

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for each of his/her wards which gives all the details of the students, in terms of course registration/course dropping/withdrawn/re-registration etc.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



Principal
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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.


CONVENER


PRINCIPAL

Principal

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Principal

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Date:09/8/2018

Circular

I am happy to announce that Mrs. Rekha S N is the convener for proctoring committee which is reconstituted for the academic year 2018-19. 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.

The following are the members of the committee.

SL NO.	Name	Designation	Role	Dept.	Signature
1	Mrs. Rekha S N	Associate Professor	Convener	EEE	
2	Mrs. Shobha. S	Associate Professor	Member	ECE	
3	Mrs. Chaithra	Associate Professor	Member	CSE	
4	Dr. Tulsidas D	Associate Professor	Member	ME	
5	Mrs. Ramya R	Assistant Professor	Member	ISE	
6	Mr. Bharath B.N.	Assistant Professor	Member	EEE	
7	Mrs. Krupa T L	Assistant Professor	Member	CV	
8	Mr. Prashanth Kumar H P	Assistant Professor	Member	BT	
9	Mrs. Shashikala B S	Assistant Professor	Member	PHY	
10	Mrs. Roopa K.P	Assistant Professor	Member	CHE	

Principal

To,

The Convenor,

Members

HODs of all the Department

Principal

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Ref: SCE/PC/2018-19/MOM-03

Date: 10/10/18

Proctoring committee

MINUTES OF MEETING

Proctoring committee meeting has been called on 10/10/2018 at 3.30pm at Principal chamber to discuss and decide upon the following

AGENDA:

- Review of Second Proctoring report.
- Discussion about the first IA test performance.
- Others

Based on the above points, the findings discussed are

- It is decided to inform the parents about the attendance and IA status of their wards. The students who scored less IA marks have been advised to be regular and attentive to the classes. The proctors are requested to motivate the irregular students. All DCPs are requested to check their respective proctors report. IA marks and attendance status shall be entered neatly to verify the performance of the student.

All the DCP's are requested to instruct the proctors to convey the performance of the proctees to the respective parents.

The following members attended the meeting

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1	Mrs. Rekha S N	Associate Professor	Convener	EEE	
2	Mrs. Shobha. S	Associate Professor	Member	ECE	
3	Mrs. Chaithra	Associate Professor	Member	CSE	
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(Mrs. Rekha S N)

CONVENER

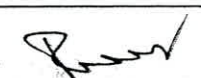
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Day	Aug-18		Sep-18		Oct-18		Nov-18		Dec-18	
	Date	Particular	Date	Particular	Date	Particular	Date	Particular	Date	Particular
SUN										
MON					1					
TUE					2	Gandhi Jayanthi				
WED	1	Commencement of			3	UT-2 (CO3 & 4)				
THU	2				4	UT-2 (CO3 & 4)	1	Kannada Rajyotsava		
FRI	3				5		2			
SAT	4		1	Attendance Report	6		3		1	
SUN	5		2		7		4		2	
MON	6		3	IA TEST- 1 CO1 & 2	8	Mah. amavasya	5		3	
TUE	7		4		9		6	Naraka Chathurdashi	4	
WED	8		5		10		7		5	End of VTU Practical Exams
THU	9		6		11	Atten Report	8	Deepavali	6	
FRI	10		7		12		9	UT-3 (50% of CO5)	7	
SAT	11	Proctor Report	8	Test-I, Report	13		10	UT-3 (50% of CO5)	8	
SUN	12		9		14		11		9	
MON	13		10	Proctor Report	15	IA TEST- 2 CO3 & 4	12	3 rd Attendance Report	10	Theory Exams
TUE	14		11		16		13	3 RD CR meeting	11	
WED	15	Independence Day	12	S. Gowri Vratha	17		14		12	
THU	16		13	V Vinayaka Vratha	18	Ayudha Pooja	15	IA TEST- 3 CO5	13	
FRI	17		14		19	Vijayadashami	16		14	
SAT	18		15		20		17		15	
SUN	19		16		21		18		16	
MON	20		17		22	2 nd I.A. Report	19	LAB INTERNAL TEST	17	
TUE	21		18		23		20	F attendance Report	18	
WED	22	Bakrid	19		24	Proctor report*	21		19	
THU	23		20		25		22	4 th Proctor report*	20	
FRI	24	Varamalakshmi Vratha	21		26		23		21	
SAT	25		22		27		24	Last Working Day	22	
SUN	26		23		28		25		23	
MON	27	Unit Test-I (CO1)	24		29		26	VTU Practical Exams	24	
TUE	28	Unit Test-I (CO1)	25		30				25	Christmas
WED	29		26		31	2 nd CR meeting	28		26	
THU	30		27				29		27	
FRI	31	1 ST CR meeting	28				30		28	
SAT			29						29	
SUN			30						30	
MON									31	
Practical Exams: 26/11/2018 to			Theory Exams: 10/12/2018 to			TOTAL NUMBER OF WORKING DAYS : 87		Commencement of EVEN sem : 01/02/2019		

Principal

Santhagiri College of Engineering
Chikkasandra, Hasaraghatta Road





Sapthagiri College of Engineering

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Calendar of Events

AY: 2018-19							Sem: II
	Mon	Tue	Wed	Thru	Fri	Sat	Events
Feb					1	2	23 : Alumni meet 25 : Commencement of Even Semester
	4	5	6	7	8	9	
	11	12	13	14	15	16	
	18	19	20	21	22	23	
	25	26	27	28			
Mar					1	2	4 : Mahashivaratri 16 : Proctor report 29 - 30 : SANKALP 2019
	4	5	6	7	8	9	
	11	12	13	14	15	16	
	18	19	20	21	22	23	
	25	26	27	28	29	30	
Apr	1	2	3	4	5	6	6 : Ugadi 5 : Proctor report 8 : Monthly attendance report 15 - 17 : First IA test 24 - Proctor report
	8	9	10	11	12	13	
	15	16	17	18	19	20	
	22	23	24	25	26	27	
	29	30					
May			1	2	3	4	1 : May Day 6 : Monthly attendance report 10 - Proctor report 11 : Graduation Day 16 - 18 : Second IA test 22 : Proctor report
	6	7	8	9	10	11	
	13	14	15	16	17	18	
	20	21	22	23	24	25	
	27	28	29	30	31		
June						1	3 - 8 : Lab IA test 5 : Ramzan 10 - 12 : Third IA test 10 : Monthly attendance report 15 : Proctor report 17 : Last working day 19 - 29 th June : VTU Practical Exams 1 - 16 th July : VTU Theory
	3	4	5	6	7	8	
	10	11	12	13	14	15	
	17	18	19	20	21	22	
	24	25	26	27	28	29	

Commencement of ODD semester for AY 2019-20: 22 July 2019

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Calendar of Events

AY:2018-2019

Sem: IV, VI & VIII

	Mon	Tue	Wed	Thru	Fri	Sat	Events
Feb					1	2	1: Commencement of Even Semester 23 : Alumni meet 16 : Proctors report
	4	5	6	7	8	9	
	11	12	13	14	15	16	
	18	19	20	21	22	23	
	25	26	27	28			
Mar					1	2	4 : Mahashivaratri 5 : Monthly attendance report 6 : Proctors report 11 - 13: First IA test 20 : Proctor report 29 - 30 : SANKALP - 19
	4	5	6	7	8	9	
	11	12	13	14	15	16	
	18	19	20	21	22	23	
	25	26	27	28	29	30	
Apr	1	2	3	4	5	6	6 : Ugadi 8 : Monthly attendance report 10 : Proctor report 15 - 17: Second IA test 24 : Proctor report
	8	9	10	11	12	13	
	15	16	17	18	19	20	
	22	23	24	25	26	27	
	29	30					
May			1	2	3	4	1 : May Day 6 : Monthly attendance report 11 - Graduation Day 16 - 18: Third IAI test 20 - 22: Third IAI test 24 : Proctor report 23 : Last working day 27/05/19 - 07/06/19: Theory exams (8th Sem) 27/05/19 - 07/06/19: Lab exams (4th & 6th Sem)
	6	7	8	9	10	11	
	13	14	15	16	17	18	
	20	21	22	23	24	25	
	27	28	29	30	31		
June						1	5 : Ramzan 11/06/19 - 17/06/19: Viva Voce (8th Sem) 10/06/19 - 16/07/19: Theory exams (4th & 6th Sem)
	3	4	5	6	7	8	
	10	11	12	13	14	15	
	17	18	19	20	21	22	
	24	25	26	27	28	29	

Commencement of ODD semester for AY 2019-20: 22 July 2019

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