

# STATE BOARD OF TECHNICAL EDUCATION JHARKHAND



## **EXAMINATION REGULATIONS**

**APPLICABLE FOR THE DIPLOMA COURSES**

**Implemented with effect from 2017-18 Session ( 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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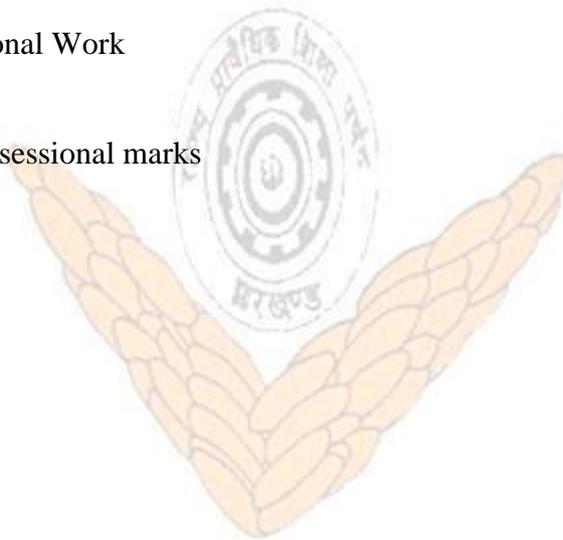
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**REGULATIONS: EXAMINATIONS, RESULTS AND AWARDS**  
**REGULATIONS GENERAL**  
**(APPLICABLE TO ALL COURSES UNDER SBTE, JHARKHAND)**

**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 Board.
- (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.
- (l) "Subject" means a paper in the scheme mentioned as Theory / Practical in the I st to VI th Semester.

**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.

**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. While readmitting such candidate, the marks obtained by him in any of the subjects of passing heads, namely theory, practical, project, implant training, or any other head of examination shall not be considered nor shall the candidate have any claim on these marks.

**C) Transfer of Institution & or Branch**

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

**D) 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 Promoted 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 /Promoted at Semester I
Third (III)	Pass / PROMOTED at semester I & II combined
Fourth (IV)	Pass / PROMOTED at semester I , II & III combined
Fifth (V)	Pass in semester I & II combined Pass / PROMOTED at semester III & IV combined
Sixth (VI)	Pass / PROMOTED at semester III & IV and V th .

**B. Yearly Pattern Courses**

<b>Admission to Year</b>	<b>Eligibility</b>
First	As per Rules of admission prescribed by the competent authority/diploma courses.
Second	Pass /PROMOTED in First Year
Third	1. Pass in First Year 2. Pass/PROMOTED in Second Year

**E) Rules of PROMOTION for Admission to Next Higher semester / Year**

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

<b>Table for deciding PROMOTION status</b>		
<b>Total number of Subjects</b>	<b>Minimum number of subjects required to pass</b>	<b>Maximum number of failure subjects allowed for availing benefit of PROMOTION</b>
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

**F) Validity of Admission, Documents Thereof**

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

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

## **F) Validity of Regulation for the Course**

The Candidate Registration to the course will be valid for double duration of the course period. i.e, Six Year for Diploma for Regular Admission and Four Year for Lateral Entry admission.

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

- i) A candidate passing 10+2. Examination (Standard XII) with vocational (technical) subjects, Vocational Courses of the Jharkhand Academic Council 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 Vocational Course 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.

## **H) Admission consequent to change of course**

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

## **RG-3. Rules of Enrolment (Registration)**

### **A) Enrolment (Registration) of Candidates**

Registration Will be done for the those candidate as per Govt. Order & Vi.Pra/Ni.Sa.31/10-879 Dated-08.05.2010 or as per govt order from time to time..

### **B) Last Date For Submission of Enrolment (Registration) Form**

For all the courses the last date for submission of Enrolment 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 Enrolment Forms**

In case of delay beyond the dates mentioned by the Board above, the forms would be accepted with the late fees 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 admission authority of Technical Education. No relaxation in this regard would be made on account of delay in getting the approval, for any reason whatsoever.

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

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

1. A candidate shall not be permitted to appear for the examination, for more than one full time course.
2. The Candidates having failed/Promoted at an examination (Semester/Year) of that course shall not be allowed to change over from one course to another.

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

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

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

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

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

\* The examination fees, Late fees shall be prescribed in the form of Circulars issued by the 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/ Head of the institute for eligibility, completeness and accuracy of information and accompanied by prescribed fees/late fees along with the list of appearing candidates.

### **C) Re-adjustment of Examination Fees**

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

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

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

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

No candidate will be admitted to any semester examination unless he has passes/promoted for that semester at the institute affiliated by the State Board of Technical Education, Jharkhand and unless he has filled 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 /Tutorials / Project work separately in each and every subject of the Semester and
- b) He has satisfactorily completed all the specified laboratory Practical / 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 Principal / Head of the institute may condone such deficiency at his discretion and permit the candidate to appear for examination, if he is otherwise eligible.

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

- (i) Not with standing the submission of application & payment of examination fees the Principal/Head of the institute shall be competent to delete application of the candidate who fails to fulfil any of the laid down eligibility conditions for admission to examination mentioned in RG4 (e) (i), under intimation to the Board. The examination fees paid by

- the candidate shall not be forfeited.
- (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.

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

The candidate who does not fulfil the eligibility criteria (such as non-completion of satisfactory deficient attendance etc.) to appear in examination shall be treated as defaulter and be disallowed for examination and detained in the same class. Such candidate shall not be allowed to appear in examination even though he has submitted examination forms and paid fees. The Principal/ Head shall prepare list of such defaulting candidates and submit 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 as per prescribed curriculum satisfactorily, however, it has been certified as satisfactory and complete by the institute. In such a case the examiner shall not examine the incomplete record and submit a report to Examination Controller, 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 Admit Card to each eligible candidate who has applied for examination. Each candidate appearing for the examination must possess a proper Admit Card ; a valid Identity Card issued by his institute, bearing his sufficiently recent photograph for easy verification of his identity and produces the same as and when demanded by an authorized person during examination.

#### **(b) Penalty to a candidate lacking mandatory documents**

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

### **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 E (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 afresh.

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

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

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

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

### **RG-5 Exemptions**

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

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

A candidate, whose overall result is promoted, shall earn automatic exemption at the subsequent examination, in the subjects 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 in the certificate of marks, will be entitled for award of class.

##### **ii) Reappearing in passed subjects :**

A candidate declared as Pass/ Fail in an examination of the Board, but has obtained passing marks in one or more heads of passing (Theory, Practical) If the candidate desires not to reappearing in the examination, shall apply in writing through the Principal of his institute and obtain written permission (**For theory paper only**). 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) 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 / s. For this purpose, he shall submit separate examination form for the lower semester/s. Fee shall be chargeable for examination of missing subject/s.

- 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).

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

Whenever Board revises curriculum and there is major change in the Teaching and Examination schemes, the Board shall provide option of three time opportunity to all failure /candidates of old curriculum to complete their course in old curriculum. However, such candidates shall be eligible to appear for the examination only on fulfilment of the rules for admission to the examination as applicable.

**RG-6 Ex-Candidate**

A candidate, Who has submitted and appeared in all Practical & Sessional papers successfully but has failed in more than required theory papers to have been declared Promoted in theory paper or has abstained in the theory paper/s will be termed as ex-candidate. Such candidate will appear in the subsequent semester / year examination as ex-candidate for all theory paper/s he is expected to pass. The marks obtained in sessional and practical papers will be retained for three years.

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

**A) Assessment**

- (i) For Sessional/Practical/Project Work, 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 Sessional/Practical/Project Work, or any other head shall be duly completed and collected as per the schedule and submitted for assessment to the examiner.
- (ii) For Internal Examination two snap tests and two assignments each of equal weight shall be conducted by the institute as per its own schedule.
- (iii) The Examination section of the institute shall keep in its custody the records so that it is available, when required for examination. Such record shall be retained for subsequent two examinations only.

**B) Minimum requirement for Practical / Sessional / Project Work and any other head paper will be as per scheme of the particular semester paper.**

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

**A) Publication of academic calendar.**

Board will prepare and publish academic calendar for the academic year and shall circulate to all its affiliated institutes and publish it on its website/s prior to commencement of classes.

**B) 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 at least 10 days 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.**

**C) 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, Sessional, project/Any Other head Examinations.**

The internal and/or external examiners appointed by Examination Controller shall conduct these examinations, as applicable “according to the teaching and examination schemes” of the curricula. Further, the mode of conduct of any of these examinations shall be as decided by the 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.

**D) 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.

**E) Curriculum for Subjects of Examination**

The curriculum for each subject (of the course) at the examination shall indicate the detailed contents of study prescribed. The Board may also make them available on its web site.

**F) 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.

**G) 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.

#### **H) Permission for writer**

- i) Permission for writer would be granted to a candidate only if he is physically unable to write the answers and has been medically so certified, at the time of examination.
- ii) Any physical disability, which existed during the study, shall not be considered as valid reason for permitting a writer.
- iii) The writer so permitted shall be less qualified than the candidate. Further, the writer shall neither be a relative of the candidate nor an employee at the centre of examination. The principal/ Head of the institute shall ascertain this fact.
- iv) Change of writer: Changing the permitted writer is not allowed. In exceptional circumstances, the centre superintendent of examination centre may permit the change, after ascertaining that the new writer also satisfies the conditions applicable for a writer as mentioned in (iii) above and inform the Board office.
- v) For obtaining permission for writer, the candidate or his parent/s shall apply to the Centre Superintendent in writing along with medical certificate and supporting documents issued by a registered medical practitioner not below the rank of Assistant Civil Surgeon.
- vi) The institute would make separate seating arrangement for such disabled candidate/s and the writer. The candidate and the writer, both shall be present together, during the sessions of the examination.
- vii) Use of writer shall be limited to writing answers of theory papers only, and shall exclude-drawing/graphics, and subjects wherein the motor skill of the candidate has to be tested.
- viii) Further, the candidate permitted to use writer shall not be allowed to write or draw anything. Occurrence of any such event shall be considered as misconduct on the part of the candidate and he shall be liable for disciplinary action.

#### **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.
- Fail: Candidates failing to secure minimum passing marks in number of subjects more than those prescribed for award of PROMOTED or minimum percentage of aggregate marks shall fall in this category.

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

- i. TH: Theory
- ii. PR: Practical
- iii. AG: Aggregate
- iv. IM: Internal Marks
- iii. PJ: Project work
- iv. SW: Sessional work
- v. IT: Industrial training
- vi. \* Failure marks
- vii. AB: Absent
- vii. EX: Exemption
- viii. OPT: Optional
- ix. %: Percentage of marks
- x. CON: Condoned
- xi. F: Failed
- xii. P:PROMOTED
- xiii. DST: Distinction
- xiv. I : IMPROVEMENT
- xv. RW-Result with held



### **C) RW-Result with held**

- i) Clearing RW Results

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

In case any institute fails to get cleared its RW cases by the dates specified by the Board if any, 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 Technical Education and Government for further disciplinary action.

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

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

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

In case it is revealed that the candidates of a particular course/s of an institute has been allotted abnormally high or low internal assessment marks, such cases shall be enquired into and the matter shall be placed before the Special Committee setup by the Government 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 setup by the Government 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 . 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 reserve cases.

After the declaration of the result, if it is revealed that an institute has communicated

erroneous internal assessment marks, the result shall be reviewed and duly modified in light of the provisions laid down in the preceding para.

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

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

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

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

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

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

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

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

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

#### **J) Re-totalling of Marks.**

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

The re-totalling shall be restricted to verifying that all answers attempted by the candidate have been assessed; there has been no mistake in totalling of marks allotted to each answer in the answer book of that subject/s, all such allotted marks to each answer are transferred correctly on the cover page of the main answer book and whole answer book, main and all its supplements as mentioned by the candidate on the cover page of main

answer book, are intact. If, as a result of Re-totalling, a candidate becomes eligible for modification of the result, due corrections shall be made in the Tabulation Register of the Board and the candidate be informed accordingly. No re-evaluation of any answers in the answer book shall be done. The candidate whose result status is Promoted/Failed may also apply (in his own interest) for re-totalling as per schedule of application.

Board shall declare the outcome of application for re-totalling within 30 days from date of declaration of result of that examination

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

#### **K) Time Limit for Preservation of Assessed Answer Books**

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

#### **RG-10 Penalty for Acts of Misconduct of Candidate**

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

If at any point of time, before, during or after the examination, it is found/ reported that a candidate / institute has indulged in any act of misbehaviour or misconduct, thereby committing breach of any of the rules laid down by the Board in this behalf. Examination Controller, after due enquiry of the incident, is convinced of such possible misconduct/misbehaviour 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). The Centre Superintendent will seize the answer book, copying material and along with statement of Invigilators will report the event to the Examination Controller who will refer the case to the special committee for final decision in this regard.

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

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

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

**D) Eligibility to Appear Fresh 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 appeared examinations, are cancelled and who is further debarred from examination/s for a specified period shall be eligible to appear as afresh candidate for such examination/s after the expiry of the penalty period, provided he is otherwise eligible. During the period of punishment such candidate shall not be eligible to appear for any examination/s of the Board, Neither he/she shall be eligible to seek admission.

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

The institute is liable for punishment as decided by the 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 at the Examination centres and evaluation centres.
- vi) Delay in submission of documents like examination forms, list of appearing candidates, Enrolment forms, mark sheets and such other relevant documents“

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

**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/s 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 recommendations of Special Committee shall further be placed before the Secretary of the Board for approval by the Examination Committee. 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 for that course.

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

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

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

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

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

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

In case of an institute, presenting candidates for an examination and closing down subsequently, the Diploma certificates shall be issued to the successful candidates by the Board on production of their identity certificates.. It will be the responsibility of the closed institute to handover all undistributed diploma certificate and statement of the marks to the 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 an affidavit issued by First Class Executive Magistrate / Public Notary 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”.

**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 and an affidavit issued by first class executive magistrate/ Public Notary and a copy of information lodged with nearest Police station stating that the Original or Duplicate copy, as the case may be, issued to him earlier is lost. Further, the copy shall be marked as “DUPLICATE”.

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

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

**RG-14 Retention period of documents:**

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

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

**RG-15 Penalty for Acts of Misconduct by the Institute**

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

If at any point of time, before, during or after the examination, it is found/ reported that an institute has indulged in any act of misbehaviour or misconduct, thereby committing breach of any of the rules laid down by the Board in this behalf. Examination Controller, after due enquiry of the incident, is convinced of such possible misconduct/misbehaviour on the part of 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) Penalty/ punishment for malpractice and negligence**

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

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

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

### **RG-16 Scope of Regulations**

The above regulations shall apply to all examinations of the course conducted by Board.

### **REFERENCES**

#### **Other Acts and Documents operative in this regulation ;**

- i) Jharkhand Conduct of Examination Act 2001 (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 Honourable Supreme Court of India
- iii) Guidelines for Special Committee
- iv) Penalties to examine, staff and institutions for various instances of malpractice (Annexure I)
- v) Academic monitoring reports
- vi) Vigilance / flying squad / judicial report.

# **Regulations for Engineering/Technology**

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

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

## **RE-1 Test/Quiz/Assignment & Submission of Marks:**

- Two tests/quizzes & two Assignments of equal weightage shall be conducted as prescribed in the syllabus.
- The Marks obtained by the students in tests/quizzes & assignments shall be submitted within a week of the respective test/quiz & assignment in the institute office with a copy to SBTE by mail.

There will be no credit for missing test/s and assignment/s.

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

To pass an examination a candidate must obtain minimum of passing marks (33% in written examination conducted by the board) separately in each theory paper and practical. While deciding minimum marks required for passing, fractional marks will be rounded. Any fraction greater or equal to 0.5 will be rounded to the next value. For fraction less than 0.5 will be rounded to the preceding value.

## **RE-3 Rules of Promotion 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 promoted to next higher semester/ year. (for details , refer RG 2E)

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

There shall be four categories for award of class in an examination.

- First Class with Distinction (I D)

A candidate shall be declared to have passed the examination in First Class with Distinction, if the candidate 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 the candidate 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 the candidate 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 the candidate obtains marks less than 45% of the total marks but greater than the minimum percentage for passing, or has availed exemptions as per RG 5(A)

### **RE 5 Grace Marks for Passing a subject:**

If a candidate fails in one or maximum two subjects in a semester, the candidate will be eligible for maximum of six grace marks. The condition is that the candidate should pass the semester examination in all subjects with grace marks in one attempt only.

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

In case of ex-candidates the marks obtained in different Subject/s in the previous examination of the same semester / year of the course in which the candidate has been declared pass shall be carried forward for deciding total marks. Such candidates shall be eligible for award of pass class only.

Marks obtained by the candidate in class tests, assignments & sessionals will also be carried forward to the subsequent examination up to three years only.

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

The result of final semester / year examinations of a candidate who is required to appear for both the final and previous semester / year examinations but fails to pass the previous semester / year examinations and passes the final semester / year examination shall be withheld till the candidate passes the previous semester / year examination.

Such a candidate shall be deemed to have passed the final examination leading to the award of diploma on the basis of marks obtained in the final semester / year examinations from the date of passing the previous semester / year examination.

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

A candidate who has passed the final semester / year examination leading to award of Diploma, at candidates option, shall be permitted to reappear at the same examination to enable to improve performance in next examination only. For the purpose, candidate will have to obtain permission from the Board through institute prior to submission of examination form, which shall be accepted as per schedule declared by the Board. However, the facility shall not be available in case, the Board has discontinued the curriculum of the related scheme.

The Candidate so permitted shall:

- (i) deposit / forfeit the original Diploma awarded, certificate of marks, and other documents for which the candidate opts to reappear in final semester / year examination to improve the performance and obtain fresh documents. In case the previous performance was better, candidate shall be allowed to obtain the original issued documents and the current performance will be declared null and void.
- (ii) be entitled to reappear as an ex-candidate of same Institute where candidate was previously studying and the previous marks other than the theory subjects shall be carried forward.
- (iii) be required to reappear in all the theory subjects of final year in next examination. (Such a candidate shall be permitted to avail only one chance to improve the class performance)

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

- Normally two class tests & two Assignments of equal wattages shall be conducted for a subject as prescribed.

There will be no provision for missing Assignments.

- If a candidate Fails to in one or more test only one special test may be conducted & the marks be substituted against the missing test. There will be no marks allotted for Second missing test.

#### **RE-10 Standard of Passing**

To pass an examination a candidate must obtain minimum of passing marks (33% in External Examination) separately in each theory paper, practical, Sessional 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 rounded.

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

A candidate-passing minimum  $\frac{2}{3}$  rd of total number of subjects prescribed for an examination shall be promoted to next higher semester/ year.

#### **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 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.

## **RE - 13 Grace Marks**

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

A candidate shall be given maximum six. If he fails in one or maximum two subject in a semester. The condition is that he should pass the semester Examination with this grace marks in one attempt only. (All subject together)

### **B) 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 – 14 Carrying Forward Marks of Ex-Candidates for Exemptions:**

In case of ex-candidates the marks obtained in different Subject 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 pass class.

Marks obtained in class tests assignments & sessional will also be similarly carried over to the subsequent examination up to the three years.

#### **RE - 15 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.

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 - 16 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 in next examination only. 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 curriculum of the related scheme.

The Candidate so permitted shall:

- (i) Forfeit the Diploma awarded earlier and certificate of marks, 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 in next examination. (Such a candidate shall be permitted to avail only one chance to improve his class performance)

- (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.**

**DIPLOMA IN ARCHITECTURE**

**Preamble**

The Council of Architecture (Incorporated under the Architects Act, 1972), 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.

**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 limits For Completion of Course:**

The candidate registration to the course will be valid for maximum six years from the date of admission to the course.

Candidates shall be awarded Diploma on successful completion of the course.

**RA – 3 Award of Diploma**

Candidates shall be awarded Diploma on successful completion of the double duration of the course.

**RA - 4 Allowance of the term to higher Semester/ Year for next year (Promoted)**

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

**RA -5 Teaching and Examination Scheme**

The teaching and examination scheme for the diploma course in Architecture, 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-6 Assessment of Internal / Sessional / Practical / Project Work /Any other head.**

**A) Assessment**

- (i) For Sessional/Practical/Project Work, 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 Sessional/Practical/Project Work, or any other head shall be duly completed and collected as per the schedule and submitted for assessment to the examiner.
- (ii) For Internal Examination two snap tests and two assignments each of equal weight shall be conducted by the institute as per its own schedule.
- (iii) The Examination section of the institute shall keep in its custody the records so that it is available, when required for examination. Such record shall be retained for subsequent two examinations only.

**B) Minimum requirement for Practical / Sessional / Project Work and any other head paper will be as per scheme of the particular semester paper.**

### **RA-7 Exemptions**

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

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

A candidate, whose overall result is promoted, shall earn automatic exemption at the subsequent examination, in the subjects in which he has passed.

#### **ii) 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 in the certificate of marks, will be entitled for award of class.

#### **iii) Reappearing in passed subjects :**

A candidate declared as Pass/ Fail in an examination of the Board, but has obtained passing marks in one or more heads of passing (Theory, Practical) If the candidate desires not to reappearing in the examination, shall apply in writing through the Principal of his institute and obtain written permission (**For theory paper only**). 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 :**

- iii) 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 / s. For this purpose, he shall submit separate examination form for the lower semester/s. Fee shall be chargeable for examination of missing subject/s.

- iv) 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).

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

Whenever Board revises curriculum and there is major change in the Teaching and Examination schemes, the Board shall provide option of three time opportunity to all failure /candidates of old curriculum to complete their course in old curriculum. However, such candidates shall be eligible to appear for the examination only on fulfilment of the rules for admission to the examination as applicable.

**RA-8 Standard of Passing**

<b>Admission to Semester</b>	<b>Eligibility</b>
First (I)	As per Rules of admission prescribed by the competent authority/state govt., for diploma courses.
Second (II)	Pass /Promoted at Semester I
Third (III)	Pass / PROMOTED at semester I & II combined
Fourth (IV)	Pass / PROMOTED at semester I , II & III combined
Fifth (V)	Pass in semester I & II combined Pass / PROMOTED at semester III & IV combined
Sixth (VI)	Pass / PROMOTED at semester III & IV and V th .

**RA - 9 Gracing:**

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

A candidate shall be given maximum six. If he fails in one or maximum two subject in a semester. The condition is that he should passed the semester Examination with this grace marks in on attempted only. (All subject together)

## **B) 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.

### **RA-10 Award of Class**

There shall be four categories for award of class in an examination.

- First Class with Distinction (I D)

A candidate shall be declared to have passed the examination in First Class with Distinction, if the candidate 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 the candidate 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 the candidate 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 the candidate obtains marks less than 45% of the total marks but greater than the minimum percentage for passing, or has availed exemptions as per RG 5(A)

## Annexure I

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

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

	Processing such material.	offence the candidate will be expelled for one year.
08	Examinee found exchanging (giving or taking ) answer books/ slips of paper with other examinee/s.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
09	Examinee 'X' found in possession of answer-book/ supplement of another Examinee 'Y' forcibly or without his (Y's) knowledge.	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.
10	<p>Impersonation:</p> <p>i) Examinee who impersonates.</p> <p>ii) Bonafide examinee who is impersonated</p>	<p>Following actions shall be taken:</p> <p>Cancellation of the performance in present examination/s plus debarment of</p> <p>a) guilty examinee from appearing in the next three examinations provided he is a confide student of SBTE, 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 SBTE, Ranchi.</p> <p>c) In case the examinee is unemployed and is a student undergoing education with examination authority other the SBTE, Ranchi. The information should be given in writing to the concerned examination authority.</p> <p>Cancellation of the performance of such examinee in current full examination plus debarment from appearing in the next three Examinations. Further, he should be handed over to the police and FIR be lodged against the examinee by the Centre Superintendent of the examination centre.</p>
11	Examinee found inserting previously written pages smuggled in from outside, in the answer book	For the first offence the candidate particular paper will be cancelled. For subsequent offence the candidate will be expelled for one year.

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

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

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

Further, the candidate shall not be allowed to join any course of the 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 BY EMPLOYEES**

### **Type of Malpractice / Negligence**

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

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

#### **Punishment:**

- 1) Debarring the concerned persons from the S.B.T.E. Ranchi work for one year.
- 2) 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 for the work for two years.
- 2) Withholding & forfeiting entire remuneration of concerned persons for that examination. If remuneration is already paid, recovering the same from concerned person.

**C) Submission of forged & fabricated documents pertaining to the result**

**Declaration, award of Diploma etc.:**

The cases under this category are such as filling the mark foils without conducting practical, or any other type of prescribed examination; giving marks for continuous assessment without maintaining proper records prescribed by 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; Ranchi and managing for the favorable allotment of marks to the examinees; admitting examinees to the examination without valid hall tickets or without any receipt for payment of examination fees; allowing examinees to examination without submission of examination form and/or fees; deliberately avoiding the signature on answer books by the invigilators during the conduct of examinations to cause trouble to the examinees.

**Punishment / Penalty:**

- 1) Debarring the concerned Internal & External Examiner from S.B.T.E. Ranchi work for Two years.
- 2) Forwarding all such cases to Government/Employer for further suitable action.
- 3) 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 cases of non-maintenance of the record of continuous assessment and awarding the sessional / test marks, practical marks, etc. at will, without following the norms given by 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. Following Punishment/Penalty/Penalty will be applicable.

**Punishment / Penalty:**

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

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

The cases under this category are:

- 1) Breach of Government Resolution/s, rules, instructions by the examiner assessing answer book/s, amounting to malpractice/misconduct
- 2) Not maintaining consistency in the assessment of the answer books; leaving certain questions un-assessed; deliberately making mistakes in summing up the marks; allotting marks arbitrarily and freely, without actually assessing the answer paper.
- 3) Reporting as “No Change” without actually carrying out due verification.
- 4) Incorrect transfer of marks from inner pages of answer books to their face sheets.
- 5) Not transferring marks correctly from the face sheets of answer books to

examiner's mark foils.

- 6) Not duly putting his initials for the corrections in allotted marks, made by the examiner, either in mark sheets or answer books.
- 7) Assessing the answer books without knowledge of the subject.
- 8) Intentionally reporting change in marks in verification even though there is no change in marks to give undue benefit to candidate.

**Punishment / Penalty: -**

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

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

The cases under this category are:

- 1) Loss of answer books, changing the examination seat numbers of the candidates, hiding or removing the content from the answer papers or adding to the contents to answer book
- 2) Not maintaining the statistical record of answer books received at Evaluation Centre, (assessed / un-assessed).
- 3) Not appointing Head Examiner for checking the total and transfer of marks from the answer books to mark foils,
- 4) Not moderating the initial sample of the new examiner, appointing inexperienced examiner without observing the quality parameters prescribed by S.B.T.E. Ranchi.
- 5) Not moderating the initial sample to judge in depth, knowledge of the examiner about the subject concerned, not moderating samples at the end or during the course of assessment for ensuring maintenance of consistency in the assessment by the examiner.
- 6) Not submitting the examiner's mark sheets in the prescribed time period to S.B.T.E. Ranchi.
- 7) 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 Evaluation Director to follow S.B.T.E. Ranchi norms.
- 2) Reporting the matter to Government/Employer for appropriate action against the concerned persons for not following Quality Parameters prescribed by S.B.T.E. Ranchi.
- 3) Withholding & forfeiting entire remuneration of all concerned persons for that examination / year. If the remuneration is already paid, recovering it from concerned persons.

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

The cases under this category are:-

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

**Punishment / Penalty:**

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

**I) Not following the decision of S.B.T.E. Ranchi:**

The cases of misconduct / irregularities in this type are

- 1) Not following or implementing the decisions of SBTE, Ranchi.
- 2) Avoiding the payment of financial penalty imposed on the Institute.

- 3) Consistently failing to create and maintain atmosphere conducive to smooth conduct of examination, in the institute.
- 4) Instigating the candidates to boycott or protest or cause disturbance in smooth conduct of examinations in the Institute
- 5) Non-cooperation with 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 administrative / financial penalty that S.B.T.E. Ranchi may impose after due consideration of report of the special committee.
- 2) Withhold the results of entire Institute for the present / current examination without assigning any reasons thereof.
- 3) Demand from the institute affidavit before “Executive Magistrate“ stating that in future the Institute shall follow scrupulously all the Rules, Regulations, Norms, Quality parameters and Instructions given by S.B.T.E. Ranchi.

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