

**K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE-637215**

KSRCT/Exam Section/2024-25/

QM 5.5.3/F009

DATE: 24.10.2024

CIRCULAR

TIME: 2.00 PM

Classification	Routine	√	Urgent	--	Immediate	--
Originator: Principal			Circulated to: All Departments			

As the conduct of End of Semester Examination Nov / Dec 2024 is one of the important works to be executed meticulously, a committee consisting of the following faculty is constituted. The Committee will look after the various examinations related duties during the conduct of End Semester Examination.

Meeting date & Venue: 25.10.2024 & Exam Cell Meeting Hall

**Examination Committee**

**Examination Cell Members = 02**

S.No.	Name of the Faculty	Designation	Department
Coordinators			
1.	N. Giridharan	AP	E - Governance
2.	B. Balaji	AP	MECH
3.	Dr. R. Jagadeesan	AP	CIVIL
4.	G. Bharath	AP	FT
5.	T. Rajavenkatesan	AP	EEE
6.	S. Gayathiri	AP	AI&DS
7.	Dr. S. Poornima	AP	BT
8.	Dr. P. Suthathinthrakumar	AP	PHY
9.	Dr. S. Meenachi	ASP	CHE
10.	K. Geetha	AP	MATHS

The whole hearted Co-operation of all the members is solicited and support expected for the smooth conduct of examination.



  
Principal

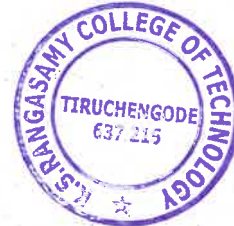
**K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE - 637 215**

**Minutes of Exam Coordinators Meeting**

**Ref: KSRCT/Exam Section/2024/01 dated 24.10.2024**

Meeting No.: 2024-2025/01		Date: 26.10.2024	Venue: Exam Cell Meeting Hall	
S. No.	Topic	Discussion / Action to be taken	Responsibility	Target
1.	Minutes	Review of the Minutes of the meeting held on 25.10.2024	Convenor	-
2.	No of Students appearing for exam	The list of students who had registered for the exams was collected from the COE office for 2024 - 25 Odd Semester.	B. Balaji T. Rajavenktesh	Continuous
3.	Stationery requirement	The no. of answer booklets requirement was calculated based on regd. students and the same was collected from COE.	Dr.R. Jagadeesan K. Geetha N. Rajasekaran	Continuous
4.	No of Halls required	The no. of examination halls required for the registered students was identified.	Dr.P. Suthathinthrakumar T. Rajavenktesh S. Gayathri	Continuous
5.	No.of. Invigilators & Supporting staff requirement	The no. of coordinators, invigilators, reserve & supporting staff required date& session for the exam based on registered students was finalized	G. Bharath Dr. S. Poornima Dr.S.Meenachi	Continuous
6.	Attendance sheets collection from exam halls	Attendance sheets were planned to be collected from the hall superientent after 30 minutes from the commencement of examinations with the help of supporting staff.	All Exam Coordinators	Continuous
7.	Seating arrangement	Supporting staff were instructed to arrange the identified halls of examination	R. Prakash	Continuous
8.	Receipt of Question papers and answer booklets.	The QP pocket / carton were decided to be collected from COE on every day for the exam. After the exam on that session, answer booklets are to be collected branch wise and handover the answer booklet bundle, unopened QP covers and attendance sheets to COE.	S. Srinivasan R. Prakash  All Exam Coordinators	Continuous
9.	Any other matter	Nil		

*J.S.*  
26/10/24  
CONVENOR



*[Signature]*  
PRINCIPAL

**K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE-637215**

KSRTC/Exam Section/2024-25/02

DATE: 11.04.2025

QM 5.5.3/F009

CIRCULAR

TIME: 11.00 AM

Classification	Routine	√	Urgent	--	Immediate	--
Originator: Principal			Circulated to: All Departments			

As the conduct of End of Semester Examination Apr/May 2025 is one of the important works to be executed meticulously, a committee consisting of the following faculty is constituted. The Committee will look after the various examinations related duties during the conduct of End Semester Examination.

Meeting date &amp; Venue: 17.04.2025 &amp; Exam Cell Meeting Hall

**Examination Committee****Examination Cell Members = 02**

S.No.	Name of the Faculty	Department	Mobile number
1.	P. Tamilarasu	MECH	9600792888
2.	N. Rajasekaran	EEE	8056975723
3.	A. Balachandran	ECE	9443072641
4.	R. Vijaysai	CSE	9952448589
5.	M. Baskaran	MCT	9698999756
6.	Dr. S. Gunasekaran	CIVIL	9976876228
7.	V. Thivya	AIML	7373027227
8.	C. Saranya	VLSIDT	9994588990
9.	K. Saravanan	IT	9677551893
10.	G. Devanand	TEXT	9952841869
11.	R. Arulvel	BT	8870921600
12.	R. Mohanraj	NST	8050575711
13.	G. Bharath	FT	9047976171
14.	S. Raja	AI&DS	7502821440
15.	K. Geetha	CSBS	7402461799
16.	V. S. Vijayachander	MBA	8870843330
17.	S. Sathya	TAMIL	7708416977
18.	R. Selvarasu	ENGLISH	8838080216
19.	Dr. P. Suthanthirakumar	PHYSICS	9500825738
20.	Dr. S. Meenachi	CHEMISTRY	9788611050
21.	S. Annapoorani	MATHS	9942220265

The whole hearted Co-operation of all the members is solicited and support expected for the smooth conduct of examination.

  
PRINCIPAL

**K.S.RANGASAMY COLLEGE OF TECHNOLOGY, TIRUCHENGODE - 637 215**





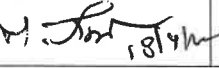


**Minutes of Exam Coordinators Meeting**

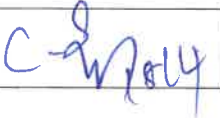
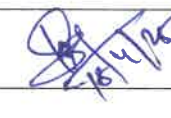
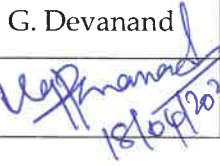
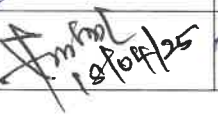
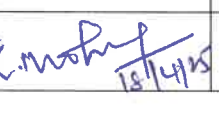
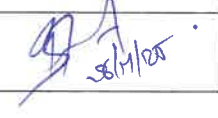
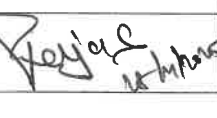
**Ref: KSRCT/Exam Section/2024-2025/02 dated 11.04.2025**

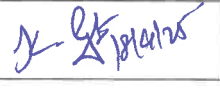
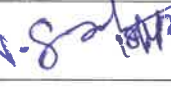


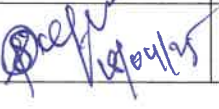

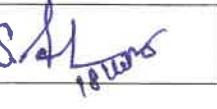
Date: 18.04.2025

Meeting No.: 2024-2025/02		Date: 18.04.2025		Venue: Exam Cell Meeting Hall	
S. No.	Topic	Discussion / Action to be taken		Responsibility	Target
1.	Minutes	Review of the Minutes of the meeting held on 25.10.2024		Convenor	-
2.	List of Internal Invigilators	Circular Reference: KSRCT/3.30/2024-25/2369 List of Eligible Internal Faculty for End semester invigilation duty from each department should be submitted at the exam cell by the respective Exam Coordinator.		Respective Heads of the Department	Continuous
3.	Exam Coordinator and Staff Deputation	Circular Reference: KSRCT/3.30/2024-25/2370 Dt.17.04.2025 One faculty and one supporting staff from each department should be allotted for conducting End Semester Examination by the respective HoDs.		Respective Heads of the Department	Continuous
4.	Details of Data/Code Book/Graph Sheet Requirements.	Circular Reference: KSRCT/3.30/2024-25/2368 Dt.17.04.2025 Details of Data/Code Book/Graph Sheet Requirements should be updated in the given google spread sheet.		Respective Exam Coordinators	Continuous
5.	End Semester Practical Examination Requirement	Circular Reference: KSRCT/3.30/2024-25/2371 Dt.17.04.2025 End Semester Practical Examination Requirement should be updated in given the given google spread sheet.		Respective Exam Coordinators	Continuous
6.	Pending Grade Sheet & Degree Certificate Collection from Exam Cell	Circular Reference: KSRCT/3.30/2024-25/2372 Dt.17.04.2025 Heads of all the departments are requested to inform the candidates mentioned in the circular (refer link provided) to collect their pending certificates from the Exam Cell at the earliest. Necessary instructions should be communicated to the concerned students without delay to ensure timely clearance and record maintenance.		Respective Heads of the Department	Continuous
7.	Last working day for UG & PG Courses	April 22 <sup>nd</sup> is the last working day for UG final year Classes. May 13 <sup>th</sup> is the last working day for UG 2 <sup>nd</sup> year & 3 <sup>rd</sup> year Classes. May 15 <sup>th</sup> is the last working day for PG 2 <sup>nd</sup> year Classes. June 6 <sup>th</sup> is the last working day for UG, PG & MBA 1 <sup>st</sup> year Classes. June 14 <sup>th</sup> is the last working day for MBA 2 <sup>nd</sup> year Classes.		All Exam Coordinators	Continuous

S. No	Topic	Discussion / Action to be taken	Responsibility	Target
8.	Project Viva Voice for IV B.E/B.Tech Students	UG Project Viva for final year is scheduled on May 12 <sup>th</sup> & May 30 <sup>th</sup> 2025. PG Project Viva for final year is scheduled on May 30 <sup>th</sup> 2025.	All Exam Coordinators	Continuous
9.	Practical Lab Slot for B. E / B. Tech & M.E / MTech Classes	UG 2 <sup>nd</sup> year and 3rd End Semester lab slot is scheduled from 14 <sup>th</sup> June to 21 June, 2025. UG 1 <sup>st</sup> year lab slot is Scheduled from 10 <sup>th</sup> to 14 <sup>th</sup> June 2025. PG 1 <sup>st</sup> year lab slot is Scheduled from 10 <sup>th</sup> to 12 <sup>th</sup> June 2025.	All Exam Coordinators	Continuous
10.	Practical Lab Slot for MBA Classes	MBA 1 <sup>st</sup> year lab slot is Scheduled from 10 <sup>th</sup> to 11 <sup>th</sup> 2025. MBA 1 <sup>st</sup> year lab slot is Scheduled from 17 <sup>th</sup> to 18 <sup>th</sup> 2025.	MBA Exam Coordinator	Continuous

Name of the Faculty	P. Tamilarasu	N. Rajasekaran	A. Balachandran	R. Vijaysai	M. Baskaran	Dr. S.Gunasekar	V. Thivya
Signature							

Name of the Faculty	C. Saranya	K. Saravanan	G. Devanand	R. Arulvel	R. Mohanraj	G. Bharath	S. Raja
Signature							

Name of the Faculty	K. Geetha	V.S. Vijayachander	S. Sathya	R. Selvarasu	Dr.P.Suthanthirakumar	Dr. S. Meenachi	S. Annapoorani
Signature							

  
CONVENOR 18/04/25

  
PRINCIPAL 18/04/25