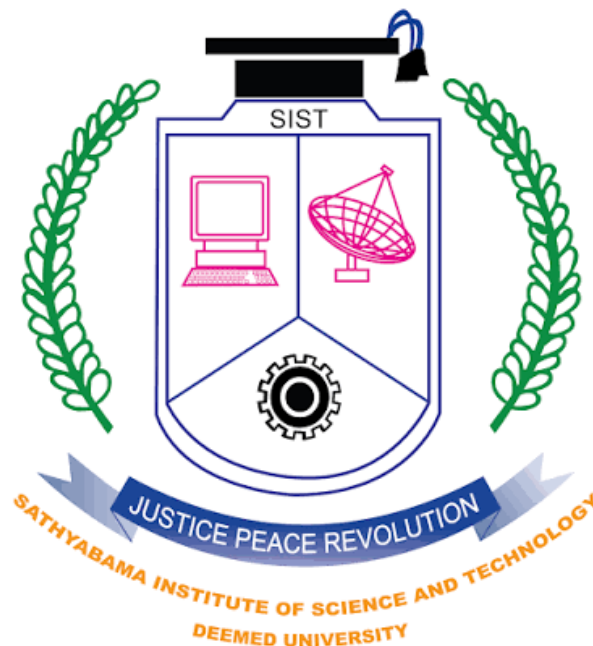


# EXAMINATIONS AND ASSESSMENT POLICY

**2026 Edition**

**Policy No. :** EOMS 21001: 2018/Pol/AE/2025-2026/02



**Sathyabama Institute of Science and Technology**  
**(Deemed to be University)**

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### DOCUMENT CONTROL SHEET

| Particulars      | Details                              |
|------------------|--------------------------------------|
| Policy Title     | Examinations and Assessment Policy   |
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| Policy Status    | Active                               |

**DOCUMENT CLASSIFICATION :** This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



# **SATHYABAMA**

**INSTITUTE OF SCIENCE AND TECHNOLOGY**

(DEEMED TO BE UNIVERSITY)

**CATEGORY - 1 UNIVERSITY BY UGC**

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## **EXAMINATIONS AND ASSESSMENT POLICY**

### **1. PREAMBLE**

Sathyabama Institute of Science and Technology is committed to maintaining a transparent, fair, and rigorous system of examinations and assessment that supports academic excellence, outcome-based education, and holistic student development.

This Examinations and Assessment Policy establishes the framework for continuous evaluation, semester-end examinations, project assessment, grading, academic progression, and maintenance of academic integrity for all programmes offered by the Institution. The policy is aligned with the regulations and guidelines of statutory and accreditation bodies and aims to ensure consistency, credibility, and accountability in the evaluation process.

### **2. OBJECTIVES OF THE POLICY**

The objectives of this policy are to:

- Ensure fair, transparent, and reliable assessment practices.
- Promote continuous learning and academic engagement.
- Measure attainment of course outcomes and programme outcomes.
- Encourage experiential learning, innovation, and skill development.
- Maintain academic integrity and ethical conduct during examinations.
- Establish uniform procedures for evaluation, grading, and academic progression.

### **3. ASSESSMENT FRAMEWORK**

The performance of students shall be evaluated through:

- Continuous Assessment (Internal Evaluation)
- End Semester Examination (External Evaluation)

The Institution follows a 50:50 weightage pattern between Continuous Assessment and End Semester Examination for theory and practical components unless otherwise specified in the curriculum.

### **4. CONTINUOUS ASSESSMENT**

Continuous Assessment is designed to evaluate students periodically throughout the semester and encourage consistent academic performance. Internal assessment marks shall be awarded based on:

- Performance in Continuous Assessment Examinations
- Assignments
- Experiential learning activities
- Case studies, seminars, presentations, and other course-related activities wherever applicable.

#### **4.1 Continuous Assessment Examinations (CAE)**

- Two Continuous Assessment Examinations shall be conducted during each semester as per the Academic Calendar.

##### **4.1.1 Theory Courses**

- Two Continuous Assessment Examinations shall be conducted carrying a combined weightage of 80% of the total Continuous Assessment marks. Attendance for all Continuous Assessment Examinations is mandatory for every student.
- Assignments, experiential learning activities, and external learning activities shall collectively carry a weightage of 20% of the total Continuous Assessment marks.
- The Continuous Assessment marks secured by a student in the first attempt shall be retained until the successful completion of the course.

##### **4.1.2 Practical Courses**

- For practical courses, continuous session-wise assessment shall carry a weightage of 60% of the Continuous Assessment component.
- The model practical examination shall carry a weightage of 40% of the Continuous Assessment component.
- Students demonstrating unsatisfactory performance during practice sessions may be required to repeat experiments with prior permission from the faculty concerned.
- Attendance for the model practical examination is mandatory.

### **5. END SEMESTER EXAMINATION (ESE)**

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- End Semester Examinations shall be conducted after completion of the prescribed academic schedule.
- Theory and practical examinations shall be conducted as per the scheme of assessment prescribed in the curriculum and regulations of the Institution.
- The End Semester Examination component shall carry 50% weightage in the overall course assessment.
- Students shall be permitted to appear for the End Semester Examination only upon satisfying the prescribed attendance and other academic requirements of the Institution.
- Students may apply for revaluation through the ERP system after the declaration of results by remitting the prescribed fee within the stipulated time.

### **6. PROFESSIONAL TRAINING / INTERNSHIP / PROJECT**

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Students undergoing professional training, internship, industrial exposure, or project-based learning shall submit a comprehensive report upon completion.

#### **6.1 Report Authentication**

The report shall be duly certified by:

- Industry / Organization Coordinator
- Head of the Department

## 6.2 Evaluation Criteria

Evaluation shall be based on:

- Originality and innovation
- Technical knowledge gained
- Quality and organization of the report
- Ethical and professional practices
- Presentation and communication skills

## 6.3 Mode of Evaluation

Assessment may include:

- Technical presentations
- Viva-voce examinations
- Periodic reviews
- Demonstration of outcomes

A three-member committee constituted by the Head of the Department shall evaluate the training/internship/project work.

## 7. FINAL YEAR PROJECT WORK

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Final Year Project Work forms an integral component of the curriculum and shall be evaluated continuously throughout the semester.

### 7.1 Continuous Assessment

- Students shall undergo three periodic project reviews.
- Continuous assessment for project work shall carry 50 marks.

### 7.2 Final Viva-Voce Examination

The final viva-voce examination shall be conducted jointly by:

- Internal Examiner
- External Examiner
- Project Supervisor

### 7.3 Mandatory Requirements

- Attendance in all project reviews is compulsory.
- Students absent for project reviews without valid approval shall not be permitted to appear for the final viva-voce examination.

### 7.4 Submission of Project Report

- Project reports shall be submitted within the prescribed deadline.
- A maximum extension of five days may be granted under exceptional circumstances with approval.
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## 8. ASSESSMENT WEIGHTAGE

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| Sl.No | Course Type         | Continuous Assessment | End Semester Exam         |
|-------|---------------------|-----------------------|---------------------------|
| 1     | Theory              | 50 Marks              | 50 Marks                  |
| 2     | Practical           | 50 Marks              | 50 Marks                  |
| 3     | Theory + Practical  | 50 Marks (Theory)     | 50 Marks (Practical)      |
| 4     | Theory with Project | 50 Marks (Theory)     | 50 Marks (Project Report) |

## 9. EVALUATION PROCESSES

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The institution shall follow a transparent, standardized, and time-bound process for evaluation of answer scripts and publication of examination results to ensure fairness, academic integrity, and reliability of assessment outcomes.

- The Answer scripts are blind evaluated by qualified internal and/or external examiners appointed based on subject expertise and approved by the Controller of Examinations.
- Assessment is conducted strictly in accordance with the prescribed valuation scheme/model answer key with due alignment to Course Outcomes (COs).
- Results are published through the official institutional examination portal, accessible to students using secure login credentials.
- Provision is made for revaluation, photocopy of answer scripts, and grievance redressal as per institutional regulations to ensure transparency.
- The entire evaluation and result publication process is completed within the stipulated academic timeline to ensure timely declaration of results.
- Strict confidentiality is maintained throughout the evaluation and result processing stages, and any breach of protocol is subject to disciplinary action.

### 9.1 Re-Examination

- Re-examinations shall be applicable only for Continuous Assessment Examinations.
- Students who are absent due to valid reasons or permitted by the competent authority may be allowed to appear for the re-examination as per institutional norms.
- Re-examinations shall normally be conducted during the last instructional week of the semester.

### 9.2 Revaluation

- Revaluation shall be permitted only for theory courses.
- Students may apply for revaluation after the declaration of results through the prescribed process and payment of the applicable fee within the stipulated time.
- Revaluation shall not be permitted for practical examinations, viva-voce examinations, internships, laboratory courses, or project work.

## 10. SCRIBE FACILITY

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The Institution is committed to ensuring equitable examination opportunities for all students.

- Scribe facility shall be provided to Divyangjan students and students with temporary disabilities subject to submission of valid medical certification.
- The scribe shall be arranged through the Office of the Controller of Examinations.
- Eligible students shall be granted 30 minutes of compensatory time for every three-hour examination, or proportionately for examinations of shorter duration, as per applicable guidelines.
- Applications for scribe facilities shall be submitted to the Office of the Controller of Examinations within the prescribed timeline before the commencement of the examination.

## **11. ACADEMIC MALPRACTICE**

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Academic malpractice and unfair means in examinations are strictly prohibited.

- All reported cases shall be investigated by the Malpractice Committee.
- Appropriate disciplinary action shall be initiated as per the Examination Manual of the Institution.
- The final decision shall be approved by the Head of the Institution.

## **12. PASSING REQUIREMENTS**

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To successfully complete a course, a student shall satisfy the following requirements:

- A minimum of 50% overall marks.
- A minimum of 30% marks in the End Semester Examination.

Students who fail to satisfy the above criteria shall reappear for the examination in subsequent semesters until successful completion of the course.

## **13. ATTENDANCE REQUIREMENTS**

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- Students are expected to maintain 100% attendance.
- A minimum of 80% attendance is mandatory for eligibility to appear for the End Semester Examination.

Attendance relaxation within the range of 60% to 80% may be considered only under the following circumstances:

- Medical emergencies
- Participation in approved institutional, Institution, or national-level activities
- Other valid reasons approved by competent authorities

Such cases shall require:

- Submission of supporting documents
- Prior approval from competent authority
- Completion of a mandatory 30-hour crash course wherever applicable

Students failing to meet the prescribed attendance requirements shall not be permitted to appear for the End Semester Examination.

## **14. MANDATORY AUDIT COURSES (MAC)**

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Mandatory Audit Courses shall be governed by the following provisions:

- No academic credits shall be awarded.
- No End Semester Examination shall be conducted.
- Assessment shall be based on assignments, participation, and continuous evaluation.

Students shall satisfy:

- Minimum 80% attendance
- Minimum 50% marks

Additional opportunities may be provided for absentees on valid grounds. Students with insufficient attendance shall undergo supplementary sessions as prescribed.



## 15. PROMOTION TO NEXT SEMESTER

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- Students shall ordinarily be promoted to the next semester irrespective of academic performance, subject to fulfilment of attendance requirements.
- Students detained due to shortage of attendance shall rejoin the same semester in the subsequent academic year.

## 16. AWARD OF DEGREE AND GRADING

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The Institution follows a 10-point grading system for computation of GPA and CGPA.

### *Grade Classification*

| Sl.No | Marks    | Grade | Grade Points |
|-------|----------|-------|--------------|
| 1     | 90–100   | A++   | 10           |
| 2     | 80–89    | A+    | 9            |
| 3     | 70–79    | B++   | 8            |
| 4     | 60–69    | B+    | 7            |
| 5     | 50–59    | C     | 6            |
| 6     | Below 50 | RA    | 0            |

- GPA and CGPA calculated on 10-point scale
- Minimum CGPA 5.0 required for degree

## 17. CLASSIFICATION OF DEGREE

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- $\text{CGPA} \geq 9.0$  – First Class with Exemplary
- $7.5 \leq \text{CGPA} < 9.0$  – First Class with Distinction
- $6.0 \leq \text{CGPA} < 7.5$  – First Class
- $5.0 \leq \text{CGPA} < 6.0$  – Second Class

## 18. COURSE WITHDRAWAL

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- Students may apply for course withdrawal on valid medical or personal grounds.
- Applications shall be submitted at least five working days prior to commencement of the examination.
- Approval of course withdrawal shall be subject to the Institution's prescribed regulations and procedures.

## 19. BREAK OF STUDY

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- Break of Study may be permitted once during the programme for a maximum duration of one academic year.
- Students shall rejoin the same semester upon return.
- The total duration for completion of the programme shall remain within the maximum permissible period prescribed by the statutory body.

## 20. DECLARATION OF RESULTS

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- Examination results shall be published through the official Institutional portal/website.
- Results shall ordinarily be declared within 30 days from the completion of the final examination.

## 21. EXAMINATION REVIEW / UNFAIR MEANS COMMITTEE

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The Institution shall constitute an Examination Review / Unfair Means Committee comprising:

- Controller of Examinations
- Chief Superintendent
- Senior Faculty Member(s)

### Responsibilities

- Investigate cases of examination malpractice
- Ensure fair hearing to students
- Recommend disciplinary measures as per institutional regulations

Committee members shall normally be rotated every three years. The final decision on disciplinary action shall rest with the Vice-Chancellor.

**Issued by**

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