

PROCTOR COMMITTEE REPORT

Preparing the students for college education is quite challenging. Mentor/Proctor method is useful in this respect which furthers the motivational level. This program is for new students and seasoned students is necessary to keep students in classroom with distinct vision and mission.

At present a proctor manual is maintained for each student in order to track his skill, knowledge, and language ability and co-curricular and extracurricular capabilities. Proctor helps to counsel students at the time of depression, during the examination, facing interviews, and health issues.

Work assigned to proctors

- Preparing data-base of each student for the automation of students record.
- Informing the irregularities of students to Parents
- Educating the students about the scholarships/free ships.
- Motivating the students to take part in academic and extra- curricular activities.
- To interact with the students and arrange remedial classes and bridge course.
- To maintain a record of all the activities conducted.
- To interact with the students periodically and help them to overcome to their grievances.

PROCTOR COMMITTEE

Chairperson : Dr. K N Amarendra
Principal

Guide : Vijaya Dugagappa
IQAC Coordinator

Convener : Dr. G Gangaraju

Members : Sri. Prakasha H S
Dr. Manukumar H P
Smt. Komala N G
Smt. Kalavathi SG
Smt. Chaithra

VISION

To maintain discipline in the college and to ensure that college rules are understood and followed. To keep an eye on the general moral behavior of the student. To prevent students from disturbing the peaceful atmosphere of the college.

MISSION

Taking inspiration from our motto, Proctor system creates a diverse learning and living community: one that values the individual and recognizes the potential of each member to stretch beyond what had been thought possible.

Proctors list – 2018-19

Course	Combination	Name of the Class Teacher	Name of the C R
II BA	HEP	Smt. B M Malini	Harish N R
	HEG	Sri Nagaraju M	Nethra
II BA	HEP	Dr. S Jagada	Anilkumar
	HEG	Dr. K N Amarendra	Chandrashekar
III BA	HEP	Prof. Palanna	Raghu
	HEG	Dr. G Gangaraju	Gagana M R
I B.Com	Commerce	Smt.Komala NG& Smt. Chaithra	Adarsha K Mamatha K N
II B.Com	Commerce	Smt.Kalavathi & Sri Prakasha H S	Govindaraju K V Aishwarya
III B.Com	Commerce	Sri.Kempegowda&Smt. Lavanya	Arunkumar M Kusuma V

Meetings conducted during this academic year 2018-19

Proctor Committee conducts Proctors and Class Representatives meeting in every semester to allot work for proctors and ask the grievances of the students through CRs respectively.

Date & Time	Meeting	No of Members Present	Plan of Action/ ISSUES DISCUSSED
24-7-2018	Proctor Meeting	10	To update proctors records To select 2 CRs for the each class, Counseling the students and recording it in a meeting register.
3-9-2018	C R meeting	12	Attendance shortage was informed to students. Students were informed to undergo medical checkup arranged by the institution on every Tuesday. Students wanted to celebrate Teachers Day on 5-9-2018. They took permission from the Principal. Program List was prepared.
10-1-2019 12.30	CR Meeting	18	Lesson plans prepared by faculty members in their subject were distributed to students to crosscheck whether the portions are completed according to the plan. Students were asked to take initiative to render volunteer service at Siddaganga Mutt Proctors were informed to remind the students to pay the balance fee and to prepare shortage of attendance.
13-3-2019 1.30 PM	CR Meeting	15	Dr. Amarendra informed CRs to take part actively in the college fest. Principal gave permission to celebrate class social for final year students. Many problems related to infrastructure, completion of syllabus were discussed in this meeting.

Proctors list – 2019-20

Course	Combination	Name of the Class Teacher	Name of the C R
I BA	HEP	Smt. B M Malini	Bhavya D
	HEG	Sri Nagaraju M	Ravikumar A V
II BA	HEP	Dr. S Jagada	Girishkumar T R
	HEG	Dr. K N Amarendra	Vidya C
III BA	HEP	Smt. Arunakumari	Anil kumar
	HEG	Dr. K N Amarendra	Manjula B M
I B.Com	Commerce (1 To 54)	Dr. G Gangaraju	Anitha L Harsha K R
I B.Com	Commerce (55 to 108)	Smt. Komala N G	Bhoomika M Dileep M
II B.Com	Commerce (1 to 45)	Smt. Chaithra	Aishwarya R Dhananjaya Y G
II B.Com	Commerce (46 to 92)	Smt.Kalavathi	Bharath Kumar V Divyashree
III B.Com	Commerce 54	Sri. Prakasha H S	Bindu K N Dayanand M
III B.Com	Commerce 57	Sri. Kempegowda	Chiranjeevi V Lakshmi K

Meetings conducted during this year 2019-20

Date & Time	Meeting	No of Members Present	ISSUES DISCUSSED
09-11-2019	proctor meeting	20	Proctors were informed to update proctors records. They were asked to select 2 CRs for each class. They were instructed to counsel the students and to record the proceedings in a meeting register.
27.07.2019	proctor meeting	30	Students were informed about shortage of attendance. Students were informed to undergo medical checkup arranged by the institution on every Tuesday. Many problems of students were discussed. Lesson plans prepared by faculty members in their subjects were distributed to students to crosscheck whether the portions are completed according to the plan. Students asked the principal to purchase new books for the library and provide internet facilities to the laboratories. Discussion was held on celebrating Teachers' day. Different committees were constituted. Principle he asked the students and teachers to write articles. Principal insisted on teachers to take students on Industrial visits or educational tours. Proctors were informed to remind the students to pay balance fees amount and to prepare shortage of attendance. Principal instructed the proctors to crosscheck the completion of portion and get the list of students who are willing to take certificate course. Students raised their problems regarding remedial classes as the timings were not convenient, Students asked to conduct Abhivyakthi, cultural fest for 3 days instead of 2 days. Principal instructed the students to keep their class rooms and campus clean and not to use mobile phones in campus.

Proctors list – 2020-21

Course	Combination	Name of the Class Teacher	Name of the C R
I BA	HEP	Dr. S Jagada	Dharneesh S
	HEG	Dr. S Jagada	Chaithra S R
II BA	HEP	Dr. S Jagada	Nanadakumar S
	HEG	Dr. K N Amarendra	Jayalakshmi P
III BA	HEP	Arunakumari S K	Kavya S K
	HEG	Dr. K N Amarendra	Abhilash
I B.Com	Commerce 1 to 54	Dr. G Gangaraju	Afroz Hema M
I B.Com	Commerce 55 to 108	Smt. Komala N G	Maruthi M Priya S
II B.Com	Commerce 1 to 45	Smt. Chaithra	Abhishek T D Gunashree G Y
II B.Com	Commerce 46 to 92	Smt. Kalavathi S G	Chandru L R Pavithra H R
III B.Com	Commerce	Sri. H S Prakasha	Anand G Damini R
III B.Com	Commerce	Sri. Kempegowda K	Jeevan K H Nandini

Meetings conducted during this year 2020-21

Date & Time	Meeting	No of Members Present	Issues Discussed
1-10-2020	Proctor meeting	10	Proctors were instructed to create new whatsapp groups of their respective classes and orient students on attending online classes. It was decided to conduct induction program for 1 st year degree students through online on 15 October 2020. First year proctors were asked to take initiative. First year proctors were informed to select CRs of their respective classes.
28-6-2020	CR Meeting Online meeting	9	Dr . M S Shivaprakash, principal presided over the meeting. He informed the students that the vaccination drive will be there in the college and told them get the benefit of it. He assigned the work to collect the data of the students who were not vaccinated till then and submit that list to the proctors' convener and share the vaccinated certificate to the respective proctors of their classes.

Proctors list – 2021-22

Course	Combination	Name of the Class Teacher	Name of the C R
I BA	HP/HE/HG	Smt. B M Malini	Manjunatha L Dharneesh S Shreedar D S
	EP	Sri. Nagaraju M	Tejas Yamuna Bai
II BA	HEP	Smt. Dr. S Jagada	Nandakumar S Pavithra N
	HEG	Smt. Dr. S Jagada	Naveenkumar K R Jayalakshmi P
III BA	HEP	Smt. Arunakumari S K	Kiran H Kavya S K
	HEG	Dr. K N Amarendra	Abhilash Geetha
I B.Com	Commerce 1 to 54	Dr. G Gangaraju	Padmashree Gurukiran
I B.Com	Commerce 55 to 108	Smt. Komala N G	Raghunath Rao Vijayalakshmi
II B.Com	Commerce 1 to 45	Smt. Chaithra	Bhoomika M Afroz
II B.Com	Commerce 46 to 92	Smt. Kalavathi S G	Ramkumar N Lakshmidhevi K
III B.Com	Commerce (A Section)	Sri H S Prakasha	Wasim Akram Hemanthkumar H C Kavya V K Pooja K
III B.Com	Commerce (B Section)	Sri Kempegowda K	Narendra Sanjaygowda K B Devika R Ruchitha L

Meetings conducted during this year 2021-22

Date & Time	Meeting	No of Members Present	Discussion Occurred
21-10-2021 4 PM	Proctors Meeting	14	Proctors were informed to create whatsapp groups of their sections and select CRs. They were asked to prepare the list of merit students (5 students from each section) and submit the same. Duties of proctors were discussed
8-12-2021 4 PM	Proctors Meeting	12	Grievances of the students were discussed. Principal assured to solve all their problems and instructed students to follow discipline in the college. Feedback regarding the completion of the portion was taken by students. IQAC coordinator CSS Sir informed about the allotment of internal marks. Principal instructed the students to attend classes regularly and 80% attendance was mandatory to take exam. Proctors were asked to prepare the list of shortage of attendance and inform the parents. Proctors were informed to conduct 2 meeting per semester and note down the problems of students.

PROCTOR LIST – 2022-23

Course	Combination	Name of the Class Teacher	Name of the C R
I BA	HP/HE	Dr. G Gangaraju	Swetha Govindaraju
	EP/HG	Smt. Komala N G	Navyashree Khaeel Ahamad
II BA	HP/HE	Vijayaduggappa	Manjunatha Dhanalakshmi
	EP/HG	Dr. K N Amarendra	Sridhar Chaithra
III BA	HEP	Rajesh V S	Sneha Nandakumar
	HEG	Dr. K N Amarendra	Dilip Dhanalakshmi
I B.Com	Commerce 1 to 54	Smt. Chaithra	Dharshan S Megha R
I B.Com	Commerce 55 to 112	Smt. Poornima C	Shivakumar Ayshwarya
II B.Com	Commerce 1 to 45	Sri Manukumar H P	Vishwanath B R Raghunathrav V N
II B.Com	Commerce 46 to 96	Smt. Kalavathi S G	Pushpa K G Divya H G
III B.Com	Commerce 1 to 40	Sri H S Prakasha	Afroz Bhoomika
III B.Com	Commerce 41 to 87	Sri Kempegowa K	Lakshmidevi Pavankumar

Meetings conducted during this year 2022-23

Date & Time	Meeting	No of Members Present	Discussion Occurred
8-9-2022 3.30 PM	Proctors Meeting (First year degree classes)	06	<p>Principal presided over the meeting. First year proctors were informed to create whats app groups of their respective classes. And select CR's from each class. Proctors were instructed to maintain students' records by collecting their details. Principal, IQAC coordinator and proctors' convener were present in the meeting. Students shared their opinion on the completion of the portions.</p> <p>Principal insisted to maintain discipline and wear id card in college premises. He said that 80% attendance was mandatory to take the exam. The date of PTA Meeting was announced. It was scheduled on 08-09-22. Every proctor was assigned to invite the parent.</p> <p>Proctors were told to make Students' Satisfactory Survey of final year, second year and passed out students.</p>
22.2.23 12 PM	CR Meeting (2 nd and 3 rd Year students)	12	<p>Principal, IQAC Coordinator and Proctors' convener were present in the meeting. Discussions regarding the completion of syllabus took place.</p> <p>Grievances of students were heard. Discussion on the completion of the syllabus . Discussion on the completion of the syllabus was held. Students asked the teachers to take extra classes.</p> <p>Principal informed the students about the NAAC Reaccreditation and asked them to maintain discipline in the college. IQAC coordinator informed the proctors to collect the data of students for SSR. was held. Students asked the teachers to take extra classes.</p> <p>Principal informed CRs about the NAAC Reaccreditation and asked them to maintain discipline in the college. He asked the proctors to submit Hard copy to the proctors' convener and send soft copy to IQAC mail..</p>



CRs' meeting held on 18-04-2022



CRs meeting held on 17-05-23



CRs meeting held on 25-5-2023

