



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

Circular

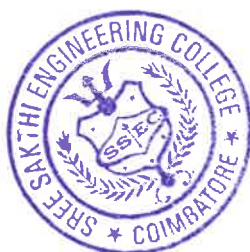
Ref.No: SSEC/ECC/2025-26/01

Date: 08.07.2025

In order to streamline the conduct of examinations, evaluation, and result processing in accordance with University / AICTE / UGC guidelines, the Examination Cell is hereby constituted to ensure fair, transparent, and efficient academic assessment procedures for all students.

Sl. No	Name	Designation / Department	Role
1	Dr.G.Jayaprakash	Principal	Patron
2	Dr.M.Maniraj	Controller of examination	Chairperson
3	Mr.B.Logesh	Deputy Controller of examination	Member
4	Mr.R.Manikandan	Deputy Controller of examination	Member
5	Mr.V. Antony	Department Coordinator / MECH	Member
6	Mrs.J.Jayasathya	Department Coordinator / EEE	Member
7	Mr.G.Manoj	Department Coordinator / CIVIL	Member
8	Mr.K.Vinothkumar	Department Coordinator / ECE	Member
9	Mr.S.Vinothini	Department Coordinator / CSE	Member

This circular is effective immediately.




Principal
Sree Sakthi Engineering College

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CIRCULAR

Ref. No: SSEC/EC/2025-26/02

Date: 12.09.2025

This is to inform all the members that a Meeting of the Autonomous Examination Cell is scheduled as per the details given below to discuss matters related to the conduct of examinations under the autonomous system.

Meeting Details:

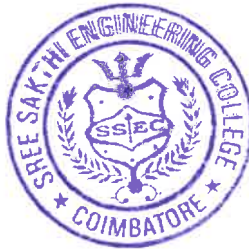
- **Date :** 18.09.2025
- **Time :** 11.00.P.M
- **Venue :** COE Conference Hall

Agenda:

1. Planning and scheduling of Internal / End Semester Examinations
2. Evaluation, moderation, and result processing under autonomy
3. Compliance with UGC / AICTE / University norms for Autonomous Institutions
4. Any other matter with the permission of the Chair

All the members are requested to attend the meeting punctually and actively participate.

This circular is effective immediately.




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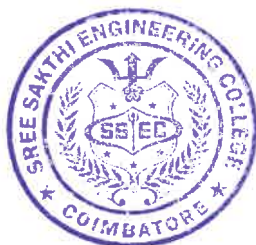
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MINUTES OF MEETING – EXAMINATION CELL

- **Meeting No.:** 01
- **Date :** 18.09.2025
- **Time :** 11.00.P.M
- **Venue :** COE Conference Hall

Meeting Minutes:

- ❖ The Chairperson called the meeting to order and outlined the objectives related to the smooth conduct of examinations.
- ❖ The academic calendar and examination plan for the forthcoming semester were reviewed and approved.
- ❖ The schedule for Continuous Internal Assessment (CIA) and End Semester Examinations (ESE) was discussed and finalized.
- ❖ Guidelines for preparation of question papers in alignment with course outcomes and Bloom's Taxonomy levels were reiterated.
- ❖ The process of question paper setting, vetting, and moderation was reviewed to ensure quality and confidentiality.
- ❖ Arrangements for hall allocation, seating plans, and appointment of invigilators were discussed.
- ❖ Procedures for evaluation, mark entry, result compilation, and publication were finalized with defined timelines.
- ❖ The mechanism for revaluation, photocopy requests, and grievance handling was reviewed.
- ❖ Strict measures for maintaining examination discipline and preventing malpractice were emphasized.
- ❖ The need to maintain proper documentation and compliance with regulatory norms was reiterated.
- ❖ The meeting concluded with a vote of thanks to the Chair.




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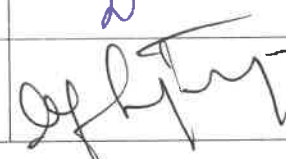
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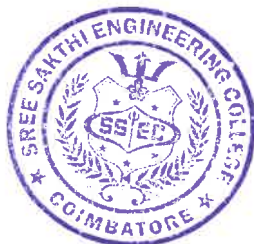
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ATTENDANCE:

Sl. No	Name	Designation / Department	Role	Signature
1	Dr.G.Jayaprakash	Principal	Patron	
2	Dr.M.Maniraj	Controller of examination	Chairperson	
3	Mr.B.Logesh	Deputy Controller of examination	Member	
4	Mr.R.Manikandan	Deputy Controller of examination	Member	
5	Mr.V.Antony	Department Coordinator / MECH	Member	
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ACTION TAKEN REPORT – EXAMINATION CELL

- Meeting No.: 01
- Date : 18.09.2025
- Time : 11.00.P.M
- Venue : COE Conference Hall

ACTION TAKEN:

Sl. No	Issue / Resolution	Action Taken	Authority	Status
1	Approval of Examination Schedule	Examination timetable prepared and circulated to all departments and students.	Controller of Examinations	Implemented
2	Question Paper Preparation Guidelines	Instructions regarding Bloom's Taxonomy and course outcome mapping communicated to faculty.	Examination Cell	Implemented
3	Moderation & Scrutiny Process	Moderation committee constituted and scrutiny process completed before printing.	Chief Superintendent	Completed
4	Evaluation & Result Processing	Evaluation schedule issued; mark entry and result processing completed within stipulated timeline.	Controller of Examinations	Completed
5	Measures to Prevent Malpractice	Invigilator briefing conducted; squad monitoring arranged during examinations.	Examination Cell	On-going
6	Record Maintenance & Compliance	Examination records compiled and archived for audit and regulatory review.	Examination Cell	In Progress




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CIRCULAR

Ref. No: SSEC/EC/2025-26/03

Date: 17.01.2026

This is to inform all the members that a Meeting of the Autonomous Examination Cell is scheduled as per the details given below to discuss matters related to the conduct of examinations under the autonomous system.

Meeting Details:

- Date : 20.01.2026
- Time : 11.00.P.M
- Venue : COE Conference Hall

Agenda:

1. Planning and scheduling of Internal / End Semester Examinations
2. Evaluation, moderation, and result processing under autonomy
3. Compliance with UGC / AICTE / University norms for Autonomous Institutions
4. Any other matter with the permission of the Chair

All the members are requested to attend the meeting punctually and actively participate.

This circular is effective immediately.




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MINUTES OF MEETING – EXAMINATION CELL

- Meeting No.: 02
- Date : 20.01.2026
- Time : 11.00.P.M
- Venue : COE Conference Hall

Meeting Minutes:

- The meeting commenced with the Controller of Examinations welcoming the members and highlighting the importance of systematic planning for the upcoming examination cycle.
- The academic schedule for the current semester, including tentative examination dates, was presented and formally approved.
- The timelines for Continuous Assessment components, practical examinations, and End Semester Examinations were reviewed and aligned with institutional academic regulations.
- Members discussed the integration of Outcome-Based Education (OBE) principles in question paper preparation, ensuring appropriate mapping to Course Outcomes and cognitive levels.
- The protocol for appointment of question paper setters, internal reviewers, and external moderators was examined to strengthen transparency and maintain academic standards.
- Security measures for confidential handling, printing, storage, and distribution of question papers were reinforced.
- Logistics related to examination centers, seating arrangements, surveillance mechanisms, and invigilator briefing sessions were finalized.
- The evaluation process, including central valuation, digital mark entry, scrutiny procedures, and result processing timelines, was deliberated and confirmed.
- Procedures for supplementary examinations, improvement exams, and backlog clearances were discussed.
- The framework for addressing student grievances, revaluation applications, and transparency mechanisms was reviewed to ensure fairness and accountability.
- Measures to prevent malpractice, including awareness programs and strict enforcement protocols, were emphasized.
- The importance of maintaining records, audit readiness, and compliance with affiliating university and statutory body regulations was reiterated.
- The meeting concluded with the Controller of Examinations thanking all members for their active participation and cooperation.




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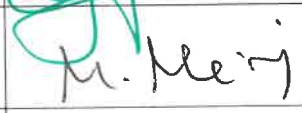
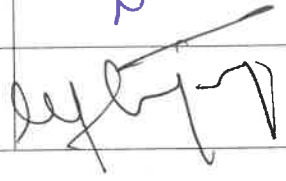
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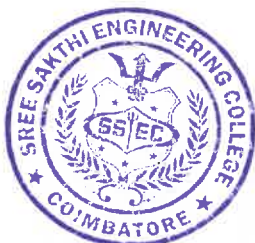
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ACTION TAKEN REPORT – EXAMINATION CELL

- Meeting No.: 02
- Date : 20.01.2026
- Time : 11.00.P.M
- Venue : COE Conference Hall

ACTION TAKEN:

Sl. No.	Resolution / Discussion Point	Action Taken	Status
1	Approval of academic calendar and examination schedule	The approved academic calendar and examination timetable were circulated to all departments and uploaded on the institutional website.	Completed
2	Finalization of CIA and ESE timelines	Detailed schedule issued to departments with clear deadlines for conduct and submission of marks.	Completed
3	Alignment of question papers with Course Outcomes and Bloom's Taxonomy	Guidelines re-circulated to faculty; orientation session conducted on OBE-based question paper setting.	Completed
4	Strengthening question paper setting and moderation process	Panel of internal and external paper setters finalized; moderation committee constituted as per regulations.	Completed
5	Ensuring confidentiality in examination process	Secure printing procedures implemented; question papers stored in sealed custody with restricted access.	Ongoing (as per exam cycle)
6	Hall allocation and invigilator appointments	Seating arrangements prepared; invigilator duty orders issued and briefing conducted.	Completed
7	Evaluation and result processing timelines	Central valuation schedule executed; digital mark entry completed; results published as per timeline.	Completed
8	Revaluation and grievance mechanism	Revaluation notification issued; applications processed within stipulated timeframe.	Completed
9	Measures to prevent malpractice	CCTV surveillance ensured; flying squad constituted; strict instructions issued to invigilators and students.	Implemented
10	Documentation and regulatory compliance	All examination records maintained systematically; compliance documents updated for audit and accreditation purposes.	Ongoing




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