



K.S. GROUP OF INSTITUTIONS

K.S. SCHOOL OF ENGINEERING & MANAGEMENT

#15/1 Mallasandra, Near Vajarahalli, Off Kanakapura Road, Bengaluru - 560 109

www.kssem.edu.in

PROCTOR PROFORMA



Name: dalimishery

USN : KEBOCVOO4 1/

Branch : <u>Civil</u>

INSTRUCTIONS

Instructions to students:

- 1. Write all the details neatly & legibly and keep this record safely.
- 2. Write Name, USN (when allotted), Batch (admitted year-completion year, Ex2015-2019) and respective branch on the front sheet.
- 3. Record the "STUDENTS PERSONAL DETAILS" on the first sheet.
- For every semester a separate sheet "STUDENT ACADEMIC PERFORMANCE DETAILS" is provided. The details should be entered as soon as the respective schedules are completed.
- 5. Details of projects done/seminars/placement activities participation etc. must be recorded immediately.

Instruction to Proctor:

- 1. Write all the details neatly & legibly and keep this record safely.
- 2. Proctor assigned in the first year will continue to be the proctor for the assigned student as far as possible.
- 3. Make sure the student writes his/her name, USN (when allotted), batch (admitted year-completion year, Ex.2015-2019) and respective branch on the front sheet.
- 4. Make sure the student records the "STUDENT PERSONAL DETAILS" on the first sheet.
- 5. For every semester a separate sheet "STUDENT ACADEMIC PERFORMANCE DETAILS" is provided. The details should be entered on time.
 - a. Subject codes must be written
 - b. Attendance and internal Assessment marks must be entered periodically
 - c. After the announcement of university results, external marks must be entered along with the status of results for every semester.
 - d. In case of any failure or detention, marks of the subsequent attempts must be recorded.
 - e. Any Co-& extra-curricular activities participated by student must be recorded.
 - f. Must meet students periodically or as directed by the Principal and the minutes must be recorded
- 6. Additional "STUDENT ACADEMIC PERFORMANCE DETAILS" sheet is provided at the end, may be used, if required.
- 7. The proctor in-charge must grade a student by careful observation and record it in "PROCTOR GRADING" section. Any specific comments may be recorded in the separate space provided.
- 8. Seminars, training, workshops, placements attended and projects carried out may be recorded in the space provided.
- 9. The details of interactions with parents should be recorded in the given format.



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#15/1 Mallasandra, Near Vajarahalli, Off Kanakapura Road, Bengaluru - 560 109

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