

# STATE BOARD OF TECHNICAL EDUCATION JHARKHAND



## **EXAMINATION REGULATIONS**

**APPLICABLE FOR THE DIPLOMA COURSES**

**Implemented with effect from 2011 Batch**

## EXAMINATION REGULATIONS

**Note:** These rules are framed by State Board of Technical Education, Jharkhand.

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

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

**DEFINITION**

- (a) “Government” means Government of Jharkhand.
- (b) “Board” means State Board of Technical Education, Jharkhand.
- (c) “Secretary” means Secretary of State Board of Technical Education, Jharkhand.
- (d) “Controller of Examination” means Controller of Examination of State Board of Technical education, Jharkhand.
- (e) “Regulations” means regulations made by the Board and approved by its General Body.
- (f) “Institute” means the institute affiliated to State Board of Technical Education, Jharkhand.
- (g) “Examination” means one or more examinations conducted by the Board and for which results are declared and certification is done by the Board.
- (h) “Head of Institute” or “Principal” means the head of polytechnic or Institute affiliated to the Board by whatever name designated.
- (i) “Prescribed” means the prescribed by regulation of the Board.
- (j) “Year” means an academic session of the course duration.
- (k) “Student” means a student who pursues a regular course of study in any Institute affiliated to the Board.

**RG - 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 Board, from time to time.

**A) Subjects and Heads of Passing**

A subject may have some or all of the following heads of passing, as may be prescribed in the teaching and examination scheme of the curriculum:

- Theory
- Practical
- Term work
- Oral
- Project and Seminar
- Implant training



Each head shall have separate marks. However, for a theory subject, its prescribed passing heads shall not be treated as separate passing heads for the purpose of granting ATKT (meaning failure in any one of them shall be treated as failure in that subject). The maximum marks and minimum passing marks for each passing head of a subject shall be given in the related teaching and examination scheme.

## **RG - 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 Directorate of Technical Education or Government of Jharkhand or the Competent Admission Authority or the Board.

### **B) Readmission of a failed candidate to the same semester/year**

Candidates failing in any semester examination of the Board shall be considered for readmission to the same semester, subject to prevailing rules. While readmitting such a candidate, the marks obtained by him in any of the subjects or passing heads, namely theory, practical, term work, oral, project/seminar, implant training, progressive assessment or any other head of examination shall not be considered nor shall the candidate have any claim on these marks.

Following table contains the conditions applicable to readmission.

#### Conditions Applicable to Readmission of a Failed Candidate

<b>Sr. No.</b>	<b>Semester/Year of course for readmission</b>	<b>Remarks</b>
1	Third Semester or Second Year	Subject to prevailing relevant rules & guideline framed by the State Government for change of course or institute.

### **C) Eligibility Criteria for Admission to Higher Semester**

A candidate shall be eligible for admission to higher semester or for keeping terms there of on the basis of passing or obtaining status as Allowed to Keep Terms (ATKT) in the examination in which he has appeared, as shown in table given below.

## Admission to Higher Semester/Years

### Semester Pattern Courses

Admission to Semester	Eligibility
First (I)	As per Rules of admission prescribed by the competent authority/state govt., for diploma courses.
Second (II)	Pass /ATKT at Semester I or Term Completion**at semester I
Third (III)	Pass / ATKT at semester I & II combined
Fourth (IV)	Pass / ATKT at semester I & II combined Pass /ATKT at semester III OR Term Completion** at semester III
Fifth (V)	Pass in semester I & II Pass / ATKT at semester III & IV combined
Sixth (VI)	Pass in semester I & II Pass / ATKT at semester III & IV combined Pass /ATKT in V semester or Term completion** at V semester

\*\*Term completion at any semester here means completion of term as per rule RG4 (d) Every candidate shall fill in the examination form along with prescribed examination fees. The Institute shall get the term work assessed and communicate the marks to the Board.

### B. Yearly Pattern Courses

Admission to Year	Eligibility
First	As per Rules of admission prescribed by the competent authority/diploma courses.
Second	Pass /ATKT in First Year
Third	1. Pass in First Year 2. Pass/ATKT in Second Year Result status with PLY shall not be eligible.

### D) Rules of ATKT for Admission to Next Higher semester / Year

A candidate with ATKT shall be eligible for admission to the next higher semester/year as shown in table given below.

Table for deciding ATKT status		
Total number of Subjects*	Minimum number of subjects required to pass	Maximum number of failure subjects allowed for availing benefit of ATKT
1	1	0
2	2	0
3	2	1

4	3	1
5	4	1
6	4	2
7	5	2
8	6	2
9	6	3
10	7	3
11	8	3
12	8	4
13	9	4
14	10	4
15	10	5

\*Subject head without passing requirement shall not be considered as a subject for this purpose.

#### **E) Validity of Admission, Documents Therefore**

For considering validity of admissions following documents would be necessary, in addition to enrollment forms

- i) List of admitted candidates approved by the competent admission authority of technical education or directorate of Science & Technology department of Jharkhand..
- ii) No objection certificate (N.O.C.), issued by the original institute or permission letter from the Director / Competent Authority of Technical Education, in case of candidates transferred from one institute to other institute.

#### **F) Direct admission to third semester /Second year (applicable only for Engineering & Technology Diploma)**

- i) A candidate passing H.S.S.C. Examination (Standard XII) with technical subjects, bifocal course, Vocational Courses of the Board of Secondary and Higher Secondary Education shall be eligible for direct admission to third semester for semester pattern courses or second year for yearly pattern courses of a Diploma course in Engineering and Technology, against the seats created solely for this purpose, subject to the conditions hereunder.
  - He has passed standard XII with minimum qualifying marks as notified by admission authority with and in vocational/ technical subject/s .
  - A candidate passing ITI examination with minimum qualifying marks as notified by admission authority, after passing SSC with & in English, science & Mathematics subjects.
  - A candidate passing standard XII examination with MCVC with minimum qualifying marks as notified by Government from time to time.
  - All such eligible candidates will get admission to third semester for semester pattern courses or second year for yearly pattern courses in respective diploma courses only.
  - Any other condition/s that may be prescribed by the Govt. and may prevail at the time of these admissions.

**G) Admission consequent to change of course**

Admissions shall be processed as per prevailing rules of the State Govt. of Jharkhand.

**RG-3. Rules of Enrollment (Registration)**

**A) Enrollment (Registration) of Candidates**

i) The enrollment forms of the candidates of only those institutes, which are duly affiliated to the Board, shall be accepted. Each Institute (Except Government Institution) affiliated to Board shall have to pay prescribed affiliation fees to the Board at the beginning of each academic year, latest along with enrollment forms. In no case, enrollment forms shall be accepted without payment of affiliation fees. Enrollment will be done under the signature of Secretary of the board. Enrollment will be valid for six consecutive academic sessions only.

ii) Category of enrollment for all courses

Each institute shall submit enrollment forms of the candidates admitted to the institute in the prescribed format and along with prescribed enrollment fee, in any of the following categories

- Fresh admission to the first semester of a course
- Direct admission to third semester/second year.
- Admission due to change in course and or institute at Institute level or by way of transfer from one institute to other institute with due permission from competent authority (Separate enrollment fees for change of course and Separate enrollment fees for change of institute shall have to be paid). In case a candidate is seeking change of course as well as change of institute, he will have to pay enrolment fees twice.

**B) Last Date For Submission of Enrollment (Registration) Form**

For all the courses the last date for submission of Enrollment forms shall be 15<sup>th</sup> day from the last date of closing of admission in the Institution.

In case the last date mentioned above falls on a holiday, the next working day shall be treated as the last date.

**C) Late Submission of Enrollment Forms**

In case of delay beyond the dates mentioned by the Board above, the forms would be accepted with the late fees and penalty as prescribed in Circulars issued by the Board from time to time.

**D) Approval of merit list of admitted candidates:**

It shall be the responsibility of the institute to get its admitted candidates' merit list approved from the competent authority of Directorate of Technical Education. No relaxation in this regard would be made on account of delay in getting the approval, for any reason whatsoever.

#### **E) Timely submission of the enrollment forms:**

It is the responsibility of the institute to submit the enrollment forms timely. However, the acceptance of enrollment forms would not construe automatic right to the candidate/institute for admission to the next examination or thereafter, unless the conditions mentioned in RG4 are fulfilled. The institute failing to comply with provisions of AICTE Norms and conditions in RG4, its students shall not be eligible to appear for the examination of the Board.

#### **RG-4. Rules of Eligibility to Appear for Examination**

##### **A) Permission to appear for the Examinations of More than one Different full time Courses Simultaneously**

A candidate shall not be permitted to keep terms or allowed to appear for the examinations of the Board, for more than one different Full time courses simultaneously, where further, the candidates having failed/ ATKT at an examination (semester/ yearly) of that course shall not be allowed to change over from one course to another, except where the course is revised or discontinued.

##### **B) Eligibility to Appear for Examination: Examination Forms, Fees and Penalties**

###### **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/fines, as applicable, through the head of his institute. Board shall have power to cancel the performance of the candidate in the examination, if found to have appeared in examination without fulfilling above responsibility.

It shall be the responsibility of the candidate to fill up the examination form as per schedule declared, along with prescribed examination fees through the institute, even if his result status is RHR/WFLS /PLUS RHR as the case may be.

###### **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, penalty and fine, as per the table below. This fees is to be borne by the candidate and not by institute. The examination fees and late fees shall be non-transferable.

<b>Sr. No.</b>	<b>Due Date/Period</b>	<b>Fees/Late Fees/Penalty*</b>
1	Normal Period (Upto 15 days from declaration of Result)	Examination fees
2	After above normal period and up to next 10 calendar days	Exam fees + Late fees as prescribed by Board from time to time
3	After the period in (2) above and up to 5 working days prior to the commencement of the exam (Theory or practical whichever is earlier) as per date mentioned	Exam fees + Penalty as prescribed by Board from time to time

\* The examination fees, Late fees and Penalty shall be prescribed in the form of Circulars issued by the Board from time to time

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

Examination forms of eligible candidates, complete in all respects, certified by the Principal of the institute for eligibility, completeness and accuracy of information and accompanied by prescribed fees/late fees/penalty, if any, shall be preserved in the institute only. The prescribed fees including late fees and penalty shall be deposited to the office of the Board as per the schedule declared along with appearing candidate's list. Application forms for admission to the examination from the candidates will not be accepted directly by Board or its regional offices except from the candidates of institutes officially closed.

### **iv) Late Fees chargeable to Institute :**

An additional late fees as prescribed by the Board from time to time per course and for per delayed date irrespective of number of application forms shall be payable by the institute in case the institute fails to submit applications and the fees to the Board on the due date, such delay shall be considered for a maximum of ten working days after the due date of the submission of examination fees to the regional office of the Board, failing which, the matter shall be reported to the Director of Sc.& Technology, Jharkhand and the penalty imposed by him shall be binding on the institute.

## **C) Refund of Examination Fees**

Examination fees once paid shall not be held in reserve for future examination. It shall ordinarily be not refunded, 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 RHR, and later he is declared successful, such candidate would have to apply for the refund of examination fees within 15 calendar days after the declaration of his result. Head of institute shall forward such application expeditiously to the SBTE office, which shall refund the fees within a month from the declaration of the above result.

- ii) If a candidate has submitted the examination form with requisite fees, as per the schedule for the ensuing examination and later he is declared successful in the examination after verification of marks, such candidate would have to apply for the refund of examination fees. The procedure of refund of fees shall be as laid down in the section (i) above.

#### **D) Admission to an Examination**

##### **i) Eligibility for appearing in examination:**

No candidate will be admitted to any semester examination unless he keeps terms for that semester at the institute affiliated by the State Board of Technical Education, Jharkhand and unless he has filled in examination form along with prescribed examination fees and unless it is certified by the Principal/Head of Institute that he has fulfilled following conditions.

- a) He has put in satisfactory attendance of at least 75 % of the total Lectures /Periods in each Theory /Practical /Term work /Tutorials / Project work separately in each and every subject of the Semester as per the Teaching scheme of the Board and not the 75% of total Lectures conducted by the Subject Teacher, and
- b) He has satisfactorily completed all the specified laboratory Practicals / Term work / Projects / Sessional etc. prescribed in the curriculum for the Semester
- c) He has shown satisfactory progress in his studies and evinced good conduct .
- d) He has not been debarred for any period from appearing for any examinations held by any Government, Constitutional Authority or Statutory Examining Authority in India or by the Board to any of its Examination during that period.

##### **E) 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 head of the institute may condone such deficiency at his discretion and permit the candidate to appear for examination, if he is otherwise eligible.

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

- (i) Notwithstanding 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 fulfill any of the laid down eligibility conditions for admission to examination mentioned in RG4 (d) (i), under intimation to the Board. The examination fees paid by the candidate shall not be refundable.
- (ii) Notwithstanding 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. Further, the principal/Head of institute shall be liable to disciplinary action for wrong certification of the applicant.

#### **G) Action against Defaulting Candidates**

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

#### **H) Action against Defaulting Institute**

In case an examiner or Board detects that the candidate/s have not completed the practical or the term-work 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 term work and submit a report to Examination Controller SBTE, who, in turn, will put the matter before the Special Committee for further action against the candidate and the institute.

#### **I) Admission to Examination Hall**

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

The Examination Controller shall issue Hall Ticket / Admit card to each eligible candidate who has applied for examination. Each candidate appearing for the examination must possess a proper Hall Ticket/ 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 a candidate lacking mandatory documents**

If a candidate is unable to produce on demand the mandatory documents mentioned above, he may not be allowed to appear for the examination.



### **J) Disallowed Candidates Ineligible to Appear In Examination**

No Candidate who is disallowed by the Board for an examination for not fulfilling conditions specified in RG4 D (i) shall be permitted to appear in that examination. He shall have to fulfill all relevant conditions by seeking fresh admission to the same semester anew.

### **K) Failing to Appear in the Examination**

Candidate, who fulfills all the conditions prescribed in RG4 D (i) but could not appear at the examination, may appear for a subsequent examination as an ex-candidate. In such a case, the candidate himself shall preserve the term work put in by him. Principal/Head of the Institute shall take an undertaking from the candidate that he would be responsible for presenting his term work at the time of his appearance for the next examination.

### **L) Simultaneous Appearance in Two Examinations of a Course**

Candidate would have an option to appear in the current examination of semester/year, for which he is allowed to keep term, provided he is eligible for admission to and has been duly so certified by the Principal of his institute, simultaneously with the preceding semester/year examination for the subject heads he has failed in, on submission of fresh application and payment of fresh fees, subject to the relevant regulation for that course.

### **M) Reappearance in passed examination :**

No candidate will be permitted to appear anew in any of the semester examinations which he has already passed, except the final and pre-final semester examination leading to the award of a Diploma.

## **RG-5 Exemptions**

A candidate may claim exemption in a prescribed subject having passed it.

### **A) Automatic exceptions :**

A candidate, whose overall result “Fail / ATKT / FT”, shall earn automatic exception at the subsequent examination, in the subjects or passing heads in which he has passed.

#### **i) Award of class vis-à-vis claiming exemptions:**

A candidate claiming exemption/s in the subject/s on the basis of passing fully the prescribed examination/s will not be entitled for award of class and will be declared “Pass”

However, a candidate declared to have failed in an examination of the Board, and granted exemption/s in certain subject/s on the basis of having passed them at previous examination and the marks secured

therein, having been carried forward and shown with (#) in the certificate of marks, will be entitled for award of class at par with other successful candidates.

ii) **Reappearing in passed subjects :**

A candidate declared as Fail/ ATKT/FT in an examination of the Board, but has obtained passing marks in one or more heads of passing (Theory, Practical, Oral and term-work etc.) will automatically be exempted from reappearing in those passing head/s at the next examination at which he appears, provided no separate aggregate passing in two or more heads is prescribed. If the candidate desires not to claim exemptions in the next examination, shall apply in writing through the Principal of his institute and obtain written permission from Board before filling the examination form (**For theory paper only**). The candidate shall submit a copy of the permission letter obtained from Board along with the examination form. The performance of the candidate in the subjects he has not claimed the exemptions in, shall be cancelled permanently. If the candidate does not reappear in the examination for these subjects, he shall be marked absent. This facility shall be available for theory papers only. However this is not applicable to the candidates undergoing pharmacy course.

**B) Passing the Missing and Backlog Subject :**

- i) In case of revision of curriculum, the ex-candidates belonging to the old curriculum and admitted to next higher semester of new revised curriculum shall be required to appear for the examination of missing subject. For this purpose, he shall submit separate examination form for the lower semester. No examination fee shall be chargeable for examination of missing subjects.
- ii) The candidate who is admitted directly to second year/third semester or higher level stage shall appear for examination for backlog subject/s, if any of the lower semester/year(s) of the course. Such candidate shall submit a separate examination form along with the prescribed examination fees for the lower semester/year(s).
- iii) **Exemption Related To Change Of Course:** If a candidate has been granted a change of course and seeks exemptions in the equivalent/ common subject/s in new course on the basis of having passed such subject/s in examination of previous course conducted by the Board, he shall be eligible for such exemption. However, the candidate so exempted shall not be entitled to award of class.

**C) One-Time Opportunity to complete the term in old curriculum :**

Whenever Board revises curriculum and there is major change in the Teaching and Examinations schemes, in opinion of the courses committee, the Board shall provide option of one time opportunity to all the failure candidates of old curriculum to complete their term in old curriculum. However, such candidates shall be eligible to appear for the examination only on fulfillment of the rules for admission to the examination as applicable.

**RG-6 Ex-Candidate**

A candidate, who fulfills the conditions prescribed hereunder and is certified by the Principal/Head of institute as eligible for admission to a semester shall be called ex-candidate for subsequent examinations of that semester, if after such certification the candidate does not appear or appears and fails in that semester examination.

**Admission of Ex-Candidate to Examination**

- i) An ex-candidate, except where he has failed only in term work, shall be entitled, without having to keep fresh terms and fulfill conditions of admission to the examination anew to have his application form forwarded through the head of institute for admission to the subsequent examinations of that semester, subject to the provisions of relevant regulations.
- ii) A candidate, who has failed at the previous examination in the term work, shall have to rejoin the institute and put in fresh term work, in which he has previously failed, to the satisfaction of the head of institute for being eligible to reappear in that examination.

**RG-7 Assessment of Term Work / Sessional / Practical / Project Work / Oral/Any other head.**

**A) Assessment**

- (i) For term work/Sessional/Practical/Project Work, oral or any other head a schedule of dates shall be prepared for the completion of individual drawing sheets, designs, jobs, laboratory journals, projects' etc. The various assignments of the term work shall be duly completed and collected as per the schedule and submitted for assessment to the examiner. Practical / Term work / Sessional work shall be assessed progressively or as prescribed by Board, from time to time.
- (ii) The Examination section of the institute shall keep in its custody the records so that it is available, when required at next examination. Such record shall be kept for subsequent two examinations only.

- (iii) The term work / Practical / Project Work of a candidate abstaining from an examination, shall be preserved by the candidate himself and presented for examination when the candidate next appears therein. The period of preservation of such term work shall not be more than two succeeding examinations.
- (iv) The Principal/Head of the institute shall issue the order/list of the disallowed/detained candidates immediately after the end of the term and before the commencement of the Theory or Practical examination whichever is earlier. The internal examiner shall hand over a copy of the above list to the external examiner who shall ascertain that the disallowed/ detained candidates have been marked with appropriate code in the examiner's mark sheet. The institute shall submit a copy of the order to SBTE office. A copy of these orders shall be preserved by the Head of the institute in sealed envelope and shall produce only if asked by the authority of the Board.
- (v) Term work and performance at practical / oral examination shall be assessed on the basis of the candidate's depth of comprehension of the principles involved and not on the basis of mere collection of data for presentation: Embellishment, thus, is not expected and will not be given credit.

When practical/ oral/ project term work / sessional as applicable in any subject is assessed, the marks shall be carried over to subsequent examination, unless the candidate has failed to secure passing marks in which case the candidate shall be permitted to appear at subsequent examination without joining the institute again for the purpose except in case of failure in term work when he shall be required to join the institute for another term and put in fresh term work.

Marks obtained in the class test shall also be similarly carried over to the subsequent examination except in the case of those who appear for fresh test at the subsequent time for improving the test marks, (if applicable), the latter taken into account at the subsequent examination only if there is an improvement over the earlier marks otherwise the earlier marks shall be continued to be taken into account at the subsequent examination.

A candidate whose marks are thus carried over is eligible for award of class.

## **B) Marks of ex-candidate to be carried forward**

In case of ex candidate, the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks.

The candidate who has claimed exemptions and whose marks are carried over is eligible for award of class.

**C) Procedure to deal with wrong certification of incomplete term-work etc. of a candidate:**

In case, an external examiner reports that the laboratory practicals/ Term work / sessional etc. are incomplete, then such information with detailed report of the external examiner along with written explanation of internal examiner / Subject Teacher and Principal of institute shall be put before the Special Committee for consideration and decision prior to declaration of result, wherever possible. Else the result of such institute for that course & year / semester shall be held in reserve till the Special Committee gives its decision.

**D) Procedure to deal with deficient conduct of term-work etc. by the institute:**

If the examiners detect and report cases where Laboratory Practical / Term-work / Project / Sessional are incomplete but Principal / Head of institute has certified the same as complete and allowed candidates to appear for examination, the Examination Controller shall enquire into such matter and the report of all such cases shall be put before the Special Committee for its decision in order to take action against the institute. In addition to this, the secretary SBTE shall report all such cases to the Director of Technical Education and Government for further action against the institute as may deem fit.

**E) Failure in Term Work**

A Candidate, who has failed in any of term work examination, wherever prescribed for any semester examination, shall be admitted to the succeeding semester, if otherwise eligible. However, such candidate shall submit fresh term work by rejoining institute in related subjects in which he has failed, for subsequent examination.

In case institute cannot arrange time table for such candidate for both the semesters classes during the same time period, then the candidate should not be allowed to join higher semester though result status is A.T.K.T., till the candidate completes fresh term work and passes successfully the term work examination in which he had failed at lower semester. Completion of fresh term work shall be certified as per RG4 D (i)

In case the institute fails to produce the term work of any candidate for assessment in examination, the candidate shall be marked as disallowed & shall not be communicated as absent in any case

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

**A) Examination Period and Timetable**

The dates of commencement of examinations shall be as indicated in the academic calendar of the Board, circulated to all its affiliated institutes. The detailed timetable of an examination would be sent to all institutes 3 weeks prior to the commencement of the

examination. Any changes of dates, due to unavoidable circumstances, shall be intimated to institutes and also published through press and other media, adequately in advance.

**B) Modes of Examination**

**i) 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 Board.

**ii) Mode of Practical, Oral, Term-Work, Sessional, project/Seminar 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 circular. Further, the mode of conduct of any of these examinations shall be as decided by the Board 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) Subjects at an Examination**

Examination shall be held in the subjects mentioned in Teaching and Examination scheme of the related curriculum prescribed by the board.

**D) Curriculum for Subjects at Examination**

The curriculum for each subject (of the course) at the examination shall indicate the detailed contents of study prescribed. The copy of curricula may be priced publication made available for sale in Board and institutes. The Board may also make them available on its web site.

**E) Medium of Examination**

Candidates appearing for an examination of the Board 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.

**F) 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.

**G) 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 of 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 center of examination. The principal or Head of the institute shall ascertain this fact.
- iv) Change of writer: Changing the permitted writer is not allowed. If a change is necessary in exceptional circumstances, the officer-in charge, examination, 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 Board office for any possible confusion regarding change in hand writing in \*”concerned answer books.
- v) For obtaining permission for writer, the candidate or his parents shall apply to the Examination Controller in writing along with medical certificate and supporting documents issued by a registered medical practitioner.
- vi) The institute would make separate seating arrangement for such disabled candidate 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.

**H) Allowance/concession of extra time to disabled candidate**

Physically disabled or physically handicapped candidate shall be allowed a concession of extra time to the tune of maximum 30 minutes if duration of examination is three clock hours and proportionate for duration less than three hours, on production of due medical certificate from the competent authority.

Candidate with learning disability due to dyslexia, dysgraphia or dyscalculia, supported by due medical certificate, shall be eligible for following facilities/concessions. The candidate shall duly apply to the Board for availing any or all of them.

- (i) Facility of a writer in a manner stipulated under RG8G above.

- (ii) Concession of extra time of 15 minutes for a theory paper of 1 hour duration and minutes for paper of duration of 2 hours or more for writing examination.
- (iii) Concession of maximum 20 marks to a failing candidate for passing. This concession may be given in any one or more subjects without exceeding the limit of total marks.
- (iv) As far as possible, such disabled candidate shall be allotted an examination center near his residence.

## **RG-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 into 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.
- ATKT (Allowed to Keep Term): Candidates awarded ATKT status as per prevailing rules, shall fall in this category.
- FT (fails to clear previous ATKT status): Candidates allowed to keep term subject at the current examination.
- WFLSW (Withheld. Failed in lower semester): Candidates passing final semester examination but failing in lower semester examination shall fall in this category.
- Fail: Candidates failing to secure minimum passing marks in number of subjects more than those prescribed for award of ATKT or minimum percentage of aggregate marks shall fall in this category.

- i) FCO (Fail but allowed carry on).



The certificate of marks issued to the candidates may contain some of the following abbreviations:

- TH: Theory
- ii. TM: Theory test marks
- iii. PR: Practical
- iv. PM: Practical test marks
- v. AG: Aggregate
- vi. AP: Additional practical
- vii. OR: Oral
- viii. TW: Term Work
- ix. PJ: Project work
- x. SW: Sessional work
- xi. IT: Industrial training
- xii. @: Condoned marks
- xiii. \* Failure marks
- xiv. # : Marks Carried forward
- xv. AB: Absent
- xvi. EX: Exemption
- xvii. OPT: Optional
- xviii. LSP: Lower Semester pending
- xix. WFLS: Result withheld due to pending lower semester
- xx. %: Percentage of marks
- xxi. CON: Condoned
- xxii. FT: Failed but allowed to keep term
- xxiii. ATKT: Allowed to keep term
- xxiv. DST: Distinction
- xxv. I : IMPROVEMENT
- xxvi. FCO: Fail but allowed carry on
- xxvii. + RHR Forced RHR for want of information

### **C) Results Held in Reserve (RHR)**

#### **i) Clearing RHR Results**

The result of a candidate shall be held in reserve for want of any marks or information from the institutes and declared on obtaining such information as per the schedule of the Board.

#### **ii) Penalty to institute for Non-clearance of RHR:**

In case any institute fails to get cleared its RHR cases by the dates specified by the Board, it shall be liable for penalty as decided by the Board from time to time. Besides, names of such institutes shall be reported to the Director 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 Special Committee for its consideration and recommendations for further course of action in this behalf.

**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 Special Committee 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 Special Committee for scrutiny. The Examination Controller shall have the power to amend such result according to the recommendations of the Special 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 (RHR). If head of the institute communicates such marks after the declaration of the result, these marks would be accepted by the Board for clearing the RHR cases, provided the marks do not exceed the average marks secured by candidate for that particular examination? In case the late communicated marks exceed his average marks, they shall be restricted to the average marks for the purpose of declaration of the withheld result. However, if the average marks are below the minimum passing marks, the minimum passing marks shall be awarded if late communicated marks are more than minimum passing marks.

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 secretary, has partly or fully participated in such malpractice, fraud or misconduct, all such cases shall be placed before the Special Committee for scrutiny. The Secretary of Board shall have power to advise Examination Controller to amend the result of such candidate at any time, as per the recommendation of the Special Committee and declare the result.

i) **Implementation of the amended result by the institute**

On receiving the amended result, the institute shall get its institution copy of Tabulation Register duly corrected by the Board. The institute shall further, 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 Board.

#### **I) Certificate of marks (Marks Sheet) :**

i) **Issuance of marks sheet:**

A candidate appearing for an examination of the Board may get certified certificate of marks obtained by him, 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, and an affidavit stating loss of the original certificate of marks, for duplicate certificate of marks. Further copy to Duplicate copy shall be super scribed as 'TRIPLICATE', 'QUADRAPPLICATE' & likewise, as the case may be.

#### **J) Process and Extent of Verification**

A candidate who has appeared at the examination conducted by the Board may apply to the Controller of Examinations for verification of marks obtained by him, in any of theory papers he has appeared in. The verification shall be restricted to verifying that all answers attempted by the candidate have been assessed; there has been no mistake in totaling of marks allotted to each answer in the answer book of that subject, all such allotted marks to each answer are 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 verification, a candidate becomes eligible for modification of his result, due corrections shall be made in the Tabulation Register by the Board and the candidate be informed accordingly. No revaluation of any answers in the answer book shall be done. The candidate whose result status is RHR/WFLS/WFLY/+ RHR shall also apply (in his own interest) for verification as per schedule of application if he desires to do so.

i) Application for Normal Verification

Application for normal verification shall be made by the candidate, through head of his parent institute, along with the prescribed fees, within stipulated period (15 days) from the date of declaration of his result.

ii) Application for Urgent Verification A candidate who has appeared for final semester examination of the Board, may apply for the urgent verification of marks, in any of the theory papers, he has appeared in. He shall apply along with requisite fees and submit it directly to the Board office, within 3 days from the date of declaration of the result.

**K) Revaluation of Answer Books**

i) A candidate who has appeared for latest examination of Board shall be entitled for a photocopy of his/her assessed answer book (Maximum two subjects) on submission of application and fee within the schedule as prescribed by the board from time to time.

A candidate who has appeared for latest examination of Board and obtained the photocopy of his/her assessed answer book shall be entitled for reassessment of answer book (Maximum two subjects) on submission of application and fee along with necessary recommendations of REDRESSAL COMMITTEE within the schedule as prescribed by the board from time to time.

If the marks awarded by the subsequent examiner vary / deviate by more than 10% of maximum marks of the subject on either side determined on the basis of marks awarded by the original examiner, then alone the marks awarded by the subsequent examiner shall be awarded. A fraction in calculation shall be rounded off to the next higher integer.

Any delay in supplying the photocopy of assessed answer book and /or reassessment ,owing to reasons beyond the control of the board, or change of marks consequent to the reassessment of assessed answer book shall not confer any right upon the applicant examinee for admission to the next class in current academic session/year, if the schedule does not so permit.

**ii) Loss of Candidate's Right to verification, obtaining photocopy of answer book/s or revaluation of assessed answer book/s :**

If a candidate fails to apply for verification of marks, photocopy of answer book/s or revaluation of assessed answer book/s within the prescribed date, he shall lose the right to verification of photocopy of assessed answer book/s or revaluation of the assessed answer book/s.

**L) Loss of Candidate's Right to Verification:**

If a candidate fails to apply for the verification of marks within the prescribed date, he shall lose the right to verification.

**M) Time Limit for Preservation of Assessed Answer Books**

The assessed answer books of an examination shall be preserved till the declaration of the result of two consecutive examinations held by the Board, irrespective of whether a candidate appears for these consecutive examinations or otherwise, except those concerned with ongoing court cases and inquiry matters.

**RG-10 Penalty for Acts of Misconduct of Candidates /Institutes**

**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 / the institute has indulged in any act of misbehavior or misconduct, thereby committing breach of any of the rules laid down by the Board in this behalf, and the 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 Special 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 in accordance with Jharkhand Conduct of Examination Act(Adopted from Bihar Conduct of Examination Act -1981) at the centre of Examination. The center 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 special committee for final decision in this regard.

**C) Copying Cases Detected In Evaluation Center**

When a case of copying or misconduct is detected by an examiner at the evaluation center, 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 Special Committee for its final decision in this regard.

The Secretary of Board shall have the power to order the cancellation of the result of such defaulting candidate in the examinations at which he (the candidate) appeared and also to debar him from subsequent examinations, either permanently or for such a specified period as the Special Committee may deem fit.

**D) Eligibility to appear Anew At Examination after the Expiry of Penalty Period**

The candidate, who, in the opinion of Special Committee, is found guilty and given punishment, whose all examinations he appeared in are cancelled and who is further debarred from examination/s for a specified period shall be eligible to appear anew as ex-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 Board, Neither he shall be eligible to seek admission. "However he shall be allowed to continue and complete the term only, if he is already admitted before the examination in which he is found guilty.

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

The institute is liable for punishment as decided by the Board for any act towards disturbance of functioning of the Board 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 incorrect or false information,
  - iii) Submission of forged and fabricated documents
  - iv) Breach of Rules or instructions,
  - v) Malpractices/Negligence observed in the Examination centers and evaluation centers.
  - vi) Delay in submission of documents like examination forms, list of appearing candidates, Enrolment forms, mark sheets and such other relevant documents'
- The institute here means The institute as a whole, The Head of the institute, The staff of the institute or The Management as the case may be.

The nature and quantum of the penalty/punishment shall be as decided by the Board.

**F) Other Acts and Documents operative in this regulation ;  
Acts Related To Conduct of Examinations**

i) Jharkhand Conduct of Examination Act (Adopted from Bihar Conduct of Examination Act -1981)

**Documents**

- i) Memo No. 12 dated 07.1.10 of department of Sc. and Technology, govt. of Jharkhand with modifications made from time to time.
- ii) Anti Ragging guidelines/directives given by Honorable Supreme Court of India
- iii) Instructional Manual of Conduct of Examination & Norms for Assessment of Answer books
- iv) Curriculum Implemented and Assessment Norms
- v) Guidelines for Special Committee
- vi) Penalties to examine, staff and institutions for various instances of malpractice (Annexure I)
- vii) Academic monitoring reports
- viii) Vigilance / flying squad / judicial report.

**RG-11 Discrepancies in Question Paper/s**

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 and when there is substance in the complaint, Examination Controller shall put such matters before the Special Committee for appropriate decision in this behalf. The Special Committee shall follow the guidelines for appropriate decision. The recommendations of Special Committee shall further be placed before the Secretary of the Board for approval. The Examination Controller, after approval, shall execute accordingly.

**RG-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 under the respective Teaching and, Examination Scheme for that course, including missing and backlog subjects as applicable.

Unless otherwise stipulated the result of final examination leading to the award of Diploma shall be determined by the aggregate marks obtained at the final and pre final semesters.

**B) Issuance of the Certificates**

The Secretary of Board shall issue the certificates of Diploma in the prescribed format to the successful candidates after the declaration of result and within the time limit set by the Board.

**C) Issuance through the Institute**

A candidate, who has passed the final semester examination, shall be issued provisional diploma certificate along with the certificate of marks. The Board shall issue the certificates of Diploma expeditiously through the Heads of institutes.

**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 Board on production of their identity certificates duly verified & certified by a competent gazetted officer or such any other proof of identity and /or related documents that may be demanded by the Board.

**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 a proper affidavit issued by First Class Executive Magistrate and a copy of information lodged with nearest Police 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". Further copy to duplicate copy shall be super scribed as 'TRIPLICATE', 'QUADRAPPLICATE' & likewise, as the case may be.

**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 board, on production of his identity certificate duly verified & certified by a competent gazetted officer or special' executive magistrate, an affidavit issued by first class executive magistrate 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". Further copy to duplicate copy shall be super scribed as 'TRIPLIGATE', 'QUADRAPPLICATE' & likewise, as the case may be.

**RG-13 Name corrections on documents:**

If a candidate applies for his/her name correction through the principal of his/her 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> board certificate. If the mistake has been committed by the candidate in that case the correction shall be made as under:



- i) Within Six Months from the date of enrollment / registration or before commencement of 1<sup>st</sup> semester examination whichever is earlier – No fee.
- ii) After six months of enrollment or commencement of 1<sup>st</sup> semester examination to completion of diploma course on the basis of correction fee notified by the board from time to time.
- iii) After completion of diploma course – No correction will be made.

**RG-14 Issuance of Transcript:**

The Board shall issue, on request, along with prescribed fees, the transcript for Semester, examination passed by a candidate.

**RG-15 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 board.

<b>Name of Document</b>	<b>Retention Period</b>
Printed Question Paper	Till Declaration of result
Written answer books	Up to next three examinations
Examinations mark sheets	Three Years
Time table	Till Declaration of result

**RG-16 Cessation of Question paper printing:**

As and when the curriculum is revised and implemented the question papers based on earlier curriculum shall be printed for four consecutive examinations only; after which the failure candidates shall have to appear for equivalent/substitute papers as recommended by equivalence committee and approved by Secretary of the board.

# Regulations for Engineering/Technology

**Diploma and Post Diploma courses -Yearly pattern (Full Time, Part Time, Correspondence (Distance Learning)) courses in Engineering and Technology**

**Rules for passing, Condonation, Gracing, and Award of Class**

## **RE-1 Class tests & submission of marks:**

- Normally two class tests shall be conducted for a subject as prescribed.

The average of two tests shall be taken for computing marks obtained out of maximum marks prescribed for a class test.

- If a candidate appears for only one test & remains absent for the other test, his test marks shall be calculated on the basis of rule above considering the marks of the test in which he remains absent as zero.
- In case a candidate remains absent for both the tests, zero marks shall be communicated to the Board & he shall not be shown absent in the Marksheet.
- The aggregate of test marks in each subject shall be converted into total marks for the sessional head as per the teaching & examination scheme of the prescribed course.

Note: No request made by any candidate for holding any retest for reasons of his being absent due to any reason shall be entertained.

## **RE-2 Standard of Passing**

To pass an examination a candidate must obtain minimum of passing marks (40%) separately in each theory paper, practical, oral and term work and any other head of passing as mentioned in Teaching and Examination Scheme of the course. While deciding minimum marks required for passing, fraction of a mark shall be omitted. The theory, practical, oral and term work shall be separate heads of passing.

## **RE-3 Rules of ATKT for Admission to Next Higher Semester/ Year**

A candidate-passing minimum 2/3 rd of total number of subjects prescribed for an examination shall be allowed to keep term for next higher semester/ year.

Rules for ATKT are given in table as mentioned in Rule RG 2(D)

## **RE-4 Award of Class**

(A) There shall be four grades for award of class at an examination.

- First Class with Distinction (I DST)

A candidate shall be declared to have passed the examination in First Class with Distinction, if he obtains 75% or more of the total marks.

- First Class (I)

A candidate shall be declared to have passed the examination in First class, if he obtains 60% or more but less than 75% of the total marks.

- Second Class (II)

A candidate shall be declared to have passed the examination in Second class, if he obtains 45% or more but less than 60% of the total marks. The above grades shall be awarded subject to the condition that the candidate should not have availed exemptions in any subject of the examination as per RG 5(A)(i) & (ii)

- Pass Class (Pass)

A candidate shall be declared to have passed the examination in Pass class, if he obtains marks less than 45% of the total marks but greater than

the minimum percentage for passing, or he has availed exemptions as per RG 5(A)

A candidate shall be declared to have passed the examination leading to award of Diploma in first class with distinction if he secures 75% or more marks at the final year.

A candidate shall be declared to have passed the examination leading to award of Diploma in first class if he secures 60% or more marks but less than 75% marks at the final year.

A candidate shall be declared to have passed the examination leading to award of Diploma in second class if he secures 45% or more marks but less than 60% marks at the final year.

A candidate shall be declared to have passed the examination leading to award of Diploma in pass class if he secures 40% or more marks but less than 45% marks at the final year.

While deciding minimum marks required for award of class, fraction of marks shall be omitted.

## **RE 5 Gracing**

### **A) Grace Marks for Subject Passing:**

A candidate shall be given maximum 1 OR 2 as grace marks as the case may be, for maximum marks below 75, or maximum 1, 2 or 3 as grace marks as the case may be, for maximum marks 75 or above, to remove the deficiency in securing minimum passing marks in case the subject consists of theory or theory plus test examination.

Benefit of gracing shall be given on aggregate marks of theory subject required for passing.

Benefit of gracing shall not be given twice in a subject.

### **B) Condonation:**

A candidate who fails to pass an examination by not more than 10 marks in aggregate in not more than two heads, theory and /or practical including oral covering not more than two subjects, such deficiency in marks, would be condoned provided the candidate has secured at least 50% marks in aggregate and has not availed of exemption mentioned in RG5 (A)(i) & (ii).

A candidate whose failure is thus condoned would be eligible for award of class on par with other successful candidates. The total number of marks secured by such candidate would however remain unaltered and “CON” (meaning Condonation) would be shown against his result in the certificate of marks. However, “CON” will not be mentioned in the Diploma certificate.

However, if any candidate, does not wish to avail the benefit of Condonation, he shall have to obtain written permission from concerned regional office of the board, applying, prior to examination only. Any such request after the commencement of examination shall not be considered.

### **C) Grace Marks for Awarding Class**

If a candidate falls short of maximum 1/2 % of the aggregate marks assigned to examination to obtain 75% marks (i.e. First Class with Distinction) or 60% marks (i.e. First Class) or 45% marks (i.e. Second Class), such deficiency shall be made up by adding maximum 1/2 % of the aggregate marks assigned to the examination to the total marks obtained by the candidate in an examination. While adding maximum 1/2 % of the aggregate marks fraction of a mark shall be rounded to the next full number and added in the total.

#### **RE 6 Carrying Forward Marks of Ex-Candidates for Exemptions:**

In case of ex-candidates the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks. Such candidates shall be eligible for award of class on par with other successful candidates.

Marks obtained in class tests will also be similarly carried over to the subsequent examination.

#### **RE 7 Result of a Candidate Appearing Simultaneously For Two Examinations**

The result of final examinations of a candidate who is required to appear for both the final and lower year examinations and fails or fails to appear for the lower year examinations but passes the final year examination shall be declared only after he passes the last but lower year examination.

The marks secured by the candidate shall be declared on Institute copy of result sheet with WFLY result in result column. The Principal should inform the marks of final year to the candidate who is eligible to apply for verification and/or to fill up examination form for improvement of marks wherever applicable. However, if such a candidate has failed in the final year examination he shall be so informed.

Such a candidate shall be deemed to have passed the final examination leading to the award of diploma on the basis of marks obtained by him at the final year examinations from the date of his passing the last but lower year examination.

#### **RE 8 Improvement of Performance:**

A candidate who has passed the final year examination leading to award of Diploma, at his option, shall be permitted to reappear at the same examination to enable him to improve his performance within a period of one year. For this purpose, candidate will have to obtain permission from the Board prior to submission of examination form, which shall be accepted as per schedule declared by the Board. However, this facility shall not be available in case the Board has discontinued the question papers of the related scheme.

This provision shall not be applicable to Post Diploma courses/ Advanced Diploma/ Post graduate Diploma.

The Candidate so permitted shall:

- (i) Forfeit the Diploma awarded earlier, certificate of marks, original latest leaving certificate and other documents he is entitled to for having passed the final year examination for which he opts to reappear and improve his performance.
- (ii) Be entitled to reappear as an ex-candidate of same Institute where he was previously studying and his previous marks other than the theory subjects shall be carried forward.
- (iii) Be required to reappear in all the theory subjects of final year examination, at any one of next two consecutive examinations. Such a candidate shall be permitted to avail only one chance to improve his class performance in either of two immediate consecutive examinations.
- (iv) Be allowed to maintain the better result of two examinations.

**Diploma and Post Diploma courses -Semester pattern (Full Time, Part Time, Correspondence (Distance Learning)) courses in Engineering and Technology.**

**RE-9 Class tests & submission of marks:**

- i. Normally two class tests shall be conducted for a subject as prescribed. The average of two tests shall be taken for computing marks obtained out of maximum marks prescribed for a class test.
- ii. If a candidate appears for only one test & remains absent for the other test, his test marks shall be calculated on the basis of rule mentioned above considering the marks of the test in which he remains absent as zero.
- iii. In case a candidate remains absent for both the tests, zero marks shall be communicated to the Board & he shall not be shown absent in the Marks sheet.

Note: Request made by any candidate for holding any retest for reasons of his being absent due to any reason shall not be entertained.

**\*\*RE-10 Standard of Passing**

- I) To pass an examination a candidate must obtain a minimum of 40% of the full marks, separately in each theory paper, practical, oral and term work. While deciding minimum marks required for passing, fraction of a mark shall be ignored.
- II) Theory, practical, oral and term work shall be separate heads of passing.
- III) Marks under the head theory shall be either

- (a) The aggregate of:
- (i) Marks obtained by the examinee in written examination in theory and
  - (ii) The obtained average marks of two tests held by the institute during the semester, wherever applicable. or
- (b) Marks in theory alone, where test marks have been clubbed as sessional marks.

### **RE - 11 Rules of ATKT for Admission to Next Higher semester**

A candidate-passing minimum 2/3 rd of total number of subjects prescribed for an examination shall be allowed to keep term for next higher semester.

Rules for ATKT are given in table as mentioned in Rule RG-2(D).

### **RE - 12 Award of Class**

There shall be four grades for award of class at an examination.

- First Class with Distinction (I DST)

A candidate shall be declared to have passed the examination in First Class with Distinction, if he obtains 75% or more of the total marks.

- First Class (I)

A candidate shall be declared to have passed the examination in First class, if he obtains 60% or more but less than 75% of the total marks.

- Second Class (II)

A candidate shall be declared to have passed the examination in Second class, if he obtains 45% or more but less than 60% of the total marks. The above grades shall be awarded subject to the condition that the candidate should not have availed exemptions in any subject of the examination as per RG-5(A)(i),(ii)

- Pass Class (Pass)

A candidate shall be declared to have passed the examination in Pass class, if he obtains marks less than 45% of the total marks but greater than the minimum percentage for passing, or if he has availed exemptions as per RG-5(A)(i) & (ii)

- A candidate shall be declared to have passed the examination leading to award of Diploma in first class with distinction if he secures 75% or more marks in aggregate at the final semester and pre final semester ( i.e. fifth semester in case of a six semester diploma & seventh semester in case of a eight semester diploma)

- A candidate shall be declared to have passed the examination leading to award of Diploma in first class if he secures 60% or more marks but less than 75% marks in aggregate at the final semester and pre final semester ( i.e. fifth semester in case of a six semester diploma & seventh semester in case of a eight semester diploma).
- A candidate shall be declared to have passed the examination leading to award of Diploma in second class if he secures 45% or more marks but less than 60% marks in aggregate at the final semester and pre final semester ( i.e. fifth semester in case of a six semester diploma & seventh semester in case of a eight semester diploma)
- A candidate shall be declared to have passed the examination leading to award of Diploma in pass class if he secures 40% or more marks but less than 45% marks in aggregate at the final semester and pre final semester ( i.e.fifth semester in case of a six semester diploma & seventh semester in case of a eight semester diploma)
- While deciding minimum marks required for award of class, fraction of marks shall be omitted.

**RE- 13 Consideration of in plant (practical) training semester for declaration of result for a sandwich pattern course**

In case of sandwich pattern Diploma courses, unless otherwise specified in the scheme, the result of the final semester leading to the award of Diploma shall be declared on the basis of the marks obtained in the last institutional semester preceding the in-plant (practical) training and the marks obtained in practical training. No result of final semester, if it is practical training, shall be declared separately, unless a candidate has passed the preceding institutional semester. However, the result of practical training, if it precedes the final institutional semester shall be declared separately and such marks obtained in the practical training shall be taken into consideration along with the marks of final institutional semester for the purpose of declaration of the result leading to award of Diploma.

**RE – 14 Additional criteria in reference to in-plant training**

- i) In case of semester pattern courses, the candidates not eligible for admission to higher semester shall be permitted for admission to higher-level semester provided such semester is for in-plant training.



Similar facility shall be provided for yearly pattern courses. Which have one complete year dedicated for in-plant training however candidates shall be eligible to appear for examination only when they become eligible to appear for examination under these regulations.

ii) The final Diploma shall be awarded only if the candidate has completed the entire course as per Teaching & Examination scheme and on passing all examinations including those of missing/backlog subjects. Till that time candidate's final result shall be withheld.

It shall be the responsibility of each Principal/Head of Institute to ascertain the eligibility of a candidate before the candidate is admitted to higher semester/ year or is passing out.

First class or Second class will not be awarded in case of sandwich diploma courses where a particular semester is only in-plant (practical) training or project.

The result of examinations of such cases shall be declared as "fail" or "pass" as the case may be.

**RE - 15 A) Grace Marks for Subject Passing:**

A candidate shall be given maximum 1 OR 2 as grace marks as the case may be, for maximum marks below 75, or maximum 1, 2 or 3 as grace marks as the case may be, for maximum marks 75 or above, to remove the deficiency in securing minimum passing marks in case the subject consists of theory or theory plus test examination.

Benefit of gracing shall be given on aggregate marks of theory subject required for passing.

Benefit of gracing shall not be given twice in a subject.

**B) Condonation:**

A candidate who fails to pass an examination by not more than 10 marks in aggregate in not more than two heads, theory and or practical including oral covering not more than two subjects, such deficiency in marks, would be condoned provided the candidate has secured at least 50% marks in aggregate and has not availed of exemption mentioned in RG5 (A)(i) and (ii).

For this purpose, Aggregate of written examination & test marks shall be taken into consideration (wherever applicable).

A candidate whose failure is thus condoned would be eligible for award of class on par with other successful candidates. The total number of marks secured by such candidate would however remain unaltered and “CON” (meaning Condonation) would be shown against his result in the certificate of marks. However, “CON” will not be mentioned in the Diploma certificate.

However, if any candidate, does not wish to avail the benefit of Condonation, he shall have to obtain written permission from concerned regional office of the board, applying, prior to examination only. Any such request after the commencement of examination shall not be considered

### **C) Grace Marks for Awarding Class**

If a candidate falls short of maximum 1/2 % of the aggregate marks assigned to examination to obtain 75% marks (i.e. First Class with Distinction) or 60% marks (i.e. First Class) or 45% marks (i.e. Second Class), such deficiency shall be made up by adding maximum 1/2 % of the aggregate marks assigned to the examinations to the total marks obtained by the candidate in an examination. While adding maximum 1/2 % of the aggregate marks fraction of a mark shall be rounded to the next full number and added in the total.

### **RE – 16 Carrying Forward Marks of Ex-Candidates for Exemptions:**

In case of ex-candidates the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks. Such candidates shall be eligible for award of class on par with other successful candidates.

Marks obtained in class tests/sessionals will also be similarly carried over to the subsequent examination.

### **RE - 17 Result of a Candidate Appearing Simultaneously For Two Examinations**

The result of final examinations of a candidate who is required to appear for both the final and lower semester examinations and fails or fails to appear for the lower semester examinations but passes the final semester examination shall be declared only after he passes the lower semester examination. Such a candidate shall be deemed to have passed the final examination leading to the award of diploma from the date of his passing the lower semester examination. However, if such a candidate has failed in the final semester examination he shall be so informed.

## **RE - 18 Improvement of Performance:**

A candidate who has passed the final and pre final semester examination leading to award of Diploma, at his option, shall be permitted to appear either for pre final semester or for final semester or both pre final & final semester examinations to enable him to improve his performance within a period of one year from date of his result. For this purpose, candidate will have to obtain permission from the Board prior to submission of examination form, which shall be accepted as per schedule declared by the Board. However, this facility shall not be available in case the Board has discontinued the question papers of the related scheme.

This provision shall not be applicable to, advanced diploma post diploma, post graduate diploma courses.

Candidate so permitted shall:

- (i) Forfeit the Diploma awarded earlier, certificate of marks, original latest leaving certificate and other documents he is entitled to for having passed the final semester examination for which he opts to appear and improve his performance.
- (ii) Be entitled to appear as an ex-candidate of same institute where he was previously studying and his previous marks other than the theory subjects shall be carried forward.
- (iii) Be required to appear in all the theory subjects of semester examinations, at next two consecutive examinations. Such a candidate shall be permitted to avail only one chance to improve his performance.
- (iv) Be allowed to maintain the better result of two examinations.

## **DIPLOMA IN ARCHITECTURE**

### **Preamble**

The council of Architecture (Incorporated under the Architects Act, 1972), has, with the approval of the Central Government, Prescribed “Minimum Standards of Architecture Education Regulations, 1983” for imparting Architecture education throughout India for award of Recognized Qualifying Degree or Diploma in Architecture for the purpose of registration as an Architect, under Architects Act of 1972. Since the “Regulations 1983” are applicable as mandatory requirement under the provisions of the Architects Act 1972, the Board has revised

the Curriculum of the existing Five Year (full-time) Diploma Course in Architecture from 1986-87 as per the guidelines issued by the Council of Architecture in the Minimum Standard of Architecture Education Regulation, 1983.”

#### **RA - 1 Admission**

No candidate shall be admitted to the Diploma Course in Architecture, unless the candidate satisfies the qualification and other conditions prescribed by the State Government from time to time in this behalf.

#### **RA - 2 Time limit For Completion of Course:**

The candidate shall have to complete the course of first stage within 5 years from the date of his admission to the course.

#### **RA - 3 Award of Diploma**

Candidates shall be awarded Diploma on successful completion of both, first and second stages, of the course.

#### **RA - 4 Allowance of the term for next year (ATKT)**

A candidate-passing minimum 2/3 rd of total number of subjects prescribed for an examination shall be allowed to keep term for next higher year.

Rules for ATKT are given in table as mentioned in Rule RG 2(D).

#### **RA - 5 Result of a Candidate Appearing Simultaneously For Two Examinations**

The result of current examinations of a candidate, who is required to appear for both the current and lower year examinations and fails or fails to appear for the lower year examinations but passes the current year examination, shall be declared only after he passes the last but lower year examination. Such a candidate shall be deemed to have passed the current examination from the date of his passing the last but lower year examination. However, if such a candidate has failed in the current year examination he shall be so informed. Such candidates will not be admitted to the next higher year.

#### **RA - 6 Time limit for abeyance of ATKT**

Facility of ATKT shall not be permitted to be kept in abeyance for more than one academic year/annual examination.

#### **RA – 7 Teaching and Examination Scheme**

The teaching and examination scheme for the five year diploma course in Architecture (yearly pattern), shall be as contained in the curriculum prescribed by the Board, following guidelines issued by the Council of Architecture, subject to revisions and modifications made from time to time.

### **RA-8 Assessment of Sessional Work**

A) Progressive Assessment

The internal assessment of the sessional work in theory and drawing subjects shall be progressive.

B) Internal & External Assessment

The sessional work (in Design, Construction Engineering, Town Planning and Landscape), and viva voce shall be assessed jointly by internal and external examiners on the basis of the concepts and the depth of comprehension of principles involved and not on any attempts of embellishment of presentation.

C) Criterion for Passing Sessional

A candidate shall not be allowed to appear for the Annual Examination if he fails to secure a minimum of 50% marks in the internal assessment of the sessional work in the respective subjects.

### **RA-9 Exemptions**

- A) Automatic exemptions: A candidate whose overall result is “Fail”, shall earn automatic exemptions at the subsequent examination, in the subjects or passing heads in which he has passed. These marks shall be carried forward to the subsequent examination, for deciding his total marks.

### **RA -10 Communication of Sessional Marks**

Principal shall communicate the sessional marks of the candidates appearing for the third (Intermediate) and/or fifth (Final) year examinations of the Board, within one week from the end of the academic year. The sessional work in Design, Construction Engineering, Landscape and Town Planning, would, however, be retained (in portfolios) in the institute for the joint assessment by the internal and external examiners appointed by the Board. Principal shall also communicate the result of each candidate who has appeared at first year, second year or fourth year examination, to enable the Board to verify the result status at third and fifth year and declare the result.

### **RA-11 Standard of Passing**

To pass the examination a candidate shall obtain a minimum of 40% of full marks in each theory and drawing/design paper and minimum 50% of full marks in sessional work/viva voce. However, he should obtain minimum 50% of the aggregate marks in the

subject head comprising theory, design/drawing, sessional and viva voce to be eligible for claiming exemption in that subject for the next examination.

To be eligible for the exemption for appearing in the same subject at the next examination in case of failure in other subject/s the candidate has to secure a minimum of 50% of aggregate marks in the subject/s concerned. The candidate will have to appear for examination in theory paper, drawing/ design paper only, because his sessional marks are to be carried forward.

### **RA-12 Gracing**

#### **A) Marks for Subject Passing:**

If a candidate obtains at least 50% of total marks in some of the heads of subject (theory, sessional, viva voce), but falls short by maximum up to ½% of the aggregate marks assigned to the examination for passing, such deficiency would be removed by adding maximum up to ½% of aggregate marks assigned to the examination, to the total marks obtained by the candidate in the examination. While adding such grace marks, the fraction of a mark shall be rounded to the next number and added in the total.

#### **B) Grace Marks for Passing Examination**

A candidate who fails to pass an examination by not more than 10 marks in aggregate and in not more than 2 theory papers and /or practical (including oral/ viva voce and/or sessional except design sessional) covering not more than 2 subjects, such deficiency in marks in those 1 or 2 Theory papers and /or practical and /or oral (viva voce) and/ or sessional shall be condoned provided the candidate has secured at least 50% marks in aggregate and has not availed the exemption as per RG 5(A).

#### **C) Grace for Minimum Passing Marks in a Subject**

A candidate will get the grace marks of maximum 1 or 2 as the case may be to remove the deficiency in securing minimum marks for passing for a total marks below 75 or maximum 1, 2 or 3 as the case may be, for the total marks of 75 or above, in written theory examination of that subject. Benefit of gracing shall not be given twice in a single theory paper.

#### **D) Gracing For Award of Class**

A candidate who falls short of the total to obtain a first or second class shall be declared to have passed in first or second class, as the case may be by adding half percent of the

aggregate marks, assigned to the examination. While adding maximum 1/2 % of the aggregate marks fraction of a mark shall be rounded to the next full number and added in the total.

#### **RA-16 Award of Class**

A candidate shall be declared to have passed the examination in First class with Distinction, First or Second class on obtaining minimum of 80, 65 or 50% marks respectively, of the aggregate marks, provided he passes in all the subjects of examination at one and the same sitting. While deciding minimum marks required for award of class, fraction of a mark shall be omitted.

#### **RA-17 Scope of Regulations**

The above regulations shall apply for all 5 examinations of the course conducted by the Institutes and/or by the Board.

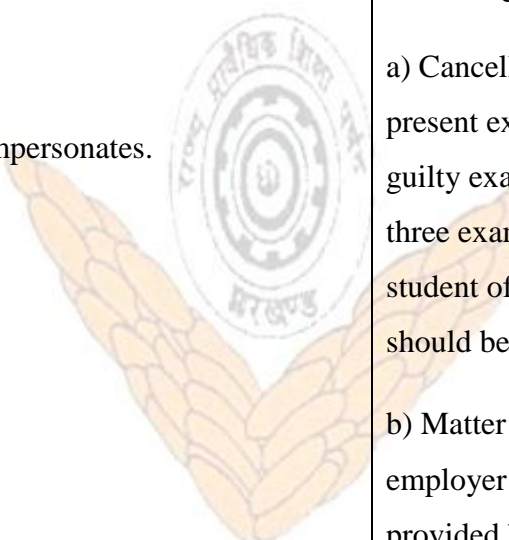


## Annexure I

### Penalties to examinees, staff and Intuitions for various instances of malpractice

Sr. No.	NATURE OF MALPRACTICE	QUANTUM OF PUNISHMENT
1	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.	Cancellation of full performance in the entire examination/s in which the examinee has appeared.
2	Examinee making an appeal to the examiner revealing both, one's name and address.	Cancellation of full performance in the entire examination /s in which the examinee has appeared.
3	Examinee writing in provocative or abusive and/ or threatening language in the answer-book.	Cancellation of full performance in the entire examination /s in which the examinee has appeared.
4	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 debaring him from appearing in subsequent two examinations.
5	Examinee communicating or talking with another Examinee/s during examination session.	Cancellation of the result / performance of the guilty examinee in the subject during whose examination he/she was caught.
6	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.
7	Examinee caught during the examination session while copying from the copying material.	Cancellation of the full performance in the current examination/s plus debarment from appearing in the next one examination.
8	Examinee found in possession of copying material related to the subject (but not used for copying).	Cancellation of the full performance of the alleged examinee in the current examination/s in which he has appeared, plus debarment from appearing in the next one examination.



9	Examinee found exchanging (giving or taking) answer books/ slips of paper with other examinee/s.	Cancellation of performance of the guilty examinee in the current examination/s plus debarment from appearing in the next one examination.
10	Examinee 'X' found in possession of answer-book / supplement of another Examinee 'Y', forcibly or without his (Y's) knowledge.	Cancellation of the performance in current examination/s, plus debarment from appearing in the next one examination in respect of examinee 'X', exonerating examinee 'Y', provided he has not connived with 'X'.
11	<p>Impersonation:</p> <p>i) Examinee who impersonates.</p> 	<p>Following actions shall be taken:</p> <p>a) Cancellation of the performance in present examination/s plus debarment of the guilty examinee from appearing in the next three examinations provided he is a confide student of S.B.T.E. 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 S.B.T.E. Ranchi.</p> <p>c) In case the examinee is unemployed and is a student undergoing education with examination authority other than S.B.T.E. RANCHI, the information should be given in writing to the concerned examination authority.</p>

	ii) Bonafide examinee who is impersonated.	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.
12	Examinee found inserting previously written pages smuggled in from outside, in the answer book.	Cancellation of the full performance in current examination/s, plus debarment from appearing in the next one examination.
13	Examinee found with answer-book/s having two different handwritings, one of the examinee's own and the other of a different person.	Cancellation of the full performance in current examination/s, plus debarment from appearing in the next two examinations.
14	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.
15	Cases of copying /mass copying reported by the examiners from Evaluation Centre.	Result of the involved examinees to be withheld for conducting inquiry. Punishment shall be awarded as deemed fit on scrutiny of enquiry report.
16	Examinee-attaching currency notes to their answer-book with/ without a request to examiners to assess their answer-books favorably.	Cancellation of the performance in current examination plus debarment from appearing in the next one examination and forfeiture of the entire amount and depositing the same in Board's appropriate account.
17	Examinee throwing the question paper to the other examinee, after writing the answer/s on it.	Cancellation of the performance in current examination plus debarment from appearing in the next one examination.
18	Examinee destroying his own answer book or supplement/s.	Cancellation of the full performance in current examination/s plus debarment from appearing in the next one examination.

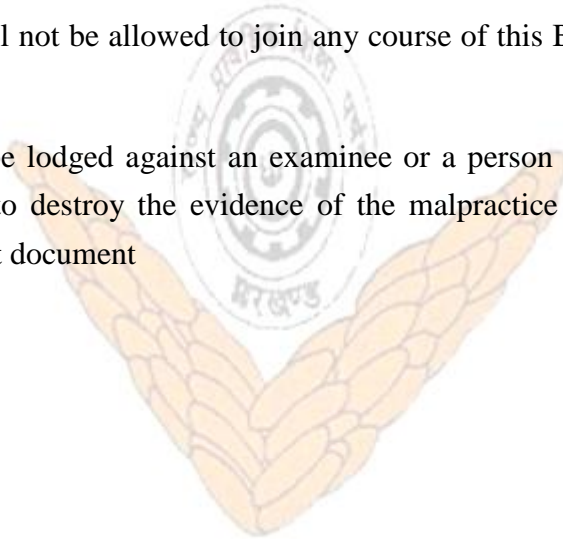
19	Examinee smuggling out his own answer book or supplement or blank answer book/s and/or supplement/s.	Cancellation of the full performance in current examination plus debarment from appearing in the next two examinations.
20	Free copying or using unfair means, with or without connivance of the management 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.
21	Examinee attempting to send Question Paper out of Examination hall.	Cancellation of the full performance in current examination plus debarment from appearing in the next five examinations.
22	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.
23	Examinee possessing mobile phone or any electronics communication gadget or I-pod or any similar device in examination hall.	Cancellation of the full performance in current examination/s & forfeiture of the device or gadget.
24	Tampering with the certificate of marks or their copies and any other documents issued by S.B.T.E. 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.
25	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).	Cancellation of performance in the subject during whose examination he/she was caught.

26	All other cases not covered above shall be dealt independently on the basis of merit of the cases reported to S.B.T.E. Ranchi.	All such cases to be placed before Special Committee and punishment be awarded as deemed fit.
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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 term-work marks, sessional / test 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 this Board 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



## **PENALTY / PUNISHMENT FOR MALPRACTICE & NEGLIGENCE IN THE PROCESS OF EXAMINATION**

### **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 sessional / test, practical, oral, term work, project and / or theory as well as main seating charts and any other such relevant document which affects the matter as stated above.

#### **Punishment:**

- 1) Debarring the concerned persons from the S.B.T.E. Ranchi work for one year.
- 2) Imposing and recovering penalty up to Rs. 1000/-\* (or as may be decided by S.B.T.E. Ranchi from time to time) per course from the Institute involved in such negligence.
- 3) Withholding & 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 with incorrect 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 from S.B.T.E. Ranchi work for two years.
- 2) Imposing and recovering penalty up to Rs. 1000/- (or as may be decided by S.B.T.E. Ranchi from time to time) from the Institute involved in such malpractices.

- 3) 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, oral, or term work or any other type of prescribed examination; giving marks for continuous assessment without maintaining proper records prescribed by S.B.T.E. Ranchi from time to time; intentionally giving / awarding marks more than the maximum marks to some of the candidates to create confusion in S.B.T.E. 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 the candidate and accepting the answer books to create trouble in further processing; issuing orders to the examiners other than those appointed by S.B.T.E. Ranchi for conducting practical examination, without any information to S.B.T.E. Ranchi; deliberately marking examinee who are present for examination as absent in the records of practical examinations; changing the practical examination center without approval of S.B.T.E. Ranchi and managing for the favourable 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 S.B.T.E. Ranchi work for Two years.
- 2) Imposing and recovering fine of up to Rs. 5000/- (or as may be decided by S.B.T.E. Ranchi from time to time) per case from the Institute involved in such malpractice.
- 3) Forwarding all such cases to Director of Technical Education or Government for further suitable action.

- 4) Withholding & forfeiting 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 this category fall the cases like non-maintenance of the record of continuous assessment and awarding the sessional / test marks, practical marks, term work marks and / or oral marks at will, without following the norms given by S.B.T.E. Ranchi; breach of rules / instructions by internal and external examiners; not following the scheme prescribed by S.B.T.E. 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 withheld results and motivating candidates to rush to the S.B.T.E. Ranchi Office & cause disturbance in office work; not submitting the examiner's mark foils in the prescribed time period given by the S.B.T.E. Ranchi.

**Punishment / Penalty:**

- 1) Debarring entire staff of Institute including Principal / Head of Institute etc who are involved in such malpractice from S.B.T.E. Ranchi work, for a period of minimum two years.
- 2) Imposing and recovering penalty up to Rs. 15,000/- (or as may be decided by S.B.T.E. Ranchi from time to time) from Institute involved in such malpractices.
- 3) Shifting of Examination Center to other Institute and charging Examination Centre fee and / or penalty as per norms.
- 4) Demanding affidavit from management giving undertaking that due care shall be exercised to avoid recurrence of such events in future.

**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, beating all logic, 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 examiners’ 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) Withholding & forfeiting entire remuneration of officer-in-charge, examiners & all concerned staff for that year. If remuneration is already paid, it shall be recovered from concerned persons.
- 2) Debarring the concerned examiner/s & staff for 1 to 3 year period considering extent of negligence / malpractice.
- 3) Submitting the matter to the Governing Board with recommendations of taking severe action against the concerned Staff, by the appropriate authority.

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

The cases under this category are:

- 1) Not appointing the Head Examiner for checking the total and transfer of marks from the answer books to mark foils,
- 2) Not moderating the initial sample of the new examiner, appointing in-experienced examiner without observing the quality parameters prescribed by S.B.T.E. Ranchi.
- 3) 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.



- 4) Not following the quality assurance parameters as prescribed by S.B.T.E. Ranchi during the process of assessment of answer books.

**Punishment / Penalty: -**

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

**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 examiners' mark sheets in the prescribed time period to S.B.T.E. Ranchi.

**Punishment / Penalty:**

- 1) Debarring the concerned Officer-in-Charge, Examiners & Staff for period of 1 to 3 years from S.B.T.E. Ranchi work.
- 2) Withholding & forfeiting entire remuneration of all concerned persons. If remuneration is already paid, it shall be recovered from concerned persons.
- 3) Reporting the matter to Director of Technical Education for taking appropriate action against concerned persons & Institute.
- 4) Submitting the matter to the Governing Board with recommendations to withdraw the affiliation of the errant Institute.

**H) Not following the decision of Special committee of the S.B.T.E. Ranchi:**

The cases of misconduct / irregularities in this type are

- 1) Not following or implementing the decisions of Special Committee.
- 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 S.B.T.E. Ranchi or its officers or any person appointed by S.B.T.E. Ranchi

**Punishment / Penalty: -**

- 1) Consider institutes attitude as conflicting, challenging and arrogant towards S.B.T.E. Ranchi and Impose additional financial penalty of any amount that S.B.T.E. Ranchi may deem fit.
- 2) Withhold the results of entire Institute for the present / current examination without assigning any reasons there of.
- 3) Issue a show-cause notice to explain why the enrollment of candidates for next academic year should not be withheld?
- 4) Demand from the institute affidavit before “First class Judicial Magistrate“ stating that in future the Institute shall follow scrupulously all the Rules, Regulations, Norms, Quality parameters and Instructions given by S.B.T.E. Ranchi.
- 5) Submitting a proposal to the Governing Board to recommend withdrawal of affiliation of the Institute, to the Government.

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