

## **MINUTES OF MEETING – I**

**Date: 17-8-2018 @ 10.00a.m.**

**Venue: Committee Hall**

### **Agenda:**

1. Fixing up the schedule for CIA I Exams – Odd Semester.
2. To discuss about introduction of practice based examinations and the modality for the same.

### **IN THE CHAIR: Dr.K.R.Venkatesan, Principal**

The Convener of the CIA Exam committee for the academic year 2018 – 2019 Mr.C.Jayasankar welcomed the Principal and nominated members of CIA Exam Committee from various departments. Dr.K.R.Venkatesan, Principal, who presided the meeting highlighted the important role played by the CIA Examinations in the evaluation systems. He insisted that students should be judged based on their overall performance. He also elaborated on the efforts to be taken by all the faculty members in the preparation of question papers.

The members' opinion regarding scheduling of CIA Exams for the odd semester between 23/8/2018 and 29/8/2018 was welcomed. After discussion it was decided to have the CIA Examinations from 23<sup>rd</sup> August 2018 for the departments of Commerce, Bio-Chemistry, Bio-Tech, Physics, Tamil, BCA and from 27<sup>th</sup> August 2018 for the departments of BBA/MBA, Micro-Biology, Computer Science, Maths, English. The exams were planned between 9.00 a.m to 11.00 a.m and 11.30 a.m to 1.30 p.m. and students would be required to take up two exams per day. The committee members were asked to collect the question papers for all the exams, scrutinize the same for the pattern and submit before the committee on or before 20th August 2018. The committee members were also asked to inform their departments to submit the mark statements for the CIA Exams on or before 3<sup>rd</sup> September 2018.

Principal Sir suggested that staff members who are interested in conducting Practice Based Examination may be encouraged to do so and the committee members were requested to collect the list of papers for which practice based examinations are planned. The convener Mr.C.Jayasankar asked the committee members to collect all the relevant documents for the conduct of practice based examinations and submit before the committee on or before 07<sup>th</sup> September 2018.

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











Signature of Principal



Signature of Convener

Signature of Committee Members:

S.No	Name of the Member	Department	Signature
1	Dr.M.V.Dass Prakash	Bio-Chemistry	
2	Mr.B.Vikram Krishna	Bio-Technology	
3	Mr.R.ArunKumar	Physics	
4	Mr.S.Balaji	BCA/CS	
5	Mr.R.Thanigaiyarasu	BBA/MBA	
6	Mr.P.Elumalai	Maths	
7	Mr.S.Vijayakumar	English	
8	Ms.R.Keerthana	Commerce	

## **MINUTES OF MEETING – II**

**Date: 05-09-2018 @ 11.30a.m.**

**Venue: Committee Hall**

### **Agenda:**

1. Fixing up the schedule for CIA II Exams – Odd Semester.
2. To discuss about practice based examinations and the modality for the same.

### **IN THE CHAIR: Dr.K.R.Venkatesan, Principal**

The Convener of the CIA Exam committee for the academic year 2018 – 2019 Mr.C.Jayasankar welcomed the Principal and also members of CIA Exam Committee from various departments. Dr.K.R.Venkatesan, Principal, who presided the meeting highlighted the important role played by the CIA Examinations in the evaluation systems. He insisted that students should be judged based on their overall performance.

The members' opinion regarding scheduling of CIA Exams for the odd semester between 10/09/2018 and 15/09/2018 was welcomed. After discussion it was decided to have the CIA Examinations from 10-September-2018 for the departments of BBA/MBA, Micro-Biology, Computer Science, Maths, English and from 13-September-2018 for the departments of Commerce, Bio-Chemistry, Bio-Tech, Physics, Tamil, BCA. The exams were planned between 9.00 a.m to 11.00 a.m and 11.30 a.m to 1.30 p.m. and students would be required to take up two exams per day. The committee members were asked to collect the question papers for all the exams, scrutinize the same for the pattern and submit before the committee on or before 07-September- 2018. The committee members were also asked to inform their departments to submit the mark statements for the CIA Exams on or before 22-September-2018.



The committee members were requested to collect the list of papers for which practice based examinations are planned. The convener Mr.C.Jayasankar asked the committee members to collect all the relevant documents for the conduct of practice based examinations and submit before the committee on or before 25-September- 2018.

Mr.C.Jayasankar, Convener - Exam Committee, Department of Commerce, proposed the Vote of Thanks.

*Principal*  
5/9/18

Signature of Principal

*Mr. C. Jayasankar*

Signature of Convener

Signature of Committee Members:

S.No	Name of the Member	Department	Signature
1	Dr.M.V.Dass Prakash	Bio-Chemistry	<i>Dr. M. V. Dass Prakash</i>
2	Mr.B.Vikram Krishna	Bio-Technology	<i>B. Vikram Krishna</i>
3	Mr.R.ArunKumar	Physics	<i>R. Arun Kumar</i>
4	Dr.K.Sivasubramanian	Micro-Biology	<i>Dr. K. Sivasubramanian</i>
5	Mr.S.Balaji	BCA/CS	<i>S. Balaji</i>
6	Mr.R.Thanigaiyarasu	BBA/MBA	<i>R. Thanigaiyarasu</i>
7	Mr.P.Elumalai	Maths	<i>P. Elumalai</i>
8	Mr.S.Vijayakumar	English	<i>S. Vijayakumar</i>
9	Ms.R.Keerthana & Mrs.K.Viji	Commerce	<i>Ms. R. Keerthana &amp; Mrs. K. Viji</i>

## **MINUTES OF MEETING – III**

**Date: 01-10-2018 @ 10.30a.m.**

**Venue: Committee Hall**

### **Agenda:**

1. Fixing up the schedule for CIA III Exams – Odd Semester.

**IN THE CHAIR: Dr.K.R.Venkatesan, Principal**

The Convener of the CIA Exam committee for the academic year 2018 – 2019 Mr.C.Jayasankar welcomed the Principal and also members of CIA Exam Committee from various departments. Dr.K.R.Venkatesan, Principal, who presided the meeting highlighted the important role played by the CIA Examinations in the evaluation systems. He insisted that students should be judged based on their overall performance.

The members' opinion regarding scheduling of CIA Exams for the odd semester between 08/10/2018 and 13/10/2018 was welcomed. After discussion it was decided to have the CIA Examinations from 08-October-2018 for the departments of BBA/MBA, Micro-Biology, Computer Science, Maths, English and from 11-October-2018 for the departments of Commerce, Bio-Chemistry, Bio-Tech, Physics, Tamil, BCA. The exams were planned between 9.00 a.m to 11.00 a.m and 11.30 a.m to 1.30 p.m. and students would be required to take up two exams per day. The committee members were asked to collect the question papers for all the exams, scrutinize the same for the pattern and submit before the committee on or before 04-October-2018. The committee members were also asked to inform their departments to submit the mark statements for the CIA Exams on or before 19-October-2018.

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











Signature of Principal



Signature of Convener

Signature of Committee Members:

S.No	Name of the Member	Department	Signature
1	Dr.M.V.Dass Prakash	Bio-Chemistry	
2	Mr.B.Vikram Krishna	Bio-Technology	
3	Mr.R.ArunKumar	Physics	
4	Dr.K.Sivasubramanian	Micro-Biology	
5	Mr.S.Balaji	BCA/CS	
6	Mr.R.Thanigaiyasu	BBA/MBA	
7	Mr.P.Elumalai	Maths	
8	Mr.V.Mohanraj	English	
9	Ms.R.Keerthana & Mrs.K.Viji	Commerce	