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BEST PRACTICE1

MARGADARSHI

(STUDENT PROCTORING SYSTEM)

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PROCTORIAL SYSTEM

The Proctorial System has been introduced in Sapthagiri college of Engineering with the main objective of providing supportive care and counsel to students in their academic and personal problems. This system helps the students complete their studies comfortably and successfully. The Proctorial system is used to continuously and regularly monitor the academic progress of the students and to rectify their problems. The college encourages parents to be in regular contact with the Proctor/Chief Proctor/HOD/Principal. All the students of this college will come under the proctorial system which envisages a personal and intimate relationship between teachers and students. The proctors will act as parent substitutes during the academic hours in the life of the students in college. A proctor will be in charge of not more than 25 students of a particular class.

OBJECTIVES

- To inspire a healthy relationship between the teacher and student.
- To eliminate any indiscipline among the students.
- To improve the overall academic performance in the Examination.
- To give students a measure of self-confidence.
- To maintain discipline in the Institute; ensure Institute rules are understood and followed;
- To keep an eye on the general moral behaviour of the students
- To prevent the student from indulging in any political activities on Institute premises.

FUNCTIONS OF THE PROCTOR

Every teaching department implements the proctor process through its faculty and all the faculty members are designated as proctors.

- The Proctor acts as a local guardian to solve the academic and administrative problems of the respective wards.
- The Proctor closely monitors the progress of students under his/her care and helps them in overcoming their problems.
- The Proctor shall assist in academic and overall development of the student.
- Proctor conducts regular meetings with Students and parents.



PROTORIAL PROCESS

- The Proctorial Process is a supportive process, wherein the Chief Proctor heads the system with the guidance of Principal. Each department has a deputy chief proctor and all the faculty members act as proctors.
- Each proctor is allotted around 20 to 25 students.
- The proctor acts as a local guardian helping to solve the academic and administrative problems faced by respective wards, and would help in solving personal problems, if any.
- The proctor maintains a Student Information Record (SIR) for each of his/her wards which gives all the details of the students, in terms of course registration/course dropping/withdrawn/re-registration etc.
- In addition to details of proctor-student meetings held from time to time, SIR also gives the details of the performance of the candidate in the semester end examination.
- Provision has been made to send the performance of each student to his/her parents/ guardians furnishing the details of attendance, class marks, examination results, etc. These reports are sent every month in a particular semester to the parent / guardian of each student.
 - The third report is sent in case of such students who fail to satisfy the minimum attendance requirement of 85% in each of the subjects and the necessary internal marks as stipulated by VTU norms.
 - The proctorial process is made more effective by web enabling the Student Information System by the software.
 - Faculty members update the attendance and CIE marks through software regularly.
 - The Chief Proctor regularly conducts scheduled meetings with the deputy chief proctors, HODs and Principal on the Proctorial process.
 - The attendance and CIE Marks entered by each faculty member on the Student information system is constantly monitored by the Principal.
 - The attendance and CIE Marks are displayed in the notice board of respective departments regularly
 - A student whose performance is not up to the mark is asked to appear for counselling with the proctor/deputy chief proctor/chief proctor in order to help the student improve his/her performance in the coming semesters.
 - The Proctorial System has received an excellent response and encouragement. However, continuous efforts are being made to give the best services from our Institution.

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

- A student whose performance is not up to the mark is asked to appear for counselling with the proctor/deputy chief proctor/chief proctor in order to help the student improve his/her performance in the coming semesters. The mentors have been advised to maintain the formative assessment of proctees for encouraging them in academics.
- The mentors have to intimate the special students to proctoring committee in order to have special counseling. The committee will then refer them to the counseling committee for further needful.

Convener

Mrs. Rekha S.N.

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



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Proctoring committee

Standard Operating Procedure

- The Proctorial Process is a supportive process, wherein the Chief Proctor heads the system with the guidance of Principal. Each department has a deputy chief proctor and all the faculty members act as proctors.
- Each proctor is allotted around 20 to 25 students.
- The proctor acts as a local guardian helping to solve the academic and administrative problems faced by respective wards, and would help in solving personal problems, if any.
- The proctor maintains a Student Information Record (SIR) for each of his/her wards which gives all the details of the students, in terms of course registration/course dropping/withdrawn/re-registration etc.
- The proctor will inform the respective proctees to meet them at a specific time and date through messages for counseling them.
- In addition to details of proctor-student meetings held from time to time, SIR also gives the details of the performance of the candidate in the semester end examination.
- Provision has been made to send the performance of each student to his/her parents/ guardians furnishing the details of attendance, class marks, examination results, etc. These reports are sent every month in a particular semester to the parent / guardian of each student.
- The third report is sent in case of such students who fail to satisfy the minimum attendance requirement of 85% in each of the subjects and the necessary internal marks as stipulated by VTU norms.
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- Faculty members update the attendance and CIE marks through software regularly.
- The Chief Proctor regularly conducts scheduled meetings with the deputy chief proctors, HODs and Principal on the Proctorial process.
- The attendance and CIE Marks entered by each faculty member on the Student information system is constantly monitored by the Principal.
- The attendance and CIE Marks are displayed in the notice board of respective departments regularly

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Phone:080-28372800/1/2

www.sapthagiri.edu.in PROCTORING COMMITTEE

Fax: 080-28372797

Strategic Perspective Plan for Proctoring committee for 2020-21

ODD SEM	

		the second s		JEINI		
1	11th August 2020	Proctoring committee meeting	Discuss about the activities of the semester.	prepare the number of proctees. Prepare the list of proctor-proctees.	proctor diary- 800 x 30 = 24000-/-	
2	16th September 2020	Proctoring committee meeting	First proctoring Review	Discuss about the academic and non academic activities of the students - Previous semester Result analysis. List out the students who have scored less marks and take remedial action to improve them. Attendace of previous month		
3	21st October 2020	Proctoring committee meeting	second proctoring review	Discussion about first IA Test performance and any issues with respect to academics and non-academics		
4	25th November 2020	Proctoring committee meeting	Third proctoring Review	Discussion about the attendance performance and second test IA performance		
5	22nd December 2020	Proctoring committee meeting	Final Review	Performance of final IA and Final attendance. Final report.		

C1 . N1	La .	1	EVI	EN SEM		
SI. No.	Chronology	Plan	Description	Strategy	Funds/Budget	Remarks
1	30th January 2021	Proctoring committee meeting		List out the proctor proctee list and to To make the proctoring system more effective any changes required or not have to be discussed		
2	26th feb 2021	Proctoring committee meeting	First proctoring Review	Discussion about Previous Result performance and Attendance Performance of the students		
3	12th march 2021	Proctoring committee meeting	second proctoring review	Discussion about first IA Test performance and any issues with respect to academics and non-academics		
4	2nd April 2021	Proctoring committee meeting	Third proctoring Review	Discussion about the attendance performance and second test IA performance		
5	3rd may 2021	Proctoring committee meeting	Final Review	Performance of final IA and Final attendance. Final report.	0	

Convener

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Sapthagiri College of Engineerica 14/5, Chikkasandre, Hesaragnetis Mourte Bengaturu - 560 067



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Ref: SCE/PC/2020-21/Cir-02

Date: 20/10/2020

Circular

Proctoring committee

As per the direction of the Principal a meeting has been convened for discussion of the points given in agenda. In this regards all the members are requested to assemble in principal chamber for discussing about the following agenda on 21/10/2020 at 3.30 p.m.

Agenda

- Review of first Proctoring report
- Discussion about the previous semester result performance
- Discussion about the first IA test performance.
- Others



Convener

(Mrs. Rekha SN)

Principal Sapthagiri Cellage of Engineering 14/5, Chikkeendra, Heeraghatte Main Road Bengeture - 500 057

Sl. No	Faculty Name	Branch	Role	Signature
1	Mrs.Shobha. S	ECE	Member	r
2	Mrs.Chaithra	CSE	Member	Chasy
3	Mr.Ravichandra/Ramya R	ISE	Member	In.
4	Dr. Tulsidas D	ME	Member	3
5	Mr.Bharath BN	EEE	Member	RATUR
6	Mr.Prashanth Kumar .H. P	BT	Member	2103
7	Mr.Pramod K R	Civil	Member	Vi
8	Mrs.Bhavya N.P	P-Cycle	Member	196
9	Mrs.Roopa K R	C-Cycle	Member	12





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Ref: SCE/PC/2020-21/MOM-02

Date: 21/10/2020

Proctoring committee

MINUTES OF MEETING

Proctoring committee meeting has been called on 21/10/2020 at 3.30pm at Principal chamber to discuss and decide upon the following

AGENDA:

- Review of first Proctoring report
- · Discussion about the previous semester result performance
- Discussion about the first IA test performance.
- Others

Based on the above points, the findings discussed are

- All the DCP's are requested to instruct the proctors to convey the performance of the proctees to the respective parents.
- The result of all the branches were excellent as the results were based on internal evaluation because of covid pandemic.
- It is decided to inform the parents about the attendance and IA status of their wards. The students
 who scored less IA marks have been advised to be regular and attentive to the classes. All DCPs
 are requested to check their respective proctors report. IA marks and attendance status shall be
 entered neatly to verify the performance of the student.
- The proctors are requested to monitor the online classes and attendance. And also requested to resolve the technical issues faced by students with the help of subject teachers.

(Mrs. Rekha S N)

CONVENER

Principal Frincipal Sapthagiri Cettage of Engineering

The following members attended the meeting

14/5, Chikkapendra, Heseraghettz Main Road Bensaluru - 560 057

S1.	Faculty Name	Branch	Role	Signature
No				
1	Mrs.Shobha. S	ECE	Member	. *
2	Mrs.Chaithra	CSE	Member	che
3	Mr.Ravichandra/Ramya R	ISE	Member	m.
4	Dr. Tulsidas D	ME	Member	A A
5	Mr.Bharath BN	EEE	Member	BET LAB
6	Mr.Prashanth Kumar .H. P	BT	Member	631 03
7	Mr.Pramod K R	Civil	Member	12 Alexandre
8	Mrs.Bhavya N.P	P-Cycle	Member	1967
9	Mrs.Roopa K R	C-Cycle	Member	di A



ANNUAL REPORT OF PROCTORING COMMITTEE 2020-21

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Annual Report of the proctoring committee for 2020-21

The first proctoring committee meeting for the academic year 2019-20 was held on 11th August 2020, 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 2020-21. The roles and responsibility of the committee has been discussed in detail.

The first review meeting of the proctoring committee for the academic year 2020-21 was held on 21st September 2020. 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 discussion about the first IA performance of the students also carried out. 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. And the proctors were advised to give special attention for the academic improvements. Since all the classes were conducted online, the online proctoring was conducted regularly whenever required.

The second proctoring review meeting for the academic year 2020-21 was held on 25th November 2020. The major discussion was about the second IA performance of the students of higher semester. The performance of the slow learners was 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. All the proctors were requested to monitor the attendance

Final proctoring review meeting of higher semester was held on 13th January 2021. The detained list of students have been prepared and informed to the respective parents. 18th February 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.

13th April 2021, the executive proctoring committee meeting has been conducted. Complete activities according to the strategic plan were discussed in the meeting and also the committee has been discussed about the roles and responsibilities. The first-year physics and chemistry cycles proctor's diary were exchanged for subsequent proctoring. On 27th may 2021, the first proctoring review meeting was conducted. 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 7th June 2021. The major discussion was about the first IA test and attendance performance. Slow learners are specially taken care with the help of class teachers. All the proctoring review meeting has been conducted on 12th July

2021. 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 August 2021. The detained students list have been prepared and informed to the respective parents through the proctors. The final review of first year was conducted on 25th September 2021. The performance of all students was informed to the respective parents. The performance of all students was informed to the respective parents. The proctor diary of first year students 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.

Convene

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



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PARENT TEACHER ASSOCIATION (PTA)

PTA stands for **Parent Teacher Association**, an institution -based organization with a mission to make the college a better place for students to learn. The Parent-Teacher Association is a statutorily constituted body which aims at the overall development of the college. Parental co-operation in creating a healthy campus atmosphere is of utmost importance. The Parent Teacher Association is a non-government organization of the parents of all students of the College and the teaching faculty. It is a very active organization working in the College to provide a common forum for interaction of parents and teachers so as to improve facilities for academic excellence. It also provides special and essential services to the students and the staff.

Constitution of the Parent-Teacher Association, Sapthagiri college of Engineering

Name – The name of this association shall be "ASHRAYA" Sapthagiri

Aims and objects – The aims and objects of the Associations shall be

To foster and promote good relationship among the members of the teaching staff, students and guardians of the students.

To create in its members keen interest for the smooth working and the progress of the college and for maintaining good discipline and high academic standards.

To institute scholarships, prizes, medal etc., to benefit students showing a high proficiency in their studies.

To provide some amenities to the students of this College.

To assist students coming from socially and economically backward group financially or otherwise to complete Engineering education successfully.

To promote the activities of the Training and Placement Cell and to conduct Seminars and Technical/Training programmes for the students to achieve technology-oriented skills/jobs

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PTA Expectations

The PTA Board will be responsible to the Principal. Minutes of each meeting will be kept and made available upon the request of a parent, teacher or committee member.

Roles and Responsibilities of the Committee

PTA is mainly formed for a basic reason of taking into account the welfare and education of the learners. Parents and teachers study ways and means of bringing up well educated, cooperative and perfectly behaved young citizens. Both parents and teachers seek effective ways of developing each child's potentials. The time commitment is not onerous at all. The PTA Executive Committee meets one or two times per term and although we encourage executive members to help organize and run events it is not mandatory and in fact many fundraising events are organized by parents not on the executive committee with the help of other parents who just want to volunteer for specific jobs without the responsibility of running them. Obviously certain roles on the executive will attract some additional work and oversight as outlined below.

Members of the Executive Committee, which includes Parent & Reps, are expected to understand, support and fulfil the following responsibilities:

- Actively participate in regularly scheduled Committee meetings. Read any material distributed prior to the meetings. Contribute to discussions and support decisions that are arrived at by the Committee and hold any confidential information shared at the meetings in confidence.
- Be informed about the PTA's mission statement and constitution document.
- Be an advocate of the PTA and encourage others to get involved, whether by joining the Executive Committee or helping with fundraising events.
- Along with the other committee members, set the fundraising goals of the committee and work in partnership with the other members to achieve the goals set.
- In partnership with the other committee members, ensure effective allocation of the funds raised.
- Contribute to ideas for fundraising and allocation of funds.
- Be willing to assist with at least one PTA fundraising event in the college year either as an organizer or volunteer.
- Be accessible to other parents and teachers who wish to put forward ideas or concerns to the PTA
- Raise money to help both the running and the activities of the college.
- Explain the roles of the college to the community, this is how teachers and community members come to a more harmonious relationship.
- They give their points of view to the teachers concerning academic improvement and moral standards.
- Help the staff to maintain effective discipline among their students.

Code of conduct

oal Sapthagiri College of Engineering

14/6, Chikkesandra, Heseraghaita Main Road Bongaluru - 560 057 There is an expectation of mutual respect and cordiality during meetings. Suggestions are welcome from all members orally or in writing.

Procedures

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Association meetings as determined by executive committee and official minutes and financial statements (if any) will be kept

Invitations to meetings with proposed meeting agenda sent out to every parent two weeks prior.

Events and programs are planned by Executive Board and presented to the larger group to deliberate and vote on by an agreed quorum.

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Standard Operating Procedure of ASHRAYA-PTA

- 1. Principal is the chairman of the association. The chairman shall constitute the association by selecting the convener and members of the association
- 2. The parent teacher association shall select parent representatives in the Council.
- 3. Parents will receive the notification of the events to be conducted from PTA through the members of the association.
- 4. A list of parents shall be compiled and kept for future use once their ward get graduated from the institution.
- 5. Parent teacher association of SCE is suitable channel for the parents to contribute in the all-round development of the institution.
- 6. The PTA does not interfere in the day-to-day administration of the college
- PTA gives suggestions on behalf of parent's community for the betterment of college in all dimensions.
- 8. Maintain a permanent file of the minutes, committee reports and records pertaining to the work of the Association.
- 9. PTA is expected to help in the working of the college by providing resources in different aspects
- 10.PTA shall assist the institution in planning and organizing educational programs, seeing the syllabus is completed.
- 11. Meetings of the PTA shall be held at least twice per year. PTA shall provide support to the parent's community through education, orientation and other services.
- 12. Meetings will have a set time limit, with the part of the meeting lasting not more than 1hour 15 minutes.
- 13. Meeting minutes should be approved by the PTA committee and the head before distribution.
- 14. Notices and information to the parents need to be approved by an administrator.
- 15. To create friendly and social relationships and promote communication between the faculty, parents and other associates of the college so that the parents and teachers may co-operate intelligently in the education of the students.
- 16. PTA shall help the students at the institution by providing funding and assisting in special projects for education.
- 17. To support such united efforts between the school and community as to secure for all students the highest advantages in social, intelligent and physical education.

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SCE /PTA/2020-21/CIR-01

Date: 27th August 2020

Circular

Parent Teacher Association: ASHRAYA.

As per the direction of the principal a meeting has been convened for discussion of the points given in agenda. In this regards all the members are requested to assemble in principal chamber for discussing about the following agenda on 28th August 2020 at 10.30am.

Agenda

- To explain the roles and responsibility and standard operating procedure to the new members
- Prepare for the activities based on the strategic plan
- Modalities to be made for the conduction of parent teacher meeting.

SI. No	Faculty Name	Designation	Dept.	Signature
1	Mrs.Shobha. S	Associate Professor	ECE	\$
2	Mrs.Chaithra	Associate Professor	CSE	che
3	Ramya R	Assistant Professor	ISE	lig
4	Dr. Tulsidas D	Associate Professor	ME	1
5	Mr.Bharath BN	Assistant Professor	EEE	BOAUS
6	Mr.Prashanth Kumar .H. P	Assistant Professor	BT	C.Sor
7	Mr.Pramod K R	Assistant Professor	Civil	Jus.
8	Mrs.Bhavya N.P	Assistant Professor	(P-Cycle)	Sh.
9	Mrs.Roopa K R	Assistant Professor	C-Cycle	1

Convener Mrs. Rekha SN

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17th April 2021 10am to 1.00 pm Respective departments	6th FEB 2021 10.30 am at Principal chamber	28th NOVEMBER 2020 10am to 1.00pm Respective departments	17th september 2020 - 10.30 am at Principal chamber	SI. No Chronology
Parent Teacher meeting	Parent Teacher Association meeting	Parent Teacher meeting	Parent Teacher Association meeting	Plan
Planning to conduct parent teacher meeting. Reward the students securing highest mark in all branches based on Previous sem results & Reward the	All association members will be participating to discuss about the activity.	Planning to conduct parent teacher meeting. Planning to give token of appreciation to toppers of various departments	All association members will be participating to discuss about the activities.	Description
Discuss about the academic and non academic activities of the students with respective parents . And incorporating the suggestions from parents to improve the quality of the students.	Discuss about parent teacher meeting and any activity to be conducted. Discuss to improve the activity of PTA.	1. Discuss about the academic and non academic activities of the students with respective parents . And incorporating the suggestions from parents to improve the quality of the students.	Discuss about parent teacher meeting and any activity to be conducted. Prepare the list of activity for the running semester.Preparation for the parent teacher meeting meeting. Planning to reconstitute the association with more members	Strategy
Refreshments for parents - Rs. 15000-/-	Refreshments Coffe / tea - biscuits Rs. 200-/-	Refreshments for parents - Rs. 15000-/-		Funds/Budget
				Remarks



SAPTHAGIRI COLLEGE OF ENGINEERING

(Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi) #14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru – 560057

Phone:080-28372800/1/2 www.sapthagiri.edu.in

Fax: 080-28372797

Strategic Perspective Plan for PTA for 2020-21 PARENT TEACHER ASSOCIATION

ANNUAL REPORT OF ASHRAYA 2020-21

SAPTHAGIRI COLLEGE OF ENGINEERING BANGALORE



SRI SRINIVASA EDUCATIONAL & CHARITABLE TRUST (R) SAPTHAGIRI COLLEGE OF ENGINEERING

(Affiliated to Visvesvaraya Technological University, Belgaum& Approved by AICTE-New Delhi) (An ISO 9001:2015 and 14001:2015 certified institution) 14/5, Chikkasandra, Hesaraghatta Main Road, Bangalore-560057 Accredited by NAAC –A GRADE

Report of the activities of ASHRAYA for 2020-21

ASHRAYA central executive committee meeting on 14th July 2020. The first PTA central executive committee meeting for the academic year 2020-21 was held on 27th August 2020 at 10.30 am. The meeting was chaired by Principal, SCE. Discussions regarding the conduction of PTM and the PTA fund collection for providing token of appreciation for toppers. The PTA members voluntarily agreed to function as a counselling desk during all the days of admission.

The first parent teacher meeting for the academic year 2020-21 was held on 6th March 2021. The Principal of SCE addressed all the parents before starting the individual interaction with proctors. In the speech principal stressed on the impact of technology in the life of children and the impact of mobile phones and internet on the future of children. After refreshment the parents were directed to the different classes where they met the proctors and discussed the progress of their wards. All the parents expressed their sincere gratitude towards the institution for the excellent care given to their wards. Certain parameters in the institute are modified based on the feedback from parents





Faculty interaction with parents

SAPTHAGIRI COLL	EGE OF ENGINEERING
	uru - 560 057
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Sapthagiri College of Engineering 14/5, Chikkesandre, Hesaraghette Mein Road Bengaturu - 580 057

Academic Details

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Principal Sapthagiri College of Engineering 14/5, Ohikkeendra, Heeereghetta Mein Read Bengeturu - 560 057

Academic Details

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Principal Sapthagiri College of Engineering 14/5, Chikkaeandra, Heesraghatte Main Road Bengeluru - 560 057

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Meeting Details I Sem

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Signature of DCP

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Principal Sapthagiri College of Engineering 14/5, Chikkesendra, Heeeraghatte Main Read Bengaturu - 569 057 Signature of HOD

Meeting Details II Sem

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Principal Sapthagiri College of Engineering 14/5, Childesendre, Linescolution Read Bengeburu - 580 657

Meeting Details III Sem

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Signature of HOD

Principal Sapthagiri College of Engineering 14/5, Chikkesandra, Hesaraghatta Main Read Bengaturu - 509 657

Signature of DCP

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Meeting Details VI Sem

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Principal Sapthagiri College of Engineering 14/5, Chikkesandra, Heseregharte Mein Road Bengehuru - 560 057

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Signature of HOD

Principal Sapthagiri College of Engineering 14/5, Chikkasandra, Heseraghatta Main Road Bengeluru - 560 057

Signature of DCP

Meeting Details VIII Sem

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III						
IV						

Signature of DCP

Signature of HOD

Principel Sapthagiri College of Engineering 14/5, Chikkasandra, Heseraghette Mein Road Bengaturu - 500

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	of Meeting			
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Parent/Gardian CommunicationDetails

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Principel Sapthagiri College of Engineering 14/5, Chikkasandra, Hesaraghette Main Road Bengeluru - 560 05

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Parent/Gardian Personal Visiting Detalls



Principel Sapthagiri College of Engineering 14/5, Chikkasandra, Hesersghette Main Reed Bengeburu - 560 057

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Details of Reference for Counseling

Principal Sapthagiri Cellege of Engineering 14/5, Chikkesandra, Hesaraghetta Main Read Bengeluru - 560 857

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Details of Disciplinary Actions Taken or Warnings Issued



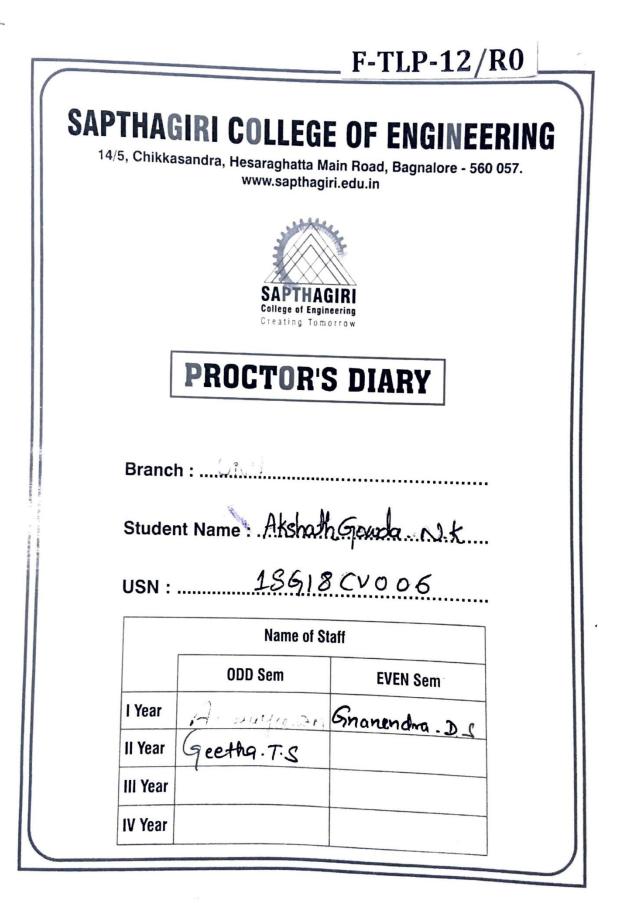
Principal Sapthagiri College of Engineering 14/5, Chikkesendre, Heseraghette Mein Read Bengaluru - 560 057

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Sapthagiri College of Engineering 14/5, Chikkesandre, Hesaraghette Main Read Bengeluru - 560 067

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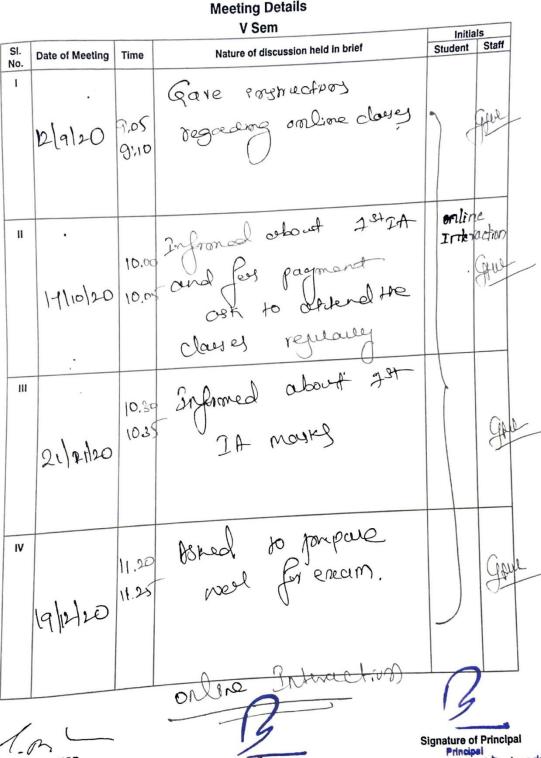


Date of Meeting	Time	IV Sem Nature of discussion held in brief	Initials Student Staff
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Meeting Details

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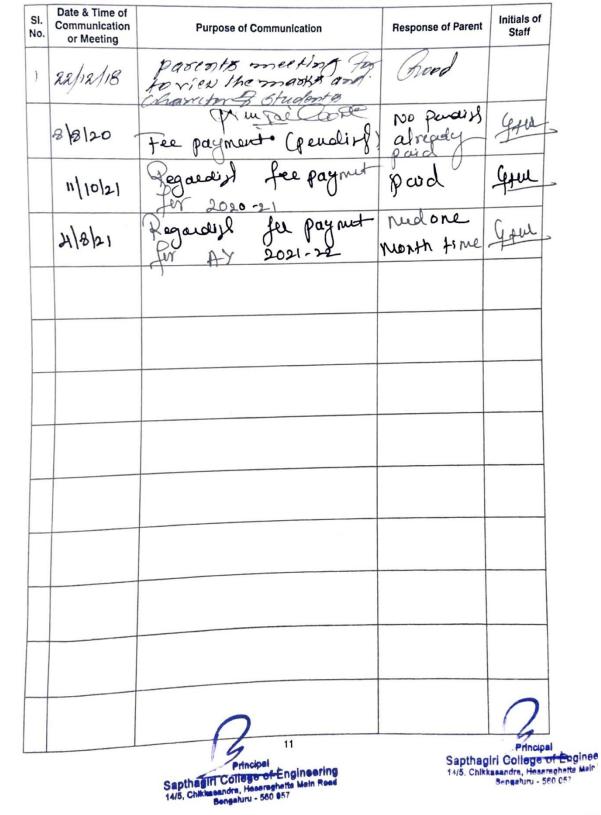
Signature of HOD

Principal Sapthagiri College of Engineering 14/5, Chikkasandra, Heserreghette Mein Road Bengehuru - 560 057 Principal Sapthagiri College of Engineering 14/5, Childasandra, Hesersghette Mein Reed Bengaturu - 580 057

Meeting Details VI Sem Initials Nature of discussion held in brief 2:30 Conduction (online mode) and fee pay met for AY - 2020-21 Student Staff SI. Date of Meeting No. I 11/5/21 H:00 Subjects. Asked 20 prepare well for 25+2A 11 16/6/21 online Inferenced about pro) ш and discused about 8/7/21 9.60 months statuy PA-Asked to Submit the IA and disignment books on time and informed about IA Morky. IV (f) Bius +18/2) Signature of Princips Signature of HOD Principal 8 Sapthagiri College of Engineering Principal 14/5. Chikkesandra, Hasareghatta Main Poed Bengahiru - 560 057 Sapthagiri College of Engineering

14/5, Chikkesendra, Hesereghatte Main Road Bengshuru - 560 057

Parent/Guardian Communication Details



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SRI SRINIVASA EDUCATIONAL & CHARITABLE TRUST (R)

Sapthagiri College of Engineering 14/5, Chikkasandra, Hesaraghatta main road, Bengaluru-560057 (Affiliated to Visvesvaraya Technological University, Belgaum & Approved by AICTE, New Delhi) (Accredited by NAAC with "A" Grade) (ISO 9001 2015 & 14001: 2015 Certified Institution)

BEST PRACTICE -2

SAPTHAGIRI SAPTHAPADA

(Students community conviction)

INDEX

S.NO.	Content	Page Number
1	Details of Clubs involved in Extension Activities	1-2
2	Details of Extension activities Carried out in academic year 2020-21	3
3	Details of Number of students Involved in Extension activities	4-5
4	Reports of Extension activities conducted in academic year 2020-21	6-16



Details of Clubs involved in Extension Activities

	Details of Clubs involved in a	Objectives
S.NO.	NAME OF CLUB	The Aust Blood Donation
1	SWAYAMSEVA - NSS	 To Conduct Blobe Blobe Scherker camps, Swachh Bharath Abhiyar and Other awareness Programs. Involve students in extension activities and create awareness. Holistic Development of Students. Service to the society.
		1 To create awareness in
2	HASIRU - ECO club	 To create students on issues related to environment protection. To conduct awareness programs on cleaning surroundings, Lakes ETC. Swachh Bharath Abhiyan. Awareness campaign FOR Farmers on organic farming Awareness on pollution and its effects in the government school Vanamahotsava (Importance of trees and environment) Holistic Development o Students. Service to the society. Create awareness in student
3	Community club	 Create armientos in check-u Conduct various awareness programs on, Health, Education and Cleaning etc. Holistic Development of Students. Service to the society. Organize Health check-u
4	Health Club	 camps at Govt. schools and Villages. Awareness on healthy eating habits etc. Involving students in various extension activities. Holistic Development of Students.

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



SRI SRINIVASA EDUCATIONAL & CHARITABLE TRUST (R)

Sapthagiri College of Engineering 14/5. Chikkasandra, Hesaraghatta main road, Bengaluru-560057 (Affiliated to Visvesvarava Technological University Belgaum & Approved by AICTE. New Delhr) (Accredited by NAAC with "A" Grade) (ISO 9001 - 2015 & 14001 -2015 Confect for the total

(ISO 9001 2015 & 14001 2015 Certified Institution)

5	SAPTHAGIRI SAMATHA -Equal opportunity cell	 Create awareness on child rights, right for education. Create awareness on Govt. schemes available for women and for community belonging to backward class. Holistic Development of Students. Service to the society
6	SAMARTHINI – Women Empowerment Cell	 Create awareness in Rural Women on Health and hygiene. Awareness programs on women empowerment. Involving students in various extension activities Holistic Development of Students. Service to the society
7	PRATHIRODHANA - Prevention of Sexual harassment cell	 Awareness programs on sexual abuse, Sexual violence etc. Awareness program on family abuse and related issues for rural women Involving students in various extension activities Holistic Development of Students. Service to the society

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

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Details of Extension activities carried & Number of students Involved in Various activities

<u>s.no</u>	Name of Clubs	Years	Number of programmes conducted	Number of students Participating In the activities
1	ECO Club / NSS / EOC/ Community Club / Health Club / Women Empowerment Cell / & Prevention of Sexual Harassment Cell.	2020-21	9	866
	Tarassinent Cen.	Total	9	866

Academic Year 2020-2021

Principal Sapthagiri College of Engineering 14/5, Chlkkasandra, Hesaraghatta Main Road Bengalura - 560 057

Principal Sapthagiri College of Engineering 14/5, Chikkasandra, Heseraghetta Main Road Bengaturu - 580 - 55"

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14/5, Chikkasandra, Hesaraghatta main road, Bengaluru-560057 (Affiliated to Visvesvaraya Technological University: Belgaum & Approved by AICTE, New Ceth (Accredited by NAAC with: A: Grade) (ISO 9001: 2015 & 14001: 2015 Certified Institution)

2020-21

SL No	Name of the activity	Organizing unit/cell in the institution	Collaborating agency/Dept./Unit outside	Year of Activity	Number of students participated in such activities	Impact on students	Location
1.	Sadhbhavana diwas	NSS		20/8/2020	35	Awareness on environment, social responsibility	Sapthager College of Engineering
2.	Teacher's Day	NSS/CC		5/9/2020	250	Awareness on Literacy	Sapinagin College of Engineering
3.	Covid Awareness drive	NSS/ Health Club		10/10/2020	183	Awareness on health benefits.	Sapthagiri College of Engineering
4.	Drug Awareness and Prevention for Healthy Society	NSS/ ECO Club/Health Club		9/11/2020	180	Awareness on health benefits.	Sapthagiri College of Engineering
5.	National Voters Day.	NSS/Health Club		25/1/2021	50	Awareness on literacy	Supphagin College of Engineering
	Role of Forensic Medicine to Detect Sexual Harassment & Attain Equanimity"	WEC/PSHC		29/9/2020	92	Awareness on women safety	Sapthagin College of Engineering
				Sapthadiri (14/5, Chikkasan Ben	Principal Ollege of Engi dra, Hesaraghatta M galuru - 560 052	Neering ain Root	Edncipel Sapthagiri College of En 14/5, Chikkssanda, Nearaphati Bengeluru - 580 057



14/5, Chikkasandra, Hesaraghatta main road, Bengaluru-560057 (Affiliated to Visvesvaraya Technological University: Belgaum & Approved by AICTE. New Deimi (Accredited by NAAC with A. Grade) (ISO 9001-2015 & 14001-2015 Certified Institution)

	Yoga during Pandemic to achieve Equanimity''	NSS/ECO Club/Health Club/PSHC	 21/6/2021	35	Awareness on health benefits.	Sapthagiri College of Engineering
	Awareness About IT- BT	EOC	 26/10/2020	16	Awareness on Technology	Sapthagiri College of Engineering
9.	Celebrating B R Ambedkar Jayanthi	EOC	 23/7/2021	25	Awareness on Rights	Sapthagiri College of Engineering

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



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Sadbhavana Diwas

The NSS (SWAYAM SEVA) committee meeting was held on 17th August 2020 and planned to organize "Sadbhavana Diwas" on 20th August 2020. The program involved by pledge taken by the students in the presence of NSS Coordinator Dr. Tulsidas D along with the Staff cordially supported by the management, Principal Dr. H Ramakrishna, SCE, Bengaluru.

Sadbhavana Diwas is celebrated on 20 August every year to commemorate the birth anniversary of former Prime Minister Rajiv Gandhi. Sapthagiri College of Engineering celebrated Sadbhavana Diwas on 20.08.2020. This day is observed to encourage the national integration, peace, affection and communal harmony among the Indian people of all religions. The program involved by pledge taken by the students in the presence of NSS Coordinator Dr. Tulsidas D along with the Staff cordially supported by the management, Principal Dr. H Ramakrishna, SCE, Bengaluru.



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Convenor

Sadbhavana Diwas-2020

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Health Camp for Faculty and First Year Students

Teachers' day program on 5th Sept 2020 involved with felicitation and cultural events by students in the presence of NSS Coordinator Dr. Tulsidas D and also coordinated by cultural coordinator along with the Staff, student Volunteers cordially supported by the management, Principal Dr. H Ramakrishna, SCE, Bengaluru,





Teacher's day celebration

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COVID Awareness Drive

NSS UNIT of Sapthagiri College of Engineering organized "COVID Awareness Drive" on Saturday,10th October 2020. The program involved in taking pledge on COVID-19 by the Staff/students in the presence of NSS Coordinator Dr. Tulsidas D and cordially supported by the management, Principal Dr. H Ramakrishna, SCF, Bengaluru, 150 staff members and 33 students took pledge on this occasion.



Convenor

COVID-19 Oath taking by SCE staff

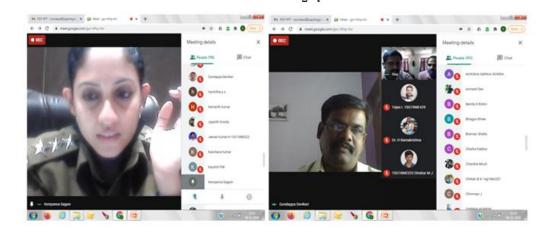
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Drug Awareness and Prevention for Healthy Society

NSS UNIT of Sapthagiri College of Engineering in association with ECO club and health club organized webinar on "Drug Awareness and Prevention for Healthy Society" on 9th November 2020. The webinar was delivered by Smt. Reena Suvarna, IPS, Asst. Commissioner of Police, Bengaluru North and Dr. Gundappa Devikeri, Head of the department, MSW, Bengaluru North University, Kolar. The sessions were attended by the Principal. Heads of departments, faculties & students of SCE. The program involved with 2 sessions and started with welcome speech Prof. Prashanth Kumar H P in presence of NSS Coordinator Dr. Tulsidas D along with the Staff cordially supported by the management, Principal Dr. H Ramakrishna, SCE, Bengaluru



Drug awareness by Mrs Reena Suvarna and Dr. Gundappa Devikere



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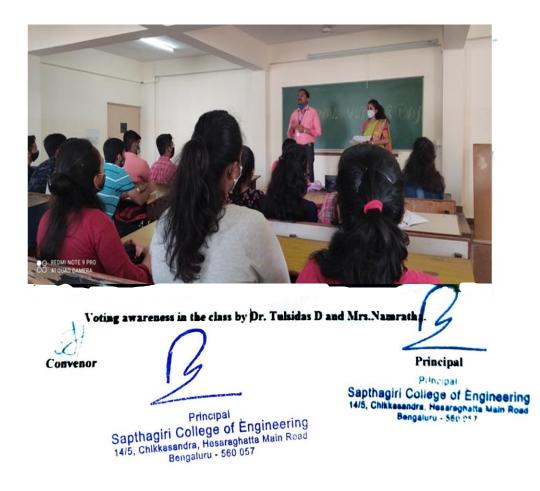
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National Voter's Day

NSS UNIT of Sapthagiri College of Engineering organized "Voter's Pledge" on 25th January 2021. Under the guidance of Principal Dr. H Ramakrishna, NSS in association with Human Rights club organized an oath taking ceremony on the occasion of National voter's day on 25th January 2021 for first year students who are eligible for voting registration. Program started with welcome speech by Dr. Tulsidas D. NSS Program officier which included a brief summary on the importance of Voting Rights, Voter's card benefits in our constitution and registration procedure. Later Mrs. Namratha V administered the oath taking. Program was concluded by Mr. Prashanth Kumar H P.





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Awareness Program

"Role of Forensic Medicine to Detect Sexual Harassment & Attain Equanimity"

The Prevention of Sexual Harassment Cell (PSHC) in association with Women Empowerment Cell conducted an awareness program by conducting a Seminar on "Role of Forensic Medicine to Detect Sexual Harassment & Attain Equanimity" by Dr. Udaya Shankar, department of Forensic & Toxicology, SIMSR&C, Bangalore on 29/09/2020 at for the students, parents, faculties and staff of Sapthagiri College of Engineering and other institutions throughout India through Google Meet platform on 29/09/2020. The meeting link http://meet.google.com/gmx-bwaw-com/

This event was managed by the PSHC Convener Prof. Prerana Chaithra. students, parents, faculties and staff of Sapthagiri College of Engineering and other institutions throughout India actively participated in the program. Dr. Udaya Shankar gave insight to the various sexual harassments. He motivated the students, parents, faculties and staff to fight against these evils.

This seminar was organized to educate faculties and students about their rights, opportunities to determine their choices in order to have a better life and to help in establishing a better society. Dr. Udaya Shankar discussed about various laws that protect people from sexual harassment and as to how to report such incidents to doctors and police.



National Level Webinar on "Role of Forensic Medicine to Detect Sexual Harassment & Attain Equanimity" by Dr. Udaya Shankar B. S., SIMS&RC through Google Meet platform on 29/09/2020.

01 Convenor

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14/6, Chikkasandra, Hesaraghatta Main Road Bengaluru - 560 057



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Yoga Event "Yoga during Pandemic to achieve Equanimity"

The Prevention of Sexual Harassment Cell (PSHC) in association with Women Empowerment Cell organized a Yoga Event on "Yoga during Pandemic to achieve Equanimity" at 9.00 am in the Seminar Hall on 21/06/2021 by Mr. Ashok, Physical Director, SCE, Bengaluru for the faculties and staff of SCE. This event was managed by the PSHC Convener Prof. Prerana Chaithra. The faculties and staff of SCE attended the program.

There is various health issues women face due to lifestyle, age, stress, etc. Especially during this Covid-19 pandemic, yoga is a must for the survival to fight against this pandemic. Our ancient Indian saints, fitness teachers and doctors have given us the benefits of yogasanas which are very effective in the prevention and also the cure of many diseases. The Physical Director of SCE who is well versed in yoga taught some of the yogasanas beneficial for normal health and to fight against covid-19.

This program helped to raise awareness among men and women about their rights, opportunities to determine their choices in order to have a better life and society, to overcome their problems and to have the power to regulate, to encourage Gender Equity and Sensitivity to provide level playing field for all genders and to sensitize the stakeholders about gender and barriers and control their own lives, within and outside the home.



Yoga Event on "Yoga during Pandemic to achieve Equanimity" for faculties and staff of SCE on 21/06/2021

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Principal

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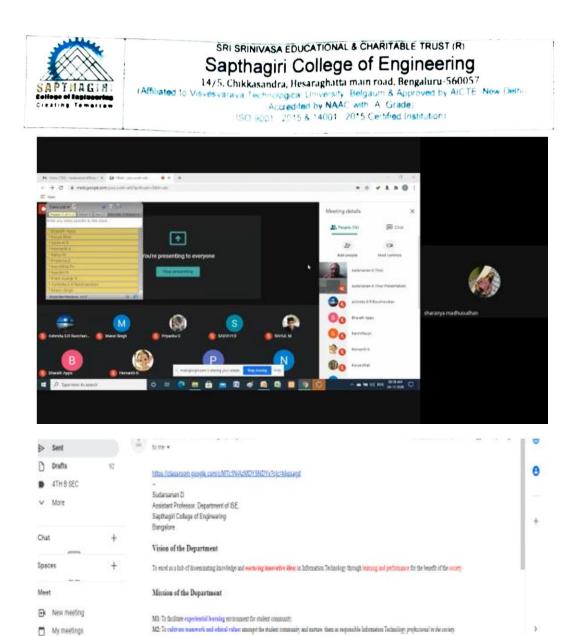
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AWARENESS ABOUT IT- BT

The Equal Opportunity Cell (EOC): Saptha Samatha has organized a webinar by Prof. Sudarsanan D Senior Faculty Member in the Department of ISE. In the beginning the committee coordinator and HOD of ISE Department, Dr H R Ranganatha has delivered welcome address where he welcomed the resource person, EOC Committee Members and Students across all the branches specially Socially Backward Students and he urged to make use of the opportunity to its fullest extent and also to utilize the benefits to the core.

Prof. Sudarsanan D Resource Person of the session begins by welcoming students and members those who have joined the session and he explained he gave a comprehensive picture of IT-BT including the basics of IT-BT. In his Lecture he has explained various opportunities that are there in the field of IT-BT and how exactly all such opportunities can be tapped by Inculcating required knowledge and soft skills. In his address he also discussed about roles and responsibilities about IT Professionals to attain progressive growth in their career path. The session was too much of Interactive students got to know many things through their interaction with the resource Person and have expressed their satisfaction and requested the convener to organize few more events of this kind in coming days.





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Dr. B R AMBEDKAR's BIRTH ANNIVERSARY

The Equal Opportunity Cell (EOC) and Human Rights Club: Saptha Samatha and Manuja Matha has organized event by all the HOD's of the Department. In the beginning the committee coordinator and HOD of ISE Department. Our Beloved Principal Dr H Ramakrishna has delivered welcome address where he welcomed the faculties and all attendees to the function, EOC Committee Members and Students across all the branches graced the event and made it successful.

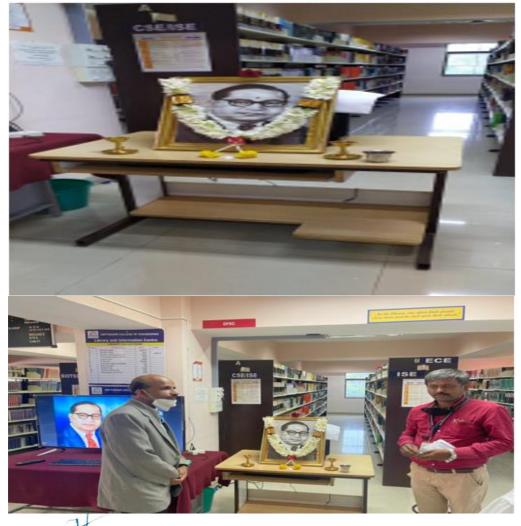
Dr H Ramakrishna delivered very Informative speech about Dr. B R AMBEDKAR. In his speech he spoke about Dr Ambedkar's Fight against Untouchability, Achievements, Dr. Ambedkar formed a political party which was called as "Independent Labour Party" etc. has been discussed. The session begins by welcoming students and members those who have joined the session and he gave a comprehensive picture of Dr Ambedkar's early life, Constitution framing. The event was successfully conducted and paused on students in particular socially weaker section to follow the footprint of the great soul Dr. Ambedkar.





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