

## MINUTES OF MEETING OF THE INTERNAL EXAMINATION

**Venue** : Committee Room  
**Date** : 18.01.2017  
**Agenda** : Approval for conducting Continuous Internal Assessment I (Even Semester) for all the programs offered by the college.

**The following members were present in the meeting:**

**Dr. K. R. Venkatesan**, Principal, Sri Sankara Arts and Science College, Enathur, Kanchipuram

**Mr. C. Jaysankar**, Convenor, Department of Commerce, Sri Sankara Arts and Science College, Enathur, Kanchipuram

**Mr. S. Vijayakumar**, Assistant Professor, Department of English, Sri Sankara Arts and Science College, Enathur, Kanchipuram

**Ms. P. Banupriya**, Assistant Professor, Department of English, Sri Sankara Arts and Science College, Enathur, Kanchipuram

**Dr. M.V. Dass Prakash**, Assistant Professor, Department of Biochemistry, Sri Sankara Arts and Science College, Enathur, Kanchipuram.

**Mr. B. Vikram Krishna**, Assistant Professor, Department of Biotechnology, Sri Sankara Arts and Science College, Enathur, Kanchipuram.

**Mr. S. Balaji**, Assistant Professor, Department of Computer Science, Sri Sankara Arts and Science College, Enathur, Kanchipuram.

**Mr. R. Jayakumar**, Department of Mathematics, Sri Sankara Arts and Science College, Enathur, Kanchipuram.

**Mrs. P. Anuradha**, Assistant Professor, Department of Commerce, Sri Sankara Arts and Science College, Enathur, Kanchipuram

Convener welcomed the members and informed the objectives of Internal Examination Committee to the members. Hon. Chairman instructed convener to proceed with the agenda.

The minutes of meeting are as follows:

- Student has to consider all internal and model exams as equal to university exams.


①

- The Examination Committee scheduled the first CIA examination from 23.01.2017 to 28.01.2017.
- The Committee members shall prepare relevant time tables for their department based on the Examination Time Table.
- The Examination Committee members shall make the Block and Seating Arrangement and display them on the concerned Notice Board.
- Question paper pattern was discussed and total marks was fixed to 50.
- The Principal instructed that the question papers submitted to the committee one week before the scheduled date of examination.
- Committee members should submit their department Mark statement to the committee.
- Retest can be conducted for failures and absentees.

The meeting was concluded after vote of thanks proposed by B. Vikram Krishna.

**Signature of members**

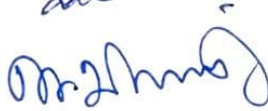
**Dr. K. R. Venkatesan**

-  18/1/17

**Mr. C. Jaysankar**

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**Mr. S. Vijayakumar**

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**Ms. P. Banupriya**

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**Dr. M.V. Dass Prakash**

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**Mr. B. Vikram Krishna**

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**Mr. S. Balaji**

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**Mr. R. Jayakumar**

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**Mrs. P. Anuradha**

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## MINUTES OF MEETING OF THE INTERNAL EXAMINATION

**Venue** : Committee Room  
**Date** : 15.02.2017  
**Agenda** : Approval for conducting Continuous Internal Assessment II (Even Semester) for all the programs offered by the college.

**The following members were present in the meeting:**

**Dr. K. R. Venkatesan**, Principal, Sri Sankara Arts and Science College, Enathur, Kanchipuram

**Mr. C. Jaysankar**, Convenor, Department of Commerce, Sri Sankara Arts and Science College, Enathur, Kanchipuram

**Mr. S. Vijayakumar**, Assistant Professor, Department of English, Sri Sankara Arts and Science College, Enathur, Kanchipuram

**Ms. P. Banupriya**, Assistant Professor, Department of English, Sri Sankara Arts and Science College, Enathur, Kanchipuram

**Dr. M.V. Dass Prakash**, Assistant Professor, Department of Biochemistry, Sri Sankara Arts and Science College, Enathur, Kanchipuram.

**Mr. B. Vikram Krishna**, Assistant Professor, Department of Biotechnology, Sri Sankara Arts and Science College, Enathur, Kanchipuram.

**Mr. S. Balaji**, Assistant Professor, Department of Computer Science, Sri Sankara Arts and Science College, Enathur, Kanchipuram.

**Mr. R. Jayakumar**, Department of Mathematics, Sri Sankara Arts and Science College, Enathur, Kanchipuram.

**Mrs. P. Anuradha**, Assistant Professor, Department of Commerce, Sri Sankara Arts and Science College, Enathur, Kanchipuram

Convener welcomed the members and informed the objectives of Internal Examination Committee to the members. Hon. Chairman instructed convener to proceed with the agenda.

The minutes of meeting are as follows:










- The Principal appreciated the Examination Committee members for their valuable duties.

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- Mark statements of CIA I were collected from department members and analysed the results.
- The Committee members shall prepare the time tables for CIA II and asked to displayed in the respective department notice board.
- The Examination Committee decided to conduct CIA II from 23.02.2017 to 27.02.2017.
- Question paper pattern was discussed (Part-A and Part B) and total marks was fixed to 50.
- Committee members collected their department question papers and submit to committee one week before the examination scheduled.
- Collect the marks form language and allied department and prepare consolidated mark statement and submit to committee.
- Retest can be conducted for failures and absentees.

The meeting was concluded after vote of thanks proposed by Mr. S. Balaji.

**Signature of members**

Dr. K. R. Venkatesan	-	
Mr. C. Jaysankar	-	
Mr. S. Vijayakumar	-	
Ms. P. Banupriya	-	
Dr. M.V. Dass Prakash	-	
Mr. B. Vikram Krishna	-	
Mr. S. Balaji	-	
Mr. R. Jayakumar	-	
Mrs. P. Anuradha	-	

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## MINUTES OF MEETING OF THE INTERNAL EXAMINATION

**Venue** : Committee Room  
**Date** : 01.03.2017  
**Agenda** : Approval for conducting Continuous Internal Assessment III (Even Semester) for all the programs offered by the college.

**The following members were present in the meeting:**

**Dr. K. R. Venkatesan**, Principal, Sri Sankara Arts and Science College, Enathur, Kanchipuram

**Mr. C. Jaysankar**, Convenor, Department of Commerce, Sri Sankara Arts and Science College, Enathur, Kanchipuram

**Mr. S. Vijayakumar**, Assistant Professor, Department of English, Sri Sankara Arts and Science College, Enathur, Kanchipuram

**Ms. P. Banupriya**, Assistant Professor, Department of English, Sri Sankara Arts and Science College, Enathur, Kanchipuram

**Dr. M.V. Dass Prakash**, Assistant Professor, Department of Biochemistry, Sri Sankara Arts and Science College, Enathur, Kanchipuram.

**Mr. B. Vikram Krishna**, Assistant Professor, Department of Biotechnology, Sri Sankara Arts and Science College, Enathur, Kanchipuram.

**Mr. S. Balaji**, Assistant Professor, Department of Computer Science, Sri Sankara Arts and Science College, Enathur, Kanchipuram.

**Mr. R. Jayakumar**, Department of Mathematics, Sri Sankara Arts and Science College, Enathur, Kanchipuram.

**Mrs. P. Anuradha**, Assistant Professor, Department of Commerce, Sri Sankara Arts and Science College, Enathur, Kanchipuram

Convener welcomed the members and informed the objectives of Internal Examination Committee to the members. Hon. Chairman instructed convener to proceed with the agenda.

The minutes of meeting are as follows:









- Students and teachers feed backs on Internal Examinations were discussed.

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- The Examination Committee scheduled the first CIA examination from 06.03.2017 to 10.03.2017.
- Question papers were scrutinized with the help of HOD and submit to internal examination committee.
- Members are asked to instruct the faculty, mention the date and time of examination at the top of Question papers.
- The convener suggested that the question paper can be set for 50 marks with 2 hrs duration.
- The Principal instructed that the question papers submitted to the committee one week before the scheduled date of examination.
- The Convener instructed that the answer note books should be evaluated and kept in the department after the marks shown to the students.
- Committee members should submit their department Mark statement to the committee.
- Retest can be conducted for failures and absentees.

The meeting was concluded after vote of thanks proposed by Mrs. P. Anuradha.

**Signature of members**

Dr. K. R. Venkatesan	-	
Mr. C. Jaysankar	-	
Mr. S. Vijayakumar	-	
Ms. P. Banupriya	-	
Dr. M.V. Dass Prakash	-	
Mr. B. Vikram Krishna	-	
Mr. S. Balaji	-	
Mr. R. Jayakumar	-	
Mrs. P. Anuradha	-	