



OFFICE OF CONTROLLER OF EXAMINATIONS

Examination Policies & Procedures

(September 2025)



**उन्नत प्रौद्योगिकी रक्षा संस्थान
(सम्विश्वविद्यालय)**

गिरीनगर, पुणे - ४११ ०२५

**DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY
(Deemed to be University)**

Girinagar, Pune 411 025 | www.diat.ac.in



Examination Policies & Procedures

(September 2025)

Prepared by

OFFICE OF CONTROLLER OF EXAMINATIONS

Defence Institute of Advanced Technology, (Deemed to be a University)
Girinagar, Pune - 411025



Dr. B.H.V.S. Narayana Murthy
Vice Chancellor, DIAT (DU)

FOREWORD

Defence Institute of Advanced Technology (DIAT) is an Institute deemed to be a University under section 3 of the UGC Act, 1956. DIAT (DU) finds its roots in erstwhile Institute of Armament Technology (IAT) which was established in 1952 and has come a long way since. DIAT (DU) is the only technical university. under the Ministry of Defence & DRDO engaged in imparting training & exploring research areas relevant to defence of the nation.

Being a Higher Education Institute (HEI), DIAT (DU) ensures that students & scholars pass out from it with the highest standards in education & research. And as such, conducting Continuous Assessments, End Semester Examinations as well as evaluations of On Job Training (OJT), Mini & Major Projects, dissertations always find a special place. It is important to state with clarity the academic requirements, evaluation & grading systems, disciplinary rules, instructions to faculty, staff & students.

This policy is a cornerstone of DIAT (DU)'s commitment to rigours of one's academic journey & excellence. I am very happy to see this booklet on '**Examination Policies & Procedures**' prepared by the Office of Controller of Examinations. While this policy is comprehensive and covers all present provisions, I am sure it may evolve further in future with time & experience.

23 Sep 2025
Pune - 411025


(Dr. B.H.V.S. Narayana Murthy)



Prof. (Dr.) Prashant S. Kulkarni,
FRSC, FICS, FMASc
Controller of Examinations

FOREWORD

DIAT, an HEI and an Institute deemed to be a University by the UGC conducts various tests & examinations as part of continuous assessment of its students & scholars. It is associated with a variety of stake holders like the DRDO, Defence Forces, PSUs & Private Industries as well as general public who are engaged not only through relevant research areas, technology transfers but also through sponsoring students for the P.G. & Ph.D. programs offered by the Institute.

Assessment of students & scholars in a technological HEI is a complex process and the Office of CoE is committed to ensure that all assessments & exams are conducted with the highest standards of integrity. Implementation of NEP-2020 as well as structural changes to P.G. & Ph.D. programs offered by the Institute necessitated formulation of a new Exam Policy. It is comprehensive & covers all aspects of assessment process including evaluation system, grading system, guidelines for setting question papers, awarding highest grades/gold medals, duties & responsibilities of Office of CoE, Chief Invigilators/Invigilators, Exam Vigilance Squad, etc. The policy also covers aspects relevant to students like formats for exam form, admit card as well as provisions related to use of Un-Fair Means (UFMs).

I am happy & honoured to present this policy which is built on the principles of fairness, equity & academic honesty. I am sure that it shall serve as a valuable guide to achieving academic excellence & genuine success of every student.

(Prof. (Dr.) Prashant S. Kulkarni)

23 Sep 2025
Pune - 411025

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CONTENTS

Paragraph No.	Description	Page No.
1	Introduction	07
2	Academic Requirements	08
3	Functions of Office of CoE	09
4	Examination Form	10
5	Evaluation System	11
6	Grading System and Grade Points	17
7	Results Review Committee (RRC)	20
8	Guidelines for Awarding Gold Medals	21
9	Fees for Various Activities at the Office of CoE	22
10	Procedure for Re-Totalling of Answer Sheets	23
11	Issuance of Grade Statements & Degree Certificates	24
12	Instructions & Format for Question Paper Setting	25
13	Guidelines for Chief Invigilator & Invigilators	26
14	Exam Vigilance Squad	35
15	Instructions to Students	36
16	Un-Fair Means (UFM)	38
17	Guidelines for Submission of Evaluated Answer Sheets	41
18	Issuing Transcript & Audit Course Certificate	42
19	Notes	42
20	Annexures 'A' to 'I'	43-54

1. INTRODUCTION:

- 1.1 Office of Controller of Examinations conducts Continuous Assessment Tests & End Semester Exams in respects of various theory courses for all Post Graduate (PG) and Doctoral (PhD) Programs offered by the Institute.
 - 1.2 All the Assessment Tests and End Semester Examinations are conducted on dates as prescribed in the Academic Calendar for all courses which are offered in a semester as also for those students who may have backlogs / repeat courses.
 - 1.3 Institute follows the system of continuous evaluation of a student for a total of 100 marks per course, which are distributed in a combination of Assessment Tests, Internal (Departmental) Assessment and End Semester Examinations except for Self-Study / Online / Research Methodology Courses as provided in subsequent paragraphs. The examination pattern at DIAT is credit based and SGPA & CGPA are awarded as described in subsequent paragraphs.
 - 1.4 Various types of courses offered include compulsory & optional Audit Courses, Program Specific Core Courses, Program Specific Elective Courses, Self-Study Courses, Laboratory Courses and recognised Online Courses. Details of these types shall be specified in the Certified List of Courses.
 - 1.5 In addition to Closed-Book (Conventional) method of examination, the scheme of examinations may include OPEN-NOTEBOOK examination for a particular course (which shall be disclosed by concerned Course Instructor at the time of registration/re-registration for the semester).
 - 1.6 Nature of course (whether compulsory or optional Audit Course/Program Specific Core Course/Program Specific Elective Course/Self-Study Course/Laboratory Course/recognised Online Course/OPEN-NOTEBOOK) shall be mentioned in the Certified List of Courses sent by the Academic Section to the Office of CoE as per Academic Calendar.
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2 **ACADEMIC REQUIREMENTS:**

- 2.1 Weightage of a course shall be offered in credits, as specified in the Courses of Study Book. Minimum Credit requirements to qualify for a PG Degree of the Institute shall be as follows:
- 2.1.1 For 01 Year MSc/MTech Degree (after 03/04 Years' UG with Honours-Research, respectively): More than or equal to 40 credits (*Only Course Work OR Only Research OR Course Work + Research as per semester-wise credits*) as required by the prescribed curricula of the Dept/School concerned.
- 2.1.2 For 02 Years' MSc/MTech Degree (after 03/04 Years' Regular UG, respectively): More than or equal to 80 credits as required by the prescribed curricula of the Dept/School concerned.
- 2.2 A student shall be permitted to register for only one audit course per semester which shall be certified by the Faculty in charge of the course. Depts/Schools shall not prescribe any additional units of courses/ thesis other than those specified in the PG Rule Book / Certified List of Courses.
- 2.3 Only such MOOC/NPTEL/ONLINE Courses shall be allowed which are offered with at least 03 credits.
- 2.4 The medium of instruction & examination shall be **English** for all courses.

These academic requirements are subject to change as per recommendations of the Post Graduate Committee (PGC) & Doctoral Research Committee (DRC) of the Institute.

3 FUNCTIONS OF OFFICE OF CoE: Controller of Examination shall be overall in charge of conducting all tests & examinations as per provisions of this document. Office of CoE shall execute following functions in respect of various Assessment Tests & Examinations:

- 3.1 Preparing & publishing Time Tables for Continuous Assessment Tests & End Semester Exams.
 - 3.2 Preparing & publishing Invigilation Rosters for Continuous Assessment Tests & End Semester Exams.
 - 3.3 Preparing & publishing Seating Arrangements for Continuous Assessment Tests & End Semester Exams.
 - 3.4 Conducting Open-Note Book Exams:
 - 3.4.1 Only Open Note-Book format (not Open-Book) shall be permitted.
 - 3.4.2 Arrangement for seating students in rooms separate from conventional (Closed Book) exams.
 - 3.4.3 Maximum 02 hard bound Hand Written Note-Books shall be permitted during exam.
 - 3.4.4 Name & Registration Number of the student must be written in ink on the Note-Books.
 - 3.4.5 No loose papers/copied/printed materials/presentation slides shall be permitted.
 - 3.5 Ensuring availability of sufficient Exam Material including Main Answer Sheets, Supplementary Sheets, appropriate Question Papers in sealed envelopes, appropriate Attendance Sheets, Special Material (where-ever specified by Course In-Charge on the Question Paper), Stationery, etc.
-

4 EXAMINATION FORM:

- 4.1 A student, desirous of appearing in an End Semester Examination, must submit correctly filled Exam Form (as per format at Annexure 'A') along with Admit Card (as per format at Annexure 'B') to this Office through respective Dept/School. Details of any Online Course opted by the student must be clearly mentioned on the Exam Form & Admit Card.
 - 4.2 Submission of Exam Forms shall not be necessary for Continuous Assessment Tests (which shall be conducted by the Office of CoE based on the registration details received from Academic Section for that semester) as also for laboratory courses & dissertations/thesis evaluation.
 - 4.3 Every Dept/School shall forward Exam Forms of only such students to the Office of CoE who are otherwise eligible to appear in the exams as per attendance & other policies of the Institute.
 - 4.4 Every Course Instructor shall maintain a record of all Exam Forms & Admit Cards (whether regular or self-study or backlog students) and the courses recommended for appearance in examinations.
 - 4.5 Every Program Co-ordinator shall be solely responsible for certifying ONLINE/MOOC/NPTEL Courses in Exam Form & Admit Card and he/she shall maintain a record of all Exam Forms (whether regular or backlog students) and the ONLINE/MOOC/NPTEL Courses recommended by them.
 - 4.6 Exam Forms & Admit Cards shall have to be submitted to the Office of CoE on or before the last date prescribed in the Academic Calendar. Late submission of Exam Forms and/or Admit Cards shall be permitted only up to 30 days beyond the prescribed last date and on payment of late fee as prescribed subsequently.
 - 4.7 Exam Forms and/or Admit Cards, under any circumstances, shall not be received in the Office of CoE beyond a delay of 30 days from the last date prescribed in Academic Calendar.
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5 EVALUATION SYSTEM:

5.1 The Institute follows a continuous evaluation system through 02 assessment tests, internal assessment by respective Dept/School and one examination at the end of semester.

5.2 For Theory Course Work:

5.2.1 A typical course carries a total of 100 marks.

5.2.2 Each course shall have Continuous Assessment Test(s), Internal Assessments through assignments & quizzes **AND/OR** an End Semester Examination.

5.2.3 Assessment Tests, wherever applicable, shall carry 20% marks each (to be conducted as per Academic Calendar), Internal Assessment (by Dept/School) based on Assignments & Quizzes shall carry 10% marks and End Semester Examination shall carry 50% marks.

5.2.4 02 Continuous Assessment Tests shall be conducted as per Academic Calendar. Only 01 Re-Test for 20 Marks may be conducted in exceptional cases where a student has missed both the Continuous Assessment Tests, subject to him/her submitting application for the same through Dept/School & duly approved by Chairman-PGC & Dean (Academic) to the Office of CoE within 02 calendar days of conclusion of 2nd Test. Such Re-Test shall be conducted by Office of CoE during period scheduled for backlog papers during End Semester Exams.

5.2.5 Assessment Tests & Internal Assessment (by Dept/School) shall not be applicable to Self-Study Courses. End Semester Examination in respect of Self-Study Courses shall be for 100 marks.

5.2.6 Research Methodology Courses for M.Tech. (PGC601 & PGC602) shall have only one Assessment Test for 20 marks. End Sem Exams for these shall be for 80 marks.

5.3 For Dissertation/Thesis:

5.3.1 While evaluating Dissertations/Thesis, factors such as quality of research, research outputs, its defence, etc shall be given due weightage.

5.3.2 Students who are awarded high grades/marks should have distinct research deliverables.

5.3.3 To maintain uniformity in process of evaluation of Dissertations/Thesis across Depts/Schools, Examination Committees shall follow following weightages (except where specifically provided):

5.3.3.1 Chairman & Members: 20%,

5.3.3.2 External Expert: 40%,

5.3.3.3 Guide/Supervisor: 40%.

5.3.4 For Hybrid M. Tech. Program:

5.3.4.1 Total credits shall be 40. Dissertation/Thesis may start from 2nd Semester onwards with minimum 11 credits per Semester. Structure for credits/marks must be approved by Chairman (PGC), Dean (Acad) & respective Boards of Studies.

5.3.4.2 As the Dissertation/Thesis may span over multiple semesters, it shall be examined at the end of each semester by a Committee consisting of the following and constituted by Vice Chancellor on recommendations of Head/Director of Dept/School:

5.3.4.2.1 Head/Director of respective Dept/School OR a Professor as the Chairman,

5.3.4.2.2 Thesis supervisor(s)/ program coordinator – also to act as the Convener,

5.3.4.2.3 One member belonging to a department other than the student Dept/School (Internal Expert),

5.3.4.2.4 Subject expert (External Expert) from outside DIAT.

5.3.5 For Regular M. Tech. Program:

5.3.5.1 Total credits shall be 40.

5.3.5.2 Dissertation & Seminar work shall commence & conclude in 3rd & 4th Semester, respectively.

5.3.5.3 As the work extends over two semesters, it shall be examined at the end of each semester by a Committee consisting of the following and constituted by Vice Chancellor on recommendations of Head/Director of Dept/School:

5.3.5.3.1 Head/Director of respective Dept/School OR a Professor as the Chairman,

5.3.5.3.2 Thesis supervisor(s)/ program coordinator – also to act as the Convener,

5.3.5.3.3 One member belonging to a department other than the student Dept/School (Internal Expert),

5.3.5.3.4 Subject expert (External Expert) from outside DIAT.

5.3.6 For Regular M. Sc. Program:

5.3.6.1 For M. Sc. Programs, there shall be On Job Training/Field Project (OJT/FP) in 2nd Semester, Minor Project in 3rd Semester & Major Project in 4th Semester with 04, 06 & 18 credits, respectively.

5.3.6.2 Work shall be examined at the end of each semester by a Committee consisting of the following and constituted by Vice Chancellor on recommendations of Head/Director of Dept/School:

5.3.6.2.1 For OJT/FP:

- a. External Supervisor (50 Marks),
- b. Departmental Committee headed by HoD/Director & including all faculty members of the Dept/School (50 Marks).

5.3.6.2.2 For Minor Project (Total 100 Marks):

- a. Professor/Associate Professor from the Dept/School as Chairman (20%),
- b. Allied Member from other Dept/School (30%),
- c. Thesis supervisor(s), Program Coordinator – also to act as the Convener & All faculty members of the Dept/School (50%).

5.3.6.2.3 For Major Project (Total 450 Marks):

- a. Professor/Associate Professor from the Dept/School as Chairman (20%),
- b. External Member from outside the Institute (40%),
- c. Thesis supervisor(s), Program Coordinator – also to act as the Convener & All faculty members of the Dept/School (40%).

- 5.3.7 After a detailed evaluation of the work by the Evaluation Committee and considering various standards & parameters, the results of the evaluation shall be sent to the Office of CoE through Head/Director of respective Dept/School in a sealed envelope with a break-up of marks as given by each member along with the grades.
- 5.3.8 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, shall be submitted to the Office of CoE for retention and preparation of results.
- 5.3.9 Out of two hardbound copies of the thesis duly signed by the Supervisor and countersigned by the Head/Director of Dept/School, one shall be submitted to the Institute Library and another shall be retained in the Dept/School library. Hard bound copy shall not be sent to the Office of CoE.
- 5.3.10 On completion of all thesis evaluations in a particular semester, Office of CoE shall compile the results along with the list of accepted thesis and convene a meeting of the Results Review Committee (RRC) which will consider the results and give its recommendations to the Vice-chancellor for final approval.

5.4 **For Laboratory Courses:**

- 5.4.1 All Lab Courses shall be examined & evaluated for a total of 100 marks through internal assessments (50 marks) and end semester examination (50 marks) in the following manner:
 - 5.4.1.1 Internal Assessments: By Faculty in-charge for 50 marks as:
 - a. Submission of assignments/research paper implementation/proof of concept development: 20 marks,
 - b. Internal Exams: To be conducted during 2nd Assessment Test for 20 marks,
 - c. Seminar Presentation: 10 marks
 - 5.4.1.2 End Semester Examination: By Faculty in-charge and a member from allied Dept/School for 50 marks as:
 - a. Lab Exam: 25 marks,
 - b. Viva Voce: 15 marks,
 - c. Lab Records: 10 marks.

5.4.2 Faculty in-charge of the Lab Course shall consolidate marks obtained in Internal Assessments (max 50 marks) & End Semester Exams (max 50 marks) and submit certified Grade Sheets/CMDs to the Office of CoE within the date prescribed in Academic Calendar.

5.5 **Minimum Passing Marks:**

5.5.1 A student must obtain minimum 40% marks in end semester exam and 40% marks separately in continuous evaluation (including internal assessment & 02 Assessment Tests) during a semester to pass in a course.

5.5.2 A student must earn at least 75% of the total credits in 1st Year to register for 3rd Semester.

5.6 **Grace Marks: There shall be no provision for awarding grace marks.**

5.7 **Re-Examination:**

5.7.1 A student, who has failed in any course, may be permitted to appear in a re-examination. The re-examination process shall be similar to the end semester examination and shall be conducted as a part of next end semester examination. Re-examination attempt shall be indicated by an "Asterisk" (*) symbol in the Mark Sheet/Grade Statement.

5.7.2 The marks obtained in the re-examination shall replace the marks obtained in the previous end-semester examination. However, the Internal marks and marks obtained in Continuous Assessment Tests shall be carried forward.

5.8 **Repeat Course:**

5.8.1 A student may be permitted to improve his/her marks by repeating a course in the semester where the course has been offered if the student has passed in that course with less than 50% and

a. his/her aggregate of all courses in that semester is less than 45%

OR

b. Cumulative aggregate of all courses taken till the semester is less than 50%.

- 5.8.2 The permission to repeat the course shall be subject to recommendation of the Head/Director of the Dept/School, registration & payment of prescribed fee and approval of CoE. Such repeated course shall not be counted either as an additional course or re-examination.
- 5.8.3 All the marks the student had obtained earlier (in End Sem Exam as well as Continuous Assessment Tests) shall stand invalidated. Only his/her Internal Assessment Marks (Max 10 for AY 2025-26 onwards & Max 20 before AY 2025-26) shall be remain valid & be carried forward.
- 5.8.4 A repeat course shall be undertaken with writing the 02 Continuous Assessment Tests of 20 marks each (not applicable for Self-Study Courses) and the End Semester Examination for 50 marks (100 for Self-Study Course). Student need not attend classes for repeat course. Originally obtained Internal Marks (Max 10 for AY 2025-26 onwards & Max 20 before AY 2025-26 – not applicable for Self-Study Course) shall be carried forward.
- 5.8.5 A student who has repeated a course shall not be permitted to take re-examination for the same. In case of failure or not fulfilling the minimum criteria even after repeating the course, students may be permitted to repeat the course again in the semesters when the course has been offered. This process shall continue till the validity of registration.
- 5.8.6 Internal Assessment Marks obtained in the first attempt shall be carried forward throughout.
- 5.8.7 Grades obtained in every attempt will be reflected in the final Grade Statement. Such repeat courses will be indicated by a “Hash” (#) symbol in the Mark Sheet / Grade Statement.

5.9 **Audit Course:**

- 5.9.1 Only one audit course shall be allowed in a semester in addition to the compulsory audit course.
- 5.9.2 Audit courses are not allowed in self-study mode.
- 5.9.3 Audit courses are not permitted to the students enrolling for 4th Semester exam.

6 **GRADING SYSTEM & GRADE POINTS:**

6.1 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 M.Tech. programmes. In the case of subjects having total marks other than 100, then secured marks shall be multiplied by appropriate factors so as to normalise the same to a scale of 100.

Range of Marks Obtained	Grade Points	Letter 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)
Absent	0	Ab (ABSENT)

6.2 For audit courses, grade shall not be counted for computation of SGPA/CGPA.

6.3 Examiners shall submit separate grades for each theory course and seminar & dissertation to the Office of CoE, which will obtain approval of the Vice Chancellor & Chairman, Academic Council of the Institute and then publish the final results in the form of SGPA and CGPA.

6.4 Guidelines for awarding 'O' Grade: Committees for evaluation of dissertations/thesis may award 'O' grade to a student:

6.4.1 **For M. Tech. Courses:**

- a. In 3rd Semester: if he/she has presented a paper (oral/poster) along with conference proceedings in at least one international conference held in premier institutes/universities/laboratories like IITs, IISERs, NITs, IISc, CSIR, DST, DBT, DAE, etc or abroad.

b. In 4th Semester: if he/she has completed/presented at least one product tested for DRDO utilisation with certification from any DRDO lab, **OR** has filed/has been granted at least one patent (to be supported with patent no. & date of filing, mere submission of patent shall not be considered), **OR** has published at least one full research paper or review article directly relevant to the topic of the project in SCI/SCIE/ESCI/Scopus with 1st authorship. Acceptance of paper/article shall also be considered. However, publication in an open access journal/conference proceedings shall not be considered.

6.4.2 **For M. Sc. Courses**: Provisions at Para 6.4.1 above shall be adopted mutatis mutandis.

6.4.3 If 'O' Grade is awarded to a student based on a paper/article in 3rd Semester, the same paper/article shall not form the basis for award of 'O' Grade in 4th Semester.

6.4.4 Documents in support of awarding 'O' grade must be submitted to the Office of CoE along with certified marksheet for consideration of the Results Review Committee (RRC).

6.5 **Semester Grade Point Average (SGPA)** shall be calculated from Letter Grades & Grade Points as per following formula & example; it shall be rounded off to nearest 2nd decimal point:

$$SGPA = \frac{\sum(C_i \times G_i)}{\sum(C_i)}$$

where: i. C_i is the number of credits for the i^{th} Course,
ii. G_i is the Grade Point obtained in the i^{th} Course.

Example:

Semester	Course	Credits (C _i)	Letter Grade	Grade Point (G _i)	C _i X G _i
1	1	3	A	8	24
1	2	4	B+	7	28
1	3	3	B	6	18
1	4	3	O	10	30
1	5	3	C	5	15
1	6	4	B	6	24
		$\sum(C_i)=20$			$\sum(C_i \times G_i)=139$
SGPA					139/20 = 6.95

- 6.6 **Cumulative Grade Point Average (CGPA)** shall be calculated from SGPA as per following formula & example; it shall be rounded off to nearest 1st decimal point:

$$\text{CGPA} = \frac{\sum(\text{Cs} \times \text{SGPAs})}{\sum(\text{Cs})}$$

- where: i. Cs is the total number of credits in sth Semester,
ii. SGPAs is the SGPA obtained in sth Semester.

Example:

Semester	Total Credits in the Semester (Cs)	SGPA (SGPAs)	Cs X SGPAs
1	20	6.9	138
2	20	7.8	156
3	20	5.6	112
4	20	6.0	120
	$\sum(\text{Cs})=80$		$\sum(\text{Cs} \times \text{SGPAs})=526$
		CGPA	$526/80 = 6.6$

- 6.7 CGPA to Percentage of Marks conversion and vice-versa:

- 6.7.1 Formula for CGPA to Percentage of Marks conversion:

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

- 6.7.2 Formula for Percentage of Marks to CGPA conversion:

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

- 6.7.3 Conversion Certificate shall not be issued by the Institute to individual students. Students may download the conversion formula from the Institute Website (at Annexure 'C').

7 RESULTS REVIEW COMMITTEE (RRC):

7.1 RRC, as per following composition, shall be appointed by Vice Chancellor on recommendations of CoE for a period of 02 years:

- a. A Dean/Senior Professor : Chairman,
- b. Chairman, DRC : Member,
- c. Chairman, PGC : Member,
- d. Jt Reg (Acad) i/c : Member,
- e. CoE : Member & Convener.

7.2 Meeting of the RRC shall be convened by the Office of CoE after every End Semester Examination to consider the results compiled by the Office of CoE.

7.3 After due deliberations & review, the RRC shall submit the results along with its recommendations to the Vice Chancellor for approval.

7.4 Grade Statement shall indicate the date of Vice Chancellor's approval as '***Date of Result***'..

8 GUIDELINES FOR AWARDING GOLD MEDALS: The Institute has instituted Gold Medals for all M. Tech. Programs & Specializations. M. Tech. students are bestowed with Gold Medals with a view to encourage good performance in their studies. The RRC shall ascertain eligibility, as prescribed below, of the students for the GOLD medal award and recommend them for the same:

- 8.1 The student should have passed in all the prescribed courses in 1st attempt and cleared all other requirements, if any, obtaining a CGPA not lower than 8.5 in the programme. The student should have an SGPA of minimum 8.0 in each semester.
- 8.2 The student should not have failed in any course at any stage during his/her academic career at DIAT till the time of the award.
- 8.3 No disciplinary action should have been taken/initiated against the student for any offence at any time prior to the award during his/her stay at DIAT.
- 8.4 The student should not have been punished for malpractice in exams AND/OR involved in violation of code of conduct at any stage during his/her stay at the Institute/Hostel/Dept/School/Gymkhana, etc.
- 8.5 Gold Medal shall not be awarded for a specialization having a class size of less than five (05) students.
- 8.6 In the event of tie between two or more students, following steps shall be adopted in sequence till the tie is broken:
 - a. Highest percentage of marks in 4th semester during their study at DIAT.
 - b. Performance at the end of the immediately preceding semester.
 - c. Quality of M. Tech. Project output in terms of publication/patents, etc.
- 8.7 In the event of any controversy, decision of the Vice Chancellor shall be final.

NOTE: Any institutional award (including sponsored award) to any student in any program shall be governed by these guidelines.

9 FEES FOR VARIOUS ACTIVITIES AT THE OFFICE OF CoE:

Sr. No.	Description	Fees
1	Late Submission of Exam Form & Admit Card (for a delay of up to 15 days beyond date prescribed in Academic Calendar)	Rs 500/-*
2	Late Submission of Exam Form & Admit Card (for a delay of 16 to 30 days beyond date prescribed in Academic Calendar)	Rs 1,000/-*
3	Request for duplicate Admit Card	Rs 500/-
4	Forgetting to bring the Admit Card or Identity Card to exam	Rs 500/- (per instance)
5	Re-totalling Request	Rs 500/- (<i>per course</i>)
6	Re-exam/Repeat course Examination	Rs 500/- (<i>per course</i>)
7	Duplicate Mark sheet	Rs 500/- per request
8	Correction in Grade Statement (if caused due to student's error/oversight)	Rs 500/- per copy, per semester

*** - No justification (including timely submission to Dept/School) shall be accepted for late submission. Date of receipt in the Office of CoE shall be the sole criteria for determining applicability of late fee. Late Fee shall be applicable even in cases where Exam Forms / Admit Cards are submitted in time but subsequently returned to Dept/School on account of any error/deficiency and resubmitted after due date.**

10 PROCEDURE FOR RE-TOTALLING OF ANSWER SHEET(S):

- 10.1 Re-totalling of answer sheets shall be permissible only in respect of Theory Courses.
 - 10.2 The student shall submit application (as per Annexure 'D') to the Office of CoE within 07 calendar days from the date of result declaration along with receipt for payment of prescribed fee.
 - 10.3 The application must be filled in and signed by the student herself/himself.
 - 10.4 The student shall submit a self-attested photocopy of Mark Sheet along with the application.
 - 10.5 Re-totalling of the Answer Sheet(s) is permissible only for End Semester Exams. Re-totalling shall not be permitted in respect of practical examination/term work/internal assessment/assessment tests/dissertation/thesis/seminar/ practical examinations.
 - 10.6 Marks awarded after re-totalling, whether higher or lower, shall be considered final and a new Mark Sheet/Grade Statement (with endorsement 'AFTER RE-TOTALLING') shall be issued in case of change in marks.
 - 10.7 Fee paid for re-totalling shall be refunded only if the marks obtained after retotalling exceed the originally awarded marks.
-

11 ISSUANCE OF GRADE STATEMENTS & DEGREE CERTIFICATES:

- 11.1 Office of CoE shall prepare Grade Statements (as per Format at Annexure 'E') for 1st, 2nd & 3rd Semesters. These Grade Statements shall be forwarded to respective Depts/Schools for further distribution to individual students.
 - 11.2 After declaration of results of 4th Semester, Final Grade Statements (reflecting results of all Semesters & Exams) shall be issued by Academics Section based on mark details provided to it by the Office of CoE.
 - 11.3 Academic Section shall make arrangements for distribution of Degree Certificates & Final Grade Statements to individual students on the Annual Convocation Day. Academic Section may hand over / dispatch Degree Certificates & Final Grade Statements to students who are unable to attend Convocation.
-

12 INSTRUCTIONS AND FORMAT FOR QUESTION PAPER SETTING: Following are the guidelines for setting question paper:

- 12.1 Question Paper, duly signed with date, shall be submitted in original hard copy by Faculty in-charge of a Course to the Office of CoE. The Question Paper shall be submitted in a sealed & signed envelope on which details of the Course & Exam (Autumn/Spring 20____) shall be clearly mentioned.
- 12.2 Question Paper shall be submitted at least 01 week before the date of commencement of exams/tests as prescribed in the Academic Calendar. Any non-compliance shall be reported to Vice Chancellor.
- 12.3 Question Papers shall be set as: **For Assessment Tests:** 20 marks; **For End Sem Exams:** 100 marks for Self-Study Courses, 80 marks for PGC601 & PGC602 Courses & 50 marks for all other courses.
- 12.4 Marks shall not be specified/reserved for any aspect (neatness, hand writing, etc) other than questions.
- 12.5 No question shall be available as an option, i.e., all questions shall be compulsorily answered by a student.
- 12.6 Duration for answering shall be mentioned as maximum 03 hours (02 hours for Continuous Assessment Tests).
- 12.7 Questions shall be based only on the course syllabus and the textbooks prescribed in the study so as to appropriately judge the knowledge and the standard expected from the student.
- 12.8 Question Paper shall cover the entire syllabus in an equitable manner and keeping in mind the marks allotted.
- 12.9 Details of expected Course Outcomes (COs) as well as Level of Bloom's Revised Taxonomy (BT Levels – 1 to 6) shall be mentioned against each question.
- 12.10 Question Papers for End Semester Exams shall be set with minimum 05 (Five) questions with appropriate distribution of marks.
- 12.11 Question Papers for Continuous Assessment Tests shall be set with minimum 04 (Four) questions with appropriate distribution of marks.
- 12.12 Special requirements of graph paper & log tables, if any, shall be mentioned clearly in the email while submitting question paper.
- 12.13 Course Instructors shall ensure supply of sufficient numbers of data books/data tables/drawings or any other special material required by the students during conduct of exam.
- 12.14 Templates for Question Papers for Assessment Tests & End Sem Exams are given at Annexures 'F' & 'G', respectively. Various Levels of Bloom's Revised Taxonomy are indicated at Annexure 'H'.

13 GUIDELINES FOR CHIEF INVIGILATOR AND INVIGILATORS:

- 13.1 It shall be the responsibility of individual Faculty/Officer/Staff (including those on deputation/contract) to read & understand these guidelines (available on the Institute Website under Home/Administration/Controller-Of-Examinations, presently at <https://diat.ac.in/wp-content/uploads/2023/11/CoE-Policies.pdf>) before reporting to the Office of CoE for invigilation duties.
- 13.2 These guidelines shall be applicable in respect of all Assessment Tests, End Semester Exams or any other exam/test conducted by the Office of CoE.
- 13.3 Chief Invigilator shall have the overall authority & responsibility of smooth conduct of exams in a disciplined manner as prescribed in this Policy.
- 13.4 Students appearing in the exams shall be under the disciplinary control of the Invigilators of Exam Hall & Chief Invigilator.
- 13.5 All Invigilators shall be under disciplinary control of the Chief Invigilator.
- 13.6 All Invigilators shall perform invigilation duties on the dates/times and at the Exam Halls mentioned against their names as given in the Invigilation Roster. They (including the Chief Invigilator) shall remain present in the Exam Area and not leave under any circumstances (even for other official work).
- 13.7 No Chief Invigilator/Invigilator shall absent himself/herself from duty without the prior & written approval of Controller of Examination. The proposal for approval must be accompanied with consent of the alternate person.
- 13.8 In extraordinary situations which are beyond control, Chief Invigilator/Invigilator shall inform Office of CoE of the same and ensure that the alternative person reports to Office of CoE within the prescribed time. Such cases shall be approved post-facto by CoE and reported to VC for information.
- 13.9 Answer Sheets shall be printed in two forms (a) main and (b) supplementary. Main answer sheet shall be supplied only once at the beginning of exam. Subsequently, if requested by a student, 01 supplementary answer sheet may be supplied at a time upon Invigilator satisfying himself/herself of its necessity.

13.10 Before commencement of Exams:

13.10.1 Chief Invigilator / Invigilators shall report to the Office of CoE at least 45 minutes before the scheduled time of commencement of examination/assessment test.

13.10.2 Upon arrival in the Office of CoE, they shall mark their attendance by signing the Invigilation Register.

13.10.3 Office of CoE shall hand over the suitcases/bags, each labelled with Exam Hall names/details to Invigilators of respective Exam Halls.

13.10.4 Each suitcase/bag shall contain requisite numbers of answer sheets, supplementary sheets, stationery items (stapler machines, etc) along with attendance sheet(s) for Exam Hall & sealed envelope(s) containing question papers (to be opened in Exam Halls 05 minutes before commencement of exams) for courses for which exam(s) has/have been scheduled in that Exam Hall.

13.10.5 All Invigilators, under supervision of the Chief Invigilator, shall verify the contents of respective suitcases/bags and confirm that course codes mentioned on the sealed envelopes match with the attendance sheets and sufficient numbers/quantities of stationery material are given. Any discrepancy shall be immediately reported by the Chief Invigilator to the Office of CoE for resolution.

13.10.6 Chief Invigilator shall then direct Invigilation Teams to proceed to respective Exam Halls so that all teams are in position at least 15 minutes before commencement of exams.

13.10.7 Invigilation Teams shall keep themselves abreast of seating arrangements and exams scheduled in their respective Exam Halls (broadcast on previous day through email by the Office of CoE) by visiting actual venues.

13.10.8 Office of CoE shall provide adequate number of Messengers to assist in carrying exam material to Exam Halls and back to the Office of CoE. No staff member from Office of CoE shall accompany the Invigilation Team/remains present in the vicinity of Exam Halls.

13.11 During Exams till conclusion:

13.11.1 Invigilators shall not go out of the hall except with the permission of the Chief Invigilator concerned. Exam Halls, at no time, shall be left unattended by Invigilators.

13.11.2 10 minutes before commencement of exams, Invigilators shall ring 1st bell once and start to distribute answer sheets requiring the students to fill-in their details.

13.11.3 Invigilators shall make loud announcements in the Exam Halls that ***“No student is allowed to enter Exam Hall with any electronic gadget, wrist watches of any kind, loose papers (except Identity Card, Admit Card, and 02 Note-Books containing hand written notes & endorsed with name & registration number of the student in case of Open Note-Book Exams), any bag/pouch, etc. Any such items which are not permitted within Exam Hall shall be left outside & the Institute shall not be responsible for their safety & custody. Non-compliance shall be treated as use of Un-Fair Means (UFM)”***.

13.11.4 Students shall be permitted to carry only his/her own Identity Card, Admit Card, pens, pencils & other stationery items required for answering along with only 01 transparent water bottle.

13.11.5 Invigilators shall open sealed envelopes (containing Question Papers) 05 minutes before commencement of exam and start distribution to the students.

13.11.6 Invigilators shall report any discrepancy in course codes/number of question papers vis-à-vis respective attendance sheets to the Chief Invigilator who in turn shall report the same to the Office of CoE for immediate resolution.

13.11.7 Loss of time, if any, caused to students on any account may be compensated by allowing extra time at the discretion of the Chief Invigilator.

13.11.8 Invigilators shall personally distribute only 01 main answer sheet & 01 appropriate question paper to each student. Subsequently, if requested by the student, he/she shall be provided as many numbers of supplementary answer sheets as required, but only one at a time. Before complying with the request of any student for issue of supplementary answer sheets, Invigilator shall satisfy himself/herself that the issue of a supplementary answer book is actually necessary. No supplements will be issued in the last 10 minutes before conclusion of the exam.

13.11.9 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 student concerned. The Invigilator shall, then, sign with the date each supplementary answer book against the column provided for the purpose on the cover page.

13.11.10 Invigilators shall verify Identity Cards, Admit Cards of students & verify the Course Code mentioned on the Answer Sheet with Question Paper. Their presence shall, then, be marked by taking their signatures on attendance sheets and simultaneously signing their answer sheets. In case of any mismatch in a student's Identity Card, Admit Card, Signature, he/she shall not be permitted to appear in the exam and marked as 'ABSENT'. Such cases of impersonation may be reported to the Office of CoE through Chief Invigilator for further disciplinary action.

13.11.11 In the event of a student forgetting to bring either Identity Card or Admit Card, the Invigilators shall permit such student to undertake the exam. However, such case to Office of CoE through Chief Invigilator by making an entry to that effect in the Attendance Sheet & on the respective Envelop for Answer Sheets. Evaluation/result in such cases shall be processed by Office of CoE only upon payment of appropriate fee (as prescribed at Para 9(4) above) by the student for this default. No student shall be permitted to appear in exam without producing either Identity Car or Admit Card.

13.11.12 Invigilators shall ensure that the attendance is taken within 30 minutes of commencement of exams.

13.11.13 Students shall not be allowed entry into Exam Hall after commencement of exam. Late entry shall not be allowed on any account/reason.

13.11.14 One student at a time may be permitted, at the discretion of respective Invigilator, to visit toilet. However, it shall not be permissible during initial 01 hour and last 30 minutes.

- 13.11.15 No student shall be allowed to hand over Answer Sheet & leave Exam Hall till 60 minutes from commencement of exam. Also, no student shall be allowed to hand over answer sheet & leave Exam Hall within last 10 minutes to conclusion of exam.
- 13.11.16 In no case, a student shall be permitted to leave his/her place. Assistance of any kind may be sought by a student by raising his/her hand. Invigilators shall immediately attend to such student. In case they are not able to resolve the doubt/query, the case should be immediately referred to the Chief Invigilator who shall take appropriate action/summon respective Course Co-Ordinator/Faculty in-charge.
- 13.11.17 All Invigilators shall remain physically present in respective Exam Halls during the exam. No Invigilator shall leave Exam Hall without permission of the Chief Invigilator.
- 13.11.18 Invigilators shall take frequent rounds in the Exam Hall and shall remain alert towards use of Un-Fair Means (UFM) during exam. Any UFM case shall be dealt forthwith as per provisions of Para 16 below.
- 13.11.19 Invigilators shall ensure that students do not communicate with each other through any means (passing notes, talking, signalling through hand/face, etc).
- 13.11.20 Any student who is not complying with instructions of Chief Invigilator/Invigilators shall be warned & subsequently removed from Exam Hall after confiscating his/her answer sheet. Invigilators shall report such matter to Chief Invigilator who shall treat such case as using UFM and report the same to the Office of CoE with his/her recommendations for further action.

13.11.21 Invigilators shall sound bells once at following intervals:

- (a) 10 minutes before commencement of exams,
- (b) At commencement of exams,
- (c) After completion of every 01 hour,
- (d) 10 minutes before conclusion of exams, &
- (e) At conclusion of exams.

13.11.22 Upon conclusion of exam, Invigilators shall personally collect Answer Sheets from students.

13.11.23 Blank/unused answer sheets/supplementary sheets (even if used for rough work) shall not be taken out of the Exam Hall by any student. If observed, such act shall be treated as a mal-practice/using UFM and shall be dealt accordingly.

13.11.24 Students shall be permitted to leave Exam Hall only after all Answer Sheets are accounted for as per Attendance Sheet.

13.11.25 Upon collecting answer sheets from all students, the same shall be segregated as per Course Codes and put in separate envelopes (without sealing them). Necessary endorsements like number of answer sheets, absentees, etc on the envelopes shall be made and signed by respective Invigilators.

13.11.26 In cases where a student has used supplementary answer book(s), 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 put his/her signature along with the date below the said entry.

13.11.27 Chief Invigilator shall visit all Exam Halls of the day/session and ensure strict adherence of these guidelines by Invigilators.

13.11.28 All the leftover / unused stationery material, answer sheets, supplementary sheets, question papers, etc shall be put in the suitcase/bag along with envelopes containing answer sheets and the Invigilation Team shall return to the Office of CoE.

13.12 For OPEN-NOTEBOOK Exams:

13.12.1 Students shall be seated in separate room. Necessary sitting arrangements shall be made by the Office of CoE.

13.12.2 Students shall be permitted to bring maximum 02 hard bound Notebooks containing only handwritten notes. Name & Registration Number of the student must be mentioned on the Notebooks.

13.12.3 Exchange of Notebooks amongst students shall not be allowed.

13.12.4 Photocopies/printed material/Books/Hand written notes on loose papers, etc shall not be permitted.

13.13 After conclusion of exam:

13.13.1 Office of CoE shall receive the suitcase/bag in presence of respective Invigilators & Chief Invigilator.

13.13.2 Upon verification of numbers of answer sheets, the Chief Invigilator shall certify the attendance sheets and confirm correctness of number of answer sheets by affixing his/her signature on the attendance sheets as well as envelopes containing answer sheets.

13.13.3 Chief Invigilator shall report in writing the cases of neglect, if any, by Invigilators to the Office of CoE.

13.13.4 Duties of Chief Invigilator & all Invigilators shall stand concluded only after above actions. Whole Invigilation Team must remain present in the Office of CoE till then.

13.14 Actions in case of non-reporting for invigilation duties:

13.14.1 Invigilation Team (including Chief Invigilator & all Invigilators) shall report to the Office of CoE at least 45 minutes before commencement of exam/test and mark their attendance by signing the Attendance Register.

13.14.2 Cases of Chief Invigilator or Invigilator(s) not reporting at scheduled date & time shall be reported by CoE to Registrar for issuance of notice to him/her/them (with a copy to CoE) to show cause for absence from duty and subsequent disciplinary action as deemed appropriate by Competent Authority.

13.14.3 Office of CoE shall maintain a pool of 04 Faculty/Officers and 06 Staff as stand-by arrangement to cater for any exigency (including absence from duty).

14 EXAM VIGILANCE SQUAD:

14.1 A 04-member Exam Vigilance Squad, as per following composition, shall be appointed by Vice Chancellor on recommendations of CoE for a period of 02 years:

- a. Professor - Chairperson,
- b. 01 Female Faculty - Member,
- c. 01 Male Faculty - Member,
- d. CoE's Rep - Member.

14.2 Duties of the Squad shall be:

- a. To supervise conduct of Continuous Assessment Tests, End Semester Exams,
 - b. To ensure strict compliance with provisions of this Policy during conduct of these tests/exam by Chief Invigilators/Invigilators/Students.
 - c. To carry out surprise checks/visits to Exam Halls and independently report any cases of non-compliance with this Policy or Malpractices or use of Un-Fair Means in writing to CoE.
 - d. To inspect exam material/admit cards/identity cards, etc to ascertain true identity of students.
 - e. Upon conclusion of tests/exams the Chairperson may submit his/her report to the CoE, if any deemed necessary.
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15 INSTRUCTIONS TO STUDENTS:

- 15.1 **Students shall keep themselves updated about their sitting arrangement (Exam Hall Location & Seat) before coming for exam. Office of CoE shall broadcast Seating Plan for every exam through email on the previous day.**
- 15.2 **Timings:**
- 15.2.1 Start of Entry into Exam Halls: 15 minutes prior to commencement of exams.
- 15.2.2 Late Entry/Entry after commencement of exams: Not permitted under any circumstances.
- 15.2.3 Leaving Exam Halls: Not permitted within first 60 minutes & last 10 minutes.
- 15.2.4 No supplements: 10 minutes before conclusion of exams.
- 15.2.5 Break for Toilet: One student at a time may be permitted at the discretion of respective Invigilator. However, it shall not be permissible during initial 60 minutes & last 30 minutes.
- 15.3 **Things permitted inside Exam Hall:** Student's own Identity Card, Admit Card, pens, pencils & other stationery items required for answering along with only 01 transparent water bottle. 02 Note-Books containing hand written notes & endorsed with name & registration number of the student in case of Open Note-Book Exams.
- 15.4 **Things not permitted inside Exam Hall:** Except for things provided above, any electronic gadget, wrist watches of any kind, loose papers, any bag/pouch, etc. These items, which are not permitted within Exam Hall, shall be left outside. Institute shall not be responsible for safe custody of any such item.
- 15.5 Students shall write their personal details only at designated places in the Index Sheets (face page) of Main Answer Sheet & Supplementary Answer Sheet.
- 15.6 Students shall mention only the serial number of Main Answer Sheet in all the Supplements.
- 15.7 Students shall not indicate their identity in any way either on the faces or inner sides of the Main Answer Sheet or Supplements.

- 15.8 Students shall use a pen with blue/black ink for writing answers. Use of coloured pencil or ink is strictly prohibited except in case of diagrams & sketches.
- 15.9 Students shall not take Main Answer Sheet or Supplement (even if blank) outside of the Exam Hall. Such incident shall be treated as using UFM and appropriate action shall be taken as per rules.
- 15.10 Students shall not communicate with each other through any means. Such incident shall be treated as using UFM and appropriate action shall be taken as per rules.
- 15.11 All students shall abide with the instructions issued by the Chief Invigilator/Invigilators. Appropriate action as per rules shall be taken against delinquent student(s).
- 15.12 Institute shall take appropriate action as per rules against any student(s) who are reported for using UFM/misbehaviour/mal-practice who is(are) reported by Chief Invigilator to the Office of CoE.
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16 UN-FAIR MEANS (UFM):

- 16.1 “Un-Fair Means (UFM)” with reference to examinations means & includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with an intention to obtain wrongful gain to him/her or any other student or to cause wrongful loss to other student(s).
- 16.2 “Un-Fair Means Material” means & includes all the material which is not to be carried inside or outside the Exam Hall by a student and includes any kind of electronic communication devices/gadgets.
- 16.3 The term “Un-Fair Means (UFM)” shall include any one or more of the following acts or omissions on the part of student(s) which are relevant to an exam:
- 16.3.1 Possession of UFM Material, unauthorized books/papers/material of any kind, irrespective of whether connected with the exam or not.
 - 16.3.2 Intimidating Chief Invigilator/Invigilators through use of threatening/obscene language or man-handling/using violence or disturbing peace & tranquillity of Exam Hall.
 - 16.3.3 Leaving Exam Hall without permission of Invigilator/without depositing Answer Sheet or causing any kind of disturbance in Exam Hall.
 - 16.3.4 Communicating with other students or persons whether inside or outside of Exam Hall.
 - 16.3.5 Mutual or Mass copying.
 - 16.3.6 Smuggling-out or smuggling-in Main/Supplementary Answer Sheets whether written or blank.
 - 16.3.7 Forging signature of an Invigilator.
 - 16.3.8 Modifying or counterfeiting seals/stamps/main or supplementary answer sheets or any other official stationery used in examination.
 - 16.3.9 Inserting currency notes in Answer Sheets or attempting to bribe any person connected with conduct of exams.
 - 16.3.10 Impersonation through forging signatures, changing photographs/names/course codes or impersonation of any other kind.

16.3.11 Any other act not specified above but which may be considered as UFM by the Controller of Examination.

16.4 **Actions to be taken in case of use of UFM:** Invigilators of the Exam Hall shall, in cases use of unfair means, follow the procedure as under:

16.4.1 Invigilator shall confiscate the UFM Material found on the student. The student shall be called upon to surrender remaining UFM Material, if any, in his/her possession and surrender his/her Answer Sheet.

16.4.2 A statement along with the list of all UFM Material shall be prepared and signed by the Invigilator, which shall be attached with the Main Answer Sheet and submitted to the Chief Invigilator who will record his/her remarks on the same.

16.4.3 Chief Invigilator shall then forward all such cases & material in a separate sealed envelope marked as “UFM Cases” to Office of CoE.

16.4.4 If UFM are of oral type, the Invigilator shall record the same in his/her statement and take further action as prescribed in Para 16.4.2 above.

16.4.5 Invigilators shall endorse Registration Numbers of students using UFM on the envelope earmarked for forwarding other regular Answer Sheets to Office of CoE.

16.4.6 Answer Sheet of delinquent student(s) shall be confiscated and marked as ‘UFM Case’ or ‘Suspected UFM Case’. The student(s) shall be expelled from the Exam Hall.

16.5 **Procedure to be followed by Examiner during Assessment:**

16.5.1 Cases reported as ‘Suspected UFM’ or suspected so during evaluation:

If the Examiner at the time of evaluation of answer book suspects, that there is prima facie evidence that the student whose answer book he/she is assessing, appears to have resorted to unfair means, he/she shall prepare a report clearly stating the marks obtained by the student & recommendation on marks to be debited on account of use of UFM along with reason for suspecting the case as of using UFM. If there is no evidence of UFM, the Examiner shall prepare such report. The Examiner shall forward this report along with evaluated Answer Sheet through Head/Director of Dept/School to the Office of CoE in a separate, sealed & confidential envelope marked as “UFM Case”.

16.5.2 Cases reported as UFM: Answer Sheet shall be evaluated after giving due consideration to the report of Chief Invigilator & Invigilator and undue gains obtained through use of confiscated UFM Material. The Examiner shall prepare a report clearly stating the marks obtained by the student, relevance of the confiscated UFM Material & recommendation on marks to be debited on account of use of UFM. The Examiner shall forward this report through Head/Director of Dept/School to the Office of CoE in a separate, sealed & confidential envelope marked as "UFM Case".

16.6 **Punishment for Using UFM**: Report of Chief Invigilator, Invigilator(s) & respective Examiner shall be the basis for award of punishment to a student for using UFM.

16.6.1 Exam Disciplinary Committee (EDC), as per following composition, shall consider all cases of use of UFM:

- | | | |
|---|---|--------------|
| a. Dean (Students' Affairs) | - | Chairperson, |
| b. Head/Director of Dept/School | - | Member, |
| to which the delinquent student belongs | | |
| c. Respective Course Examiner | - | Member, |
| d. Rep of CoE | - | Member. |

16.6.2 EDC shall consider the reports of Chief Invigilator, Invigilators and the Course examiner to deliberate and recommend to the Vice Chancellor, through CoE, appropriate further action or punishment to be awarded.

16.6.3 EDC, considering gravity/weightage of use of UFM and after giving the delinquent student an opportunity to present himself/herself & submit reply in writing, may recommend any punishment including but not limited to levy of fine, re-exam in the Course, repeating the Course, debiting marks, not allowing registration in next semester, expulsion from Institute, etc.

16.6.4 In serious cases of man-handling/threatening/abusing, etc, the EDC may also recommend lodging a complaint with law enforcement agencies through Institute Security Officer.

16.6.5 Decision of the Vice Chancellor shall be final & binding on the student.

17 GUIDELINES FOR SUBMISSION OF EVALUATED ANSWER SHEETS:

- 17.1 Course Instructors shall return the evaluated Answer Sheets along with certified details of Grade Sheets/CMDs in hard copy within the date prescribed by the Office of CoE on the envelope containing Answer Sheets, and under any circumstances, before proceeding on leave/vacation/tour, etc..
 - 17.2 CMDs shall clearly mention Marks awarded to students in Continuous Assessment Test-1 (Out of 20-not applicable for Self-Study Courses), Continuous Assessment Test-2 (Out of 20-not applicable for Self-Study Courses), Internal Assessment (Out of 10-not applicable for Self-Study Courses) and End Sem Exam (Out of 50-Out of 100 for Self-Study Courses).
 - 17.3 Final Total Marks (out of 100 for courses & out of 350 for Dissertation) shall be awarded in whole numbers and not in fractions.
 - 17.4 Evaluation of UFM cases shall be as per provisions of Para 16.5 above.
 - 17.5 Program Co-ordinators shall certify & submit the Grade Sheets/CMDs in respect of exams undertaken by students for ONLINE/NPTEL/MOOC Courses latest by the date prescribed for the purpose in Academic Calendar.
 - 17.6 Cases (with details of Courses & respective Faculty in-charge) of non-receipt of Grade Sheets/CMDs within above prescribed period of 04 days shall be reported to Vice Chancellor. Results of such Courses shall be deferred & declared as per directions of VC.
 - 17.7 Office of CoE shall proceed to conduct meeting of RRC and declare results on the date prescribed in Academic Calendar.
 - 17.8 Course Instructors shall retain one copy of Grade Sheets/CMDs. Program Co-ordinators shall retain Grade Sheets/CMDs in respect of ONLINE/MOOC/NPTEL Courses. These records shall be required for assessments by NBA/NAAC.
 - 17.9 Office of CoE shall only consider final grades from Grade Sheets/CMDs received from Course Instructors/Program Co-ordinators. Therefore, it is necessary that due care is taken by all Course Instructors/Program Co-ordinators while submitting Grade Sheets/CMDs to the Office of CoE.
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18 ISSUING TRANSCRIPT & AUDIT COURSE CERTIFICATE:

- 18.1 Subject to applying through Head/Director of Dept/School, the Academic Section shall issue a transcript Grade Statement to a student who has qualified for award of degree.
 - 18.2 Subject to applying through Head/Director of Dept/School, the Office of CoE shall issue an Audit Course Certificate (as per format at Annexure 'I') to a student.
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19 NOTES:

- 19.1 This document shall be subject to decisions taken by the PGC and the DRC from time to time for which appropriate amendments shall be issued.
 - 19.2 Deviation from any of the above provisions shall be only with prior & written approval of the Vice Chancellor.
 - 19.3 Decision of the Vice Chancellor shall be final & binding in case of any ambiguity.
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**OFFICE OF CONTROLLER OF EXAMINATIONS
DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY
(Deemed University), Girinagar, Pune-25
Tel No : (020) 24604032/33, email : coe@diat.ac.in**

**For
Office Use**

SPRING / AUTUMN
Year _____

EXAMINATION FORM

To,
**The controller of Examinations
Defence Institute of advanced Technology
(Deemed University), Girinagar,
Pune - 411025**

Affix a recent
self-attested
passport Size
photograph

Sir/Madam,

I request permission to register for the AUTUMN/SPRING 20____ Examinations in **M. Tech./ M.S./ M.Sc./ Ph.D.** programme _____ to be held in the month of _____ 20____ (*As per the Academic Year Calendar*). I have opted for the courses in **First / Second** semester examination as given overleaf.

My 12-digit AADHAAR Number is: _____

My 12-digit APAAR/ABC ID is: _____

1. Name: _____ [Male/Female]
(As per AADHAAR Card)

2. Father's / Husband's Name: _____

3. Programme title: _____ **Dept:** _____

4. Date of Registration: _____ **Registration No:** _____

5. Category: Scholarship Students/ MoD sponsored/ Industry Sponsored/ Others (_____)

6. Qualifying Examination Passed:

Branch	University	Passing Month & Year	Grade / Marks

(A copy of last qualifying examination should be enclosed if **appearing for the first time**)

7. Address for Correspondence: _____

State: _____ **PIN:** _____

8. Mobile No: _____ **Email ID:** _____
(Linked with AADHAAR)

Date of submission: _____ 1. Submitted on or before the date: Yes / No 2. Submitted with late fee of Rs. 500 Yes / No. If Yes, please provide details Receipt No _____ Date _____ (Enclosed a copy of payment receipt of Rs. 500)	Sign of the Student: _____ Name of the Student: _____ Registration No: _____ Department: _____
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(See on backside)

COURSES SELECTED FOR CURRENT SEMESTER : SPRING / AUTUMN 20_____

Sl No.	Course Name	Course Code	Core/Self-Study/ Laboratory/Elective	Signature of Prog Co-Ord
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

NOTE: Program Co-ordinators shall be solely responsible for timely submission of Marks/CMDs in respect of every ONLINE/ MOOC/NPTEL Course opted by the student.

COURSES OPTED FOR PREVIOUS SEMESTER : SPRING / AUTUMN 20_____ (if any)

Sl No.	Course Name	Course Code	Core/Self-Study/ Laboratory/Elective	Grade	Pass/Fail
1.					
2.					
3.					
4.					
5.					
6.					

**CERTIFICATE OF SUPERVISORY & HEAD/DIRECTOR OF DEPT/SCHOOL
(FOR DISSERTATION ONLY)**

CERTIFICATE OF SUPERVISOR

This is to certify that, Shri./ Smt. _____ studying in **M. Tech.(I/II) / M.S.(I/II) / M.Sc.(I/II) / Ph.D.** Programme in _____, bearing Regn No: _____ has worked under my direction for academic term starting from _____ to _____ in the Department/School of _____ at **DIAT(DU)** and that, the Dissertation titled _____ and a synopsis of which has been signed by me is entirely the work of the candidate and has been approved by the University.

Date: _____**Signature of the Supervisor:** _____**Name of the Supervisor :** _____**CERTIFICATE OF HEAD / DIRECTOR OF DEPARTMENT / SCHOOL**

This is to certify that, Shri./ Smt. _____ studying in **M. Tech.(I/II) / M.S.(I/II) / M.Sc.(I/II) / Ph.D.** Programme in _____, bearing Regn No. _____ has satisfactory attendance in each of the above courses. He / she may be permitted to appear for the examination. Further, it is also certified that, the above courses are as per prescribed course structure available in the courses of study for PG Programmes offered by DIAT (DU) during Autumn/Spring Sem of the academic Year 20____ to 20_____

Date: _____**Signature of Head/Dir of Dept/School:** _____**Name of Head/Dir of Dept/School:** _____

Annexure 'B'

**OFFICE OF CONTROLLER OF EXAMINATIONS
DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY
(Deemed University), Girinagar, Pune-25
Tel No : (020) 24604032/33, email : coe@diat.ac.in**



BATCH	ADMIT CARD	M. Tech. / M. Sc. / M.S. / Ph. D.
EXAMINATION : AUTUMN / SPRING 20		

- 1. Name:** _____
(As per AADHAAR Card)
- 2. Registration Number:** _____ **Department:** _____
- 3. Programme Title:** _____
- 4. Degree:** M. Tech. / M.S. / M.Sc. / Ph.D.
- 5. Semester:** First / Second
- 6. Courses appearing for present examination:**

Affix a recent
passport sized
photograph

To be attested
by Head/Dir of
Dept/School

Sl No.	Course Name	Course Code	Core/Self-Study/ Laboratory/Elective	Signature of Prog Co-Ordinator
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

(Courses entered on registration form will be consider as final)

BACK LOG COURSES FROM PREVIOUS SEMESTER (APPEARANCE IN PRESENT EXAMINATION)

Sl No.	Course Name	Course Code	Core/Self-Study/ Laboratory/Elective	Signature of Course Instructor
1.				
2.				
3.				
4.				

NOTE: O i/c shall be solely responsible for timely submission of Marks/CMDs in respect of every ONLINE/ MOOC/NPTEL Course opted by the student.

Checked by CoE staff Controller of Examinations	Controller of Examinations
Signature: _____ Name: _____ Designation: _____ Date: _____	Signature: _____ Date: _____ Stamp: _____

INSTRUCTIONS TO CANDIDATES

1. Candidates should write their personal details, as asked, only in the Index Sheet attached on the main answer book.
2. Candidates should write only the serial number of the main answer sheet in all the supplements.
3. Candidates should use blue/black ink pen for writing answer. Use of coloured pencil or ink is strictly prohibited except in case of diagrams & sketches.
4. Candidates should not indicate their identity in any way on main answer book or in the supplements.
5. Candidates should not take with them any answer book or supplement while leaving the examination hall.
6. Candidates must make sure that they are not in possession of any material such as books; note books, scribbled notes or cell/mobile phones in the examination hall including on their Desk/Seat.
7. Candidates must not speak or communicate with other candidates in the examination hall during the examination.
8. Candidates must obey the instructions issued by the invigilators and do not behave in a rude or disobedient manner.
9. Candidates should read & understand Institute Exam Policy which is available on the Institute Website under Home/Administration/Controller-Of-Examinations, presently at <https://diat.ac.in/wp-content/uploads/2023/11/CoE-Policies.pdf>.

Annexure 'C'

Tel No : (020) 24304033
 Fax No. : (020) 24389360
 Email : coe@diat.ac.in



OFFICE OF CONTROLLER OF EXAMINATIONS
 Defence Institute of Advanced Technology
 (Deemed University), Girinagar, Pune-25

DIAT/F/CoE/Corr/03

18th Apr, 2018**TO WHOMSOEVER IT MAY CONCERN**

DIAT (DU) has proposed following formulae for the conversion from CGPA to Percentage of Marks and vice versa.

Formula for CGPA to Percentage Conversion:

CGPA	Equivalent Percentage of marks
CGPA \geq 5.75	(CGPA-0.75) x 10
CGPA < 5.75	50

Formula for Percentage to CGPA Conversion:

Percentage of Marks	Equivalent CGPA
Percentage \geq 57.50	Percentage / 10 + 0.75
Percentage < 57.50	5.00

Note: Conversion certificate will not be issued by the Institute to individual student. Students may download the conversion formulae from the Institute website.

Controller of Examinations



Annexure 'D'

OFFICE OF CONTROLLER OF EXAMINATIONS
DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY
 (Deemed University), Girinagar, Pune-25
 Tel No : (020) 24604032/33, email : coe@diat.ac.in

For Office
Use

APPLICATION FOR RE-TOTALLING OF ANSWER SHEET(S)

To
 The Controller of Examinations,
 Defence Institute of Advanced Technology
 Pune-25

Respected Sir,

I request for Re-totalling of Answer Sheet(s) of Autumn/Spring 20__ examination appeared by me. The prescribed fee @ Rs.500/- per Course has been paid to Dept of Finance, DIAT (DU) by me vide their Receipt No _____ dt _____ (original attached herewith).

My Particulars are as follows:

1. Full Name of the Candidate: _____
2. Registration Number: _____
3. Particulars of Examination-
 - a) Name of Examination & Programme: _____
 - b) Examination Month & Year: _____
 - c) Result: _____

Details of the Course to which Re-Totalling is required:

Sr No.	Course Name	Course Code	Credit	Grade Obtained

Yours faithfully,
 (Signature of the Student)

Recommendations of Head/Director of School

A. GRADING SYSTEM AND MINIMUM STANDARDS FOR PASSING:

Range of Marks Obtained	Grade Points	Letter 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)
Absent	0	Ab (ABSENT)

B. CALCULATION OF SEMESTER GRADE POINT AVERAGE (SGPA) & CUMULATIVE GRADE POINT AVERAGE (CGPA): SGPA is rounded off to nearest 2nd decimal point while CGPA is rounded off to nearest 1st decimal point.

$$SGPA = \frac{\sum(C_i \times G_i)}{\sum(C_i)}$$

where: i. C_i is the number of credits for the i^{th} Course,

ii. G_i is the Grade Point obtained in the i^{th} Course, &

Example:

Semester	Course	Credits (C_i)	Letter Grade	Grade Point (G_i)	$C_i \times G_i$
1	1	3	A	8	24
1	2	4	B+	7	28
1	3	3	B	6	18
1	4	3	O	10	30
1	5	3	C	5	15
1	6	4	B	6	24
		$\sum(C_i)=20$			139
SGPA					$139/20 = 6.95$

$$CGPA = \frac{\sum(C_s \times SGPAs)}{\sum(C_s)}$$

where: i. C_s is the total number of credits in s^{th} Semester,

ii. SGPAs is the SGPA obtained in s^{th} Semester, &

Example:

Semester	Total Credits in the Semester (C_s)	SGPA (SGPAs)	$C_s \times SGPAs$
1	20	6.9	138
2	20	7.8	156
3	20	5.6	112
4	20	6.0	120
		$\sum(C_s)=80$	$\sum(C_s \times SGPAs)=526$
CGPA			$526/80 = 6.6$

C. LEGENDS:

Asterisk (*) symbol	Re-Examination
Hash" (#) symbol	Course Repeated
Autumn Semester	July to December
Spring Semester	January to June



DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY
(Deemed University)
PG/PhD EXAMINATIONS
1st/2nd Assessment Test – (SPRING/AUTUMN 20__)

Course (Subject): _____ Code: _____

Duration :02Hrs Total Marks: 20

Note:

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

Q1. (Main Body of Question) (a) (Sub parts of question if required) (i) (Sub parts of question if required)	Marks/CO/BT Level
Q2. (Main Body of Question) ↓ (a) (Sub parts of question if required) (i) (Sub parts of question if required)	Marks/CO/BT Level
Q3. (Main Body of Question) ↓ (a) (Sub parts of question if required) (i) (Sub parts of question if required)	Marks/CO/BT Level
Q4. (Main Body of Question) (a) (Sub parts of question if required) (i) (Sub parts of question if required)	Marks/CO/BT Level

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 of the Examiner)



DEFENCE INSTITUTE OF ADVANCED TECHNOLOGY
(Deemed University)
PG/PhD EXAMINATIONS
END SEMESTER EXAMS – (SPRING/AUTUMN 20__)

Course (Subject): _____ Code: _____

Duration :03Hrs Total Marks: 50/80/100

Note:

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

Q1. (Main Body of Question)	Marks/CO/BT Level
(b) (Sub parts of question if required)	
(ii) (Sub parts of question if required)	
Q2. (Main Body of Question)	Marks/CO/BT Level
↓ (a) (Sub parts of question if required)	
(ii) (Sub parts of question if required)	
Q... (Main Body of Question)	Marks/CO/BT Level
↓ (b) (Sub parts of question if required)	
(ii) (Sub parts of question if required)	
Q... (Main Body of Question)	Marks/CO/BT Level
(b) (Sub parts of question if required)	
(ii) (Sub parts of question if required)	

Note: Font – ARIAL, SIZE- 12 Bold to be typing, Paper size: A4

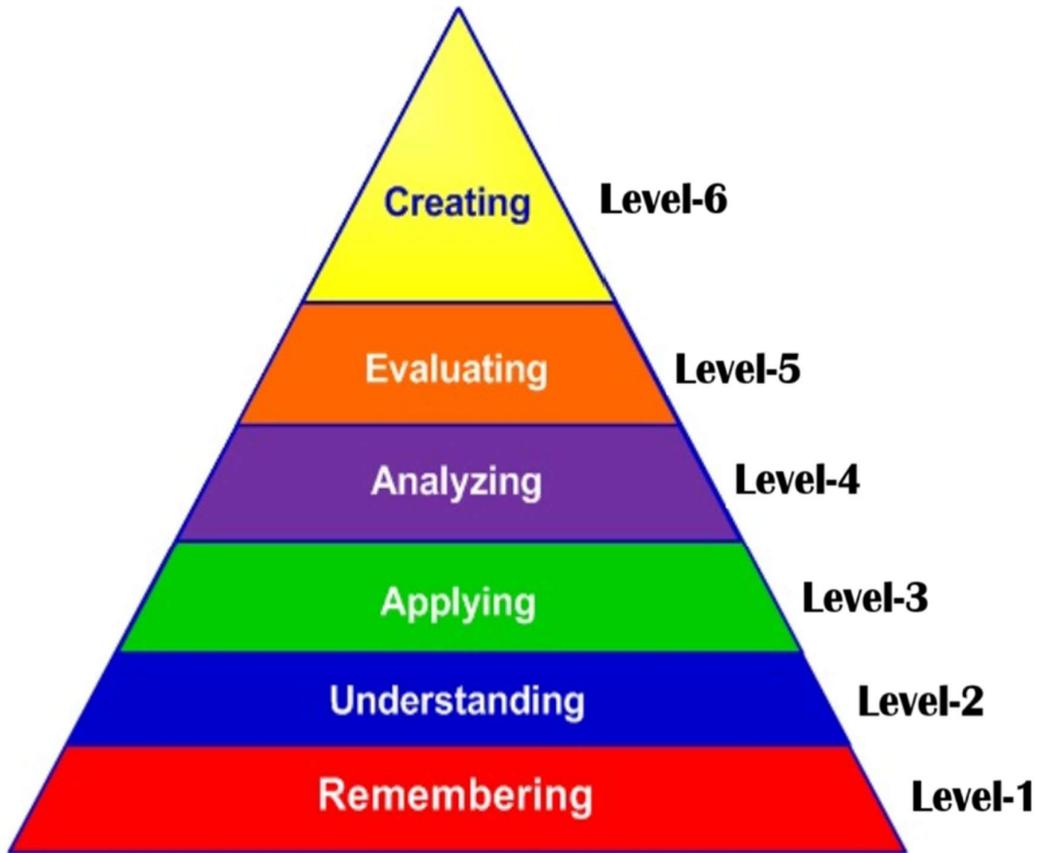
SPECIAL REQUIREMENTS

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 of the Examiner)

Blooms Taxonomy - Revised



Annexure 'I'



उन्नत प्रौद्योगिकी रक्षा संस्थान
(सम विश्वविद्यालय)
(रक्षा अनुसंधान एवं विकास संगठन से पूर्ण वित्तीय पोषित स्वायत्त संस्थान, रक्षा मंत्रालय)
गिरीनगर, पुणे - 411025, भारत

Defence Institute of Advanced Technology
(Deemed to be University)
(An Autonomous Organisation Fully Funded by Department of Defence Research & Development, Ministry of Defence)
Girinagar, Pune - 411025, India

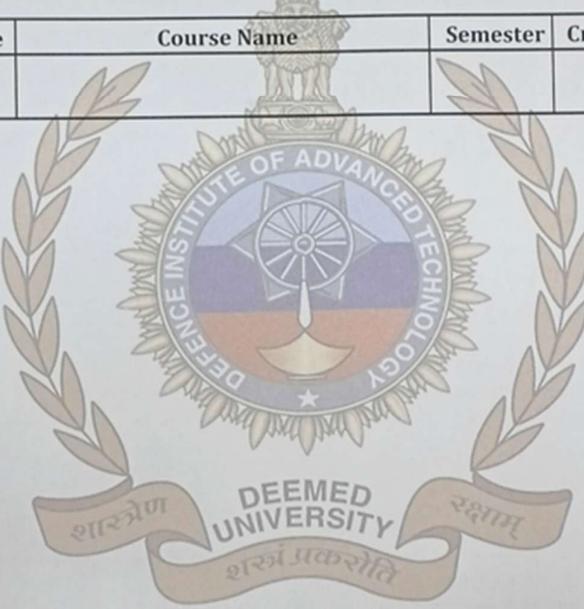
AUDIT COURSE CERTIFICATE

Name: _____ Registration No: _____

Programme: _____

Department: _____

Course Code	Course Name	Semester	Credits	Grade



Date of Result: _____

Institute Seal _____

Controller of Examinations _____

END

