assigned by FIC-Industry & Institute Collaboration ➤ Job as assigned by FIC-Guest & Visiting Faculty ➤ Job of FIC-Alumni ➤ Job as assigned by Faculty Members
	Mr. Uma Sankar Behera <ul style="list-style-type: none"> ➤ Job as assigned by the FIC-Quality Assurance Cell ➤ Job as assigned by Director General
Dean	Mrs. Sagarika Kar <ul style="list-style-type: none"> ➤ Job of Compliance Cell ➤ Job as assigned by Deans
	Mr. Amulya Kumar Mishra <ul style="list-style-type: none"> ➤ Job of Compliance Cell ➤ Job as assigned by Deans
Dean, CSE	Mr. Sanjeev Kumar Dash <ul style="list-style-type: none"> ➤ Job as assigned by Coordinator - UG Project ➤ Job related to Tutor Mentoring ➤ Job as assigned by Course Coordinator- Practical Training ➤ Job as assigned by Dean, CSE
	Mr. Harishchandra Panda <ul style="list-style-type: none"> ➤ Issuance of certificates ➤ Job as assigned by Asst. CoE ➤ Job of Examination Cell ➤ Job as assigned by Dean, CSE
	Mr. Arun Kumar Dash <ul style="list-style-type: none"> ➤ Make photocopies of mid sem/quiz question paper (Confidential) ➤ Job of Examination Cell ➤ Store and office stationary ➤ Job for requirement of individual faculty for class room teaching (pen, duster, ink) at Campus-14 ➤ Room allotment ➤ Handling Petty Cash ➤ Job as assigned by Dean, CSE
Dean, IT	Mrs. Sujata Choudhury <ul style="list-style-type: none"> ➤ Job of Examination Cell ➤ Job of FIC-Library ➤ Job related to Hostel Affairs ➤ Job as assigned by Dean, IT
	Mr. Kanhu Charan Sethi <ul style="list-style-type: none"> ➤ Job of Examination Cell ➤ Job as assigned by Asst. CoE ➤ Job as assigned by Dean, IT
	Mrs. Amrita Kabi <ul style="list-style-type: none"> ➤ Job as assigned by FIC-School Website ➤ Job as assigned by Dean, IT

	<p>Mrs. Tunalata Nayak</p> <ul style="list-style-type: none"> ➤ Issuance of student registration card ➤ Job as assigned by Dean, IT
	<p>Mr. Pramod Kumar Jena</p> <ul style="list-style-type: none"> ➤ Prepare requisition slip for School requirements ➤ Job for requirement of individual faculty for class room teaching (pen, duster, ink) at Campus-15 ➤ Store and office stationary ➤ Job as assigned by Dean, IT
Dean, CC & CM	<p>Mr. Vishwavijay Mahapatra</p> <ul style="list-style-type: none"> ➤ Job as assigned by FIC-Time Table ➤ Job as assigned by Course Coordinators ➤ Maintenance of student list & attendance ➤ Job as assigned by FIC-Student Affairs ➤ Job as assigned by FIC-Laboratory ➤ Job as assigned by Dean, CC & CM
	<p>Mr. Ashis Kumar Palai</p> <ul style="list-style-type: none"> ➤ Job of Examination Cell ➤ Issuance of certificates ➤ Job as assigned by Asst. CoE ➤ Job as assigned by Dean, CC & CM
Program Head, M.Tech.	<p>Mr. Rahul Biswas</p> <ul style="list-style-type: none"> ➤ Job as assigned by Program Head (M.Tech.)
Dean, Research	<p>Mr. Rahul Biswas</p> <ul style="list-style-type: none"> ➤ Job as assigned by Dean, Research ➤ Job of Exam Cell [Only during conduct of Examinations]
Dy. CoE	<p>Mr. Somanath Mohanty</p> <ul style="list-style-type: none"> ➤ Job as assigned by Dy. CoE
	<p>Mr. Harishchandra Panda</p> <ul style="list-style-type: none"> ➤ Job as assigned by Dy.CoE
	<p>Mrs. Amrita Kabi</p> <ul style="list-style-type: none"> ➤ Job as assigned by Asst. CoE ➤ Job as assigned by Dy.CoE
Sr. Administrative Officer	<p>Mr. Badri Narayan Biswal, Mr. Jeeban Jyoti Nayak, Mr. Ram Chandra Behera, Mr. Bimbadhar Swain, Mr. Ashis Kumar Palai, Mr. Prahallad Behera, Mrs. Jayashree Barik, Mrs. Laxmi Priya Behera, Ms. Hemangini Naik, Mr. Siddheswar Behera, Mr. Bikash Kumar Pradhan, Mr. Mukesh Kumar Jena, Mr. Babuli Behera, Mr. Narendra Rout, Mr. Prasant Kumar Sahu, Mr. Mahendra Kumar Das :</p> <p>Job as assigned by Sr. AO</p>

8. Block wise Point of Contacts:

Contact Person for Class Management					
	Block-A Campus-15	Block-B Campus-15	Block-C Campus-14	Block-D Campus-17	Block-D Campus-3
Class Room Stationeries (Duster, Marker, Ink)	Pramod Ku Jena Jr. Assistant M: 9438821335	Pramod Ku Jena Jr. Assistant M: 9438821335	Arun Ku Dash Jr. Assistant M: 9861779428	Uma Sankar Behera Engineer Trainee M:7008060143	Pramod Ku Jena Jr. Assistant M:9438821335
Class Rooms Readiness	Badri Narayan Biswal Sr. Supervisor M: 9776924534	Ram Ch. Behera Supervisor M: 9937989025	Jeeban Jyoti Nayak Supervisor M: 9437265667	Bimbadhar Swain Assistant Supervisor M: 9777017443	Sushanta Patra Supervisor M: 9938499336
ICT Staff	Chinmaya Budhia Trainee M: 8118042631	Chinmaya Budhia Trainee M: 8118042631	Sarika Panigrahi Service Support Engineer M:9090875796	Pinku Nanda Trainee M:7008974019	Sanjib Moharana Service Support Engineer M: 9658838220
Shuttle Service	Contact No. Available with the Security of the respective Blocks				

9: Tutor Mentor Details:

Tutor Mentor List 4 th Year (2019 Admitted Batch)			
Student Roll No. Range	Name	Email ID	Mobile no.
1905002-1905062 20053020, 20053029	Mr. Rahul Sahoo	rahul.sahoo@kiit.ac.in	9778681934
1905063-1905127 20053021, 20053024, 20053024	Mr. Anil Kumar Swain	anil.swainfcs@kiit.ac.in	9938853866
1905128-1905185 20053025	Mr. Lalit Kumar Vashishtha	vashishthafcs@kiit.ac.in	9668224395
1905186-1905246 20053026, 20053027	Mr. Sujoy Datta	sdattafcs@kiit.ac.in	8093713885
1905247-1905312 20053031, 20053033, 20053034	Dr. Tanmaya Swain	tanmayafcs@kiit.ac.in	9437389858
1905313-1905380	Mr. Subhasis Dash	sdasfcs@kiit.ac.in	9437800206
1905381-1905454	Dr. Santosh Kumar Pani	spanifcs@kiit.ac.in	9861008635
1905455-1905527	Dr. Saurabh Bilgaiyan	saurabh.bilgaiyanfcs@kiit.ac.in	9040236696
1905528-1905582	Mr. Nachiketa Tarasia	ntarasiafcs@kiit.ac.in	9437131794
1905583-1905649	Mr. Pradeep Kandula	pkandulafcs@kiit.ac.in	8984266460
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10. Point of Contact for Requirement Redressal :

Sl. No.	Nature of Requirement	Authorized Department (Email ID)
1.	Bonafide Certificate for: i. Education Loan ii. Scholarship iii. Course-continuing iv. Passport v. Application for higher studies	School Compliance Cell (compliance.cse@kiit.ac.in)
2.	Railway Concession Pass	
3.	Issue of Grade Reports/ Provisional Degree Certificate/ Degree Certificate/ College Leaving Certificate/ Conduct Certificate	
4.	Extension for Academic/ Hostel Fees Payment	
5.	Open Electives or Department Electives related Queries	
6.	Rank Certificate No Backlog Certificate	
7.	Head Signature on Application Form (GATE, CAT etc.)	
8.	Discrepancy in marks, grades, answer sheets for B.Tech 2020 & 2019 admitted batch students, M.Tech. and Ph.D. students	Assistant CoE (acoe.cese@kiit.ac.in)
9.	Discrepancy in marks, grades, answer sheets for B.Tech 2018 & 2017 admitted batch students	Assistant CoE (acoe.csit@kiit.ac.in)
10.	Correction of Name, DOB & Change of Address Issues related to Scholarship	Admission (swapna.mohanty@kiit.ac.in)
11.	Laptop related issues (delivery/technical faults)	ICT Cell (laptop.service@kiit.ac.in) (helpdesk@kiit.ac.in)
12.	Issue related to inclusion in the school email group id	(helpdesk@kiit.ac.in)

Sl. No.	Nature of Requirement	Authorized Department (Email ID)
13.	Library books & Library access	School Library (beda_sahoo@kiit.ac.in) (bijaylaxmi@kiit.ac.in)
14.	Fee Discrepancy & SAP reflection	Accounts Section (manoj.meher@kiit.ac.in)
15.	Hostel Matters	Hostel (hostel@kiit.ac.in)
16.	Bonafied Certificate for Internship & queries related to Training, Placement and Internship	School T&P Cell (tnp.scs@kiit.ac.in)
17.	Recreational Facility Access	(sports.kiit@gmail.com)
18.	Student Counseling	(sucheta@kiit.ac.in)
19.	Student Activity	KSAC (shyam.behura@kids.ac.in)
20.	Unable to download the semester grade sheet	slcm.kiit@kiit.ac.in
21.	University Guest House Booking	kiitguesthouse@kiit.ac.in