

**PAAVAI ENGINEERING COLLEGE, NAMAKKAL – 637 018**

**(AUTONOMOUS)**

**MINUTES OF THE MEETING OF THE EXAMINATION COMMITTEE**

The 20<sup>th</sup> Examination committee Meeting of Paavai Engineering College was held on 06.01.2025 at 02:00 p.m. to discuss the following agenda points.

<b>ITEM</b>	<b>CONTENT</b>
1.	Welcome address
2.	<ul style="list-style-type: none"><li>❖ Confirmation of previous examination committee meeting</li><li>❖ Online attendance entry of students</li><li>❖ CIA Test Schedule</li><li>❖ Professional elective Courses for UG &amp; PG Programmes</li><li>❖ Online/one credit courses</li><li>❖ Fast Track Courses</li><li>❖ Open Elective Courses</li><li>❖ List of students requesting for exemption of open elective courses</li><li>❖ List of faculty members handling the courses</li><li>❖ Question paper setting for CIA Tests</li><li>❖ Model Practical Examination Schedule</li><li>❖ Conduct of re- examination for the CIA Tests for internet issues</li><li>❖ Panel of Examiners for End Semester Examinations</li><li>❖ End Semester Practical Examination Schedule</li><li>❖ Commencement of End Semester Theory Examinations &amp; Time table</li><li>❖ Valuation of answer scripts</li><li>❖ Result Publications</li><li>❖ Grievances from the students and faculty members</li></ul>
3.	Vote of Thanks

**ITEM 01:WELCOME ADDRESS**

- ❖ Dr.B.Murali Babu, COE, welcomed the Principal and all the members for the examination committee meeting.

## **ITEM 02: CONTROLLER OF EXAMINATION's PRESENTATION**



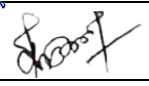
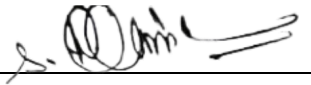

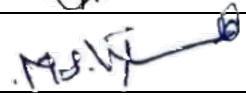

- ❖ Dr.B.Murali Babu, COE presented the following details of the examination activities to be carried out for the End Semester Examinations – April/May 2025 for elaborate discussion and approval.
- ❖ The minutes of the previous meeting held on 02.08.2024 was confirmed for approval.
- ❖ The guidelines and procedure for the entry of daily attendance of the students in the COE examination portal was discussed.
- ❖ The tentative notification of examination for the End Semester Examinations – April/May 2025 was presented before the committee along with the date(s) of tests/ examinations to be conducted.
- ❖ The conduct of CIA Tests along with the dates and session was presented
- ❖ The list of professional elective courses to be chosen by the candidates of the UG/PG Programme(s) was discussed.
- ❖ The list of Online/one credit courses offered by the departments were discussed.
- ❖ The list of open elective courses to be offered by the departments 6<sup>th</sup> semester B.E./B.Tech Programme(s) was discussed.
- ❖ The eligible students who are willing to opt the Fast Track Courses was discussed.
- ❖ The list of eligible students requesting for exemption of open elective courses based on the successful completion of required number of one credit courses.
- ❖ The list of faculty members handling the theory and practical courses of the UG/PG Programme(s) was discussed.
- ❖ The guidelines and hitches in the preparation of the question papers for the CIA Tests were discussed elaborately and properly dissimilated for execution.
- ❖ The conduct of reexamination for the CIA Tests and permission to the students were discussed.
- ❖ The Panel of Examiners for End Semester Examinations, both theory and practical examinations was requested for updation in the COE office.
- ❖ The issue of examination applications and payment of examination fees and last date of payment were discussed.
- ❖ The tentative dates of Model and End Semester Practical Examination were discussed and the formation of batches for regular and arrear courses were discussed.

- ❖ The list of common courses across the departments and semesters was discussed to prepare the time table for the End Semester Theory Examinations.
- ❖ The methodology of submission of grievances on the question papers, valuation by the students and faculty members were discussed.

### ITEM 03: VOTE OF THANKS

The meeting ended with a vote of thanks proposed by Dr.B.Murali Babu, COE.

#### Members Present

S.No.	NAME OF THE MEMBERS	POSITION	SIGNATURE
1	Dr.M.Prem Kumar Principal	Principal	
2	Dr.B.Kailashkumar Associate Professor & HOD / Agri	Member	
3	Dr.T.Arun Kumar Professor & HOD / BME	Member	
4	Mr.S.Manikandan AP/EEE & ACOE	Member	
5	Prof./G.Deivamani AP/EEE	Member	
6	Dr.M.S.Vijayanand ASP/Mechanical & ACOE	Member	
7	Dr.B.Murali Babu Professor / EEE& COE	Member Secretary	

**PAAVAI ENGINEERING COLLEGE, NAMAKKAL – 637 018**

**(AUTONOMOUS)**

**MINUTES OF THE MEETING OF THE EXAMINATION COMMITTEE**

The 19<sup>th</sup> Examination committee Meeting of Paavai Engineering College was held on 02.08.2024 at 10:30 a.m. to discuss the following agenda points.

ITEM	CONTENT
1.	Welcome address
2.	<ul style="list-style-type: none"><li>❖ Confirmation of previous examination committee meeting</li><li>❖ CIA Test Schedule</li><li>❖ Government's &amp; university SOP &amp; guidelines</li><li>❖ Professional elective Courses for UG &amp; PG Programmes</li><li>❖ Online/one credit courses</li><li>❖ Fast Track Courses</li><li>❖ Open Elective Courses</li><li>❖ List of students requesting for exemption of open elective courses</li><li>❖ List of faculty members handling the courses</li><li>❖ Question paper setting for CIA Tests</li><li>❖ Model Practical Examination Schedule</li><li>❖ Conduct of re- examination for the CIA Tests for internet issues</li><li>❖ Panel of Examiners for End Semester Examinations</li><li>❖ End Semester Practical Examination Schedule</li><li>❖ Commencement of End Semester Theory Examinations &amp; Time table</li><li>❖ Valuation of answer scripts</li><li>❖ Result Publications</li><li>❖ Grievances from the students and faculty members</li></ul>
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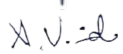
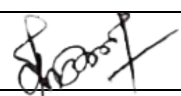
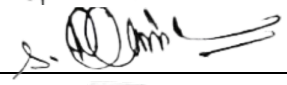


- ❖ Dr.B.Murali Babu, COE presented the following details of the examination activities to be carried out for the End Semester Examinations – November/ December 2024 for elaborate discussion and approval.
- ❖ The minutes of the previous meeting held on 30.12.2023 was confirmed for approval with the modalities and result publication based on University guidelines.
- ❖ The tentative notification of examination for the End Semester Examinations – November/ December 2024 was presented before the committee along with the date(s) of tests/ examinations to be conducted.
- ❖ The conduct of CIA Tests along with the dates and session was presented
- ❖ The list of professional elective courses to be chosen by the candidates of the UG/PG Programme(s) was discussed.
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7	Dr.B.Murali Babu Professor / EEE& COE	Member Secretary	