

# Annual report of Enrollment & Examination Cell

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**Objective: To ensure smooth conduction of Examination and examinations related work at PRMCEAM.**

Enrollment & Examination cell is in operation since the academic year 2018-19. The cell has one faculty representative from each department. The cell is responsible for all conduction of Examinations and examinations related work at PRMCEAM.

Enrollment & Examination cell works in coordination with Sant Gadge Baba Amravati University, Examination Cell. Following multifarious activities have been taken under Enrollment & Examination Cell in academic year **2021-2022**.

- CAP process for first year engineering students as per SGBAU direction No.24/2018.
- Issuance of Provisional merit Certificate of final year.
- Redressal, Photocopy form filling as declare by SGBAU, Amravati.
- Correction in mark sheet
- College students online Exam Form filling Winter 2021 and Summer 2022 SGBAU Examination and its Approval.
- Distribution of valuation order among the faculty.
- TR distribution and correction of each semester
- Graduation Ceremony at PRMCEAM.
- NEET Exam at PRMCEAM.
- MPSC Exam at PRMCEAM.
- The Internal and the External Examination marks shall be compiled and submitted to SGBAU University

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- All Examination work related to SGBAU Amravati University.

To facilitate the students, as and when required, Enrollment & Examination cell member from each department give presentations about Exam Policy newly adopted by SGBAU Amravati. Moreover, Enrollment & Examination cell settle a wide range of Examination grievance of understudies.



A.S.Khan

Enrollment & Examination

Cell Coordinator

Date: 29/08/2022