

**STATE BOARD OF TECHNICAL EDUCATION
JHARKHAND**

**PROPOSED MODIFIED
EXAMINATION REGULATIONS**

APPLICABLE FOR THE DIPLOMA COURSES

Implemented with effect from 2011 Batch

EXAMINATION REGULATIONS

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

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

CONTENTS

Particulars	Page No
REGULATIONS GENERAL (APPLICABLE TO DIPLOMA COURSES UNDER SBTE, JHARKHAND)	
RG-1 Teaching and Examination Schemes <ul style="list-style-type: none">• Subjects and Heads of Passing	6
RG-2 Rules of admission to a course <ul style="list-style-type: none">A) EligibilityB) Readmission of a failed candidates to the same semesterC) Eligibility criteria for admission to higher semesterD) Rules of ATKT for admission to next higher semester	6
RG-3 Rules of Enrollment <ul style="list-style-type: none">A) Enrollment of candidatesB) Last date for submission of enrollment formsC) Last date for submission of enrollment formsD) Timely submission of the enrollment forms	9
RG-4 Rules of Eligibility to Appear for Examination <ul style="list-style-type: none">A) Eligibility to Appear for Examination: Examination Forms, Fees and PenaltiesB) Refund of Examination FeesC) Admission to an ExaminationD) Condoning deficiency in attendanceE) Withdrawal of application For Examination & Cancellation of Performance in the examination.	10

<ul style="list-style-type: none"> F) Action against Defaulting Candidates G) Action against Defaulting Institute H) Admission to Examination Hall I) Disallowed Candidates Ineligible to Appear In Examination J) Failing to Appear in the Examination K) Simultaneous Appearance in Two Examinations of a Course L) Reappearance in passed examination: 	14
<p>RG-5 Exemptions</p> <ul style="list-style-type: none"> A) Automatic exemptions B) Passing the missing and backing subjects C) One-time opportunity to complete the term in old curriculum 	14
<p>RG-6 Ex-Candidate</p>	16
<p>RG-7 Assessment of Term Work / Sessional / Practical / Project Work / Oral / Any other head</p> <ul style="list-style-type: none"> A) Assessment B) Marks of ex-candidates to be carried forward C) Procedure to deal with wrong certification of incomplete term-work etc. of a candidate D) Procedure to deal with deficient conduct of term-work etc. by the Institute E) Failure in term-work 	16
<p>RG-8 Conduct of Examination and Result Processing</p> <ul style="list-style-type: none"> A) Examination period and time-table B) Modes of examination C) Subject at an examination D) Curriculum for subjects at examination E) Medium of examination F) Granting change of examination centre G) Allowance of extra time to disabled candidates 	19

Particulars	Page No.
<p>RG-9 Results Processing</p> <ul style="list-style-type: none"> A) Result of the examinations B) Result status C) Results Held in Reverse (RHR) D) Processing adversely affected result before the declaration E) Allotment of abnormality high or low Internal marks F) Amendment in declared results G) Late Communication of Internal marks by an Institute H) Amendment in the declared result owing to misconduct I) Certificate of marks J) Process and extent of verification K) Re-evaluation of answer book inadmissible L) Loss of candidate's right to verification M) Time limit for preservation of assessed answer books 	21
<p>RG-10 Penalty for Acts of Misconduct of Candidates</p> <ul style="list-style-type: none"> A) Misconduct Before, During or After the Examination B) Candidate Found Copying or Misbehaving During the Examination C) Copying Cases Detected In Assessment Center D) Eligibility to Appear Anew At Examination after the Expiry of Penalty Period E) Penalty / Punishment for malpractice and negligence by Institute 	26

Particulars	Page No.
RG-11 Discrepancies in Question paper/s	28
RG-12 Award of Diploma and Prizes	28
A) Eligibility for Award of Diploma	
B) Issuance of the Certificates	
C) Issuance through the Institute	
D) Certificates to Candidates from Closed Down Institutes	
E) Issuance of Duplicate Diploma Certificates	
F) Issuance of Duplicate Diploma Certificate to a Candidate from a Closed Down Institute	
RG-13 Name correction on documents	30
RG-14 Issuance of Transcript	30
RG-15 Retention Period Of Documents	30
RG-16 Cessation of Question paper printing	30

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

RG - 1 Teaching and Examination Scheme

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

A) Subjects and Heads of Passing

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

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

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

RG - 2 Rules of admission to a course

A) Eligibility

No candidate shall be admitted to a course for Diploma, unless he has passed the qualifying examination or an equivalent examination as prescribed for admission to the course, and fulfilled other conditions as prescribed for the admission to the course, by the Directorate of Technical Education or Government of Jharkhand or the Competent Admission Authority or the Board.

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

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

Following table contains the conditions applicable to readmission.

Conditions Applicable to Readmission of a Failed Candidate

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.

C) Eligibility Criteria for Admission to Higher Semester

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

Admission to Higher Semester/Years

Semester Pattern Courses

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

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

B. Yearly Pattern Courses

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

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

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

Table for deciding ATKT status		
Total number of Subjects*	Minimum number of subjects required to pass	Maximum number of failure subjects allowed for availing benefit of ATKT
1	1	0
2	2	0
3	2	1
4	3	1
5	4	1
6	4	2
7	5	2
8	6	2
9	6	3
10	7	3
11	8	3
12	8	4
13	9	4
14	10	4
15	10	5

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

E) Validity of Admission, Documents Therefore

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

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

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

- i) A candidate passing H.S.S.C. Examination (Standard XII) with technical subjects, bifocal course, Vocational Courses of the Board of Secondary and Higher Secondary Education shall be eligible for direct admission to third semester for semester pattern courses or second year for yearly pattern courses of a Diploma course in Engineering and Technology, against the seats created solely for this purpose, subject to the conditions hereunder.

- He has passed standard XII with minimum qualifying marks as notified by admission authority with and in vocational/ technical subject/s .
- A candidate passing ITI examination with minimum qualifying marks as notified by admission authority, after passing SSC with & in English, science & Mathematics subjects.
- A candidate passing standard XII examination with MCVV with minimum qualifying marks as notified by Government from time to time.
- All such eligible candidates will get admission to third semester for semester pattern courses or second year for yearly pattern courses in respective diploma courses only.
- Any other condition/s that may be prescribed by the Govt. and may prevail at the time of these admissions.

G) Admission consequent to change of course

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

RG-3. Rules of Enrollment (Registration)

A) Enrollment (Registration) of Candidates

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

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

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

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

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

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

C) Late Submission of Enrollment Forms

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

D) Approval of merit list of admitted candidates:

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

E) Timely submission of the enrollment forms:

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

RG-4. Rules of Eligibility to Appear for Examination

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

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

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

i) Responsibility of applying for admission to examination :

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

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

ii) Application for Admission to Examination :

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

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

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

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

Examination forms of eligible candidates, complete in all respects, certified by the Principal of the institute for eligibility, completeness and accuracy of information and accompanied by prescribed fees/late fees/penalty, if any, shall be preserved in the institute only. The prescribed fees including late fees and penalty shall be deposited to the office of the Board as per the schedule declared along with appearing candidate's list.

Application forms for admission to the examination from the candidates will not be accepted directly by Board or its regional offices except from the candidates of institutes officially closed.

iv) Late Fees chargeable to Institute :

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

C) Refund of Examination Fees

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

- i) If a candidate submits the examination form with requisite fees, as per the schedule for the ensuing examination, his result being RHR, and later he is declared successful, such candidate would have to apply for the refund of examination fees within 15 calendar days after the declaration of his result. Head of institute shall forward such application expeditiously to the SBTE office, which shall refund the fees within a month from the declaration of the above result.
- ii) If a candidate has submitted the examination form with requisite fees, as per the schedule for the ensuing examination and later he is declared successful in the examination after verification of marks, such candidate would have to apply for the refund of examination fees. The procedure of refund of fees shall be as laid down in the section (i) above.

D) Admission to an Examination

i) Eligibility for appearing in examination:

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

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

E) Condoning deficiency in attendance

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

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 mentioned in RG4 (d) (i), under intimation to the Board. The examination fees paid by the candidate shall not be refundable.
- (ii) Notwithstanding the acceptance of application form and fees, the performance/result of the applicant at the examination would be cancelled if it is later found that the applicant was not eligible for admission to the relevant semester and for admission to the said examination. Further, the principal/Head of institute shall be liable to disciplinary action for wrong certification of the applicant.

G) Action against Defaulting Candidates

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

H) Action against Defaulting Institute

In case an examiner or Board detects that the candidate/s have not completed the practical or the term-work as per prescribed curriculum satisfactorily, however, it has been certified as satisfactory and complete by the institute. In such a case the examiner shall not examine the incomplete term work and submit a report to Examination Controller SBTE, who, in turn, will put the matter before the Special Committee for further action against the candidate and the institute.

I) Admission to Examination Hall

(a) Mandatory Documents for a Candidate during Examination

The Examination Controller shall issue Hall Ticket / Admit card to each eligible candidate who has applied for examination. Each candidate appearing for the examination must possess a proper Hall Ticket/ Admit card ; a valid Identity Card

issued by his institute, bearing his sufficiently recent photograph for easy verification of his identity and produces the same as and when demanded by an authorized person during examination.

(b) Penalty to a candidate lacking mandatory documents

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

J) Disallowed Candidates Ineligible to Appear In Examination

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

K) Failing to Appear in the Examination

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

L) Simultaneous Appearance in Two Examinations of a Course

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

M) Reappearance in passed examination :

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

RG-5 Exemptions

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

A) Automatic exceptions :

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

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

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

However, a candidate declared to have failed in an examination of the Board, and granted exemption/s in certain subject/s on the basis of having passed them at previous examination and the marks secured therein, having been carried forward and shown with (#) in the certificate of marks, will be entitled for award of class at par with other successful candidates.

ii) Reappearing in passed subjects :

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

B) Passing the Missing and Backlog Subject :

i) In case of revision of curriculum, the ex-candidates belonging to the old curriculum and admitted to next higher semester of new revised curriculum shall be required to appear for the examination of missing subject. For this purpose, he shall submit separate examination form for the lower semester. No examination fee shall be chargeable for examination of missing subjects.

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

- iii) **Exemption Related To Change Of Course:** If a candidate has been granted a change of course and seeks exemptions in the equivalent/ common subject/s in new course on the basis of having passed such subject/s in examination of previous course conducted by the Board, he shall be eligible for such exemption. However, the candidate so exempted shall not be entitled to award of class.

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

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

RG-6 Ex-Candidate

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

Admission of Ex-Candidate to Examination

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

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

A) Assessment

- (i) For term work/Sessional/Practical/Project Work, oral or any other head a schedule of dates shall be prepared for the completion of individual drawing sheets, designs, jobs, laboratory journals, projects' etc. The various assignments of the term work shall be duly completed and collected as per the schedule and submitted for assessment to the examiner. Practical / Term work

/ Sessional work shall be assessed progressively or as prescribed by Board, from time to time.

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

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

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

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

B) Marks of ex-candidate to be carried forward

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

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

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

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

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

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

E) Failure in Term Work

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

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

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

RG-8. Conduct of Examination and Result Processing

A) Examination Period and Timetable

The dates of commencement of examinations shall be as indicated in the academic calendar of the Board, circulated to all its affiliated institutes. The detailed timetable of an examination would be sent to all institutes 3 weeks prior to the commencement of the examination. Any changes of dates, due to unavoidable circumstances, shall be intimated to institutes and also published through press and other media, adequately in advance.

B) Modes of Examination

i) Mode of Written examination:

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

ii) Mode of Practical, Oral, Term-Work, Sessional, project/Seminar Examinations.

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

C) Subjects at an Examination

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

D) Curriculum for Subjects at Examination

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

E) Medium of Examination

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

F) Granting change of examination centre

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

G) Permission for writer

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

H) Allowance/concession of extra time to disabled candidate

Physically disabled or physically handicapped candidate shall be allowed a concession of extra time to the tune of maximum 30 minutes if duration of

examination is three clock hours and proportionate for duration less than three hours, on production of due medical certificate from the competent authority.

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

- (i) Facility of a writer in a manner stipulated under RG8G above.
- (ii) Concession of extra time of 15 minutes for a theory paper of 1 hour duration and minutes for paper of duration of 2 hours or more for writing examination.
- (iii) Concession of maximum 20 marks to a failing candidate for passing. This concession may be given in any one or more subjects without exceeding the limit of total marks.
- (iv) As far as possible, such disabled candidate shall be allotted an examination center near his residence.

RG-9 Result Processing

A) Results of the Examinations

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

B) Result Status

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

- I DST (First Class with Distinction): Candidates passing in all subject heads and securing minimum 75% of total marks shall fall in this category.
- I (First Class): Candidates passing in all subject heads and securing minimum 60% or more but less than 75% of total marks shall fall in this category.
- II (Second Class): Candidates passing in all subject heads and securing minimum 45% or more but less than 60% of total marks shall fall in this category.
- Pass (Pass Class): candidates passing in all subject heads and securing minimum 40% or more but less than 45% of total marks shall fall in this category.
- ATKT (Allowed to Keep Term): Candidates awarded ATKT status as per prevailing rules, shall fall in this category.

- FT (fails to clear previous ATKT status): Candidates allowed to keep term subject at the current examination.
- WFLSW (Withheld. Failed in lower semester): Candidates passing final semester examination but failing in lower semester examination shall fall in this category.
- Fail: Candidates failing to secure minimum passing marks in number of subjects more than those prescribed for award of ATKT or minimum percentage of aggregate marks shall fall in this category.

i) FCO (Fail but allowed carry on).

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

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

C) Results Held in Reserve (RHR)

i) Clearing RHR Results

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

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

In case any institute fails to get cleared its RHR cases by the dates specified by the Board, it shall be liable for penalty as decided by the Board from time to time. Besides, names of such institutes shall be reported to the Director and Government for further disciplinary action.

D) Processing Adversely Affected Result before its Declaration

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

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

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

F) Amendment in Declared Results

In case, the declared result of an examination is later found affected by an error (except those covered under malpractice, fraud or improper conduct); the matter shall be placed before the Special Committee for scrutiny. The Examination Controller shall have the power to amend such result according to the recommendations of the Special Committee. No result shall, however, be amended after six months from the date of declaration of such result or after declaration of the result of the next examination at the same level, whichever is earlier.

G) Late Communication of Internal Marks by an Institute

If head of the institute fails to communicate any of the internal assessment marks of a candidate before the set last date in this regard or before the declaration of the result of the related examination, the result of such candidate shall be held in reserve (RHR). If head of the institute communicates such marks after the declaration of the result, these marks would be accepted by the Board for clearing the RHR cases, provided the marks do not exceed the average marks secured by candidate for that particular examination' In case the late communicated marks exceed his average marks, they shall be restricted to the average marks for the purpose of declaration of the withheld result. However, if the average marks are below the minimum passing marks, the minimum passing marks shall be awarded if late communicated marks are more than minimum passing marks.

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

H) Amendment in the Declared Result Owing to Misconduct

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

i) Implementation of the amended result by the institute

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

I) Certificate of marks (Marks Sheet) :

i) Issuance of marks sheet:

A candidate appearing for an examination of the Board may get certified certificate of marks obtained by him, after the declaration of results of the said examination through the Head of the institute.

ii) Duplicate Certificate of marks

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

J) Process and Extent of Verification

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

i) Application for Normal Verification

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

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

K) Revaluation of Answer Books

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

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

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

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

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

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

L) Loss of Candidate's Right to Verification:

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

M) Time Limit for Preservation of Assessed Answer Books

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

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

A) Misconduct Before, During or After the Examination

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

B) Candidate Found Copying or Misbehaving During the Examination

If during an examination a candidate has been found copying or using or attempting to use unfair means the matter will be dealt in accordance with Jharkhand Conduct of Examination Act(Adopted from Bihar Conduct of Examination Act -1981) at the centre of Examination. The center superintendent will seize the answer book, copying material and along with statement of Invigilators will report the event to the Examination Controller who will refer the case to the special committee for final decision in this regard.

C) Copying Cases Detected In Evaluation Center

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

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

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

The candidate, who, in the opinion of Special Committee, is found guilty and given punishment , whose all examinations ,he appeared in are cancelled and who is further debarred from examination/s for a specified period shall be eligible to appear anew as ex-candidate for such examination/s after the expiry of the penalty period, provided he is otherwise eligible. During the period of punishment such candidate shall not be eligible to appear for any examination/s of the Board, Neither he shall be eligible to seek admission. “However he shall be allowed to continue and complete the term only, if he is already admitted before the examination in which he is found guilty.

E) Penalty/ punishment for malpractice and negligence by institute

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

- i) Delay in submission of the necessary documents required for declaration of result, issue of diploma certificates, preparation of pre-examination documents, etc
- ii) Submission of documents with incorrect or false information,
- iii) Submission of forged and fabricated documents

- iv) Breach of Rules or instructions,
- v) Malpractices/Negligence observed in the Examination centers and evaluation centers.
- vi) Delay in submission of documents like examination forms, list of appearing candidates, Enrolment forms, mark sheets and such other relevant documents' The institute here means The institute as a whole, The Head of the institute, The staff of the institute or The Management as the case may be.

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

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

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

Documents

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

RG-11 Discrepancies in Question Paper/s

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

RG-12 Award of Diploma and Prizes

- A) Eligibility for Award of Diploma: A candidate to be eligible for award of Diploma shall be required to pass all examinations prescribed under the respective Teaching and, Examination Scheme for that course, including missing and backlog subjects as applicable.

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

B) Issuance of the Certificates

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

C) Issuance through the Institute

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

D) Certificates to Candidates from Closed Down Institutes

In case of an institute, presenting candidates for an examination and closing down subsequently, the Diploma certificates shall be issued to the successful candidates by the Board on production of their identity certificates duly verified & certified by a competent gazetted officer or such any other proof of identity and /or related documents that may be demanded by the Board.

E) Issuance of Duplicate Diploma Certificates

A duplicate copy of the relevant Diploma shall be issued to a candidate on receipt of an application, accompanied by a proper affidavit issued by First Class Executive Magistrate and a copy of information lodged with nearest Police Station stating that the previously issued original or duplicate copy, as the case may be, is lost. The application should be submitted through the head of his institute along with requisite fees. Further, the copy shall be marked as “DUPLICATE”. Further copy to duplicate copy shall be super scribed as ‘TRIPLICATE’, ‘QUADRAPPLICATE’ & likewise, as the case may be.

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

In case of an Institute, presenting candidates for an examination and closing down subsequently, the Diploma certificate shall be issued to the candidate by the board, on production of his identity certificate duly verified & certified by a competent gazetted officer or special’ executive magistrate, an affidavit issued by first class executive magistrate and a copy of information lodged with nearest Police station stating that the Original or Duplicate copy, as the case may be, issued to him earlier is lost. Further, the copy shall be marked as

“DUPLICATE”. Further copy to duplicate copy shall be super scribed as ‘TRIPLIGATE’, QUADRAPPLICATE’ & likewise, as the case may be.

RG-13 Name corrections on documents:

If a candidate applies for his/her name correction through the principal of his/her institute, name correction in the mark sheet / tabulation register / registration / passing certificate will be made as per the name mentioned in his/her 10th board certificate. If the mistake has been committed by the candidate in that case the correction shall be made as under:

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

RG-14 Issuance of Transcript:

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

RG-15 Retention period of documents:

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

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

RG-16 Cessation of Question paper printing :

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