



SAPTHAGIRI COLLEGE OF ENGINEERING

(Affiliated to VTU, Belagavi. Approved by AICTE, New Delhi)
No. 14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru-560107.

An ISO 9001:2015 and 14001:2015 Certified Institution

Accredited by NAAC with "A" Grade

1. 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.

1.1 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.

1.2 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.


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

1.3 PROCTORIAL 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.
- 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 counselling. The committee will then refer them to the counselling committee for further needful.

Principal

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Date:9/9/2022

Notification

I am happy to announce that Dr. Rekha S N is the convener for proctoring committee which is reconstituted for the academic year 2022-23. The convener is requested to discuss and modify the roles and responsibilities of the committee if necessary. The committee has to meet thrice in a semester and whenever it is required for important discussions. The proceedings of the committee have to be submitted to Principal and IQAC.

The following are the members of the Proctoring Committee.

Sl. No	Faculty Name	Members	Branch
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

To,
The Convener,
Members
HODs of all the Department

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

Principal
Sapthagiri College of Engineering
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PROCTORING COMMITTEE/MARGADARSHI

Strategic Perspective Plan for Proctoring committee for 2022-23

ODD SEM

1	10th September 2022	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	28th October 2022	Proctoring committee meeting	First proctoring Review of 7th sem	Discuss about the academic and non academic activities of the students. Previous semester Result analysis. Discussion about First IA test performance and Attendance		
3	25th November 2022	Proctoring committee meeting	second proctoring review for 7th and first review of 5th sem	Discussion about first IA Test performance and any issues with respect to academics and non-academics of 7th sem & 5th sem		
4	6th December 2022	Proctoring committee meeting	first review meeting of 3rd sem and first sem	Discuss about the academic and non academic activities of the students. Previous semester Result analysis.		
5	31st December 2022	Proctoring committee meeting	Third proctoring Review of 7th Sem and second review of 5th sem.	Discussion about the attendance performance and IA test performance. Finalization of IA marks and attendance of 7th sem.		
6	5th January 2023	Proctoring committee meeting	second review meeting of 3rd sem and first sem	Discussion about First IA test performance and Attendance		
7	27th January 2023	Proctoring committee meeting	Third proctoring Review of 5th sem.	Discussion about final IA marks and attendance		
8	11th February 2023	Proctoring committee meeting	Third proctoring Review of 3rd sem sem.	Performance of final IA and Final attendance.		
9	28th February 2023	Proctoring committee meeting	Third proctoring Review of first sem sem.	Performance of final IA and Final attendance. Final report of 1st sem		

Convenor
Dr. Rekha S.N

Principal
Dr. H. Ramakrishna

Principal
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PROCTORING COMMITTEE/MARGADARSHI

Strategic Perspective Plan for Proctoring committee for 2022-23

EVEN SEM

Sl. No.	Chronology	Plan	Description	Strategy	Funds/Budget	Remarks
10	3rd February 2023	Proctoring committee meeting	discuss about the activities of the semester.	List out the proctor proctee list and to To make the proctoring system more effective any changes required or not have to be discussed		
11	27th February 2023	Proctoring committee meeting	First proctoring Review 8th sem	Discussion about Previous Result performance , first IA Test performance and Attendance Performance of the students. Academic activities.		
12	23rd March 2023	Proctoring committee meeting	second proctoring review 8th sem	Discussion about second IA Test performance and any issues with respect to academics and non-academics		
13	4th April 2023	Proctoring committee meeting	First proctoring Review 6th sem	Discussion about Previous Result performance		
14	21st April 2023	Proctoring committee meeting	Final Review of 8th sem	Performance of final IA and Final attendance of 8th sem. Final report.		
6	9th May 2023		second review of 6th sem	Discussion about the attendance performance and first test IA performance		
15	13th June 2023	Proctoring committee meeting	Third proctoring Review of 6th sem and first review of 2nd and 4th sem	Discussion about the attendance performance and second test IA performance of 6th sem and previous sem Result analysis of 2nd and 4th sem		
8	14th July 2023	Proctoring committee meeting	Final Review of 6th sem and second review of 2nd and 4th sem	Performance of final IA and Final attendance of 6th sem. Final report.Discussion about the attendance performance and first test IA performance of 2nd and 4th sem		
16	14th August 2023	Proctoring committee meeting	Third proctoring Review of 6th sem and first review of 2nd and 4th sem	Discussion about the attendance performance and second test IA performance		
17	16th September 2023	Proctoring committee meeting	Final Review of 2nd and 4th sem	Performance of final IA and Final attendance 2nd and 4th sem. Final report.		

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SAPTHAGIRI COLLEGE OF ENGINEERING

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

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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
Dr. H. Ramakrishna

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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
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14/5, Chikkasandra, Hesarghatta Main Road
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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	



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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/convener 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.



Principal

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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>Bas</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>Shu</i>
10	Dr. Roopa K P	Member	C-Cycle	<i>Roopa</i>

Convener
Rekha
(Dr. Rekha S N)

Principal
Dr. H. Ramakrishna
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B
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**ANNUAL REPORT OF
PROCTORING COMMITTEE
2022-23**

**SAPTHAGIRI COLLEGE OF
ENGINEERING BANGALORE**



Principal
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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



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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

Dr.H. Ramakrishna
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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

Principal
Sapthagiri College of Engineering
Chikkasandra, Hesaraghatta Main Road
Bangalore - 560 067

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

There is an expectation of mutual respect and cordiality during meetings. Suggestions are welcome from all members orally or in writing.

Procedures

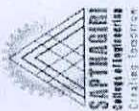
Association meetings as determined by executive committee and official minutes and financial statements (if any) will be kept

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.



Sapthagiri College
Chikkasandra, Hosur Road
Bangalore- 560 057



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

Accredited by NAAC - A GRADE & NBA

Fax: 080-28372797

PARENT TEACHER ASSOCIATION

Strategic Perspective Plan for PTA for 2022-23 ODD SEM

Sl. No.	Chronology	Plan	Description	Strategy	Funds/Budget	Remarks
1	19th October 2022 10.30 am at Principal chamber	Parent Teacher Association meeting	All association members will be participating to discuss about the activities.	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. Planning to reconstitute the association with more members	Refreshments Coffe / tea - biscuits Rs.200- /-	
2	29th October 2022 10am to 1.00pm Respective departments	Parent Teacher meeting for 7th sem	Planning to conduct parent teacher meeting. Planning to give token of appreciation to toppers of various departments	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.	Refreshments for parents -Rs. 15000/-	
3	10th December 2022 10.30 am at Principal chamber	Parent Teacher Association meeting	All association members will be participating to discuss about the activity.	Discuss about parent teacher meeting and any activity to be conducted. Discuss to improve the activity of PTA.	Refreshments Coffe / tea - biscuits Rs.200- /-	
	7th January 2023 10am to 1.00pm Respective departments	Parent Teacher meeting for 5th ,3rd and 1st sem.	Planning to conduct parent teacher meeting. Reward the students securing highest mark in all branches based on Previous sem results & Reward the students excelling in academics and extracurricular activities	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.	Refreshments for parents -Rs. 15000/-	

Convenor

Principal

Principal

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



SAPTHAGIRI COLLEGE OF ENGINEERING

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Fax: 080-28372797

PARENT TEACHER ASSOCIATION Strategic Perspective Plan for PTA for 2022-23 EVEN SEM

Sl. No.	Chronology	Plan	Description	Strategy	Funds/Budget	Remarks
1	14th February 2023- 10.30 am at Principal chamber	Parent Teacher Association meeting	All association members will be participating to discuss about the activities.	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	Refreshments for parents -Rs. 200/-	
2	1st April 2023 10am to 1.00pm Respective departments	Parent Teacher meeting for 8th sem	Planning to conduct parent teacher meeting. Planning to give token of appreciation to toppers of various departments	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.	Refreshments for parents -Rs. 15000/-	
3	28th April 2023 10.30 am at Principal chamber	Parent Teacher Association meeting	All association members will be participating to discuss about the activity.	Discuss about parent teacher meeting and any activity to be conducted. Discuss to improve the activity of PTA.	Refreshments for parents -Rs. 200/-	
4	13th May 2023 10am to 1.00pm Respective departments	Parent Teacher meeting 6th sem	Planning to conduct parent teacher meeting. Reward the students securing highest mark in all branches based on Previous sem results & Reward the students excelling in academics and extracurricular activities	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.	Refreshments for parents -Rs. 15000/-	
3	23rd June 2023 10.30 am at Principal chamber	Parent Teacher Association meeting	All association members will be participating to discuss about the activity.	Discuss about parent teacher meeting and any activity to be conducted. Discuss to improve the activity of PTA.	Refreshments for parents -Rs. 200/-	
4	10th July 2023 10am to 1.00pm Respective departments	Parent Teacher meeting 4th and 2nd sem	Planning to conduct parent teacher meeting. Reward the students securing highest mark in all branches based on Previous sem results & Reward the students excelling in academics and extracurricular activities	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.	Refreshments for parents -Rs. 15000/-	

Principal

Convenor



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

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

Principal

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

ANNUAL REPORT OF ASHRAYA 2022-23

SAPTHAGIRI COLLEGE OF ENGINEERING BANGALORE



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



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


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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, Hesaraghatta Main Road
Bengaluru - 560 057

Principal

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SAPTHAGIRI COLLEGE OF ENGINEERING

Bengaluru - 560 057



PROCTORS DAIRY


Name :


Branch :

USN : Roll No :

Proctor Name		
I Year		
II Year		
III Year		
IV Year		

Name of Student:						Branch :	
USN :				DOB	Blood Group	Photograph	
Father's Name :							
Mother's Name :							
Local Guardians Name (if any)							
Admission Details	Quota	CET	COMEDK	Management	Lateral Entry	Admission No.	Year of Admin
	Rank						
Permanent Address							
Current Residing address (If staying in Hostel mention Hostel Room No):							
Email id	Student				Parents/Guardian		
Contact No.							
Occupation of Father							
Occupation of Mother							
Occupation of Local Guardian							
Official Address of Father							
Official address of Mother							
Official address of Guardian							
Aadhar /No.							


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 Bengaluru - 560 057

Academic Details

I Sem :

Sub Code	Attendance (%)			Final	IA Marks				University Marks		Final Att	Month & Year
	As on	As on	As on		I	II	III	Final	I Att	Pass/Fail		
												Ineligible
												Eligible

Result : Percentage : Class :

II Sem :

Sub Code	Attendance (%)				IA Marks				University Marks		Final Att	Month & Year
	As on	As on	As on	Final	I	II	III	Final	I Att	Pass/Fail		
												Ineligible
												Eligible

Result : Percentage : Class :

III Sem :

Sub Code	Attendance (%)				IA Marks				University Marks			Month & Year
	As on	As on	As on	Final	I	II	III	Final	I Att	Pass/Fail	Final Att	
												Ineligible
												Eligible

Result : Percentage : Class :

IV Sem :

Sub Code	Attendance (%)				IA Marks				University Marks			Month & Year
	As on	As on	As on	Final	I	II	III	Final	I Att	Pass/Fail	Final Att	
												Ineligible
												Eligible

Result : Percentage : Class :



Principal
Sapthagiri College of Engineering
14/B, Chikkaandra, Heeraghatta Main Road
Bengaluru - 560 067



Head of Institution
Sapthagiri College of Engineering
14/B, Chikkaandra, Heeraghatta Main Road
Bengaluru - 560 067

Academic Details

V Sem :

Sub Code	Attendance (%)				IA Marks				University Marks		Final Att	Month & Year
	As on	As on	As on	Final	I	II	III	Final	I Att	Pass/Fail		
												Ineligible
												Eligible

Result : **Percentage :** **Class :**

VI Sem :

Sub Code	Attendance (%)				IA Marks				University Marks		Final Att	Month & Year
	As on	As on	As on	Final	I	II	III	Final	I Att	Pass/Fail		
												Ineligible
												Eligible

Result : **Percentage :** **Class :**

VII Sem :

Sub Code	Attendance (%)				IA Marks				University Marks		Final Att	Month & Year
	As on	As on	As on	Final	I	II	III	Final	I Att	Pass/Fail		
												Ineligible
												Eligible

Result : **Percentage :** **Class :**

VIII Sem :

Sub Code	Attendance (%)				IA Marks				University Marks		Final Att	Month & Year
	As on	As on	As on	Final	I	II	III	Final	I Att	Pass/Fail		
												Ineligible
												Eligible

Result : **Percentage :** **Class :**



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Bengaluru - 560 057



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

Meeting Details I Sem

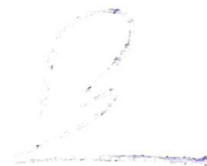
Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I					
II					
III					
IV					

Signature of DCP



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

Signature of HOD



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

Meeting Details II Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I					
II					
III					
IV					

Signature of DCP



Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hosuraguda Main Road
Bengaluru - 560 067



Signature of HOD

Principal
Sapthagiri College of Engineering
14/5, Chikkasandra, Hosuraguda Main Road
Bengaluru - 560 067

Meeting Details III Sem

Sl No	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I					
II					
III					
IV					

Signature of DCP

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

Signature of HOD

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

Meeting Details VI Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I					
II					
III					
IV					



Principal

Sapthagiri College of Engineering
14/5, Chikkasandra, Heeraghatta Main Road
Bangalore - 560 087



Principal

Sapthagiri College of Engineering
14/5, Chikkasandra, Heeraghatta Main Road
Bangalore - 560 087

Meeting Details VII Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I					
II					
III					
IV					

Signature of DCP

Principal
Sapthagiri College of Engineering
14/6, Chikkasandra, Hosuraghatta Main Road
Bengaluru - 560 055

Signature of HOD

Principal
Sapthagiri College of Engineering
14/6, Chikkasandra, Hosuraghatta Main Road
Bengaluru - 560 055

Meeting Details VIII Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I					
II					
III					
IV					

Signature of DCP

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

Signature of HOD

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

Sl. No.	Date & Commu
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2



President

Parent/Gardian Personal Visiting Details

[illegible]

B

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

B

Principal
Sapthagiri College of Engineering
14/3, Chikkasandra, Hesarghatta Main Road
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[illegible]

[illegible]

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Bengaluru - 850 027.

FORMATIVE ASSESSMENT EVALUATION RECORD
Continuous Internal Evaluation (CIE)

SEMESTER	Ability to participate in classroom proceedings (5)	Interpersonal skills (5)	Intrapersonal skills (5)	Quiz (5)	Ability to use ICT Resources (10)	Presentation Skills (10)	Cognition and Comprehension (10)	Total (50)
1								
2								
3								
4								
5								
6								
7								
8								



Principal
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