

PAAVAI ENGINEERING COLLEGE, NAMAKKAL – 637 018

(AUTONOMOUS)

MINUTES OF THE MEETING OF THE EXAMINATION COMMITTEE

The 21st Examination Committee Meeting of Paavai Engineering College was held on 11.07.2025 at 11:30 a.m. to discuss the following agenda points.

ITEM	CONTENTS
1.	Welcome address
2.	<ul style="list-style-type: none">❖ Confirmation of the previous examination committee meeting❖ CIA Test Schedule❖ Government's & university SOP & guidelines❖ Professional elective Courses for UG & PG Programmes❖ Online/one credit courses❖ Fast Track Courses❖ Open Elective Courses❖ Students' registration for the Honors / Minor degree programme❖ Students' registration for additional credits to be earned❖ List of students requesting for exemption of open elective courses❖ List of faculty members handling the courses❖ Question paper setting for CIA Tests❖ Model Practical Examination Schedule❖ Conduct of re- examination for the CIA Tests for internet issues❖ Panel of Examiners for End Semester Examinations❖ End Semester Practical Examination Schedule❖ Commencement of End Semester Theory Examinations & Time table❖ Valuation of answer scripts❖ Result Publications❖ Grievances from the students and faculty members
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 – November/ December 2025 for elaborate discussion and approval.
- ❖ The minutes of the previous meeting held on 06.01.2025 were 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 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 sessions 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 was discussed.
- ❖ The list of open elective courses to be offered by the departments 7th semester B.E./B.Tech Programme(s) was discussed.
- ❖ The eligible students who are willing to opt the Fast Track Courses was discussed.
- ❖ The registration process for the Honors / Minor degree programme were 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 the last date of payment were discussed.
- ❖ The tentative dates of the Model and End Semester Practical Examination were discussed, and the formation of batches for regular and arrear courses was discussed.
- ❖ The list of common courses across the departments and semesters was discussed to prepare the timetable for the End Semester Theory Examinations.
- ❖ The methodology of submission of grievances on the question papers, valuation by the students and faculty members was 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.R.Praveen Cumar Professor & HOD / Pharmaceutical Tech.	Member	 11/7/25
3	Dr. R.Arravind Professor & HOD / Aeronautical	Member	 11/7/25
4	Mr.S.Manikandan AP/EEE & ACOE	Member	 11/7/25
5	Prof. R.Loganathan AP/Cyber	Member	 11/7/25
6	Dr.M.S.Vijayanand ASP/Mechanical & ACOE	Member	 11/7/25
7	Dr.B.Murali Babu Professor / EEE& COE	Member Secretary	 11/7/25