

# **ANNUAL REPORT OF PROCTORING COMMITTEE 2020-21**

## **SAPTHAGIRI COLLEGE OF ENGINEERING BANGALORE**



## **Annual Report of the proctoring committee for 2020-21**

The first proctoring committee meeting for the academic year 2019-20 was held on 11th August 2020, 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 2020-21. The roles and responsibility of the committee has been discussed in detail.

The first review meeting of the proctoring committee for the academic year 2020-21 was held on 21<sup>st</sup> September 2020. 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 discussion about the first IA performance of the students also carried out. 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. And the proctors were advised to give special attention for the academic improvements. Since all the classes were conducted online, the online proctoring was conducted regularly whenever required.

The second proctoring review meeting for the academic year 2020-21 was held on 25<sup>th</sup> November 2020. The major discussion was about the second IA performance of the students of higher semester. The performance of the slow learners was 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. All the proctors were requested to monitor the attendance

Final proctoring review meeting of higher semester was held on 13<sup>th</sup> January 2021. The detained list of students have been prepared and informed to the respective parents. 18<sup>th</sup> February 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.

13<sup>th</sup> April 2021, the executive proctoring committee meeting has been conducted. Complete activities according to the strategic plan were discussed in the meeting and also the committee has been discussed about the roles and responsibilities. The first-year physics and chemistry cycles proctor's diary were exchanged for subsequent proctoring. On 27<sup>th</sup> may 2021, the first proctoring review meeting was conducted. 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 7<sup>th</sup> June 2021. The major discussion was about the first IA test and attendance performance. Slow learners are specially taken care with the help of class teachers. All the proctoring meetings were conducted online because of the pandemic situation. The third proctoring review meeting has been conducted on 12<sup>th</sup> July



2021. 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 17<sup>th</sup> August 2021. The detained students list have been prepared and informed to the respective parents through the proctors. The final review of first year was conducted on 25<sup>th</sup> September 2021. The performance of all students was informed to the respective parents. The proctor diary of first year students 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  
Chikkasandra, Hesaraghatta Road  
Bangalore-560 057