



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

“QUESTION PAPER AND EVALUATION PROCESS”

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

- John F Kennedy



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PREPARATION OF QUESTION PAPER

- Question papers for all End Semester Examinations shall be prepared exclusively by 100% external examiners selected from the approved panel of question paper setters.
- The panel of external question paper setters shall be approved by the Controller of Examinations, and maintained confidentially by the Office of the Controller of Examinations.
- The Office of the Controller of Examinations issues appointment orders, prescribed question paper formats, and detailed guidelines to the selected external examiners.
- The Deputy Controller of Examinations shall be the sole authority empowered to contact, appoint, brief, and coordinate with the external question paper setters.
- All communications with question paper setters, including the dispatch of syllabus, course outcomes, and question paper pattern, shall be carried out confidentially through secure channels by the DCoE.
- A minimum of two question paper sets shall be obtained for each course to ensure randomness and confidentiality.
- Question papers shall be received directly by the DCoE through secure and confidential modes in encrypted digital format.

- Internal faculty members shall not be involved in the setting, collection, handling, storage, or scrutiny of question papers at any stage of the process.
- The received question papers shall be scrutinized by the DCoE or an authorized confidential scrutiny committee solely for syllabus coverage, question paper pattern, and clarity, without altering academic content.
- Accepted question papers shall be securely stored under restricted access, either in sealed physical custody or in an access-controlled digital repository, until the time of printing.
- Printing of the final selected question paper shall be carried out only with the approval of the Controller of Examinations (CoE) and strictly as per the prescribed timeline.
- Complete documentation, including appointment orders, acknowledgements, receipt logs, and confidentiality declarations, shall be maintained by the Office of the CoE for audit and inspection purposes.
- Any breach of confidentiality or deviation from this SOP shall be reported immediately to the Controller of Examinations and dealt with as per the institutional disciplinary.

QUESTION PAPER SCRUTINY & EVALUATION PROCESS

- Upon receipt, all question papers submitted by the external examiners shall be logged and acknowledged by the Office of the Controller of Examinations under strict confidentiality.
- Question papers shall be scrutinized by a duly constituted Question Paper Scrutiny Committee approved by the controller of examinations.
- The Scrutiny Committee shall verify that the question papers:
 - ✓ Adequately cover the prescribed syllabus and course outcomes
 - ✓ Maintain appropriate academic standard and difficulty level
 - ✓ Ensure clarity, correctness, and unambiguity of questions
 - ✓ Strictly conform to the approved examination pattern, regulations, course code and duration.
- All members of the Scrutiny Committee shall adhere to strict confidentiality norms and shall not disclose any content or details of the question papers at any stage.
- If any question paper is found to be inadequate, ambiguous, out of syllabus, or non-compliant with the prescribed standards, the same shall be recorded with appropriate justification.
- The Controller of Examinations (CoE) shall initiate immediate corrective action, which may include:
 - ✓ Seeking clarifications or revisions from the examiner
 - ✓ Replacing the question paper with an alternate approved set
 - ✓ Excluding the concerned examiner from future panels, wherever warranted.

- Only question papers that have been scrutinized, corrected (if required), and formally approved by the Controller of Examinations shall be finalized for examination use.
- The approved question papers shall be securely retained under the safe custody of the Office of the Controller of Examinations, with restricted access, until printing and subsequent examination processes.
- All scrutiny records, committee reports, and approval documents shall be maintained systematically for audit, inspection, and statutory compliance.
- Any breach of confidentiality or deviation from this SOP shall be reported immediately and addressed as per the disciplinary provisions of the Institution.

