



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI,
COIMBATORE - 641 104

MOB : +91 92445 04444, 92445 02222
Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC



OFFICE OF THE CONTROLLER OF EXAMINATIONS

“EXAMINATION SYSTEMS”

“The Goal of Education is the advancement of knowledge and the dissemination of truth”

- John F Kennedy



SREE SAKTHI ENGINEERING COLLEGE (AUTONOMOUS)

OOTY MAIN ROAD, KARAMADAI, | MOB : +91 92445 04444, 92445 02222
COIMBATORE - 641 104 | Web : www.sreesakthi.edu.in

Affiliated to Anna University & Approved by AICTE, Accredited by NAAC

EXAMINATION SYSTEM

Performance in each course of study shall be evaluated based on

- i) Continuous Internal Assessment (CIA) throughout the semester,**
- ii) End Semester Examination (ESE) at the end of the semester.**

- A student has to register for all regular and arrear courses (if any) for appearing in the end semester examinations.
- The end semester examination of 3 hours duration shall be conducted for 100 marks as the maximum.
- For the end semester examinations in both theory and practical courses including project work, the internal and external examiners shall be appointed by the Controller of Examinations.
- Each course, theory, practical, EEC, Mandatory Courses shall be evaluated for a maximum of 100.

ASSESSMENT WEIGHTAGE FOR COURSE TYPES

Course Type	Weightage for	
	Continuous Internal Assessment	End Semester Examinations
Theory Courses (T)*	40 Marks	60 Marks
Theory Courses with Practical Component (TP)	50 Marks	50 Marks
Practical Courses (P)*	60 Marks	40 Marks

ASSESSMENT FOR EMPLOYABILITY ENHANCEMENT COURSES AND MANDATORY COURSES

Course Category	Weightage for	
	Continuous Internal Assessment	End Semester Examinations
Employability Enhancement Course (Excluding Project Work)	100 Marks	-
Employability Enhancement Course (Project Work)	60 Marks	40 Marks
Mandatory Course (Excluding Summer Internship)	100 Marks	-
Mandatory Course (Summer Internship)	-	-

EXAMINATION PROCEDURE

PRE-EXAMINATION WORK:

- Approval of Academic Calendar by the Dean – Academic indicating examination schedules at the beginning of the academic year.
- To submit the signed copy of the curriculum & syllabus for that particular academic year with 10 working days of the start of the classes by the respective head of the department.
- Preparation and approval of assessment scheme and weightage for CIA and End Semester Examination.
- To assist the CoE office in the Preparation of schedule for practical and theory examinations.
- To inform faculty members to update Internal marks and Attendance details in Coxco examination software before the commencement of End Semester Examinations.
- To prepare circular and inform the students to clear all the dues before the start of the end semester examinations.
- Preparation and approval of Examination Timetable by the Controller of Examinations.
- Notification of Examination Timetable to students and departments well in advance.
- Preparation and verification of Student Nominal Rolls and Hall Tickets.
- Issue of Hall Tickets after ensuring fulfilment of attendance and fee requirements.

- Forwarding of approved syllabus, course outcomes, and question paper pattern to the appointed question paper setters for the preparation of question papers.
- Receipt of a minimum of two sets of question papers for each course from the approved question paper setters within the stipulated time.
- Calling for, receipt, and scrutiny of question papers through confidential, secure, and fool-proof procedures, ensuring compliance with the prescribed syllabus and examination pattern.
- Preparation and approval of panel of examiners for practical examinations.
- Appointment and approval of Chief Superintendents, Deputy Superintendents, Invigilators, and Squad Members.
- Allocation of Examination Halls, seating arrangements, and examination resources.
- Conduct of Pre-Examination Meeting for examination staff to brief duties, rules, and procedures.
- Arrangement of required stationery, equipment, and other examination materials for the smooth conduct of both theory and practical examinations.

EXAMINATION PROCESS:

- The Chief Superintendent for the examination shall be appointed as per the rules and regulations of the University/Autonomous Institution. The Principal of the Institution shall ordinarily function as the Chief Superintendent. In the absence of the Principal, a senior

faculty member with a minimum of twelve years of teaching experience shall be appointed as Chief Superintendent by the Controller of Examinations (CoE).

- The Controller of Examinations shall coordinate with the Anna University Representative appointed by the University for supervision and monitoring of the examination process, wherever applicable.
- Preparation of hall allocation charts, seating arrangements, and invigilation duty for theory examinations shall be carried out well in advance to ensure smooth conduct of examinations.
- Question papers shall be printed one hour prior to the commencement of the examination on the day of examination under strict confidentiality and security measures to ensure transparency and integrity of the examination process.
- Necessary arrangements shall be made for Flying Squads to inspect examination halls and monitor compliance with examination rules and regulations.
- Student attendance shall be collected after thirty minutes from the commencement of the examination and the details shall be updated in the COXCO Examination Software within two hours from the start of the examination.
- Answer script bundles shall be received and verified on a daily basis as per the prescribed proforma, ensuring proper documentation and secure handling.

POST-EXAMINATION WORK:

- Making necessary arrangements for the packing of answer scripts using dummy numbers, with thirty (30) answer scripts per bundle, prior to the commencement of Central Valuation.
- Appointment of Board Chairman, Tabulators, and Data Entry Operators for the Central Valuation process.
- Arrangement and approval of Internal and External Examiners for Central Valuation for the respective Boards.
- Issue of appointment orders to the appointed examiners for Central Valuation.
- Updating of Internal and External marks in the COXCO Examination Software and conversion of marks into grades using the Anna University Grading Software, in accordance with the prescribed regulations.
- Conduct of Result Passing Board Meeting with the member nominated by Anna University, as per statutory requirements.
- Based on the recommendations of the Result Passing Board, necessary moderation of marks shall be carried out wherever applicable.
- Moderation shall be applied for subjects with a pass percentage below seventy percent (70%), as recommended by the moderation committee.
- Approval of final results by the competent authority of the Autonomous Institution.
- Issue of circular for publication of results after obtaining due approval from the competent authority.

- Issue of circular notifying revaluation to students within three (3) days from the date of result publication.
- Conduct of revaluation in accordance with the applications received from the students and as per prescribed norms.
- Publication of revaluation results through the COXCO Examination Software.
- Printing and distribution of Grade Sheets to the students as per institutional procedures.
- Completion of final account settlement, including remuneration to examiners and other examination-related expenditures.
- Submission of the list of graduands to Anna University for the issue of Provisional Certificates and Degree Certificates.
- Conduction of Graduation function and issuing degree certificates for eligible degree holders.

