

**ANNUAL REPORT OF
PROCTORING COMMITTEE
2018-19**

**SAPTHAGIRI COLLEGE OF
ENGINEERING BANGALORE**

Annual Report of the proctoring committee for 2018-19

The first proctoring committee meeting for the academic year 2018-19 was held on 11TH August 2018, 10.30 am. The meeting was chaired by Principal, SCE. Discussions regarding the activities of the academic year. The allotment of students to the proctors are discussed. All the DCPs are prepared the list of proctors and respective allotted students for the academic year 2018-19. The roles and responsibility of the committee has been discussed in detail.

The first review meeting of the proctoring committee for the academic year **2018-19 was held on 8th September 2018**. The chairman of the committee has been addressed all the members. The previous semester university results have been analysed. The DCPs and proctors of the respective departments were prepared the list of students who have scored less marks and taken the remedial action to improve them with the supervision of respective HODs and class teachers. The students with less attendance are strictly warned and instructed to attend the classes regularly and the same matter is conveyed to the respective parents. The convener and DCPs are addressed the needy students personally for special counselling and directed to counselling committee for further proceedings.

The second proctoring review meeting for this academic year was held on **10th October 2018**. The main discussion was about the first IA performance of the students. All the proctors are prepared the list of poor performers and given special attention to improve them. The students those who all are having less attendance have been listed out and informed to respective parents through the proctor.

The third proctoring review meeting for the academic year 2018-19 was held on **2nd November 2018**. The major discussion was about the second IA performance of the students of higher semester and first IA of first year students.. The performance of the slow learners are analysed with respect to first IA and second IA test. The subject difficulties addressed by the students are brought to the notice of the respective HODs through principal of SCE.

Final proctoring review meeting of higher semester was held **on 21st November 2018**. The detained list of students have been prepared and informed to the respective parents. 18th December the meeting was conducted to analyse the performance of first year students. The respective class teachers are informed to take special attention of the poor performers through the HODs of physics and chemistry. The final review proctoring meeting was held on **7th January 2019**. The main discussion was carried out about the detained students. The proctor books of first year physics and chemistry cycle mutually exchanged for the proctoring

of subsequent semester. The problems addressed by the students while proctoring can be reduced in the subsequent semester by catering to the needs of students.

30th January 2019 the executive proctoring committee meeting has been conducted. Complete activities according to the strategic plan were discussed in the meeting. **On 28th February 2019** the committee has been discussed about the roles and responsibilities. The first proctoring review meeting has been conducted on **12th march 2019**. The students' performance on the previous odd semester result and attendance performance were discussed. All the proctors are informed to monitor the students continuously. The second proctoring review meeting for even semester was held on **2nd April 2019**. The major discussion was about the first IA test and attendance performance. Slow learners are specially taken care with the help of class teachers. The third proctoring review meeting has been conducted on **2nd may 2019**. The main agenda was about the students' performance of second IA test. Non academics issues are informed by the students have been resolved. Final review meeting has been conducted on **17th may 2019**. The detained students list have been prepared and informed to the respective parents through the proctors. The proctor diary of first year students are transferred to the respective department for the proctoring of subsequent semester. The academic and non-academic issues addressed by the students while proctoring can be reduced in the subsequent semester by catering to the needs of students.

Convener

Principal