SRI SRINIVASA EDUCATIONAL & CHARITABLE TRUST (R)
SAPTHAGIRI COLLEGE OF ENGINEERING
(Affiliated to Visvesvaraya Technological University, Belagavi and Approved by AICTE-New Delhi)
(Accredited by NAAC with "A" Grade)
(ISO 9001:2015 & ISO 14001:2015 CertifiedInstitution) #14/5, Chikkasandra, Hesaraghatta Main Road,
Bengaluru-560057

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilization of resources

INDEX

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Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

ರವರಿಗೆ,

ವ್ಯವಸ್ಥಾಪಕರು,
ಸಪ್ತಗಿರಿ ಇಂಜಿನಿಯರಿಂಗ್ ಕಾಲೇಜು,
ಚಿಕ್ಕಬಾಣವಾರ
ಬೆಂಗಳೂರು ನಗರ.

ರವರಿಂದ:

ಪೊಲೀಸ್ ಇನ್ಸ್‌ಪೆಕ್ಟರ್,
ಸೋಲದೇವನಹಳ್ಳಿ ಪೊಲೀಸ್ ಠಾಣೆ,
ಬೆಂಗಳೂರು ನಗರ.

ಮಾನ್ಯರೆ,

ವಿಷಯ: ದಿನಾಂಕ: 20/09/2020 ರಂದು ಸಿವಿಲ್ ಪೊಲೀಸ್ ಕಾನ್ಸ್‌ಟೇಬಲ್ ಹುದ್ದೆಗೆ ಲಿಖಿತ
ಪರೀಕ್ಷೆಯನ್ನು ಇಟ್ಟುಕೊಂಡಿರುವುದರಿಂದ ತಮ್ಮ ಕಾಲೇಜಿನಲ್ಲಿ ಪರೀಕ್ಷೆ ಬರೆಯಲು ಕೊಠಡಿಗಳ
ವ್ಯವಸ್ಥೆ ಹಾಗೂ ಸಿಬ್ಬಂದಿಗಳ ವ್ಯವಸ್ಥೆ ಮಾಡಿಕೊಡಲು ಕೋರಿ.

*****

ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ತಮ್ಮಲ್ಲಿ ಕೋರುವುದೇನೆಂದರೆ, ದಿನಾಂಕ: 20/09/2020 ರಂದು
ಸಿವಿಲ್ ಪೊಲೀಸ್ ಕಾನ್ಸ್‌ಟೇಬಲ್ ಹುದ್ದೆಗಳ ಭರ್ತಿಯ ಸಂಬಂಧ ಬೆಂಗಳೂರುನಗರ ಪೊಲೀಸ್ ಕಮೀಷನರೇಟ್
ಘಟಕದಲ್ಲಿ ದಿನಾಂಕ: 20/09/2020 ರಂದು ಲಿಖಿತ ಪರೀಕ್ಷೆಯನ್ನು ನಡೆಸಲು ದಿನಾಂಕವನ್ನು ನಿಗದಿ ಪಡಿಸಿದ್ದು
ತಮ್ಮ ಕಾಲೇಜಿನಲ್ಲಿ ಪರೀಕ್ಷೆ ನಡೆಸಲು ಅನುವು ಮಾಡಿಕೊಡಬೇಕೆಂದು ಹಾಗೂ ಈ ಕೆಳಕಂಡ ನಮೂನೆ ರೀತ್ಯಾ
ಕೊಠಡಿ ಹಾಗೂ ಸಿಬ್ಬಂದಿಯವರ ಮಾಹಿತಿ ನೀಡಬೇಕೆಂದು ಈ ಮೂಲಕ ಕೇಳಿಕೊಳ್ಳುತ್ತೇನೆ

ಕ್ರ.ಸಂ	ಪರೀಕ್ಷಾ ಕೇಂದ್ರದ ಹೆಸರು & ವಿಳಾಸ (ಆಂಗ್ಲ ಭಾಷೆಯಲ್ಲಿ)	ಕೊಠಡಿಗಳ ಸಂಖ್ಯೆ	ಕೊಠಡಿ ಸಾಮರ್ಥ್ಯ (ಅಭ್ಯರ್ಥಿಗಳ ಸಂಖ್ಯೆ)	ಒಟ್ಟು ಸಾಮರ್ಥ್ಯ (ಅಭ್ಯರ್ಥಿಗಳ ಸಂಖ್ಯೆ)	ಲಭ್ಯವಿರುವ ಇನ್‌ವಿಜಿಲೇಟರ್ಸ್	ಲಭ್ಯವಿರುವ ಆಟೆಂಡರ್ಸ್	ಸಿಸಿಟಿವಿ ಸೌಲಭ್ಯ (ಇದೆ/ಇಲ್ಲ)
1	SCE	30	12	540	35	05	ಇದೆ

ವಂದನೆಗಳೊಂದಿಗೆ,

ತಮ್ಮ ವಿಶ್ವಾಸಿ,

24/8/2020
Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore-560 057

POLICE INSPECTOR
SOLADEVANAHALLI POLICE STATION
BANGALORE CITY.

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore- 560 057

Sri Srinivasa Educational & Charitable Trust

SAPTHAGIRI COLLEGE OF ENGINEERING

(Affiliated to VTU, Belagavi, and Recognized by AICTE, New Delhi)
(ISO-9001:2015, and ISO-14001:2015 Certified Institute)
14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru-560057

SAPTHAGIRI
College of Engineering

Civil Police Constable-2020
(POLCET-2020) Duty Allotment

Date: 20/09/2020   Time: 11am to 12:30pm

Sl No	Name	Duty allocated	Room allocated	Signature
1	Dr H Ramakrishna	Exam Center Head		
2	Dr. B S Krishna	Exams In-Charge		
3	Krishnegowda Y H	Room Invigilator	Special room	
4	Shankar Rana	Room Invigilator	Special room	
5	Dr Roopa K P	Room Invigilator	ALH-108	
6	Anusuya AM	Room Invigilator	ALH-109	
7	Manasa	Room Invigilator	ALH-110	
8	Shashi Rekha	Room Invigilator	ALH-112	
9	Kiran	Room Invigilator	ALH-113	
10	Nataraju H N	Room Invigilator	ALH-114	
11	Mohan A E	Room Invigilator	ALH-207	
12	Shiva Murali Mohan R	Room Invigilator	ALH-208	
13	Satish kumar Y D	Room Invigilator	ALH-301A	
14	Thejas M S	Room Invigilator	ALH-301B	
15	Ravi Shankara . M.N.	Room Invigilator	ALH-302A	
16	J R Girish	Room Invigilator	ALH-302B	
17	Dr. J S S Allwin E	Room Invigilator	ALH-305A	
18	Devaraja C	Room Invigilator	ALH-305B	
19	Dr. Keshavamurthy K	Room Invigilator	ALH-306A	
20	Gnanendra D S	Room Invigilator	ALH-306B	
21	Dr. Kumar Raju B C	Room Invigilator	ALH-307	
22	Dhruvaraj	Room Invigilator	ALH-308	
23	Kavya H P	Room Invigilator	ALH-309	
24	Sanjay Kumar J H	Room Invigilator	ALH-311	
25	Chaithra B M	Room Invigilator	ALH-312	
26	Sowmya Somanath	Room Invigilator	ALH-313	
27	Anil Kumar P R	Room Invigilator	ALH-405A	
28	Bindu M G	Room Invigilator	ALH-405B	
29	Nandini B J	Room Invigilator	ALH-406A	
30	Bhavya N P	Room Invigilator	ALH-406B	
31	Santhosh H C	Room Invigilator	ALH-407	
32	Chethana K R	Room Invigilator	ALH-408	
33	Mahavishnu	Room Invigilator	ALH-409	
34	Muralikrishna	Room Invigilator	ALH-410	

Principal
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Civil Police Constable-2020
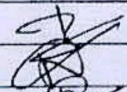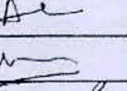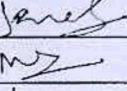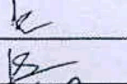## (POLCET-2020) Duty Allotment
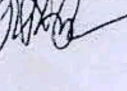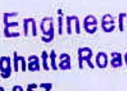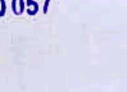
Date: 20/09/2020   Time: 11am to 12:30pm

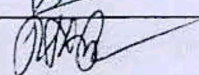| Sl No	Name	Designation	Amount(Rs)	Signature
1	Dr H Ramakrishna	Chief Supervisor	700	
2	Dr. B S Krishna	Exams In-Charge	600	
3		A.C.P/Dy.SP	600	
4		Supervisor	600	
5	Krishnegowda Y H	Room Invigilator	500	
6	Shankar Rana	Room Invigilator	500	
7	Dr Roopa K P	Room Invigilator	500	
8	Anusuya AM	Room Invigilator	500	
9	Manasa	Room Invigilator	500	
10	Shashi Rekha	Room Invigilator	500	
11	Kiran	Room Invigilator	500	
12	Nataraju H N	Room Invigilator	500	
13	Mohan A E	Room Invigilator	500	
14	Shiva Murali Mohan R	Room Invigilator	500	
15	Satish kumar Y D	Room Invigilator	500	
16	Thejas M S	Room Invigilator	500	
17	Ravi Shankara	Room Invigilator	500	
18	J R Girish	Room Invigilator	500	
19	Dr. J S S Allwin E	Room Invigilator	500	
20	Devaraja C	Room Invigilator	500	
21	Dr. Keshavamurthy K	Room Invigilator	500	
22	Gnanendra D S	Room Invigilator	500	
23	Dr. Kumar Raju B C	Room Invigilator	500	
24	Dhruvaraj	Room Invigilator	500	
25	Kavya H P	Room Invigilator	500	
26	Sanjay Kumar J H	Room Invigilator	500	
27	Chaithra B M	Room Invigilator	500	
28	Sowmya Somanath	Room Invigilator	500	
29	Anil Kumar P R	Room Invigilator	500	

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore- 560 057

30	Bindu M G	Room Invigilator	500	
31	Nandini B J	Room Invigilator	500	
32	Bhavya N P	Room Invigilator	500	
33	Santhosh H C	Room Invigilator	500	
34	Chethana K R	Room Invigilator	500	
35	Mahavishnu	Room Invigilator	500	
36	Muralikrishna	Room Invigilator	500	
37	Annappa gowda KC	Clerk	400	
38	Ananda kumar	Typist	400	
39	Umesh B N	Dalayat	200	
40	Krishnamurthy R	Dalayat	200	
41	Manju	Dalayat	200	
42		Escort	250	
43		Escort	250	
44	George	Security	100	

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore- 560 057

Superintendent of Police

Soladevanahalli Police Station

Soladevanahalli, B-90.

Dated: 03.09.2021

Subject: Conduct of NEET PG - 2021 Examination by National Board of Examinations in Medical Sciences.

Sir,

The National Board of Examinations in Medical Sciences (NBEMS) is an autonomous organization of the Ministry of Health and Family Welfare, Government of India, conducting examinations of high and uniform standards at Post Graduate and Post Doctoral level in Modern Medicine on All India Basis.

2. NBEMS shall be conducting National Eligibility Cum Entrance Test - Post Graduate (NEET - PG)-2021 on a computer based platform on 11th September, 2021 at the centres mentioned below. M/s Tata Consultancy Services (TCS) has been entrusted with the responsibility of the conduct of Examination.
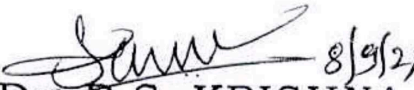
3. It is pertinent to mention that, in view of the COVID-19 Pandemic, the NBE is strictly adhering to Social Distancing norms at each of our Examination Centres and implementing all preventive and protective measures for Candidates and Concerned staff as per instructions of the Govt. of India.

Date of Exam	Time of Exam	Name and Address of the Exam Site	Total Number of Candidates (approx.)
11th Sept, 2021	09:00 AM to 12:30 PM	Sapthagiri College of Engineering, 14/5. Chikkasandra Hesaragatta Main Road, Bengaluru, Karnataka, India, 560057	120

4. We do not expect any Law and Order problem, however as a precautionary measure we take this opportunity to inform you about the conduct of the aforesaid examination in your Police jurisdiction.

5. You are also requested to instruct your Officers and Staff to extend support and co-operation to ensure that the said Examination is held in a safe, secure and protective environment.

Yours sincerely,

Dr. B.S. KRISHNA
Professor & Head
Department of Chemistry
Sapthagiri College of Engineering
BENGALURU - 560 057.

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

(Suresh Kumar K)
Joint Director (Admn.)
Tel: 011- 45593000(Ext.3075)

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore- 560 057

Bill of Supply

LISP NAME : Sapthagiri College of Engineering

ADDRESS :

14/5, Chikkasandra Hesaraghatta Main
Road,Bengaluru,Karnataka,India,560057

EMAIL : hodcse@sapthagiri.edu.in

Place of Supply: Maharashtra

San Prints Private Limited

167, Raja Industrial Estate, P. K. Road,

Mulund West, Mumbai - 400 080.

Invoice No : NEET110921BEN4

Invoice Date : 11th SEP 2021

Assessment Name : NEET EXAM

Assessment Date: 11th SEP 2021

Description	HSN/SAC Code	TOTAL (INR)
Expenses towards conducting NEET EXAM on 11th SEP 2021	998599	15880
Total		**15880**

PAN: AAGCS0925B

Beneficiary Name: SAPTHAGIRI COLLEGE OF ENGINEERING

Beneficiary A/C No: 30263521464

IFSC: SBIN0010499

Sanprints PAN #: AAICS0770L

Sanprints GST #: 27AAICS0770L1Z0

Signature of Center Head

Signature of ROM

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore- 560 057

14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru - 560 057. KARNATAKA,
Tel : 2837 2800 / 01 /02 / 03, 2313 0583 Fax : 080-2837 2797, E-mail : principal@sapthagiri.edu.in
Web : www.sapthagiri.edu.in

LISP NAME : Sapthagiri College of Engineering

ADDRESS :

14/5, Chikkasandra Hesaragatta Main Road,Bengaluru,Karnataka,India,560057

EMAIL : hodcse@sapthagiri.edu.in

Place of Supply: Maharashtra

San Prints Private Limited
167, Raja Industrial Estate, P. K. Road,
Mulund West, Mumbai - 400 080.

Reference Invoice No : NEET110921BEN4
Reference Invoice Date : 11th SEP 2021
Assessment Name : NEET EXAM
Assessment Date: : 11th SEP 2021

Description	HSN /SAC Code	QUANTITY	PRICE PER UNIT	TOTAL (INR)
Expenses towards conducting NEET EXAM on 11th SEP 2021				
Nodes	998599	120	40	4800
Test Center Administrator	998599	1	750	750
IT manager	998599	1	750	750
Invigilators	998599	5	500	2500
Support Staff	998599	3	300	900
Security Guards	998599	3	300	900
Electrician	998599	1	300	300
Frisking	998599	2	300	600
Supervison Support Charges for:				
Genset and/or Fuel Charges	998599	6	600	3600
Prints/photocopying	998599	60	1	60
Food	998599	120	4	480
Stationary	998599	120	2	240
		TOTAL		15880

PAN: AAGCS0925B
Beneficiary Name: SAPTHAGIRI COLLEGE OF ENGINEERING
Beneficiary A/C No:
30263521464
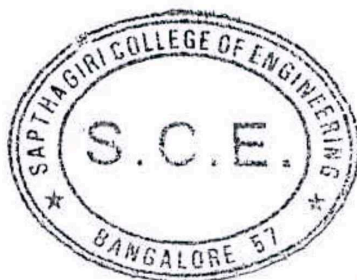IFSC: SBIN0010499

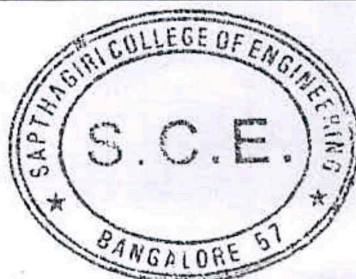Sanprints PAN #:
AAICS0770L

Sanprints GST #:
27AAICS0770L1Z0

Signature of Center Head

Signature of ROM

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Principal
Sapthagiri College of Engineering
Chikkasandra, Heseraghatta Road
Bangalore- 560 057

Sri Srinivasa Educational & Charitable Trust

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(Affiliated to VTU, Belagavi, and Recognized by AICTE, New Delhi)
(NAAC accredited with "A" Grade)
(ISO-9001-2015 & ISO-14001-2015 certified institute)
14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru-560057

List of staff members assigned for PG-NEET-2021 Exams duty

Exams Date: 11th September-2021

Timings: 9:00am to 12 noon

Sl No	Name	Role	Email id	Mobile number	Signature
1	Dr B S Krishna	Test Center Coordinator	hodchemistry@sapthagiri.edu.in	7892360771	
2	Lakshmana gowda N	IT Manager	lakshmangowda@sapthagiri.edu.in	9535887718	
3	Srikanth Parande	Invigilator	srikanthparande@sapthagiri.edu.in	8431476596	
4	Dhanuja B G	Invigilator	dhanujagovindaraju@gmail.com	9632820844	Dhanija B.G
5	Honnesha H K	Invigilator	Pankajahonnesh1978@gmail.com	9986331306	
6	Jayaramaiah	Invigilator	Jayarambaragur279@gmail.com	9164062801	
7	Shankar D S	Invigilator	Shankarfeb1988@gmail.com	9483435394	
8	Ramakrishna.N (CHE)	Thermal screening		9844063687	
9	Mangala Gouri (CSE)	Frisking		8147066955	
10	Chandrashekar (ME)	Frisking	Chandru17383@gmail.com	9538256517	
11	Raju T (CSE)	Helper	Rajuniveditha28@gmail.com	9900629119	
12	Mamatha T K (CSE)	Helper		9902241855	
13	Nagaraja (ECE)	Barcode scanning		6360110334	
14	Ajamma	House keeping			
15	Annpurna	House keeping			
16	Jagadeesh	Electrician		9845934019	

Note: All the above said staff members are requested to report sharply 7:30am at the test center on the above said dates.

Dr B S KRISHNA
Coordinator & Hod
Professor & Hod

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore 560 057

Principal
Principal
College of Engineering

Remuneration bill of the staff officiating NEET PG-2021 Exam duty on 11/09/2021

Sl No	Name	Role	Mobile number	SB account number	Remuneration Amount
1	Dr H Ramakrishna	Head of the Institution	9880703600	64055222923	750
2	Dr B S Krishna	Test Center Coordinator	7892360771	30264764064	750
3	Lakshmana gowda N	IT Manager	9535887718	32149000822	750
4	Krishnegowda Y H	Invigilator	9380730395	38110159792	500
5	Srikanth Parande	Invigilator	8431476596	38085926848	500
6	Dhanuja B G	Invigilator	9632820844	39413324724	500
7	Honnesha H K	Invigilator	9986331306	30268971826	500
8	Jayaramaiah	Invigilator	9164062801	20019209651	500
9	Shankar D S	Thermal screening	9483435394	20220513706	300
10	Ramakrishna.N (CHE)	Frisking	9844063687	30265606743	300
11	Mangala Gouri (CSE)	Frisking	8147066955	31247680370	300
12	Chandrashekar (ME)	Helper	9538256517	30266549873	300
13	Raju T (CSE)	Helper	9900629119	30266197896	300
14	Mamatha T K (CSE)	Barcode scanning	9902241855	31213149825	300
15	Nagaraja (ECE)	House keeping	6360110334	31533212056	300
16	Jagadeesh	Electrician	9845934019	30268971757	300
17	Ajamma	House keeping			300
18	Annpurna	House keeping			300
			Total		Rs.7,750

Test Center Coordinator
Dr. B.S. KRISHNA
Professor & Head

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road

Principal

Dr B S Krishna <hodchemistry@sapthagiri.edu.in>

Fwd: Test Center booking required - JEE MAINS (1044 Sapthagiri College of Engineering) - 20th 22nd 25th 27th 28th 29th 30th JULY & 2nd AUG 2021

1 message

Principal <principal@sapthagiri.edu.in>   Fri, Jul 23, 2021 at 2:54 PM
To: Dr B S Krishna <hodchemistry@sapthagiri.edu.in>, Lakshmana Gowda N <lakshmanagowda@sapthagiri.edu.in>

---------- Forwarded message ---------
From: **Gaurav Gupta** <g.gupta19@tcs.com>
Date: Fri, Jul 23, 2021 at 2:24 PM
Subject: Test Center booking required - JEE MAINS (1044 Sapthagiri College of Engineering) - 20th 22nd 25th 27th 28th 29th 30th JULY & 2nd AUG 2021
To: Principal <principal@sapthagiri.edu.in>
Cc: Siddharth Shinde <siddharth.shinde1@tcs.com>, Saivenkat V <saivenkat.v@tcs.com>, Sandeep Somayaji <sandeep.somayaji@tcs.com>, Manikram Mulani <manikram.mulani@tcs.com>, Manoj Shukla <manoj.shukla1@tcs.com>, Anmol Saha <anmol.saha@tcs.com>, Komal Hatim <komal.hatim@tcs.com>, Pavitra Acharya <pavitra.acharya@tcs.com>, sandeep.n5@mail.digialm.com <sandeep.n5@mail.digialm.com>, vikramthej.1@mail.digialm.com <vikramthej.1@mail.digialm.com>

Dear Sir / Madam

Thank you for the confirmation of **Jee Mains exam for Session 1 20th 22nd 25th 27th July 2021**

For Details mentioned below :-
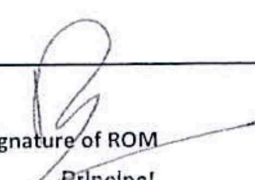
Date	Shift-1 (9.00 AM – 12.00 PM)	Shift-2(3:00 PM – 06.00 PM)
20th 22nd (afternoon Shift) 25th 27th July 2021	65	65

This mail is to inform you that **Session 2-28th 29th 30th July,2nd Aug** now has be postponed to new dates :- 26th, 27th, 31st Aug 1st 2nd Sept in 2 shifts each day

Kindly confirm your Center availability for the new dates (26th, 27th, 31st Aug 1st 2nd Sept)

Principal
Sapthagiri College of Engineering
Chikkasandra, Heseraghatta Road
Bangalore - 560 057

Bill of Supply

LISP NAME : Sapthagiri College of Engineering

ADDRESS :

14/5, Chikkasandra Hesaragatta Main
Road,Bengaluru,Karnataka,India,560057

EMAIL : hodcse@sapthagiri.edu.in

Place of Supply: Maharashtra

San Prints Private Limited
167, Raja Industrial Estate, P. K. Road,
Mulund West, Mumbai - 400 080.

Invoice No : JEE200721BEN7
Invoice Date : 27th JULY 2021
Assessment Name : JEE EXAM
Assessment Date: 20th,22nd,25th,27th JULY 2021

Description	HSN/SAC Code	TOTAL (INR)
Expenses towards conducting JEE EXAM on 20th,22nd,25th,27th JULY 2021	998599	77230
Total		**77,230**

PAN: AAGCS0925B

Beneficiary Name: SAPTHAGIRI COLLEGE OF ENGINEERING

Beneficiary A/C No: 30263521464

IFSC: SBIN0010499

Sanprints PAN #: AAICS0770L

Sanprints GST #: 27AAICS0770L1Z0

Signature of Center Head

Signature of ROM
Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
Bengaluru - 560 057

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bengalore- 560 057

14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru - 560 057. KARNATAKA,
Tel : 2837 2800 / 01 /02 / 03, 2313 0583 Fax : 080-2837 2797, E-mail : principal@sapthagiri.edu.in
Web : www.sapthagiri.edu.in

Annexure

LISP NAME : Sapthagiri College of Engineering

ADDRESS :

14/5, Chikkasandra Hesaragatta Main
Road,Bengaluru,Karnataka,India,560057

EMAIL :
hodcse@sapthagiri.edu.in

Place of Supply:
Maharashtra

San Prints Private Limited
167, Raja Industrial Estate, P. K. Road,
Mulund West, Mumbai - 400 080.

Reference Invoice No : JEE200721BEN7
Reference Invoice Date : 27th JULY 2021
Assessment Name : JEE EXAM
Assessment Date: : 20th,22nd,25th,27th JULY 2021

Description	HSN /SAC Code	QUANTITY	PRICE PER UNIT	TOTAL (INR)
Expenses towards conducting				
JEE EXAM on 20th JULY 2021				
Nodes	998599	65	60	3900
Test Center Administrator	998599	1	1125	1125
IT manager	998599	1	1125	1125
Invigilators	998599	6	750	4500
Registration Manager	998599	3	450	1350
Security & Frisking	998599	2	450	900
Support Staff for Maintenance of Centres / Venues (Electrician, Genset Operator etc)	998599	1	450	450
Peons	998599	2	450	900
Additional Cleaning Staff for Sanitizing workstations before & after the shift	998599	2	450	900
Volunteer with Thermo Gun at Entry Gate	998599	1	450	450
Volunteer for Crowd Management outside the Gate	998599	2	450	900
Volunteer with / without Bar Gun at Entry Gate for sharing candidate Lab NO	998599	1	450	450
Expenses towards conducting				
JEE EXAM on 22nd JULY 2021				
Nodes	998599	65	40	2600
Test Center Administrator	998599	1	750	750
IT manager	998599	1	750	750

14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru - 560 057. KARNATAKA,
Tel : 2837 2800 / 01 /02 / 03, 2313 0583, Fax : 080-2837 2797, E-mail : principal@sapthagiri.edu.in
Web : www.sapthagiri.edu.in

Principal
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Chikkasandra, Hesaraghatta Road
Bangalore-560057

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road

	998599	6	500	3000
Invigilators	998599	6	500	3000
Registration Manager	998599	3	300	900
Security & Frisking	998599	2	300	600
Support Staff for Maintenance of Centres / Venues (Electrician, Genset Operator etc)	998599	1	300	300
Peons	998599	2	300	600
Additional Cleaning Staff for Sanitizing workstations before & after the shift	998599	2	300	600
Volunteer with Thermo Gun at Entry Gate	998599	1	300	300
Volunteer for Crowd Management outside the Gate	998599	2	300	600
Volunteer with / without Bar Gun at Entry Gate for sharing candidate Lab NO	998599	1	300	300
Expenses towards conducting				
JEE EXAM on 25th JULY 2021				
Nodes	998599	65	60	3900
Test Center Administrator	998599	1	1125	1125
IT manager	998599	1	1125	1125
Invigilators	998599	6	750	4500
Registration Manager	998599	3	450	1350
Security & Frisking	998599	2	450	900
Support Staff for Maintenance of Centres / Venues (Electrician, Genset Operator etc)	998599	1	450	450
Peons	998599	2	450	900
Additional Cleaning Staff for Sanitizing workstations before & after the shift	998599	2	450	900
Volunteer with Thermo Gun at Entry Gate	998599	1	450	450
Volunteer for Crowd Management outside the Gate	998599	2	450	900
Volunteer with / without Bar Gun at Entry Gate for sharing candidate Lab NO	998599	1	450	450
Expenses towards conducting				
JEE EXAM on 27th JULY 2021				
Nodes	998599	65	60	3900
Test Center Administrator	998599	1	1125	1125
IT manager	998599	1	1125	1125
Invigilators	998599	6	750	4500

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Bangalore - 560 057

Registration Manager	998599	3	450	1350
Security & Frisking	998599	2	450	900
Support Staff for Maintenance of Centres / Venues (Electrician, Genset Operator etc)	998599	1	450	450
Peons	998599	2	450	900
Additional Cleaning Staff for Sanitizing workstations before & after the shift	998599	2	450	900
Volunteer with Thermo Gun at Entry Gate	998599	1	450	450
Volunteer for Crowd Management outside the Gate	998599	2	450	900
Volunteer with / without Bar Gun at Entry Gate for sharing candidate Lab NO	998599	1	450	450
Supervison Support Charges for:				
Genset and/or Fuel Charges	998599	20	600	12000
Prints/photocopying	998599	350	1	350
Food	998599	455	4	1820
Stationary	998599	455	2	910
		TOTAL		77230

PAN: AAGCS0925B

Beneficiary Name: SAPTHAGIRI COLLEGE OF ENGINEERING
Beneficiary A/C No:
30263521464
IFSC: SBIN0010499

Sanprints PAN #:
AAICS0770L

Sanprints GST #:
27AAICS0770L1Z0

Signture of Center Head

C. Vinodh

Signature of ROM
Principal
Sapthagiri College of Engineering
14/5, Chikkasandra Main Road
Ban

Principal
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Chikkasandra, Hesaraghatta Road
Bangalore- 560 057

iON ONLINE ASSESSMENT PLATFORM

Shift1 (IST) - 09.00 AM to 12:00 PM (01:00 PM*)
Shift2 (IST) - 03.00 PM to 06:00 PM (07:00 PM*)

(*Extra Time for PwD Candidates)

While you may have conducted assessments earlier with iON, instructions for this exam may defer as compared to the previous exams and hence we require your special attention towards the instruction sheet.

A) Exam Day Reporting:
- Reach the exam venue at **06:30 AM** to review all the arrangements.
- At the entrance, Invigilators need to undergo body temperature check using the thermo gun.
- New mask and gloves will be provided which needs to be worn as long as they're in the center.

B) Gate Closure Time
- **08.30 AM for Shift1 & 02:30 PM for Shift2;** Report to Venue Head for candidates coming after these timings.
- Ensure that you are clearly briefed about the Test Center gate closure time and clearly made to understand that no Candidate is permitted to enter the Test Center after the gate closure time.
- After all the candidates who have entered the gate in time and have reached the respective labs, the doors of the labs are to be latched / bolted from inside by the invigilator.
- This will ensure that no unauthorized / late candidate is able to sneak in without knowledge of the invigilator. Generally, the invigilators should be ready to bolt the doors 15 minutes before commencement of the exam. Once the exam commences smoothly, after about 15 minutes of commencement, the doors are to be kept unlatched till completion of the exam. This is being adapted to ensure that no one can gain access to the labs late and that there are no issues of late logins, taking exams without proper verification of the documents etc.
- On the day of the exam, ensure only one entrance of Test Center is used for candidate entry. All other entrances of the Test Center should be closed.

C) Exam Preparation: Please go to the exam room allocated to you, and ensure:
1. Candidate systems to be launched as per the SD model at the venue.
2. 5 A4 size rough sheets are kept on the desks of all the candidates before they reach the respective labs.
3. Drive manager server should be used for unlocking candidates and logging incidents.
4. Ensure the AEC server URL for your room, is written legibly on the board in the exam room.
5. Candidates have been instructed to reach the test center **120 minutes** before exam start time.
6. Ensure that canopies (partitions) between computers are firmly stuck to the table so that they do not fall or fly away with the fan's breeze.
7. Help the TCS personnel to ensure that the partitions between the client systems are placed properly.
8. Help the TCS personnel in launching the test software on the client systems as per the Registration Number and System Number mapping.

D) Candidate Verification and Handling in the Examination Hall:
- Once the candidate reaches the lab, verify if the candidate has been mapped to the room at the entrance of the lab and check the following documents:
    - Original Admit Card with candidate's photograph and Left Thumb Impression on the Self-Declaration form for COVID-19 symptoms
    - Original ID proof (PAN Card/ Driving License/Voter ID/12th Class Board Admit or Registration card/ Passport/Aadhar Card/E-Aadhar Card with photo/Ration Card/Aadhar Enrolment No. with Photo)
    - One recent passport size color photograph to paste it on Attendance sheet
- Once the documents are verified, the candidate must sanitize their hands using the hand sanitizer and proceed to the registration desk for registration.
- Registration manager must ask the Candidate to stand straight and remove the mask to capture a clear photograph of the candidate during registration. Post that, candidate's right eye IRIS needs to be captured.
- Once the candidate is registered, the system will display the System no. of the candidate where he/she will sit.
- Candidate will sanitize the hands using hand sanitizer and sign on the declaration part of call letter in your presence. In case, anyone has done it before coming for the exam, he/she should be asked to sign again on it.
- Candidate will again sanitize the hands using hand sanitizer and go to the allocated system.
- Ensure that the candidates do not meddle with the system until the announcement about the examination process is made.

E) During Exam Process:
- Collect the admit cards (only 1st page) stapled with exception forms, if any from candidates and hand them over to the Volunteer/SPOC.

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Instructions for Invigilators
NTA JEE Paper I_20th, 22nd, 25th & 27th July 2021

- Candidates need to put their signature and paste Photograph at the appropriate place in Attendance Sheet. Signature to be taken from candidate twice, one before start of the exam and other 30 mins before exam end.
- Invigilator to carry hand sanitizer and candidates must sanitize their hands before and after putting signatures on the attendance sheet.
- Invigilator must sanitize their hands before and after checking the candidate's system for resolving system issues raised by the candidate, if any. Also, social distancing norms must be always followed with the candidates.
- In case of cheating / impersonation, Venue Head needs to be informed immediately.

F) Invigilators in Isolation labs
- Invigilators in isolation labs should be well equipped with PPE and wear masks, gloves and face shield.
- Invigilator must avoid roaming in the isolation lab.

G) Managing Female Candidates:
- Ideally, a single Female candidate should not be placed in any lab during exam.
- Minimum 3-4 Female candidates to be accommodated in the lab during exam, if possible.
- Female invigilator needs to be present in the lab even if a single female candidate is giving exam in that room.
- Ensure to maintain a safe distance from the female candidates while interacting with them.
- Ensure that no personal information/question is asked from/to the candidate.
- Ensure that you don't stand for too long near a female candidate, without reason.
- In case a female candidate's face is covered by a veil/burqa, female volunteers/female security guards should ask the candidate to lift the veil and verify her face against the ID proof/call letter.
- Female volunteer/invigilators should check ladies' handbags, thick bangles, key chains etc. for hidden camera.
- Any female candidate moving inside the venue during exam (washroom, baggage area etc.), should be escorted by a female volunteer.

H) Candidate Instructions and Sign In:
1. Announce to the candidates that to sign in for the exam, Roll No is pre-populated on login screen of the candidate and announce the password to the candidates.
2. From the 'Candidate Instructions Sheet', read out the candidate instructions to all candidates **15 Minutes prior to the start of the exam**.
3. Ensure that all candidates begin reading instructions on the candidate console **10 Minutes prior to the exam**.
4. Ensure that all candidates begin the exam at the stipulated time.

I) Exam Time Management:
1. The exam duration is **180 minutes (240 minutes*) for both shifts.** Candidates must keep checking the timer on their respective screens.

J) Unlocking candidates and Registering Incidents through Drive Manager Server:
1. To unlock a candidate through drive manager server, login to http://ip address of mapped server/AEC. Login using drive manager credentials.
2. Go to the **View Examinees** tab and select the **Unlock** check box against the candidate's ID in this list. Click the **Unlock Candidates** button and then click on **OK** button to confirm unlocking the candidate.
3. For registering an incident, go to **View Candidates** tab, click on the Assessment ID and fill in the details of the incident form.

K) Other Instructions:
1. On exam day, monitors of unused nodes should be switched off.
2. Inform the candidate that, in case of automatic or manual log out from the exam console, all the attempted responses of the candidate will be saved. Also, the exam will start from the time where it had stopped.
3. If the candidate's CRT (Cathode Ray Tube) screen is unclear or fuzzy, then inform the IT Manager to degauss it.
4. Candidates should not indulge in any malpractice for e.g., copying or talking to each other.
5. Log an incident for any deviation observed. Also, inform to the Venue Head to mention in the exam report.
6. In case candidates ask queries on the marking system, or on the questions in the Question paper, please ask them to refer to the instruction page on the candidate console.
7. In case any candidate wants to go for a bio-break, he/she must keep their belongings (admit card, photo ID proof, belongings, etc.) on the seat and a volunteer must escort the candidate to the washroom and back to the seat following social distancing norms.
8. If a candidate disappears during the exam, immediately inform the Venue Head.
9. Do not carry any reading or writing material, mobile phone or any other electronic gadgets into the exam hall.
10. Be present in the hall to do the invigilation until completion of test and maintain a secure, professional, quiet, and controlled environment at all times.
11. Maintain social distancing with the other invigilators and do not talk to them during exam.

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12. Be extremely vigilant and keep a close watch on all candidates in your assigned lab.
13. Ensure that the candidates are not communicating in any way with each other during the examination period.
14. Be watchful of any unfair practice in the exam hall. In case of cheating/impersonation/malpractice, immediately report it to the Venue Head.
15. In case of any issue with the candidates or any scuffle or riotous situation, notify the Venue Head immediately.
16. **Avoid moving candidate to another lab and try to accommodate him/her in the same lab on a buffer system.**

L) **Post Examination:**
- At the end of shift, ensure that candidates drop used rough sheets in the drop box labelled as **"Rough Sheets"**.
- Candidates should be allowed to move out of the lab in an orderly manner – one candidate at a time following the social distancing guidelines.
- At the end of the day, carry the mask/gloves to your homes and dispose it there.
- At the end of all exam shifts, switch off all PCs, Monitors, Lights, Fans and any other appliances.

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On the Day of Examination

Shift1 (IST)	Shift2 (IST)	Activity
06:00 AM	06:00 AM	Venue Head, IT Managers, Test Centre Technical Staff report at the Test Centre
06:00 AM	06:00 AM	Venue Head inspects and ensure readiness of the infrastructure including servers, client systems, network, UPS, and generator
06:30 AM	06:30 AM	Invigilators report at the Test Centre
06:30 AM	12:30 PM	TCS IT Manager configures the drive on Primary Server using appropriate credentials
06:30 AM	12:30 PM	TCS IT Manager configures the backup server
07:00 AM	01:00 PM	TCS IT Manager will enter the drive password
07:00 AM	01:00 PM	Candidates are allowed to enter the Centre as per their staggered time slots and Document Verification starts at the Registration Desk
07:00 AM	01:00 PM	Candidates are allowed to enter the Examination Hall after authenticating with appropriate identification proof and required documents
08:30 AM	02:30 PM	TCS IT Manager will click on process bundle for content processing.
08:30 AM	02:30 PM	Gates close; Report to Command Center and await further instructions for candidates coming after this time
08:45 AM	02:45 PM	TCS IT Manager will click on 'Allow candidates to log in' on Primary server
08:45 AM	02:45 PM	Invigilator will read out instructions for candidates
08:50 AM	02:50 PM	Candidates can login to read instructions
09:00 AM	03:00 PM	Commencement of Online Examination
09.15 AM to 09.30 AM	03.15 PM to 03.30 PM	Invigilators to collect the admit cards (only 1st page) stapled with exception forms, if any from candidates and hand them over to the Volunteer/SPOC
09.30 AM	03.30 PM	Volunteer/SPOC has to count the collected admit cards stapled with exception forms, if any and match the count of admit cards with the count of present candidates in the lab. Once the count is verified, Scanning of Admit Cards to be done which will be named as "Roll No". If any exception form is scanned, it has to be named as "Roll No_Exception Form" and it has to be saved in 'Center Documents' folder while uploading the drive.
09.00 AM to 12:00 PM (01:00 PM*)	03.00 PM to 06:00 PM (07:00 PM*)	TCS IT Manager to keep monitoring AEC Server Screen for any locking incidences
12:00 PM (01:00 PM*)	06:00 PM (07:00 PM*)	End of Online Examination *
12:00 PM (01:00 PM*)	06:00 PM (07:00 PM*)	TCS IT Manager will verify the Number of candidates present = Number of candidates submitted examination
12:05 PM (01:05 PM*)	06:05 PM (07:05 PM*)	IT Manager will upload the scanned document folders and End Slot after confirming all the candidates have submitted the assessment
12:10 PM (01:10 PM*)	06:10 PM (07:10 PM*)	IT Managers uploads the result after ending all the slots of the Test Center
12:15 PM (01:15 PM*)	06:15 PM (07:15 PM*)	Submit IT Manager Feedback / Submit IR Feedback
12:20 PM (01:20 PM*)	06:20 PM (07:20 PM*)	End the Drive

(*Extra Time for PwD Candidates)

19/7/21

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Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road
Bangalore- 560 057

SAPTHAGIRI COLLEGE OF ENGINEERING

(Affiliated to VTU, Belagavi, and Recognized by AICTE, New Delhi)
(NAAC accredited with "A" Grade)
(ISO-9001-2015 & ISO-14001-2015 certified institute)
14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru-560057

List of staff members assigned JEE-2021 Exams duty

Exams Date: 20, 22, 25, & 27th July-2021 & 22nd August-2021

Timings: MS: 9:00am to 12 noon & AS: 3:00pm to 6:00pm

Sl No	Name	Role	Email id	Mobile number	Signature
1	Dr B S Krishna	Test Center Coordinator	hodchemistry@sapthagiri.edu.in	7892360771	
2	Lakshman gowda	IT Manager	lakshmangowda@sapthagiri.edu.in	9535887718	
3	Dr Gurushantha K	Invigilator	gurushanthak@sapthagiri.edu.in	9916314335	
4	Dr. Devaraja C	Invigilator	devarajac@sapthagiri.edu.in	9591211267	
5	Krishnegowda Y H	Invigilator	krishnegowdayh@sapthagiri.edu.in	9380730395	
6	Shashi Rekha. G	Invigilator	shashirekhag@sapthagiri.edu.in	7975627017	
7	Shankar Rana	Invigilator	shankarrana@sapthagiri.edu.in	9886550470	
8	Ramakrishna.N (CHE)	Thermal screening		9844063687	
9	Manju (PHY)	Frisking		9980036477	
10	Parvathamma (PHY)	Frisking		8453800684	
11	Raju (CSE)	Helper		9900629119	
12	Mamatha (CSE)	Helper		9902241855	
13	Bhagya (MAT)	Barcode scanning		9731547334	
14	Ajamma	House keeping			
15	Annpurna	House keeping			
16		Security			

Note: All the above said staff members are requested to report sharply 7:30am at the test center on the above said dates.

Dr. B.S. KRISHNA
Professor & Head

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Road

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road

Sri Srinivasa Educational & Charitable Trust

SAPTHAGIRI COLLEGE OF ENGINEERING
(Affiliated to VTU, Belagavi, and Recognized by AICTE, New Delhi)
(NAAC accredited with "A" Grade)
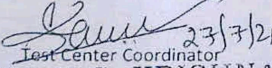(ISO-9001-2015 & ISO-14001-2015 certified institute)
14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru-560057
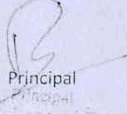
Remuneration bill for JEE-2021 Exams

Exams Date: 20, 22, 25, & 27th July-2021

Sl No	Name	Total quantity	20/07/2021 (2 shifts)	22/07/2021 (1 shift)	25/07/2021 (2 shifts)	27/07/2021 (2 shifts)	Total amount
1	Test Center Coordinator	01	1125x1=1125	750x1=750	1125x1=1125	1125x1=1125	Rs.4,125
2	IT Manager	01	1125x1-1125	750x1=750	1125x1-1125	1125x1-1125	Rs.4,125
3	Registration Desk	03	750x3=2250	500x3=1500	750x3=2250	750x3=2250	Rs.8,250
4	Invigilators	06	750x6=4500	500x6=3000	750x6=4500	750x6=4500	Rs.16,500
5	Thermal screening	01	450x1=450	300x1=300	450x1=450	450x1=450	Rs.1,650
6	Frisking	02	450x2=900	300x2=600	450x2=900	450x2=900	Rs.3,300
7	Barcode scanning	02	450x2=900	300x2=600	450x2=900	450x2=900	Rs.3,300
8	Helper	02	450x2=900	300x2=600	450x2=900	450x2=900	Rs.3,300
9	House keeping	02	450x2=900	300x2=600	450x2=900	450x2=900	Rs.3,300
10	Electrician	01	450x1=450	300x1=300	450x1=450	450x1=450	Rs.1,650
11	Security	01	450x1=450	300x1=300	450x1=450	450x1=450	Rs.1,650
	Total		Rs.13,950	Rs.9,300	Rs.13,950	Rs.13,950	Rs.51,150

Note: Kindly transfer the above said remuneration amount to college account (SB: 33849902920, IFSC: SBIN0010499, SBI, Hesaraghatta Road branch)
Rupees fifty thousand one hundred and fifty only

23/7/21
Test Center Coordinator
Dr. B.S. KRISHNA
Professor & Head
Department of Chemistry
Sapthagiri College of Engineering
BENGALURU - 560 057.

Sapthagiri College of Engineering
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Principal
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