



# SENGUNTHAR ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

NAAC Accreditation A<sup>+</sup> (2nd Cycle)

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution, Recognised under section 2(f) and 12(B) of the UGC Act 1956

**TIRUCHENGODE – 637 205, NAMAKKAL DT, TAMILNADU**



Ref.No.: SASC(A)/EC-01/2024-2025

Date:15.09.2024

## CIRCULAR

### EXAMINATION COMMITTEE

It is hereby informed that the **Examination Committee** Meeting of Sengunthar Arts and Science College, Tiruchengode (Autonomous) will be conducted at 2.00 p.m. on 19.06.2024 in IQAC.

| Agenda |   |
|--------|---|
| S.No.  | Points to be Discussed  |
| 1      | Introduction and Welcome  |
| 2      | To discuss the schedule, requirement of stationery items and availability of examination hall to conduct the continuous internal assessment for all UG and PG students. |
| 3      | To discuss the answer key preparation, evaluation of answer scripts, result analysis, and sending CIA marks to the parents.   |
| 4      | To discuss the tentative schedule of End Semester Examinations Nov/Dec 2024 for Theory and Practical Subjects.  |
| 5      | To finalize the date of the next meeting of the Examination Committee.  |
| 6      | Any other points by the permission of the Chairman.   |

All the Committee Members are requested to attend the Meeting Without fail.

  
PRINCIPAL

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SENGUNTHAR ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
TIRUCHENGODE-637 205, NAMAKKAL-DT

To

Committee Members

Copy To

- 1.IQAC
- 2.Office



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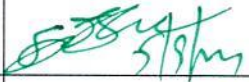

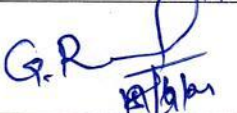
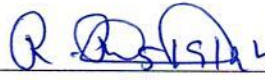



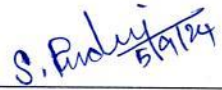




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## List Of Examniation Committee Members:

| S.NO. | NAME&DESIGNATION  | POSITION | SIGNATURE   |
|-------|---|----------|---|
| 1.    | Dr.S.Ravikumar<br>Principal   | Chairman |    |
| 2.    | Mr. M. Gopinath<br>Assistant Professor, Department of<br>Mathematics                          | Convener |    |
| 3.    | Mrs. G. Radha<br>Assistant Professor, Department of<br>Mathematics                            | Member   |    |
| 3.    | Mrs.R.Rupa<br>Assistant Professor, Department<br>Of B.B.A.                                    | Member   |    |
| 4.    | Dr.N.Santhi<br>Assistant Professor And Head,<br>Dept Of Corporate Secretaryship               | Member   |    |
| 5.    | Dr. S. Sivakumar<br>Assistant Professor, Department of<br>Computer Science                    | Member   |   |
| 6.    | Mr. A. S. Arunachalam<br>Assistant professor and Head,<br>Department of management<br>studies | Member   |  |
| 7.    | Mr. V.Balasubaramaniyam<br>Assistant Professor, Department of<br>, Computer Science           | Member   |  |
| 8.    | Mrs. S. Renukadevi<br>Assistant Professor, Department of<br>Chemistry                         | Member   |  |
| 9.    | Ms. M. Narmatha<br>Assistant Professor, Department<br>Of Physics                              | Member   |  |
| 10.   | Mrs. T.Gayathri<br>Assistant professor, Department of<br>computer science                     | Member   |  |
| 11.   | Mrs. K.Karthika<br>Assistant Professor, Department of<br>Biochemistry                         | Member   |  |
| 12.   | Mr. S.Saravanan<br>Assistant Professor, Department<br>Of Tamil                                | Member   |  |



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|    |   |        |                                 |
|----|---|--------|---------------------------------|
| 13 | Mr. M. Kavinkarthi<br>Assistant Professor, Department<br>Of Commerce (CA) | Member | <i>M. Kavinkarthi</i><br>5/9/24 |
| 14 | Mrs. M. Abirami<br>Assistant Professor of<br>Microbiology                 | Member | <i>M. Abirami</i><br>5/9/24     |
| 15 | Ms. E. Thaniska<br>Assistant Professor of<br>Biotechnology                | Member | <i>E. Thaniska</i><br>5/9/24    |
| 16 | Mrs. R. Menagarani<br>Assistant Professor of commerce                     | Member | <i>R. Menagarani</i><br>5/9/24  |
| 17 | Ms. S. B. Jeevidha<br>Assistant Professor of English                      | Member | <i>S. B. Jeevidha</i>           |

*[Signature]*  
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## MINUTES OF EXAMINATION COMMITTEE MEETING

**Date: 19.06.2024**      **Venue: IQAC Meeting Hall**

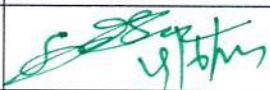

### **Agenda:**

| Agenda |   |
|--------|---|
| S.No.  | Points to be Discussed  |
| 1      | Introduction and Welcome  |
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| 3      | To discuss the answer key preparation, evaluation of answer scripts, result analysis, and sending CIA marks to the parents.   |
| 4      | To discuss the tentative schedule of End Semester Examinations Nov/Dec 2024 for Theory and Practical Subjects.  |
| 5      | To finalize the date of the next meeting of the Examination Committee.  |
| 6      | Any other points by the permission of the Chairman.   |

### **II. List of members attended:**

The meeting of the Examination Committee for the Academic year 2024-2025 was held on 19.06.2024 under the chairmanship of Dr.S.Ravikumar 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.S.Ravikumar<br>Principal  | Chairman |  |
| 2.    | Mr. M. Gopinath<br>Assistant Professor, Department of<br>Mathematics | Convener |  |
| 3.    | Mrs. G. Radha<br>Assistant Professor, Department of<br>Mathematics   | Member   |  |
| 3.    | Mrs.R.Rupa<br>Assistant Professor, Department<br>Of B.B.A.           | Member   |  |



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|    |   |        |                                      |
|----|---|--------|--------------------------------------|
| 4. | Dr.N.Sanathi<br>Assistant Professor And Head,<br>Dept Of Corporate Secretaryship              | Member | <i>M. Sanathi</i><br>19/6/24         |
| 5. | Dr. S. Sivakumar<br>Assistant Professor, Department of<br>Computer Science                    | Member |                                      |
| 6  | Mr. A. S. Arunachalam<br>Assistant professor and Head,<br>Department of management<br>studies | Member | <i>A. S. Arunachalam</i><br>19/6/24  |
| 7  | Mr. V. Balasubramaniam<br>Assistant Professor, Department of<br>, Computer Science            | Member | <i>V. Balasubramaniam</i><br>19/6/24 |
| 8  | Mrs. S. Renukadevi<br>Assistant Professor, Department of<br>Chemistry                         | Member |                                      |
| 9  | Ms. M. Narmatha<br>Assistant Professor, Department<br>Of Physics                              | Member | <i>M. Narmatha</i><br>19/6/24        |
| 10 | Mrs. T. Gayathri<br>Assistant professor, department of<br>computer science                    | Member | <i>T. Gayathri</i><br>19/6/24        |
| 11 | Mrs. K. Karthika<br>Assistant Professor, Department of<br>Biochemistry                        | Member | <i>K. Karthika</i><br>19/6/24        |
| 12 | Mr. S. Saravanan<br>Assistant Professor, Department<br>Of Tamil                               | Member | <i>S. Saravanan</i><br>19/6/24       |
| 13 | Mr. M. Kavinkarthi<br>Assistant Professor, Department<br>Of Commerce (CA)                     | Member | <i>M. Kavinkarthi</i><br>19/6/24     |
| 14 | Mrs. M. Abirami<br>Assistant Professor of<br>Microbiology                                     | Member | <i>M. Abirami</i><br>19/6/24         |
| 15 | Ms. E. Thaniska<br>Assistant Professor of<br>Biotechnology                                    | Member | <i>E. Thaniska</i><br>19/6/24        |
| 16 | Mrs. R. Menagarani<br>Assistant Professor of commerce   | Member | <i>R. Menagarani</i><br>19/6/24      |
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## Minutes of the Meeting:

Dr.S.Ravikumar , 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 Prepare 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 was checked with store in-charge for CIA test. Further, the Principal informed that the students shall be strictly advised not to be involved in any malpractices during the CIA test and to monitor the Examination Hall by appointing the squad members.

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

## Following the detailed discussion, it was Resolved

1 Resolve to frame the tentative schedule of end semester examination Nov/Dec 2024 for Theory and Practical Subjects.

2.To disrepute Evaluated papers to the students and get the signature of the students in the answer paper.

3.After the result analysis, the marks shall be sent to the parents.

1.3. 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.

1.4.Any other points by the permission of the Chairman.

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