

## MINUTES OF MEETING

The first CIA Examination Committee meeting was held on 22 July 2015 at 11.30 am in Board room.

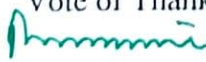
- Sri. C. Jayasankar, Convenor of the CIA Examination Committee delivered the welcome address.

### Proceedings of the meeting:

1. Dr. K. R. Venkatesan, Principal, felicitated the committee members and declared the formation of the committee for the conduct of Continuous Internal Assessment (CIA).
2. Principal also informed that under Autonomous mode, the CIA shall be used for evaluating internal marks for all theory subjects and practical subjects.
3. The Convener briefed on the Rules and Regulation for the conduct of Examinations to all the members.
4. Principal informed that 3 CIA exams shall be conducted overall in a semester and all the CIA marks will be accounted for in the calculation of internal marks secured by the students.
5. Principal informed that the students should be educated on the importance of the CIA examinations. Students should be made aware that the marks secured in the CIA exams would add up to the final calculations of the subject internal marks.
6. Principal proposed to issue CIA Exam answer note books for writing examination instead of answer sheets.
7. The convener suggested that the question paper may be set for 50 marks with 2 hrs duration.
8. The Examination Committee scheduled the first CIA examination from 03.08.2015 to 07.08.2015.
9. The Principal instructed that the question papers submitted to the committee one week before the scheduled date of examination.
10. 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.
11. The Concerned subject in-charges should hand over the mark statement of first CIA Examinations to the department examination committee member.
12. Malpractices will be dealt by the disciplinary committee set by the Principal.
13. The Examination Committee members were instructed to be vigilant in the conduct of the examinations.

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





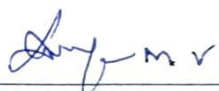



Signature of the Principal

 22/7/15

Signature of the Convener



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 20 August 2015 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 enquired to the members on the shortcomings of the previous CIA examination and also discussed on the remedial actions to ensure that CIA exams are conducted effectively.
2. 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.
3. Principal instructed the convenor to prepare a circular containing instructions for the invigilator and a circular for students for the CIA examination.
4. Principal informed that the CIA marks shall add up to the final calculation of the Internal marks for the respective subjects.
5. The convenor informed that the question paper may be set for 50 marks with 2 hrs duration.
6. The Examination Committee scheduled the first CIA examination from 05.09.2015 to 09.09.2015.
7. Principal instructed that the question papers submitted to the committee one week before the scheduled date of examination.
8. 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.
9. The Concerned subject in-charges should hand over the mark statement of second CIA Examinations to the department examination committee member.
10. Malpractices will be dealt by the disciplinary committee set by the Principal.
11. The Examination Committee members were instructed to be vigilant in the conduct of the examinations.

Mr.S.Balaji, Exam Committee Member, Department of Computer Science, 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 third CIA Examination Committee meeting was held on 14 September 2015 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 enquired to the members on the shortcomings of the previous CIA examination and also discussed on the remedial actions to ensure that CIA exams are conducted effectively.
2. 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.
3. Principal instructed the convenor to prepare circular containing instructions for the invigilator and a circular for students for the CIA examination.
4. Principal informed that the CIA marks shall add up to the final calculation of the Internal marks for the respective subjects.
5. Students who have failed in the CIA exams must be given assignments on writing the answers to the question paper.
6. The convenor informed that the question paper may be set for 50 marks with 2 hrs duration.
7. The Examination Committee scheduled the first CIA examination from 05.10.2015 to 09.10.2015.
8. Principal instructed that the question papers submitted to the committee one week before the scheduled date of examination.
9. 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.
10. The Concerned subject in-charges should handover the mark statement of third CIA Examinations to the department examination committee member.
11. Malpractices will be dealt by the disciplinary committee set by the Principal.
12. 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 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	
8.	Mr.S.Balaji	Computer Science	
9.	Mrs. P. Anuradha	Commerce	