

# Government Polytechnic, Aurangabad.

(An Autonomous Institute of Govt. of Maharashtra)



||PURSUIT FOR EXCELLENCE||

## EXAMINATION REGULATIONS



### Academic Quality Assurance Cell (AQAC)

Curriculum Development &  
Implementation Cell (CDIC)

Examination Cell  
(EC)

JUNE-2013

## EXAMINATION REGULATIONS.

Note: These rules are framed by Government Polytechnic, Aurangabad (An Autonomous Institute of Govt. of Maharashtra) and are approved by GOVERNING BODY of Government Polytechnic, Aurangabad in its meeting held on 10th June 2013. vide item no. 2

For implementation of these rules, the user of this document shall follow the guidelines in the form of instructions and procedures issued by Academic Quality Assurance Cell (AQAC) consisting of Curriculum Development and Implementation Cell (CDIC) and Examination Cell (EC)

APPLICABLE FOR THE DIPLOMA IN ENGINEERING, TECHNOLOGY AND SUCH OTHER DISCIPLINES (SEMESTER PATTERN) (FULL TIME / PART TIME)

## PROLOGUE

Government Polytechnic Aurangabad is an autonomous institute Government of Maharashtra. The autonomy was accorded as per Govt. Resolution No. \_\_\_\_\_. It has come into effect from the academic year 1994-1995. As per the Government Resolution Board is empowered to form its regulations in consultation with Board of Studies and Examination Committee and accordingly the General and Examination Regulations have been framed. These regulations are resolved by the Governing Board in its proceedings of the meeting held time to time. Government Polytechnic Aurangabad is offering eight Diploma Programmes and for effective implementation of these programmes the regulations have been framed.

This document contains,

- i) Regulations General— These regulations are applicable to all semester/yearly pattern Diploma Programmes.
- ii) Regulations Specific to Diploma Programmes Engineering more specifically related to examination. These regulations are applicable to all semester/yearly pattern Diploma courses in Engineering and as specifically mentioned in regulations.

In case of any difficulty and/or doubt in interpretation of any rule, the interpretation of the Principal, Government Polytechnic Aurangabad and Member Secretary of the Governing Body shall be final and binding on all stakeholders. The word Diploma includes Diploma in all eight disciplines with whatever nomenclature it may be called.

Principal,  
Government Polytechnic,  
Aurangabad

**REGULATIONS: EXAMINATIONS, RESULTS AND AWARDS REGULATIONS**  
**(APPLICABLE TO PROGRAMMES OF THE INSTITUTE)**

**ER - 1 Teaching and Examination Scheme**

The teaching and examination schemes of a Diploma Courses in Engineering, Technology and such other disciplines shall be as per the respective prescribed curriculum, subject to the revisions and modifications made by the Gov.t Polytechnic, Aurangabad, from time to time.

**A) Subjects and Heads of Passing**

A course 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.

**ER-2 Rules of admission to a course**

**A) Eligibility**

No candidate shall be admitted to a course for Diploma approved by the institute, 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 Maharashtra

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

Candidates failing in any semester examination of the institute shall be considered for reregistration to the same course 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. Re-registration is sole discretion of the Department and as per the policy of the institute.

### **C) 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. A candidate will be declared as ATKT if fails in four or less than four heads of passing.

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

### **D) Validity of Admission, Documents**

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 of that region.

ii) No objection certificate (N.O.C.), issued by the original institute or permission letter from the Director / Joint Director / Competent Authority of Technical Education, in case of candidates transferred from one institute to other institute.

iii) Eligibility Certificate issued by Regional office of the Board In case of candidates allowed to change the course/Institute or admitted for Double Diploma or direct admission to second year .

### **E) Direct admission to third semester /Second year**

i) A candidate passing H.S.S.C. Examination (Standard XII) with technical subjects, bifocal course, MCVC with general courses of the Board of Secondary and Higher Secondary Education shall be eligible for direct admission to third semester of a Diploma programme 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/General 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 courses in the respective diploma programmes notified by Government from time to time.

Any other condition/s that may be prescribed by the Govt. and may prevail at the time of these admissions.

### **F) Admission consequent to change of programme**

Admissions shall be processed as per prevailing rules of the Govt. Polytechnic, Aurangabad.

### **ER-3. Rules of Enrollment**

#### **A) Enrollment of Candidates**

Every candidate admitted to the institute has to fill enrollment forms in the prescribed format and along with prescribed enrollment fees. Admitted candidate shall be given a unique identity Number called as Enrollment Number.

### **ER-4 Rules for Eligibility to Appear for Examination**

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

A candidate shall not be permitted to keep terms or allowed to appear for the examinations of the institute, for more than one different Full time programmes simultaneously, where further, the candidates having failed at an examination of that programme shall not be allowed to change over from one programme to another, except where the programme is revised or discontinued.

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

##### **i) Responsibility of Registration to Examination i.e. 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 and notified by Examination Cell.. The institute 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 fee

##### **ii) Registration to Examination i. e 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, on or before the notified dates. The candidate applying after the due date shall have to pay the late fee, penalty and fine, as notified by the institute time to time. This fee is to be borne by the candidate. The examination fee and late fee shall be nontransferable. Candidate shall register for examination of maximum of 12 courses at any end semester examination out of which courses containing theory heads shall not be more than Ten courses.

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

**C) Refund of Examination Fees**

Examination fee 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 has submitted the examination form with requisite fee, as per the schedule for the ensuing examination and later on unfortunately if he dies before appearing for the examination, the examination fees paid to the Board shall be refunded to the parents/guardian. For this purpose, the parents/guardian shall apply to the regional office through institute with a copy of the proof of death and copy of fee receipt. Such application shall be made within two months from the death of the candidate.

**D) Admission to an Examination****i) Eligibility for appearing in examination:**

No candidate will be admitted to any semester end examination in that course unless he keeps terms for that course at the institute and unless he has filled in examination form along with prescribed examination fee and unless it is certified by the HOD that he has fulfilled following conditions.

- 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 the course as per the Teaching scheme of the institute and not the 75% of total Lectures conducted by the Subject Teacher, and
- He has satisfactorily completed all the specified laboratory Practicals / Term work / Projects / Sessional etc. prescribed in the curriculum for the course
- He has shown satisfactory progress in his studies and evinced good conduct.
- 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 15% 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.

**F) 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 in a course/s.

The examination fee paid by the candidate shall not be refundable.

ii) Notwithstanding the acceptance of application form and fee, 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 course and for admission to the said examination.

### **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.) in a course to appear for examination shall be treated as defaulter and be disallowed for examination and detained in the same course. Such candidate shall not be allowed to appear for examination of that course even though he has submitted examination forms and fees.

### **H) Admission to Examination Hall**

#### **❖ Mandatory Documents for a Candidate during Examination**

The Examination Cell shall issue Hall Ticket / Admission card to each eligible candidate who has applied for examination. Each candidate appearing for the examination must possess a proper Hall Ticket; 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.

#### **❖ 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.

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

No Candidate who is disallowed by the institute for not fulfilling conditions shall be permitted to appear in that examination. He shall have to fulfill all relevant conditions by seeking fresh admission and to reregister to the same course.

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

A candidate, who fulfills all the conditions prescribed 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.

### **K) Simultaneous Appearance in Two Examinations of a Programme**

Candidate would have an option to appear in the current examination of semester, for which he is allowed to keep term, provided he is eligible for admission, simultaneously with the preceding semester examination for the subject heads he has failed in, on submission of fresh application and payment of fresh fees, subject to the relevant regulations for that course.

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



No candidate will be permitted to appear anew in any of the semester/year examinations which he has already passed.

### **ER-4 Exemptions**

A candidate may claim exemption in a prescribed subject having passed it or its equivalent subject of other autonomous institute, Board or university.

#### **A) Automatic exemptions:**

i) A candidate, whose overall result is "Fail / ATKT", shall earn automatic exemption at the subsequent examination, in the subjects or passing heads in which he has passed.

#### **ii) Exemptions for subjects passed in examinations of other institute/Board/University:**

A candidate who has passed fully the prescribed or its equivalent examination of a recognized Board / University in the subject/s recommended by the Equivalence Committee from time to time, shall, at his option, be entitled to claim exemption in such course/s.

Candidate shall not be eligible for claiming exemptions later, on the strength of having passed the subjects after the date of his admission. Candidate so exempted shall not be entitled to award of class. Exemption so admissible will lapse if not claimed at the first attempt at the examination of the institute.

For claiming exemption the candidate shall apply to HOD/AQAC/EC/Equivalence Committee in the prescribed form. Such application shall be submitted through the HOD before last date prescribed by the institute along with supporting documents and necessary fees if applicable. Forms received after due date shall not be considered.

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.

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

i) If a candidate is permitted to change the course, at any stage, he will have to appear for backlog subject, if any, of the lower year of the course.

ii). In case of revision of curriculum, the ex-candidates belonging to the old curriculum and admitted to next higher semester/year of new revised curriculum, shall be required to appear for the examination of missing courses.

iii) The candidate who is admitted directly to second year/third semester or higher level stage shall appear for examination for backlog courses/s, if any of the lower semester/year(s) of the programme. Such candidate shall submit examination form along with the prescribed examination fees for the lower semester/year(s).

iv) Exemption Related To Change Of Programme: If a candidate has been granted a change of Programme by the Directorate of Technical Education, seeks exemptions in the equivalent/common subject/s in new programme on the basis of having passed such subject/s in examination of previous course conducted by the institute, he shall be eligible for such exemption.

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

Whenever institute revises curriculum and there is major change in the Teaching and Examinations schemes, in opinion of the Board of Studies, the institute 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.

### **ER-5 Ex-Candidate**

A candidate, who fulfills the conditions prescribed hereunder and is certified by the Head of the Department as eligible for admission to a semester examination, 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.

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 the Department for being eligible to reappear in that examination.

iii) A candidate who is ex candidate of the institute and who has Successfully completed the term of any course examination and who has taken away his leaving certificate will cease to be a candidate of the institute. However if such ex candidate desires to appear any semester/year examination to which he is otherwise eligible to appear can apply for admission to the examination.

For doing so he will have to deposit his latest leaving certificate or transfer certificate temporarily and a affidavit stating the reasons for gap at the institute. If such candidate passes the examination or becomes eligible for higher semester, the prevailing rules for admission to higher year shall apply.

### **ER-6. Assessment of Term Work / Sessional / Practical / Project Work / Oral/Any other head**

#### **A) Assessment**

(i) For term work/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, from time to time.

(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.

(iv) The Principal/Head of the institute on the recommendation of HOD 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.

(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.

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

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

In case, an external examiner reports that the laboratory practical 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 COE 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 & / semester shall be held in reserve till the special committee gives its decision.

### **C) Procedure to deal with deficient conduct of term-work etc. :**

If the examiners detect cases where Laboratory Practicals / Term-work / Project are incomplete but HOD has certified the same as complete and allowed candidates to appear for examination, the COE shall enquire into such matter and report of all such cases shall be submitted to the Special Committee

Principal of the institute for due action against the Subject Teacher as per the decision of special committee.

In addition to this, the Principal shall report all such cases to the Director of Technical Education and Government for further action against the faculty as may deem fit.

### **D) Failure in Term Work**

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

### **ER-7. 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 institute, circulated to all HOD's. The detailed timetable of an examination will be declared to all three weeks prior to the commencement of the examination. Any changes of dates, due to unavoidable circumstances, shall be intimated to and also published through notices, adequately in advance.

#### **B) Modes of Examination**

##### **i) Mode of Written examination:**

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

##### **ii) Mode of Practical, Oral, Term Work, Project/Seminar Examinations.**

The internal and/or external examiners appointed by COE/HOD shall conduct these examinations, as applicable according to the teaching and examination schemes of the curricula. Further, the mode of conduct of any of these examinations shall be as decided by the Examination Cell from time to time and even may be online.

#### **C) Subjects at an Examination**

Examination shall be held in the courses mentioned in Teaching and Examination Scheme of the related curriculum prescribed by the institute.

#### **D) Curriculum for courses 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 AQAC,

The Institute may also make them available on its web site or intranet.

### **E) Medium of Examination**

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

### **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 course 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 to COE. COE shall inform the related RAC such change, to account 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 Principal 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 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.

**ER-8 Result Processing****A) Results of the Examinations**

As soon as it is practicable, after completion of examinations and subsequent valuation, the COE, 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
- **Fail:** Candidates failing to secure minimum passing marks in more than four course for award of ATKT or minimum percentage of aggregate marks shall fall in this category.

**C) 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 on further course of action in this behalf.

**D) 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 effected.

#### **E) 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 Committee 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.

#### **F) 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 COE, has partly or fully participated in such malpractice, fraud or misconduct, all such cases shall be placed before the Special Committee for scrutiny. The Director of Board shall have power to advise COE to amend the result of such candidate at any time, as per the recommendations of the Special Committee and declare the result.

#### **G) Certificate of marks**

##### **i) Issuance of Certificate of marks:**

A candidate appearing for an examination of the institute may get certified certificate of marks obtained by him, in the prescribed form, after the declaration of results of the said examination.

##### **ii) Duplicate Certificate of marks:**

A candidate shall apply in the prescribed form along with requisite fee, and an affidavit stating loss of the original certificate of marks, for duplicate certificate of marks. Further copy to Duplicate copy shall be superscribed as 'TRIPLICATE', 'QUADRAPPLICATE' & likewise, as the case may be.

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

A candidate who has appeared at the examination conducted by the institute may apply to the COE 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 result gazette by the institute and the candidate be informed accordingly.

#### **I) 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 institute, irrespective of whether a candidate appears for these consecutive examinations or otherwise, except those concerned with ongoing court cases and inquiry matters.

#### **ER-9 Penalty for Acts of Misconduct of Candidates A) Misconduct Before, During or After the Examination**

A) If at any point of time, before, during or after the examination, it is found/reported that a candidate 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 Secretary, after due enquiry of the incident, is convinced of such possible misconduct/misbehavior on the part of the candidate, 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 and unless he has been ousted for gross misbehavior, he would not be expelled from examination. The Officer-in-charge shall provisionally permit such candidate to appear for the remaining/full examination at the centre.

The candidate's answer book and copying material, if any, shall be seized and his written undertaking shall be obtained. A fresh answer book shall then be issued for writing the examination. The Officer-in-charge then shall report the event to the COE as per the prescribed procedure. The COE 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. Special committee shall recommend penalty to be imposed on candidate to examination committee. The Examination Committee shall have the power to cancel 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. The rules of penalty are at par with the MSBTE rules.

#### **C) Copying Cases Detected In Assessment Center**

When a case of copying or misconduct is detected by an examiner at the Local Assessment Center (LAC) or at the place of assessment while assessing the answer-books, the examiner shall report it to the Officer-in-Charge of the assessment centre or the COE, as the case may be, along with his observations. The Officer-in-charge of the centre shall report such cases along with the report of the Examiner/s to the



COE. The COE 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 Examination Committee shall have the power to cancel 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 institute, Neither he shall be eligible to seek admission.

### **E) Other Acts and Guide line Documents operative in this regulation (Acts Related To Conduct of Examinations)**

i) Maharashtra Prevention of Malpractices at University, Board & Specified Examinations Act of 1982.

ii) Maharashtra Prohibition of Ragging Act, 1999.

#### **Guide line Documents**

i) Instructional Manual on Conduct of Examination

ii) Norms for Assessment of Answer books

iii) Curriculum Implementation and Assessment Norms (To be published)

### **ER – 10 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, COE 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 Examination Committee for approval. The Secretary, after approval, shall execute accordingly.

### **ER-11 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 programme, including missing and backlog subjects as applicable and after acquiring of 184 credits. Unless otherwise stipulated the result of final examination leading to the award of Diploma shall be

determined by the aggregate marks obtained by the candidates in the Diploma award courses specified in the curriculum document of each programme. A separate mark sheet showing performance of candidates in diploma award courses shall be issued to the candidate specifying the percentage and class.

### **B) Issuance of the Certificates**

The Chairman and member secretary of Governing Body shall issue the certificates of Diploma in the prescribed format to the successful candidates after the declaration of result at the convocation.

### **C) Issuance of Provisional Passing Certificate**

A candidate, who has passed the final semester and completed requirements of Diploma, shall be issued provisional diploma certificate along with the certificate of marks. The Principal shall issue the provisional passing certificate. Provisional passing certificate shall be issued only upto the date of convocation of that batch of students.

### **D) 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, 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 to COE along with requisite fee. Further, the copy shall be marked as "DUPLICATE". Further copy to duplicate copy shall be superscribed as 'TRIPLICATE', 'QUADRAPPLICATE' & likewise, as the case may be.

### **ER - 12 Name corrections on documents:**

The candidates apply for name correction in Marksheet and Diploma certificate. The names must be as per merit list approved by competent admission authority and Certificate of passing of qualifying examination, as well as S.S.C. Board Certificate. If there is any correction in the name, it must get corrected necessarily immediately after the result of first semester is declared for the candidates admitted in first semester and immediately after the result of third semester is declared for the candidates admitted in third semester directly. Name correction will not be entertained if reported after the declaration of result of the Final semester.

### **ER - 13 Issuance of Transcript:**

The institute shall issue, on request, along with prescribed fee, the transcript for Semester/year examination passed by a candidate.

### **ER-14 Retention period of documents:**

The examination documents like Question papers, written answer papers, Examiners mark sheets, Timetable, Main seating charts 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 institute.

### NAME OF DOCUMENT RETENTION PERIOD

Printed Question papers Till Declaration of result. Written answer books Upto next three examinations. Examiners mark sheets Upto next four semesters. Time table Till Declaration of result. Main seating charts One year. Attendance Sheets and attendance record upto next semester. Class Attendance record upto one semester.

### ER-15 Progressive tests & submission of marks:

Normally two progressive 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 progressive test.

- If a candidate appears for only one test and 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 examination Cell and he shall not be shown absent in the Marksheet.

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

### ER-16 Standard of Passing

To pass an examination a candidate must obtain minimum of passing marks 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.

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 in diploma award courses in aggregate. 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 diploma award courses in aggregate.

### ER-17 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.

### ER-18 Condonation

A candidate who fails to pass examination to complete Diploma programme by not more than 8 (Eight) marks in aggregate in not more than two heads, theory and or practical including oral covering not more than two courses (subjects), such deficiency in marks, would be condoned provided the candidate has secured at least 20% marks in term end examination in that head. 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 along with the grace marks as applicable. However the grace marks would not be mentioned in the Diploma certificate.

However, if any candidate, does not wish to avail the benefit of G8 condonation, he shall have to obtain written permission from Controller of Examination with the permission of Principal, Government Polytechnic, Aurangabad..

### 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 examinations. 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.

### ER-19 Special Term

A special term after the declaration of term end examinations shall be conducted for the foundation level courses as and thereafter a special term end examination is conducted. The successful candidates satisfying other requirements of PASS / ATKT shall be eligible for registration of subsequent regular term.

- A special term of 10-15 days of concentrated coaching/ teaching shall be conducted after declaration of Nov.-Dec and April-May examination for the students
- The Foundation level courses whose recent exam result is less than 50% are offered to the students for registration. Nominal course registration fees of Rs.500/- per course shall be charged from the students to register for special term. The 60% of the fees collected shall be used to give remuneration to the faculty involved in direct teaching. 10% will be used to incur other institutional expenses and remuneration of

administrative staff. 15% will be used as development fees of AQAC and remaining 15% shall be deposited in the revenue head of the Government.

- Progressive test shall not be conducted in the special term. The progressive test, term work, oral and practical marks earned by candidate in last regular term shall be kept as it is.
- Registration to special term is optional
- Students completing special term/coaching is allowed to register for examination by paying a fees of Rs.100/- per course.
- Examination will be conducted within three days after completion of the term and coaching. Student appearing for examination may have to appear for two examinations in a day.
- Evaluation and declaration of result will be done within 10 days.
- Successful candidates getting ATKT or pass result are allowed to appear for current/subsequent regular term. Successful candidates completing minimum credit requirement will be awarded with Diploma.
- All rules and regulations of examinations will be applicable to the students appearing for end examination of special term/coaching

### **ER-20 Photocopy of Answer Books**

Candidate shall be provided with a photocopy of his answer book by charging requisite fees of Rs.300/- per photocopy of answer book for any number of courses. Candidate has to apply for getting photocopy within stipulated time as notified by examination cell.

### **ER-21 Revaluation of Answer book**

Candidate shall apply for revaluation of his answer book/s by paying Rs.500/- per course. Candidates answer sheet shall be revaluated by masking the previous marks awarded by assessors by other senior examiner. The positive change in marks of 10% is to be reported by LAC incharge to COE. COE shall submit his report to special committee. Special committees decision on change/no change shall be communicated to the candidate. Candidate applied for photocopy can only avail facility of revaluation in that course.