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**JHARKHAND UNIVERSITY OF TECHNOLOGY**  
(Established by Jharkhand University of Technology Act 2011)



**EXAMINATION REGULATION FOR  
DIPLOMA PROGRAMMES**  
With effect from  
**ACADEMIC YEAR 23-24**

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## EXAMINATION REGULATIONS

**Note:** These rules are framed by **Jharkhand University of Technology, Ranchi**.

For implementation of these rules, the user of this document shall follow the guidelines in the form of instructions and procedures issued by JUT, Ranchi (here after called as University) from time to time.

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**REGULATIONS: EXAMINATIONS, RESULTS AND AWARDS REGULATIONS GENERAL  
(APPLICABLE TO ALL COURSES UNDER JUT, RANCHI)**

**1 Teaching and Examination Scheme**

The teaching and examination schemes of a Diploma shall be as per the respective prescribed curriculum, subject to the revisions and modifications made by the University of studies, from time to time.

**A) Rubrics:**

**Rubrics for Evaluation of Theory and Practical Subjects of NEP-2020 based syllabus of Diploma in Engineering/Technology**

**I. Theory Subject (Say Full Marks- 100)**

- i. There will be external Examination conducted by University - 70 Marks.
- ii. There will be internal evaluation of 30 Marks which comprises of followings-
  - a) 1<sup>st</sup> Mid Semester (when about 40% syllabus is covered) - 10 Marks.
  - b) 2<sup>nd</sup> Mid Semester (when about 40% syllabus is covered) - 10 Marks.
  - c) Two assignments/Class Tests each of 05 Marks (Avg. of Two) - 05 Marks.
  - d) Attendance in class - 05 Marks.

**Total- 30 Marks**

**II. Practical Subject (Say Full Marks- 100)**

- i. There will be external Examination conducted by University - 40 Marks.
- ii. There will be internal continuous assessment of 60 Marks which comprises of followings-
  - a) Average of total experiments - 30 Marks
    - I. Mark awarded for design and conduct of experiments - 06 Marks
    - II. Observation/Coding/Implementation - 06 Marks
    - III. Results - 06 Marks
    - IV. Record submission in regular class - 06 Marks
    - V. Viva-Voce - 06 Marks

**30 Marks**

- b) Attendance in Lab - 10 Marks

- c) Model internal practical examination at the end of semester  
(As per internal schedule) - 20 Marks

**Grand Total- 60 Marks**

**2 Rules of admission to a course**

**A) Eligibility**

No candidate shall be admitted to a course for Diploma, unless he has passed the qualifying examination or an equivalent examination as prescribed for admission to the course, and fulfilled other conditions as prescribed for the admission to the course, by the Competent Authority or the University.

## B) Eligibility Criteria for Admission to Higher Semester:

1. Every student in a Diploma programme is required to be present and register for each Semester on the date fixed and notified in the Academic Calendar.  
The registration process will have 3 components:
  - The Physical presence of the student in the campus.
  - Payment of prescribed fees including any unpaid dues of past semesters and
  - Selection of courses/subject papers to be studied during the semester
2. Registration of students will be organized by the Academic Section of the Institute. The subject details will be verified by the faculty members of the respective Institute. Payment of dues will be verified by the Academic Section and Account Section. An appropriate semester registration form will be used for this purpose. A list of registered students along with subject details and any other relevant information shall be forwarded by the Director/Principal of the Institute/College to the Academic Section of the JUT.
3. A student who does not register till the date specified by the institute/ College/ University due to reasons beyond his control, may be permitted to register by the Dean/Director/Principal of the concerned Institute within the next 5 working days, on payment of a prescribed late fee. Thereafter late registration shall not be permitted, except in duly constituted cases, eg. a serious medical problem, a family calamity, etc, with the approval of the Dean/ Director/Principal. Late registration beyond 15 calendar days from the scheduled date of registration shall normally not be permitted. Only those students will be permitted to register who have
  - Cleared all Institute and Hostel dues of the previous semesters.
  - Paid all required prescribed fees for the current semester.
  - Not been debarred from registering for a specified period on disciplinary or any other ground.
  - Satisfied the academic requirements and not been struck off from the rolls of the Institute.
4. The promotion of the students will be done on yearly basis from the University subject for fulfilment of the following conditions:-
  - Earned at least 60 % (rounded off to the maximum) of the credit available in that year
  - To pass a subject a student must obtain a minimum of 40 marks (40%) out of 100 including End Semester and internal Examination.
  - Pass marks in practical examinations and projects-50% of the total marks.
  - The University will organize a Special exam for the outgoing batch students only, to clear their back log papers.
  - A candidate may be awarded grace marks up to a maximum of a total of 08 marks, in a maximum of four subjects but not more than three marks in any subject including theory papers, practical, project, seminar, industrial training.



and /or aggregate marks in each academic year provided he/she can be declared to have passed the academic year by the award of these marks. The grace marks shall not be added to the aggregate marks.

5. A student who has been debarred from appearing at an examination either
- A student who has been debarred from appearing in an examination either as a measure of disciplinary action or for adopting malpractice in an examination, may register for the subject(s) as backlog papers in the following semester.
  - Those who have been awarded grade I because of poor attendance or grade F because they failed may register for the subject(s) as backlog papers in the following semester.

### **3 Rules of Eligibility to Appear for examination**

#### **A) Eligibility to Appear in Examination: Examination Forms, Fees and late fees**

##### **i) Responsibility of applying for admission to examination:**

A candidate shall apply separately for each semester examination he wishes to appear in. It shall be the responsibility of the candidate to fill up the examination form/s for admission to examination/s, along with fees/late fees, as applicable, through the head of his institute. University shall have power to cancel the performance of the candidate in the examination, if found to have appeared in examination without fulfilling above criteria.

##### **ii) Application for Admission to Examination:**

A candidate intending to appear in a semester examination shall be required to apply in the prescribed examination form for admission to examination and submit the same along with the prescribed fees to the Principal/Head of Institute, on or before the notified dates. The candidate applying after the due date shall have to pay the late fees, as prescribed by the University from time to time vide its circular. This fees is to be borne by the candidate and not by institute. The examination fees and late fees shall be non-transferable.

\*The examination fees, late fees shall be prescribed in the form of Circulars issued by the University from time to time

##### **iii) Forwarding the Examination Forms by Institute to University Office:**

Examination forms of eligible candidates, complete in all respects, certified by the Principal/ Head of the institute for eligibility, completeness and accuracy of information and accompanied by prescribed fees/late fees along with the list of appearing candidates.

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**B) Re-adjustment of Examination Fees**

Examination fees once paid shall not be held in reserve for future examination. It shall ordinarily be not re-adjustable, except under following circumstances.

- i) If a candidate submits the examination form with requisite fees, as per the schedule for the ensuing examination, his result being revised by re-totalling, and later he is declared successful, such candidate would have to apply for the re-adjustment of examination fees within 15 calendar days after the declaration of his result. Head of institute shall forward such application expeditiously to the JUT office, which shall re-adjust the fees in the next examination.

**C) Condoning deficiency in attendance**

In case the attendance of a candidate falls short by not more than 10% due to his own illness (duly certified by a registered medical practitioner) the Principal / Head of the institute may condone such deficiency at his discretion and permit the candidate to appear for examination, if he is otherwise eligible.

**D) Withdrawal of application For Examination & Cancellation of Performance in the examination**

- (i) Not with standing the submission of application & payment of examination fees the Principal/Head of the institute shall be competent to delete application of the candidate who fails to full-fil any of the laid down eligibility conditions for admission to examination mentioned in this regulation, under intimation to the University. The examination fees paid by the candidate shall not be for feited.
- (ii) Not with standing the acceptance of application form and fees, the performance/result of the applicant at the examination would be cancelled if it is later found that the applicant was not eligible for admission to the relevant semester and for admission to the said examination.

**E) Action against Defaulting Candidates:**

The candidate who does not fulfil the eligibility criteria (such as non-completion of satisfactory deficient attendance etc.) to appear in examination shall be treated as defaulter and be disallowed for examination and detained in the same class. Such candidate shall not be allowed to appear in examination even though he has submitted examination forms and paid fees. The Principal/ Head shall prepare list of such defaulting candidates and submit to the University, as soon as the academic term is over. In case, it is found that the defaulting candidate is not detained, University shall have the right to cancel the performance of such candidate in that examination and also the matter shall be placed before duly constituted Committee for appropriate action against the subject teacher/Principal/Institute. The University may report the matter to the Government also for further action in such cases.

**F) Action against Defaulting Institute**

In case an Examiner or University detects that the candidate/s have not completed the



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practical as per prescribed curriculum satisfactorily, however, it has been certified as satisfactory and complete by the institute. In such a case the examiner shall not examine the incomplete record and submit a report to Examination Controller, JUT, who, in turn, will put the matter before the duly constituted Committee for further action against the candidate and the institute.

**G) Admission to Examination Hall:**

**(a) Mandatory Documents for a Candidate during Examination:**

The Examination Controller shall issue Admit Card to each eligible candidate who has applied for examination. Each candidate appearing for the examination must possess a proper Admit Card; a valid Identity Card issued by his institute, bearing his sufficiently recent photograph for easy verification of his identity and produces the same as and when demanded by an authorized person during examination.

**(b) Penalty to candidate lacking mandatory documents:**

If a candidate is unable to produce on demand the Admit Card & Identity Card, he/ she may not be allowed to appear for the examination.

**H) Disallowed Candidates Ineligible to Appear in Examination**

No Candidate who is disallowed by the University for an examination for not fulfilling conditions specified in this regulation shall be permitted to appear in that examination. He shall have to fulfill all relevant conditions by seeking fresh admission to the same semester afresh.

**I) Failing to Appear in the Examination**

Candidate, who fulfils all the conditions prescribed in this regulation, Filled Examination form but could not appear in the examination, may appear for a subsequent examination as an ex-candidate. In such a case, the candidate himself/ herself shall preserve the records put in by him. Principal/Head of the Institute shall take an undertaking from the candidate that he/she would be responsible for presenting his records at the time of his appearance for the next examination.

**J) Reappearance in passed examination:**

No candidate will be permitted to appear afresh in any of the semester examination/s which he has already passed, except the final semester examination leading to the award of a Diploma.

**8. Conduct of Examination and Result Processing**

**A) Publication of academic calendar.**

University will prepare and publish academic calendar for the academic year and shall circulate to all its affiliated institutes and publish it on its website/prior to commencement of classes. The dates of commencement of examinations shall be as indicated in the academic calendar of the University, circulated to all its affiliated institutes. The detailed time table of an examination would be sent to all institutes at least 10 days prior to the commencement of the examination. Any changes of dates, due to

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unavoidable circumstances, shall be intimated to institutes and also published through press and other media, adequately in advance.

**B) Modes of Examination:**

**Mode of Written examination:**

Each candidate presenting himself at the specified centre of examination shall be supplied the Question paper and he shall have to write the answers on the Answer Book supplied by the University.

**Mode of Practical, Sessional, project/Any Other head Examinations.**

The internal and/or external examiners appointed by Examination Controller shall conduct these examinations, as applicable "according to the teaching and examination schemes" of the curricula. Further, the mode of conduct of any of these examinations shall be as decided by the University from time to time and even may be online. In case of online examination it is the responsibility of the institute to provide adequate numbers of computers with soft wares and peripherals for smooth conduct of examination.

**C) Medium of Examination:**

Candidates appearing for an examination of the University shall have to write and communicate answers to the questions in written or oral examinations, through the medium of English or Hindi language only, unless otherwise specified.

**D) Granting change of examination centre:**

Generally, no change of centre of examination would be granted. However, in exceptional cases, Examination Controller may grant the change, considering merits of the case.

**E) Permission for writer:**

- i) Permission for writer would be granted to a candidate only if he is physically unable to write the answers and has been medically so certified, at the time of examination.
- ii) Any physical disability, which existed during the study, shall not be considered as valid reason for permitting a writer.
- iii) The writer so permitted shall be less qualified than the candidate. Further, the writer shall neither be a relative of the candidate nor an employee at the centre of examination. The principal/ Head of the institute shall ascertain this fact.
- iv) Change of writer: Changing the permitted writer is not allowed. In exceptional circumstances, the centre superintendent of examination centre may permit the change, after ascertaining that the new writer also satisfies the conditions applicable for a writer as mentioned in (iii) above and inform the University office.



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- v) For obtaining permission for writer, the candidate or his parent/s shall apply to the Centre Superintendent in writing along with medical certificate and supporting documents issued by a registered medical practitioner not below the rank of Assistant Civil Surgeon.
  - vi) The institute would make separate seating arrangement for such disabled candidate/s and the writer. The candidate and the writer, both shall be present together, during the sessions of the examination.
  - vii) Use of writer shall be limited to writing answers of theory papers only, and shall exclude-drawing/graphics, and subjects wherein the motor skill of the candidate has to be tested.
  - viii) Further, the candidate permitted to use writer shall not be allowed to write or draw anything. Occurrence of any such event shall be considered as misconduct on the part of the candidate and he shall be liable for disciplinary action.

## 9 Result Processing

### A) Results of the Examinations:

As soon as it is practicable, after completion of examinations and subsequent evaluation, the Examination Controller, in accordance with prescribed rules, shall declare result of the said examinations.

### B) Result Status

The result of a candidate shall fall in to one of the following status categories. The Status categories are applicable, as per teaching and examination scheme for a particular course.

- I DST (First Class with Distinction): Candidates passing in all subject heads and securing minimum 75% of total marks shall fall in this category.
- I (First Class): Candidates passing in all subject heads and securing minimum 60% or more but less than 75% of total marks shall fall in this category.
- II (Second Class): Candidates passing in all subject heads and securing minimum 45% or more but less than 60% of total marks shall fall in this category.
- Pass (Pass Class): candidates passing in all subject heads and securing minimum 40% or more but less than 45% of total marks shall fall in this category.
- Fail: Candidates failing to secure minimum passing marks in number of subjects more than those prescribed for award of PROMOTED or minimum percentage of aggregate marks shall fall in this category.

### C) RW-Result with held

- i) Clearing RW Results

The result of a candidate shall be with held in reserve for want of any marks or

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information from the institutes and declared on obtaining such information as per the schedule of the University.

- ii) **Penalty to institute for Non-clearance of RW:**  
In case any institute fails to get cleared its RW cases by the dates specified by the University if any, it shall be liable for penalty as decided by the University from time to time. Besides, names of such institutes shall be reported to the Director Technical Education and Government for further disciplinary action.

**D) Processing Adversely Affected Result before its Declaration:**

When the result of an examination is found to have been adversely affected before its declaration, either on account of unexpectedly large number of failures in a subject/s due to the question paper/s being set beyond the scope of the Curriculum or on account of error, malpractice, fraud, improper conduct of examination or any other matter, such matter shall be placed before the duly constituted Committee setup by the University for its consideration and recommendations for further course of action in this regard.

**E) Allotment of abnormally high-or low internal marks:**

In case it is revealed that the candidates of a particular course/s of an institute has been allotted abnormally high or low internal assessment marks, such cases shall be enquired into and the matter shall be placed before the duly constituted Committee setup by the University for its recommendations to the extent of modifying the marks in proportion to the average marks of the whole class in the related theory paper or all theory papers (in case the related subject of the internal assessment does not have theory paper for the examination) of that examination, secured by the class, limited to the minimum marks for passing and consequent amendment in the result shall be affected.

**F) Amendment in Declared Results:**

In case, the declared result of an examination is later found affected by an error (except those covered under malpractice, fraud or improper conduct); the matter shall be placed before the duly constituted Committee setup by the University. The Examination Controller shall have the power to amend such result according to the recommendations of the duly constituted Committee.

No result shall however, be amended after six months from the date of declaration of such result or after declaration of the result of the next examination at the same level, whichever is earlier.

**G) Late Communication of Internal Marks by an Institute:**

If head of the institute fails to communicate any of the internal assessment marks of a candidate before the set last date in this regard or before the declaration of the result of the related examination, the result of such candidate shall be held in reserve. If head of the institute communicates such marks after the declaration of the result, these marks would



be accepted by the University for clearing the reserve cases.

After the declaration of the result, if it is revealed that an institute has communicated erroneous internal assessment marks, the result shall be reviewed and duly modified in light of the provisions laid down in the preceding para.

**H) Amendment in the Declared Result Owing to Misconduct:**

If the result of a candidate has been declared and later it is found that such result had been affected through malpractice, fraud or other misconduct, irrespective of whether the candidate has benefited by it or not, and that such candidate, in the opinion of the Controller of Examination, has partly or fully participated in such malpractice, fraud or misconduct, all such cases shall be placed before the duly constituted Committee for scrutiny. The Registrar of University shall have power to advise Examination Controller to amend the result of such candidate as per the recommendation of the duly constituted Committee. The University shall declare the previous result null and void and same shall be published in the print media.

**I) Implementation of the amended result by the institute:**

On receiving the amended result, the institute shall get its institutional copy of Tabulation Register duly corrected by the University. The institute shall further make effort to take back the original mark sheet and the diploma certificate as the case may be, from the candidate. The institute shall return these documents to the University.

**J) Certificate of marks (Marks Sheet):**

**i) Issuance of mark sheet:**

A candidate appearing for an examination of the University will be entitled to certified certificate of marks, after the declaration of results of the said examination through the Head of the Institute.

**ii) Duplicate Certificate of marks:**

A candidate shall apply in the prescribed form along with requisite fees for duplicate certificate of marks.

**K) Re-totalling of Marks.**

A candidate who has appeared at the examination conducted by the University may apply to the Controller of Examinations for Re-totalling of marks, in any of theory paper/s within 15 days after publication of the result. If a candidate fails to apply for the re-totalling of marks within the prescribed date, he shall lose the right to re-totalling.

Re-totalling shall be restricted to verifying that all answers attempted by the candidate have been assessed; there has been no mistake in totalling of marks allotted to each answer in the answer book of that subject/s, all such allotted marks to each answer are

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transferred correctly on the cover page of the main answer book and whole answer book, main and all its supplements as mentioned by the candidate on the cover page of main answer book, are intact. If, as a result of Re-totalling, a candidate becomes eligible for modification of the result, due corrections shall be made in the Tabulation Register of the University and the candidate be informed accordingly. No re-evaluation of any answers in the answer book shall be done. The candidate whose result status is Promoted/Failed may also apply (in his own interest) for re-totalling as per schedule of application. University shall declare the outcome of application for re-totalling within 30 days from date of declaration of result of that examination

Re-totalling will be done by a three members standing committee constituted by the Controller of Examination of the University and the same will be empowered to recommend changes in the totaling of marks, if any. In case the committee finds that certain portion of the answer/s are unevaluated then the committee will recommend to the University for appointment of expert for evaluation of the unevaluated portion and the same will be forwarded to the committee for compliance, who in turn will recommend for modification of result.

**L) Time Limit for Preservation of Assessed Answer Books:**

The assessed answer books of an examination shall be preserved for three years from declaration of the result, except those concerned with ongoing court cases and inquiry matters.

**10 Penalty for Acts of Misconduct of Candidate**

**A) Misconduct Before, During or After the Examination:**

If at any point of time, before, during or after the examination, it is found/reported that a candidate/institute has indulged in any act of misbehavior or misconduct, thereby committing breach of any of the rules laid down by the University in this behalf. Examination Controller, after due enquiry of the incident, is convinced of such possible misconduct/misbehavior on the part of the candidate / the institute, he shall place all such cases before the duly constituted Committee for its final decision on penalties to be imposed or action to be taken in this regard.

**B) Candidate Found Copying or Misbehaving During the Examination:**

If during an examination a candidate has been found copying or using or attempting to use unfair means, the matter will be dealt by the Centre Superintendent in consultation of the Magistrate/Observer, he may take the action as deemed to be appropriate. The Centre Superintendent will seize the answer book, copying material and along with statement of Invigilators will report the event to the Examination Controller who will refer the case to



the duly constituted committee for final decision in this regard.

**C) Copying Cases Detected In Evaluation Centre:**

When a case of copying or misconduct is detected by an examiner at the evaluation centre, at the place of evaluation while assessing the answer-books, the examiner shall report to the Evaluation Director of the assessment centre or the Examination Controller, as the case may be, along with his observations. The Evaluation Director of the centre shall report such cases along with the report of the Examiner/s to the Examination Controller. The Examination Controller shall cause an enquiry into the matter and place all such cases along with enquiry report/s before the duly constituted Committee for its final decision in this regard.

The Controller of Examination of University shall have the power to order the cancellation of the result of such defaulting candidate in the examinations at which candidate appeared and also to debar from subsequent examinations, either permanently or for such a specified period as the duly constituted Committee may deem fit.

**D) Eligibility to Appear Fresh At Examination after the Expiry of Penalty Period:**

The candidate, who, in the opinion of Duly constituted Committee, is found guilty and given punishment, whose all appeared examinations, are cancelled and who is further debarred from examination/s for a specified period shall be eligible to appear as afresh candidate for such examination/s after the expiry of the penalty period, provided he is otherwise eligible. During the period of punishment such candidate shall not be eligible to appear for any examination/s of the University, Neither he/she shall be eligible to seek admission.

**E) Penalty/punishment for malpractice and negligence by institute:**

The institute is liable for punishment as decided by the University for any act towards disturbance of functioning of the University such as,

- i) Delay in submission of the necessary documents required for declaration of result, issue of diploma certificates, preparation of pre-examination documents, etc
- ii) Submission of documents with in correct or false information,
- iii) Submission of forged and fabricated documents
- iv) Breach of Rules or instructions,
- v) Malpractices/Negligence observed at the Examination centres and evaluation centres.
- vi) Delay in submission of documents like examination forms, list of appearing candidates, Enrolment forms, mark sheets and such other relevant documents"

The nature and quantum of the penalty/punishment shall be as decided by the University as recommended by the Duly constituted Committee.

**11 Discrepancies in Question Paper/s**

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In case some discrepancies are found to have occurred in Question Paper/s or such complaints are received from the candidates, as well as staff or teaching faculty member/s and when there is substance in the complaint, Examination Controller shall put such matters before the Committee approved by the Vice-Chancellor for appropriate decision in this behalf. The recommendations of Committee shall further be placed before the Registrar of the University for approval by the Examination Committee. The Examination Controller, after approval, shall execute accordingly.

## **12 Award of Diploma and Prizes**

### **A) Eligibility for Award of Diploma:**

A candidate to be eligible for award of Diploma shall be required to pass all examinations prescribed for that course.

### **B) Issuance of Provisional Certificate by Institute:**

A candidate, who has passed all examination prescribed for the course, shall be issued Provisional Certificate and Provisional Statement of Marks of Diploma by the concerned Institute on the basis of Tabulation Register provided by the University.

### **C) Issuance of the Certificate:**

The Registrar of University shall issue the Certificate of Diploma in the prescribed format to the successful candidates after the declaration of result.

Certificate of Diploma and Statement of Marks will be issued through the institute.

### **D) Certificates to Candidates from Closed Down Institutes:**

In case of an institute, presenting candidates for an examination and closing down subsequently, the Diploma certificates shall be issued to the successful candidates by the University on production of their identity certificates. It will be the responsibility of the closed institute to handover all undistributed diploma certificate and statement of the marks to the University.

### **E) Issuance of Duplicate Diploma Certificates:**

A duplicate copy of the relevant Diploma shall be issued to a candidate on receipt of an application, accompanied by an affidavit issued by First Class Executive Magistrate / Public Notary and a copy of information lodged with nearest Police



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Station stating that the previously issued original or duplicate copy, as the case may be, is lost. The application should be submitted through the head of his institute along with requisite fees. Further, the copy shall be marked as "DUPLICATE".

**F) Issuance of Duplicate Diploma Certificate to a Candidate from a Closed Down Institute**

In case of an Institute, presenting candidates for an examination and closing down subsequently, the Diploma certificate shall be issued to the candidate by the University, on production of his identity certificate and an affidavit issued by first class executive magistrate/ Public Notary and a copy of information lodged with nearest Police station stating that the Original or Duplicate copy, as the case may be, issued to him earlier is lost. Further, the copy shall be marked as "DUPLICATE".

**GRADING OF PERFORMANCE IN EXAMINATION**

As a measure of student's performance, an 8-scale grading system using the following letter grades and corresponding grade points per credit shall be followed:

Performance Letter Grade point per credit

Excellent	A+	10
Very Good	A	9
Good	B+	8
Fair	B	7
Average	C+	6
Pass	C	5
Fail	F	0
Incomplete	I	0

Method of Converting percentage marks to grades. The absolute grading system will be used as under. Percentage (%) of marks obtained with Letter Grade:

Percentage obtained /Status	Grade allotted
90 and above	A+
80 and above but less than 90	A
70 and above but less than 80	B+
60 and above but less than 70	B
50 & above but less than 60	C+
35 & above but less than 50	C
Less than 35	F
Incomplete	I

To earn academic credit in a subject, a student should get a grading of "C" or above. Where a prerequisite is specified for a course, a grading of C, or above shall be deemed as satisfying the prerequisite requirement.

**13 Name corrections on documents:**

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If a candidate applies for name correction through the Principal of concerned institute, name correction in the mark sheet / tabulation register / registration / passing certificate will be made as per the name mentioned in his/her 10<sup>th</sup> University certificate.

#### 14 Retention period of documents:

The examination documents like Question papers, written answer papers, Examiners mark sheets, Timetable, shall be preserved for the period mentioned below unless otherwise the retention of documents is mandatory as an evidence for some enquiry and/or judicial purpose. The disposal after retention period shall be as per guidelines issued separately from time to time by the University.

Name of Document	Retention Period
Printed Question Paper	Till Next Examination
Written answer books	Three Years from publication of result.
Time table	Till Declaration of result

#### 15 Penalty for Acts of Misconduct by the Institute

##### A) Misconduct Before, During or After the Examination:

If at any point of time, before, during or after the examination, it is found/reported that an institute has indulged in any act of misbehavior or misconduct, thereby committing breach of any of the rules laid down by the University in this behalf. Examination Controller, after due enquiry of the incident, is convinced of such possible misconduct/misbehavior on the part of the institute, he shall place all such cases before the Duly constituted Committee for its final decision on penalties to be imposed or action to be taken in this regard.

##### B) Penalty/punishment for malpractice and negligence:

The institute is liable for punishment as decided by the University for any act towards disturbance of functioning of the University such as,

- Delay in submission of the necessary documents required for declaration of result, issue of diploma certificates, preparation of pre-examination documents, etc
- Submission of documents within correct or false information,
- Submission of forged and fabricated documents
- Breach of Rules or instructions,
- Malpractices/Negligence observed at the Examination centres and evaluation centres.
- Delay in submission of documents like examination forms, list of appearing candidates, Enrolment forms, mark sheets and such other relevant documents"



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The nature and quantum of the penalty/punishment shall be as decided by the University as recommended by the Duly constituted Committee.

### **16 Scope of Regulations**

The above regulations shall apply to all diplomas in Engineering examinations of the course conducted by University. If there is any specific provision relating to the examination recommended by the statutory council of that course in such case those provisions will supersede over this regulation.

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**Annexure-I**  
**Penalties to examinees, staff and Intuitions for various instances of malpractice**

Sr. No.	NATURE OF MALPRACTICE	QUANTUM OF PUNISHMENT
01	Examinee/s making marks / signs, writing Roll Numbers, name or using any other means of disclosing identity with a clear intent of getting illegal / undue benefits.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
02	Examinee making an appeal to the examiner revealing both, one's name and address.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
03	Examinee writing in provocative or abusive and/ or threatening language in the answer-book.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
04	Examinee or his associate/s influencing the Examiner / Moderator/ similar Authority connected with the examination with a clear intent of getting illegal /undue benefits	Cancellation of full performance in the entire examination/s in which the examinee has appeared and debarring him from appearing in subsequent two examinations.
05	Examinee communicating or talking with another Examinee/s during examination session.	Cancellation of the result /performance of the guilty examinee in the subject during which examination candidate was caught
06	Examinee tampering with Answer-books of another examinee inside or outside the examination hall.	Cancellation of the result/performance in the current examination/s of the alleged examinee involved in such action and debarment from appearing in the next 2 examination/s.
07	Examinee caught during the Examination session while copying from the copying Material or Processing such material.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
08	Examinee found exchanging (giving or taking) answer books/ slips of paper with other examinee/s.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.

*Nh*



09	Examinee 'X' found in possession of answer-book/ supplement of another Examinee 'Y' forcibly or without his (Y's) knowledge.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
10	<p>Impersonation:</p> <p>i) Examinee who impersonates.</p> <p>ii) Bonafide examinee who is impersonated</p>	<p>Following actions shall be taken:</p> <p>Cancellation of the performance in present examination/s plus debarment of</p> <p>a) Guilty examinee from appearing in the next three examinations provided he is a confide student of JUT, Ranchi. Further, he should be handed over to the police.</p> <p>b) Matter should be communicated to the employer of the impersonating examinee, provided he is employed and not a Bonafide student of JUT, Ranchi.</p> <p>c) In case the examinee is unemployed and is a student undergoing education with examination authority other the JUT, Ranchi. The information should be given in writing to the concerned examination authority.</p> <p>Cancellation of the performance of such examinee in current full examination plus debarment from appearing in the next three Examinations. Further, he should be handed over to the police and FIR be lodged against the examinee by the Centre Superintendent of the examination centre.</p>
11	Examinee found inserting previously written pages smuggled in from outside, in the answer book	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
12	Examinee found with answer-book/s having two different handwritings, one of the examinee's own and the other of a different Person.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
13	Cases of mass copying during the examination period, reported from examination centre.	Result of examinee/s involved is to be Withheld for conducting inquiry. Punishment shall be awarded as deemed fit on scrutiny of enquiry report.

*Nk*

14	Cases of copying /mass copying reported by the examiners from Evaluation Centre.	Result of the involved examinees to be With held for conducting inquiry.  Punishment shall be awarded as deemed fit on scrutiny of enquiry report.
15	Examinee-attaching currency notes to their answer-book with/ without a request to examiners to assess their answer-books favorably.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
16	Examinee throwing the question paper to the other examinee, after writing the answer/s on it.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
17	Examinee destroying his own answer book or supplement/s.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
18	Examinee smuggling out his own answer book or supplement or blank answer book/s and/or supplement/s.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
19	Free copying or using unfair means, with or without connivance of the management by a group of two or more examinees, during an examination session.	Cancellation of the result /performance of the involved examinees with their debarment from appearing in next one examination along with the punishment as deemed fit on scrutiny of enquiry report.
20	Examinee attempting to send Question Paper out of Examination hall.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.

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21	Examinee possessing any weapon, explosives, narcotic drugs and alcoholic drinks in examination hall or bringing any of them in the examination hall or causing any kind of violence in the examination hall.	Cancellation of the result / performance in current examination/s and debarment from appearing in the next five examination/s. A complaint should be lodged with the police by the Officer-in-charge of examination.
22	Examinee possessing mobile phone or any electronics communication gadget or I-pod or any similar device in examination hall.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
23	Tampering with the certificate of marks or their copies and any other documents issued by JUT, Ranchi.	Cancellation of performance in the examination and debarment of the examinee for next five examinations and filing Police complaint by the concerned Institute/authority against the candidate involved in such activities.
24	Doing mischief or causing deliberate disturbance In examination process (e.g. frequent changes of ink, changing handwriting or its style without permission of Invigilator or Other similar acts).	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
25	All other cases not covered above shall be dealt independently on the basis of merit of the cases reported to JUT, Ranchi.	All such cases to be placed before Duly constituted Committee and punishment be awarded as deemed fit.

NOTE: Cancellation of the performance of current examination means cancellation of the entire performance of that examination. If the examinee has appeared in more than one examination simultaneously, as regular / ex-student and has been found guilty in one of the examinations, his performance in all such simultaneous examinations shall stand cancelled. The term granted to the alleged examinee and sessional / practical / test & assignment marks etc. allotted to him shall remain unaffected, unless specifically cancelled by the penalty awarded.

Further, the candidate shall not be allowed to join any course of the University during the period of punishment.

A police complaint may be lodged against an examinee or a person who is found involved in destroying or attempting to destroy the evidence of the malpractice or answer book / and or supplement or any relevant document.

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**Annexure II**  
**PENALTY/PUNISHMENT FOR MALPRACTICE & NEGLIGENCE IN**  
**THE PROCESS OF EXAMINATION BY EMPLOYEES**

**Type of Malpractice/ Negligence**

- A) Delay in submission of the necessary documents required for declaration of result, issue of Diploma, Certificates, Preparation of pre-examination documents etc.:**

The cases in this type are delay in submission of mark foils of test, practical, sessional, project and / or theory as well as main seating charts and any other such relevant document which affects the matter as stated above.

**Punishment/penalty in above cases:**

- 1) Debarring the concerned persons from the JUT, Ranchi work for one year.
- 2) With holding & forfeiting entire remuneration of concerned persons for that examination. If remuneration is already paid, it shall be recovered from concerned person/s.

- B) Submission of documents within correct or false information:**

In this type of malpractice, the cases include scratching the serial number on mark foils and putting different serial numbers to the mark sheets, scratching the proper subject code on the mark foils and putting wrong subject code, filling the marks of candidates in improper mark foils, giving marks to the candidates without conducting the sessional/test examinations, putting the wrong noting on the mark foils, e.g. exemption instead of absent; disallowed instead of exemption; tampering with already written marks, intentionally changing marks etc.

**Punishment/penalty in above cases:**

- 1) Debarring the concerned Officer-in-charge for the work for two years.
- 2) Withholding & forfeiting entire remuneration of concerned persons for that examination. If remuneration is already paid, recovering the same from concerned person.

- C) Submission of forged & fabricated documents pertaining to the result Declaration, award of Diploma etc.:**

The cases under this category are such as filling the mark foils without conducting practical, or any other type of prescribed examination; giving marks for continuous assessment without maintaining proper records prescribed by JUT, Ranchi from time to time; intentionally giving / awarding marks more than the maximum marks to some of the candidates to create confusion in JUT, Ranchi work; Roll number or making some kind of marking on answer books, deliberately neglecting the wrongly recorded roll number on the answer books by



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the candidate and accepting the answer books to create trouble in further processing; issuing orders to the examiners other than those appointed by JUT, Ranchi for conducting practical examination, without any information to JUT, Ranchi; deliberately marking examinee who are present for examination as absent in the records of practical examinations; Ranchi and managing for the favorable allotment of marks to the examinees; admitting examinees to the examination without valid hall tickets or without any receipt for payment of examination fees; allowing examinees to examination without submission of examination form and/or fees; deliberately avoiding the signature on answer books by the invigilators during the conduct of examinations to cause trouble to the examinees.

**Punishment/Penalty:**

- 1) Debarring the concerned Internal & External Examiner from JUT, Ranchi work for Two years.
- 2) Forwarding all such cases to Government/Employer for further suitable action.
- 3) With holding & for feiting entire remuneration of concerned staff for that Examination. If remuneration is already paid, recovering the same from the concerned persons.

**D) Breach of Rules or Instructions:**

In cases of non-maintenance of the record of continuous assessment and awarding the sessional/ test marks, practical marks, etc. at will, without following the norms given by JUT, Ranchi; breach of rules / instructions by internal and external examiners; not following the scheme prescribed by JUT, Ranchi for a particular course; not maintaining the record of blank answer books and other examination stationery provided to the Institution; attempting to motivate candidates to create indiscipline; to support misconduct during the course of examination at examination centre; to threaten the examination staff such as Controller, Flying squad member / s; causing physical violence to examination staff & damaging property; submitting wrong documents or not submitting the documents to clear the with held results and motivating candidates to rush to the JUT, Ranchi Office & cause disturbance in office work; not submitting the examiner's mark foils in the prescribed time period given by the JUT, Ranchi. Following Punishment/Penalty/Penalty will be applicable.

**Punishment/Penalty:**

- 1) Debarring concerned staff of Institute including Principal / Head of Institute etc who are involved in such malpractice from JUT, Ranchi work, for a period of minimum two years.
- 2) Demanding affidavit from management giving undertaking that due care shall be exercised to avoid recurrence of such events in future.
- 4) Forwarding all such cases to Government/Employer for further suitable action.
- 5) Withholding & forfeiting entire remuneration of concerned staff for that Examination. If remuneration is already paid, recovering the same from the concerned persons

**E) Nature of Malpractice observed in the Assessment Centers:**

The cases under this category are:

- 1) Breach of Government Resolution/s, rules, instructions by the examiner assessing answer book/s, amounting to malpractice/misconduct
- 2) Not maintaining consistency in the assessment of the answer books; leaving certain questions un-assessed; deliberately making mistakes in summing up the marks; allotting marks arbitrarily and freely, without actually assessing the answer paper.
- 3) Reporting as "No Change" without actually carrying out due verification.
- 4) Incorrect transfer of marks from inner pages of answer books to their face sheets.
- 5) Not transferring marks correctly from the face sheets of answer books to examiner's mark foils.
- 6) Not duly putting his initials for the corrections in allotted marks, made by the examiner, either in mark sheets or answer books.
- 7) Assessing the answer books without knowledge of the subject.
- 8) Intentionally reporting change in marks in verification even though there is no change in marks to give undue benefit to candidate.

**Punishment / Penalty: -**

- 1) Debarring the concerned examiner/s & staff for 1 to 3 year period considering extent of negligence / malpractice.
- 2) Submitting the matter to the Government/Employer with recommendations of taking severe action against the concerned person, by the appropriate authority.
- 3) Withholding & forfeiting entire remuneration of concerned persons for that year. If remuneration is already paid, it shall be recovered from concerned persons.

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**F) Unfair practice, breach of rules and breach of instructions by the Evaluation Director:**

The cases under this category are:

- 1) Loss of answer books, changing the examination seat numbers of the candidates, hiding or removing the content from the answer papers or adding to the contents to answer book
- 2) Not maintaining the statistical record of answer books received at Evaluation Centre, (assessed / un-assessed).
- 3) Not appointing Head Examiner for checking the total and transfer of marks from the answer books to mark foils,
- 4) Not moderating the initial sample of the new examiner, appointing inexperienced examiner without observing the quality parameters prescribed by JUT, Ranchi.
- 5) Not moderating the initial sample to judge in depth, knowledge of the examiner about the subject concerned, not moderating samples at the end or during the course of assessment for ensuring maintenance of consistency in the assessment by the examiner.
- 6) Not submitting the examiner's mark sheets in the prescribed time period to JUT, Ranchi.
- 7) Not following the quality assurance parameters as prescribed by JUT, Ranchi during the process of assessment of answer books.

**Punishment/Penalty:-**

- 1) Warning to the Evaluation Director to follow JUT, Ranchi norms.
- 2) Reporting the matter to Government/Employer for appropriate action against the concerned persons for not following Quality Parameters prescribed by JUT, Ranchi.
- 3) Withholding & forfeiting entire remuneration of all concerned persons for that examination / year. If the remuneration is already paid, recovering it from concerned persons.

**G) Breach of rules or breach of instructions amounting to malpractice by other staff such as supervisors, sealing supervisor etc in the Evaluation Centre:**

The cases under this category are:-

- 1) Loss of answer books, changing the examination seat numbers of the candidates, hiding or removing the content from the answer papers or adding to the contents to answer book
- 2) Not maintaining the statistical record of answer books received at Evaluation Centre, (assessed / un-assessed).
- 3) Not submitting the examiner's mark sheets in the prescribed time period to JUT, Ranchi.

**Punishment/Penalty:**

- 1) Debarring the concerned persons for period of 1 to 3 years from JUT, Ranchi work.
  - 2) Reporting the matter to Government/Employer for taking appropriate action against concerned persons & Institute.
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- 3) Withholding & forfeiting entire remuneration of all concerned persons. If remuneration is already paid, it shall be recovered from concerned persons.

**H) Not following the decision of JUT, Ranchi:**

The cases of misconduct /irregularities in this type are:

- 1) Not following or implementing the decisions of JUT, Ranchi.
- 2) Avoiding the payment of financial penalty imposed on the Institute.
- 3) Consistently failing to create and maintain atmosphere conducive to smooth conduct of examination, in the institute.
- 4) Instigating the candidates to boycott or protest or cause disturbance in smooth conduct of examinations in the Institute
- 5) Non-cooperation with JUT, Ranchi or its officers or any person appointed by JUT, Ranchi

**Punishment/Penalty:-**

- 1) Consider institutes attitude as conflicting, challenging and arrogant towards JUT, Ranchi and Impose additional administrative/financial penalty that JUT, Ranchi may impose after due consideration of report of the duly constituted committee.
- 2) Withhold the results of entire Institute for the present / current examination without assigning any reasons thereof.
- 3) Demand from the institute affidavit before "Executive Magistrate "stating that in future the Institute shall follow scrupulously all the Rules, Regulations, Norms, Quality parameters and Instructions given by JUT, Ranchi.

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*Nishant Kumar*