

Proctoring committee/Margadarshi

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. 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.
- ❖ 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for each of his/her wards which gives all the details of the students, in terms of course registration/course dropping/withdrawn/re-registration etc.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.


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- ❖ 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.

Convener

Dr. Rekha S N

Principal

Dr. H. Ramakrishna



Principal

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SAPTHAGIRI COLLEGE OF ENGINEERING

Affiliated to VTU, Belagavi, Approved by AICTE, New Delhi

(Accredited by NAAC with "A" Grade) (Accredited by NBA for ECE, CSE, ISE, ME, EEE) & ISO 9001:2015
& ISO 14001:2015 Certified Institution, #14/5, Chikkasandra, Hesarghatta Main Road, Bengaluru-560057

Ref: SCE/PC/2023-24/MOM-02

Date: 10/10/2023

Proctoring committee

MINUTES OF MEETING

Proctoring committee meeting has been called on 10/10/2023 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
- Attendance report
- 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.
- Based on the results the proctors are requested to identify the slow learners and fast learners along with respective department coordinators
- It is decided to inform the parents about the attendance status of their wards. The students who have less attendance have been advised to be regular and attentive to the classes. All DCPs are requested to check their respective proctors report. Attendance status shall be entered neatly to verify the performance of the student.
- The proctors are requested to monitor the performance of the students with the help of subject teachers and class teachers. And also requested to be in contact with the parents to improve the performance of the proctees.

The following members attended the meeting

Sl. No	Faculty Name	Members	Branch	Signature
1	Dr. Rekha S N	Convener	EEE	
2	Mrs. Prathibha	Member	ECE	
3	Mrs. Swetha A. B	Member	CSE	
4	Mrs. Ramya R	Member	ISE	
5	Mr. Ramesh	Member	ME	
6	Mr. A. Dhamodaran	Member	EEE	
7	Dr. Soumya C	Member	BT	
8	Mr. Pramod	Member	Civil	

Convener

Dr. Rekha SN

Principal

Dr. H. Ramakrishna

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**ANNUAL REPORT OF
PROCTORING COMMITTEE
2023-24**

**SAPTHAGIRI COLLEGE OF
ENGINEERING BANGALORE**



Principal
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Annual Report of the proctoring committee for 2023-24

The first proctoring committee meeting for the academic year 2023-24 was held on 15th September 2023, 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 2023-24. The roles and responsibility of the committee has been discussed in detail.

The first review meeting of the proctoring committee for the academic year **2023 was held on 10th October 2023**. 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 **20th November 2023**. 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 2023-24 was held on **23rd December 2023**. 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 **5th February 2024**. 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 **23rd February 2024**. 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 2024. 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 23rd March 2024. 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 **22nd April 2024**. 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 May 2024**. 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 12th June 2024. 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 **23rd July 2024**. 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.

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Principal

Dr.H. Ramakrishna



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Parent Teachers Association: ASHRAYA

**Parent teacher meeting –Report for the academic Year -
2023-24 -ODD sem**

The parent teacher meeting of 2023-24 for UG students (1st year) was organized by Sapthagiri College of Engineering on 12th December 2023 through offline mode. All the parents were intimated about the meeting well in advance through proctors and AMPS as per the direction of Dr. H Ramakrishna, Principal, SCE.

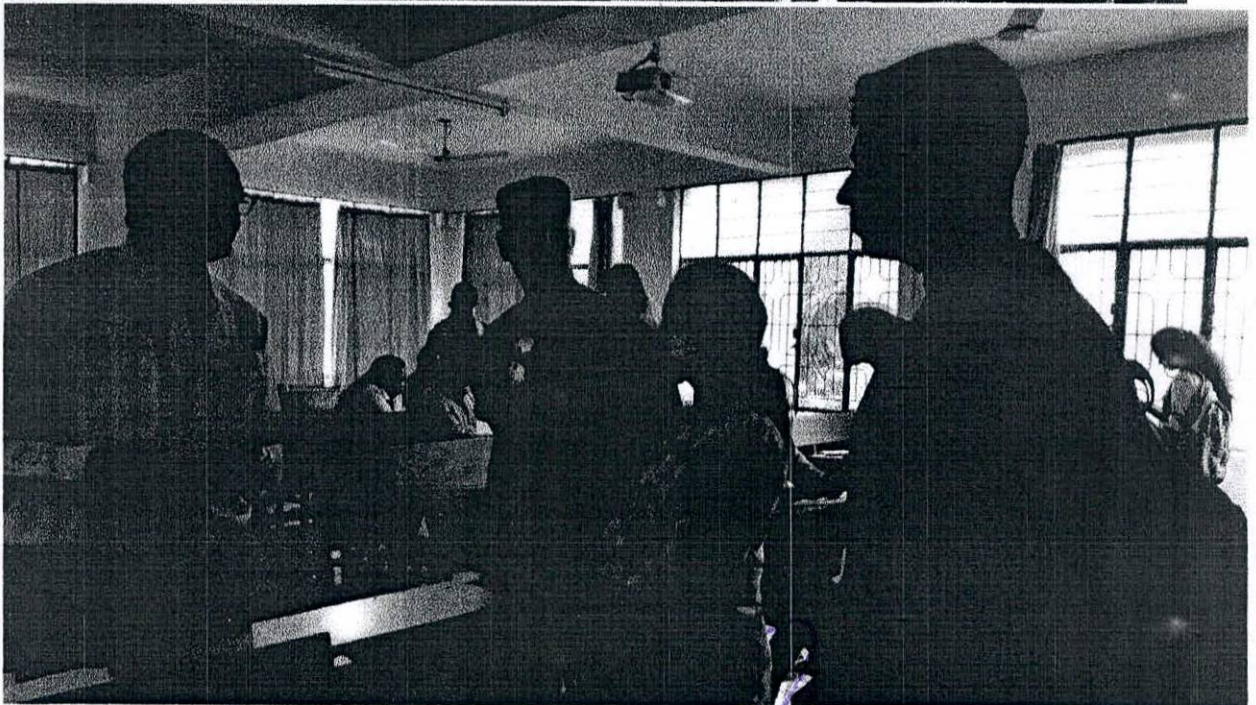
The main objective of the meeting was to create a common platform, where teachers and parents come together to discuss student's performance and devise ways to enrich their learning experience.

The interactions with parents were done through offline mode. The interactions were carried out in the respective departments under the guidance of respective HODs. It was a great interaction between the faculty and the parents for the development of their wards where they discussed both the strengths and areas of improvements. In the meeting proctors discussed about the safety precautions, health conditions, attendance status, IA test performance and also discussed about the problems faced by the students in academics. Dr. Ramakrishna, Principal, SCE has visited each and every department and interacted with the parents. Also, feedback regarding their studies, health and performance were discussed with their parents. In this meeting the faculty and parents discussed about the area through which they improve their wards for the best result.

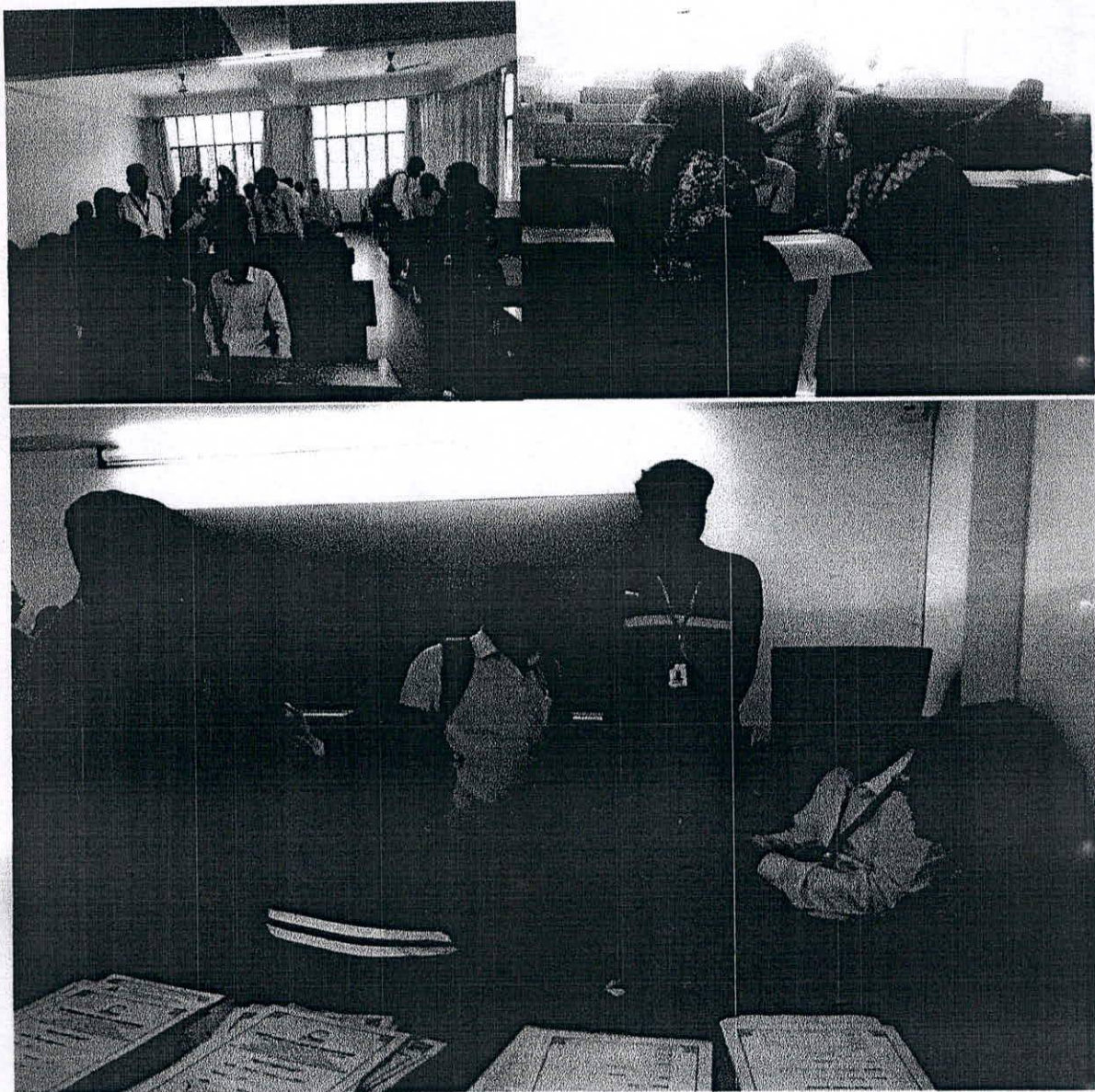
- One to one interaction between parents and proctors under the supervision of principal and all HoD's.
- Discussion was focused on student's specific strength and weaknesses in individual subject and students' discipline in class rooms.
- Consolidated, class wise IA-1 marks were informed to parents for their information and action. The first IA performance was shown to them and proctors had noted the suggestions given by the parents


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Parents discussed about pros and cons of the departments and expressed their happiness for having their ward studying in Sapthagiri College of engineering. They also expressed their gratitude regarding the care taken by the college. Parents felt happy for the efforts taken by the college in disclosing their wards performance and to improve the wards performance. Parents appreciated the excellence teaching performance of the faculty of Sapthagiri college of engineering. Parents acknowledged their satisfaction about the placement's activities of the college. The PTM came to an end with the conclusion that the progress of the students depends on the joint effort, mutual understanding & co-operation of students, parents and teachers. Around 433 parents attended the meeting. Few of the photograph have been enclosed.



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Glimpse of Parents-Teacher meeting

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**ANNUAL REPORT OF
ASHRAYA 2023-24**

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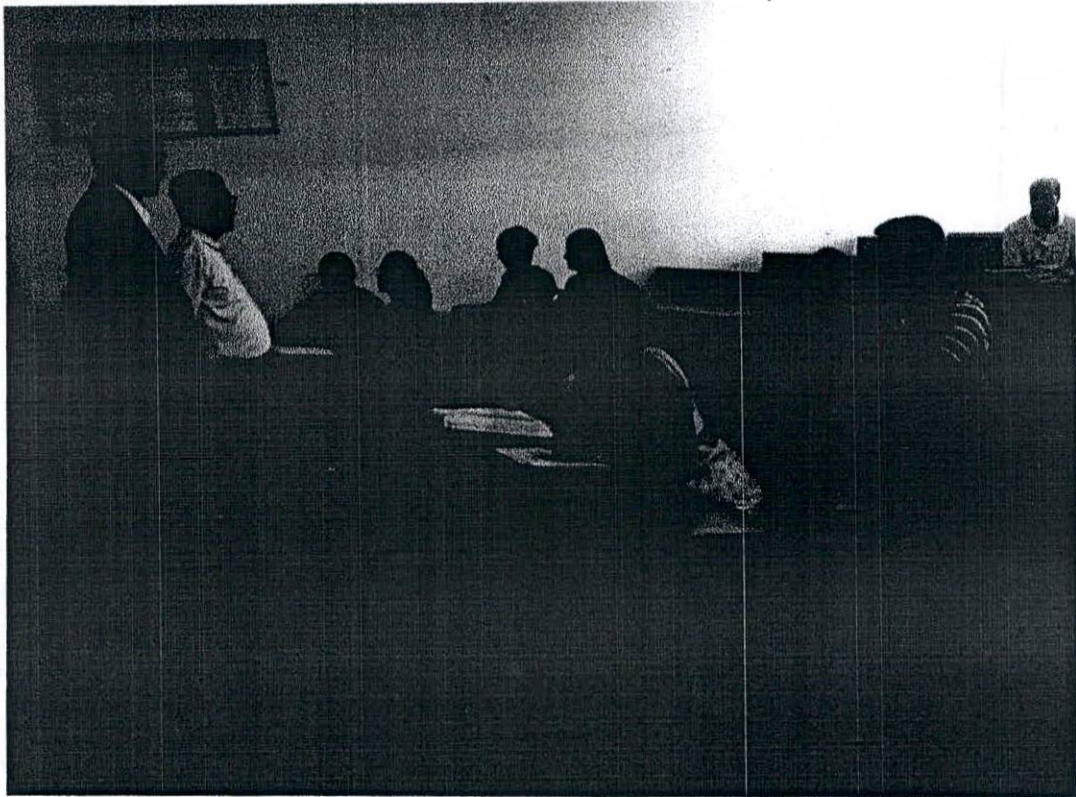
Report of the activities of ASHRAYA for 2022-23

ASHRAYA central executive committee meeting on 9th October 2023 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

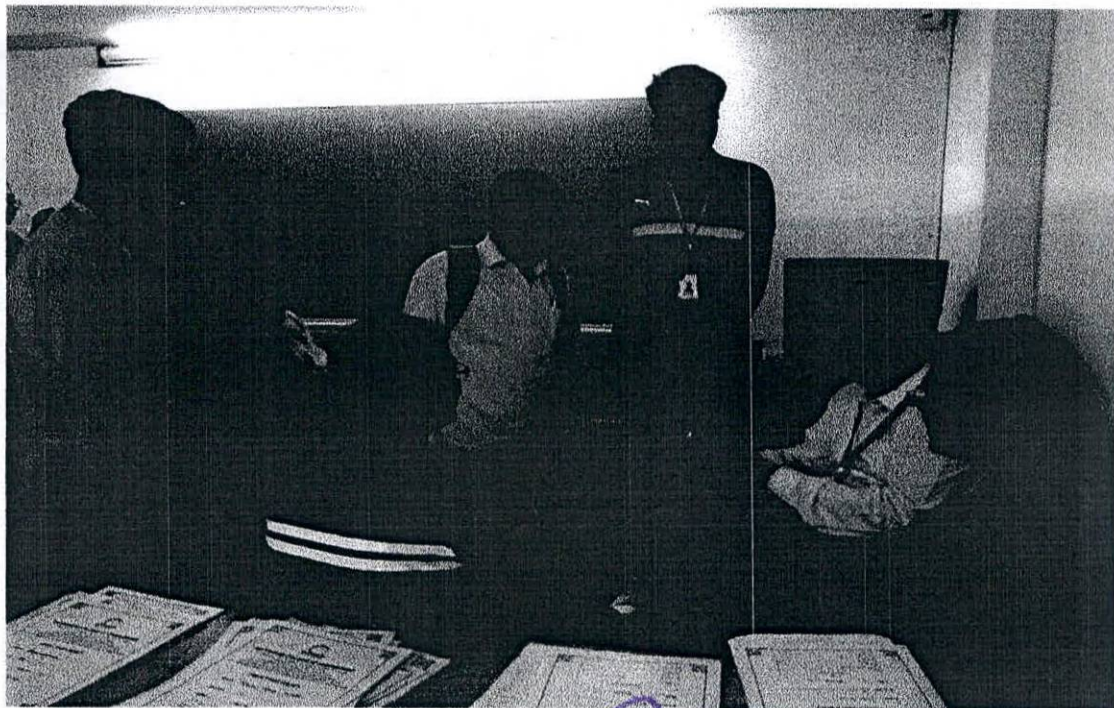
The parent teacher meeting for the academic year 2023-24 was held on 11th November 2023. The Principal of SCE addressed all the parents before starting the individual interaction with proctors. In the interaction with parents, principal mentioned about the importance of attending class regularly and 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 350 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.



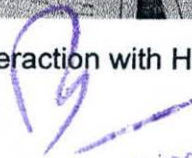
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Parents interaction with Principal



Parents interaction with HOD


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The second central executive committee meeting for this academic year was held on 11th December 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 9th January 2024 Saturday.

The first year parent teacher meeting was scheduled on 9th January 2024. 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 330 parents attended the meeting.



Interaction with parents and students

The third central executive committee meeting for this academic year was held on 5th February 2024. 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 20th April 2024 Saturday.

The first year parent teacher meeting was scheduled on 20th April 2024. 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 330 parents attended the meeting.

The PTA continues to be the strong pillar and support for the smooth functioning of the college. Along with the teachers and management they focus on the integral part of the institution. The college is grateful to the PTA for their untiring efforts in attaining the vision and mission for which the college stands for.

Convener

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