**  **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 :

|  |  |
| --- | --- |
| **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:**