	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:	2021 - 22 / PCE / EXAM / 001

Date: 23.08.2021

CIRCULAR

The Exam Cell meeting will be held on 27.08.2021 at 11:30 AM in the Brilliant Hall. All the members of Exam Cell are requested to attend the meeting.

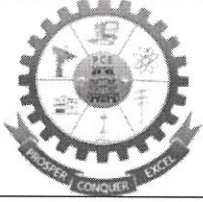
Agenda:

1. Review of effectiveness of the improvements made.
2. Discussion on further simplifying exam procedures to reduce issues.
3. Planning for better handling of last-minute changes or emergencies during exams.


Principal

Copy to

- All HODs
- The Members
- Notice Board
- IQAC Cell



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Exam Cell

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Document Name:

Minutes

Minutes of Exam Cell Meeting

Date: 27.08.2021

The Exam Cell meeting was conducted on 27th August 2021, Friday at 11:30 AM, in the Brilliant Hall. The Chairperson Dr A. Immanuel welcomed all the members of the Exam Cell.

The following points were discussed in the meeting:

1. Updates
 - a) The digital platform improved coordination during exams.
 - b) Further simplification of exam procedures was discussed, including streamlining seating arrangements.
2. Emergency Handling

A protocol for managing last-minute changes or emergencies during exams was proposed.

EXAM CELL MEMBERS

S. No.	Name	Designation	Position	Signature
1	Dr.A.Immanuel	Principal	Chairperson	
2	Mr.A.Gowrishankar	Associate Professor/MECH	Convener	
3	Mr.M.Kathiresan	Assistant Professor/AUTO	Co - Convener	
4	Mr.N.Sasikumar	Assistant Professor/BME	Member	
5	Mr.S.Raju	Assistant Professor/CIVIL	Member	
6	Mrs.P.Nithya	Assistant Professor/CSE	Member	
7	Mr.T.Balaji	Associate Professor/EEE	Member	


Principal