



# SENGUNTHAR ENGINEERING COLLEGE

(AUTONOMOUS)

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)  
Recognized Under Section 2(f) & 12(B) of the UGC Act, 1956  
NAAC Accredited with 'A' Grade

TIRUCHENGODE - 637 205 NAMAKKAL (Dt) TAMILNADU



## Minutes of Tenth Examination Committee Meeting

Date: 19.06.2024

Venue: IQAC Meeting Hall


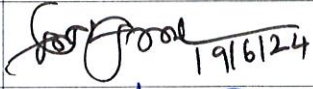

### I. Agenda:

- 1.1 To review the minutes of the previous meeting.
- 1.2 To discuss the schedule, requirements of stationery items, and availability of examination halls to conduct the Continuous Internal Assessment for all UG and PG students.
- 1.3 To discuss the answer key preparation, evaluation of answer scripts, result analysis, and sending CIA marks to the parents.
- 1.4 To discuss the tentative schedule of End Semester Examinations Nov/Dec 2024 for Theory and Practical Subjects.
- 1.5 To finalize the date of the next meeting of the Examination Committee.
- 1.6 Any other points by the permission of the Chairman.

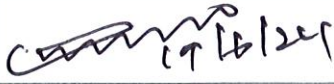

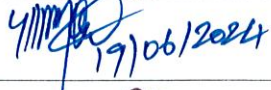

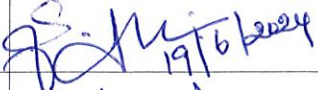

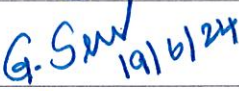
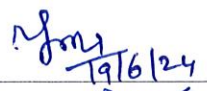

### II. List of Members Attended:

The Tenth meeting of the Examination Committee for the Academic year 2024-2025 was held on 19.06.2024 under the chairmanship of Dr. R. Satish Kumar, Principal of the college at IQAC Meeting Hall at 2.30 p.m.

The following members attended the meeting:

S. No.	NAME & DESIGNATION	POSITION	SIGNATURE
1	Dr. R. Satish Kumar Principal	Chairman	 19/6/2024
2	Mr. P. Thangarasu CoE(i/c)	Convener	 19/6/24
3	Dr. G. Jayamurugan DCoE	Co-Convener	 19/6/24



4	Dr. K. L. Palanisamy Dean (Students Affairs)	Member	 19/6/24
5	Dr. B. Sujatha Dean (Academics)	Member	 19/6/24
6	Dr. G. P. Raja HOD/AI&DS	Member	 19/06/2024
7	Dr. M. Soundarrajan AP/CIVIL	Member	 19/6-24
8	Mrs. S. Ilavarasi AP/CSE	Member	 19/6/2024
19	Mr. P. Sivasankaran AP/ECE	Member	 19/6/24
10	Mr. G. Senthilrajan AsP/EEE	Member	 19/6/24
11	Mr. C. Ramesh Kumar AP/MECH	Member	 19/6/24
12	Mrs. N. Mohanapriya AP/Chemistry	Member	 19/6/24

### III. Minutes of the Meeting:

Dr. R. Satish Kumar, Chairman of the Examination Committee, welcomed the members. Then all the points of the agenda were taken up for discussion and after a detailed discussion, the members made the following resolutions.

- 1.1 To review the minutes of the previous meeting.

Minutes of the previous meeting is reviewed and confirmed by all the members.

- 1.2 To discuss the schedule, requirements of stationery items, and availability of examination halls to conduct the Continuous Internal Assessment for all UG and PG students.

Discussed in detail about the test schedule, requirements of stationery items, and availability of examination halls to conduct the Continuous Internal Assessment for all UG and PG students. Availability of Answer Booklets checked with store in-charge for CIA test. Further, the Principal informed that the students shall be strictly advised not to be involved any malpractices during the CIA test and to monitor the Examination Hall by appointing the squad members.



- 1.3 To discuss the answer key preparation, evaluation of answer scripts, result analysis, and sending CIA marks to the parents.

The following resolution was taken after the detailed discussion.

1. The scheme of valuation and answer key must be prepared and approved by the BoS chairman of the board.
  2. Answer scripts shall be evaluated as per the scheme and answer key.
  3. Evaluated papers shall be distributed within three days of the examination to the students and the signature of the student is to be obtained in the answer paper.
  4. After the result analysis, the marks shall be sent to the parents.
- 1.4 To discuss the tentative schedule of End Semester Examinations Nov/Dec 2024 for Theory and Practical Subjects.

Discussed the tentative schedule of End Semester Examinations Nov/Dec 2024 for Theory and Practical Subjects.

- 1.5 To finalize the date of the next meeting of Examination Committee.

It is decided to conduct the next meeting of the Examination Committee on 10.01.2025.

- 1.6 Any other points by the permission of the Chairman.

NIL

Mr. P. Thangarasu, Convener of the Examination Committee proposed the Vote of Thanks to all the members of the Examination Committee and expressed gratitude for their suggestions.

The meeting was concluded by 04.00 p.m.

  
Convener

  
Chairman

