

7.2.1

BEST PRACTICE1 MARGADARSHI

(STUDENT PROCTORING SYSTEM)

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PROCTORIAL SYSTEM

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

OBJECTIVES

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

FUNCTIONS OF THE PROCTOR

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

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


Prasad
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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.


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

Convener



Mrs. Rekha S.N.



Principal

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Proctoring committee

Standard Operating Procedure

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

Principal

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Bengaluru - 560057

Proctoring committee comprises the following members

Sl. No	Name of the member	Details	Contact Number
1	Dr. H.Ramakrishna	Principal	9448978350
2	Dr. M.H.Annaiah	Vice principal	9886758331
3	Mrs. Rekha S. N	convener	9448387319
4	Mrs. Shobha. S	ECE	9886735946
5	Mrs. Chaithra	CSE	9632180379
6	Mrs. Ramya R	ISE	7760860352
7	Dr. Tulsidas D	ME	9886438036
8	Mr. Bharath B N	EEE	9886829696
9	Mr. Prashanth Kumar. H. P	BT	9916040777
10	Mrs.Krupa	Civil	8147111217
11	Mrs. Bhavya N.P	Maths	9845750315
12	Mr.Santhosh Kumar	Maths	9740519730


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PROCTORING COMMITTEE

Strategic Perspective Plan for Proctoring committee for 2018-19

ODD SEM

Sl. No.	Chronology	Plan	Description	Strategy	Funds/Budget	Remarks
1	11th August 2018	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	8th September 2018	Proctoring committee meeting	First proctoring Review	Discuss about the academic and non academic activities of the students . Previous semester Result analysis. List out the students who have scored less marks and take remedial action to improve them. Attendace of previous month		
3	10th October 2018	Proctoring committee meeting	second proctoring review	Discussion about first IA Test performance and any issues with respect to academics and non-academics		
4	2nd November 2018	Proctoring committee meeting	Third proctoring Review	Discussion about the attendance performance and second test IA performance		
5	21st November 2018	Proctoring committee meeting	Final Review	Performance of final IA and Final attendance. Final report.		
6	18th December 2018	Proctoring committee meeting	first year second proctoring	First year performance analysis		
7	7th January 2019	Proctoring committee meeting	First yer final Review	First year report		

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EVEN SEM

Sl. No.	Chronology	Plan	Description	Strategy	Funds/Budget	Remarks
1	30th January 2019	Proctoring committee meeting	discuss about the activities of the semester.	List out the proctor proctee list.		
2	28th feb 2019	Proctoring committee meeting	Discuss about roles and responsibilities	To make the proctoring system more effective any changes required or not have to be discussed		
3	12th march 2019	Proctoring committee meeting	First proctoring Review	Discussion about Previous Result performance and Attendance Performance of the students		
4	2nd April 2019	Proctoring committee meeting	second proctoring review	Discussion about first IA Test performance and any issues with respect to academics and non-academics		
5	2nd mayl 2019	Proctoring committee meeting	Third proctoring Review	Discussion about the attendance performance and second test IA performance		
6	17th may 2019	Proctoring committee meeting	Final Review	Performance of final IA and Final attendance. Final report.		

Convenor



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PROCTORING COMMITTEE

Strategic Perspective Plan for Proctoring committee for 2017-18

ODD SEM

Sl. No.	Chronology	Plan	Description	Strategy	Funds/Budget	Remarks
1	11th August 2017	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	8th September 2017	Proctoring committee meeting	First proctoring Review	Discuss about the academic and non academic activities of the students . Previous semester Result analysis. List out the students who have scored less marks and take remedial action to improve them. Attendace of previous month		
3	11th September 2017	Proctoring committee meeting	second proctoring review	Discussion about first IA Test performance and any issues with respect to academics and non-academics		
4	30th October 2017	Proctoring committee meeting	Third proctoring Review	Discussion about the attendance performance and second test IA performance		
5	21st November 2017	Proctoring committee meeting	Final Review	Performance of final IA and Final attendance. Final report.		

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EVEN SEM

1	16 th Feb 2018	Proctoring committee meeting	discuss about the activities of the	List out the proctor proctee list.		
2	7 th March 2018	Proctoring committee meeting	First proctoring Review	Discussion about Previous Result performance and Attendance Performance of the students		
3	26 th march 2018	Proctoring committee meeting	second proctoring review	Discussion about first IA Test performance and any issues with respect to academics and non-academics		
4	27 th April 2018	Proctoring committee meeting	Third proctoring Review	Discussion about the attendance performance and second test IA performance		
5	18 th may 2018	Proctoring committee meeting	Final Review	Performance of final IA and Final attendance. Final report.		

Convener

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PROCTORING COMMITTEE

Strategic Perspective Plan for Proctoring committee for 2016-17

ODD SEM

Sl. No.	Chronology	Plan	Description	Strategy	Funds/Budget	Remarks
1	8 th August 2016	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	6th September 2016	Proctoring committee meeting	First proctoring Review	Discuss about the academic and non academic activities of the students . Previous semester Result analysis. List out the students who have scored less marks and take remedial action to improve them. Attendance of previous month		
3	30th September 2016	Proctoring committee meeting	second proctoring review	Discussion about first IA Test performance and any issues with respect to academics and non-academics		
4	24th October 2016	Proctoring committee meeting	Third proctoring Review	Discussion about the attendance performance and second test IA performance		
5	21st November 2016	Proctoring committee meeting	Final Review	Performance of final IA and Final attendance. Final report.		


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EVEN SEM

1	16th Feb 2017	Proctoring committee meeting	discuss about the activities of the semester.	List out the proctor proctee list.		
2	3rd March 2017	Proctoring committee meeting	First proctoring Review	Discussion about Previous Result performance and Attendance Performance of the students		
3	23st march 2017	Proctoring committee meeting	second proctoring review	Discussion about first IA Test performance and any issues with respect to academics and non-academics		
4	28th April 2017	Proctoring committee meeting	Third proctoring Review	Discussion about the attendance performance and second test IA performance		
5	23rd may 2017	Proctoring committee meeting	Final Review	Performance of final IA and Final attendance. Final report.		

Convener

Principal

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Principal

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Ref: SCE/PC/2018-19/Cir-09

Date: 27/02/2019

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 28/02/2019 at 10.30 a.m.

Agenda

- Suggestions for effective proctoring system
- Prepare the list of proctor and proctees of first year.
- Others

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	Dr. Gurushanth	Assistant Professor	Member	CHE	

Convener

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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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Principal

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14/5, Chikkasandra, Hesaraghatta Main Road, Bangalore-560057

Ref: SCE/PC/2017-18/Cir-03

Date: 09/10/2017

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 10/10/2017 at 3.30 p.m.

Agenda

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

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. Madhushree	Assistant Professor	Member	CSE	
4	Mrs. Ramya R	Assistant Professor	Member	ISE	
5	Mr. Arun Kumar R	Assistant Professor	Member	ME	
6	Mrs. Divya N.S.	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	

Convener

Principal

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Ref: SCE/PC/2018-19/MOM-09

Date: 28/02/19

Proctoring committee

MINUTES OF MEETING

Proctoring committee meeting has been called on 28/02/2019 at 10.30am at Principal chamber to discuss and decide upon the following

AGENDA:

- Suggestions for effective proctoring system
- Prepare the list of proctor and proctees of first year.
- Others

Based on the above points, the findings discussed are

It is decided to update the status of the respective proctees in the AMPS software. Academic stress and mental stress of the students must be taken care seriously. It is decided that the students who needs special counselling have to be directed to the counselling committee. The proctors are requested to encourage the extracurricular activities of the students. All faculty are requested to fill the formative assessment page in the proctor book.

The following members attended the meeting

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	Dr. Gurushanth	Assistant Professor	Member	CHE	

(Mrs. Rekha S N)

CONVENER

Principal

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Ref: SCE/PC/2018-19/Cir-01

Date: 10/08/2018

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 11/08/2018 at 10.30 a.m.

Agenda

- Modify the SOP
- Role and responsibility of the proctor
- Role and responsibility of the deputy chief 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

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	

Convener

Principal

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Ref: SCE/PC/2017-18/MOM-03

Date: 10/10/17

Proctoring committee

MINUTES OF MEETING

Proctoring committee meeting has been called on 10/10/2017 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

- According to SPP the meeting has to be conducted on 11/9/2017. The meeting has been postponed to 10/10/2017 due to some unavoidable reasons.
 - It is decided to inform the parents about the attendance and IA status of their wards.
- Important nonacademic issues are forwarded to the respective committees.

All the DCP's are requested to instruct the proctors to convey the performance of the proctees to the respective parents. The proctors have to advise the students that they have to strictly follow the rules and regulation of the college, especially, with respect to dress code. Any minor actions can be taken from the proctor's side to improve their wards in academics. Severe issues if any have to be brought to the notice of higher authority.

The following members attended the meeting

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. Madhushree	Assistant Professor	Member	CSE	
4	Mrs. Ramya R	Assistant Professor	Member	ISE	
5	Mr. Arun Kumar R	Assistant Professor	Member	ME	
6	Mrs. Divya N.S.	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	

(Mrs. Rekha S N)

CONVENER

Principal

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
PROCTORING COMMITTEE
2018-19**

**SAPTHAGIRI COLLEGE OF
ENGINEERING BANGALORE**



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

Annual Report of the proctoring committee for 2018-19

The first proctoring committee meeting for the academic year 2018-19 was held on 11TH August 2018, 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 2018-19. The roles and responsibility of the committee has been discussed in detail.

The first review meeting of the proctoring committee for the academic year **2018-19 was held on 8th September 2018**. 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 **10th October 2018**. The main discussion was about the first IA performance of the students. 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 third proctoring review meeting for the academic year 2018-19 was held on **2nd November 2018**. The major discussion was about the second IA performance of the students of higher semester and first IA of first year students.. 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 **21st November 2018**. The detained list of students have been prepared and informed to the respective parents. 18th December the meeting was conducted to analyse the performance of first year students. The respective class teachers are informed to take special attention of the poor performers through the HODs of physics and chemistry. The final review proctoring meeting was held on **7th January 2019**. The main discussion was carried out about the detained students. 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.

30th January 2019 the executive proctoring committee meeting has been conducted. Complete activities according to the strategic plan were discussed in the meeting. **On 28th February 2019** the committee has been discussed about the roles and responsibilities. The first proctoring review meeting has been conducted on **12th march 2019**. 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 **2nd April 2019**. 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 **2nd may 2019**. The main agenda was about the students' performance of second IA test. Non academics issues are informed by the students have been resolved. Final review meeting has been conducted on **17th may 2019**. 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



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
PROCTORING COMMITTEE
2017-18**

**SAPTHAGIRI COLLEGE OF
ENGINEERING BANGALORE**



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

Annual Report of the proctoring committee for 2017-18

The first proctoring committee meeting for the academic year 2017-18 was held on 11TH August 2017, 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 2017-18. The roles and responsibility of the committee has been discussed in detail.

The first review meeting of the proctoring committee for the academic year **2017-18 was held on 8th September 2017**. The chairman of the committee has been addressed all the members. The DCPs and proctors of the respective departments were prepared the list of students who have scored less marks based on previous semester result 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 second proctoring review meeting for this academic year was held on **11th September 2017**. The main discussion was about the first IA performance of the students. 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 convener and DCPs are addressed the needy students personally for special counselling and directed to counselling committee for further proceedings.

The third proctoring review meeting for the academic year 2018-19 was held on **30th October 2017**. The major discussion was about the second IA performance of the students. The performance of the slow learners are analysed with respect to first IA and second IA test. Remedial coaching has been given for poor performers. 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 **21st November 2017**. The detained list of students have been prepared and informed to the respective parents. The main discussion was carried out about the detained students. 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.

16th February 2018 the executive proctoring committee meeting for even semester has been conducted. Complete activities according to the strategic plan were discussed in the meeting. Once again it has emphasised about the roles and responsibilities of the committee.

The first proctoring review committee was held on **7th March 2018**. 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 **26th March 2018**. 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 academic issues addressed by the students have been brought to the notice of HODs of respective departments through Principal SCE.

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The third proctoring review meeting has been conducted on **27th April 2018**. The main agenda was about the students' performance of second IA test. Non academics issues are informed by the students have been resolved.

Final review meeting has been conducted on **18th may 2018**. The final performance of the students have been discussed. 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

Principal

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

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



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

(Affiliated to Visvesvaraya Technological University, Belgaum & Approved by AICTE-New Delhi)
 14/5, Chikkasandra, Hesaraghatta Main Road, Bangalore-560057

PARENT TEACHER ASSOCIATION (PTA)

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

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

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

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

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

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

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

To provide some amenities to the students of this College.

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

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


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PTA Expectations

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

Roles and Responsibilities of the Committee

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

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

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

Code of conduct



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Bengaluru - 560 057

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.



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Standard Operating Procedure of ASHRAYA-PTA

1. Principal is the chairman of the association. The chairman shall constitute the association by selecting the convener and members of the association
2. The parent teacher association shall select parent representatives in the Council.
3. Parents will receive the notification of the events to be conducted from PTA through the members of the association.
4. A list of parents shall be compiled and kept for future use once their ward get graduated from the institution.
5. Parent teacher association of SCE is suitable channel for the parents to contribute in the all-round development of the institution.
6. The PTA does not interfere in the day-to-day administration of the college
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.



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PARENT TEACHER ASSOCIATION

Strategic Perspective Plan for PTA for 2018-19

Sl. No.	Chronology	Plan	Description	Strategy	Funds/Budget	Remarks
1	18th August 2018 - 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 Rs.200/-	
2	4th November 2018 (Sunday	Recreation Activity for Faculty members	Recreation trip for faculty full day	full day recreation activity for faculty sponsored by PTA	funded by PTA	
3	22nd December 2018 10am to 1.00pm Respective departments	Parent Teacher meeting	Planning to conduct parent teacher meeting.	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/-	
4	24th FEB 2019 10 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 Rs.200/-	
5	March last week 2019	Sponsorship for students Paper presentation	planning to provide fee for paper presentation	pta is planning provide fund for paper presentation	fund by pta	
6	20th April 2019 10am to 1.00pm Respective departments	Parent Teacher meeting	Planning to conduct parent teacher meeting. Planning provides award for the toppers of the various departments.	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/-	

Convener

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Bengaluru - 560 057

Principal

Principal
Sapthagiri College of Engineering
Shikkasandra, Hesaraghatta Road
Bangalore-560 057



Sapthagiri College of Engineering

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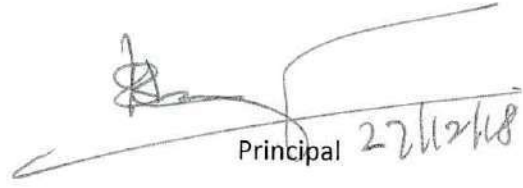
14/5, Chikkasandra, Hesaraghatta Main Road, Bengaluru - 560057.

Counseling Cell

Parents' Teachers meeting has been arranged on 22-12-2018, at Library block from 10:30 am onwards. In this regard it was decided earlier that refreshments can be given to the parents. An expenditure of Rs. 6070/- has been incurred for this purpose. It is hereby requested that the amount may please be reimbursed. Bill is attached herewith.

 S.N. Rekha ✓

Convenor, Proctoring committee


Principal 22/12/18


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



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(Affiliated to Visvesvaraya Technological University, Belgaum & Approved by AICTE-New
Delhi) 14/5, Chikkasandra, Hesaraghatta Main Road, Bangalore-560057


Ref: SCE/PTA/2018-19/Cir-06


Date: 15th April 2019

Circular

Parent Teachers Association: ASHRAYA

This is to inform all HODs and faculty of Sapthagiri college of Engineering that a PTM is arranged on 20th April 2019 Saturday 10.00 a.m to 1.00 p.m . First year PTM will be held in Library block and all the higher semester PTM will be in their respective departments. All proctors are requested to kindly communicate with all parents of their proctees. All the information will be given by the particular DCP of the respective department. Your kind cooperation is solicited to this PTM.

Convenor 


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

Copy to

All HODs

Placement cell


Principal
Sapthagiri College of Engineering
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Ref: SCE/PTA/2017-18/Cir-02

Date: 18th October 2017

Circular

Parent Teachers Association: ASHRAYA

This is to inform all HODs and faculty of Sapthagiri college of Engineering that a PTM is arranged on 28th October 2017 Saturday 10 am to 1.00pm. First year PTM will be held in Library block, Faraday block and all the higher semester PTM will be in their respective departments. All proctors are requested to kindly communicate with all parents of their proctees. All the information will be given by the particular DCP of the respective department. Your kind cooperation is solicited to this PTM.

Convener

Principal

Copy to

All HODs

Placement cell

Principal
Sapthagiri College of Engineering
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Bangalore - 560 057

Principal
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14/5, Chikkasandra, Hesaraghatta Main Road
Bangalore - 560 057

First year student's parent teacher meeting –Report for the academic Year -2018-19

The first parent teacher meeting of 2018-19 for the first year students was organized by Sapthagiri College of Engineering on 22nd December 2018. All the parents were intimated about the meeting well in advance through proctors and AMPS as per the direction of Principal, SCE.

The interactions with parents started at their respective class rooms of the students, in library block and Lab block at 10.30 am. Refreshments for parents were also arranged.

The assigned class rooms are shown below.

Sl no.	Departments	Room Nos.
1	CSE-A	Physics Lab-1
2	CSE-B	Physics Lab-2
3	ECE-G	Chemistry lab-1
4	ECE-H	Chemistry lab-2
5	EEE-E	CLH-4
6	EEE-F	CLH-16
7	ME-I	CLH-11
8	ME-J	CLH-12
9	BT	CLH-14
10	CV	CLH-15
11	ISE-C	CLH-3
12	ISE-D	CLH-2


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The proctor of each student briefed the parents about the activities and also explained how the college offers the best possible learning environment for the students. Subsequently student's attendance, academic performance and other special programs have been informed to the parents.

Outcomes of parent - teacher meeting

- Around 363 parents have attended the meeting

Sl no.	Departments	No.of parents attended
1	CSE-A	32
2	CSE-B	23
3	ECE-G	45
4	ECE-H	40
5	EEE-E	23
6	EEE-F	24
7	ME-I	42
8	ME-J	18
9	BT	27
10	CV	35
11	ISE-C	31
12	ISE-D	23

- 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 and IA-2 marks were shown to parents for their information and action.
- System that is followed for the internal marks and its importance were explained.
- Hardcopies of the Parents' feedback about the college facilities and curriculum were taken for college reference.

Parents 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


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

disclosing their wards performance to improve the students' performance
Parents are requested to inform them about the test schedules and university exams time table through SMS.

Few of the photograph have been enclosed.



Principal and Faculty interaction with parents


Principal
Sapthagiri College of Engineering
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Faculty interaction with parents in various Classrooms

Principal

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Faculty interaction with parents in various Classrooms

Convener 


Principal

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Principal
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Parent teacher meeting –Report for the academic Year - 2018-19 -Even sem

The parent teacher meeting of 2018-19 for all UG students was organized by Sapthagiri College of Engineering on 20th April 2019. All the parents were intimated about the meeting well in advance through proctors and AMPS as per the direction of Principal, SCE.

The interactions with parents started at their respective class rooms of the students, in library block ,Lab block and Academic block at 10.30 am. Refreshments for parents were also arranged.

The assigned class rooms are shown below.

Sl no.	Departments	Room Nos.
1	First year physics cycle	Physics Lab-1
2		Physics Lab-2
3	First year chemistry cycle	Chemistry lab-1
4		Chemistry lab-2
5	EEE	ALH-405
		ALH-406
6	EC	ALH-
		ALH-207
7	ME	ALH-208
		ALH-413
8	BT	BT dept Lab
9	CV	Library block
10	ISE	ALH-305
		ALH-306
11	CSE	ALH-112
		ALH-113


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The proctor of each student briefed the parents about the activities and also explained how the college offers the best possible learning environment for the students. Subsequently student's attendance, academic performance and other special programs have been informed to the parents.

Outcomes of parent - teacher meeting

- Around 300 parents have attended the meeting

Sl no.	Departments	No.of parents attended
1	CSE	42
2	ISE	54
3	ECE	65
4	EEE	47
5	ME	40
6	BT	27
7	CV	25

- 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 and IA-2 marks were shown to parents for their information and action.
- System that is followed for the internal marks and its importance were explained.
- Hardcopies of the Parents' feedback about the college facilities and curriculum were taken for college reference.

Parents 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 to improve the students' performance. Parents are requested to inform them about the test schedules and university exams time table through SMS.

Few of the photograph have been enclosed.


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Sapthagiri College of Engineering
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Faculty interaction with parents in various Classrooms

Convener

Principal

Principal
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Parent Teachers Association: ASHRAYA

**Parent teacher meeting –Report for the academic Year -
2017-18 -odd sem**

The parent teacher meeting of 2017-18 for all UG students was organized by Sapthagiri College of Engineering on 28th October 2017. All the parents were intimated about the meeting well in advance through proctors and AMPS as per the direction of Principal, SCE.

The interactions with parents started at their respective department classrooms of the students, in academic block and Faraday block at 10.30 am. Refreshments for parents were also arranged.

The assigned class rooms are shown below.

Sl no.	Departments	Room Nos.
1	1 st year P-cycle	Physics Lab-1
		Physics Lab-2
2	1 st year C-cycle	Chemistry lab-1
		Chemistry lab-2
3	EEE	ALH-405
		ALH-406
4	ISE	ALH-305
		ALH-306
5	ECE	ALH-205
		ALH-206
6	CSE	ALH-105
		ALH-106
7	ME	ALH-412
		ALH-413
8	CIVIL	Library Block
9	BT	BT LAB


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The VTU guidelines are explained to the parents by the proctors. The opportunities and facilities provided by the college has been informed to parents by the proctor. The proctor of each student briefed the parents about the activities and also explained how the college offers the best possible learning environment for the students. Subsequently student's attendance, academic performance and other special programs have been informed to the parents.

Outcomes of parent - teacher meeting

- Around 395 parents have attended the meeting

Sl no.	Departments	No. of parents attended
1	1 st year P-cycle	49
2	1 st year C-cycle	67
3	EEE	64
4	ISE	46
5	ECE	50
6	CSE	52
7	ME	39
8	BT	16
9	CIVIL	13

- 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 classrooms.
- Consolidated, class wise IA-1, IA-2marks and attendance were shown to parents for their information and action.
- System that is followed for the internal marks and its importance were explained.
- Attendance status of their wards has been discussed with the respective parent.
- Hardcopies of the Parent's feedback about the college facilities and curriculum were taken for college reference.


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

Parents 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 to improve the student's performance. Parents are requested to inform them about the test schedules and university exams timetable through SMS.

It was a great interaction between the teachers and the parents for the development of their children where they discussed both the strengths and areas of improvements. The progress shown to the parents and their suggestions were noted.

The PTM came to an end with the conclusion that the progress of the students depends on the joint effort of parents and teachers.

Some of the parents are joined newly in the association to help the activities of the college.

Few of the photograph have been enclosed.



Faculty interaction with parents in EEE Department


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



Faculty interaction with parents in various Classrooms

Convener 


Principal

Principal
Sapthagiri College of Engineering
14/6, Chikkaandra, Hosuraghatta Main Road
Bengaluru - 560 057


Principal
Sapthagiri College of Engineering
14/6, Chikkaandra, Hosuraghatta Main Road
Bengaluru - 560 057



SRI SRINIVASA EDUCATIONAL & CHARITABLE TRUST (R)
SAPTHAGIRI COLLEGE OF ENGINEERING
(Affiliated to Visvesvaraya Technological University, Belgaum & Approved by AICTE-New Delhi)
14/5, Chikkasandra, Hesaraghatta Main Road, Bangalore-560057

Parent Teachers Association: ASHRAYA

**Parent teacher meeting –Report for the academic Year -
2017-18 -Even sem**

The parent teacher meeting of 2017-18 for all UG students was organized by Sapthagiri College of Engineering on 24th March 2018. All the parents were intimated about the meeting well in advance through proctors and AMPS as per the direction of Principal, SCE.

The interactions with parents started at their respective department classrooms of the students, in academic block and Faraday block at 10.30 am. Refreshments for parents were also arranged.

The assigned class rooms are shown below.

Sl no.	Departments	Room Nos.
1	1 st year P-cycle	Physics Lab-1
		Physics Lab-2
2	1 st year C-cycle	Chemistry lab-1
		Chemistry lab-2
3	EEE	ALH-405
		ALH-406
4	ISE	ALH-305
		ALH-306
5	ECE	ALH-205
		ALH-206
6	CSE	ALH-105
		ALH-106
7	ME	ALH-412
		ALH-413
8	CIVIL	Library Block
9	BT	BT LAB

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

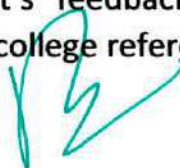
The VTU guidelines are explained to the parents by the proctors. The opportunities and facilities provided by the college has been informed to parents by the proctor. The proctor of each student briefed the parents about the activities and also explained how the college offers the best possible learning environment for the students. Subsequently student's attendance, academic performance and other special programs have been informed to the parents.

Outcomes of parent - teacher meeting

- Around 294 parents have attended the meeting

Sl no.	Departments	No. of parents attended
1	1 st year P-cycle	43
2	1 st year C-cycle	39
3	EEE	41
4	ISE	44
5	ECE	38
6	CSE	47
7	ME	21
8	BT	11
9	CIVIL	10

- 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 classrooms.
- Consolidated, class wise IA-1, IA-2marks and attendance were shown to parents for their information and action.
- System that is followed for the internal marks and its importance were explained.
- Attendance status of their wards has been discussed with the respective parent.
- Hardcopies of the Parent's feedback about the college facilities and curriculum were taken for college reference.



Principal
Sapthagiri College of Engineering
14/6, Chikkaasandra, Hesarghatta Main Road
Bannaluru - 560 057

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It was a great interaction between the teachers and the parents for the development of their children where they discussed both the strengths and areas of improvements. The progress shown to the parents and their suggestions were noted.

The PTM came to an end with the conclusion that the progress of the students depends on the joint effort of parents and teachers.

Few of the photograph have been enclosed.



Faculty interaction with parents in various Classrooms

Convener

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

Principal

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

ANNUAL REPORT OF ASHRAYA 2017-18

SAPTHAGIRI COLLEGE OF ENGINEERING BANGALORE



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

Report of the activities of ASHRAYA for 2017-18

ASHRAYA central executive committee meeting on 12/8/2017:

The first PTA central executive committee meeting for the academic year 2017-18 was held on 17th August 2017 at 10.30 am. The meeting was headed by Dr. Aswathakumar M Principal, SCE. The agenda of meeting was to discuss about the activities to be conducted from ASHRAYA for the academic year 2017-18. Discussions about the preparation for parent teacher meeting and to reconstitute the association by including more members to the association. The PTA members voluntarily agreed to function as a counselling desk during all the days of admission.

The first parent teacher meeting for the academic year 2017-18 was held on 28th October 2017. The parents were addressed by the Principal of SCE and after the interaction with principal, parents were guided to the respective classrooms to interact with respective proctors of their ward. Principal highlighted the points on the present opportunities in engineering field and the scope of engineers for upgrading the society and also briefed about the important ethic for a successful healthy life. The parents were directed to the different classes where they met the teachers and discussed the progress of their wards after snacks.

The second central executive committee meeting for this academic year 2017-18 was held on 10th feb 2018. The association discussion was mainly focused on the modalities of conducting Parent teacher meeting and to encourage the meritorious students of various department by awarding them. ASHRAYA collected Rs.10500/ for the same purpose. The committee members are donated the money voluntarily.

The second parent teacher meeting for the academic year 2017-18 was held on 24th March 2018. The meeting was addressed by the Principal of SCE. In the speech principal mainly focussed on the positive impact of parents regularly visiting college and have a track of their wards by quoting few example, later parents expressed their views and expectations from the college to their wards. The parents were directed to the different classes where they met the teachers and discussed the progress of their wards. In the meeting the proctors mainly concentrated on the academic related issues and the overall behaviour of the students based on the results of previous semester.

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



Principal

Principal

Sapthagiri College of Engineering
14/5, Chikkaandra, Mesaraghatta Main Road
Bengaluru - 560 057



Principal

Sapthagiri College of Engineering
14/5, Chikkaandra, Mesaraghatta Main Road
Bengaluru - 560 057

SAPTHAGIRI COLLEGE OF ENGINEERING

Bengaluru - 560 057



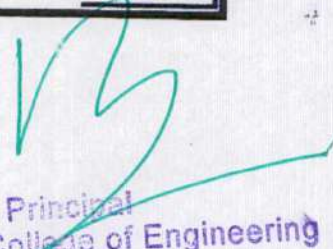
PROCTORS DAIRY

Name :

Branch :

USN : Roll No :

Proctor Name		
I Year		
II Year		
III Year		
IV Year		


Principal
Sapthagiri College of Engineering

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.							
Signature of student							

Academic Details

I 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 :

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		Final Att	Month & Year
	As on	As on	As on	Final	I	II	III	Final	I Att	Pass/Fail		
												Ineligible
												Eligible

Result :

Percentage :

Class :

IV 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 :

Academic Details

V Sem :

[illegible]

Result :

Percentage :

Class :

VI Sem :

[illegible]

Result :

Percentage :

Class :

VII Sem :

[illegible]

Result :

Percentage :

Class :

VIII Sem :

[illegible]

Result :

Percentage :

Class :

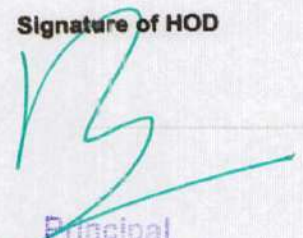
Principal

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

Signature of HOD



Principal
Sapthagiri College of Engineering

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

Signature of HOD

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

Signature of HOD

Principal
Sapthagiri College of Engineering

Meeting Details VI Sem

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

Signature of DCP

Signature of HOD

Principal
Sapthagiri College of Engineering

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

Signature of HOD

Principal
Sapthagiri College of Engineering

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

Signature of HOD

Principal
Sapthagiri College of Engineering

Parent/Gardian CommunicationDetails

[illegible]

Principal
Sapthagiri College of Engineering

Parent/Gardian CommunicationDetails

[illegible]

Principal	
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Principal

Sapthagiri College of Engineering

Parent/Gardian Personal Visiting Details

[illegible]

Principal
Sapthagiri College of Engineering

Parent/Gardian Personal Visiting Details

[illegible]

Principal
Sapthagiri College of Engineering

[illegible]

Principal
Sapthagiri College of Engineering


Details of Disciplinary Actions Taken or Warnings Issued

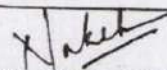
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Principal

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
 Sapthagiri College of Engineering

Name of Student : NAKSHA MUTHAPPA M				Branch : CSE		
USN : 15G17CS [REDACTED]		DOB : 13/08/1999		Blood Group B+		
Father's Name : MUTHAPPA M P						
Mother's Name : VANI M M						
Local Guardian's Name (if any) :						
Admission Details	Quota	CET	COMEDK	Management	Lateral Entry	Admission No.
	Rank			✓		
Perm [REDACTED]						
Current Residing address (If staying in Hostel mention Hostel Room No):						
Email id	Student			Parents/Guardian		
	[REDACTED]			[REDACTED]		
Contact No.	[REDACTED]			[REDACTED]		
Occupation of Father		Business (own)				
Occupation of Mother		Housewife				
Occupation of Local Guardian						
Official Address of Father		— Same as above —				
Official address of Mother		— Same as above —				
Official address of Guardian						
 Signature of Student						

Academic Details

I Sem :

Sub Code	Attendance				IA Marks				University Marks		Pass/Fail
	As on	As on	As on	Final	I	II	III	Final	I Att	II Att	
	12/9	11/10	11/11								
17MAT11	90	90	92	95	19	15	15	26			
17CHE12	88	92	94	93	22	25	23	33			
17PCD13	89	92	94	97	20	23	30	34			
17CED14	84	84	85	90	28	21	25	32			
17ELN15	82	84	85	88	10	14	26	26			
17CPK16	100	100	100	100	-	-	36	36			
17CHE17	87	91	92	92	-	-	60	40			
17CIV18	100	100	100	100	15	18	16	17			

II Sem :

Sub Code	Attendance				IA Marks				University Marks		Pass/Fail
	As on	As on	As on	Final	I	II	III	Final	I Att	II Att	
17MAT21	68	75	78	81	23	22	29	35	66		Pass
17PHY22	78	80	82	86	28	23	25	35	80		Pass
17CIV23	75	78	82	84	16	16	23	28	53		Pass
MEME24	90	92	96	98	18	23	22	31	75		Pass
17ELE25	75	80	82	85	20	15	16	25	61		Pass
17WBL26	70	70	75	80	-	-	-	36	81		Pass
17PHY27	100	100	100	100	-	-	-	39	92		Pass

III Sem :

Sub Code	Attendance				IA Marks				University Marks		Pass/Fail
	As on	As on	As on	Final	I	II	III	Final	I Att	II Att	
	13/9/18	15/10/18	17/11/18								
17MAT31	95	91	85	85	22	24	25	34			
17ELE32	97	87	80	85	23 1/2	26	26 1/2	36			
17CS33	99	88	92	90	19	24	26	33			
17CS34	86	76	85	85	22	30	16	33			
17CS35	100	76	85	85	28	24	27	35			
17CS36	89	69	75	85	24	24	16	31			
17CSL37	100	100	90	90	-	20	17	37			
17CSL38	100	83	90	90	-	19	12	31			

IV Sem :

Sub Code	Attendance				IA Marks				University Marks		Pass/Fail
	As on	As on	As on	Final	I	II	III	Final	I Att	II Att	
17MAT4	80	82	85	85	30	18	23	34	24	24	
17CS42	82	85	88	89	22	24	28	39	36	36	
17CS43	79	83	86	87	AB	25	25	27	27		
17CS44	83	89	90	91	21	17	28	32	32		
17CS45	89	91	93	93	24	27	29	37	27		
17CS46	90	91	73	93	20	23	23	32	32		
17CSL47	100	100	100	100			34	34	34		
17CSL48	100	100	100	100			30	30	30		

Academic Details

Sub Code	Attendance				IA Marks				University Marks		Pass/Fail
	As on	As on	As on	Final	I	II	III	Final	I Att	II Att	
	7/9/19	11/10/19	18/11/19								
17CS51	83%	83%	83%	86%	30	28	30				
17CS52	72%	94%	94%	88%	28	28	28				
17CS53	72%	94%	90%	95%	30	30	30				
17CS54	96%	92%	84%	85%	27	30	21				
17CS55	100%	94%	90%	89%	25	30	25				
17CS56	81%	76%	84%	86%	21	25	22				
17CS57	100%	86%	85%	85%							
17CS58	100%	100%	92%	92%							

VI Sem :

[illegible]

VII Sem :

[illegible]

VIII Sem :

[illegible]

Class awarded by the University

Meeting Details

I Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I	28/08/2017	3:30 - 4:30 pm	NO ISSUES. Regarding any subjects. Informed to be regular to classes & score well in all subjects	<i>[Signature]</i>	<i>[Signature]</i>
II	28/10/2017	11:40 - 12:40	NO ISSUES about the attendance. Informed to score well in 1st IA & Advised to be regular to class	<i>[Signature]</i>	<i>[Signature]</i>
III	15/11/2017	3:30 - 4:30	No Issues about the attendance - 1. Informed to score well in 2nd IA & Advised to be regular to class	<i>[Signature]</i>	<i>[Signature]</i>
IV	23/11/2017	12:30 - 1:30	No Issues regarding the attendance status. Informed to concentrate more on all the subjects in theory & practical exams.	<i>[Signature]</i>	<i>[Signature]</i>

[Signature]
Signature of HOD

[Signature]
Signature of Principal
Principal
Sapthagiri College of Engineering

Meeting Details

II Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I	1/3/18	3.30pm	Discussed about subjects & preparation of 1 st sem No issues regarding attendance status.	<i>Nalaka</i>	<i>[Signature]</i>
II	4/4/18	3.30 to 4.30pm	Informed to score well in 1 st IA No issues regarding attendance	<i>Nalaka</i>	<i>[Signature]</i>
III	2/5/18	3.30 to 4.30pm	Informed to score well in 1 st IA No issues regarding any subject difficulty	<i>Nalaka</i>	<i>[Signature]</i>
IV	2/5/18	3.30 to 4.30pm	Informed to score well in 1 st IA & advised to concentrate on practical & theory exams.	<i>Nalaka</i>	<i>[Signature]</i>

[Signature]
Signature of HOD

[Signature]
Signature of Principal
Principal
Sapthagiri College of Engineering

Meeting Details

III Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I	20/9/18	1:04	Has advised to attend classes regularly, be attentive in class, discussed about class.	<i>[Signature]</i>	<i>[Signature]</i>
II	3/10/18		Advised to improve performance in next internals.	<i>[Signature]</i>	<i>[Signature]</i>
III	3/11/18	9:35 AM	Discussed about 2IA marks and performance, advised to score more.	<i>[Signature]</i>	<i>[Signature]</i>
IV	30/11/2018	12:50 PM	Discussed about 3IA marks and advised to perform well for theory and practical exam.	<i>[Signature]</i>	<i>[Signature]</i>

Signature of HOD

Signature of Principal
Principal

Meeting Details

IV Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I	6/3/19	12:50 pm	Advised to attend classes regularly. Advised to be on time to the class. Advised to perform well in 1st IA.	<i>[Signature]</i>	<i>[Signature]</i>
II	3/4/19	1:30 pm	Discussed about first internal performance. Advised to perform well in 2nd internal.	<i>[Signature]</i>	<i>[Signature]</i>
III	25/4/19	12:51 pm	Discussed about second internal performance and advised to improve performance in DC and mathematics.	<i>[Signature]</i>	<i>[Signature]</i>
IV	23/5/19	2:57 pm	Discussed about 3rd internal performance and advised to improve performance in mathematics	<i>[Signature]</i>	<i>[Signature]</i>

ch
3/6/19

for ch
Signature of HOD

Signature of Principal
Principal

Meeting Details V Sem

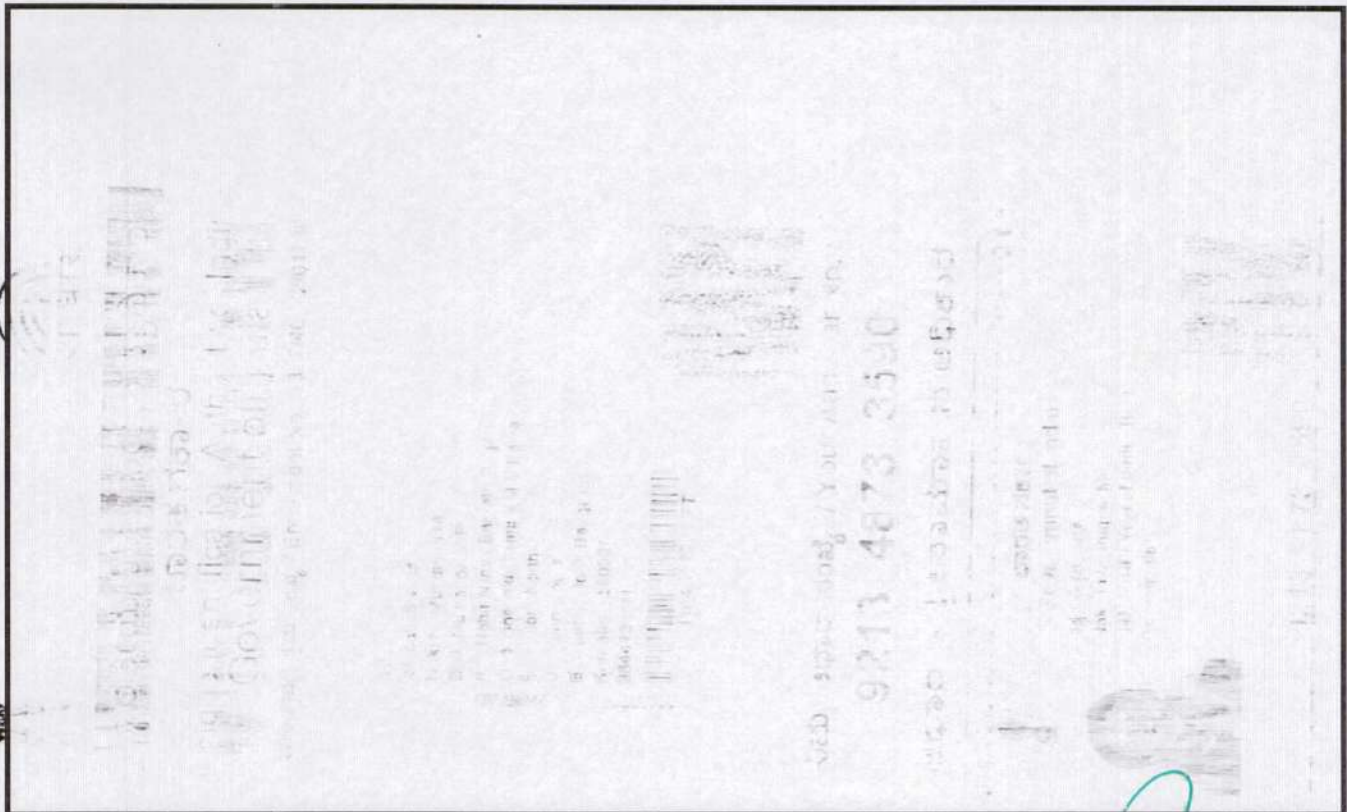
Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I	6/9/19	12:50 PM	Advised to attend classes regularly advised to perform well in 1st IA		
II	1/10/19	1:30 PM	Advised to Perform well in 2nd IA. Informed to attend classes regularly.		
III	31/10/19	12:40	Advised to Perform well in 3rd IA. Informed to be regular to classes & labs		
IV	24/12/19	12:51	Perform well at finals. Informed to maintain aggregate to exams.		


Signature of HOD

Signature of Principal
Principal
Sapthagiri College of Engineering

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
 Sapthagiri College of Engineering

Name of Student : PRATIK KUMAR					Branch : C.S.E	
USN : S2120013		DOB 26/12/1994		Blood Group (O) ^{1st}		
Father's Name : RAJESH KUMAR DAS						
Mother's Name : NEELIMA DAS						
Local Guardian's Name (if any) : RAJEEV RANJAN						
Admission Details	Quota	CET	COMEDK	Management	Lateral Entry	Admission No..
	Rank		16262			
Permanent Address : LATE SAMESH CHANDRA DAS ANU ASHRAYA, BHATTA ROAD JURKHIAL, TILKAMAJHI CHOWK, BHAGALPUR [BIHAR] PIN : 812001						
Current Residing address (If staying in Hostel mention Hostel Room No.): SAPTHAGIRI COLLEGE OF ENGINEERING BOYS HOSTEL ROOM NO. : B-30						
Email Id	Student			Parents/Guardian		
Contact No.	<div style="border: 1px solid black; padding: 5px;"> <p>pratikdas@gmail.com</p> <p>9045 4008 1049/4003</p> <p>8942 260 693</p> </div>			<div style="border: 1px solid black; padding: 5px;"> <p>rajeshkumar@gmail.com</p> <p>954 900 999</p> <p>094294 720</p> </div>		
Occupation of Father	RAILWAY SERVICE					
Occupation of Mother	HOUSE WIFE					
Occupation of Local Guardian	PRIVATE SERVICE					
Official Address of Father	<p>KEY STATION, VI 309/10</p> <p>NEAR CHANDRANAGAR</p> <p>2000, DIST. PURNIA, BIHAR</p>					
Official Address of Mother	<p>31, 1st BLOCK, EAST ROAD</p>					
Official Address of Guardian	<p>31, 1st BLOCK, EAST ROAD, VI 309/10</p> <p>NEAR CHANDRANAGAR, PURNIA, BIHAR</p> <p>BANGALORE 560001</p>					
Signature of student		Pratik Kumar				

Principal
Sapthagiri College of Engineering

Academic Details

I Sem :

Sub Code	Attendance				IA Marks				University Marks		Pass/Fail
	As on	As on	As on	Final	I	II	III	Final	I Att	II Att	
	31/8/13	30/9/13	30/12/13						(Total)		
10MAT11	82	83	78	78	06	15	06	11	43	31+11=50	F / pass
10PHY12	100	96	90	90	13	17	22	20	71		P
10CIV13	100	93	85	85	16	09	13	15	51		P
10EME14	100	88	88	88	18	16	AB	17	56		P
10ELE15	91	88	85	85	21	13	AB	17	53		P
10WSL16	100	00	90	90	-	-	-	23	65		P
10PHY17	100	100	100	100	-	-	-	23	71		P
10CIP18	100	93	96	96	09	11	15	13	43		P

II Sem :

Total : 416

Fail

Sub Code	Attendance				IA Marks				University Marks		Pass/Fail
	As on	As on	As on	Final	I	II	III	Final	I Att	II Att	
	28/2/14	29/3/14									
10MAT21	65	74	85	85	AB	09		07	46	20/19	F/F
10CHE22	69	89	88	88	AB	15		15	60		P
10CCP23	67	85	92	92	10	20		18	71		P
10CED24	67	67	89	89	22	AB		19	96		P
10ELN25	66	78	87	87	AB	15		19	61		P
10CPL26	57.1	64	89	89	-	-		20	50		P
10MEL27	100	100	85	85	-	-		21	42		P
10CIV28	67	80	85	85	AB	09		09	30		P

Total - 456

Fail

III Sem :

Sub Code	Attendance				IA Marks				University Marks		Pass/Fail
	As on	As on	As on	Final	I	II	III	Final	I Att	II Att	
	3/9	10/10	8/11								
10MAT31	89	89	88	88	14	25	06	20	52		
CS32	87	86	85	86	10	15	17	16	24	16/14	F/F
CS33	81	84	86	87	08	07	20	19	42		
34	67	78	85	85	AB	11	23	17	35		
85	88	85	87	88	15	06	17	16	47		
36	79	80	89	89	22	21	17	22	63		
CSL37			94	94				19	23		
CSL38			92	92				12	25		

IV Sem :

Sub Code	Attendance				IA Marks				University Marks		Pass/Fail
	As on	As on	As on	Final	I	II	III	Final	I Att	II Att	
	5/3	16/4	20/5								
10MAT41	94	96	90	90	11	12	07	12	40		
10CS42	90	88	87	87	15	AB	15	15	21	35	Fail/
10CS43	94	90	85	85	AB	05	24	15	42		
10CS44	95	88	88	88	13	06	17	15	35		
10CS45	100	85	85	85	11	06	07	11	39		
10CS46	94	90	88	88	03	9	20	15	35		
		71	85	85				13	06	20	Fail/
		88	92	92				16	20		

350

V Sem :

Academic Details

Sub Code	Attendance				IA Marks				University Marks		Pass/Fail
	As on	As on	As on	Final	I	II	III	Final	I Att	II Att	
10CS51	85	86	85	85	10	16	15	16	35		P
10CS52	86	88	87	87	08	18	16	17	41		P
10CS53	86	88	86	86	AB	14	15	15	20		F/P
10CS54	80	88	87	87	18	AB	19	19	42		P
10CS55	94	92	94	94	13	12	23	19	40		P
10CS56	88	86	86	86	17	AB	17	17	39		P
10CS57	90	94	92	92				18	24		P
10CS58	94	94	92	92				13	39		P

VI Sem :

Sub Code	Attendance				IA Marks				University Marks		Pass/Fail
	As on	As on	As on	Final	I	II	III	Final	I Att	II Att	
10CS61	73	78		86	ab	21	22	22	50		P
10CS62	86	82		88	ab	10	21	16	0	35	F/P
10CS63	81	84		85	15	ab	16	16	35		P
10CS64	82	84		87	7	15	14	15	47		P
10CS65	82	85		87	9	12	18	15	44		P
10CS66	83	84		87	6	13	22	18	54		P
10CS67	50	75		92				17	35		P
10CS68	50	75		92				20	15	35	F/P

VII Sem :

Sub Code	Attendance				IA Marks				University Marks		Pass/Fail
	As on	As on	As on	Final	I	II	III	Final	I Att	II Att	
10CS71	88	90	87	87	13	17	AB	15	38		P
10CS72	88	90	87	87	23	19	AB	21	37		P
10CS73	89	92	88	88	21	13	AB	17	41		P
10CS74	85	96	92	92	17	20	AB	19	41		P
10CS75	85	94	89	89	13	19	AB	16	28		P
10CS76	90	90	87	87	17.5	16.5	AB	15	50		P
10CS77	100	90	92	92				19	21		P
10CS78	100	100	100	100				18	30		P

VIII Sem :

Sub Code	Attendance				IA Marks				University Marks		Pass/Fail
	As on	As on	As on	Final	I	II	III	Final	I Att	II Att	
10CS81	92	90	87	87	15	AB	22	18	61		P
10CS82	92	90	89	89	15	24	AB	20	35		P
10CS83	90	88	85	85	23	20	AB	22	47		P
10CS84	90	90	88	88	22	19	AB	21	48		P
								82	97		P
								35			P

Class awarded by the University

486 FC
Principal
Sapthagiri College of Engineering

Meeting Details

I Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials Student Staff
I	20/8/13	11:40	No problems in Academics. Advised to do well in I Internals.	<i>Pratibha Kumar</i> 20/8/13
II	20/9/13	2:05	Not done well in maths, Average performance. Advised him to do well in II Internals.	<i>Pratibha Kumar</i> 20/9/13
III	24/10/13	2:05	Seced has marks in CV, Advised him to do well in III Internals.	<i>Pratibha Kumar</i> 24/10/13
IV	18/11/13	10:05	Advised to do well in Exam	<i>Pratibha Kumar</i> 18/11/13

Signature of HOD

Signature of Principal

Principal
Sapthagiri College of Engineering

Meeting Details

II Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials Student	Staff
I	10/2/14	10:20 a.m	No problems in Academics. Advised to do well in I Internals.	Ravi Kumar	RS 20/2/14
II	24/3/14	11:05 a.m	Very irregular and poor performance, Advised to do well in II Internals and to be regular to the classes and tests.	Ravi Kumar	RS 24/3/14
III	21/4/14	2:05	Advised to be regular to the tests and to score good marks in III Internals.	Ravi Kumar	RS 21/4/14
IV	19/5/14	10:05	Advised to do well in Exam.	Ravi Kumar	RS 19/5/14

Signature of HOD
21/5/14

Signature of Principal

Principal
Sapthagiri College of Engineering

Meeting Details

III Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials Student	Staff
I	12/8/14	12:40	Discussed about previous semester results. Guided him to work hard & score well in I TA.	<i>[Signature]</i>	<i>[Signature]</i>
II	19/9/14	12:40	* Was NE for DNS. * Student couldn't follow Ec & LD teaching. * Asked him to approach concerned faculty & get the help. * Guided him to be regular to the class.	<i>[Signature]</i>	<i>[Signature]</i>
III	21/10	11:15 p.m	* Discussed about II TA and attendance. * Guided him to work hard on Ec & LD & score well in III TA.	<i>[Signature]</i>	<i>[Signature]</i>
IV	18/11	11:20 p.m	* Discussed abt final attendance & III TA marks. * Guided him to score well exam.	<i>[Signature]</i>	<i>[Signature]</i>

Signature of HOD

Signature of Principal

Principal
Sapthagiri College of Engineering

Meeting Details

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials Student	Staff
I	9/2/15	12:40	* Discussed abt III Sem results. * Guided him to clear the credit papers (MAT-II) this semester.	<i>Prash</i>	<i>I</i>
II	24/2/15	1:00	* Discussed abt I IA marks & attendance status. * Guided him to work hard & score well in 2 nd IA. * Asked him to attend IA & score min 15 in all subjects.	<i>Prash</i>	<i>I</i>
III	4/3/15	1:15	* Discussed abt II IA marks & attendance status. * Guided him to score well in III IA.	<i>Prash</i>	<i>I</i>
IV	20/5/15	1:30	* Discussed abt IV IA marks. * Guided him to clear the credit papers (M2). * Advised him to score well in External.	<i>Prash</i>	<i>I</i>

Signature of HOD

22/5/15
18/5: IV GTC, DAA Lab
failure III Ec
II M2 → YB

Signature of Principal

Principal
Sapthagiri College of Engineering

Meeting Details

V Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials Student	Staff
I	16/8/18	12:50	Student No - 4022140439 Parents No - 9932847243 said him to be regular for class. Asked him to learn the subject and clear it		
II	15/9/18	1:00	Performance is very poor in 1st IA and he was absent for 08 subject. said him to not miss IA		
III	20/10/18	4:30	Performance is bit improved when compared with 1st IA but he has not taken 2 subjects		
IV	28/11/18	10:30	He has secured average in all the subjects said him study well & score good marks in IA		

Signature of HOD
15/11/17

Signature of Principal

Principal
Sapthagiri College of Engineering

Meeting Details

VI Sem

	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I	22/2/17	10:40	Said him to be regular to classes He is understanding all subjects.	Pratik	M
II	3/4/17	10:40	Performance is poor in first IA. Said him to be regular to classes. because He has shortage of attendance in 1 subject.	Pratik	M
III	3/5/17	10:40	Performance is not satisfactory He has not attended 1 subject in 2nd IA	Pratik	M
IV	30/5/17	12:40	He has scored average average in all subjects Said him to work hard & do well in exam	Pratik	M

for chg
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Sapthagiri College of Engineering

Meeting Details VII Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I	21/8/17	10:30	He has failed in 2 subjects in previous semester. said him to work hard & clear in next exam	<i>[Signature]</i>	<i>[Signature]</i>
II	21/9/17	10:30	performance is satisfactory can do better.	<i>[Signature]</i>	<i>[Signature]</i>
III	24/10/17	12:40	Performance is satisfactory and he is regular to classes	<i>[Signature]</i>	<i>[Signature]</i>
IV	24/11/17	12:00	He has scored average marks in all the subjects said him do well in exam	<i>[Signature]</i>	<i>[Signature]</i>

[Signature]
Signature of HOD

[Signature]
Signature of Principal
Principal
Sapthagiri College of Engineering

Meeting Details

VIII Sem

Sl. No.	Date of Meeting	Time	Nature of discussion held in brief	Initials	
				Student	Staff
I	19/2/18	10:30	Performana in previous sem is not satisfactory. He has failed in one of the subject. Said him clear that su	<i>Pratik</i>	<i>(M)</i>
II	2/4/18	10:30	Performana in 1 st IA is satisfactory but can do better.	<i>Pratik</i>	<i>(M)</i>
III	30/4/18	10:30	Performana in 2 nd IA is satisfactory but he has missed in 8A subject. Said him to not miss IA	<i>Pratik</i>	<i>(M)</i>
IV	26/5/18	10:30	He has scored average in all the subject and have 85% attendance in all the subject. Said him perform well in exam.	<i>Pratik</i>	<i>(M)</i>

Signature of HOD

Signature of Principal

Principal
Sapthagiri College of Engineering

Parent/Guardian Communication Details

[illegible]

Principal
Sapthagiri College of Engineering