

PAAVAI COLLEGE OF ENGINEERING

(Approved by AICTE | Affiliated to Anna University)
Paavai Nagar, NH – 44, Pachal, Namakkal – 637 018, Tamil Nadu
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Exam Cell

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Document Name:

Circular

Date: 18.08.2020

CIRCULAR

The Exam Cell meeting will be held on 24.08.2020 at 11:30 AM online. All the members of Exam Cell are requested to attend the meeting.

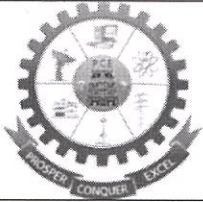
Agenda:

1. Follow-up on the implementation of changes discussed.
2. Review of the previous year's exams to identify recurring issues.
3. Discussion on improving communication and coordination between EC members and invigilators.


Principal

Copy to

- All HODs
- The Members
- Notice Board



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Exam Cell

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Minutes of Exam Meeting

Date: 18.08.2020

The Exam Cell meeting was conducted on 24th August 2020, Monday at 11:30 AM. The Chairperson Dr Immanuvel A welcomed all the members of Exam Cell.

The following points were discussed in the meeting:

- 1) Updates
 - a. The checklist from the previous year was successfully implemented, reducing issues in exam procedures.
 - b. The dry run conducted before the exam was found effective.
- 2) Communication
 - a. A digital platform for real-time communication between EC members and invigilators was introduced to address last-minute issues.

EXAM COMMITTEE MEMBERS

S. No.	Name	Designation	Position	Signature
1	Dr.A.Immanuvel	Principal	Chairperson	
2	Mr.T.Balaji	Associate Professor/EEE	Convener	
3	Mrs.K.Divya	Assistant Professor/CSE	Co - Convener	
4	Mr.S.Kannan	Assistant Professor/AUTO	Member	
5	Mr.S.Raju	Assistant Professor/CIVIL	Member	
6	Mr.T.Kannan	Assistant Professor/ECE	Member	
7	Mr.M.Gopi	Assistant Professor/MECH	Member	

Principal