**  **Channabasaveshwara Institute of Technology**

**ANNEXURE -I**

 (Affiliated to VTU, Belgaum & Approved by AICTE, New Delhi)

 (**ISO 9001:2015 Certified Institution)**

 NH 206 (B.H. Road), Gubbi, Tumkur – 572 216. Karnataka.

**Department :**

 **Date** :

**PROCTOR MEET – I/II/III**

 **Even/Odd Semester, Academic Year: 2023-‘24**

 Proctor : Semester :

 Class Advisor : Section :

 Programme Co-ordinator : No. of Students :

|  |  |
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| **AGENDA:**  | **DISCUSSIONS:**  |
| 1. Students Attendance
2. F/B on Teaching Learning Process
3. Academic Issues (SEE & I.A Marks)
4. Non-Academic Issues
5. Participation @ Co-curricular/Extra Curricular activities
6. Course era/NPTEL Course completion
7. Lab resource availability
8. Lecture Notes/Lab Manuals
9. Project/Internships/Seminars
10. Fee Balance
11. Students Grievances (If any)
12. Any other Issues
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| **Sl.** **No** | **Academic/****Non-Academic** | **Outcome of Proctor Meet – I / II /III** |
| 1. | Academic |  |
| 2. | Non Academic |  |
| **Action Initiated** |
| 3. | Proctor | Academic : |
| Non-Academic : |

 **Proctor Class Advisor Programme Co-ordinator**

(Signature with Date) (Signature with Date) (Signature with Date)

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| **Proctor Meet – I/II/III : Attendance & Signature of Students** |
| **Sl.No** | **USN** | **Student Name** | **Signature** |
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**Snap-Shots:**