

Minutes of Meeting

The first meeting of odd semester Examination committee meeting was held on 31.07.2017 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.

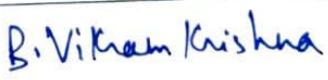
The minutes of meeting are as follows.

1. The Convener of the Examination Committee instructed the Rules and Regulation for Examinations to all the members.
2. The Principal proposed to issue ruled answer sheets for writing examination instead of note books.
3. The Principal suggested the practice based learning should conduct at least one paper per semester instead of written CIA examination and also proposed the detailed guidelines for the practice based learning.
4. The convener suggested that the question paper may be set for 50 marks with 2 hrs duration.
5. The Examination Committee scheduled the first CIA examination on 07.08.2017 to 11.08.2017.
6. The Principal instructed that the question papers submitted to the committee one week before the scheduled date of examination.
7. 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.
8. The concern subject in-charges hand over the mark statement of first CIA examinations to the department examination committee member.
9. Malpractices will be dealt by the disciplinary committee set by the Principal once the examination is over
10. The Examination Committee members were assured to do their duties time to time with full effort which was suggested by Convener and Principal.

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

(1)

Signature of the Committee Members:

S.No	Name of the Committee Members	Department	Signature
1.	Dr.K.R.Venkatesan	Principal	 31/7/17
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	

(2)

Minutes of Meeting

The second meeting of odd semester Examination committee meeting was held on 01.09.2017 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.

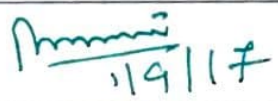



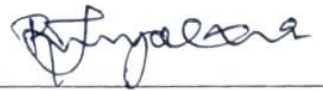




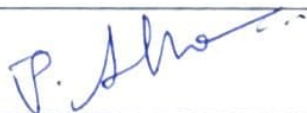
The minutes of meeting are as follows.

1. The Principal instructed to write the examinations by using ruled answer sheets.
2. The Principal and Convener asked feedback about the practice based learning test to the members.
3. The members individually shared the feedback of the practice based learning test.
4. The Principal, Convener and members discussed about how the practice based learning test will improve in future CIA examination.
5. The convener suggested that the question paper may be set for 50 marks with 2 hrs duration.
6. The Examination Committee scheduled the second CIA examination on 20.09.2017 to 29.09.2017.
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 second 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 Examination Committee members were assured to do their duties time to time with full effort which was suggested by Convener and Principal.

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	 14/17
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 third meeting of odd semester Examination committee meeting was held on 4.10.2017 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.

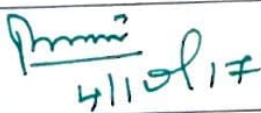



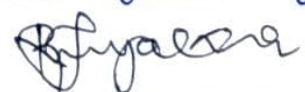
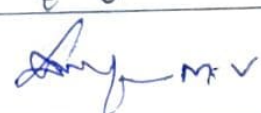


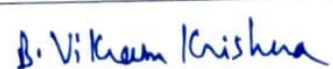
The minutes of meeting are as follows.

1. The Principal instructed to continue to the third CIA examinations also by using ruled answer sheets.
2. The Convener of the Examination Committee read out the minutes of meeting of previous CIA Examinations.
3. The Principal and Convener asked feedback about the improvement practice based learning test to the members.
4. The members individually shared the feedback of the practice based learning test.
5. The Principal suggest that the best presentation of the practice based learning test should record and broadcast in the Shruthi CRS for encouragement of students.
6. The convener suggested that the question paper may be set for 50 marks with 2 hrs duration.
7. The Examination Committee scheduled the second CIA examination on 9.10.2017 to 14.10.2017.
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 second 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
12. The Examination Committee members were assured to do their duties time to time with full effort which was suggested by Convener and Principal.
13. 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.

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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	