



Sri Sai Vidya Vikas Shikshana Samithi ®

SAI VIDYA INSTITUTE OF TECHNOLOGY

Approved by AICTE, New Delhi, Affiliated to VTU, Belagavi, Recognized by Govt. of Karnataka
Accredited by NBA, New Delhi (CSE, ECE, ISE, MECH & CIVIL)

RAJANUKUNTE, BANGALURU 560 064, KARNATAKA

Phone: 080-28468191/96/97/98 * E-mail: info@saividya.ac.in * URL www.saividya.ac.in

“PROCTORING (MENTORING) SYSTEM FOR STUDENTS”

Objectives of the Practice

- Help to identify career paths for students and support students' personal growth.
- Provide an opportunity for students to learn and practice professional skills.
- To minimize dropouts, improve performance and reduce stress of the students through personal Counseling.
- Help students to balance professional goals with their personal lives or give emotional encouragement during challenging times.

The Context


- **Engineering education** is very **crucial** in the society where the graduates learn and develop products, which can solve the problems existing in a society. In addition, the graduated students will acquire great skills needed for further research and discovery. In this regard, it is very essential to motivate and shape the carrier path of the student who enters into the engineering institution with great ambition and expectations.
- For students coming from educationally outreach background and who undergo various problems like personal issues, stress, academic related issues, physical and mental disturbances, it is difficult for a teacher to address each student regarding these problems in mass.

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- In this regard, Proctorial System/Mentoring System in an institution helps the students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress in their carrier. It also helps the students to acquire high level of intellectual, emotional quotient, skill quotient and holistic personality.


The Practice

- The “**Proctorial system**” or mentoring system is the strength of the Institute wherein every teacher serves as a mentor / proctor for 20 students. The Head of the Institution/Principal **Dr. H. S. Ramesh Babu** is the **Chief proctor** supported by Head of the departments who are the Deputy Chief proctors. This will help in overall development of the student in his/her academic growth and also in personality development. The silent features of our proctorial system are as listed below.
- The academic and personal details of the students are collected by their respective proctors in the very first year of their academics and proctor will maintain **Proctor record** of every student.
- The proctor meets his/her proctees once in fifteen days and also more the situation demands.
- The Proctor continuously counsels his/her proctees with respect to their Academic progress and personality development.
- The chief proctor closely monitors the chronic cases referred by the proctors and such cases will be summoned to the proctee parents in view of academic progress of the student.



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- The proctors also correspond with the parents of their respective proctees through our software **SVAS(Sai Vidya Automation Software)** where a SMS will be sent to parents regarding their attendance status on daily, weekly and monthly basis and academic progress after every internal assessment test.
- The SVAS access was given to both parents and students where they can check their academic progress regularly.
- Every proctor will have a **Proctor-Proctee** and **Proctor-Parent** what's app group, through which all administrative and academic related matters like calendar of events, exam circulars, parent-teacher meeting circulars etc. will be shared to parents and students.
- Institute is conducting **Parent-Teachers Meeting (PTM)** every year to discuss about the progress of their son/daughter and also to know about the feedback on various academic/nonacademic related issues.
- In addition the **student counselor Smt. Chethana Srinivas**, a qualified counselor with a postgraduate in Psychology, who is working in the institution since 2014, monitors the students based on recommendation by a proctor or voluntarily. The student counselor will handle the chronic cases suggested by proctor/faculty and will submit the confidential report to a chief proctor/principal.



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MENTORING POLICY



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“POLICY FOR PROCTORIAL SYSTEM/MENTORING SYSTEM FOR STUDENTS”

(With effect from August 1st 2015)

CONCEPT:

The unique Proctorial System / Mentor System at Sai Vidya Institute of Technology campus ensures that a student in need is always helped in many ways beyond academics. Right at the time of admission a student is assigned a Proctor (20-25 students per Proctor) and the Proctor plays the role and responsibility of 'Friend, Philosopher and Guide' in nurturing the student for their overall academic development and grows them as responsible human beings. The parents shall obtain the contact details of Proctor for further communication about their wards.

OBJECTIVES OF THE PROCTOR SYSTEM:

Providing the fresh student, a sense of security and belongingness, through elderly and enlightened guidance and to keep at bay, negative feelings of alienation, loneliness and void that are so common among freshers, and to bring them into healthy fold of campus community. Close monitoring of the student's progress in terms of his / her attendance, punctuality, learning capabilities, utilization of facilities and overall academic performance as part of curriculum requirements. On the extracurricular front, help identify and correct student's distractions and deviations, attitudinal aberrations and instill positive growth in them. Stimulate a healthy and a mutually inclusive relationship between teacher and student. Monitoring and correction of any deviant behavior in students. Monitoring student activities and building self-confidence, self-reliance. To provide single window contact of information to all parents about their wards during their student life in campus.

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P 1. THE PRACTICE:

P 1.1. The “**Proctorial system**” or mentoring system is the strength of the Institute wherein every teacher serves as a mentor / proctor for 20 to 25 students.

P 1.2. The Head of the Institution/Principal is the **Chief proctor** supported by Head of the departments who are the Deputy Chief proctors. This will help in overall development of the student in his/her academic growth and also in personality development.

P 2. DUTIES OF THE PROCTOR:

P 2.1. The academic and personal details of the students are collected by their respective proctors in the very first year of their academics and proctor will maintain **Proctor record** of every student.


P 2.2. Pertaining to the group of students under their charge: To meet each student individually and counsel him/her at least once, every fortnight/as required.


P 2.3. The Proctor continuously counsels his/her protees with respect to their Academic progress and personality development.

P 2.4. The Proctor shall keep the updated contact details of his/her protees.

P 2.5. The Proctor shall report the irregular cases(students with attendance less than 75%) to Parents, HOD/Deputy Chief Proctor and Chief Proctor immediately to avoid worsening of the attendance of students through e-mail/written communication and record the same for future reference.

P 2.6. The proctors also correspond with the Parents/Guardian of their respective protees regarding their academic progress periodically.


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P 2.7. Proctors report all cases of indiscipline to the Deputy chief Proctor, at whose discretion, matter may be referred to the Head of the Institution.

P 2.8. To enquire into students' various problems and to help them to solve the problem either directly or by bringing to the notice of the Head of the Institution or Parents.

P 2.9. Every proctor will have a **Proctor-Proctee** and **Proctor-Parent** communication group, through which all administrative and academic related matters like calendar of events, exam circulars, parent-teacher meeting circulars etc. will be shared to parents and students.

P 2.10. Proctor refer enduring cases (require professional counselling) to **Student counselor Smt. Chethana Srinivas**, a qualified counselor with a postgraduate in Psychology, who is working in the institution since 2014.

P 3. DUTIES OF THE STUDENT COUNSELOR:

P 3.1. To address all students who are admitted to the institute in the very first year of their program.


P 3.2. Addressing the various emotional, physiological issues of the students when required.

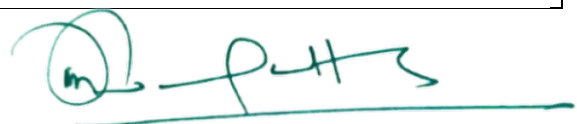
P 3.3. Handle the chronic cases suggested by proctor/faculty and will submit the confidential report to a chief proctor/principal.

P 3.4. Visits boys and girls' hostel during the beginning of the semester to address first year students and during examination preparation time to motivate them for best preparation for forthcoming exams.

P 4. DUTIES OF DEPUTY CHIEF PROCTOR/CHIEF PROCTOR:

P 4.1. The HOD/Deputy Chief proctor shall allot the proctor in the beginning of the academic year in discussion with Chief proctor.


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P 4.2. The Deputy Chief proctor/Chief proctor shall meet the students in the beginning of the semester and also as and when required.

P 4.3. The Chief proctor shall meet hostel students during beginning of the academic year to address higher semester students and introduce first year students to higher semester students.

P 4.4. The Deputy Chief proctor/Chief proctor shall address the parents and students during the Parent-Teacher meeting.

P 4.5. The Chief proctor/Deputy chief proctor closely monitors the enduring cases referred by the proctors and such cases will be summoned to the proctee parents in view of academic progress of the student.

P 5. DUTIES OF THE STUDENT UNDER PROCTOR SYSTEM

P 5.1. To take their Proctor into confidence in all matters – academic co-curricular and extracurricular.

P 5.2. To provide necessary information as and when required by the Proctor.

P 5.3. To continuously give feedback as to how the student is getting benefitted from the Proctor system and even suggest any changes if required for the betterment of the system.

P 5.4. To meet the Proctor at least once in a week or even more frequently and share his/her difficulties and problems or for general interaction.



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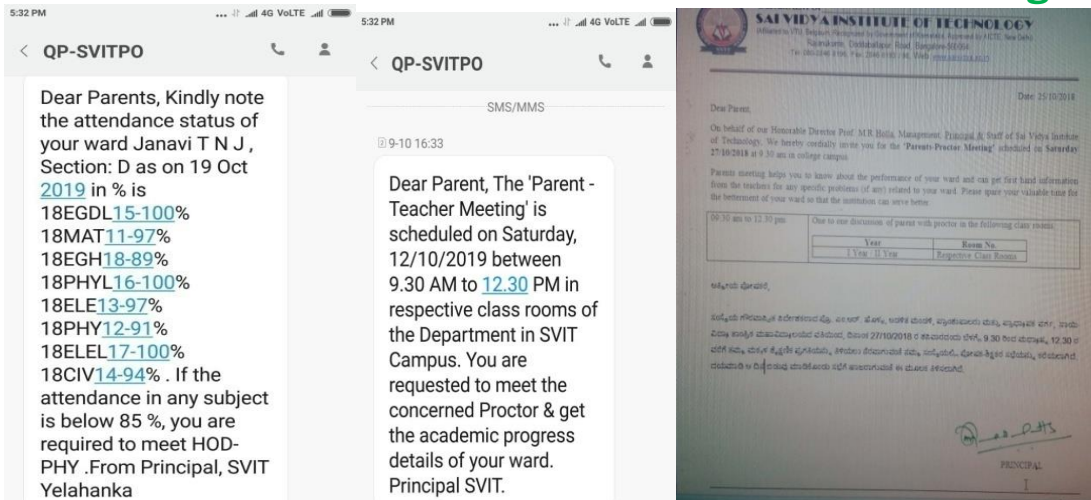
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Sample Copies of communication sent to parents on attendance status and Parents-Teacher meeting



Sample copy of Proctor Record

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 Yelahanka, Bengaluru-560 064

VISION
 Graduate dedicated, skilled intelligent engineers and business administrators to architect strong India and the world

MISSION
 To impart quality technical education and higher moral ethics associated with skilled training to suit the modern day technology with innovative curricula so as to learn to lead the future with full confidence

MOTTO
 Learn to Lead

PROCTOR RECORD STUDENT DETAILS

Name: JANAVI T.N.J
 Program (B.E./ B.Tech/ MBA): B.E. Branch Computer Science & Engg
 Type of Admission: ☒ CET ☐ COMED K ☐ Management ☐ SNO ☐ PMSSS
 Date of Admission: 11/07/2019 Admission No.: 19102
 USN: 19A19C020

PROCTEE DETAILS

Name of the Student: JANAVI T.N.J
 University Seat Number: 1910219102020
 College ID No: 1910219102020
 Date of Birth (DD/MM/YYYY): 04/08/2001
 Nationality: INDIAN
 Year of Admission: 2019 Author No: 41933 7526 33341
 Nature of Admission: ☒ CET ☐ COMED K ☐ Management ☐ PMSSS
 CET/COMED-K/RANK: 33255 CET/COMED-K Admission Number: 23660141349
 Hostels (H)/ Day Scholar (D): ☒ Day Scholar ☐ H Year ☐ H Year ☐ H Year
 Passport No.: 700231117 Driving License No.:
 Bank Details: 1) Bank: BOI A/C No.: 3418411610000065
 2) Bank: A/C No.:
 Degree / Branch: B.E. CSE
 Languages Known: English, Kannada, Telugu, Hindi

Parent / Guardian Details

Name	Qualification / Occupation / Designation	Office address / Phone No.	Mobile No. & Email ID
Father: <u>JAGADISH KUMAR T.N</u>	<u>BUSINESS</u>	<u>9448102409</u>	<u>9448102409</u>
Mother: <u>NIJANNA JAGADISH</u>	<u>BA</u>	<u>9441933612</u>	<u>-</u>
Guardian (Specify Relationship):			



Counseling of students by Prof. Chethana Srinivas

[Signature]
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Type of Mentoring	One-On-One
Number of Faculty Mentors (as on date)	67
Number of students per mentor	20
Frequency of meeting	Fortnightly


Current List of Proctors

SL. No.	DEPARTMENT	NAME OF THE PROCTORS
1	Computer Science & Engineering	Dr. Shanthakumar Patil
		Prof. Sreelatha P K
		Prof. Pradeepkumar K
		Prof. Mamatha A
		Prof. Meghashree
		Prof. Sunil G L
		Prof. Ashwini S S
		Prof. Salma Itagi
		Prof. Aruna Holla
		Prof. Syed Matheen Pasha
2	Information Science & Engineering	Prof. Abhijith H V
		Prof. Santhosh Y N
		Prof. Nagarathna
		Prof. Radha R
		Prof. Deepa Patan
		Prof. Manjushree
3	Electronics & Communication Engineering	Prof. Vivek Bongale
		Dr. Venkatesh
		Dr. Srinivas Rao
		Prof. Asha K
		Prof. Suryanarayan N K
		Prof. Manoranjan
		Prof. Nayana K
		Prof. Pavankumar E
		Prof. Darshan R V
		Prof. Prabha K
		Prof. Manjunathachari
		Prof. Akshith Monappa
		Prof. Nagaiah
		Prof. Pavithra
		Prof. Divyashree T N
		Prof. Tejashree S
		Prof. Advait



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4	Electrical & Electronics Engineering	Prof. Sanjay S
		Prof. Praveen B R
		Prof. Rekhamurthy
		Prof. Amulya H G
		Prof. Deepika
		Prof. Shilpa Patil
5	Mechanical Engineering	Dr. Raghavendra S
		Prof. Vijaya B
		Prof. Arjun S
		Prof. Santhosh S G
		Prof. Arun R
		Prof. Mohan G
		Prof. Sanjay
		Prof. Ganesh
6	Civil Engineering	Prof. Sreekumary
		Prof. Nayana Manohari T K
		Prof. Gowtham B
		Prof. Sushmitha G S
		Prof. Vathsala
		Prof. Santhosh Bhapri
7	Basic Science	Dr. R Arunkumar
		Dr. Madhura K
		Prof. Bhaskar C
		Prof. Naveena G N
		Dr. Shankar P
		Dr. Yogananda H S
		Prof. Nayana B L
		Prof. Shruthi D L
		Prof. Raveendra R S
		Prof. Bhagya N P
		Prof. Anil kumar K V
8	MBA	Prof. Manjunath S
		Dr. Naveen G
		Prof. Ningambika G Meti


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PARENT TEACHERS MEETING – PHOTOS AND SAMPLE FEEDBACK FROM PARENTS

Parents Proctor Meeting



 *8/15/2015* *EEE*

Sukumar S J <sukumar.sj@saividya.ac.in>

parents feedback
1 message

Sadashiv Math <sadashivdmath@gmail.com>
To: sukumar.sj@saividya.ac.in

Sun, Feb 15, 2015 at 3:51 AM

Thank you sir,
For conducting parents/teachers meeting on 14/2/15, we expect such meeting must conduct every sem, at first month and last month also, and keeping touch with parents is better for our ward and clearing doubts of all parents, please send mail in details as you are already sending some usefull sms also.
I think please help my ward to learn more and more by participating in diffirent type of activities and projects.....sadashiv.d.math,



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Department of _____

SAI VIDYA INSTITUTE OF TECHNOLOGY

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Approved by AICTE, New Delhi

Rajanukunte, Bangalore-560064

Tel: 080-2846 8196, Fax: 2846 8193 / 98, Web: www.saividya.ac.in

Date: 05.03.2016

PARENT FEEDBACK FORM

Dear Parents,

To improve the quality of engineering education that we impart, please give your valuable feedback. It is intended as part of the evaluation of the Parents meeting 2016 program.

Please express (✓) your opinion in the range 1 to 4.

1. Excellent 2. Good 3. Satisfactory 4. Below satisfactory

- 1 Communication from the department periodically about your wards performance.
- 2 Opinion of your ward about teaching learning process
- 3 Initiatives from the institution for placement activities
- 4 Infrastructure Facilities such as laboratory, library canteen and other campus facilities.
- 5 Disciplinary aspects.
- 6 Your ward's development of personal code of ethics
- 7 Effectiveness of Proctoring system.
- 8 Encouragement to students for participation in various co-curricular activities
- 9 Does your ward stay at hostel? if yes please rate the hostel facility.
- 10 Efforts taken by department for overall grooming and personality development.
- 11 Sports and Canteen facilities

Excellent	Good	Satisfactory	Below Satisfactory
✓			
✓			
✓			
✓			
✓			
	✓		
✓			
	✓		
	NA		
	✓		
	✓		

- 12 Do you recommend others to join this institute in the next admission

Yes	No
✓	

Any Compliments/Concerns related to the Institution/Department

More interactive session with students to develop communication skill and boldness.

Mae

Parent's Signature

05/03/16

[Signature]

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SRI SAI VIDYA VIKASA SHIKSHANA SAMITHI (R)
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Rajanukunte, Bangalore-560064
Tel: 080-2846 8196, Fax: 2846 8193 / 98, Web: www.saividya.ac.in

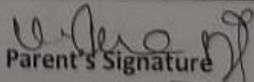
Parents Feed Back Form

Date: 14/02/15

Please express your opinion on our institution in below mentioned sheet.

	Excellent	V. Good	Adequate	Average	Inadequate
1. The approach of Proctors in contacting parents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Communication from the institute periodically about your wards performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Training and support rendered in the labs to your ward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Your opinion on Institution's Infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The canteen facilities are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. According to you the placement support of this institution is	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The disciplinary aspects in the college is	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does your ward stay at hostel? If YES please rate the hostel Facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Rate the extracurricular & Co curricular activities of this institution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Overall performance of the institute in developing your ward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any specific observation/comments related to the institute:


Parent's Signature

9980900261




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Rajanukunte, Bengaluru-560 064

Sample copies of Proctor Meeting Circulars

Academic Year 2020-21

11/29/21, 10:24 AM Sai Vidya Institute of Technology Mail - Re: MEETING OF FIRST YEAR PROCTORS TOMORROW AT 10:30AM

 Gmail Lakshminarayanachari K <hodmath@saividyaa.ac.in>

Re: MEETING OF FIRST YEAR PROCTORS TOMORROW AT 10:30AM
1 message

Dr. H S Ramesh Babu <principal@saividyaa.ac.in>
To: faculty <faculty@saividyaa.ac.in>
Cc: svithods <svithods@saividyaa.ac.in>

Wed, Nov 25, 2020 at 5:07 PM

Please read the timings as 10:30am

On Wed, 25 Nov, 2020, 5:04 pm Dr. H S Ramesh Babu, <principal@saividyaa.ac.in> wrote:
Dear 1 year COORDINATORS AND PROCTORS,

It is disappointing to note that some of the 1 year proctors have not even sent have not even sent one message to the group.

They are even least bothered to find out how many of their proctors are attending bridge program.

Submit the statistics of your proctees attending the bridge program for last 3 days with proof of action taken for not attending.


I want to meet all the proctors tomorrow 11am with statistics.

Note:
Immediately add PRINCIPAL, CONCERNED DEPT HOD and 1 YEAR COORDINATORS as part of the whatsapp 1 year proctors whatsapp group and your proctee parents whatsapp group

Thanks and Regards
Principal,SVIT

Search results - arun.kumarr@sa... Invitation: Proctor meeting at 3p... +

mail.google.com/mail/u/1/#search/proctor+meeting/WhctKJVzfQNwRcm1BjJDLdQlXzlsJnfnNRNwWqHfHmRCPHcsCSlgzLZCkVfXSmCRDjwHdL

 Gmail Google

proctor meeting

86 of many

Inbox 24,507

Starred

Snoozed

Sent

Chat +

No conversations
[Start a chat](#)

Spaces +

No spaces yet
[Create or find a space](#)

Meet

Sreekumary G sreekumary.g@saividyaa.ac.in via google.com
to me, ranjithn.15cv, jayakishormv.17cv, suprihbl.17cv, bindhushreedm.17cv, ranjithas.16cv, pavitrn.18cv, vishwanath.17cv, 2021, praveengt

Tue, Sep 15, 2020, 9:35 AM

English > Czech > [Translate message](#) [Turn off for: English](#)

Proctor meeting at 3pm
[View on Google Calendar](#)

When Tue Sep 15, 2020 3pm - 4pm (IST)

Who 2021 CIVIL Passout, sreekumary.g@saividyaa.ac.in*

Agenda
Tue Sep 15, 2020

2pm ಆಡಳಿತ ಕನ್ನಡ ಮತ್ತು ವ್ಯವಹಾರಿಕ ಕನ್ನಡ ತರಗತಿ

2pm Unix class

3pm Proctor meeting at 3pm

No later events

You have been invited to the following event.

Proctor meeting at 3pm

When Tue Sep 15, 2020 3pm - 4pm India Standard Time - Kolkata [more details](#)


Joining info Join with Google [Meet](#)
[meet.google.com/ydi-dqhb-jon](#)

Join by phone

Type here to search

22°C

10:26 29-11-2021


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Academic Year 2019-20

8/25/2021 Re: MEETING OF FIRST YEAR PROCTORS TOMORROW AT 10:30AM - arun.kumar@saividya.ac.in - Sai Vidya Institute of Technology Mail

proctor meetings

Re: MEETING OF FIRST YEAR PROCTORS TOMORROW AT 10:30AM

Dr. H S Ramesh Babu <principal@saividya.ac.in> Wed, Nov 25, 2020, 5:07 PM
to faculty, svithods

Please read the timings as 10:30am

On Wed, 25 Nov, 2020, 5:04 pm Dr. H S Ramesh Babu, <principal@saividya.ac.in> wrote:
Dear 1 year COORDINATORS AND PROCTORS,

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They are even least bothered to find out how many of their proctors are attending bridge program.

Submit the statistics of your proctees attending the bridge program for last 3 days with proof of action taken for not attending.

I want to meet all the proctors tomorrow 11am with statistics.

Note:
Immediately add PRINCIPAL, CONCERNED DEPT HOD and 1 YEAR COORDINATORS as part of the whatsapp 1 year proctors whatsapp group and your proctee parents whatsapp group.

Academic Year 2018-19

proctor meetings

First Year Proctors Meeting on Thursday the 30/08/2018 at 12-30 PM in the Principal Chambers

Dr. H S Ramesh Babu <principal@saividya.ac.in> Wed, Aug 29, 2018, 5:35 PM
to faculty, svithods, Narayana, Mamatha


Dear First Year Proctors:

Please attend a meeting in the Principal Chambers on Thursday the 30/08/2018 at 12-30 PM to discuss the following subjects:

1. Collecting Proctor Records
2. Entering Data in the Proctor books
3. Creating Whats up Group as per the practice
4. Regular monitoring from day one.
5. Any other issues

Thanks & Regards

Dr. Ramesh Babu H S
Principal


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Academic Year 2017-18



SAI VIDYA INSTITUTE OF TECHNOLOGY

Rajanukunte, Doddaballapur Road, Bangalore 560 064, Karnataka, India

SVIT/1877/2017-18
October 26, 2017

CIRCULAR

SUB: Proctor Committee Meeting to review academic performance and attendance of the students after the second test, on 2/11/2017 between 3 PM and 4-00 PM.

All the Proctor Committee Members are hereby informed to attend a meeting, on 2/11/2017, between 3 PM and 4 PM, along with the details of poor performers and those who have shortage of attendance.


PRINCIPAL 26/10

Copies marked to:

1. HODs
2. The Director – for kind information.



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Rajanukunte, Doddaballapur Road, Bangalore 560 064, Karnataka, India

SVIT/P/HODs/ /2017-18
February 26, 2018

CIRCULAR

SUB: First Year Proctor Meeting

First Year proctors Meeting will be held on Wednesday the 28/2/2018 between 12-35 PM and 12-50 PM at Principal's Chamber.

All the First Year Proctors are required to attend the meeting along with 1st semester Result Analysis of the proctees along with the list of irregular proctees with 75% - 85% attendance during current semester and the proctees with less than 75% attendance. While the result details shall be in the following format highlighting the failed proctees, the attendance of the proctees can be presented in the regular attendance format. (Extracted from SVIT attendance sheet)

Name	USN	Marks obtained	SGPA	Failed in the (subject/s)	Remarks



PRINCIPAL 26/2/18

TO: First Year Proctees

Copies marked to:

1. All HODs.
2. AO/Registrar
3. The Director – for kind information.

PRINCIPAL
Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064


PRINCIPAL
Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064

Academic Year 2016-17



SRI SAI VIDYA VIKAS SHIKSHANA SAMITHI (K) SAI VIDYA INSTITUTE OF TECHNOLOGY

Affiliated to Visvesvaraya Technological University (VTU), Recognized by Government of Karnataka, Approved by AICTE, New Delhi

Rajanukunte, Doddaballapur Road, Bengaluru-560064

Tel: 080-2846 8196, Fax: 2846 8193 / 98, Web: www.Saividya.ac.in

MINUTES OF THE I YEAR PROCTORS MEETING WITH PRINCIPAL HELD ON 28/02/2017

Venue: Principal's Office

Time: 3:00pm

Deliberations and Outcomes

Agenda Item	Item Brief	Item Notes	Action by
1	Discussion about irregular students	<ul style="list-style-type: none">As of now the Proctors work is not upto the mark. It is evident that the students are irregular even after one month of college starting.If no action is initiated against irregular students, the situation will be worsen during the Sanchalana activitiesThe house has decided that if a student is absent for the class for any reason, the subject teacher should permit him to next class only if he brings a letter through concerned proctor.The house has decided that the Proctor should be given User ID and Password for viewing their Proctees attendance status at the end of every week to bring the irregular students on track.The Proctors meeting should not be done for the purpose of documentation it should be turned into a motivation session for attending classes regularly and to perform well in the academics.Physics & Chemistry HODs coordinating 1st year Physics and Chemistry cycle respectively will monitor I year classes & proctors. All Proctors shall positively reciprocate for the communication by 1st year Coordinators.Attending English classes is mandatory and Proctors shall monitor the same.The acute attendance shortage case (less than 75%) shall be closely monitored and shall be reported to HOD, 1st year Coordinators and Principal. The parents of such students shall be communicated time to time and shall be summoned to meet Principal. When parents are called proper information to Principal and Proctor shall be presented with all documents.	Proctors


CC.to: 1) Hon. Director for kind information

2) Chemistry & Physics HOD / I year Proctors – for information and needful

3) AO/OS for kind information



PRINCIPAL
13/3/17

Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064


PRINCIPAL
Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064

Sample copies of Proctor-Parent/Parent-Teachers Meeting Circulars

Academic Year 2020-21

Lakshminarayanachari K <hodmath@saividyia.ac.in>

PARENTS MEETING ON SATURDAY 2/1/2021, followed by PARENTS - PROCTORS MEETING (ONLINE MODE)
1 message

Dr. H S Ramesh Babu <principal@saividyia.ac.in>
To: svithods <svithods@saividyia.ac.in>
Cc: faculty <faculty@saividyia.ac.in>

Sun, Dec 27, 2020 at 12:13 PM

Dear HODs,

Good afternoon !


As discussed in one of the ACM conducted after VC meeting with Principals last month ,we need to sensitise parents and students for offline theory and practical exams.

Hence the parents meeting need to be convened followed by Parents - Proctors meeting on SATURDAY 2/1/2021.

We should also conduct semester wise students meeting to sensitising the same (if not done earlier) before 2/1/2021.

A meeting of all HODs of the departments is convened tomorrow at 11 am to discuss the same .

Thanks and Regards
Principal,SVIT

Lakshminarayanachari K <hodmath@saividyia.ac.in>

PARENTS-PROCTOR MEETING ON 02/01/2021-Reg.
1 message

Raghavendra M J <raghavendra.mj@saividyia.ac.in>
To: 2023mech@saividyia.ac.in, Bharadwaj S <bharadwaj.s@saividyia.ac.in>, Veeresh isampure <veeresh.15me@saividyia.ac.in>, Manjith M <manjithm.16me@saividyia.ac.in>, Sharan H S <sharanhs.14me@saividyia.ac.in>
Cc: "Dr. H S Ramesh Babu" <principal@saividyia.ac.in>, "Dr. Seetha Girish A V" <hodmech@saividyia.ac.in>

Fri, Jan 1, 2021 at 10:20 AM

Dear Students,

A Proctor -Parents meeting is Scheduled on 02/01/2021 from 9.00Am to discuss the Academics, Online classes and forthcoming VTU examinations and SOPs to be followed.

Please intimate the same to your parents and make sure to attend the same in the given slot along with your parents.

Google Meet Link
<https://meet.google.com/eao-cxdu-erd>


With Regards,


Prof.Raghavendra M J
Asst. Professor,
Dept. of Mechanical Engineering,
SVIT, Bangalore.
MOB:9964443498
Web: www.saividyia.ac.in
<https://www.facebook.com/SaiVidyaInstituteOfTechnology>

DEPARTMENT OF MECHANICAL ENGINEERING

VISION
To establish Mechanical Engineering Department as excellent centre to produce skilled and intelligent engineers as architects for strong nation and the world.
MISSION
To impart quality technical education in Mechanical Engineering domain through excellent teaching-learning environment Instill ethical values among students to create technologically superior global manpower through industry participation
Programme Educational Objectives (PEO's)
<p>PEO 1: Our graduates will be competent with sound knowledge and strong fundamentals in the field of Mechanical Engineering (Learning)</p> <p>PEO 2: Our graduates will practice and get exposure in the field of Design, research and manufacturing to orient and mould themselves as successful engineers (Employable)</p> <p>PEO 3: Our graduates will pursue further in academics in relevant fields of Mechanical Engineering or business or other professional fields (Innovative)</p> <p>PEO 4: Our graduates will process themselves personally and professionally in taking up state of the art technological challenges and pursuing leadership roles (Entrepreneur)</p>

2 attachments

 parents proctor meeting-SCHEDULE .docx
30K

 INVITATION (2) (2).pdf
190K



PRINCIPAL
Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064

11/29/21, 10:11 AM

Sai Vidya Institute of Technology Mail - Parents Teacher Meeting



Dr. Arun Kumar R <arun.kumar@saividya.ac.in>

Parents Teacher Meeting

Dr. Arun Kumar R <arun.kumar@saividya.ac.in>
To: Shankar P <hodphy@saividya.ac.in>

Mon, Sep 27, 2021 at 1:59 PM

----- Forwarded message -----

From: Dr. Arun Kumar R <arun.kumar@saividya.ac.in>
Date: Fri, 17 Sep 2021, 19:22
Subject: Parents Teacher Meeting
To: <vijaya.b@saividya.ac.in>, Dr. Arun Kumar R <arun.kumar@saividya.ac.in>

Dear Sir Please attend the Meeting

Parents Teacher Meeting

When Fri Sep 17, 2021 6pm – 7pm India Standard Time - Kolkata

Joining info Join with Google Meet
meet.google.com/uoq-rjth-ypp

Join by phone
(US) +1 574-318-7588 (PIN: 590409120)

Who Dr. Arun Kumar R - organizer

Attachments Parents Teacher Meeting (2021-09-17 at 06:00 GMT-7).mp4
Parents Teacher Meeting (2021-09-17 at 06:14 GMT-7).mp4

SAI VIDYA INSTITUTE OF TECHNOLOGY

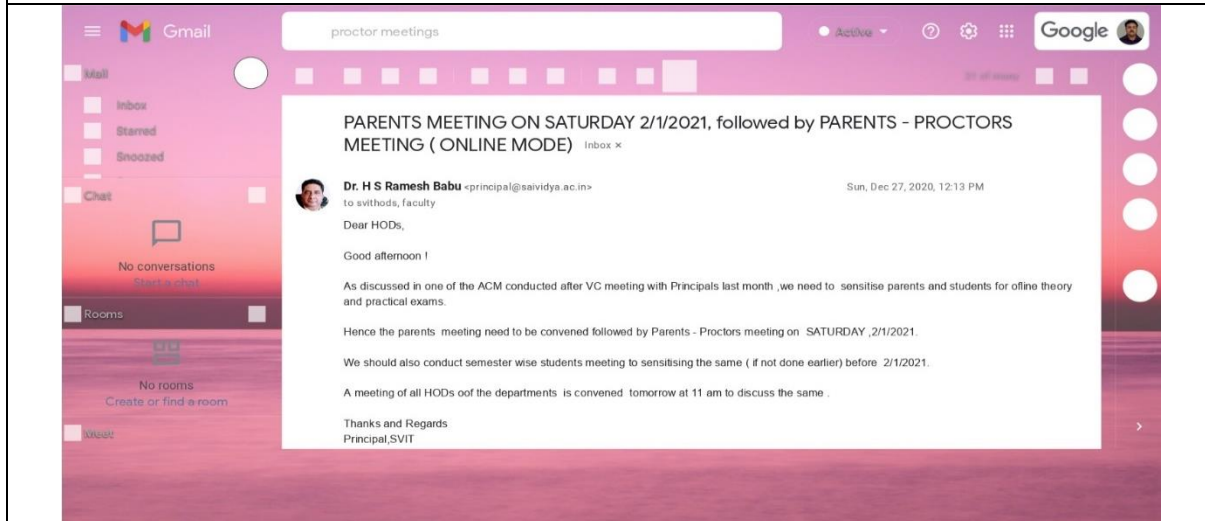
PARENT TEACHERS MEETING REPORT-2021(Conducted From 16-09-21to 18-09-21)

Sl.No	Proctor name	Branch	No of protees Alloted	PTM conducted on	No of parents Interacted	Issues discussed	Any specific Remarks by parent
1	Dr.Arunkumar R	CSE	21	17/9/21 and 18/9/21	11	Discussed about I sem results and revaluation results. About II sem promoted/no exams. Gave clarity about OPEN CHOICE for Students having backlog papers. Regarding third IA test and commencement of III Sem classes.	Many parents are asking about offline classes.
2	Prof.Nayana B L	CSE	21	22/9/2021	Around 10 parents were attended online meeting and other 5 parents were interacted over phone	1. Discussed on I semester results and revaluation results 2. Discussed on their ward academic performance (IA marks and attendance) 3. Discussed on arrears exams (open choice) time table 4. Discussed on II semester exams (promoted) 5. Discussed on commencement of 3rd semester classes (blended mode)	Parents expressed their happiness about proctership in SVIT
3	Prof. Anil Kumara K V	CSE	20	21.09.2021	10	Discussed about I SEM results and I A Test Performance	Many Parents asked about Onlineor Offline classes for upcoming Semester
5	Dr. Madhura.K	ISE	19	18.09.2021	10	Discussed about I sem results and revaluation results. About II sem promoted/no exams. Gave clarity about OPEN CHOICE for Students having backlog papers. Regarding commencement of III Sem classes.	NIL
6	Dr.Yogananda H S	ISE	20	22.09.2021	12	1) Discussed about 1st sem results and open choice for backlog papers 2) 2nd Semester IA test performance 3) commencement of 3rd semester classes 4) Revising Basic electronics for 3rd semester	Parents preferred offline classes as the performance of their wards was not as expected due to online classes.I sem SEE marks were low compared to CIE marks. Requested to observe this.
7	Prof. Nayana.K	ECE-A	19	18.09.2021 , 19.09.2021, 21.09.2021	11	1) Discussed about 1st sem results and open choice for backlog papers 2) 2nd Semester IA test performance 3) commencement of 3rd semester classes 4) Revising Basic electronics for 3rd semester	Parents preferred offline classes as the performance of their wards was not as expected due to online classes
8	Prof.Bhagya.N.P	ECE-A	23	21.09.2021	10	Discussed about their I SEM result, Arrear exams. Their academic performance	Parents expressed their happiness about proctership in SVIT
9	Prof. Bhaskar C	ECE-B	24	20.09.21	8	Discussion on results of First semester and revaluation results and direct promotion of II sem by using CIE (no exams). Instructions given on OPEN CHOICE for wards having backlog papers. About commencement of III Sem classes.	Nil
10	Prof.Asha.K	ECE-B	25	22.09.2021	18	Discussed about the I SEM result, Arrear exams and academic performance of the students.	Few parents informed to strengthen the FORUM activities for the students.
11	Dr.Shankar.p	ECE-B	5	19-09-2021	4	1) Performance of their respective wards in First sem results are discussed 2) To Concentrate on studies in second year as core subject will be started 3) Information about starting second year classes dates is given 4) Informed to interact with proctors frequently	1) Some parents told that due to online classes their wards are not learning properly ans has affected his/her ward performance.
12	Dr.Raghvendra.S	MECH	9	17/9/21	6	discussed about first Sem Result, college reopenings, Backlog subjects	parents raised questions about online and off line classes.
13	Prof. Sushmitha.C.S	CIVIL	11	17/09/2021	8	Discussion on I st semester results of their respective wards. 2nd semester test performance and commencement of the 2nd year classes. Informed the parents to interact with their wards frequently and also discussed about the preparation for the arrear subjects.	NIL

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Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064

Academic Year 2019-20



Sri Sai Vidya Vikas Shikshana Samithi ®
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RAJANUKUNTE, BANGALORE 560 064, KARNATAKA
Phone: 080-28468191/96/97/98 • E-mail: info@saividy.ac.in • URL: www.saividy.ac.in

SVIT/1430/2019-20
September 23, 2019

CIRCULAR

SUB: Proctors – Parents Meeting of all the semester students.

Proctors – Parents Meeting pertaining to all semester students is scheduled to be held on **12th October 2019, Saturday** from **9-30 AM to 12-30 PM**.

HODs are informed to advise the Proctors to communicate to the parents about the meeting. The Proctors are also required to keep the Proctor Records up to date as to the academic performance and attendance of the students as the copy of the same shall be made available to the parents on acknowledgement.

It is necessary to take undertaking from the students and parents in case of the students who are hopeless in their attendance in the prescribed format provided in Proctor Record.

The signature of the parents shall be recorded in the space provided in Proctor Record compulsorily for parents having attended Proctors – Parents Meeting.

HODs shall have consolidated attendance sheet prepared to record the parents' attendance during the Meeting, for NBA purpose.

Enclosure: As stated above.

Copies marked to:

1. HODs
2. Faculties
3. Administrative Officer
4. Director / Additional Director – for kind information


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Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064



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Rajanukunte, Bengaluru-560 064



Sri Sai Vidya Vikasa Shikshana Samithi (R)
SAI VIDYA INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to VTU, Belagavi, Recognised by Govt., of Karnataka)
Rajanukunte, Bengaluru - 560 064, Karnataka, India.

e-mail : info@saividya.ac.in
URL : www.saividya.ac.in

Phone No. : (080) 28468191/96/97/98
Fax : (080) 28468193

Ref. No.: SVIT/1602 /2019-2020

October 9, 2019

INVITATION TO PARENTS-PROCTORS MEETING

Dear Parent:

On behalf of the Management, HODs & Staff, I cordially invite you for the 'Parents-Proctors Meeting' scheduled on Saturday the **12/10/2019** between **9-30 AM and 12-30 PM** in the college campus.

Parents-Proctors Meeting helps you to know about the performance of your ward and you can get first hand information from the teachers about specific problems, if any, related to your ward. Please spare your valuable time for the betterment of your ward so that the Institution can serve better.

ಹೋರಾಟ-ಪ್ರಾಕ್ಟರ್ ಸಭೆಗೆ ಆಹ್ವಾನ

ಆರಕ್ಷಕ ಮಂಡಳಿ, ವಿಭಾಗೀಯ ಮುಖ್ಯಸ್ಥರು ಹಾಗೂ ಎಲ್ಲ ಸಿಬ್ಬಂದಿ ವರ್ಗದ ಪರವಾಗಿ ದಿನಾಂಕ 12/10/2019 ಶನಿವಾರದಂದು ಬೆಳಿಗ್ಗೆ 9-30 ರಿಂದ ಮಧ್ಯಾಹ್ನ 12-30 ಘಂಟೆಯವರೆಗೆ ಹೋರಾಟ-ಪ್ರಾಕ್ಟರ್ ಸಭೆಯನ್ನು ಏರ್ಪಡಿಸಲಾಗಿದೆ. ಈ ಸಭೆಗೆ ಎಲ್ಲ ಹೋರಾಟರನ್ನು ತಮ್ಮ ಮಕ್ಕಳ ಪ್ರಾಕ್ಟರ್ ಪ್ರತಿಯನ್ನು ಹಾಗೂ ಅವರ ಪಾಟಾಪಾತಿ ಕ್ರಮವನ್ನು ತಿಳಿಯಲು ಆಹ್ವಾನಿಸಲಾಗಿದೆ. ಆದುದರಿಂದ, ಹೋರಾಟರು ವಯಸ್ಸಾದ ಬಡವರ ಮಾರ್ಗದರ್ಶನ ಈ ಸಭೆಗೆ ಪಾಟಾಪಾತಿ ಈ ಮೂಲಕ ವಿನಂತಿಸುತ್ತಿದ್ದೇನೆ. ಈ ಸಭೆಯಲ್ಲಿ ತಮ್ಮ ಸಕ್ರಮ ಪಾಲ್ಗೊಳ್ಳುವಿಕೆ, ನಮ್ಮ ಪ್ರಾಕ್ಟರ್ ಸಭೆಗೆ ಸಹಾಯವನ್ನು ಹೆಚ್ಚಿಸಲು ಅನುಕೂಲಕಾರಿಯಾಗಿದೆ ಎಂದು ತಿಳಿಯಪಡಿಸಲು ಇಚ್ಛಿಸುತ್ತೇನೆ.

Agenda for I and II Year Students' Parents:

Agenda	Timings	Venue
Address by the Director and the Principal	09-30 AM and 10-00 AM	Seminar Hall
Proctors Meeting with Parents	10-00 AM and 12-30 PM	In the respective Class Rooms

Agenda for III and IV Year Students' Parents:

Agenda	Timings	Venue
Proctors Meeting with Parents	9-30 AM and 12-30 PM	In the respective Class Rooms


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Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064

Academic Year 2018-19



Sri Sai Vidya Vikasa Shikshana Samithi ®
SAI VIDYA INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to VTU, Recognised by Govt. of Karnataka)
RAJANUKUNTE, BANGALORE 560 064, KARNATAKA.

SVIT/1883 /2018-19
October 16, 2018

CIRCULAR

SUB: Proctors - Parents Meeting pertaining to 1st and 3rd semester students.

Proctors - Parents Meeting pertaining to 1st and 3rd semester students is scheduled to be held on **27th October 2018, Saturday** from **9-30 AM to 12-30 PM**, for first and second year students.

HODs are informed to advise the respective Proctors to communicate to the parents of the first and third semester students about the meeting. The first and second year Proctors are also required to keep the Proctor Records up to date as to the academic performance (1st test and II test results) and attendance of these students as the copy of the same shall be made available to the parents on acknowledgement.

It is necessary to take undertaking from the students and parents in case of the students who are hopeless in their attendance. The Undertaking shall be taken in the format provided in Proctor Record.

The signature of the parent shall be recorded in the space provided in Proctor Record compulsorily for parents having attended Proctors - Parents Meeting.

HODs shall have consolidated attendance sheet prepared to record the parents presence during Proctors - Parents Meeting, for NBA purpose.



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Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064

Enclosure: As stated above.

Copies marked to:

1. HODs
2. Faculties
3. Administrative Officer
4. Director - for kind information


PRINCIPAL
Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064



Date: 25/10/2018

Dear Parent,

On behalf of our Honorable Director Prof. M.R Holla, Management, Principal & Staff of Sai Vidya Institute of Technology, We hereby cordially invite you for the '**Parents-Proctor Meeting**' scheduled on **Saturday 27/10/2018** at 9.30 am in college campus.

Parents meeting helps you to know about the performance of your ward and can get first hand information from the teachers for any specific problems (if any) related to your ward. Please spare your valuable time for the betterment of your ward so that the institution can serve better.

09.30 am to 12.30 pm	One to one discussion of parent with proctor in the following class rooms				
	<table> <tr> <th>Year</th><th>Room No.</th></tr> <tr> <td>I Year / II Year</td><td>Respective Class Rooms</td></tr> </table>	Year	Room No.	I Year / II Year	Respective Class Rooms
Year	Room No.				
I Year / II Year	Respective Class Rooms				

ಆತ್ಮೀಯ ಪೋಷಕರೆ,

ಸಂಸ್ಥೆಯ ಗೌರವಾನ್ವಿತ ನಿರ್ದೇಶಕರಾದ ಪ್ರೊ. ಎಂ.ಆರ್. ಹೊಳ್ಳ, ಆಡಳಿತ ಮಂಡಳಿ, ಪ್ರಾಂಶುಪಾಲರು ಮತ್ತು ಪ್ರಾಧ್ಯಾಪಕ ವರ್ಗ, ಸಾಯಿ ವಿದ್ಯಾ ತಾಂತ್ರಿಕ ಮಹಾವಿದ್ಯಾಲಯದ ವತಿಯಿಂದ, ದಿನಾಂಕ 27/10/2018 ರ ಶನಿವಾರದಂದು ಬೆಳಿಗ್ಗೆ 9.30 ರಿಂದ ಮಧ್ಯಾಹ್ನ 12.30 ರ ವರೆಗೆ ತಮ್ಮ ಮಕ್ಕಳ ಶೈಕ್ಷಣಿಕ ಪ್ರಗತಿಯನ್ನು ತಿಳಿಯಲು ನೆರವಾಗುವಂತೆ ನಮ್ಮ ಸಂಸ್ಥೆಯಲ್ಲಿ ಪೋಷಕ-ಶಿಕ್ಷಕರ ಸಭೆಯನ್ನು ಕರೆಯಲಾಗಿದೆ. ದಯಮಾಡಿ ಆ ದಿನ ಬಿಡುವು ಮಾಡಿಕೊಂಡು ಸಭೆಗೆ ಹಾಜರಾಗುವಂತೆ ಈ ಮೂಲಕ ತಿಳಿಸಲಾಗಿದೆ.


 PRINCIPAL

Academic Year 2017-18

26/2021 PARENT TEACHERS MEETING INVITATION - hodmath@saividya.ac.in - Sai Vidya Institute of Technology Mail

Mail 23,651 154 of 168

Inbox Starred Snoozed

Chat No conversations Start a chat

Rooms No rooms Create or find a room

Meet

PARENT TEACHERS MEETING INVITATION Inbox x

Prof. Rajaneesh M K <hodmech@saividya.ac.in> Tue, Oct 3, 2017, 1:09 PM

to Chitra, Vrinda, Manjunath, Mohan, Leeladhresh, Shankar, Prashanth, me, H


English Czech Translate message Turn off for English

Dear sir,

Parent Teachers Meeting is scheduled on 07/10/2017 at 9.30 am in the college campus. With respect to this please note the following:

1. Proctors are required to communicate with parents of your department to inform about Parent Teachers meeting.
2. Parent Teachers meeting invitation is attached herewith. With suitable additions, the letter should be sent to parents through their wards and get the acknowledgement with out fail.
3. A mass SMS should be sent to all the parents of your department with the help of Office Superintendent.
4. Confirmation on number of parents participating in the meeting should be given to the coordinator (Rajaneesh.M.K,HOD,ME) on or before 5/10/2017.
5. After the address by the Director and Principal, one to one interaction with proctors can be arranged in the class rooms as decided by the respective HOD's.

With Best Regards


 PRINCIPAL
 Sai Vidya Institute of Technology
 Rajanukunte, Bengaluru-560 064

Academic Year 2016-17

8/27/2021

Parents meeting - All Staff shall join for lunch - hodmath@saividyaa.ac.in - Sai Vidya Institute of Technology Mail

Gmail

parent teachers meeting

Active

Google

Mail

23,653

165 of 169

Inbox

Starred

Snoozed

Sent

Chat

No conversations

Start a chat

Rooms

No rooms

Create or find a room

Meet

Parents meeting - All Staff shall join for lunch

Inbox x

Dr. H S Ramesh Babu

<principal@saividyaa.ac.in>

Fri, Mar 4, 2016, 6:18 PM

to svitall, svithods

English

Czech

Translate message

Turn off for: English

Dear Colleagues,

All the teaching, technical and non teaching staff are hereby requested to join for lunch after the proctor-parent meeting/interaction slated tomorrow.

Thanks & Regards

Dr. Ramesh Babu H S

Principal

Sai Vidya Institute of Technology(SVIT)

Rajanukunte, Bangalore - 560 064

Tel: 080-2846 8196 Extn. 909

Fax: 2846 8193 / 98

Cell: 944895 3800, 9980280503

Alternate email id: rbabuhss@gmail.com

Web: www.saividyaa.ac.in

8/27/2021

Parents Meet Letter Regarding - hodmath@saividyaa.ac.in - Sai Vidya Institute of Technology Mail

Gmail

parent teachers meeting

Active

Google

Mail

23,653

166 of 169

Inbox

Starred

Snoozed

Sent

Chat

No conversations

Start a chat

Rooms

No rooms

Create or find a room

Meet

Parents Meet Letter Regarding

Inbox x

Prof. Vrinda Shetty

<hodise@saividyaa.ac.in>

Tue, Mar 1, 2016, 11:41 AM

to Mohan, Prashanth, Jogish, Manjunath, Chitra, Leeladhresh, K, me, Shankar, H

English

Czech

Translate message

Turn off for: English

Dear Professors,

Please Find the attachment of parents Meet invitation which should be forwarded to the concerned proctor's to give to their students.

Do the needful

Thanks & Regards.

Prof. Vrinda Shetty

HOD ISE Dept.,


Sai Vidya Institute of Technology,

Bengaluru.

Mob. No.: 9480160720

E-Mail: hodise@saividyaa.ac.in

vrinda.shetty@saividyaa.ac.in


PRINCIPAL
Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064

Evidence of Success

Proctors have been able to deal with student regularity and performance very effectively with this system. With regular counseling, students have shown improvement in academics. Every year more than 300 students are graduating from the institution and all eligible students are placing in good companies. Each year around 12-18% of the students are recording for higher studies in India and abroad. In addition, 2-5% of students with emotional problems have been identified and effectively addressed by professional counselor Smt. Chethana Srinivas. Such students have developed a positive self-confidence, and have overcome their anxieties, able to handle their feelings better and improve their academic performance.

COUNSELLING REPORTS BY Mrs. Chethana Srinivas

Sri Sai Vidya Vikas Shikshana Samithi	
SAI VIDYA INSTITUTE OF TECHNOLOGY	
[Approved by AICTE, New Delhi, Affiliated to VTU, Recognized by Govt. of Karnataka]	
RAJANUKUNTE, BANGALORE 560 064, KARNATAKA	
Phone: 080-28468191/96/97/98 * E-mail: info@saividya.ac.in * URL www.saividya.ac.in	
<u>CONSOLIDATED COUNSELLING REPORT</u>	
<u>TOTAL NUMBER OF CASES- COUNSELLED-100</u>	
Academic Year	No. of Cases Counselling
2016-17	33
2017-18	27
2018-19	24
2019-20	15
<u>MAJOR AREAS OF DISTURBANCES IDENTIFIED AMONGST STUDENTS</u>	
1. ACADEMIC DIFFICULTIES	
2. EMOTIONAL DISTURBANCES	
3. INTERPERSONAL DISTURBANCES	
<u>TECNIQUES APPLIED</u>	
1. ROGER'S CLIENT CENTERED THERAPY	
2. DIRECTIVE THERAPY	
3. COGNITIVE BEHAVIOUR THERAPY(CBT)	
<u>SUCCESS OF COUNSELING-(FEEDBACK FORM ATTACHED)</u>	
<u>Sample Cases:</u>	
1. A student who experienced mild depression recovered with CBT, and now he is in final year with CGPA of 7 and well-balanced.	
2. A student who experienced interpersonal disturbance in 2 nd semester, currently in 6 th semester reported 80% resolution of problems and is able to focus on academic titles.	
<u>HOSTEL VISIT:</u>	
<u>PURPOSE:</u>	
1. To facilitate better adjustment with hostel mates and manage home-sickness.	
2. During examination time to provide emotional support and sharing of time management and effective theory techniques.	


PRINCIPAL

Sai Vidya Institute of Technology
Rajanukunte, Bengaluru-560 064

VISITED DATES:

- 05/02/2016 - Boys hostel
- 13/05/2016 - Girls hostel
- 19/09/2016 - Girls hostel
- 04/09/2017 - Girls hostel
- 19/09/2018 - Girls hostel
- 28/11/2018 - Girls hostel
- 19/12/2019 - Girls hostel

PROGRAMMES/SEMINARS/WORKSHOP CONDUCTED

1. 08/03/2017 - FACILITATING PSYCHOLOGICAL WELL-BEING.
2. 02/08/2017 - INDUCTION PROGRAMME FOR 1ST YEAR STUDENTS-IMPORTANCE, MEANING, FACTORS
3. FACILITATING PROGRESS- DISCIPLINE, TIME - MANAGEMENT etc.
4. 18/09/2017 - BALANCING WORK LIFE – BALANCE FOR STAFF
5. 08/03/201 - MANAGING NEGATIVE PEER PRESSURE FOR STUDENTS.
6. 03/08/2019 – INDUCTION PROGRAMME FOR 1ST YEAR B.E STUDENT.
 - WISE USE OF MOBILE TOPIC.
 - FACILITATING ACADEMIC PROGRESS BY- TIME – MANAGEMENT, EFFECTIVE STUDY SKILLS AND AVOIDING PROCRASTINATION.

Chethana Srinivas
STUDENT COUNSELLOR

Mrs. CHETHANA SRINIVAS
Student Counsellor &
Parents Relations officer (PFO)
Sai Vidya Institute of Technology
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FEEDBACK ON PROCTOR SYSTEM - SAMPLE COPIES



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