

**ANNUAL REPORT OF
PROCTORING COMMITTEE
2019-20**

**SAPTHAGIRI COLLEGE OF
ENGINEERING BANGALORE**

Annual Report of the proctoring committee for 2019-20

The first proctoring committee meeting for the academic year 2019-20 was held on 19th July 2019, 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 **2019-20 was held on 9th September 2019**. 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 proctors along with subject teachers are identified the slow learners and decided to give special attention to slow learners for improving the academic performance. 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 **19th September 2019**. 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 proctors are requested to monitor the performance of slow learners with the help of respective HoDs and subject teachers.

The third proctoring review meeting for the academic year 2018-19 was held on **2^{3rd} October 2019**. 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 **25th November 2019**. The detained list of students have been prepared and informed to the respective parents. 12th 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 2020**. 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.

31st January 2020 the executive proctoring committee meeting has been conducted. Complete activities according to the strategic plan were discussed in the meeting. On **5th February 2020** the committee has been discussed about the roles and responsibilities. The

first proctoring review meeting has been conducted on 11th march 2020. 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 proctors are requested to give special attention to the needy students. The Special online proctoring meeting for even semester was held on 16th march 2020. The major discussion was about the online class conduction during lockdown and to educate the students about the precautions to be taken during this Covid period. The committee has decided to take the complete responsibility of the academics of the students during lockdown. The third proctoring review meeting has been conducted through zoom on 20th April 2020. The main agenda was about the conduction of first IA test through online mode. The proctors were informed to check the network facility of the respective proctee and make them ready for the online IA test. The fourth review meeting has been conducted on 3rd May 2020 through online mode . The main agenda was the conduction of Second IA test . All the proctors were monitoring the respective proctees until the students finish the examination in order to avoid the network difficulty. The fifth review meeting has been conducted on 25th May 2020 through online mode. The main agenda was the conduction of Third IA test . The proctors were informed to give the special guidelines to final year students about the offline theory examination procedure and conduction of project Viva. The changes in the planning dates have been done due to Covid lockdown. 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