

Sri Sai Vidya Vikas Shikshana Samithi ®

SAI VIDYA INSTITUTE OF TECHNOLOGY

Approved by AICTE, New Delhi, Affiliated to VTU, Belagavi, Recognized by Govt. of
RAJANUKUNTE, BANGALURU 560 064, KARNATAKA

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“PROCTORING (MENTORING) SYSTEM FOR STUDENTS - POLICY”

(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 grooms 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 proctees with respect to their Academic progress and personality development.

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

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 proctees 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.

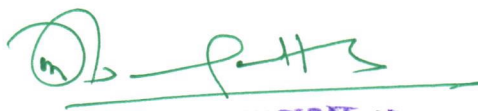
P 3.2. Addressing the various emotional, physiological issues of the students when required.

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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