



Examination Assessment and Evaluation Policy

Purpose:

This policy describes the rules and processes for administering exams to students at Yashoda Technical Campus in Satara, including Internal and end semester exams. The policy upholds academic integrity by guaranteeing fairness, openness, and conformity with the Boards'/University's academic calendar and examination requirements.

1. Internal Examination Guidelines:

1.1 Schedule:

Unit tests, mid-terms, sessional exams are conducted at department level as per requirements and as per departmental policies. Mid-sem exams will be conducted for each subject at the end of instructional completion of units as per the described by DBATU, Lonere academic calendar

1.2 Conduction

Assessment Format: Students internal examinations will be assessed on the basis of syllabus completion review and scheduled given by corresponding boards/university and it's monitored by respective institutes principals. The mid-sem examinations will be conducted at institute level as per academic calendar described by the DBATU, Lonere.

CA	MSE	Total
20	20	40

- **Minimum attendance requirement:** Students must attend a minimum of 75% of classes to be eligible for Examination. In some circumstances 10% relaxation in attendance will be considered with prior permission of respective institutes principals and director.
- **Medical/Other emergency absence:** Students who miss an internal examination due to valid reasons (e.g., medical emergencies) must submit relevant documentation to the examination office. A makeup test may be scheduled, subject to approval from the concerned authorities.
- **Timely evaluation:** Results will be declared within week of completion of exam. Unit Test/Class Test answer sheets are evaluated at department level and Mid semester examination of DBATU, Lonere courses answer sheets are evaluated in Exam section centrally.



2. End Semester Examination-In accordance with the Board/University's examination guidelines, the following points are applicable for theory and practical examination:

2.1 Eligibility for Examinations:

- **Attendance Requirement:** Students must have a minimum attendance of 75% in each subject to be eligible for both Internal and End Semester Examination as per board/university regulations and it is monitored by department authorities.

2.2 Examination Ethics:

Academic Integrity: Students are expected to adhere to the board/ university's code of conduct during all examinations. Any form of malpractices, cheating, plagiarism, or misconduct will result in disciplinary action, including disqualification from the examination and possible expulsion as per board/ university policies.

- **Use of Electronic Devices:** The use of mobile phones, calculators, or any unauthorized electronic devices is strictly prohibited during examinations. Violation of this rule will lead to disqualification from the examination.

2.3 Evaluation of theory examination-

**Evaluation scheme for end sem-examination-
B.Tech./M.Tech.**

CA	MSE	End Sem Exam
20	20	60

- **Mode of assessment:** End Semester examination answer sheets are assessed and evaluated online as per DBATU, Lonere guidelines.
- **Transparency:** The examination answer scripts will be made available for review, and students can raise concerns regarding their evaluation within the specified time frame. The board/university provides a procedure for appealing reevaluation /photocopy if there is a legitimate concern.

2.4 Practical Oral Examination-Practical Oral examination is conducted at department level as per academic schedule and guidelines given by board/university. Documents of Oral examination is submitted towards university through central examination clerk physically DBATU, Lonere.



CA	ESE
60	40

2.5 Grading and Passing Criteria:

- **Grading and Passing Criteria:** As per Grading /percentage criteria results are declared by university DBATU, Lonere. Cumulative results sheets received by university to institutes exam section then after results is forwarded to departmental authorities for further communication.

2.6 Re-examinations:

- **Eligibility:** Students who fail the End Semester Examination may be eligible for re-examination in accordance with the university's guidelines. Remedial, Supplementary Examinations, repeater examination opportunities provided for failed subjects based on the board/university's academic policies.
- Re-examination is conducted for such students at Institute Level as per guideline given by university.

3. General Examination Guidelines:

3.1 Special Needs Students:

In compliance with board/university policies, for disable students' facilities are provided by institutes such that extended time, separate seating arrangements, or other requirements as per the board/university guidelines.


3.2 Examination Conduct:

- **Invigilators:** Examinations will be conducted under strict supervision, with designated invigilators assigned to ensure that board/university rules are followed.
- **Examination Hall Behaviour:** Students are expected to maintain decorum during examinations any form of misconduct will be reported and dealt with as per board/university policy.

4. Review and Revision of Policy:

This policy will be reviewed annually ensuring alignment with the board/university's academic guidelines.




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