

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

KSRCT/PO/3.17/2025-26/ 642

DATE : 13.10.2025

QM5.5.3/F010

CIRCULAR

TIME : 10.30 AM

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

**Sub: Exam Coordinators Meeting - Reg.**

All Exam Coordinators of concerned departments are requested to attend the meeting.

**Date & Time :** 13.10.2025 & 12.30 Noon

**Venue :** Exam Cell Meeting Hall (Academic Block Ground floor)

**Agenda**

**Practical End Semester Examinations:**

- Stationery Requirements of Practical Examinations
- Submission of Batch and Panel list
- Submission of Project Report Phase -I
- Submission of Lab Documents
- Practical / Theory Examinations timings

**Theory End Semester Examinations:**

- Deputation of Faculty & Supporting Staff
- Requirements of Data book, Code book & Charts for Theory examinations
- Submission of Eligible Internal Invigilation list
- Submission of the list of Project based examinations
- Submission of batch and Panel list for Project based examinations

**Any Others:**

- Collection of Pending Certificates by Students - Status

**Dr. A.  
Kumaravel**

Digitally signed by

Dr. A. Kumaravel

Date: 2025.10.13

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**PRINCIPAL**

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

KSRCT/PO/3.17/2025-2026/ 798

DATE: 11.11.2025

QM5.5.3/F010

CIRCULAR

TIME: 04.00 PM

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

**Sub: Autonomous End Semester Theory Examination – Nov/Dec 2025 - Exam Coordinator Deputation - Reg.**

R-2022 Autonomous End Semester Theory Examination for all UG / PG Courses scheduled from 24.11.2025. The following Faculty members are deputed to look after the various exam activities in connection with above said examinations. The listed members of Faculty are informed to report the exam cell on 22.11.2025 at 10.00 AM.

S. No.	Department	Name of the Faculty	Designation	Mobile No.
1.	E - Governance	N. Giridharan	AP	8925325252
2.	MECH	C. Ramesh	AP	9629767778
3	EEE	M. Dhanapal	AP	8012181649
4.	ECE	A. Balachandran	AP	9443072641
5.	CSE	C. Vijayapriya	AP	6383887925
6.	MCT	M. Sanjay	AP	6382566247
7.	CIVIL	Dr. S. Gunasekar	AP	9976876238
8.	AIML	V. Thivya	AP	7373027227
9.	VLSI	Dr. P. Suthanthirakumar	AP	9500825738
10.	IT	K. Saravanan	AP	9677551893
11.	TEXTILE	A. S. Subburaayasaran	AP	9994915305
12.	BT	Dr. C. Suganthi C	AP	9865237279
13.	FT	S. Vanchinathan	AP	9788811777
14.	AI&DS	N. Bhuvaneshwari	AP	9843264285
15.	CSBS	K. Geetha	AP	7402461799
16.	MBA	V. S. Vijayachander	AP	8870843330
17.	MCA	U. Megala	AP	7402251330

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Dr A Kumaravel  
Date: 2025.11.11  
**PRINCIPAL**

## Minutes of Exam Coordinators Meeting

Ref: KSRCT/Exam Section/2025-2026/1 dated 13.10.2025

date?

Meeting No.: 2025-2026/1		Date: 14.10.2025	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 17.04.2025	Convenor	-
2.	List of Internal Invigilators.	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 Exam Coordinators	Continuous
3.	Details of Data/Code Book/Graph Sheet Requirements.	Details of Data/Code Book/Graph Sheet Requirements should be updated in the given google spread sheet.	Respective Exam Coordinators	Continuous
4.	Exam Coordinator and Staff Deputation.	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
5.	End Semester Practical Examination Requirement.	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/3.30/2024-25/23 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.	Lab Slot for B. E /B. Tech & M.E/MTech Classes.	2 <sup>nd</sup> year and 3 <sup>rd</sup> End Semester lab slot is scheduled from 07 <sup>th</sup> Nov to 15 <sup>th</sup> Nov ,2025.1st year lab slot is Scheduled from 05 <sup>th</sup> Jan to 09 <sup>th</sup> the Jan 2026.	All Exam Coordinators	Continuous
9.	Last working day for B.E/B.Tech 2nd and 3rd year Classes.	Nov 21.11.2025 is the last working day for 2 <sup>nd</sup> year 3 <sup>rd</sup> year Classes.	All Exam Coordinators	Continuous

10.	1 st year MBA and 2 <sup>nd</sup> year Lab Slot	1st Year MBA (2nd Semester) – End Semester Lab Slot is scheduled from 17.12.2025 to 18.12.2025. 2nd Year MBA (4th Semester) – End Semester Lab Slot is scheduled from 17.12.2025	All Exam Coordinators	Continuous
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S.S. 14/10/25  
EXAM SECTION



  
PRINCIPAL

## K.S.Rangasamy College of Technology (Autonomous)

### EXAM COORDINATORS LIST

						Date:	14.10.2025
S. No.	Dept	Name of the Faculty	Designation	Mail ID	Contact No.	Signature	
1	MECH	P. Tamil Arasu	Assistant Professor	tamilarasup@ksrct.ac.in	9600792888	P. Troy	
2	MECH	U. Vivek	Assistant Professor	viveku@ksrct.ac.in	8148442364	U. Vivek	
3	EEE	N. Rajasekaran	Assistant Professor	rajasekaran.n@ksrct.ac.in	8056975723	N. Rajasekaran	
4	ECE	A. Balachandran	Assistant Professor	abalachandran@ksrct.ac.in	9443072641	A. Balachandran	
5	CSE	R. Vijay Sai	Assistant Professor	vijaysair@ksrct.ac.in	9952448589	R. Vijay Sai	
6	MCT	M. Sanjay	Assistant Professor	sanjaym@ksrct.ac.in	6382866247	M. Sanjay	
7	CIVIL	Dr. S. Gunasekar	Assistant Professor	gunasekar@ksrct.ac.in	9976876238	Dr. S. Gunasekar	
8	AIML	V. Thivya	Assistant Professor	thivya@ksrct.ac.in	7373027227	V. Thivya	
9	VLSI	Dr. P. Suthanthira Kumar	Assistant Professor	suthanthirakumar@ksrct.ac.in	9500825738	Dr. P. Suthanthira Kumar	
10	IT	K. Saravanan	Assistant Professor	saravanank@ksrct.ac.in	9677551893	K. Saravanan	
11	TEXT	A. S. Subburaayasaran	Assistant Professor	subburaayasaran@ksrct.ac.in	9994915305	A. S. Subburaayasaran	
12	BT	Dr. C. Suganthi	Associate Professor	suganthic@ksrct.ac.in	9865237279	Dr. C. Suganthi	
13	FT	Dr.S. Vanchinathan	Assistant Professor	vanchinathan@ksrct.ac.in	9788811777	Dr. S. Vanchinathan	
14	AI&DS	N. Bhuvaneshwari	Assistant Professor	nbhuvaneshwari@ksrct.ac.in	9843264285	N. Bhuvaneshwari	
15	CSBS	K.Geetha	Assistant Professor	geethak@ksrct.ac.in	7402461799	K. Geetha	
16	MBA	V. S. Vijayachander	Assistant Professor	vijayachander@ksrct.ac.in	8870843330	V. S. Vijayachander	
17	MCA	U.Megala	Assistant Professor	megala@ksrct.ac.in	7402251330	U. Megala	
18	TAM	P. Narmatha	Assistant professor	narmatha@ksrct.ac.in	9790250500	P. Narmatha	
19	ENG	R. Selvarasu	Assistant Professor	selvarasur@ksrct.ac.in	8838080210	R. Selvarasu	
20	CHE	Dr. B. Srividhya	Professor	srividhyab@ksrct.ac.in	9486153434	Dr. B. Srividhya	
21	MATH	S. Annapoorani	Assistant Professor	annapoorani@ksrct.ac.in	9942220265	S. Annapoorani	