



Ref. No. SJCIT/COE/Exam/2025-26/5

Date: 12.11.2025

**CIRCULAR**


In view of the NBA Peer Team visit scheduled from 28<sup>th</sup> November to 30<sup>th</sup> November 2025, the CIE-II is scheduled from 1<sup>st</sup> December 2025 to 3<sup>rd</sup> December 2025 for 1<sup>st</sup> and 3<sup>rd</sup> Semester UG Programmes.

In this regard, Course Co-ordinators are requested to submit 2 set of Question papers (in a Single A4 Size sealed envelope) to Department Exam Coordinators (DEC) by 20<sup>th</sup> November 2025. DEC's should submit the Question Papers of all courses in a single A4 size envelope to COE Office by 21<sup>st</sup> November 2025.

First Year Course Coordinators are requested to submit 2 set of Question Papers in a sealed A4 size envelope directly to COE Office by 21<sup>st</sup> November 2025.

Submitted copies of Question paper have to be scrutinized and duly signed by the Co-ordinator, Reviewer / BOE member and BOE chairman and should be strictly as per the format.

Scheme of Evaluation of the selected papers in hard copy has to be maintained in the Course File by the Course Coordinator.

  
**Controller of Examinations**  
**Controller of Examinations**  
**SJC Institute of Technology**  
**Chikkaballapur- 562 101**

Copy to:

- 1) Dean Academics,
- 2) Concerned HODs
- 3) Office Copy

  
**Principal**  
**PRINCIPAL**  
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**CHICKBALLAPUR-562101**