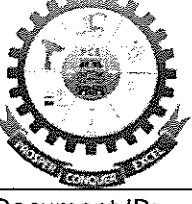


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|---|--|------------------|------------------------------|
|  | PAAVAI COLLEGE OF ENGINEERING (Approved by AICTE Affiliated to Anna University) Paavai Nagar, NH – 44, Pachal, Namakkal – 637 018, Tamil Nadu Ph: 04286 248658, Email: pceprincipal@paavai.edu.in, Website: http://pce.paavai.edu.in | Exam Cell | |
| | | Document ID: | 2019 - 20 / PCE / EXAM / 001 |

Date: 09.07.2019

CIRCULAR

The Exam Cell meeting is scheduled on July 13th, 2019, at 11:30 AM in the Brilliant Hall. All the members are requested to attend the meeting.

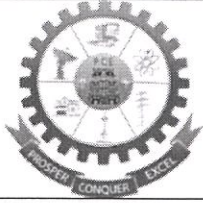
Agenda:

1. Review of the current examination procedures and policies.
2. To discuss common issues faced in the last academic year.
3. Plan to conduct the upcoming semester exams without any hurdles.


Principal

Copy to

- All HODs
- Department Exam Cell Coordinators
- Notice Board



PAAVAI COLLEGE OF ENGINEERING

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Exam Cell

Document ID:

2019 - 20 / PCE / EXAM / 001

Document Name:

Minutes

Minutes of Exam Meeting

Date: 13.07.2019

The Exam Cell meeting was conducted on 13th July 2019, Saturday at 11:30 AM, in the Brilliant Hall. The Chairperson Dr.M.Devi welcomed all the members of Exam Cell.

The following points were discussed in the meeting:

1. Updates

- i. The current exam procedures were reviewed, with a focus on improving communication between invigilators and EC members.
- ii. A checklist for preventing common issues like delayed question paper distribution was proposed.

2. Planning

- i. A dry run of the exam process was planned to identify and resolve potential issues before the actual exams.

EXAM COMMITTEE MEMBERS

| S. No. | Name | Designation | Position | Signature |
|--------|--------------|---------------------------|---------------|-----------|
| 1 | Dr Devi M | Principal | Chairperson | |
| 2 | Mr.T.Balaji | Associate Professor/EEE | Convener | |
| 3 | Mr.R.Prabu | Associate Professor/ECE | Co - Convener | |
| 4 | Mr.R.Suresh | Assistant Professor/AUTO | Member | |
| 5 | Mrs.K.Roja | Assistant Professor/CIVIL | Member | |
| 6 | Mr.T.Murali | Assistant Professor/CSE | Member | |
| 7 | Mr.S.Sathish | Assistant Professor/MECH | Member | |

Principal