

MINUTES OF MEETING

The first CIA Examination Committee meeting for the odd semester of the academic year 2015-2016 was held on 04 January 2016 at 11.30 am in Board room.

- Sri. C. Jayasankar, Convenor of the CIA Examination Committee delivered the welcome address.

Proceedings of the meeting:



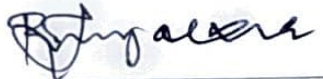



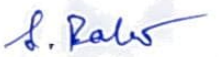

1. Convenor informed the members that the Examination Committee scheduled the first CIA examination from 18.01.2016 to 22.01.2016.
2. Convenor informed that the examination will be conducted in a centralized manner.
3. Principal made revisions to the conduct of the CIA examinations. Principal suggested that the exam schedule be split up into two spells.
 - In Spell-1 CIA-exams shall be conducted for the following Departments from 18.01.2016 to 20.01.2016:
 - In Spell-2 CIA-exams shall be conducted for the following Departments from 21.01.2016 to 22.01.2016:
 - During Spell-1 exams, Departments scheduled for spell-2 will be declared holidays.
 - During Spell-2 exams, Departments scheduled for spell-1 will be declared holidays.
4. Principal suggested that these reforms were made to streamline the examinations and to focus on a subset of students to make them write the exams effectively.
5. Principal advised the committee members to be vigilant by monitoring the students in the exam hall and members are to ensure that the students take the exams seriously.
6. Principal suggested that students absenting themselves must be mandated for a retest which shall be conducted by the individual Departments.
7. Convenor asked the members to ensure that students remain in the examination hall for the full duration of the exam so as to motivate the students to write the exam.
8. Principal instructed the convenor to prepare circular containing instructions for the invigilator and a circular for students for the CIA examination.
9. The convener informed that the question paper may be set for 50 marks with 2 hrs duration.
10. Principal instructed that the question papers submitted to the committee one week before the scheduled date of examination.
11. The Convener instructed that the evaluated CIA answer note book have to be returned students within 7 days from the date of the conduction of the examination and marks to be displayed on notice boards.
12. The Concerned subject in-charges should hand over the mark statement of first CIA Examinations to the department examination committee member.
13. Malpractices will be dealt by the disciplinary committee set by the Principal.
14. Convenor informed the Examination Committee members to be vigilant in the conduct of the examinations.

Dr. M.V. Dass Prakash, Exam Committee Member, Department of Biochemistry, proposed the Vote of Thanks.


Signature of the Principal


Signature of the Convenor

Signature of the Committee Members:

S.No	Name of Committee Member	Department	Signature
1.	Mr.S.Vijayakumar	English	
2.	Ms.P. Banupiya	English	
3.	Mr. R. Jayakumar	Mathematics	
4.	Mr.R.Arunkumar	Physics	
5.	Dr.M.V.DassPrakash	Biochemistry	
6.	Mr.B.Vikram Krishna	Biotechnology	
7.	Mr.S.Balaji	Computer Science	
8.	Mrs. P. Anuradha	Commerce	

MINUTES OF MEETING

The second CIA Examination Committee meeting was held on 10 February 2016 at 11.30 am in Board room.

- Sri. C. Jayasankar, Convenor of the CIA Examination Committee delivered the welcome address.

Proceedings of the meeting:

1. Principal invited feedbacks from all the committee members regarding the conduct of the CIA exams in phased manner.
2. Principal instructed the convenor to prepare circular containing instructions for the invigilator and a circular for students for the CIA examination.
3. Convenor suggested that the members may inform the exam room allotment made to the students prior to the examination in order to prevent the crowding of the students on the first day of exam.
4. The Examination Committee scheduled the second CIA examination from 22.02.2015 to 26.02.2015.
5. Convenor informed that the exam schedule be split up into two spells.
 - In Spell-1 CIA-exams shall be conducted for the following Departments from 22-02-2016 to 24.02.2016:
 - In Spell-2 CIA-exams shall be conducted for the following Departments from 25.02.2016 to 26.02.2016:
 - During Spell-1 exams, Departments scheduled for spell-2 will be declared holidays.
 - During Spell-2 exams, Departments scheduled for spell-1 will be declared holidays.
6. Convenor also informed that students should be strictly told not to leave the exam hall for the duration of exams for any purpose.
7. Principal stated that students who are involved in malpractices should bring their parents for counselling.
8. Principal informed that the CIA marks shall add up to the final calculation of the Internal marks for the respective subjects.
9. Convenor suggested that students should be forced to remain in the examination hall for the full duration of the exam so as to motivate the students to write the exam.
10. The convenor informed that the question paper may be set for 50 marks with 2 hrs duration.
11. Principal instructed that the question papers submitted to the committee one week before the scheduled date of examination.
12. The Convenor instructed that the evaluated CIA answer note book have to be returned students within 7 days from the date of the conduction of the examination and marks to be displayed on notice boards.
13. The Concerned subject in-charges should hand over the mark statement of second CIA Examinations to the department examination committee member.
14. Malpractices will be dealt by the disciplinary committee set by the Principal.

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15. The Examination Committee members were instructed to be vigilant in the conduct of the examinations.

Mr. R. Arun Kumar, Exam Committee Member, Department of Physics, proposed the Vote of Thanks.

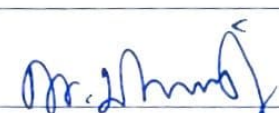



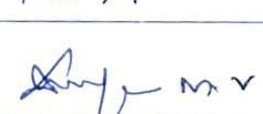
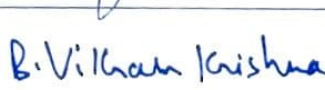
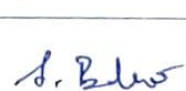
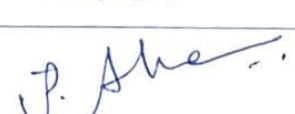
Signature of the Principal


10/2/16

Signature of the Convener



Signature of Committee Members.

S.No	Name of Committee Member	Department	Signature
1.	Mr.S.Vijayakumar	English	
2.	Ms.P. Banupiya	English	
3.	Mr. R. Jayakumar	Mathematics	
4.	Mr.R.Arunkumar	Physics	
5.	Dr.M.V.DassPrakash	Biochemistry	
6.	Mr.B.Vikram Krishna	Biotechnology	
7.	Mr.S.Balaji	Computer Science	
8.	Mrs. P. Anuradha	Commerce	

MINUTES OF MEETING

The third CIA Examination Committee meeting was held on 03 March 2016 at 11.30 am in Board room.

- Sri. C. Jayasankar, Convenor of the CIA Examination Committee delivered the welcome address.

Proceedings of the meeting:








1. Principal discussed with the members on the ways to improve the conduct of CIA examination so that exams are conducted effectively.
2. The Examination Committee scheduled the third CIA examination from 14.03.2016 to 18.03.2016.
3. Convenor informed that the exam schedule be split up into two spells.
 - In Spell-1 CIA-exams shall be conducted for the following Departments from 14.03.2016 to 16.03.2016:
 - In Spell-2 CIA-exams shall be conducted for the following Departments from 17.03.2016 to 18.03.2016:
 - During Spell-1 exams, Departments scheduled for spell-2 will be declared holidays.
 - During Spell-2 exams, Departments scheduled for spell-1 will be declared holidays.
4. Convenor suggested that students should be forced to remain in the examination hall for the full duration of the exam so as to motivate the students to write the exam.
5. Convenor also informed that students should be strictly told not to leave the exam hall for the duration of exams for any purpose.
6. Principal instructed the convenor to prepare a circular containing instructions for the invigilator and a circular for students for the CIA examination.
7. Principal informed that the CIA marks shall add up to the final calculation of the Internal marks for the respective subjects.
8. Students who have failed in the CIA exams must be given assignments on writing the answers to the question paper.
9. The convenor informed that the question paper may be set for 50 marks with 2 hrs duration.
10. Principal instructed that the question papers submitted to the committee one week before the scheduled date of examination.
11. The Convener instructed that the evaluated CIA answer note book have to be returned students within 7 days from the date of the conduction of the examination and marks to be displayed on notice boards.
12. The Concerned subject in-charges should handover the mark statement of first CIA examinations to the department examination committee member.
13. Malpractices will be dealt by the disciplinary committee set by the Principal.
14. The Examination Committee members were instructed to be vigilant in the conduct of the examinations.

Mr.S.Vijayakumar, Exam Committee Member, Department of English, proposed the Vote of Thanks.

Signature of the Principal

Signature of Committee Members

Signature of the Convener

S.No	Name of Committee Member	Department	Signature
1.	Mr.S.Vijayakumar	English	
2.	Ms.P. Banupiya	English	
3.	Mr. R. Jayakumar	Mathematics	
4.	Mr.R.Arunkumar	Physics	
5.	Dr.M.V.DassPrakash	Biochemistry	
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