



SAPTHAGIRI COLLEGE OF ENGINEERING
#14/5, Hesaraghatta Main Road, Chikkasandra, Bengaluru – 560057.

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for each of his/her wards which gives all the details of the students, in terms of course registration/course dropping/withdrawn/re-registration etc.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