



### 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 USN Branch : <u>EDUTHAM R</u> : <u>Ikbl952003</u> : <u>EEE</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) Record the "STUDENTS PERSONAL DETAILS" on the first sheet. 3 For every semester a separate sheet "STUDENT ACADEMIC PERFORMANCE DETAILS" is 4 provided. The details should be entered as soon as the respective schedules are
- Details of projects done/seminars/placement activities participation etc. must be 5

#### 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
- 3 Make sure the student writes his/her name, USN (when allotted), batch (admitted yearcompletion 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.
  - Subject codes must be written а
  - Attendance and internal Assessment marks must be entered periodically b
  - After the announcement of university results, external marks must be entered C along with the status of results for every semester.
  - In case of any failure or detention, marks of the subsequent attempts must be d.
  - Any Co-& extra-curricular activities participated by student must be recorded. e.
  - f. Must meet students periodically or as directed by the Principal and the minutes must be recorded
- Additional "STUDENT ACADEMIC PERFORMANCE DETAILS" sheet is provided at the end, 6 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.
- Seminars, training, workshops, placements attended and projects carried out may be 8 recorded in the space provided.
- The details of interactions with parents should be recorded in the given format. 9.



#### K.S. GROUP OF INSTITUTIONS K.S. SCHOOL OF ENGINEERING & MANAGEMENT

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

			STUDENT PERSONAL DET	AILS		
Student Name : GOWTI		R	CET : 52,644 RANK: 52,644	Blood Group :		3
USN	2	Date of Birth	COMEDK . RANK	0+		
166J9BL	3003	16/05/20	Other :			
Branch :	Lan.		Changed Branch (if any) :			, KNOW
	Nar	ne of the Board	Name of the Institution	Year of Passing	Class obtained	Percentage
SSLC (10th)		KSSEB	Sai Shankar Educational Institution	2016-17	Distinction	86.07%
PU (12th) (PCM)	Pu	BORD	SNG Nishwapragna Composite PU college	2017-19	1st class	79.02%
Diploma / Degree		-	-			
-		CO & EX	TRA CURRICULAR ACTIVITIES	S (if any)		
Hobbies	· ·					
Extra Curricular Activities						
Achievement						
-			STUDENT CONTACT DETA	AILS		
Permanent Ada #17,9th Balaji Nas	dress main,	ath cross	Present Address # 17,9th main,9th cro		9986920	237
Balaji Nau SHAKTHI THMADU	gar, N TEM	ear OM PLE	Babiji Nagar. NEAR O SHKTHI TEMPLE, IHM		tudent : jøys 77 @ g	máil.com
-	<u>1</u>		PARENT DETAILS		200 - TT-	
Father Name :	P.G.Ra	makrishnan	Mother Name: Gr Lalitha	L Guardia	in Name :	
Occupation : T	inker		Occupation: House Wife	Оссира	tion :	Y t
Address :			Address :	Addres	s :	-
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Contact No. :	8884	090128	Contact No.: 99011580	07 Contac	t No. :	
E-Mail :			E-Mail :	E-Mail	15	
		H		$f \sim 1$		

acut Signature of Student

Signature of Parents / Guardian

Name & Signature of Proctor

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