

## Minutes of Meeting

The first meeting of even semester Examination committee meeting was held on 10.01.2018 at 11:00 a.m in Board room.





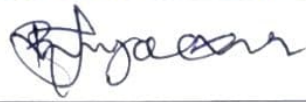





Sri. C.Jaysankar , Convener of the Examination committee welcomed all the members of Examination Committee and requested Principal to offer opening remarks. Dr.K.R. Venkatesan, Principal also welcomed the members and informed the objectives of Examination Committee to the members and requested Convener proceed with the agenda.

The minutes of meeting are as follows.

1. The Convener of the Examination Committee read out the minutes of meeting of Examination Committee held on odd semester.
2. The Principal appreciated the entire process of Examination Committee, the different reports submitted by members of Examination Committee.
3. The Principal suggested to conduct the online CIA examinations and also proposed the detailed guidelines for the online CIA examinations.
4. The convener suggested that the question paper may be set for 50 marks with 2 hrs duration for written papers. The question papers must be a multiple choice questions and marks should be 50 with 1hr duration for online examinations.
5. The Principal proposed some changes in the practice based learning papers for science students.
6. The Principal instructed the science students to do some mini projects for their practice based learning papers.
7. The Principal and Convener enquired about the odd semester CIA examinations results and any difficulties faced by members to conduct the CIA examinations.
8. The Examination Committee scheduled the first CIA examination on 22.01.2018 to 29.01.2018.
9. The Principal instructed that the question papers submitted to the committee one week before the scheduled date of examination.
10. The Convener instructed the evaluated answer sheets 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 Concern subject in-charges 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 once the examination is over.

The meeting was concluded after vote of thanks proposed by Convener.

Signature of the Committee Members:

S.No	Name of the Committee Members	Department	Signature
1.	Dr.K.R.Venkatesan	Principal	
2.	Prof.C.Jaysankar	Convener	
3.	Ms.P.Banupriya	English	
4.	Sri.S.Vijayakumar	English	
5.	Sri.R.Jayakumar	Mathematics	
6.	Dr.M.V.Dassprakash	Biochemistry	
7.	Mr.S.Balaji	Computer Science	
8.	Sri.R.Arunkumar	Physics	
9.	Sri.B.Vikram Krishna	Biotechnology	
10.	Mrs.P.Anuradha	Commerce	

## Minutes of Meeting

The second meeting of even semester Examination committee meeting was held on 12.02.2018 at 11:00 a.m in Board room .

Sri.C. Jaysankar , Convener of the Examination committee welcomed all the members of Examination Committee and requested Principal to offer opening remarks. Dr.K.R. Venkatesan, Principal also welcomed the members and informed the objectives of Examination Committee to the members and requested Convener proceed with the agenda.

The minutes of meeting are as follows.

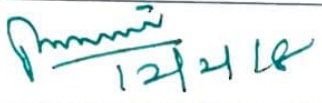









1. The Convener of the Examination Committee read out the minutes of meeting of first CIA Examination Committee held on 04.01.2018
2. The Principal, Convener and Committee members suggested to conduct some of the papers in the online mode, some of the papers in practice based learning test and also some of the papers in written mode because students may know all the modes then only they may face competitive exams for successful manner.
3. The convener suggested that the question paper may be set for 50 marks with 2 hrs duration for written papers. The question papers must be a multiple choice questions and marks should be 50 with 1 hr duration for online examinations.
4. The Principal proposed some changes in the practice based learning tests for science students.
5. The Principal instructed the science students to do some mini projects for their practice based learning tests.
6. The Principal advised the committee members, the failure students in CIA examinations may allow to write another exams for their benefits only valid reasons.
7. The Examination Committee scheduled the first CIA examination on 26.02.2018 to 03.03.2018.
8. The Principal instructed that the question papers submitted to the committee one week before the scheduled date of examination.
9. The Convener instructed the evaluated answer sheets 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 Concern subject in charges hand over the mark statement of first CIA examinations to the department examination committee member.
11. Malpractices will be dealt by the disciplinary committee set by the Principal once the examination is over.

The meeting was concluded after vote of thanks proposed by Convener.

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Signature of the Committee Members:

S.No	Name of the Committee Members	Department	Signature
1.	Dr.K.R.Venkatesan	Principal	
2.	Prof.C.Jaysankar	Convener	
3.	Ms.P.Banupriya	English	
4.	Sri.S.Vijayakumar	English	
5.	Sri.R.Jayakumar	Mathematics	
6.	Dr.M.V.Dassprakash	Biochemistry	
7.	Mr.S.Balaji	Computer Science	
8.	Sri.R.Arunkumar	Physics	
9.	Sri.B.Vikram Krishna	Biotechnology	
10.	Mrs.P.Anuradha	Commerce	

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## Minutes of Meeting

The third meeting of even semester Examination committee meeting was held on 7.03.2018 at 11:00 a.m in Board room.











Sri. C.Jaysankar , Convener of the Examination committee welcomed all the members of Examination Committee and requested Principal to offer opening remarks. Dr.K.R. Venkatesan, Principal also welcomed the members and informed the objectives of Examination Committee to the members and requested Convener proceed with the agenda.

The minutes of meeting are as follows.

1. The Convener of the Examination Committee read out the minutes of meeting of first and second CIA Examination Committee.
2. The Principal, Convener asked feedback about the conducted some of the papers in the online mode, some of the papers in practice based learning test and alsosome of the papers in written mode.
3. The convener suggested that the question paper may be set for 50 marks with 2 hrs duration for written papers. The question papers must be a multiple choice questions and marks should be 50 with 1hr duration for online examinations.
4. The Principal and Convener asked feedback about the implementation of the science students mini projects for their practice based learning tests.
5. The Principal advised the committee members, the failure students in CIA examinations may allow to write another exams for their benefits only valid reasons.
6. The Examination Committee scheduled the first CIA examination on 14.03.2018 to 20.03.2018.
7. The Principal instructed that the question papers submitted to the committee one week before the scheduled date of examination.
8. The Convener instructed the evaluated answer sheets 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 Concern subject in-charges hand over the mark statement of first CIA examinations to the department examination committee member.
10. Malpractices will be dealt by the disciplinary committee set by the Principal once the examination is over.
11. The Principal appreciated the entire process of Examination Committee, the different reports submitted by members of Examination Committee.

The meeting was concluded after vote of thanks proposed by Convener.

Signature of the Committee Members:

S.No	Name of the Committee Members	Department	Signature
1.	Dr.K.R.Venkatesan	Principal	
2.	Prof.C.Jaysankar	Convener	
3.	Ms.P.Banupriya	English	
4.	Sri.S.Vijayakumar	English	
5.	Sri.R.Jayakumar	Mathematics	
6.	Dr.M.V.Dassprakash	Biochemistry	
7.	Mr.S.Balaji	Computer Science	
8.	Sri.R.Arunkumar	Physics	
9.	Sri.B.Vikram Krishna	Biotechnology	
10.	Mrs.P.Anuradha	Commerce	

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