



## DAV AUTONOMOUS COLLEGE, TITILAGARH

### PROCTORIAL SYSTEM

The institution implements a Proctorial system under which each faculty is assigned the responsibility of 15-20 students. Academic and personal counselling for the students are effectively carried out by the proctor in regular intervals. The parents are also being taken into confidence and are being informed regarding the continuous improvement of their wards.

The Proctorial System has been introduced with the main objective of providing supportive care and counsel to students in their academic and personal problems, from time to time, if any. This system helps the students complete their studies comfortably and successfully. The Proctorial system is used to continuously and regularly monitor the academic progress of the students and to rectify their problems.

### Duties of Proctors:

- Each member of the teaching staff will be designated as proctor and is the teacher leader of a number of students.
  - Each proctor is allotted around 15 to 20 students.
  - The proctor acts as a local guardian helping to solve the academic and administrative problems faced by his wards, and would help in solving personal problems, if any.
  - The proctor maintains a Student Information Record (SIR) for each of his/her wards which gives all the details of the students, in terms of course registration/course , dropping/withdrawn/re-registration etc.
  - Provision has been made to send the progress reports of each student to his/her parents/ guardians furnishing the details of attendance, class marks, examination results, etc.
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- A student whose performance is not up to the mark is asked to appear for counseling with the proctor in order to help the student improve his/her performance in the coming semesters. Extra classes and concern is given to these students, and the students having better performance are given chance to improve more in their studies.
  - The Proctor shall exercise an effective control and influence over the students under his charge.

- The Proctor shall assist in academic and over all development of the student under his charge.
- The Proctor shall enquire into their various problems and help them to solve either by himself or by bringing it to the notice of the Head of the institution or the parents of the students.
- The Proctor shall maintain the quarterly Proctorial record and shall submit to the Head of the institution on the last working day of every session.

## **Scope for Students**

- The proctorial programme as introduced in the college, aims at improving curricular activities, disciplined behavior and personal development of the students.
- The prime objective of PROCTOR is to provide supportive care and advice to the students and help them in their academic and personal problems.
- The Proctor shall watch from time to time the academic progress and conduct of his/her group of students both inside and outside the college, advise them and make reports to the principal and guardians concerning their academic and other activities inside and outside the institution.
- Proctorial programme would help the students to complete their studies comfortably and successfully.
- The Proctor acts as a teacher guardian to solve the academic and administrative problems by his / her wards.
- The Proctor closely monitors the progress of students under his/her care and helps them in overcoming their problems.