



Channabasaveshwara Institute of Technology

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

(ISO 9001:2015 Certified Institution)

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



Proctorial Committee Meeting

MINUTES OF MEETING

Meeting No.: 2022-23/01

Meeting Date: 26/06/2023

Meeting Mode: Offline-VLSI Lab, Dept. of ECE

Meeting Start: 3:30PM

Meeting End: 4:30PM

Recorded By: Mr. Venkatesh A L

Agenda:

- Welcoming the Proctorial Committee Members.
- Strategies for effective implementation of Proctorial System.
- Discussion on Daily Class Monitoring.
- Discussion on Standard Proctorial Formats.
- Roles and Responsibilities of Committee Members.
- Discussion on Proctorial System Annual Report Preparation.

Discussions/Decisions

1. Chief Proctor Welcomed the entire Proctorial Committee members for the meeting.
2. Discussed about Strategies for effective implementation of Proctorial System.
3. Suggestions / Modifications on New Proctorial Formats were taken.
4. Chief Proctor briefed the roles and responsibilities of individual committee members.
5. Mr. Venkatesh A L will be recording Minutes of Meeting.
6. Mr. Vageesh V K will be In_charge of maintaining Parents Teachers Meeting files & consolidating the report & forwarding to H.R office periodically.
7. Mr. Natesh C P will be In_charge of maintaining Consolidated Proctors Report files & forwarding to H.R office periodically.
8. Discussion on Daily Class Monitoring were made.
9. Mr. Natesh C. P will be monitoring ECE & EEE Branches.
10. Mr. Vageesh V K will be monitoring CSE & ISE Branches
11. Mr. Venkatesh A L will be monitoring Mechanical & Civil Engineering Branches.
12. Dr. Pradeep N.R will be monitoring AI & DS, M.Tech, M.B.A and all Laboratory sessions periodically.
13. It is decided to prepare Proctorial System Annual Report at the end of every academic year.
14. Discussion on recording Evidence of success of effective implementation of Proctorial System is made.
15. It is decided to take necessary actions for implementing Proctorial system as Best Practices at Institution.
16. At the end, Chief Proctor ended the meeting by conveying gratitude's to all committee members.

A. L. Venkatesh
Minutes Recorded by 26/6/23

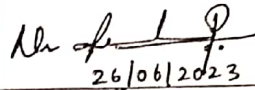
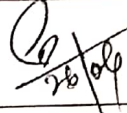

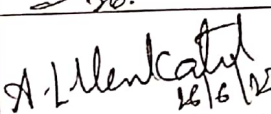
Mr. Venkatesh A L


Dr. Pradeep N.R
28/6/2023

Dr. Pradeep N.R
Minutes approved by 26/06/2023

Dr. Pradeep N.R
Chief Proctor

Attendance of Proctorial Committee Members

Sl. No.	Name of the Staff	Designation	Signature
1	Dr. Pradeep N.R	Associate Professor Dept. of ECE, CIT-Gubbi	 26/06/2023
2	Mr. Natesh C P	Assistant Professor Dept. of Mechanical Engg, CIT-Gubbi	 26/06
3	Mr. Vageesh V K	Assistant Professor Dept. of Physics, CIT-Gubbi	 26.06.23
4	Mr. Venkatesh A L	Assistant Professor Dept. of Civil Engineering, CIT-Gubbi	 26/6/23


28/6/2023