



SAPTHAGIRI COLLEGE OF ENGINEERING

A UNIT OF SRI SRINIVASA EDUCATIONAL & CHARITABLE TRUST (R)

CIN NO: U8030KA1947NPL000477

(Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi)

(Accredited by NAAC with "A" Grade) (Accredited by NBA for ECE, CSE, ISE, ME, EEE)

(An ISO 9001 : 2015 & ISO 14001 : 2015 Certified Institution)

#14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru- 560 057, KARNATAKA

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
7. 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 1 hour 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.

Convener

Dr. Rekha S N

Principal

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

Principal

Dr. H. Ramakrishna

Principal

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



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MARGADARSHI

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.
- 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.

Convener
Dr. Rekha S N

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

Principal
Dr. H. Ramakrishna

Sapthagiri College of Engineering
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Ref: SCE/PC/2022-23/Cir-01

Date: 9/09/2022

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 10/9/2022 at 10.30 am.

Agenda

- Discuss about the Role and responsibility of the proctor
- Suggestions for the effective proctoring system
- Suggestions to improve the student performance
- Overall discipline of the student.
- Action plan for academic Year
- Prepare the list of Proctor and Proctees.
- Others

Convener

(Dr. Rekha S N)

Principal

Dr. H. Ramakrishna
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesarghatta Main Road
Bengaluru - 560 057

Sl. No	Faculty Name	Members	Branch	Signature
1	Dr. Rekha S N	Convener	EEE	
2	Mrs. Shobha. S	Member	ECE	
3	Mrs. Swetha A.B	Member	CSE	
4	Mrs. Ramya R	Member	ISE	
5	Dr. Basavaraju S.	Member	ME	
6	Mr. A. Dhamodaran	Member	EEE	
7	Dr. Soumya C	Member	BT	
8	Mrs. Bhavya	Member	Civil	
9	Mrs. Shashikala B S	Member	P-Cycle	
10	Dr. Roopa K P	Member	C-Cycle	

Principal
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Ref: SCE/PC/2022-23/MOM-01

Date: 10/9/2022

Proctoring committee

MINUTES OF MEETING

Proctoring committee meeting has been called on 10/9/2022 at 10.30 am at Principal chamber to discuss and decide upon the following

AGENDA:

- Discuss about the Role and responsibility of the proctor
- Suggestions for the effective proctoring system
- Suggestions to improve the student performance
- Overall discipline of the student, such as attitude, performance, regularities.
- Action plan for academic Year
- Prepare the list of Proctor and Proctees.
- Others

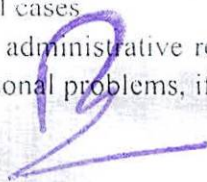
Based on the above subject, the DCP's are informed to convey the following things to every proctor

- Based on the previous experience it is observed that the poor performance is due to irregularity in the classes. So all the proctors are requested to instruct the students to be attended the classes from the first day of reopening.

All the DCP's are requested to prepare the proctor and proctee list of the current academic year and the same should be informed to all the students. DCPs are requested to get the number of proctor diary required for the first year and allot the proctors for first year students.

SOP 2022-23

- 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. The chief proctor/convenor and deputy chief proctors of the departments are nominated by the Principal every year with an intimation to IQAC.
- At the beginning of each year circular will be sent to DCPs through HODs of the respective department to prepare the proctor -proctees list from chief proctor with the instruction of Principal.
- Allotment of proctor-proctee has to be done by respective DCPs with the consent of HODs and the same allotment list shall be sent to the chief proctor. Each proctor will be allotted about 20 to 25 students as proctees/mentees. HODs are made free from proctoring work due to administrative work, but, involved in critical cases
- The proctor acts as a local guardian helping to solve the academic and administrative related problems faced by respective wards, and would help in solving personal problems, if any.


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- The proctor maintains a Proctor diary (Student Information Record) 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 be informed the respective proctees to meet them at a specific time and date through messages for counseling them.
- In meeting proctor has to discuss Academic /personal/stress related issues and to give advice to their proctees
- Formative assessment of their mentees to be recorded in the proctor diary having two way communication with class teachers.
- Proctor meeting-discussion and outcome to be recorded in the book, the same will be reported to their DCP.
- The Chief Proctor regularly conducts scheduled meetings with the deputy chief proctors to collect the mentored information and the report will be submitted to the principal. Discussion will be done based on this report for suitable action along with HODs and Principal on the Proctorial process.
- In addition to details of proctor-student meetings held from time to time, proctor diary 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 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 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
- Stress related cases will be Counseled by proctor/Chief proctor and if not possible, such cases will be referred to counseling cell, for further needful action
- At the end of each year the annual report will be submitted to IQAC by the Chief Proctor.



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The following members attended the meeting

Sl. No	Faculty Name	Members	Branch	Signature
1	Dr. Rekha S N	Convener	EEE	<i>Rekha</i>
2	Mrs. Shobha. S	Member	ECE	<i>Shobha</i>
3	Mrs. Swetha A.B	Member	CSE	<i>Swetha</i>
4	Mrs. Ramya R	Member	ISE	<i>Ramya</i>
5	Dr. Basavaraju S.	Member	ME	<i>Basu</i>
6	Mr. A. Dhamodaran	Member	EEE	<i>AD</i>
7	Dr. Soumya C	Member	BT	<i>Soumya</i>
8	Mrs. Bhavya	Member	Civil	<i>Bhavya</i>
9	Mrs. Shashikala B S	Member	P-Cycle	<i>Shashi</i>
10	Dr. Roopa K P	Member	C-Cycle	<i>Roopa</i>

Convener

(Dr. Rekha S N)

Principal

Dr. H. Ramakrishna
Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hesarghatta Main Road
Bengaluru - 560 057



Principal
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ANNUAL REPORT OF ASHRAYA 2022-23

SAPTHAGIRI COLLEGE OF ENGINEERING BANGALORE

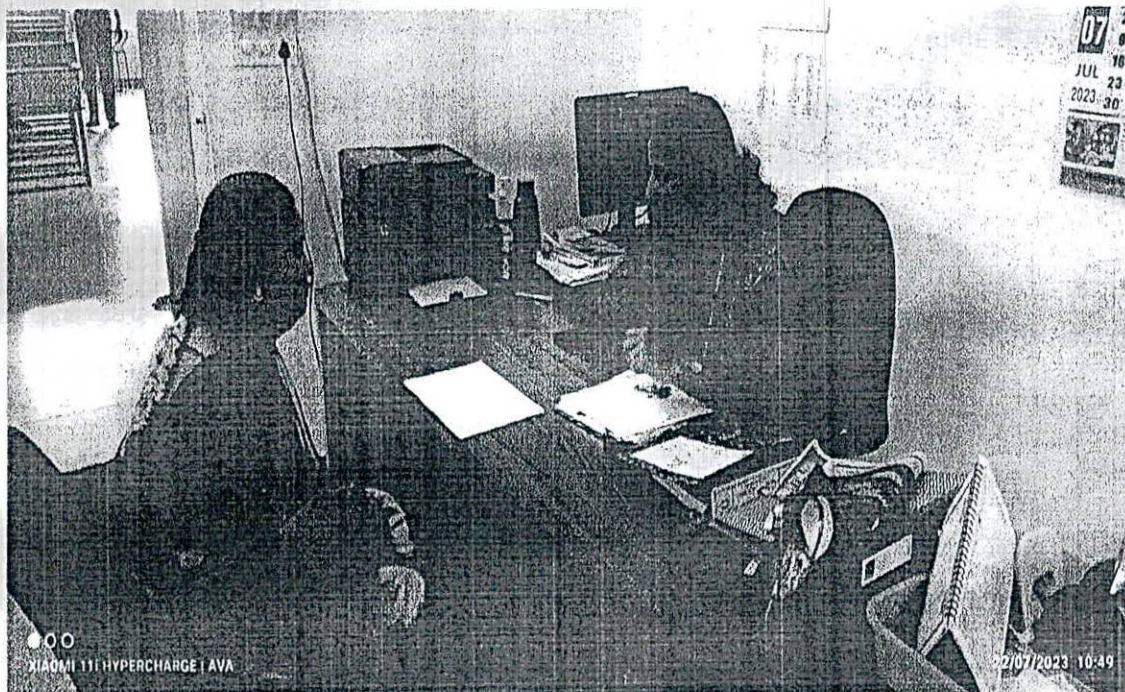


Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hosuraghatta Main Road
Bengaluru - 560 057

Report of the activities of ASHRAYA for 2022-23

ASHRAYA central executive committee meeting on 9th October 2022 to decide and finalize the members of the committee. It is decided to parent teacher meeting twice in an academic year. The meeting was chaired by Dr.H. Ramakrishna, Principal, SCE. Discussions regarding the conduction of PTM. And it is decided that the parents teacher meeting will be conducted in the departments under the guidance of respective HODs

The parent teacher meeting for the academic year 2022-23 was held on 29th October 2022. The Principal of SCE addressed all the parents before starting the individual interaction with proctors. In the interaction with parents, principal mentioned about the importance of attending class regularly and also specified about the internal marks. While addressing parents, 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. In the meeting proctors discussed about the safety precautions, attendance status and IA test performance. And also discussed about the problem faced by students in academics. Around 400 parents attended the meeting. 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.



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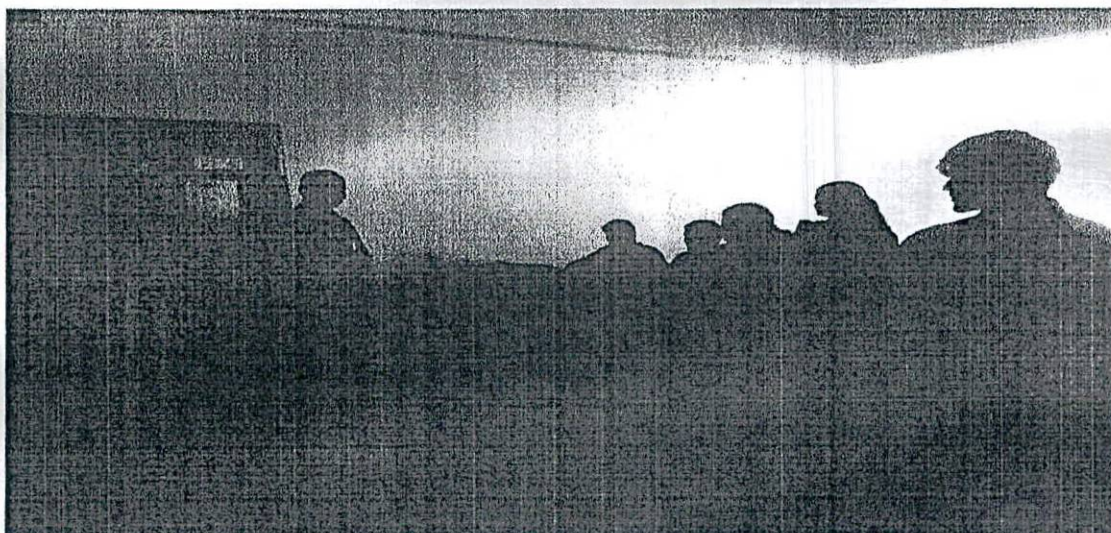
Principal
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14/5, Chikkasandra, Hasareghatta Main Road
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Parents interaction with HOD

The second central executive committee meeting for this academic year was held on 10th December 2022. The association discussion was mainly focused on the modalities of conducting Parent teacher meeting offline. It is decided in the meeting that first year parents teacher meeting on 7th January 2023 Saturday.

The first year parent teacher meeting was scheduled on 7th January 2023. The interaction with parents were done through offline mode. The interactions were carried out in the Sir M Viswswaraya block under the guidance of respective HODs and DCPs. It was a great interaction between the faculty and parents for the development of their wards where they discussed both the strengths and areas of improvements. Dr.H. Ramakrishna, Principal of SCE has visited each and every class rooms and interacted with parents. Around 312 parents attended the meeting.



Principal Interaction with parents and students

The third central executive committee meeting for this academic year was held on 28th April 2023. The association discussion was mainly focused on the modalities of conducting Parent teacher meeting offline. It is decided in the meeting that first year parents teacher meeting on 13th May 2023 Saturday.

Convener

Dr. Rekha S.N.

Principal

Dr. H. Ramakrishna

Principal

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



Principal

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**ANNUAL REPORT OF
PROCTORING COMMITTEE
2022-23**

**SAPTHAGIRI COLLEGE OF
ENGINEERING BANGALORE**



Principal

Sapthagiri College of Engineering
14/A, Chikka Sandra, Hebbaghatta Main Road
Bangalore - 560 057

Annual Report of the proctoring committee for 2022-23

The first proctoring committee meeting for the academic year 2022-23 was held on 10th September 2022, 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 2022-23. The roles and responsibility of the committee has been discussed in detail.

The first review meeting of the proctoring committee for the academic year **2022 was held on 28th October 2022**. The chairman of the committee has been addressed all the members. The previous semester university results have been analysed. The DCPs and proctors of the respective departments were prepared the list of students who have scored less marks and taken the remedial action to improve them with the supervision of respective HODs and class teachers. The students with less attendance are strictly warned and instructed to attend the classes regularly and the same matter is conveyed to the respective parents. The convener and DCPs are addressed the needy students personally for special counselling and directed to counselling committee for further proceedings.

The second proctoring review meeting for this academic year was held on **25th November 2022**. The main discussion was about the first IA performance of the 7th and 5th sem students and issues with academic and non-academics. All the proctors are prepared the list of poor performers and given special attention to improve them. The students those who all are having less attendance have been listed out and informed to respective parents through the proctor. The first review of 3rd sem students were also discussed. The 3rd sem students' results was discussed. All the students results were informed to parents through proctor.

The third proctoring review meeting for the academic year 2022-23 was held on **31st December 2022**. The major discussion was about the second IA performance of the students of higher semester and first IA of the 3rd sem students. First review of first year students. The first year students are expressed that they are very much comfortable with teaching. The performance of the slow learners are analysed with respect to first IA and second IA test. The subject difficulties addressed by the students are brought to the notice of the respective HODs through principal of SCE.

Final proctoring review meeting of higher semester was held on **27th January 2023**. The detained list of students have been prepared and informed to the respective parents. The final IA marks of all the students were informed to parents through proctors. In the meeting the performance of first year students also were discussed. The respective class teachers are informed to take special attention of the poor performers through the HODs of physics and chemistry.

The third review proctoring meeting was held on **11th February 2023**. The main discussion was carried out about the 2nd IA performance of first year students. And

also discussed about attendance shortage of first year students. The students' performance and attendance were already informed to parents through proctors.

The final review of first year was held on 28th February 2023. The final IA marks performance of the first-year students have been discussed in the meeting. It is instructed in the meeting that special care have to be given for the students who scored less marks. And the detained students list have prepared and sent the same to parents also.

The proctor books of first year physics and chemistry cycle mutually exchanged for the proctoring of subsequent semester. The problems addressed by the students while proctoring can be reduced in the subsequent semester by catering to the needs of students.

The executive proctoring committee meeting has been conducted on 3rd February 2023. Complete activities according to the strategic plan were discussed in the meeting. The committee has been discussed about the roles and responsibilities and also prepared the proctor proctees list. The first proctoring review meeting has been conducted on 27th February 2023.. 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 23rd March 2023. The major discussion was about the first IA test and attendance performance. Slow learners are specially taken care with the help of class teachers. The third proctoring review meeting has been conducted on 13th June 2023. The main agenda was about the students' performance of second IA test. Non academics issues are informed by the students have been resolved. Attendance shortage of the students have been discussed in detail and the same were informed to parents through proctors.

Final review meeting has been conducted on 14th July 2023. The detained students list have been prepared and informed to the respective parents through the proctors. The proctor diary of first year students are transferred to the respective department for the proctoring of subsequent semester. The academic and non-academic issues addressed by the students while proctoring can be reduced in the subsequent semester by catering to the needs of students.

Convener

Dr. Rekha S.N.


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


Dr. H. Ramakrishna
Sapthagiri College of Engineering
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PARENT FEEDBACK FORM

(Odd Sem. 2022-2023)

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Date of PTM: 07/01/23

PARAMETERS	Excellent	Very Good	Good	Average	Below Average
How is the ambience of the Sapthagiri Engineering College with respect to the facilities given to your wards?		✓			
Do you think that the college environment is conducive for the overall development of your ward?		✓			
Is your ward happy with the hostel facilities?					
Is your ward given enough exposure as far as career orientation is concerned?		✓			
Is the environment of the college congenial for the students to discuss their problems?		✓			
Are the authorities easily approachable regarding any queries?	✓				
Are you satisfied with the communication at the college end regarding the regular performance of your ward?	✓				

- a) Any specific reason for selecting the Institution for your ward?
- b) Suggestion as to how this institution can help its students even more?
- c) Nature of Interaction with principal/ faculty of the institution and the frequency?

Parent Name: Kalavathi . G.H

Kalavathi . G.H
Signature of parent/guardian with date

Contact No. : 9986548976

Principal

Sapthagiri College of Engineering
14/5, Chikkasandra, Hesaraghatta Main Road
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PARENT FEEDBACK FORM

(Odd Sem. 2022-2023)

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Date of PFM: 07/01/23

PARAMETERS	Excellent	Very Good	Good	Average	Below Average
How is the ambience of the Sapthagiri Engineering College with respect to the facilities given to your wards?			✓		
Do you think that the college environment is conducive for the overall development of your ward?		✓			
Is your ward happy with the hostel facilities?			✓		
Is your ward given enough exposure as far as career orientation is concerned?		✓			
Is the environment of the college congenial for the students to discuss their problems?		✓			
Are the authorities easily approachable regarding any queries?		✓			
Are you satisfied with the communication at the college end regarding the regular performance of your ward?		✓			

- Any specific reason for selecting the Institution for your ward?
- Suggestion as to how this institution can help its students even more?
- Nature of Interaction with principal/ faculty of the institution and the frequency?

Parent Name: VENKATESAN, N

Contact No. : 9886794627

Signature of parent/guardian with date

N. Venkatesan

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PARENT FEEDBACK FORM

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Sem. V

Academic Year: 2022-23

Date of PTM: 17/06/23

PARAMETERS	Excellent	Very Good	Good	Average	Below Average
How is the ambience of the Sapthagiri engineering college with respect to the facilities given to your wards?	✓				
Do you think that the college environment is conducive for the overall development of your ward?	✓				
Is your ward happy with the hostel facilities?					
Is your ward given enough exposure as far as career orientation is concerned?	✓				
Is the environment of the college congenial for the students to discuss their problems?	✓				
Are the authorities easily approachable regarding any queries?	✓				
Are you satisfied with the communication at the college end regarding the regular performance of your ward?	✓				

a) Any specific reason for selecting the Institution for your ward?

b) Suggestion to how this institution can help its student's even more?

c) Nature of Interaction with principal / faculty of the institution and the frequency?

Parent Name: MAXANNA

Contact No. : 9036426585

Signature of parent / guardian with date

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

PARENT FEEDBACK FORM

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Sem.: V

Academic Year: 2022-23

Date of PTM: 17/06/23

PARAMETERS	Excellent	Very Good	Good	Average	Below Average
How is the ambience of the Sapthagiri engineering college with respect to the facilities given to your wards?	✓				
Do you think that the college environment is conducive for the overall development of your ward?	✓				
Is your ward happy with the hostel facilities?	—	—	—	—	—
Is your ward given enough exposure as far as career orientation is concerned?	—	—	—	—	—
Is the environment of the college congenial for the students to discuss their problems?	✓				
Are the authorities easily approachable regarding any queries?	✓				
Are you satisfied with the communication at the college end regarding the regular performance of your ward?	✓				

a) Any specific reason for selecting the Institution for yourward?

b) Suggestion to how this institution can help its student's even more?

c) Nature of Interaction with principal / faculty of the institution and the frequency?

B.C Ramesh

Parent Name: Ramesh B.C

Signature of parent /guardian with date

Contact No. : 9538778299

B
Principal

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