

# **Examination Policies & Procedures**

**(25<sup>th</sup> Aug 2023)**



**Defence Institute of Advanced Technology, Pune**  
**(Deemed to be University)**

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## **Comprehensive CoE Policy effective from the academic session 2023 onwards**

The controller of the examination office conducts the examination for the end semester for different master's and doctoral programs. There are certain requirements for compulsory audit courses as well as self-study regular or audit courses. The institute also has its requirement for open-book examinations. The subject chosen for open-book examinations is normally disclosed at the time of the course selection-cum-registration. The assessments are conducted by respective course teachers/faculty as per the schedule released each year but typically, they are conducted once per month from the date of lecture schedule. The three units of the test are known as assessment tests 1, 2, and 3 additionally that is an internal evaluation of 20 marks, among to total of 50 marks after the end semester examination. The end-semester examination for 50 marks is conducted by the CoE office. The examination pattern at DIAT is credit based and SGPA and CGPA are awarded as per the institute policy.

## **1 ACADEMIC REQUIREMENTS: (Ref: PGR 2022)**

- 1.1 Weightage of the courses shall be offered in credits, as specified against each subject in the Courses of Study book. To qualify for the MTech degree of the Institute, a student is required to complete more than or equal to 78 credits (26+24+14+14 as per recent semester-wise credits) as required by the prescribed curricula of the dept concerned.
- 1.2 For the MTech programmes, Semester I (650mks for 26Cr), Semester II (600mks for 24 Cr), Semester III (350 mks for 14Cr), and Semester IV (350 mks for 14Cr).
- 1.3 Most theory courses carry 100 marks, including lab/seminar, and Thesis carries 700 marks (including semesters III and IV). Thus, a student who has registered for a full semester program in any dept is expected to register for 12 such courses of 100 marks (4 Credits each including a Seminar or lab course. Additionally, the compulsory course on research methodology and IP is to be taken by each student for 50 marks (2 credits) including an MTech dissertation of 700 marks (28 credits) during the programme.
- 1.4 The student is permitted to register for one audit course per semester which will be certified by the faculty in charge of the course. In 4th semester, no audit course is allowed. The faculty/coordinator shall submit the pass /fail for the student in Course Marks Data (CMD) along with other students.
- 1.5 A department is not permitted to prescribe, any additional units of courses/ thesis over and above the specified in the PG rule book.
- 1.6 MOOC Courses are allowed which are having 4 credits.

**These academic requirements are subject to change as per the changes by the PGC of DIAT and DRC.**

**Medium of Instruction: The medium of instruction is English for all courses.**

## **2 EXAMINATION FORM:**

- 2.1 For the first and second semesters, an examination and admit card form is a must and submitted with a copy of their BE/BTech/BSc degree.
- 2.2 Examination form is not required for 3rd and 4th semester student; if they have cleared the 1st and 2nd semester examinations.
- 2.3 Examination and admit card forms are required for re-examination and repeat course examination for all semesters.

## **3 EVALUATION SYSTEM:**

- 3.1 The Institute will follow a continuous evaluation system. A typical theory course has 3 assessment tests carrying 10% marks each to be conducted at appropriate intervals; one or two quizzes / mini tests/assignments carrying 20% marks and end semester examination carrying 50% marks.

### **3.2 MTech Thesis:**

- 3.2.1 Project work is started at the end of the second semester for MTech Regular programmes.
- 3.2.2 As the thesis/ dissertation work is extended for two semesters, it is examined twice, one each at the end of each semester, by an examination committee.
- 3.3 The evaluation for 350 marks (14 credits) is carried out at the end of the pre-final semester (Sem III). The final dissertation evaluation is carried out at the end of the final semester (Sem IV) for 350 marks (14 credits) by an oral examination committee (open to all viva-voce exams) constituted by the Vice Chancellor on the recommendation of the HoD of the concerned department.
  - 3.3.1 The committee shall consist of the following:
    - 3.3.1.1 *Director of respective schools/Senior faculty member/ dean / HoD as the chairman*
    - 3.3.1.2 *Thesis supervisor(s)/ program coordinator. One member belonging to a department other than the student department (Internal Expert).*
    - 3.3.1.3 *Subject expert (External Expert) from outside DIAT.*
    - 3.3.1.4 *The thesis supervisor /programme coordinator will act as the convener of the committee.*
- 3.4 After a detailed evaluation of the work by the evaluation committee and considering various standards and parameters, the results of the evaluation will be sent to COE through HoD / Director in a sealed envelope with a break-up of marks as given by each member along with the grades.

- 3.5 A soft copy of the final thesis in PDF format along with the scanned copies of the approval sheet, certificate, and declaration duly signed by committee members, should be submitted to COE for retention and preparation of results. Two hardbound copies of the thesis duly signed by the supervisor and countersigned by the Head of the Department/Director of School should be submitted each to the Department and the Library for retention. Only a soft copy of the final project will be required at the CoE office before sending final grades to the academic section.
- 3.6 On completion of all thesis evaluations in a particular semester, COE will compile the results along with the list of accepted thesis and submit the same to the Vice Chancellor for approval. In other words, the results review committee will go through the results which will be submitted to Vice-chancellor for final approval.

#### 4 GRADING SYSTEM AND GRADE POINTS:

- 4.1 According to UGC, the 10-point grading system with the letter grades as given in the table shall be followed for all the subjects having full marks of 100, following the standards as described in the preceding section for MTech programmes. In the case of subjects having full marks 50/200/350, the secured marks may be multiplied by the factor 2/05/ (10/35) respectively.

Range of Marks in Total	Grade Points	Grade
91-100	10	O (OUTSTANDING)
81-90	9	A+ (EXCELLENT)
71-80	8	A (VERY GOOD)
61-70	7	B+ (GOOD)
51-60	6	B (ABOVE AVERAGE)
41-50	5	C (AVERAGE)
40	4	P (PASS)
< 40	0	F (FAIL)
Overall < 25 in End Sem	-	F

NOTE: Students must obtain minimum 50% marks in End Sem examinations to pass the subject.

- 4.2 For audit courses, the grade will not be counted for the computation of SGPA/CGPA.
- 4.3 The examiner shall submit separate grades for each course and seminar and dissertation to COE. The COE will publish the final result at the end of the semester in the form of SGPA and CGPA at the end of the completion of the MTech programme with due approval of the vice-chancellor, the chairman of the academic council of DIAT.

#### **4.4 Re-Examination:**

- 4.4.1 Students will be permitted for a re-exam if he/she has failed in any course. The re-examination process is similar to the final examination and it carries 50 marks for a given subject.
- 4.4.2 The marks in the re-examination will replace the marks obtained in the end-semester examination. However, the internal marks and 3 assessment tests marks will be carried forward. No mis-muster examination will be conducted.
- 4.4.3 The re-examination will be conducted as a part of next semester examination. It will be indicated by '\*' symbol.

#### **4.5 Repeat Course:**

- 4.5.1 If the student does not appear or fails in the Re-Examination, he/she will be permitted to repeat the course by registering for the same course in an alternate semester when the course is being offered, if recommended by the HoD of the department (without counting as an additional courses) by paying the prescribed fee.
- 4.5.2 A student passed in a course with less than 50% and his/her aggregate marks in that semester is less than 45% or cumulative aggregate till the semester is less than 50%; he/she will be permitted to improve by repeating the course in a semester when the course is being offered, if recommended by the HoD of the department (without counting as an additional courses) by paying the prescribed fee.
- 4.5.3 The course can be repeated by writing the 3 continuous assessment tests of 10 marks each and end semester examination, during the semester where the course is being offered and the student need not attend classes. The internal marks [of 20 marks] will be carried forward.
- 4.5.4 No re-examination will be permitted for a student repeating the courses. In case of failure or not fulfilling the minimum criteria even after repeating the course, students are permitted to repeat again in alternate semesters when the course is offered, till the expiry of the validity of registration. Internal marks obtained will be carried forward throughout. Grades obtained in every attempt will be reflected in the final Grade Statement.
- 4.5.5 Such repeat courses will be indicated by '#' symbol in Grade Statement.

#### **4.6 Audit Course**

- 4.6.1 Only one audit course allowed in a semester except compulsory audit course.

4.6.2 Audit course not allowed in self-study.

4.6.3 Audit course is not permitted to the students enrolling for 4<sup>th</sup> semester exam.

#### 4.7 Calculation of SGPA/CGPA

$$SGPA (S_i) = \sum (C_j \times G_j) / \sum C_j$$

Where,

$S_i$ : SGPA of  $i$ th semester

$C_j$ : Credit of the  $j$ th course

$G_j$ : Grade point scored by the student in the  $j$ th course.

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$

Where,

$S_i$ : SGPA of  $i$ th semester

$C_i$ : Total number of credits of the  $i$ th semester

- The SGPA and CGPA shall be rounded off 2 decimal points.

#### Illustration and Computation of SGPA and CGPA

- Illustration of SGPA

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	4	A	8	4X8=32
Course 2	4	B+	7	4X7=28
Course 3	5	B	6	5X6=30
Course 4	3	O	10	3X10=30
Course 5	2	A+	9	2X9=18
Course 6	14	C	5	14X5=70
	32			208

Thus  $SGPA = 208/32 = 6.5$

- Illustration of CGPA

Semester 1	Semester 2	Semester 3	Semester 4
Credits: 26	Credits: 24	Credits: 14	Credits: 14
SGPA: 7.0	SGPA: 7.0	SGPA: 8.0	SGPA: 9.0

$$CGPA = \{(26 \times 7) + (24 \times 7) + (14 \times 8) + (14 \times 9)\} / (26 + 24 + 14 + 14)$$

$$CGPA = (182 + 168 + 112 + 126) / 78$$

$$CGPA = 588 / 78$$

$$CGPA = 7.53$$



## **5 GRACE MARKS EVALUATION:**

- 5.1 The maximum grace marks for MTech/MSc/Ph.D./MS students that can be awarded in one semester can be 5 marks in not more than two subjects and the same shall apply to re-exams/ repeat courses as the case may be.
- 5.2 The marks can be split into 0 & 5, 1 & 4, 2 & 3 etc. passing in two subjects.
- 5.3 The grace marks shall be awarded by Result Review Committee (RRC) during the RRC meeting held before the result declaration.

## **6 M.TECH THESIS EVALUATION:**

- 6.1 To maintain uniformity in the process of M.Tech thesis evaluation, the following quantification with respect to the evaluation of M. Tech thesis is recommended to be followed.
  - Chairman and Members – 20%
  - External Expert – 40%
  - Concerned Guide/Co-guide – 40%
- 6.2 While evaluating, the factors such as (1) quality of research, (2) quality of thesis, (3) defending the research and (4) research outputs etc shall be given equal weightage for (1) to (4). The students awarded with 'O' grade should have distinct research deliverables.
  - 6.2.1 The committee shall consist of the following:
    - Director of respective schools/Senior faculty member/ dean / HoD as the chairman
    - Thesis supervisor(s)/ program coordinator. One member belonging to a department other than the student department (Internal Expert).
    - Subject expert (External Expert) from outside DIAT.
    - The thesis supervisor /programme coordinator will act as the convener of the committee.

## **7 GUIDELINES FOR AWARDING 'O' GRADE FOR M. TECH PROGRAMS:**

- 7.1 The above mentioned MTech thesis evaluation committee will nominate for 'O' grade. With reference to the RO DIAT/F/ACAD/Policy/Gen dated 18<sup>th</sup> Dec 2022 is as follows:
  - 7.1.1 Conditions for granting 'O' grade in 3<sup>rd</sup> Semester: Candidates must have presented (Poster/Oral) paper at least one international conference held in India (Premier institute (Like IITs, IISER, IISc, NITs)/laboratories (CSIR, DST, DBT, DAE etc)/Universities) and abroad.

7.1.2 Conditions for granting 'O' grade in 4th Semester:

7.1.2.1 *Candidates should completed/presented at least one product tested for DRDO utilization with certification from any of the concerned DRDO laboratories. OR*

7.1.2.2 *Must have at least one granted/filed patent with clear patent no. and date of filing. Mere submission of patent will not be considered. OR*

7.1.2.3 *Should have published at least one full research paper/review article directly relevant to the topic of project in SCI/SCIE/ESCI/Scopus with first authorship. (Acceptance of the paper will be considered). Please note that publication in open access journal will not be considered. Publication in conference proceeding will not be considered for 'O' grade.*

7.2 All or any of the above must be completed prior to final examination project presentation.

7.3 The proofs of the above said claims along with the final marks given by the committee should be submitted to COE office.

## **8 GUIDELINES FOR AWARDING THE STUDENTS WITH GOLD MEDALS:**

Defence Institute of Advanced Technology (DIAT) has instituted several gold medals i.e. one for each M Tech specialization. M Tech Students are bestowed with Gold Medals with a view to encourage good performance in their studies. The students shall be eligible for the GOLD medal award only if he/she satisfy the eligibility criteria as mentioned below.

8.1 He/she should pass in all the prescribed subjects in 1st attempt and cleared all other requirements, if any, obtaining highest CGPA not lower than 8.5 in the programme, after which the Gold Medal or Prize can be awarded. Student must have a minimum SGPA of 8.0 in each semester.

8.2 He/she has not failed in any subject at any stage during his/her academic career at DIAT till the time of the award.

8.3 No disciplinary action has been taken/initiated against him/her for any offence at any time prior to the award during the study at DIAT.

8.4 He/she has not been punished under examination malpractice and involved in violation of code of conduct at any stage of the course in the Institute/Hostel/School/Gymkhana etc.

8.5 No award shall be given for the specialization having a class size of less than five (05) students.

8.6 In the event of tie between two or more students, the following steps may be adopted till the tie is broken:

- a) Highest percentage of marks in 4<sup>th</sup> semester during their study at DIAT.
- b) If the score is still tied, the performance at the end of the immediately preceding semester will be taken into consideration.
- c) The quality of M Tech project output in terms of publication/patents etc may be considered as the criteria if tie is not broken following the above procedures.

Note: Any institutional award (including sponsored award) of any student in any program should be governed by the above said policy.

8.7 Board for Gold Medals and Awards: In the event of any controversy pertaining to award of Gold medals/Institutional award, the board may recommend the list of awardees to CoE:

Dean(Academics)	-	Chairman
PG Chairman	-	Member
CoE	-	Member
JR (Acad)	-	Member

8.8 The CoE shall propose the recommendations of final list of awardees of Gold Medal/Institutional to VC for final approval.

## 9 FEES FOR VARIOUS COE ACTIVITIES:

Sr. No.	Description	Fees
1	Late Submission of Application for Admit Cards/ Exam Application	Rs 500/-
2	Lost Admit Card replacement or request for duplicate	Rs 500/-
3	Forgetting to bring the Admit Card to exam	Rs 500/- (per day)
4	Re-totalling Request	Rs 500/- <b><u>(Per Subject)</u></b>
5	Re-exam/Repeat course Examination	Rs 500/- <b><u>(Per Subject)</u></b>
6	Misbehaviour in Examination Hall	Rs. 5000/- (Liable for suspension)
7	Duplicate Mark sheet	Rs 500/- per copy
8	Correction in Grade Statement	Rs 500/- per copy, per semester

## **10 PROCEDURE FOR RE-TOTALLING OF ANSWER BOOK(S) THEORY PAPER(S):**

### **10.1 Procedure of submission of application for re-totalling of answer book(s) of theory paper(s):**

- 10.1.1 The candidate shall submit the application for re-totalling within 15 days from the date of result declaration.
- 10.1.2 The candidate shall pay the requisite fees of Rs 500/- per paper along with the application.
- 10.1.3 The application must be filed in and signed by the candidate herself/himself.
- 10.1.4 The candidate shall submit the self-attested photo copy of mark sheet obtained.

### **10.2 Terms relating to Re-totalling of Answer book(s):**

- 10.2.1 The re-totalling of the answer book(s), however, shall not be permitted in respect of scripts of practical examination/ term work/ internal assessment/ dissertation/ seminar/ practical examination.
- 10.2.2 The fee for retotalling may be refunded, if the application is not entertained and not processed for retotalling and if the candidate concerned submits his request for refund.
- 10.2.3 The candidate shall note that the result of the retotalling of his/her answer-book(s) of the theory papers shall be binding.
- 10.2.4 The benefit of the retotalling shall be given to a candidate if the marks obtained after retotalling exceed the original marks.

## **11 RESULT REVIEW COMMITTEE (RRC):**

### **11.1 Constitution of Result Review Committee:**

#### **11.1.1 It contains following members:**

Chairman: Dean Academic or Senior Professor

Members: PG Chairman, DRC Chairman and Jt. Registrar (Academics).

Member Convenor: CoE/Jt CoE.

11.2 The Result Review Committee will put the minutes to Vice Chancellor for approval.

11.3 Grade Statement will contain the date of VC's approval.

11.4 The Result Review Committee meeting will be held after every end semester examination.

**12 COLLECTION OF GRADE STATEMENT:**

12.1 Grade Statement should be collected by students from the respective departments on or before given deadline.

12.2 Academic Section will distribute final grade statement.

**13 CGPA TO PERCENTAGE OF MARKS CONVERSION AND VICE-VERSA:**

13.1 Formula for CGPA to Percentage of Marks conversion:

<b>CGPA</b>	<b>PERCENTAGE OF MARKS</b>
CGPA $\geq$ 5.75	$(\text{CGPA} - 0.75) \times 10$
CGPA $<$ 5.75	50

13.2 Formula for Percentage of Marks to CGPA conversion:

<b>PERCENTAGE OF MARKS</b>	<b>CGPA</b>
PERCENTAGE $\geq$ 57.50	$\text{PERCENTAGE} / 10 + 0.75$
PERCENTAGE $<$ 57.50	5.00

13.3 Conversion Certificate will not be issued by the institute to individual students. Students may download the conversion formula from the institute website.

## **14 INSTRUCTIONS AND FORMAT FOR QUESTION PAPER SETTINGS: GUIDELINES TO THE EXAMINER FOR END SEMESTER QUESTION PAPER SETTING**

- 14.1 The question paper is to be set for a maximum of marks 50 and to be answered in a three-hour duration.
- 14.2 The course syllabus and the textbooks prescribed in the study should be strictly adhered to while setting the question paper.
- 14.3 The question paper should judge the knowledge and the standard expected from the student.
- 14.4 Avoid confusion regarding notations, symbols, and units which vary sometimes from book to book.
- 14.5 The question paper should cover the entire syllabus in an equitable manner.
- 14.6 Five questions of either descriptive or objective type are to be set.
- 14.7 Draw all figures/circuit diagrams neatly.
- 14.8 Mention marks against each question clearly.
- 14.9 Kindly fill special requirement sheet (if any) and return it along with the question paper.
- 14.10 The outline for the question paper is enclosed. For uniformity kindly follow the outline.
- 14.11 If you need any further clarification, one may contact the Controller of Examination.
- 14.12 The soft copy of the question paper under special circumstances can be sent to COE ([coe@diat.ac.in](mailto:coe@diat.ac.in)) through the respective HOD/Director, one week before the commencement of the end-semester examination.
- 14.13 The hard copy of the question paper in a sealed cover is to be sent to CoE, one week before the commencement of the examination.

**OUTLINE FOR QUESTION PAPER**

X

**DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY  
(Deemed University)****M.Tech/PhD EXAMINATIONS  
END SEMESTER EXAMS - (SPRING/AUTUMN - 20 )**

Course (Subject): \_\_\_\_\_ Code: \_\_\_\_\_

Duration : 03 hrs Max Marks: 50

**Note:**

1. Marks are indicated against each question.
2. Write clearly and legibly. All diagrams to be neatly labelled.
3. Answer **ALL QUESTIONS**
4. Please ensure that you have the correct question paper.

Q1	(Main body of question)	Marks
	(a) (Sub parts of question, if required )	
	(i) (Sub parts of question, if required )	
Q2	(Main body of question)	Marks
	(a) (Sub parts of question, if required )	
	(i) (Sub parts of question, if required )	
Q7	(Main body of question)	Marks
	(a) (Sub parts of question, if required )	
	(i) (Sub parts of question, if required )	
Q10	(Main body of question)	Marks
	(a) (Sub parts of question, if required )	
	(i) (Sub parts of question, if required )	

X

**Note: Font – ARIAL , Size : 12, Bold to be typing. Paper size: A4****SPECIAL REQUIREMENTS**

1. Special requirements for:
  - (a) Log Table
  - (b) Graph Paper
  - (c) Manuals
  - (d) Drawings
2. Any special instruction regarding use of calculator etc to be mentioned in the question paper.

Date: \_\_\_\_\_

Signature

Examiner:

**15 GUIDELINE FOR CHIEF INVIGILATOR AND INVIGILATORS:** Chief Invigilator and Invigilators are required to read carefully the following guidelines and adhere to the same. Also, they should be physically present in examination hall during the exam. They cannot leave examination hall before the end of exam for any other work. The broad guidelines are as follows:

- 15.1 Chief Invigilator / Invigilators are requested to do invigilation work on the dates and at the place mentioned against their names as given in the Invigilation schedule.
- 15.2 Chief Invigilator / Invigilators should reach the CoE's office punctually 30 minutes before the scheduled time of commencement of examination, for receiving the question papers and examination answer-books and other relevant papers from the COE office. The sealed envelopes containing the Question Papers shall be opened in the examination hall 05 minutes prior to the commencement of the examination.
- 15.3 No Invigilator will absent himself / herself from duty without the prior approval of the Vice Chancellor / Controller of Examination taken in writing ordinarily a day in advance of the scheduled examination. If any invigilator/or chief invigilator is not able to do the duty on a given schedule, he/she should make alternate arrangements with due approval of the competent authority to be submitted to CoE.
- 15.4 Chief Invigilators / invigilators are required to sign on each day their names in full and in clear handwriting on the register kept in COE's office.
- 15.5 No candidate shall be allowed to enter the examination hall later than thirty minutes after the commencement of the examination.
- 15.6 Candidates shall not be allowed to bring into the examination hall any paper or book or leaflet or any other piece of writing or Mobile phone.
- 15.7 Before the distribution of question papers, invigilators in the examination hall shall announce to the candidates that any notes, loose-books or papers that they may have in their possession be left outside the examination hall.
- 15.8 Candidates are required to keep their admit / identity cards with them throughout the period of their examination, so that they can be examined at any time. The Chief Invigilator shall by him / her or through the Invigilators, inspect the Admit /Identity cards on each day.
- 15.9 Chief Invigilator / Invigilators shall distribute the question paper and answer-books personally.



- 15.10 Chief Invigilator shall see that no question paper after distribution goes out of the examination hall. All spare copies of the question papers shall be returned to the COE by the Chief Invigilator, immediately after the distribution is over.
- 15.11 Candidates shall be not allowed to leave the examination hall once they have been admitted thereto, until the expiry of 60 minutes from the commencement of the examination.
- 15.12 Subject to the foregoing rule, a candidate may be allowed to leave the examination hall at any time before it is 10 minutes to last bell if he / she delivers up to the Chief Invigilator/Invigilators his/her answer book. A candidate may under urgent necessity be permitted by the Chief Invigilators to leave the hall, for a few minutes under proper and approved escort.
- 15.13 No candidate, in the examination hall, shall be permitted to receive or deliver messages/call via mobile phones, smart watches, letters, telegram and/or any other communication.
- 15.14 Candidate shall not, during the examination, be permitted to talk to one another nor shall anyone be allowed to communicate with them, on any subject whatsoever, provided nothing in this rule shall be deemed to prevent a Chief Invigilator from making by himself / herself or through his / her Invigilator, an announcement which he/ she thinks proper or necessary.
- 15.15 Invigilators shall remain within the Examination Hall throughout the period of
- 15.16 examination. The Chief Invigilator shall give frequent visits to the examination room under his / her charge and see that the Invigilators strictly follow this rule.
- 15.17 The Invigilators shall not go out of the hall except with the permission of the Chief Invigilator concerned. The Chief Invigilators shall not allow, at one time, more than one Invigilator to leave the examination hall for a few minutes for urgent necessity.
- 15.18 The Chief Invigilator shall report cases of neglect of Invigilators to the Controller of Examination.
- 15.19 When an Invigilator finds a candidate guilty of using unfair means in the examination, he / she must be reporting the matter to the Chief Invigilator concerned. The Invigilator shall withdraw the answer book so far written by the candidate and the material in support of the findings.

- 15.20 Such candidates will be cross examined by a special three-member committee comprising Dean (academics), CoE and chief invigilator for further evaluation/consideration and according the case will be forwarded to VC for final recommendation the same day and then only the answer sheet of such candidate will be process for evaluation for the incident during the unfair practices.
- 15.21 Candidates shall not be allowed to take away any unused answer books (main or supplementary). If he takes, his answer book will be declared null for that exam and he will be given zero marks in that subject.
- 15.22 Candidates shall not be allowed to write anything on the question paper or on their person or on their clothing or on any instruments that they are allowed carrying with them.
- 15.23 Candidate, who has finished answering his / her question paper at any time before 10 minutes to the last bell, shall remain standing in his / her seat till the answer book has been collected from him / her by the Chief Invigilator or the Invigilator. No candidate shall be allowed to leave his / her seat thereafter till last bell.
- 15.24 Candidates wishing to communicate with the Chief Invigilator or Invigilator shall not be allowed to leave his / her seat but stand in his / her place and should be attended to by the Invigilators immediately.
- 15.25 As soon as that last bell has been rung the candidate shall stop writing and remain in their seats, any answer or portion of answer written thereafter may be crossed by the Chief Invigilator or Invigilator who shall make an entry to that effect and sign along with the date.
- 15.26 The answer book shall be printed in two forms (a) main and (b) supplementary. A main answer book shall be supplied only once. When more answer books are required by a candidate, supplementary books shall be supplied.
- 15.27 On each day of the examination sufficiently in time before the commencement of the examination the COE shall have the required number of original answer books counted and issued to the Chief Invigilator concerned and so also a sufficient number of supplementary answer books under receipt.
- 15.28 The Chief Invigilator shall at the end of each day's examination return to the COE the unused main and supplementary answer book while he / she files with the COE the list of candidates presents and absent.

- 15.29 On each day of examinations, the Chief Invigilator shall with the assistance of the Invigilators see that each candidate has entered the required details on the cover page of his / her answer book. he / she or the Invigilators deputed by him / her shall sign along with the date each answer book on the cover page.
- 15.30 Before complying with the request of any examinee for the issue of supplementary answer books, the Chief Invigilator / Invigilator should satisfy himself that the issue of a supplementary answer book is actually necessary. No supplements will be issued 5 min before termination of the examination.
- 15.31 At the time of issue of supplementary answer book, the Invigilators shall ensure that the required entries on the cover page of supplementary answer books are made by the examinee concerned. The Invigilator also shall sign along with the date each supplementary answer book against the column provided for the purpose on the cover page.
- 15.32 In cases where examinee has used supplementary answer book(s) the Invigilator shall ensure that an entry to that effect is duly made against the column provided for the purpose on the cover page of main answer book and the Invigilator should put his signature along with the date below the said entry.
- 15.33 Soon after commencement of Examination the Chief Invigilator / Invigilator shall take the signature of examinee on the Attendance Sheet provided for the purpose.
- 15.34 Examinees have to sign the attendance at each sitting of the Examination which should agree with signature on the Admit / Identity Card / List. It is the responsibility of both the Invigilators and the Examinee concern to see that the signature is taken on the Roster. In the event of the examinee refusing to sign or the signature not tallying with the one on the Admit / Identity Card the answer book of the candidate concerned will not be sent to the examiner for evaluation but kept in the COE's custody to be destroyed later as waste paper. Before taking such an action the COE shall give a responsible opportunity to the examinee concerned to explain the position.
- 15.35 The Chief Invigilator shall file with the COE each day at the end of the examination a statement of candidate presents and absent in the Printed Form provided for the purpose.
- 15.36 All HODS's to forward a certificate to COE stating that the chapter on "Guidance for Chief Invigilator and Invigilators are read and understood by all faculty members.

## **16 INSTRUCTIONS TO CANDIDATES:**

- 16.1 Mobile/ smart watches, programmable calculator etc. are not allowed inside examination hall.
- 16.2 Candidates should write their personal details, as asked, only in the Index Sheet attached to the main answer book.
- 16.3 Candidates should write their personal details, as asked, only in the Index Sheet attached to the main answer book.
- 16.4 Candidates should write only the serial number of the main answer sheet in all the supplements.
- 16.5 Candidates should use a blue ink pen for writing answers. Use of coloured pencil or ink is strictly prohibited except in case of diagrams & sketches.
- 16.6 Candidates will not indicate their identity in any way in the main answer book or in the supplements.
- 16.7 Candidates should not take with them any answer book or supplement while leaving the examination hall.
- 16.8 Candidates should make sure that they are not in possession of any material such as books; note books, scribbled notes or cell phones in the examination hall.
- 16.9 Do not speak or communicate with other candidates in the examination hall during the examination.
- 16.10 Candidates should obey the instructions issued by the invigilators and do not behave in a rude or disobedient manner.
- 16.11 Failing to observe these instructions may result in expelling the candidate instantly and punishing for misconduct or breach of rules by excluding the candidate from any examination or course for a specified period or permanently.

## **17 UNFAIR MEANS:**

- 17.1 In these rules unless there is anything repugnant in the subject or context.
- 17.2 “Unfair Practice” includes any act, which tends to give undue advantages to, or improperly affects an examinee in matters of the performance at the examination or evaluation of the performance.
- 17.3 With prejudice to the generally of the foregoing provision “unfair” shall include.

- 17.4 All such acts and omissions connected with examination as have been in the past the subject matter of disciplinary action in the institute: - Abetment of unfair practices.
- 17.5 Conspiracy to further the interest of an examinee by restoring unfair practices.
- 17.6 Possession of unauthorized books, papers informative material of any kind whatever, connected with the examination.
- 17.7 Communication of information in the examination premises during the examination hours.
- 17.8 I personification.
- 17.9 Tampering with or substitution of Admit/Identity Card, examination answer book papers and other relevant documents.
- 17.10 Communication with examiners or persons connected with examination with a view to obtain undue advantage or discriminatory action or unauthorized information.
- 17.11 Violation of any direction given by the appropriate authority of the institute disclosure of notification to the examiner including and duly names and identity of examiner.
- 17.12 An act shall be deemed to interfere with the proper conduct of examination where it affects the peace and tranquillity of the examination premises, result in violation of the direction of the Invigilator and other offices connected with the examination and among other things create tension among the examiner.
- 17.13 No candidate shall bring with him into the examination room / hall any book notes or other material including Mobile / cell phone, capable of being used by him in connection with the examination nor shall be communication to or receive from any other candidate any information in the examination room / hall.
- 17.14 No candidate shall assist or receive assistance from any other candidate during the examination or adopt any unfair means to further his / her interests in connection with an examination.
- 17.15 No person shall adopt any unfair practice to further or adversely affect the interests of an examinee or indulge in acts which interfere with the proper conduct of examination.
- 17.16 During examination all the examinees / candidates shall be under disciplinary control of the Chief Invigilator / Invigilator.

## **18 ACTIONS BY CHIEF INVIGILATOR:**

Chief Invigilator of the Examination Centre shall in the case of unfair means, follow the procedure as under:

- 18.1 The examinee shall be called upon to surrender to the Chief Invigilator, unfair means material found in his or her possession, if any and his / her answer book.
- 18.2 Signature of the concerned student shall be obtained on the relevant papers and on the list thereon, concerned invigilator(s) and Chief Invigilator shall sign all the relevant documents.
- 18.3 Statement of the examinee and of the concerned invigilator(s) shall be recorded in writing by the Chief Invigilator. If the student refuses to sign any such material or refuses to make a statement Chief Invigilator shall record accordingly, under his signature along with the date.
- 18.4 Chief Invigilator shall take the following decisions depending upon seriousness / gravity of the case:
  - 18.4.1 Expel the concerned student from the examination hall and not allow him / her to complete the paper / practical etc. as the case may be during the course of the event in which he was caught.
  - 18.4.2 All the material and list of material mentioned in sub clause (16.1-17.16) above and the statement of the examinee and that of the Invigilator(s) as mentioned in sub clause along with the 'suspected answer book' shall be forwarded by the Chief Invigilator along with his report to the COE in a separate and confidential sealed envelope marked "suspected unfair means".
  - 18.4.3 In case of unfair means of oral type, the Invigilator(s) or concerned authorized person shall record the fact in writing and shall report the same to the COE.
- 18.5 Procedure to be followed by Examiner during Assessment: If the examiner at the time of assessment of answer book suspects, that there is prima facie evidence that the examinee whose answer books he is assessing appears to have resorted to unfair means in the Examination, he shall forward his report along with the evidence to the COE with his opinion in separate confidential sealed envelope marked "suspected unfair means".

## **19 ANSWER SHEET SUBMISSION GUIDELINES:**

1. Faculty should submit the answer scripts with Hard copy of Final Grade sheet (or CMD) within 04 Days of subject exam. This will be very helpful for declaration of results in time.
2. Please keep one copy of Final Grade sheet (or CMD) with you so that you can enter the marks of A1, A2, A3, Int Assessment and End Sem exam in ERP system.
3. Faculties are requested to keep one hardcopy of Question paper of A1, A2, A3 and end sem in their course file for NBA/NAAC.
4. CoE will only consider final grade's from Grade sheet (or CMD). Hence, it is the responsibility of individual faculty to enter correct grades in Final Grade sheet.
5. Please do not submit the Final Marks (out of 100 in subject and out of 350 in Dissertation ) in fractions. Kindly round off the marks.
6. It is the responsibility of the faculty to provide a sufficient number of data books, data tables etc., if required by the students.

**20 TRANSCRIPT/ GRADE STATEMENT:** Based on the recommendation of the result review committee on grades, grade points, SGPA and CGPA, the institute shall issue a Grade Statement from the CoE office and provide a transcript from the academic section. An audit course certificate will be provided to the student if the student applies for the same through his/her HOD.

NOTE: This document may be subjected to changes with the changes in PGC and DRC documents, from time to time. Further, this document supersedes all the previous versions of CoE documents. The decision of the honourable Vice Chancellor will be final for a case with ambiguity.

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