



SRI SANKARA ARTS AND SCIENCE COLLEGE

(Autonomous)

Enathur, Kanchipuram – 631 561

CONTINUOUS INTERNAL ASSESSMENT

MINUTES OF MEETING

The meeting of Even semester Examination committee meeting was held on 08.01.2025.




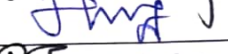
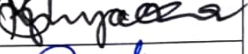
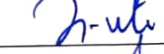
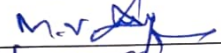

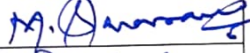
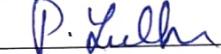
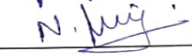
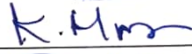

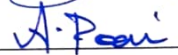
Dr. A. Vikraman, Convener of the Internal Examination Committee welcomed Chairman and all the members of Examination Committee. Dr.K.R.Venkatesan, Principal also welcomed the members and informed the objectives of Examination Committee to the members and requested Convener proceed with the agenda.

The minutes of the meeting are as follows:

1. The Convener of the Internal Examination Committee instructed the Rules and Regulations for Examinations to all the members.
2. The principal proposed to conduct the first CIA Examination.
3. The principal instructed that to prepare the different question papers for the CIA Examination based on the student's strength in the class.
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 for I, II, III UG and I, II PG on 23/01/2025, 24/01/2025 & 25/01/2025. for 1st batch students and 30/01/2025 ,31/01/2025 & 01/02/2025 for 2nd batch students.
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 of each department.
8. The concern subject in-charges hand over the mark statement of first CIA examinations to the department examination committee member.
9. To introduce a new question paper format and also consolidate mark statement for CIA examinations for the uniform pattern of all the departments in our college.
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.

Signature of Committee Members:

SI. NO	Name of Committee Member	Department	Signature
1.	Dr. K. R. Venkatesan	Principal	
2.	Dr. A. Vikraman	Convener	
3.	Mr. S. Vijayakumar	English	
4.	Dr. N. Appadurai	Tamil	
5.	Mr. R. Jayakumar	Mathematics	
6.	Dr. G. Venkatesan	Physics	
7.	Dr. M.V. Dass Prakash	Bio Chemistry	
8.	Dr. V. Guruchandran	Bio Technology	
9.	Mr. M. Saravanan	Computer Science	
11.	Dr. P. Yasodha	Computer Science	
12.	Dr. N. Prasanna Balaji	Micro Biology	
13.	Dr. K. Murugan	Commerce	
14.	Mrs. D. Hemalatha	Commerce	
15.	Mrs. A. Poorani	Business Administration	



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CONTINUOUS INTERNAL ASSESSMENT

MINUTES OF MEETING

The meeting of Even semester Examination committee meeting was held on 12.02.2025.


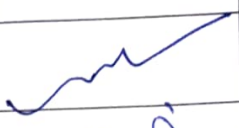
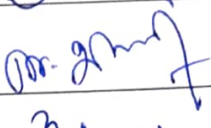

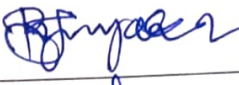
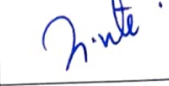
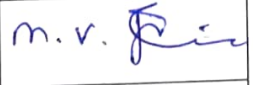


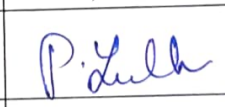

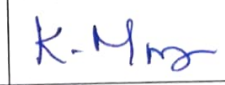
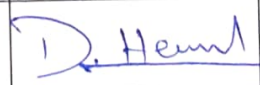
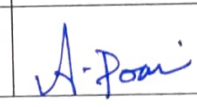
Dr. A. Vikraman, Convener of the Internal Examination Committee welcomed Chairman and all the members of Examination Committee. Dr.K.R.Venkatesan, Principal also welcomed the members and informed the objectives of Examination Committee to the members and requested Convener proceed with the agenda.

The minutes of the meeting are as follows:

1. The Convener of the Internal Examination Committee instructed the Rules and Regulations for Examinations to all the members.
2. The principal proposed to conduct the second CIA Examination.
3. The principal instructed that to prepare the different question papers for the CIA Examination based on the student's strength in the class.
4. The convener suggested that the question paper may be set for 50 marks with 2 hrs duration.
5. The Examination Committee scheduled the second CIA examination for I, II, III UG and I, II PG on 21/02/2025, 22/02/2025 & 24/02/2025. for 1st batch students and 27/02/2025 ,28/02/2025 & 01/03/2025 for 2nd batch students.
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 of each department.
8. The concern subject in-charges hand over the mark statement of second CIA examinations to the department examination committee member.
9. To introduce a new question paper format and also consolidate mark statement for CIA examinations for the uniform pattern of all the departments in our college.
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.

Signature of Committee Members:

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1.	Dr. K. R. Venkatesan	Principal	
2.	Dr. A. Vikraman	Convener	
3.	Mr. S. Vijayakumar	English	
4.	Dr. N. Appadurai	Tamil	
5.	Mr. R. Jayakumar	Mathematics	
6.	Dr. G. Venkatesan	Physics	
7.	Dr. M.V. Dass Prakash	Bio Chemistry	
8.	Dr. V. Guruchandran	Bio Technology	
9.	Mr. M. Saravanan	Computer Science	
11.	Dr. P. Yasodha	Computer Science	
12.	Dr. N. Prasanna Balaji	Micro Biology	
13.	Dr. K. Murugan	Commerce	
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CONTINUOUS INTERNAL ASSESSMENT

MINUTES OF MEETING


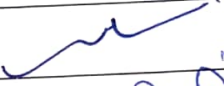
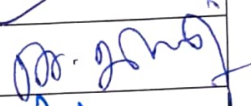


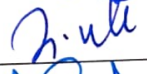

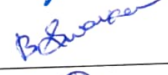

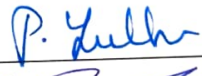

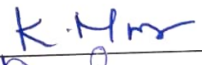
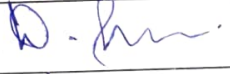
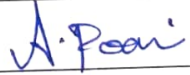
The meeting of Odd semester Examination committee meeting was held on 28.07.2025.

Dr. A. Vikraman, Convener of the Internal Examination Committee welcomed Chairman and all the members of Examination Committee. 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 Internal Examination Committee instructed the Rules and Regulations for Examinations to all the members.
2. The principal proposed to conduct the first CIA Examination.
3. The principal instructed that to prepare the different question papers for the CIA Examination based on the student's strength in the class.
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 for II, III UG and II PG on 04/08/2025, 05/08/2025 & 06/08/2025. for 1st batch students and 13/08/2025, 14/08/2025 & 18/08/2025 for 2nd batch students.
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 of each department.
8. The concern subject in-charges hand over the mark statement of first CIA examinations to the department examination committee member.
9. To introduce a new question paper format and also consolidate mark statement for CIA examinations for the uniform pattern of all the departments in our college.
10. The examination committee members were assured to do their duties time to time with full effort which was suggested by Convener and Principal.

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CONTINUOUS INTERNAL ASSESSMENT

MINUTES OF MEETING

The meeting of Odd semester Examination committee meeting was held on 18.08.2025.





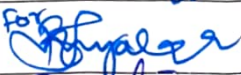
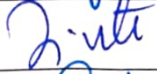


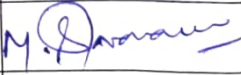

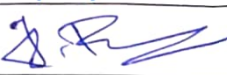
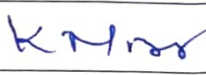

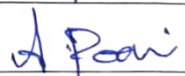
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3. The principal instructed that to prepare the different question papers for the CIA Examination based on the student's strength in the class.
4. The convener suggested that the question paper may be set for 50 marks with 2 hrs duration.
5. The Examination Committee scheduled the first CIA examination for I UG and I PG on 28/08/2025, 29/08/2025 & 30/08/2025.
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 of each department.
8. The concern subject in-charges hand over the mark statement of first CIA examinations to the department examination committee member.
9. To introduce a new question paper format and also consolidate mark statement for CIA examinations for the uniform pattern of all the departments in our college.
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CONTINUOUS INTERNAL ASSESSMENT

MINUTES OF MEETING

The meeting of Odd semester Examination committee meeting was held on 12.09.2025.


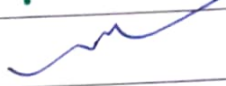
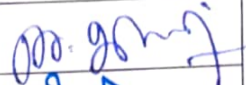

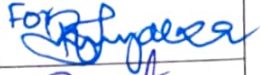
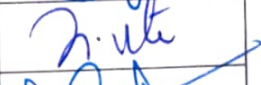

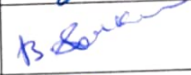

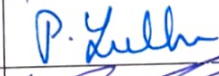
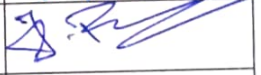
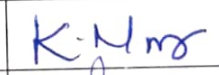
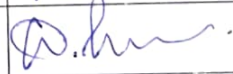
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3. The principal instructed that to prepare the different question papers for the CIA Examination based on the student's strength in the class.
4. The convener suggested that the question paper may be set for 50 marks with 2 hrs duration.
5. The Examination Committee scheduled the second CIA examination for I, II, III UG and I, II PG on 09/10/2025, 10/10/2025 and 11/10/2025. for 1st batch students and 14/10/2025, 15/10/2025 and 16/10/2025 for 2nd batch students.
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 of each department.
8. The concern subject in-charges hand over the mark statement of second CIA examinations to the department examination committee member.
9. To introduce a new question paper format and also consolidate mark statement for CIA examinations for the uniform pattern of all the departments in our college.
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The meeting was concluded after vote of thanks proposed by Convener.

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