

## **Minutes of Meeting**

The first meeting of odd semester Online Examination Committee meeting was held on 03.08.2021 through Google meet platform.




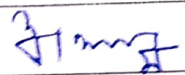
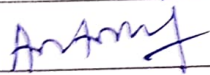
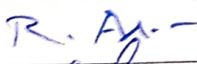

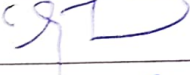
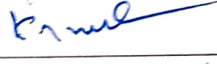
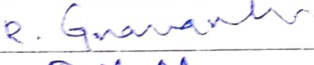
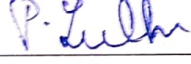

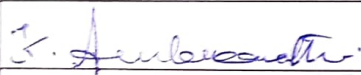
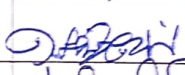

Sri.C.Jaysankar, Convener of the Examination committee welcomed all the members of Examination Committee, Chairman and requested Principal to offer opening remarks. Dr.K.R. Venkatesan, Principal also welcomed the members and informed the objectives of Examination Committee to the members and requested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

The minutes of the meeting are as follows.

1. The Convener of the Examination Committee instructed the Rules and Regulations for Examinations to all the members.
2. The Principal proposed to conduct the first CIA examination through online by using Google classroom.
3. The Principal instructed that to prepare the different question papers for the CIA examination based on the students strength in the class.
4. The convener suggested that the question paper may be set for 75 marks with 3 hrs duration.
5. The Examination Committee scheduled the first CIA examination for II, III UG and II PG on 23.08.2021 to 27.08.2021.
6. The Principal instructed that the question papers should submitted to the committee one week before the scheduled date of examination.
7. The Chairman instructed the evaluated answer sheets have to be returned students within 7 days from the date of 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. The examination committee members were assured to do their duties time to time with full effort which was suggested by Chairman, Convener and Principal.

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

Signature of Committee Members:

Sl. No	Name of Committee Member	Department	Signature
1.	Dr. K.R. Venkatesan	Principal	
2.	Prof. C. Jayasankar	Convener	
3.	Mr. V.B. Ekambaram	English	
4.	Dr. N. Appadurai	Tamil	
5.	Mr. A. Karthikeyan	Mathematics	
6.	Dr. R. Arunkumar	Physics	
7.	Dr. S. Mohanasundram	Bio Chemistry	
8.	Mr. E.G. Jagan	Bio-Technology	
9.	Mr. K. Mathiyazhan	Computer Science	
10.	Mr. R. Gnanavelu	Computer Science	
11.	Dr. P. Yasodha	Computer Science	
12.	Dr. K. Rajesh	Micro Biology	
13.	Dr. K. Murugan	Commerce	
14.	Dr. K. Ambigavathi	Commerce	
15.	Mr. K. Sakthivel	Commerce	
16.	Mr. L. Sivabalan	Business Administration	

## **Minutes of Meeting**

The second meeting of odd semester Examination Committee meeting was held on 18.10.2021 at 11:00 a.m in Bharathwajar hall.

Sri.C.Jaysankar, Convener of the Examination committee welcomed all the members of Examination Committee, Chairman 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.


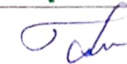

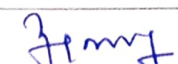
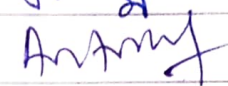


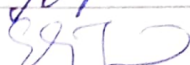
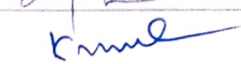
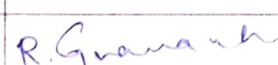
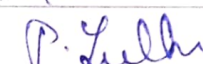

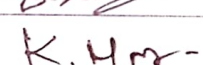
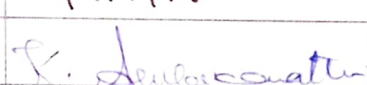
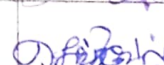
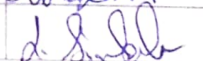
The minutes of the meeting are as follows.

1. The Principal instructed to conduct the second CIA examination through offline mode.
2. The Chairman and Principal asked feedback about the different question papers issued in the first CIA examination to the members.
3. The members individually shared the output of the different question papers issued in the first CIA examination.
4. The Examination Committee scheduled the first CIA examination for I UG I PG and Second CIA examination for III UG and II PG on 28.10.2021 to 10.11.2021.
5. The Chairman instructed that the examination should be conducted by the respective departments and strictly follows the SOP's for conducting Examination.
6. The convener suggested that the question paper may be set for 50 marks with 2 hrs duration.
7. The Principal instructed that the question papers should submitted to the committee one week before the scheduled date of examination.
8. The Chairman instructed the evaluated answer sheets have to be returned students within 7 days from the date of conduction of the examination and marks to be displayed on notice boards.
9. The concern subject in-charges hand over the mark statement of 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 Chairman, Convener and Principal.

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

Signature of Committee Members:

Sl. No	Name of Committee Member	Department	Signature
1.	Dr. K.R. Venkatesan	Principal	
2.	Prof. C. Jayasankar	Convener	
3.	Mr. V.B. Ekambaram	English	
4.	Dr. N. Appadurai	Tamil	
5.	Mr. A. Karthikeyan	Mathematics	
6.	Dr. R. Arunkumar	Physics	
7.	Dr. S. Mohanasundram	Bio Chemistry	
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12.	Dr. K. Rajesh	Micro Biology	
13.	Dr. K. Murugan	Commerce	
14.	Dr. K. Ambigavathi	Commerce	
15.	Mr. K. Sakthivel	Commerce	
16.	Mr. L. Sivabalan	Business Administration	

## **Minutes of Meeting**

The third meeting of odd semester Examination Committee meeting was held on 23.11.2021 at 11:00 a.m in Bharathwajar hall.

Sri.C.Jaysankar, Convener of the Examination committee welcomed all the members of Examination Committee, Chairman 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.


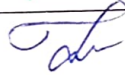

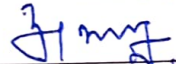
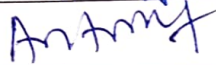
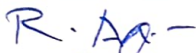
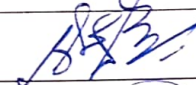


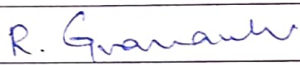


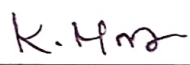
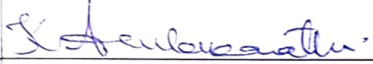
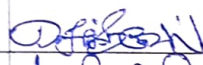
The minutes of the meeting are as follows.

1. The Principal instructed continue to conduct the third CIA examination through offline mode.
2. The Chairman and Principal asked feedback about the students performance in the offline mode examination to the members.
3. The members individually shared the output of students performance in the offline mode examination.
4. The Examination Committee scheduled the third CIA examination on 20.12.2021 to 07.01.2022.
5. The Chairman instructed that the examination should be conducted by the respective departments and strictly follows the SOP's for conducting Examination.
6. The convener suggested that the question paper may be set for 75 marks with 3 hrs duration.
7. The Principal instructed that the question papers should submitted to the committee one week before the scheduled date of examination.
8. The Chairman instructed the evaluated answer sheets have to be returned students within 7 days from the date of conduction of the examination and marks to be displayed on notice boards.
9. The concern subject in-charges hand over the mark statement of third CIA examination 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 Chairman, Convener and Principal.
12. The Principal, Chairman and Convener 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 Committee Members:

Sl. No	Name of Committee Member	Department	Signature
1.	Dr. K.R. Venkatesan	Principal	
2.	Prof. C. Jayasankar	Convener	
3.	Mr. V.B. Ekambaram	English	
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