

GOVERNMENT OF GOA
BOARD OF TECHNICAL EDUCATION GOA



HAND BOOK OF BOARD RULES & REGULATIONS

DIPLOMA PROGRAMMES

IN

ENGINEERING & TECHNOLOGY

AND

HOTEL MANAGEMENT & CATERING TECHNOLOGY

AND

PHARMACY

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INTRODUCTION

Establishment of Directorate of Technical Education, Goa

The Directorate of Technical Education, Goa was established in the year 1986 to promote Technical Education in the state of Goa. The primary function of the D.T.E. is giving permission to set up new colleges, to introduce new Diploma course, admissions to Degree & Diploma courses, administration & monitoring the functioning of Engineering colleges, Polytechnics, Hotel Management, Pharmacy, Architecture & Art colleges under its control.

Establishment of Board of Technical Education, Goa (formerly Board of Technical Examination)

The cabinet approved the establishment of the Board of Technical Education as a Government Department under Directorate of Technical Education on 2nd July, 1987 and the notification regarding constitution of Board of Technical Education was issued on 5th February, 1988.

As per the said notification, Director of Technical Education is the Ex-Officio Chairman of Board of Technical Education and Secretary, Board of Technical Education is the Member Secretary and the other members are drawn from various Institutions, Industries & Private/Public sector organisations.

The Board of Technical Education was formed as an administrative and executive body to frame the curriculum, to lay down rules & regulations related to academic performance of students of all Polytechnics and other Institutions affiliated to the Board and to award Diploma certificates to successful candidates. At present there are five Polytechnics, two Hotel Management Institutions & one Institution conducting Diploma in Pharmacy course affiliated to the

Board. The various Diploma programmes conducted by the Institutions are:

Sr.No.	Name of the Institute	Diploma Programme	Duration
01	Govt. Polytechnic, Panaji	Civil Engg.	3 yrs.
		Mechanical Engg.	3 yrs.
		Electrical Engg.	3 yrs.
		Electronics & Instrumentation Engg.	3 yrs.
		Electronics & Engg.	3 yrs.
		Food Technology	3 ½ yrs.
		Fabrication Technology & Erection Engg.	4 yrs.
		Garment Technology	3 yrs.
		Architectural Engg.	3 yrs.
		Modern Office Practice	3 yrs.
		Computer Engg.	3 yrs.
02	Agnel Polytechnic, Verna	Mechanical Engg.	3 yrs.
		Automobile Engg.	4 yrs.
		Civil Engg.(Construction Technology)	4 yrs.
		Computer Engg.	3 yrs.
		Electronics & Engg.	3 yrs.
		Electronics & Communication Engg.	3 yrs.
		Medical Electronics	3 yrs.
03	Institute of Shipbuilding Technology, Vasco.	Mechanical Engg.	3 yrs.
		Shipbuilding Engg.	4 yrs.
		Electronics & Communication Engg.	3 yrs.
04	Govt. Polytechnic, Mayem, Bicholim.	Civil Engg.	3 yrs.
		Mechanical Engg.	3 yrs.
		Electrical Engg.	3 yrs.
		Mining Engg.	3 yrs.
		Electronics & Communication Engg.	3 yrs.
05	Govt. Polytechnic, Kakoda,	Mechanical Engg.	3 yrs.

	Curchorem.	Computer Engg.	3 yrs.
		Electrical & Electronics Engg.	3 yrs.
06	Goa College of Pharmacy, Panaji	Pharmacy	2 yrs.
07	Guardian Angel Institute of Hotel Management & Catering Technology, Curchorem	Hotel Management & Catering Technology	3 yrs.
08	Fr. Agnel Institute of Food Craft & Culinary Sciences, Verna.	Hotel Management & Catering Technology	3 yrs.

Admission to Diploma Programmes:

The Directorate of Technical Education conducts centralised admission to various Diploma programmes. The details regarding the eligibility of the candidates and the admission procedure are given in the Prospectus published by the D.T.E. every year.

Mode of conduct of Examinations:

Diploma in Engineering & Technology Programmes	Semester System	Two examinations are conducted at the end of every term (Odd & Even) in addition to internal assessment (Test & Term Work) conducted by the Institution.
Diploma in Hotel Management & Catering Technology	Annual System	Two examinations are conducted every year (Annual & Supplementary) in addition to internal assessment (PA-Progressive Assessment) conducted by the Institution.
Diploma in Pharmacy	Annual System	Two examinations are conducted every year (Annual & Supplementary) in addition to internal assessment (Sessional) conducted by the Institution.

The examinations are conducted as per the prescribed Teaching & Examination scheme. The medium of instruction for all Diploma programmes is English.

APPROVED RULES FOR DIPLOMA IN ENGINEERING & TECHNOLOGY

Rule 1: ENROLLMENT WITH B.T.E.:

Candidates provisionally admitted for the Diploma Programmes by the Centralised Admission Committee/Directorate of Technical Education, Goa only shall be eligible to enroll with the Board.

Such candidates on reporting to the institution shall enroll themselves with the Board and obtain the Enrollment Number from the concerned institute by filling up the enrollment forms and paying the prescribed fees within ten working days from the date of grant of admission in the respective round of centralised admission, failing which the admission granted is liable to be cancelled.

The Enrollment form must be attached with attested copies of documents indicated below.

Candidates admitted to I Semester/Year	Candidates admitted directly to III Semester/II Year
1.X std. Board Marksheet 2.XII std. Board Marksheet [wherever the minimum qualification is XII] 3.Admit Card	<u>For candidates admitted under Vocational Category:</u> 1.X std. Board Marksheet 2.XII std.(Vocational) Board Marsheet 3.Admit Card

	<u>For candidates admitted under I.T.I Category:</u> 1.X std. Board Marksheet 2.N.C.V.T certificate 3.Admit Card
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Rule 2: REGISTRATION FOR EXAMS:

A candidate intending to appear for a semester examination shall fill up the Examination form, pay the prescribed fees and submit the same to the Institute before the due date notified by the Board. **Regular students are compulsorily required to fill up the examination forms and register for examinations of the semester in which they are currently studying.** (pls. refer to Annexure I for details of procedure for submission of Examination form.)

Notwithstanding the submission of Examination form, payment of examination fees and allotment of examination seat number, the admission to examination of the relevant semester shall be cancelled if a candidate fails to fulfill the condition for grant of term & admission to examination laid down in rule 4(i). The examination fees paid by the candidate shall be non refundable.

Notwithstanding the acceptance of Examination form and fees, allotment of seat number by the Board, 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/year and for admission to the said examination.

Rule 3: GRANTING OF EXEMPTION:

A candidate who has passed the examination fully (i.e. in all the passing heads) in a subject, the examination for which was conducted by B.T.E., Goa, and declared to be equivalent to a subject that is currently examined, by the Equivalence Committee of the Board, shall at his/her option, claim exemption in the subject.

If a candidate has availed exemption in subject/s of a semester, then he/she shall not be entitled for class to that semester examination. **Exemption so admissible will lapse if not claimed/availed at the time of enrollment.**

Rule 4: GRANT OF TERM & ADMISSION TO EXAM:

i) A student will be granted term for a semester only when he/she has:

1. Put in satisfactory attendance of atleast 75% of the total lectures/ periods in Theory & Practicals separately in each and every subject of the semester as prescribed in the Teaching and Examination scheme.

In case the attendance falls short by not more than 10% due to illness (certified by a Registered Medical Practitioner) or for any other reasons considered valid, the Principal may condone such deficiency and grant the term, if the candidate is otherwise eligible. In any case, no candidate with less than 65% attendance in any subject of a semester, shall be granted term.

2. Satisfactorily completed the Practicals, Term work, etc as prescribed in the syllabus and secured the minimum percentage of marks for passing in the term work.

3. Shown good conduct and character.

4. Registered for semester examinations in respect of the semester in which he/she is currently undergoing study.

A student who does not fulfill the above conditions will be

declared as Term Not Granted (TNG) and shall not be permitted to appear for the relevant semester examination. Such students shall be required to repeat the entire term as a fresh candidate, and the marks obtained by him/her, will stand cancelled automatically. However, they can appear for examinations of the lower semesters.

ii) A student on grant of term automatically becomes eligible to appear for the relevant semester examinations. Further, his/her eligibility to go to higher semester is decided as per the ATKT rules (rule 5).

A student who has been granted term but could not appear at the semester examination may appear for subsequent examination as an ex-student.

Rule 5: ATKT RULES:

	Non Sandwich	Sandwich
SemesterI-SemesterII	A student who has been granted term in Semester-I, will be allowed to keep term (go to) of Semester-II irrespective of the results of semester-I exams.	A student who has been granted term in Semester-I, will be allowed to keep term (go to) of Semester-II irrespective of the results of semester-I exams.
SemesterII-SemesterIII	A student who has been granted term for Semester-II, will be allowed to keep term (go to) of Semester-III provided he/she has not failed in more than 6 subjects of Semester-I &II taken together.	A student who has been granted term for Semester-II, will be allowed to keep term (go to) of Semester-III provided he/she has not failed in more than 6 subjects of Semester-I &II taken together.
SemesterIII-SemesterIV	A student who has been granted term for Semester-III shall be permitted to keep term (go to) of Semester-IV and also answer Semester-IV exams. However, he/she shall not be permitted to answer more than 6 subjects of lower semesters.	A student who has been granted term for Semester-III shall be permitted to keep term (go to) of Semester-IV and also answer Semester-IV exams. However, he/she shall not be permitted to answer more than 6 subjects of lower semesters.

SemesterIV- SemesterV	A student who has been granted term for Semester-IV shall be permitted to keep term (go to) of Semester-V and also answer Semester-V exams provided he/she has not failed in more than 9 subjects of Semester-I,II,III & IV taken together. However, he/she shall not be permitted to answer more than 6 subjects of lower semesters.	A student who has been granted term for Semester-IV shall be permitted to keep term (go to) of Semester-V and also answer Semester-V exams. However, he/she shall not be permitted to answer more than 10 subjects of lower semesters.
SemesterV- SemesterVI	A student who has been granted term for Semester V shall be permitted to keep term (go to) of Semester-VI and also answer Semester-VI exams. However, he/she shall not be permitted to answer more than 6 subjects of lower semesters.	A student who has been granted term for Semester V shall be permitted to keep term (go to) of Semester-VI and also answer Semester-VI exams. However, he/she shall not be permitted to answer more than 6 subjects of lower semesters.
SemesterVI- SemesterVII	-----	A student who has been granted term for Semester-VI shall be permitted to keep term (go to) of Semester-VII and also answer Semester-VII exams provided he/she has not failed in more than 9 subjects of Semester-I,II,III, IV,V & VI taken together. However, he/she shall not be permitted to answer more than 6 subjects of lower semesters.
SemesterVII- SemesterVIII	-----	A student who has been granted term for Semester VII shall be permitted to keep term (go to) of Semester-VIII and also answer Semester-VIII exams. However, he/she shall not be permitted to answer more than 10 subjects of lower semesters.

For sandwich programmes, wherever it is a Training semester, a student who has been granted term of the previous semester, will be allowed to go for training and also answer the examinations of the training semester. However, he/she shall not be permitted to answer more than 10 subjects of the lower semesters.

Any student who is not a regular student (i.e. not keeping terms for current semester), for whatsoever reason, shall be permitted to answer not more than 12 subjects.

Rule 6: STANDARD OF PASSING:

I) "Theory", "Practical/Oral" and "Term Work" shall be separate heads of passing.

i) To pass in the head "Theory" the following conditions will apply:

1. The marks under the head "Theory" shall be aggregate of marks obtained in theory examination conducted by the Board (referred to as TH) and Test marks, which is the average of the marks obtained in two tests to be conducted by the institute during the semester (referred to as TM).

2. The examination in theory paper (TH) shall be out of 75 marks and Test marks (TM) shall be out of 25 marks. The total marks under the head "Theory" shall be $TH+TM=75+25=100$.

3. To pass in the head "Theory", a candidate will be required to obtain atleast 30 marks in theory examination and atleast 40 marks in aggregate of the theory marks and the test marks for that subject.

4. There shall be no minimum marks for passing in tests.

5. A candidate obtaining less than 30 marks in the theory examination inspite of obtaining 40 or more marks in aggregate of theory examination and test will be declared as "Fail" in the head "Theory".

ii) To pass in the heads "Practical/Oral" and "Term Work" a candidate will have to obtain atleast 40% of the maximum marks assigned to these heads. A candidate failing in Term Work of one or more subjects shall not be granted term and he/she will have to repeat the entire semester.

iii) Fraction of marks obtained shall be rounded off to the next

higher digit.

II) Candidates passing in all subjects of a semester examination shall be awarded a class (pls. see rule 8 – award of class). Candidates failing in one or more subjects of a semester examination shall be declared Fails/ATKT or Fails as per the ATKT rule (pls. see rule 5).

Candidates passing in the final semester examination but having backlog shall be declared WFLS i.e. Withheld failing lower semester examinations. (pls. refer to Annexure II for details of guidelines on Internal assessment & Annexure III for details of guidelines on Display & Maintenance of internal evaluation records.)

Rule 7: CARRYING FORWARD OF MARKS:

A candidate declared to have passed in a subject/s of a semester examination **OR** Declared to have failed in a subject/s but obtained pass marks in one or more heads of the subject/s (i.e.Theory, Practical/Oral, TW), shall not be allowed to reappear in the subject/subject heads in which he/she has passed, but the marks obtained in these subjects/subject heads in the previous examination shall be carried forward for deciding his/her total marks. The candidate shall also be entitled to get a class, as and when he/she passes in all the subjects, prescribed for that semester.

Rule 8: AWARD OF CLASS:

Class shall be awarded to a successful candidate based on the percentage of aggregate marks obtained by him/her in a semester examination as indicated below:

75% and above	Distinction
60% and above	First class
45% and above	Second class

40% and above Pass class

While deciding the minimum marks required for Distinction, First Class, Second Class, fraction of marks shall be rounded to the next_higher number.

For example, where the Max. marks is 975, minimum marks required for Distinction will be $975 \times 0.75 = 732$. (731.25 rounded to the next higher number)

Also, in case of semester examination for training only (sandwich pattern), successful candidates shall be declared “Passes”. No separate class shall be awarded.

Award of class leading to award of diploma will be determined by the sum total of the aggregate marks obtained at the last two semester examinations. However for the Sandwich programmes, sum total of the aggregate marks obtained at the last two semester examinations excluding the Training semesters shall be considered for the award of class leading to the award of diploma.

Rule 9: AWARDING MARKS TO GET A CLASS:

If a candidate falls short of maximum half percent ($\frac{1}{2}$ % of the aggregate marks assigned to the examination) to obtain 75% marks (i.e. Distinction) or 60% marks (i.e. First class) or 45% marks (i.e. Second class), such deficiency will be made up by adding upto a maximum of $\frac{1}{2}$ % of the aggregate marks assigned to the examination to the total marks obtained by the candidate.

While computing the value of $\frac{1}{2}$ % of the aggregate marks, fraction of marks shall be rounded to the next higher number.

Rule 10: AWARDING GRACE MARKS:

i) Grace marks will be limited to three subjects only, provided he/she has passed in all other subjects of the semester examination. If a candidate has failed in more than three subjects, he/she shall not be entitled to get any grace marks in any subject.

ii) Grace marks upto a maximum of 3 shall be awarded for a theory paper of 75 marks & above. The marks can be awarded either in theory exam or in aggregate or split between both if required so provided that the candidate has passed in all the other heads of passing in the subject.

iii) No grace marks shall be given in Practical/ Oral, Term Work.

Rule 11: AWARDING CONDONATION MARKS:

A candidate who fails to pass a semester examination by not more than 10 marks, his/her deficiency in marks (Theory/Practical heads) shall be condoned subject to the following conditions:

1. Candidate has appeared in full examination.
2. Candidate has not availed any exemption.
3. Candidate has secured minimum 50% marks in aggregate.
4. Candidate has failed in not more than two subjects.

A candidate who is getting benefit of condonation is also eligible for class, such as Distinction, First class, Second class.

However, the total number of marks secured by a candidate receiving benefit of condonation under the above rule shall remain unaltered and a "+" sign, meaning condonation, will be shown against the result.

Rule 12: IMPROVEMENT IN TEST MARKS:

i) Improvement of Test Marks is applicable only in case of failure in the head "Theory" and hence the Board examination marks are not carried forward.

ii) Appearance for Improvement of Test Marks is limited to one chance per subject only in the next corresponding term immediately after the results of regular appearance. Thus appearance for odd semester subject is permissible in odd

semester and even semester subjects in even semester.

iii) However, students granted term for the last two non training semesters leading to award of diploma can appear for improvement of test marks in the immediate next term.

iv) A student can appear for maximum of three subjects in any semester for Improvement of Test marks. **A Student should have registered for the theory examination of the subject in which he/ she is appearing for improvement of test marks.**

v) The student having applied for Improvement of Test Marks shall appear for two tests and the average of the marks obtained in the two tests will be considered.

vi) The marks obtained in the test improvement will be considered in case of increase in marks only. Otherwise pre-existing marks will be carried forward.

(pls. see Annexure IV for details of procedure for submitting application for Improvement of Test marks.)

Rule 13A: GENERAL VERIFICATION OF MARKS BY BOARD OFFICE:

Any candidate may apply to the Secretary for general verification of marks in any theory subject within the period notified by the Board.

(pls. see Annexure V for details of procedure for General verification of marks.)

Rule 13B: ISSUE OF PHOTOCOPIES OF ANSWERBOOKS FOR INSPECTION:

Any candidate may apply to the Secretary for photocopies of his/her own answer book (in Theory papers) for perusal only within the period notified by the Board.

(pls. see Annexure VI for details of procedure for Issue of photocopies of answer books for inspection.)

Rule 13C: VERIFICATION OF MARKS IN PRESENCE OF CANDIDATE:

Any candidate may avail the facility of verification of marks in theory papers in his/her presence by submitting an application to the Secretary within the period notified by the Board.

(pls. see Annexure VII for details of procedure for Verification of marks in presence of candidate.)

Rule 13D: REVALUATION OF ANSWERBOOKS:

Any candidate may apply to the Secretary for revaluation of answer book in theory paper within the period notified by the Board.

(pls. see Annexure VIII for details of procedure for Revaluation of answer books)

Rule 14: ISSUE OF STATEMENT OF MARKS:

A Statement of Marks shall be issued only to the successful candidate after declaration of results.

(pls. see Annexure IX for details of procedure for Issue of Statement of marks)

Rule 15: AWARD OF DIPLOMA CERTIFICATE:

A candidate who successfully passed all semester examinations prescribed for that Programme, and completed the prescribed practical training wherever applicable will be awarded diploma through head of Institute after a period of six months from the date of declaration of results provided there is no complaint of malpractice, fraud, improper conduct etc. against the candidate.

Rule 16: ISSUE OF DUPLICATE DIPLOMA:

In case of damage, loss or theft of diploma certificate a student may submit an application along with prescribed fee for issue of duplicate diploma.

(pls. see Annexure X for details of procedure for Issue of

duplicate diploma certificate)

Rule 17: IMPROVEMENT OF CLASS:

A candidate declared to have completed a Diploma Programme will, at his/her option, be permitted to reappear in the subjects of last two non training semesters leading to the award of diploma in one and the same seating within a period of one year, to enable him/her to improve his/her class, provided he/she applies in the prescribed form for improvement of class through the Principal of the Institute within two months from the date of declaration of the results leading to award of Diploma. The candidate so permitted: -

Will be required to reappear and pass in all the theory subjects of last two semester examinations (**excluding training semesters**).

Such a candidate will be permitted to avail only one chance to improve his/her class.

Will be required to reappear as an ex-student and his Term Work, Test Marks, Practical/Oral, Project marks, etc wherever applicable shall only be carried forward.

iii) Will be required to forfeit the Diploma awarded, statement of marks of the last two semester examinations and other documents he/she is entitled to, in case he/she improves the class.

Rule 18: IMPROVEMENT OF QUALIFICATION:

A candidate having completed any diploma programme from this Board may take admission to another diploma programme. Such a candidate will be awarded additional Diploma provided he/she appears and passes in all prescribed subjects of the additional diploma programme. However, a candidate may claim for exemptions in subjects as per rule 3.

Rule 19: TIME LIMIT TO COMPLETE THE DIPLOMA PROGRAMME:

A student who is unable to complete the diploma within double the duration of respective diploma programme will be exited from

the system. He/She shall be issued with final mark sheet subject to submission of leaving certificate from the Institute.

Rule 20: ACTS OF MISCONDUCT AND/OR MALPRACTICE:

Students reported to have been involved/suspected to be involved in misconduct and/or malpractice during the examination shall be penalised with appropriate penalties as decided by the Special Committee/Principal of the Institute, as per the case, as prescribed in the schedule of Penalties for malpractice cases.

(pls. refer to Annexure XI for details of Unfair means/Malpractice, Annexure XII for details of procedure for Dealing with Malpractice cases & Annexure XIII for details of Schedule of Penalties for Malpractice cases.

Rule21: AMENDMENT OF RESULTS AFFECTED BY MALPRACTICE:

In case where the result of an examination has been declared and it is later found that the result had been affected by malpractice, fraud or any other improper conduct, whereby a candidate has been benefited or otherwise and candidate has been party to malpractice, fraud or improper conduct, such cases shall be placed before the Special Committee of the Board. The Chairman of the Board, as per the decision of the Special Committee, shall have the powers to amend the result of such candidate at any time notwithstanding the issue of Diploma and make such declaration, as he shall consider necessary in the matter.

Rule 22: MODERATION OF ASSESSMENT WORK:

Wherever necessary, the Board shall adopt suitable method for moderation of assessment work.

Rule 23: ERROR IN RESULT:

Cases of errors in results, if any, shall be reported to the Board through the Institute within shortest period after declaration of

result. However any complaint lodged after six months from the date of declaration of the result will not be considered. All cases of error in result shall be placed before the Chairman of the Board. The Chairman of the Board shall have the powers to amend the result in such a manner as shall be in accordance with the true position. All such cases shall be placed in the Board meeting for the post facto approval of the Board.

Rule 24: DEALING WITH DISCREPANCY IN QUESTION PAPER:

Cases of discrepancies in Question paper, if any, shall be reported to the Board office through the Institute within 5 days of such occurrence and if there is substance in the complaint, Secretary shall put such matter before the Special Committee for appropriate decision. The decision of the Special Committee will not be reviewed in any circumstances. In any case, complaints received after one month of completion of examination will not be considered.

Rule 25: PRESERVATION OF RECORDS OF INTERNAL ASSESSMENT AND PRACTICAL EXAMINATION BY THE INSTITUTE:

The records of the internal assessment, practical examination, project, etc. shall be preserved by the institute for a period of one year from the date of conduct of such assessment/examination. The records shall be made available for verification to the Board officials or any individual or committee appointed by the Board. The Board reserves the right to call for such records of assessment and/or submission of photocopies.

Rule 26: PRESERVATION OF RECORDS OF EXAMINATION BY THE BOARD OFFICE:

The following examination documents shall be preserved for a period as specified below:

Sr. No.	Document	Period
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01	Assessed answer books	One year from the date of declaration of results.
02	Examiners marklists & attendance sheets	One year from the date of declaration of results.
03	Exam Forms, Forms of General Verification/ Verification in Presence/ Inspection/ Revaluation/ Improvement of marks	Six months from date of declaration of results.
04	Manuscripts of Question Papers, printed question papers	Six months from date of declaration of results.
05	Documents related to malpractice cases & discrepancies of question papers	Six months from date of declaration of results.

The above material shall be disposed off by selling to scrap paper purchaser on the written agreement that such material shall be converted into pulp or tiny pieces which shall not be identifiable and used again for some other purpose.

Rule 27: PROVISION OF WRITER DURING EXAMINATIONS:

Candidate who have filled examination forms but unable to write on account of injuring or fracture to writing hand, shall be allowed to take facility of writer during the exam subject to following conditions:

- i) Application shall be routed through the head of concerned institute.
- ii) The candidate shall produce a certificate from registered medical practitioner indicating extent of injury and inability to write.
- iii) Writer shall not be relative of the candidate and shall not be technically qualified.
- iv) Writer shall not be provided for practical and drawing examination.
- v) Separate sitting arrangement along with supervisor shall be made by the institute.

vi) No additional time shall be provided for writing the examination.

Rule 28: DEALING WITH CANDIDATES WITH DISABILITIES:

The facility of the writer during examination shall be provided to visually impaired candidate with extra time of 10 minutes per hour subject to fulfillment of conditions i to v at rule 27.

Extra time for twenty minutes per hour will be allotted to candidate with locomotor disability and cerebral palsy subject to the following conditions:

1. Application shall be routed through the concern institute.
2. The candidate shall produce the certificate from a Registered Medical Practitioner indicating the nature of disability.

Rule 29: DEALING WITH CHANGE OF NAME:

The name of a candidate once enrolled as per SSC certificate will not be altered under any circumstances. In case of change in name the marksheet/certificate will be endorsed after verification of documents as below:

1. Attested copy of certificate issued by Registrar of Birth-Death in Form B.
2. Attested copy of Marksheet/certificate issued by Goa Board of Secondary and Higher Secondary Education.

Rule 30: 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 six consecutive examinations only; after which the candidates will have to appear for equivalent/substitute papers as recommended by Equivalence committee and approved by the Board.

**APPROVED RULES FOR DIPLOMA IN HOTEL MANAGEMENT &
CATERING TECHNOLOGY**

Rule 1: ENROLLMENT WITH B.T.E.:

Same as corresponding semester pattern rule

Rule 2: REGISTRATION FOR EXAMS:

A candidate intending to appear for annual/supplementary examination shall fill up the Examination form, pay the prescribed fees and submit the same to the Institute before the due date notified by the Board. **Regular students are compulsorily required to fill up the Examination forms and register for examinations of the year in which they are currently studying.** (pls. refer to Annexure I for details of procedure for submission of Examination form.)

Notwithstanding the submission of Examination form, payment of examination fees and allotment of examination seat number, the admission to examination of the relevant year shall be cancelled if a candidate fails to fulfill the condition for grant of term & admission to examination laid down in rule 3(i). The examination fees paid by the candidate shall be non refundable.

Notwithstanding the acceptance of Examination form and fees, allotment of seat number by the Board, 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 year and for admission to the said examination.

Rule 3: GRANT OF TERM & ADMISSION TO EXAM:

i) A student will be said to have been granted term for a year only when he/she has:

1. Put in satisfactory attendance of atleast 75% of the total lectures/ periods in Theory & Practicals separately in each and every subject of the year as prescribed in the Teaching & Examination scheme.

In case the attendance falls short by not more than 10% due to illness (certified by a Registered Medical Practitioner) or for any other reasons considered valid, the Principal may condone such deficiency and grant the term, if the candidate is otherwise eligible. In any case, no candidate with less than 65% attendance in any subject of a year, shall be granted term.

2. Satisfactorily completed the Practicals, Term work, etc as prescribed in the syllabus and secured the minimum percentage of marks for passing in the Progressive Assessment.
3. Shown good conduct and character.
4. Registered for annual examinations in respect of the year in which he/she is currently undergoing study.

A student who does not fulfill the above conditions will be declared as Term Not Granted (TNG) and will not be permitted to appear for the relevant year examination. Such students shall be required to repeat the entire term as a fresh candidate, and the marks obtained by him/her, will stand cancelled automatically. However, such candidates can appear for examinations of the lower year.

ii) A student on grant of term automatically becomes eligible to appear for the relevant year examination. Further, his/her eligibility to go to higher year is decided as per the ATKT rules (rule 4).

A student who has been granted term but could not appear at the annual examination may appear for subsequent examination as an ex-student.

Rule 4: ATKT RULES:

1. A candidate who has not failed in more than three subjects in the Annual/Supplementary examination shall be eligible to keep term for the subsequent year of study.
2. Candidate should have passed in all subjects of First Year for keeping term in Final year.

Rule 5: STANDARD OF PASSING:

"Theory", "Practical/Oral" and "Progressive Assessment" shall be separate heads of passing.

1. To pass in a subject the candidate should secure 40% marks in each head of passing. Fraction of marks obtained shall be rounded off to the next higher digit.
2. Candidates passing in all subjects of annual examination in a single attempt shall be awarded a class (pls. see rule 7 – award of class). Candidates failing in one or more subjects of annual/supplementary examination shall be declared Fails/ATKT or Fails as per the ATKT rule (pls. see rule 4). Candidates passing in the final year examination but having backlog shall be declared WFLY i.e. Withheld failing lower year examinations.

Rule 6: CARRYING FORWARD OF MARKS:

A candidate who fails in theory or practical examination of a subject shall re-appear in such theory paper or practical as the case may be. The candidate will not be allowed to reappear in the subjects/subject heads in which he/she has passed and the marks obtained in such subjects/subject heads shall be carried forward for deciding his/her total marks.

Rule 7: AWARD OF CLASS:

Class shall be awarded to a successful candidate based on the percentage of aggregate marks obtained by him/her in a single attempt in annual examination as indicated below:

75% and above Distinction

60% and above First class

45% and above Second class

While deciding the minimum marks required for Distinction, First Class, Second Class, fraction of marks shall be rounded to the next higher number.

For example, where the Max. marks is 975, minimum marks required for Distinction will be $975 \times 0.75 = 732$. (731.25 rounded to the next higher number)

A candidate passing the examination by part shall not be entitled to get a class. Award of class leading to award of diploma will be determined by the marks obtained at the Final year examinations.

Rule 8: AWARDING MARKS TO GET A CLASS:

Same as corresponding semester pattern rule.

Rule 9: AWARDING GRACE MARKS:

1. Grace marks will be limited to three subjects only, provided he/she has passed in all other subjects of the annual/supplementary examination. If a candidate has failed in more than three subjects, he/she shall not be entitled to get any grace marks in any subject.
2. Grace marks upto a maximum of 2 shall be awarded for a theory paper of less than 75 marks & upto a maximum of 3 for a theory paper of 75 marks & above. The grace marks shall be awarded provided that the candidate has passed in all the other heads of passing in the subject.
3. Grace marks shall be given in theory paper only. No grace marks shall be given in Practical, Progressive Assessment, Project.

Rule 10: AWARDING CONDONATION MARKS:

A candidate who fails to pass annual examination by not more than 10 marks, his/her deficiency in marks (Theory/Practical heads) shall be condoned subject to the following conditions:

1. Candidate has appeared in full examination.
2. Candidate has not availed any exemption.
3. Candidate has secured minimum 50% marks in aggregate.
4. Candidate has failed in not more than two subjects.

A candidate who is getting benefit of condonation is also eligible for class, such as Distinction, First class, Second class.

However, the total number of marks secured by a candidate

receiving benefit of condonation under the above rule shall remain unaltered and a "+" sign, meaning condonation, will be shown against the result.

Rule 11A: GENERAL VERIFICATION OF MARKS BY BOARD OFFICE:

Same as corresponding semester pattern rule.

Rule 11B: ISSUE OF PHOTOCOPIES OF ANSWERBOOKS FOR INSPECTION:

Same as corresponding semester pattern rule.

Rule 11C: VERIFICATION OF MARKS IN PRESENCE OF CANDIDATE:

Same as corresponding semester pattern rule.

Rule 11D: REVALUATION OF ANSWERBOOKS:

Same as corresponding semester pattern rule.

Rule 12: ISSUE OF STATEMENT OF MARKS:

Same as corresponding semester pattern rule.

Rule 13: AWARD OF DIPLOMA CERTIFICATE:

A candidate who successfully passed all the annual examinations prescribed for that Programme, and completed the prescribed practical training wherever applicable will be awarded diploma through head of Institute after a period of six months from the date of declaration of results provided there is no complaint of malpractice, fraud, improper conduct etc. against the candidate.

Rule 14: ISSUE OF DUPLICATE DIPLOMA:

Same as corresponding semester pattern rule.

Rule 15: IMPROVEMENT OF CLASS:

A candidate declared to have completed a Diploma Programme will, at his/her option, be permitted to reappear in the subjects of the Final year in one and the same seating within a period of one year, to enable him/her to improve his/her class, provided he/she applies in the

prescribed form for improvement of class through the Principal of the Institute within two months from the date of declaration of the results leading to award of Diploma. The candidate so permitted: -

- i) Will be required to reappear and pass in all the theory subjects of Final year examination. Such a candidate will be permitted to avail only one chance to improve his/her class.
- ii) Will be required to reappear as an ex-student and his Progressive Assessment Marks, Practical/Oral, Project marks, etc wherever applicable shall only be carried forward.
- iii) Will be required to forfeit the Diploma awarded, statement of marks of the Final year examination and other documents he/she is entitled to, in case he/she improves the class.

Rule 16: TIME LIMIT TO COMPLETE THE DIPLOMA PROGRAMME:

Same as corresponding semester pattern rule.

Rule 17: ACTS OF MISCONDUCT AND/OR MALPRACTICE:

Same as corresponding semester pattern rule.

Rule 18: AMENDMENT OF RESULTS AFFECTED BY MALPRACTICE:

Same as corresponding semester pattern rule.

Rule 19: MODERATION OF ASSESSMENT WORK:

Same as corresponding semester pattern rule.

Rule 20: ERROR IN RESULT:

Same as corresponding semester pattern rule.

Rule 21: DEALING WITH DISCREPANCY IN QUESTION PAPER:

Same as corresponding semester pattern rule.

Rule 22: PRESERVATION OF RECORDS OF INTERNAL ASSESSMENT AND PRACTICAL EXAMINATION BY THE INSTITUTE:

Same as corresponding semester pattern rule.

Rule 23: PRESERVATION OF RECORDS OF EXAMINATION BY THE BOARD OFFICE:

Same as corresponding semester pattern rule.

Rule 24: PROVISION OF WRITER DURING EXAMINATIONS:

Same as corresponding semester pattern rule.

Rule 25: DEALING WITH CANDIDATES WITH DISABILITIES:

Same as corresponding semester pattern rule.

Rule 26: DEALING WITH CHANGE OF NAME:

The name of a candidate once enrolled as per HSSC certificate will not be altered under any circumstances. In case of change in name the marksheet/certificate will be endorsed after verification of documents as below:

1. Attested copy of certificate issued by Registrar of Birth-Death in Form B.
2. Attested copy of Marksheet/certificate issued by Goa Board of Secondary and Higher Secondary Education.

Rule 27: CESSATION OF QUESTION PAPER PRINTING:

Same as corresponding semester pattern rule.

APPROVED RULES FOR DIPLOMA IN PHARMACY

Rule 1: ENROLLMENT WITH B.T.E.:

Same as corresponding semester pattern rule

Rule 2: REGISTRATION FOR EXAMS:

A candidate intending to appear for annual/supplementary examination shall fill up the Examination form, pay the prescribed fees and submit the same to the Institute before the due date notified by the Board. **Regular students are compulsorily required to fill up the examination forms and register for examinations of the year in which they are currently studying.** (pls. refer to Annexure I for details of procedure for submission of Examination form.)

Notwithstanding the submission of Examination form, payment of examination fees and allotment of examination seat number, the admission to examination of the relevant year shall be cancelled if a candidate fails to fulfill the condition for admission to examination laid down in rule 3. The examination fees paid by the candidate shall be non refundable.

Notwithstanding the acceptance of Examination form and fees, allotment of seat number by the Board, 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 year and for admission to the said examination.

Rule 3: Examinations:

There shall be an examination for Diploma in Pharmacy (part-I) to examine students of the first year course and an examination for Diploma in Pharmacy (Part-II) to examine students of the second year course. Each examination may be held twice every year. The first examination in a year shall be the annual examination and the Second examination shall be supplementary examination of Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II), as the case may be.

The examinations shall be of written and practical (including oral) nature. The maximum marks for theory and practical examinations excluding sessional is 80 marks.

1. Eligibility for appearing at the Diploma in Pharmacy Part-I examination:

Only such candidates who produce certificate from the Head of the Academic Institution in which he/she has undergone the Diploma in Pharmacy Part-I course in proof of his/her having regularly and satisfactorily undergone the course of study by attending not less than 75% of the classes held both in theory and in practical separately in each subject shall be eligible for appearing at the Diploma in Pharmacy (Part- I) examination.

2. Eligibility for appearing at the Diploma in Pharmacy Part-II examination:

Only such candidates who produce certificate from the Head of the academic institution in which he/she has undergone the Diploma in Pharmacy Part-II course in proof of his/her having regularly and satisfactorily undergone the Diploma in Pharmacy Part-II course by attending not less than 75% of the classes held both in theory and in practical separately in each subject shall be eligible for appearing at the Diploma in Pharmacy (Part-II) examination.

3. Mode of examination:

- 1) Each theory and practical examination shall be of three hours duration.
- 2) A candidate who fails in theory or practical examination of a subject shall re-appear in such theory paper or practical as the case may be.
- 3) Practical examination shall also consist of a viva-voce (Oral) examination.

Rule 4: Award of sessional marks and maintenance of records:

- 1) A regular record of both theory and practical class work and examinations conducted in an institution imparting training for Diploma in Pharmacy Part-I and Diploma in Pharmacy Part-II courses, shall be maintained for each student in the institution and 20 marks for each theory and 20 marks for each practical subject shall be allotted as sessional.
- 2) There shall be at least two periodic sessional examinations during each academic year. The highest aggregate of any two performances shall form the basis of calculating sessional marks.
- 3) The sessional marks in practicals shall be allotted on the following basis:-
 - i) Actual performance in the sessional examination 10 marks.
 - ii) Day to day assessment in the practical class work 10 marks.

Rule 5: Minimum marks for passing the examination:

A student shall not be declared to have passed Diploma in Pharmacy examination unless he/she secured at least 40% marks in each of the subject separately in the theory examination, including sessional marks and at least 40% marks in each of the practical examinations including sessional marks. The candidates securing 75% marks or above in aggregate in all subjects in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations shall be declared to have passed with Distinction the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations as the case may be. Candidates securing 60% marks or above in aggregate in all subjects in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations shall be declared to have passed in First class the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations as the case may be and Candidates securing 45% marks or above in

aggregate in all subjects in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations shall be declared to have passed in second class the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examinations as the case may be.

Rule 6: Award of marks to get a class:

Same as corresponding semester pattern rule

Rule 7: Eligibility for promotion to Diploma in Pharmacy (Part-II):

All candidates who have appeared for all the subjects and passed the Diploma in Pharmacy Part-I examination are eligible for promotion to the Diploma in Pharmacy Part-II class. However, failure in more than two subjects shall debar him/her from promotion to the Diploma in Pharmacy Part-II class.

Rule 8: Improvement of sessional marks:

Candidates who wish to improve sessional marks can do so, by appearing in two additional sessional examinations during the next academic year. The average score of the two examinations shall be basis for improved sessional marks in the theory. The sessional of practical shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day-to-day assessment in the practical class cannot be improved unless he/she attends a regular course of study again.

Rule 9: Certificate of Passing examination for Diploma in Pharmacy (Part-II):

Certificate to having passed the examination for the Diploma in Pharmacy part II shall be granted by the Board to a successful student.

Rule 10: Period and other conditions for Practical Training:

- 1) After having appeared in Part-II examination for the Diploma in Pharmacy conducted by Board a candidate shall be eligible to undergo practical training in one or more of the following institutions namely:

- i) Hospitals/Dispensaries run by Central/State Government/Municipal Corporation/Central Government Health Scheme and Employees State Insurance Scheme.
 - ii) A Pharmacy, Chemist and Druggist licensed under the Drugs and Cosmetics Rules, 1945 made under the Drugs and Cosmetics Act, 1940 (23 of 1940).
 - iii) Drugs manufacturing Unit licensed under the Drugs and Cosmetics Act, 1940 and rules made thereunder.
- 2) The institutions referred in sub-regulation (1) shall be eligible to impart training subject to the condition that the number of student pharmacists that may be taken in any hospital, pharmacy, chemist and druggist and drugs manufacturing unit licensed under the Drugs and Cosmetics Rules, 1945 made under the Drugs and Cosmetics Act, 1940 shall not exceed two where there is one registered pharmacist engaged in the work in which the student pharmacist is undergoing practical training, where there is more than one registered pharmacist similarly engaged, the number shall not exceed one for each additional such registered pharmacist.
- 3) Hospital and Dispensary other than those specified in sub-regulation (1) for the purpose of giving practical training shall have to be recognized by Pharmacy Council of India on fulfilling the conditions specified in Appendix-D to these regulations.
- 4) In the course of practical training, the trainee shall have exposure to:
- i) Working knowledge of keeping of records required by various Acts concerning the profession of Pharmacy, and
 - ii) Practical experience in:
 - a) The manipulation of pharmaceutical apparatus in common use.

- b) The reading, translation and copying of prescription including checking of doses.
 - c) The dispensing of prescription illustrating the commoner methods of administering medicaments and
 - d) The storage of drugs and medical preparations.
- 5) The practical training shall be not less than five hundred hours spread over a period of not less than three months, provided that not less than two hundred and fifty hours are devoted to actual dispensing of prescriptions.

Procedure to be followed prior to commencing of the Training:

- 1) The head of an academic training institution, on application, shall supply in triplicate 'Practical Training Contract Form for qualification as a Pharmacist' (hereinafter referred to as the Contract Form) to candidate eligible to undertake the said practical training. The contract form shall be as specified in Appendix-E to these regulations.
- 2) The Head of an academic training institution shall fill section I of the Contract Form, the trainee shall fill section II of the said Contract Form and the Head of the institution agreeing to impart the training (hereinafter referred to as the Apprentice Master) shall fill section III of the said Contract Form.
- 3) It shall be the responsibility of the trainee to ensure that one copy (hereinafter referred to as first copy of Contract Form) so filled is submitted to the Head of the academic training institution and the other two copies (hereinafter referred to as the second copy and the third copy) shall be filed with the Apprentice Master (if he so desires) or with the trainee pending completion of the training.

Rule 11: Certificate of passing Diploma in Pharmacy Part-III:

On satisfactory completion of the apprentice period, the Apprentice Master shall fill SECTION IV of the second copy and third

copy of the Contract Form and cause it to be sent to the head of the academic training institution who shall suitably enter in the first copy of the entries from the second copy and third copy and shall fill SECTION V of the three copies of Contract Form and thereafter hand over both the second copy and third copy to the trainee.

This, if completed in all respects, shall be regarded as a certificate of having successfully completed the course of Diploma in Pharmacy (Part-III).

Rule 12A: GENERAL VERIFICATION OF MARKS BY BOARD OFFICE:

Same as corresponding semester pattern rule.

Rule 12B: ISSUE OF PHOTOCOPIES OF ANSWERBOOKS FOR INSPECTION:

Same as corresponding semester pattern rule.

Rule 12C: VERIFICATION OF MARKS IN PRESENCE OF CANDIDATE:

Same as corresponding semester pattern rule.

Rule 12D: REVALUATION OF ANSWERBOOKS:

Same as corresponding semester pattern rule.

Rule 13: ISSUE OF STATEMENT OF MARKS:

Same as corresponding semester pattern rule.

Rule 14: AWARD OF DIPLOMA CERTIFICATE:

A candidate who has passed the Diploma in Pharmacy Part-I and Part-II and satisfactorily completed Practical Training for Diploma in Pharmacy Part-III shall be awarded diploma through head of Institute after a period of six months from the date of declaration of results provided there is no complaint of malpractice, fraud, improper conduct etc. against the candidate.

Rule 15: ISSUE OF DUPLICATE DIPLOMA:

Same as corresponding semester pattern rule.

Rule 16: TIME LIMIT TO COMPLETE THE DIPLOMA PROGRAMME:

Same as corresponding semester pattern rule.

Rule 17: ACTS OF MISCONDUCT AND/OR MALPRACTICE:

Same as corresponding semester pattern rule.

Rule 18: AMENDMENT OF RESULTS AFFECTED BY MALPRACTICE:

Same as corresponding semester pattern rule.

Rule 19: MODERATION OF ASSESSMENT WORK:

Same as corresponding semester pattern rule.

Rule 20: ERROR IN RESULT:

Same as corresponding semester pattern rule.

Rule 21: DEALING WITH DISCREPANCY IN QUESTION PAPER:

Same as corresponding semester pattern rule.

Rule 22: PRESERVATION OF RECORDS OF INTERNAL ASSESSMENT AND PRACTICAL EXAMINATION BY THE INSTITUTE:

Same as corresponding semester pattern rule.

Rule 23: PRESERVATION OF RECORDS OF EXAMINATION BY THE BOARD OFFICE:

Same as corresponding semester pattern rule.

Rule 24: PROVISION OF WRITER DURING EXAMINATIONS:

Same as corresponding semester pattern rule.

Rule 25: DEALING WITH CANDIDATES WITH DISABILITIES:

Same as corresponding semester pattern rule.

Rule 26: DEALING WITH CHANGE OF NAME:

The name of a candidate once enrolled as per HSSC certificate will not be altered under any circumstances. In case of change in name the marksheet/certificate will be endorsed after verification of documents as below:

1. Attested copy of certificate issued by Registrar of Birth-Death in Form B.
2. Attested copy of Marksheet/certificate issued by Goa Board of Secondary and Higher Secondary Education.

GUIDELINES & PROCEDURES

Annexure I

PROCEDURE FOR SUBMITTING EXAMINATION FORM:

1. A candidate intending to appear for a semester/annual/supplementary examination shall fill up the Examination form, pay the prescribed fees and submit the same to the Institute before the due date notified by the Board.
2. Forms submitted after the due date will be accepted at the Institute on payment of prescribed late fees within a period notified by the Board. Incomplete forms shall not be accepted by the Board.
3. The Chairman, Board of Technical Education, Goa, however, shall be the competent authority to accept the form/s in special cases even after the expiry of the last date with late fees.

Annexure II

GUIDELINES FOR INTERNAL ASSESSMENT:

A. Assessment by Term Work:

1. It is good academic practice to prepare a schedule of works at the start of the term to make the students aware of the works to be completed during the term.
2. Such schedule needs to indicate the marks allotted for assessment of each component for keeping full transparency.
3. Student shall prepare a journal consisting of all works done by them towards completion of term work.
4. The marks allotted to each component during periodic assessment may be shown on the journal itself for immediate knowledge of the students regarding their achievements.
5. A proper record of all such assessment shall be kept by the subject teacher for the benefit of all stake holders.
6. Such records of assessment shall be preserved for a period of one year from the date of conduct of such assessment/examination and shall be open for verification to the Board Officials or any individual or committee appointed by the Board.
7. The student should be present and should have completed at least 75% of the works prescribed for certification of successful completion of term work. However marks will be proportionate to the number of practical/assignments/works done by them.
8. If any student is absent for any practical class, he/she may positively do the practical any other time in consultation with the subject teacher.
9. Students and subject teacher should be in the laboratory/workshop/drawing hall for the full duration of practical hours to facilitate completion and submission of journal.

10. The final term work marks shall be displayed on notice board for ensuring information to the students before sending the same to the Board Office for declaration of result.

B. Assessment by Test:

1. Two periodic tests at regular intervals shall be conducted in each term.
2. Marks scored by the students in each test shall be made known to the students and own answer books shall be made available for clarity.
3. Average of the two test marks shall be considered for calculating final test marks.
4. In case of very poor performance in tests, one additional test may be held at the discretion of subject teacher if there is sufficient justification. Any such additional test shall be open for all students desiring to appear.
5. The marks obtained in all tests along with the final test marks shall be displayed on notice board for ensuring information to the students before sending the marks to Board Office for declaration of results.
6. The records as above shall be preserved for a period of one year from the date of conduct of such assessment/examination and open for verification to the Board Officials or any individual or committee appointed by the Board.

Annexure III

**GUIDELINES FOR DISPLAY & MAINTENANCE OF INTERNAL
EVALUATION RECORDS:**

1. The final marks of the internal assessment head "Term Work" shall be displayed for ensuring information to the students before sending the marks to Board Office.
2. The marks obtained in the two tests along with the final test marks under the subhead "Test" of the head "Theory" shall be displayed for ensuring information to the students before sending the marks to Board.
3. The records of all internal assessments held on behalf of Board shall be maintained with full clarity understandable to any interested stake holders.

Annexure IV

**PROCEDURE FOR SUBMITTING APPLICATION FOR IMPROVEMENT
OF TEST MARKS:**

- i) Students intending to appear for "Improvement of Test Marks" should apply in the prescribed performa (Form No. 4) in the beginning of the semester indicating their existing marks and other details, duly recommended by respective Head of Dept.
- ii) The institute shall send programmewise and semesterwise compiled list of such applicants (Form No. 4A) to the Board while submitting regular examination form. Applications (Form 4) shall be retained by the Institute.
- iii) The marks obtained in Improvement Tests shall be published on the Notice Board for verification by concerned students as is the procedure for test marks in regular semester.
- iv) The marks obtained in "Improvement of Test Marks" shall be forwarded to the Board in Form 4B alongwith the submission of regular marksheets.
- v) The records of internal assessments held by the institution on behalf of Board of Technical Education, shall be preserved by the institute/ subject teacher for a period of one year from the date of conduct of such assessment/examination.

Annexure V

PROCEDURE FOR GENERAL VERIFICATION OF MARKS:

- i) The candidate must submit his/her application form through the Principal of the Institute within the period notified by the Board and must be accompanied by the prescribed non-refundable fee. No application form/fees shall be accepted by the Board directly.
- ii) The verification will be restricted to checking whether all the answers have been assessed and that there has been no mistake in the totaling of marks for each question in that subject and transferring of marks at any stage.
- iii) In case any unassessed part is identified during verification, the unassessed portion shall be assessed and additional marks obtained, if any, shall be taken into consideration.
- iv) In case the candidate's mark is changed on verification, result shall be redeclared and fresh marksheet issued.

Annexure VI

**PROCEDURE FOR ISSUE OF PHOTOCOPIES OF ANSWER
BOOKS FOR INSPECTION:**

- i) The candidate must submit his/her application form through the Principal of the Institute within the period notified by the Board and must be accompanied by the prescribed non-refundable fee. No application form/fees shall be accepted by the Board directly.
- ii) The photocopies of answer books masking examiner's/moderator's name & signature will be made available at the Board Office on dates & time as notified. In case the candidate does not report for inspection as per schedule, it will be deemed that the candidate is no more interested to inspect his/her answerbook.
- iii) The candidate must prove his identity by means of identity card containing photograph & signature for issue of photocopies.
- iv) Inspection of photocopies shall be done in isolation under the supervision of a Board official, and any comments, discussion, arguments or other observation oral or written is strictly prohibited during the inspection of photocopies. Any act of indiscipline during inspection shall be treated as malpractice liable for appropriate penalty as decided by Special Committee.
- v) Normally no person other than the candidate shall be allowed to see the photocopy. However one of parents, guardian or sibling may be allowed with candidate, if specifically applied for, and identity is proved.
- vi) Photocopies are issued for perusal only and shall be returned within one hour alongwith a declaration that photocopies have been received, inspected to the candidate's satisfaction, and the photocopy of paper returned.
- vii) Any application received after the schedule date prescribed, or applications by anybody other than the candidate, or applications, without the prescribed fee will be summarily rejected.

Annexure VII

PROCEDURE FOR VERIFICATION OF MARKS IN PRESENCE:

- i) The candidate must submit his/her application form through the Principal of the Institute within the period notified by the Board and must be accompanied by the prescribed non-refundable fee. No application form/fees shall be accepted by the Board directly.
- ii) The facility of verification of marks in presence of candidate shall be made available at the Board Office on dates & times notified. In case the candidate does not report for verification, it will be deemed that he is no more interested in the facility.
- iii) Photocopies of the answerbooks masking examiners/ moderators name & signature will be made available for verification in presence and changes, if any, shall be transferred to the original by the verifier.
- iv) The verification of marks in presence shall involve the same checks as described for General verification of marks.
- v) Any discussion or argument beyond the scope of verification will not be permitted. Any act of indiscipline during verification shall be treated as Malpractice liable for appropriate penalty as decided by special committee.
- vi) If any unassessed part is identified during verification, the same shall be assessed later and the additional marks obtained, if any, shall be taken into consideration. No further verification is permissible.
- viii) The verification report shall be signed both by candidate and verifier.
- ix) In case the candidates mark is changed on verification, the result shall be redeclared and fresh marksheet issued.

Annexure VIII

PROCEDURE FOR REVALUATION OF ANSWER BOOKS:

- i) The candidate must submit his/her application form through the Principal of the Institute within the period notified by the Board and must be accompanied by the prescribed non-refundable fee. No application form/fees shall be accepted by the Board directly.
- ii) Revaluation shall be done by two examiners and the average total mark of two assessments will be considered.
- iii) The marks obtained during revaluation shall be awarded in case of upward change, and downward revision will be considered as no change.
- iv) In case the candidate's mark is changed on revaluation, the result shall be redeclared and fresh marksheet issued.
- v) Revaluation will be final and further arguments, correspondence, request for verification etc shall not be permitted.

Annexure IX

PROCEDURE FOR ISSUE OF STATEMENT OF MARKS:

- i) The Statement of Marks shall be issued only to the successful candidate after declaration of results. However, in case of W.F.L.S. result (W.F.L.Y. in case of yearly pattern system), the candidate will not be issued the final semester marksheet. For such candidates the final semester marksheet (final year in case of yearly pattern system) will be issued only after passing all the backlog subjects. An application in Form 5A should be submitted to the Board for this purpose.
- ii) Any candidate if unsuccessful in any examination, may be issued with a Statement of Marks on specific application (in Form 5) through the Head of Institute within one month of declaration of results.
- i) There is no fees chargeable for such issue of Statement of Marks, if applied within the schedule prescribed above.
- ii) Any application submitted after the prescribed time limit as above and application for issue of duplicate statement of marks shall attract prescribed fees.
- v) Any discrepancy in the name of the candidate on the result sheet/Statement of Marks should be brought to the notice of Board within one month of declaration of first examination results and BTE will confirm the correction within one month of receipt of application.
- vi) The spelling & sequence of names enrolled with Board will be as per the entry in the certificate/marksheet of the qualifying examination (SSCE/HSCE/other).
- vii) Any complaint about the result or marksheet issued should be made to BTE with appropriate justification within one month of declaration of results.

Annexure X

PROCEDURE FOR ISSUE OF DUPLICATE DIPLOMA CERTIFICATE:

- i) The application for duplicate Diploma shall be forwarded through the institute only. Board Office may not accept any application directly.
- ii) Application should be substantiated by necessary proof of damage or an affidavit (in case of loss or theft) on a stamp paper of appropriate denomination.
- iii) In case of an Institution, which had presented the candidate for an examination, ceases to exist afterwards, duplicate Diploma will be issued to the candidate on production of identity, certified by Gazetted Officer in addition to above documents.
- iv) A remark '**Duplicate**' will be printed at top of right hand corner of the certificate. The date of diploma awarded will be same as on original diploma certificate and the date of re-issue will be shown on the certificate.

Annexure XI

UNFAIR MEANS/MALPRACTICE INCLUDES ANY ONE OR MORE OF THE FOLLOWING ACTS/OMISSIONS BY A CANDIDATES APPEARING FOR AN EXAMINATION:

- i) Possessing any book, paper or any other copying material.
- ii) Copying during exam.
- ii) Communicating with any candidate or any other person in or outside examination hall with a view to take assistance or aid to answer in the examination.
- iii) Carrying mobile phone in the exam hall.
- iv) Receiving or giving assistance in any form during the course of the examination.
- v) Intimidating or using abusive language or use of violence against Invigilator or any person on exam duty or causing disturbance in any manner in the exam proceedings.
- vi) Disobeying instructions issued by the Invigilator/Officer-in-charge of examination.
- vii) Smuggling-out either blank or written or smuggling-in of answer book/supplements as copying material and/or smuggling-in blank or written answer book/supplements and forging signature of the Invigilator thereon.
- viii) Interfering with or counterfeiting of Board/Institute seal or answer books or office stationery used in the exam hall.
- ix) Inserting or substituting in the answer book, answer sheets or any other stationery not supplied in the Examination Hall or writing on any material other than the answer books.
- x) Running away from the exam hall with/without his/her answer book or leaving the exam hall without the permission of the supervisor.
- xi) Approaching directly or indirectly the examiners or officers on exam duty and bringing undue pressure or undue influence upon them for

favours in the examination.

xii) Disclosing deliberately his/her identity in the answer book and/or writing abusive language or appeal in the answer book.

xiii) Impersonating or allowing any other person to impersonate for him/her in the exam hall.

xiv) Any other misconduct as would go to prove the candidate's malafide intentions in connection with the examination.

Annexure XII

PROCEDURE FOR DEALING WITH MALPRACTICE CASES:

I) If during examination a candidate is found to use or attempted to use unfair means/misconduct or malpractice, the following steps shall be followed:

i) The answer books and all incrementing material/evidence should be seized from the candidate.

ii) The matter shall be immediately reported to the Officer-in-charge of examination.

iii) All such material shall be duly signed by the Hall Supervisor/Invigilator, candidate, Officer-Incharge indicating the seat number of the candidate and other details such as date of exam, subject, etc. in the presence of officer-in-charge.

iv) The candidate will have to give under his/her signature an undertaking with request to allow him/her to continue answering the paper in a fresh answerbook and to appear for the remaining papers to be held thereafter. The appearance in the examination shall be provisional and subject to the decision of the authorities in the matter of disposal of case of alleged use of unfair means. It shall be binding upon the candidate that in the event of being found guilty, such provisional appearance is liable to be treated null and void. In case he/she refuses to give any undertaking, the candidate shall be expelled from the exam hall and the same to be recorded.

v) The Hall Supervisor shall submit a detailed report on the incident, explaining the time & the actual incident, the incriminating material/evidence and any other related matter to the Officer-In charge of examinations. The report submitted by the Supervisor and the incriminating material/evidence shall be countersigned by the Officer-In charge of examinations.

vi) The Principal of the institute shall submit the report of the Hall

Supervisor, the undertaking of the candidate, if any, together with the first answerbook and all the incriminating material/evidence to the Board in a sealed cover within three days of such occurrence.

vii) If the candidate refuses to hand over the incriminating material or destroys or runs away with the material, the facts shall be noted by the Hall Supervisor/Invigilator and reported to the Officer-in-Charge.

viii) The cases of impersonation, violence or intimidation should be immediately reported to the police by the institute.

II) In case an examiner, finds or suspects use of unfair means by a candidate while assessing the answer book he/she shall report the matter in detail to the officer-in-charge of the assessment center. The Principal of the Institute shall submit the report to the board office within three days of such occurrence.

III) The concerned student shall be called by the Secretary, B.T.E. to hear his explanation and report of such disposal be prepared.

IV) It shall be verified whether all documents substantiating the incident of malpractice/misconduct is submitted by the institute/examination center.

V) All the above documents shall be placed before the Special Committee for decision. The Special Committee shall be guided by a schedule of penalties for awarding punishment in malpractice cases.

Annexure XIII

SCHEDULE OF PENALTIES FOR MALPRACTICE CASES:

Sr No	Type of Offence	Penalty	Action by
1	a) Communicating with each other in the examination hall. b) Disobeying any instruction of the hall supervisor/officer-in-charge. c) Bringing in cell phone or any other such electronic gadgets not permitted in the examination hall. d) Exchanging seat without permission of hall supervisor. e) Refusing to give the prescribed undertaking incase of suspected malpractice. f) Causing disturbance in the examination hall g) Misbehaviour towards any member of examination staff.	Liabe for expulsion from the examination hall after obtaining a report from hall supervisor, endorsed by Officer-in-charge.	Officer-in-charge in consultation with Principal
2	a) Disclosing deliberately his/her identity in the answer book. b) Writing provocative/abusive language or appeal in the answer book.	Cancellation of result of all subjects (theory) in the relevant semester* of appearance for examination.	Special Committee on report from examination/assessment centre
3	a) Detection of suspected assistance to copying at the time of assessment and established by enquiry that candidate has offered assistance to another candidate for copying. b) Exchanging answer books or supplement in the exam hall.	Cancellation of entire appearance of all subjects of all semesters (theory)* in the concerned examination.	Special Committee on report from examination/assessment centre

4	a) Possession of copying material in any form whether used or not. b) Trying to destroy the proof of possession of copying material by swallowing or any other means. c) Running away with the answer book. d) Incase of detection of suspected copying at the time of assessment and established by enquiry that the candidate has actually copied from any source.	Cancellation of entire appearance of all subjects of all semesters (theory)* and not permitted to attend classes of the next term and debarred from appearing in the immediate next exam.	Special Committee on report from examination/ assessment centre
5	a) Smuggling out or smuggling in the examination answer book or supplement. b) Suspected use of some other stationary not supplied in the examination hall detected during assessment.	Cancellation of entire appearance of all subjects of all semesters (theory)* and not permitted to attend classes of the next two terms and debarred from attending in the immediate next two examinations.	Special Committee on report from examination/ assessment centre
6	Candidate found impersonating i.e. deputing or deputizing any other candidate when both persons are from polytechnic system.	Cancellation of entire appearance of all subjects of all semesters (theory)* and disqualified for polytechnic education for a period of five years for both candidates.	Special Committee on report from examination centre
7	Impersonating during examination when impersonator is not belonging to polytechnic system	Lodging a Police complaint	Officer-In-Charge
8	All other offence not covered in the schedule	To be decided as per the gravity of the offence.	Special Committee
9	If the candidate is implicated in pervious occasions	Penalty shall be most stringent.	Special Committee

* word 'semester' shall be replaced by 'year' in case of yearly pattern system

Annexure XIII (A)
AMENDMENTS IN SCHEDULE OF PENALTIES FOR MALPRACTICE CASES:
{ Refer Board Meeting dated 14/05/2015 }

Sr No	Type of Offence	Amendment in Penalty	Existing Penalty	Action by
1	a) Communicating with each other in the examination hall. b) Disobeying any instruction of hall supervisor/officer-in-charge. c) Exchanging seat without permission of hall supervisor. d) Refusing to give the prescribed undertaking incase of suspected malpractice. e) Causing disturbance in the examination hall f) Misbehaviour towards any member of examination staff.	Liable for expulsion from the examination hall after obtaining a report from hall supervisor, endorsed by Officer-in-charge.	<i>Liable for expulsion from the examination hall after obtaining a report from hall supervisor, endorsed by Officer-in-charge.</i>	Officer-in-charge in consultation with Principal
4	a) Possession of copying material in any form whether used or not. b) Bringing in/use of mobile phones/ smart phones or any other such electronic gadgets not permitted in the exam hall. c) Trying to destroy the proof of possession of copying material by swallowing or any other means. d) Running away with the answer book. e) Incase of detection of suspected copying at the time of assessment and established by enquiry that the candidate has actually copied from any source.	Cancellation of entire appearance of all subjects of all semesters (theory)* and not permitted to appear for 'B' Category registrations, in the immediate next examination. However, permitted to appear for 'A' Category registrations, if otherwise eligible, in the immediate next examination.	<i>Cancellation of entire appearance of all subjects of all semesters (theory)* and not permitted to attend classes of the next term and debarred from Appearing in the immediate next exam.</i>	Special Committee on report from examination/ assessment centre
5	a) Smuggling out or smuggling in the examination answer book or supplement. b) Suspected use of some other stationary not supplied in the examination hall detected during assessment.	Cancellation of entire appearance of all subjects of all semesters (theory)* and not permitted to attend classes of the next term and debarred from appearing in the immediate next exam.	<i>Cancellation of entire appearance of all subjects of all semesters (theory)* and not permitted to attend classes of the next two terms and debarred from appearing in the immediate next two examinations.</i>	Special Committee on report from examination/ assessment centre

Note: The remainder part of "schedule of Penalties for malpractices" is unaltered.

Rule 32: Industrial Training for 03 year Diploma Programmes

- a. Industrial Training for 03 years Diploma Programme shall be offered in Semester V / Semester VI, as per curriculum, for duration of 08 weeks.
- b. Industrial Training shall commence from 1st or 9th week of the Semester .
- c. Student/s who are eligible to keep term for semester V / semester VI, are only eligible to undergo Industrial Training.
- d. Those Student/s, who are not eligible to keep term for semester V and who have applied for Verification/ Revaluation of answer books/ Verification in presence of answer books shall be provisionally permitted to undergo the training. On declaration of the above results, if the eligibility criteria are fulfilled, then he/she shall continue the training or else, discontinue the training with immediate effect.
- e. For Industrial Training subject only Grade will be awarded and marks will not be shown in the statement of marks. Grades will be awarded based on marks scored (Fractions rounded off to nearest integer) as follows:
A--- 80% & above
B--- 60 - 79%
C-- 40—59%
D— below 40%
- f. For Industrial training, Heads of passing shall be TW & PR/OR with minimum Grade 'C' obtained in each head.
- g. Student/s undergoing Industrial Training shall secure at least Grade 'C' in TW (For attendance, Industrial mentor's assessment and Institute mentor's assessment, Training Report), failing which he/she shall not be granted terms for the respective semester.

- h. Any student, who does not fulfil the requirements of grant of term in any of the subjects offered in the other half of the semester in which Industrial Training is offered and therefore is not granted terms of the said semester will be required to undergo Industrial Training again while repeating the semester.
- i. Any student remaining absent (with or without permission) for more than 08 working days during Industrial Training is liable to be declared Term not granted.
- j. In case of circumstances leading to non-availability of seats for placement in Industry for Industrial Training, student/s shall be assigned Industry related project/s, with prior approval of Board.
- k. Student/s undergoing Industrial Training shall follow Rules and Regulations of the Industry.
- l. Industrial Training will generally be organised and conducted in accordance with Industrial Training Manual duly prescribed by the Board.

VIII. Duties and Responsibilities of Officer In Charge (Examination)

Successful Conduct of examination depends greatly on the integrity, alertness and sincerity of the entire exam personnel functioning under the leadership of the officer in-charge. As the person holding overall charge of the exam, the officer in-charge shall be expected to discharge his duties to the best of his abilities in a way to set an example for his colleagues to follow and in the interest of the institution.

The Important Duties and Responsibilities of Officer In Charge are:

1. To brief in advance each member of the exam personnel and to make them aware of their respective duties and responsibilities.
2. To collect the details of candidates, such as number of students appearing for exam at various sessions (morning/afternoon) on different dates.
3. To plan the seating arrangement for each session.
4. To be available at the centre well in advance.
5. To be available to any of the exam personnel whenever one needs his guidance.
6. To be arrange for the distribution of Question papers and blank answerbooks to the invigilators in different rooms/halls.
7. To arrange code stamping on each answerbook in accordance with the confidential instructions of Board and ensure that exam day code stamp is properly affixed.
8. To inform the hall supervisor about the position of Board of Technical Education code for each session.
9. Before opening the packet containing Question papers it should be ensured that BTE seal is intact on the envelope and it should be opened only after opened only after obtaining the required signatures.
10. To verify the correctness of Question paper packet opened Vis-à-vis the course of examination.
11. To ensure the start of examination on time.
12. In case the candidate is unable to produce the admit card at the time of examination: he/she may be allowed to write the exam based on available

records at the institute and the student may be instructed to produce it at the earliest.

13. To personally supervise packing of answerbooks along with various relevant statements for dispatch to BTE.
14. To take all other steps as may be necessary to maintain the sanctity of the exam and the environment conducive to conduct the exam.
15. To verify whether answerbooks/supplementary answer sheets are duly stamped and signed.
16. To ensure that the answer books are duly counted and match with the attendance sheet. The answer books must be placed in serial order of the seat numbers.
17. To keep the answer books ready for collection by Board officials.

IX. Duties and responsibilities of Invigilator (Exam hall Supervisor)

An invigilator is expected to be alert at every moment beginning from the entry of the candidate till all answer books are collected from them.

Important duties and responsibilities of invigilator are:

1. To announce to the candidates to leave books, notes, copying material mobile phones outside the exam hall.

2. To distribute amongst the examinees the answerbooks/drawing sheets and Question papers.
3. If the Packet containing Question papers is not opened by officer-in-charge it should be ensured that BTE seal is intact on the envelope and it should be opened only after obtaining the required signatures.
4. To check the candidates admit card and identity card.
5. To confirm the seat Number written by the candidate.
6. To ensure that the candidates occupy the allotted seats in the Classroom/Hall.
7. To make sure that each main answer book/ supplementary book issued in the exam hall is countersigned in the space provided.
8. To keep a correct record of main answer book and supplementary answer sheets issued.
9. To prepare the supervisors report correctly. Seats numbers of candidates who are absent for the exam should be clearly mentioned on supervisor report.
10. To verify that the answer book / drawing sheets carry confidential code of Board of Technical Education seal at correct position.
11. To verify that seat No. and other examination details written by candidate on the title page answer book are correct.
12. To verify that the candidates has signed on the attendance sheet in the correct position.
13. To ensure that the candidate do not indulge in any sort of activity, which may be considered as a malpractice in the examination.
14. To report malpractice cases to the officer-in-charge of examination.
15. To announce to the candidates to attach the supplementary answer book to the main answerbooks at the time of warning bell, and ask them to fill the details of supplementary books attached on the title page of main answerbooks.
16. To collect answerbooks/ drawing sheets from the candidates as soon as the examination is over and to handover the same to the officer in charge in sequential order of seat. No. duty counted.

17. To return the surplus copies of answer /drawing sheets to the officer in-charge immediately after examination.

X. Duties and Responsibilities of the Officer-In-Charge (Assessment Centre)

1. To Ensure complete secrecy, safe custody of answerbooks, marksheet, marklist control on malpractice during assessment and smooth conduct of assessment work by way of overall supervision.
2. He/she is responsible for the smooth conduct of the assessment work.
3. He/she is responsible to co-ordinate and monitor the assessment work.
- 4. To be available at the assessment centre through out the assessment period.**
5. To distribute the answerbooks to the examiners and collect them back at the end of the day under acknowledgement.
6. To exercise vigilance during assessment and try and maintain the consistency in the speed of assessment.
7. In case of unavoidable circumstances, additional qualified examiners may be appointed or alternate arrangement to be made with instruction of the Board office.

8. To submit all reports to Board of Technical Education office without delay.
9. Assessed packets alongwithmarklist should be sent regularly to the Board office.
10. To check the assessed packet and get it properly sealed so that there is no loss during transit.
11. To ensure the completion of assessment work within the stipulated time.

XI. Duties and Functions of Examiners For Assessment Centre

1. To maintain the confidentiality of exam work all the time.
2. The examiner shall strictly adhere to the rules of discipline in the assessment centre and general secrecy and according to the instruction of the officer in charge.
3. Any absence or leave shall not be permissible during the period of duties.
4. Use only red pen for assessment work.
5. Before starting the assessment work, examiner shall get acquainted thoroughly with the question paper, number of questions to be attempted. And number of sub-question to be attempted.
6. Examiner is strictly prohibited from away any answer-book or from removing any supplements from the answer-book or from taking away the abstract or copy of the mark-list, or any of the forms out of the assessment hall or from handling it over to any other unauthorized person. At the end of assessment every day, examiner shall submit the answer book packet to the officer-in-charge.
7. Do not write any thing or award marks on the matter written by students. Marks shall be written in the markings and on top of the page so that they can be easily masked.
8. The marks obtained carry immense value for the student. So be careful and systematic during assessment.

9. Verify whether all answer are assessed before entering the final marks in the mark list.
10. The Marks obtained by the candidate for each question as recorded on the front page of the answer-book shall be carefully recorded on the mark-list against the seat number/code number of the candidate under the signature of the examiner. Examiner shall be responsible for the entries made.
11. Verify carefully correctness of seat number against the marks awarded.
12. The examiner shall thoroughly check the answer books(main and Supplements) and report the discrepancies in respect of seat number, signature of the supervisor, number of supplements, or any unusual things noticed in the answer books.
13. Rounding up of marks shall be done to next integer on the total marks of each paper and not on the total marks of each question.
14. The examiner shall report the cases of malpractice, if identified by examiner during assessment, immediately to the Officer-in-charge.
15. If unusually large number of students are failing or obtaining high mark submit a report in seal cover to the Officer-In-charge.
16. In case of marginal marks such as 35-40% reverify correctness of assessment.
17. In case of less than 40% marks obtained underling such marks with red ink.
18. Fill the feedback form with utmost care.
19. Enclose the supervisors report, attendance sheet and the feedback form along with marklist.
20. Ensure that the marklist with all other documents is properly sealed.
21. Write your name and affix your signature on the front page of the answer book in the space provided.
22. Submit the assessed packet along with other documents to the Officer-in-charge.
23. Submit your Remuneration bill in time.