

EXAMINATION REGULATION

(As approved by GOVERNING COUNCIL of Haryana State Board of Technical Education Panchkula in its 3rd meeting held on 18.06.2012 under item no. 3.04 and as amended under Agenda Item No 4.06 in the 4th meeting of Governing Council held on 09.01.2014)

HARYANA STATE BOARD OF TECHNICAL EDUCATION

EXAMINATION REGULATIONS

Note: These rules are framed by Haryana State Board of Technical Education Panchkula (Autonomous) as per Haryana ACT 19 of 2008 and are approved by GOVERNING COUNCIL in its 3rd meeting held on 18.06.2012 under item no. 3.04.

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

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

PROLOGUE

Haryana State Board of Technical Education is an autonomous organization of Government of Haryana. The autonomy was accorded as per Haryana Act No. 19 of 2008 and the same was notified in the official Gazette of Government of Haryana on 6th May 2008. As per Haryana Act No. 19 of 2008 Clause No. 27 of Chapter-3, the Board is empowered to frame its regulations, and accordingly the Examination Regulations have been framed. These regulations are resolved by the Governing Council in its proceedings of third meeting held on 18.06.2012, vide item no. 3.04.

The HSBTE is offering more than 60 Diploma courses in the State of Haryana. For effective implementation of these courses the regulations have been framed.

This document contains,

- i) Regulations General - These regulations are applicable to all semester/yearly pattern diploma courses.

In case of any difficulty and/or doubt in interpretation of any rule, the interpretation of the Secretary, HSBTE shall be final and binding on all stakeholders. The word Diploma includes Diploma/ Advance Diploma/ Post Diploma/ Certificate or any other Diploma with whatever nomenclature it may be called.

Secretary

Definitions

In these rules, unless otherwise repugnant:-

1. "Board" means the Haryana State Board of Technical Education, Panchkula (HSBTE).
2. "Secretary" means the Secretary of Haryana State Board of Technical Education, Panchkula.
3. "Bye-laws" means Bye-laws made by the Board.
4. "Polytechnic or Institution" means an Institution imparting Diploma or Post Diploma or Advanced Diploma in Engineering or Technology or Management Education or Computer Applications or Applied Arts and Craft or Pharmacy or Town Planning and Architecture recognized by the Board.
5. "Head of the Institution" or "Principal" means the head of the teaching staff of a polytechnic or institution recognized by the Board, by whatever name designated.
6. "Teacher" means a member of the teaching staff other than the Principal or the Head of the institution recognized by the Board.
7. "Examination" means one or more examinations conducted by the Board.
8. "COE" means the Controller of Examination, in the office of Haryana State Board of Technical Education, Panchkula.
9. "Examination Committee" means a Committee appointed by the Board for dealing with all matters relating to Board's Examinations.
10. "Superintendent" means the Superintendent of the Examination Centre(s).
11. "Semester System Course" means the course in which final examination is held twice a year, and "Annual System Course" means the course in which final examination is held once a year.
12. "TMC" means Table Marking Centre appointed by the Board where evaluation of answer sheets is done.
13. "Officer In-charge" means In-charge of the Table Marking Centre.
14. "Principal In-charge" means Principal of the Institution, where the evaluation/ examination is carried out.

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BYE-LAWS: EXAMINATIONS, RESULTS AND AWARDS

(APPLICABLE TO ALL COURSES UNDER HSBTE)

Chapter 1: TEACHING AND EXAMINATION SCHEME

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

1.1 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
- Internal Assessment
- Project and Seminar
- Inplant training

Each head shall have separate marks. The maximum marks and minimum passing marks for each passing head of a subject shall be given in the related teaching and examination scheme.

Chapter 2: RULES OF ADMISSION TO A COURSE

2.1 ELIGIBILITY

1. No candidate shall be admitted to a course for Diploma approved by the Board, 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 Haryana or the Competent Admission Authority or the Board.
2. If a candidate has already passed the qualifying examination from any other recognized examination authority out of Haryana State or out of India, he shall obtain eligibility certificate from the Board. Without above eligibility certificate, the enrolment form of such candidate shall not be accepted.

3. No candidate shall be allowed simultaneous study of any other full time course along with the course(s) in the Polytechnic / Institution.

2.2 DIRECT ADMISSION TO THIRD SEMESTER / LATERAL ENTRY COURSES

All those candidates who have passed ITI at least with two year (who passed 10th level school leaving examination before admission to ITI courses) or 10+2 with Physics, Chemistry & Maths (PCM) or 10+2 Vocational would be eligible for consideration for lateral entry in various **Diploma Engineering courses only** as per the compatibility of the courses as mentioned in prospectus from time to time.

Candidates who have appeared/ are appearing in the qualifying ITI or 10+2 with PCM or 10+2 vocational examination to be held during that session shall also be eligible to apply for admission and would be physically admitted but **they shall obtain the requisite qualification before the last date of admission.**

2.3 PROMOTION TO NEXT HIGHER CLASS

The candidates of all semesters / classes shall be promoted to next higher semester / class after completion of examination conducted as per rule and their attendance for next higher semester / class shall be counted from the date of commencement of that session, schedule of which is approved by the competent authority. The promotion to higher semester / class shall be made on the following conditions:

- (i) For the courses being run on semester / annual basis excluding pharmacy course: A candidate admitted to the Polytechnic / Technical Institution shall be required to clear the Examination in all the subjects / papers with in a period of twice the duration of the relevant course of study. No further extension will be allowed under any circumstances whatsoever.
- (ii) In respect of diploma course in pharmacy, the promotion to II year shall be governed according to rules framed by Pharmacy Council of India from time to time.
- (iii) Candidates who have to reappear in paper(s) of earlier examination would be required to appear as such in accordance with the course of current session or as decided by the Examination Committee/ Board.

2.4 RE-ADMISSION

1. Any candidate of the Institution, who fails to appear or pass any particular examination and further thereafter remains absent from the Institution for a period exceeding one year from the date of reopening of the Institution, following the examination in which the candidate had failed to appear or pass, shall be disentitled to continue his / her studies in the Institution, without prior written permission of the Secretary, Haryana State Board of Technical Education. However, if the period of absence is less than one year, the Principal of the Institute is competent to allow re-admission. But he / she will have to complete the course as per Rule 2.3 (1) (i).
2. A candidate specifically debarred from the Institution/ examination for any specific period by the competent authority of Technical Education, Haryana will have to complete the course as per Rule 2.3 (1) (i).
3. If at the time of re-admission the particular course in that institute is closed then the re-admission shall be given in another near by institute running the same course as per availability of seat with approval of Secretary, Haryana State Board of Technical Education.
4. Candidates who wish to continue their studies after having been out of Institution for some time due to any reason, whatsoever, must do so from the date of commencement of the session and their attendance for that session shall be counted from the date of commencement of the session.

Any re- admission after continuous absence exceeding 14 days following the commencement of the session cannot be claimed as a matter of right and will be allowed by the Principal of the Institution/ Secretary HSBTE on merit and subject to the availability of seats, provided further that candidate should be able to complete the requisite percentage of attendance and sessional examination. Provision of availability of seats shall not be applicable to the candidates, who were detained due to shortage of attendance / sessional examination or debarred by the competent authority of Board in case they take re-admission within a period of 14 days of the commencement of session for which they become eligible for re- admission alongwith the fee, notified by the Board from time to time, to the Board.

2.5 CHANGE OF BRANCH *

The change of branch is allowed in 3rd semester purely on the merit of 1st semester within the same institute. This exercise shall be done at institutional level. The vacancy shall be notified based on post migration outcome. This shall only be done in branches where curriculum for 1st & 2nd semester is common and eligibility criteria for admission is same.

*

2.6 ACQUIRING ADDITIONAL DIPLOMA – HORIZONTAL MOBILITY *

Candidates who wish to join the Institution to get the diploma in additional course of Engineering after completing one course shall have to seek admission in the Institution subject to the availability of seats in the additional course as per notified scheme for horizontal mobility.

Chapter 3: RULES FOR ELIGIBILITY TO APPEAR FOR EXAMINATION

3.1 ELIGIBILITY FOR THE EXAMINATION

1. Submission of Permission-cum-Admission Form

The examination shall be open to any candidate who:-

- (i) Has been on the rolls of an institution affiliated to the Board for a full academic Year / session and has been registered with the Board.
- (ii) has submitted his Permission-cum-Admission Form (online) along with prescribed examination fee to the Secretary, Haryana State Board of Technical Education, through the Principal of the Institution at which she / he is / was on rolls.

2. Attendance

- (i) Has attended not less than 80% of delivered lectures in theory and practicals combined (taken together). The Principal of the institute can condon 10% lecturers on medical ground or any other recorded ground. The attendance of the candidate should not be less than 70% under any circumstances.
- (ii) In case of Pharmacy Course, only such candidates who produce certificate from the Head of Institution concerned in proof of his / her having regularly and satisfactorily followed the first year / second year course of study by

*** Scheme is yet to be introduced**

attending not less than 75% of the classes held (both in theory and practical separately) of each subject or any other condition laid by the Pharmacy Council of India from time to time.

- (iii) The candidate who fails to satisfy the conditions of the eligibility of attendance and sessional marks as per Rule 3.1 (3) (ii & iii) shall not be allowed to sit in the examination and shall be required to repeat that semester/ year as regular candidate in the following year.
- (iv) Lectures and practicals shall be counted from the date of start of session to a date as fixed by the Board before the commencement of the examinations. However, the last date for counting the attendance may be extended to the penultimate day of exam for recorded reasons. In case of admissions after start of session of first semester / first year (in case of annual programme) the attendance shall be counted from date of admission and not from date of start of session.
- (v) Every period of lectures, tutorials, practical project work and workshop shall be considered as a unit for purpose of counting the attendance. However, in case of pharmacy course, the attendance shall be governed according to rules framed by the Pharmacy Council of India from time to time.
- (vi) The candidates while representing various teams or engaged in extra curricular activities with the permission of the Principal, shall be treated on duty and the period of their absence shall be counted as presence in accordance with the time table for the purpose of counting attendance. In addition to above, the credit of attendance shall also be given to candidates for any duty assigned by the principal provided the period of such duty does not exceed two days in a semester / 4 days in a year.
- (vii) A minimum of 75 teaching days and 525 contact hours must be there in a semester for regular diploma courses and 2100 hours spread over 4 years for part- time diploma, which is mandatory as per AICTE norms. The total number of teaching days, Practicals and contact hours shall not include the number of days utilized for the admissions/counselling process, process of examination itself and declaration of results. However, the percentage of attendance shall be calculated on the basis of delivered lectures.

- (viii) The attendance for the period of the educational tour shall be counted as duty in accordance with the teaching time table of the Institution. However, the attendance for the period of educational tour conducted in the vacations shall be counted as duty for the session to follow and tour period will be counted 50% towards practical attendance and 50% toward theory attendance.
- (ix) A candidate who fails to appear in particular examination of the Board, after satisfying all the eligibility conditions, as mentioned in Rule 3.1 thereafter shall be allowed to appear in that examination as a reappear candidate as per eligibility and shall be eligible for promotion to next class/ semester subject to his/ her satisfying other conditions of promotion.
- (x) In case the inplant training is covered under the Apprenticeship Act or any other training prescribed by the Board. The attendance and leave shall be governed according to Apprenticeship rules otherwise under normal rules of attendance of Board.
- (xi) In case of candidate studying in Annual System Courses and having a training period of 16 weeks, if a candidate after successful completion of the training is detained due to failure in sessional work or shortage in required attendance, he / she shall not be required to repeat the training when he / she rejoins the Institute after completion of the period of detention.
- (xii) The name of the candidate shall be struck off the rolls if he / she absent(s) himself/ herself for 14 consecutive working days, without permitted leave.
- (xiii) A candidate whose name has been struck off the rolls may however, be readmitted by the Principal if he / she is satisfied that the absence of the candidate was due to the circumstances beyond his / her control. Re-admission of such candidates will be made on the payment of re-admission fee as notified by the Board from time to time, in the account of HSBTE.
- (xiv) If the whole class / section abstains / goes on strike or for a mass cut (presence of less than 10 % of candidate of total strengths of the group or section will be treated as mass cut) a special fine, amount as notified by the Board from time to time, per day per candidate will be imposed and such a period will be counted towards delivered lectures including strike period, if any, and will not be treated as dead period under any circumstances. The special fine shall be deposited in the account of HSBTE.

- (xv) The Principal / Officer deputed by the Principal shall be the sanctioning authority for grant of leave to the candidates.
- (xvi) Leave will be granted in case of unavoidable necessity only to the extent of 10 days per semester, subject to the condition that candidate completes the prescribed minimum attendance as per attendance rules.
- (xvii) The leave must be got sanctioned before availing the same.

3. Sessional Examination

- (i) Has secured at-least 40% marks in sessional work (practical work and house examination / test taken together in each subject and in project work) as laid down in the examination scheme.
- (ii) A candidate who has failed in one or more subjects (maximum three subjects in a semester) shall be admitted to the succeeding semester/ year, if otherwise eligible. However, such candidates are not allowed in the theory examination of the subjects for which he has failed in sessional. Such candidate shall submit fresh term work by rejoining the institution in the related subject in which he has failed for subsequent examinations.
- (iii) A candidate who has failed in more than three subjects in sessional(s) shall not be allowed to sit in the semester examination and shall be required to repeat that semester/ year as regular candidate in the following year.
- (iv) In respect of diploma courses in Pharmacy, the sessional assessment, duration of academic year and number of hours devoted to each subject for its teaching (theory and practical) shall be governed as per rules framed by the Pharmacy Council of India from time to time.
- (v) In respect of any other specific course(s) the sessional condition as approved by the Examination Committee shall be applicable.
- (vi) Has shown satisfactory conduct as per student conduct Rules.

3.2 SUBMISSION OF EXAMINATION FORMS

Every candidate will have to submit his / her examination fee to the Secretary, Haryana State Board of Technical Education online or through the Principal of the Institution last attended on or before the last date intimated by the HSBTE to the Principal of the affiliated Institutions. However, the submission of Examination Form shall not entitle the candidate for the issuance of examination roll number.

The responsibility for the issue of roll number slips to the eligible candidates shall rest with the Principal of the Institute and in the case of any roll number issued to the ineligible candidate; action shall be initiated against the Principal/defaulting institute even upto the disaffiliation besides the appropriate action against the candidate.

NOTE: Before the submission of the Examination Forms the Institution shall ensure that the candidate fulfils all the eligibility conditions for appearing in examination as mentioned in Rule 3.1. The institutes also ensure that only the eligible and legitimate candidates who are admitted as per the affiliated programmes/ courses and sanctioned intake approved by the Board shall submit the examination form, if at any stage it has found that he/ she is not legitimate then the Board has the power to cancel his/ her examination form/ result and also has the power to take appropriate action against the defaulting institute.

3.3 EXAMINATION FEE

Every candidate shall submit his / her examination form (PCA Form) along with requisite fee as prescribed by the Board, to the Principal of the Institute concerned. The requisite fee shall be deposited in HSBTE account (Punjab National Bank in CBS Branch through challan) or any other authorized Bank as notified by the Board.

1. The Examination Forms shall be submitted to the Principals on the dates notified by the Board. The dates of submissions of forms shall be decided in such a manner so as to give sufficient period prior to the dates fixed for the receipt of forms from the candidates without late fee and 5 clear days for the receipt of forms with late fee of Rs.10 per form, further 5 clear days with late fee of Rs. 50 per form, upto 3 working days prior to commencement of examination with late fee of Rs. 1000 per form, no examination form shall be entertained after the last date under any circumstances. Examination form of any candidate who is not eligible to take the examination can however, be withdrawn by the Principal, if necessary, but he cannot forward any new Examination Form(s). The Principal will submit the hard & soft copy of the list of candidates whose PCA forms have been received alongwith the proof of deposition of fee in the account of HSBTE.

2. The Institutions which do not abide by the schedule of submission of examination forms shall be liable as follow:-
 - (i) In case of Govt./ Govt. Aided Institutions, defaulting person shall be liable to suitable action as deemed fit by the competent authority or as per conduct rules.
 - (ii) In respect of Self Financing Institutions defaulting person shall be liable for major penalty including appropriate action which may extend even to disaffiliation of the institution from the Board.
3. Fee once paid shall not be refunded.

Chapter 4: ASSESSMENT OF SESSIONAL/ PRACTICAL/ PROJECT WORK

4.1 CONSTITUTION OF RATIONALIZATION COMMITTEE

The sessional/ practical/ project work shall be scrutinized by the Rationalization Committee. The constitution of rationalization committee is as under:-

- (i) One Principal of Govt. Polytechnic or HOD with minimum 8 years experience as Chairperson.
- (ii) Three Subject Experts of the level of HOD/ Senior Lect./ Lect. with minimum 8 years experience to be nominated by the Board.

4.2 CHANGE IN CONSTITUTION OF RATIONALIZATION COMMITTEE

In normal circumstances, no change in constitution of the Rationalization Committee shall be allowed, however, in exceptional cases for recorded reasons and for any other and personal case of member(s), where sufficient reasons are forthcoming, the Secretary, Haryana State Board of Technical Education may approve the change in Rationalization Committee.

4.3 FUNCTIONS OF RATIONALIZATION COMMITTEE

1. To visit the various polytechnics as assigned.
2. To ensure that sessional marks are awarded in fair & transparent manner as per scheme of sessional examination (preferably the awards of the students to be in the range of criteria i.e. 25% students above 75% marks, 60% students in the range, 60-75% marks & 15% students below 60% marks).

3. To ensure that the teachers while awarding sessional marks evaluate in correlation with performance of candidates only.
4. To ensure that Institution maintain proper prescribed standard in regard to staff and equipment.
5. To ensure that no candidate is subjected to victimization or favour.
6. To ensure that the staff members have been regular in their duties.
7. Rationalization Committee(s) shall particularly examine the case of any candidate who has the qualifying attendance but is failing in the sessional exam, or has any other grievance such candidate shall be given an opportunity to explain his/ her case to the Rationalization Committee. The institute shall inform about the visit of such committee to all concerned well in time.

4.4 PROCEDURE

1. The Rationalization Committee shall undertake rationalization work normally one week or 15 days before the commencement of exams and the candidates should be required to be available to be examined by the Rationalization Committee.
2. The Rationalization Committee shall modify the sessional marks in accordance with the criteria and performance of the students in class test and hand over the rationalized marks to the Principal of the Institute or as per the decision of the Board.
3. In case the detention of a candidate become necessary as a result of rationalization, the Chairman of Rationalization Committee shall ensure that intimation to this effect reaches the COE/ Principal concerned before the commencement of the examination so that the candidates is actually detained and not allowed to appear in the examination.
4. The decision of Rationalization Committee shall be final. However, in case of any grievances or non-satisfaction of institute/ student, the institute/ student may appeal to the Appellate Committee within a week. The Appellate Committee shall consist of
 - (i) Additional Secretary, HSBTE
 - (ii) One Academician from Engg. College/ University/ Govt. of India Institutes

4.5 APPRAISAL REPORT BY THE RATIONALIZATION COMMITTEE

The Chairman of each Rationalization Committee shall submit a report to the Secretary of the Board and concerned Principal as the case may be in respect of each Institution inspected by the Rationalization Committee which should contain a critical appraisal of the following aspects of the Institution inspected by the committee:-

1. Whether there is a general tendency in any Institution to boost the sessional marks, and if so, in which subject and by which teacher?
2. Whether there is any evidence of vindictiveness by any member and if so, where and by whom?
3. Whether the Institution has done proper justice to the teaching work, specially practical, workshop practice, project work and if there is any area of weakness the same should be identified?
4. Whether the staff member have been regular in their functions as teachers including maintenance of teacher diary and if not, the defaulter should be pointed out?
5. Whether the Institution has completed or shall complete the minimum study hours i.e. a minimum of 75 teaching days and 525 contact hours per semester.
6. Malpractices observed, if any.

NOTE

The Chairman of Rationalization Committee shall ensure that a separate report (under confidential cover) is submitted in respect of each Institution covering all the above aspects and further that the report shall be specific and not general in nature. This report shall be submitted by the Chairman of Rationalization Committee immediately after the inspection to the Secretary of the Board.

4.6 GENERAL

1. The Rationalization Committee shall particularly examine the case of any candidate who has the qualifying attendance but is failing in the sessional

examination. Such a candidate shall also be given an opportunity to explain his case to the Rationalization Committee.

2. It shall be the responsibility of Institution to present true and genuine record of the candidates to the Rationalization Committee.
3. The Principal, of the Institution to be inspected, shall ensure that all the sessional marks along with relevant records are ready at-least three days before the visit of the committee and in the event of his failure to do so, he shall be held liable.

Chapter 5: CONDUCT OF EXAMINATION

5.1 EXAMINATION SYSTEM

1. The Board shall conduct the examination of all the approved courses under semester/ Annual system as decided from time to time by the Board, of all the Institutions affiliated to it.
2. The examination shall be held twice a year i.e. preferably once in the month of May- June and other in the month of November- December or the dates as may be fixed by the Board.

5.2 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/ date-sheet of an examination would be sent to all institutes/ hoisted on the website of Board, 3 weeks prior to the commencement of the examination. Any changes of dates, due to unavoidable circumstances, shall be intimated to institutes by e-mail/ website/ published through press or other media, adequately in advance.

The Board will not be responsible for clash free scheduling of re-appear paper(s). A student shall verify himself that date-sheet of re-appear paper(s) do not have clashes with regular paper(s).

5.3 COURSE RUNNING ON SEMESTER BASIS

1. The examinations for the regular candidates of II, IV, VI & VIII Semester along with eligible re-appear candidate of all semester shall be held preferably in month of May- June every year. The examinations for the regular candidates of I, III, V and VII semester along with eligible reappear

candidate of all semesters will be held preferably in the month of Nov- Dec. every year.

2. Course Running on Annual Basis:

May-June examinations shall be for the regular candidates along with re-appear candidates. November-December examinations shall be for reappear candidates only.

The examination under Multi point Entry & Credit system will be conducted by the Board along with other examinations.

5.4 MODE OF EXAMINATION

1. Mode of Written Examination (if not online)

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

2. Mode of Practical, Sessional, Project/ Seminar Examinations

The internal and/or external examiners appointed by Board or its authorized agency shall conduct these examinations, as applicable according to the teaching and examination schemes of the curricula. Further, the mode of conduct of any of these examinations shall be as decided by the Board from time to time and even may be online. In case of online examination it is the responsibility of the Institute to provide adequate numbers of computers with softwares and peripherals for smooth conduct of examination.

5.5 SUBJECTS AT AN EXAMINATION

Examination shall be held in the subjects mentioned in Teaching and Examination Scheme of the curriculum prescribed by the Board.

5.6 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 on actual basis made available for sale in Board, Nodal Centres, Govt. Press, Polytechnics or any other place authorized by the Board. The Board may also make them available on its web site.

5.7 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 language only. However, for 1st year students the medium of examination in all subject may be bilingual i.e. English/ Hindi in their standard scripts. The question papers will preferably be in English.

5.8 GRANTING CHANGE OF EXAMINATION CENTRE

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

5.9 PERMISSION FOR WRITER

1. Permission for writer would be granted to a candidate only if he/she is physically unable to write the answers and has been medically so certified by the Chief Medical Officer of Civil Hospital at the time of examination.
2. Any temporary physical disability, which existed during course of study, shall not be considered as valid reason for permitting a writer.
3. The writer so permitted shall be less qualified than the candidate. Further, the writer shall neither be a relative of the candidate nor an employee at the centre of examination. The Principal or Head of the Institute shall ascertain this fact.
4. Change of writer: Changing the permitted writer is not allowed generally. However, 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 (3) above and inform the nodal office. The nodal office shall inform the Board such change, to account for any possible confusion regarding change in hand writing in concerned answer books.
5. For obtaining permission for writer, the candidate or his parents shall apply to the Board through Principal of the Polytechnic in writing along with medical certificate and supporting documents.

6. 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.
7. 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. However a helper in these papers may be provided for assistance only.
8. 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.

5.10 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.

5.11 ESTABLISHMENT OF EXAMINATION CENTRE

The Board shall decide the centres at the affiliated polytechnics or any other college/ school having:-

1. Adequate infrastructure facilities for smooth conduct of exam.
2. Adequate space/ Sitting capacity
3. Strong Room for safe storage of question papers
4. Availability of telephone and other means of communication and local administration etc.
5. Provisions of internal security to avoid any outside interference.
6. Any other facility specified by the Board from time to time.

If any institution is found indulged in malpractices in the examination, the centre of that institution may be cancelled for a stipulated time or permanently.

5.12 STAFF AT EXAMINATION CENTRE

1. The Superintendent, Examination Centres, supervisory staff and supporting staff etc. should be appointed by Secretary/ Additional secretary as per policy decided by the competent authority from time to time. Principal of the concerned Institute shall be overall responsible for smooth conduct of exam and maintain sanctity of exam by all possible means & extending full cooperation to Supdt. (Exam). The superintendent Examination Centre shall however, be the person responsible for the conduct of examination in exam centre.
2. The system of inspection of Examination Centre shall be decided by the Secretary or Examination Committee/Board from time to time.
3. It shall be ensured by the COE and Principal of the concerned Institution that proper police arrangement is made at every Examination Centre to check out- side interference during course of examination. In case sufficient police is not made available on request of COE / Principal of Institution, Secretary should be informed immediately telephonically / through Fax / E-Mail etc.
4. Supervisory and other auxiliary staff for each centre shall be appointed as per detail given below:-

(i)	Superintendent	one
ii)	Deputy Superintendent	one for every 300 candidates or parts thereof
iii)	Invigilator	<p>One for every 20 candidates or parts thereof per examination hall/ room. However, if the number of examinees in any shift is less than 20, no invigilator may be appointed and the Deputy Superintendent may act as an Invigilator also.</p> <p>One invigilator shall be appointed for out side/ reliever duty in each Examination Centre for every 300 candidates.</p> <p>The number of invigilator and other staff to be appointed can be changed by the superintendent Examination Centre/ Principal, if the circumstances so requires</p>

		under intimation to Secretary/ COE.
iv)	Clerk	Two or more for every 300 candidates
v)	Peon/Dafter/ Waterman/Chowkidar	5
vi)	Sweeper	2

5. Additional invigilator may be appointed by the superintendent of the Examination Centre, in case sufficient number of invigilators are not appointed by the COE, as required above and approval of their appointment be obtained from COE. If other auxiliary staff is not provided by the Principal of the Institution, COE be informed to this effect.
6. It shall be obligatory on all Institutions / Polytechnics affiliated to the Board to spare staff required by the Board for the conduct of the examination. The Institution which do not co-operate in the conduct of examination shall be liable for the suitable action which includes disaffiliation.

5.13 GUIDELINES FOR THE STUDENTS/ EXAMINEES

1. General Instructions

- (i) The examinee is expected to be present at the examination centre 10 minutes before the commencement of examination.
- (ii) No examinee shall be admitted to the examination hall after 30 minutes of commencement of the examination.
- (iii) The examinee shall have the proper Roll No. Ticket and the valid institutional identity card for producing when demanded, without which he/ she shall not be eligible to appear for the examination.
- (iv) Examinees are not permitted to leave examination hall during the initial 30 minutes and last 10 minutes of the paper.
- (v) A bell will be sounded 10 minutes before the commencement of the examination after which the examinees are allowed to enter the examination halls.
- (vi) Next ringing of the bell shall announce the commencement of the examination.

- (vii) Exchange of answer books, supplements and drawing instruments etc. among the examinees is strictly prohibited.
- (viii) Student shall immediately write their Roll No. on the question paper.
- (ix) Possession of any arms, weapons etc. in the examination hall or at the examination centre by the examinee is strictly prohibited.

2. Instructions Regarding Writing Answer Books

- (i) The examinees shall check the answer book issued to him for loose sheets or improper printing etc. and if found so he/ she shall get it changed before commencing to write the answers.
- (ii) No examinee shall be given extra or loose answer sheet.
- (iii) The examinee shall enter the requisite information on the cover sheet of the answer book properly before commencing to write the answers.
- (iv) Start each answer by leaving proper space and write question number at the beginning of each answer. Do not write anything in a margin of answer books.
- (v) Use only black or blue ink pen to write answers.
- (vi) Do not leave blank pages between the answers. If a page is left blank inadvertently, write "Please Turn Over (PTO)". Answers written beyond a blank page may not be assessed.
- (vii) The examinee shall use fresh page of the answer book for each section, where there are sections in question paper.
- (viii) Do not write your name or examination sheet No. or any objectionable matter anywhere inside the answer book. If any answer requires name or signature, write "XYZ".
- (ix) Do not tear off any page from the answer book.
- (x) If there are enclosures with answer book then write total No. of enclosures (main answer book + graph sheet + drawing sheet + supplement, if any) attached on the cover page of the answer book.

3. Special Instructions

- (i) The examinee is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles, chits, books, mobile phone, pager, programmable calculator, electronic communication device etc. The violation of this instruction shall attract suitable punitive action.

- (ii) The examinee shall behave properly before, during and after the examination to maintain the conducive atmosphere at the examination centre.
- (iii) The examinee found guilty of misbehaviour or using or attempting to use unfair means shall be liable for suitable punitive action.
- (iv) Disclosure of identity on the part of examinee by way of communicating name/ sheet number/ signature/phone number/address or any other request to the examiner in the answer book is a punishable offence as per rule.**
- (v) The examinee is prohibited from taking away the answer book(s)/part of Answer Book or any enclosure(s) issued to him out of examination hall. Violation shall attract punitive action under the extant rules including lodging of FIR by the Examination Supdt.
- (vi) Drinking, intoxicating & smoking in the examination hall/ rooms is prohibited. A candidate, who is found to be taking the examination under the influence of intoxicating drinks or found smoking, shall be turned out of the examination hall and shall be liable for suitable punitive action as per rules.
- (vii) The examinee shall cross the blank page(s) of Answer Book left after attempting the whole paper.**

5.14 Guidelines for Invigilator/ Supervisor

1. The supervisor appointed for supervision in the examination hall shall collect information about room(s) allotted for supervision, number of examinees appearing in the room, course, semester/ year, subject and duration of examination for the examination room allotted.
2. Prior to the commencement of examination verify and ensure that no student present in the room possesses any objectionable material that is not permissible in the examination hall. Any examinee found to possess such objectionable material shall be instructed to keep it outside examination hall/ room or at the allotted place. If examinee refuses to comply to keep away such material, the supervisor shall immediately bring the matter to the notice of the Centre Supdt. of the examination.
3. Verify and ensure that each examinee is sitting at a place meant for him.
4. Distribute an answer book to each examinee, appearing for examination.

5. Receive the question papers from the Centre Supdt. Dy. Supdt. of the examination centre.
6. Distribute appropriate question paper to each examinee at the start of examination that shall be indicated by ringing bell and verify that each examinee has received question paper of his course, semester/ year. In case there is any error the same should be brought to the notice of Centre Supdt.
7. Instruct all examinees in the room to immediately write their Roll No. on question paper. He shall also instruct the examinees not to write anything else on the question paper except Roll No.
8. Instruct the examinees that writing anything else, other than the appropriate Roll No. would be treated as malpractice.
9. Not permit any examinee to leave the examination hall, before 1 hour from start of examination. Further, he shall not permit any examinee leaving the examination hall before the end of the examination to take away the question paper. He shall collect such question paper and handover it to the Supdt./ Dy. Supdt. for returning it to the examinee after the examination is over.
10. Verify the identity of the examinee appearing for examination from the Roll No. slip and identity card of the institute. In case of slightest doubt, the matter should be brought to the notice of officer in-charge who shall further investigate the matter and take further necessary action, as per the guidelines of Board.
11. Sign the answer book of each examinee seated in the block after verifying whether the examinee has filled information correctly and appropriately such as Roll No., Course Name, Semester/ Year of Course, Title of the Subject (not abbreviation), Date of Examination and any other information printed on answer book in appropriate columns.
12. Get corrected any discrepancy committed by the examinees in writing the above information, under his supervision.
13. Obtain signature of each examinee on attendance sheet and record the serial number of the answer book issued to him on it.
14. Return all question papers and answer sheets remaining undistributed after 30 minutes from the commencement of the examination and not to permit

- any examinee reporting for appearing in the examination after 30 minutes from the commencement of the examination.
15. Announce intermittently the time elapsed and warn 10 minutes before the end of the examination to that effect.
 16. Keep vigil on his examination room and see that examination is conducted in free and fair manner. **He shall not allow any examinee to use unfair means or indulge in malpractice or misbehaviour** and ensure that no extra book/ paper lies in the vicinity.
 17. Immediately take due action against the examinee found using unfair means or involved in malpractice or misbehaviour, as per norms and instructions of Board.
 18. Give a written statement of the event involving malpractice or using unfair means, narrating the details of the incident as needed in the procedure.
 19. Under instructions of Supdt Exam a second blank answer book to the examinee may be issued to write the examination however no extra time shall be permitted.
 20. Shall collect all answer books, count them and tally with the number of examinees present, at the end of the examination. He/ She shall not allow any examinee to leave the hall till the count of the answer books is tallied.
 21. Shall complete all reports regarding number of examinees present and absent, number of answer books used and unused.
 22. Shall arrange all written answer books in ascending order of Roll Numbers.
 23. Shall then duly hand over the answer books to the Supdt./ Dy. Supdt. Exam.
 24. Under instructions of the Centre Supdt. shall relieve Supervisor/ Invigilator requiring a short break. During this period of supervision he/ shall discharge all above mentioned duties assigned to a Supervisor/ Invigilator.
 25. The Relieving Supervisor shall assist the Supdt. Exam in addition to all above mentioned duties.
 26. Every day before examination begins, invigilator shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. But the absence of such a warning or any candidate not having heard the announcement shall not be accepted as an excuse for possession of objectionable material.

5.15 Guidelines for Centre Supdt./ Deputy Supdt.

1. Issue duty certificate to the staff on examination duty.
2. Maintain attendance record of officers and staff appointed for the examination work at the centre and hand it over to Principal.
3. Maintain necessary documentation and record of examination work at the centre.
4. The Centre Supdt. of the examination shall be responsible for the conduct of examination including seating arrangements, sealing of used answer books, distribution of question papers.
5. Get well familiar with prescribed examination procedure. He shall keep constant touch with the Principal of the Institute and Controller of Exam.
6. Procure and study all circulars, letters and information in respect of examination work and procedures involved related to examination.
7. Document the examination related information properly and provide the same to the concerned staff, as and when required.
8. Collect, store, handle and use the examination stationary such as answer books, as per the norms and guidelines of the Board.
9. Assign duties of Supervisors/ Invigilators and other staff required for the conduct of examination as per the instructions of the Board and as per local need for specific examination block.
10. Conduct the examination as per date sheet following due procedure of the Board.
11. Keep constant supervision on the staff appointed for examination at the examination centre for smooth and flawless conduct of the examination.
12. Keep the account of question papers and answer sheets and other documents related to the examination for producing the same to the Flying Officer or representative of Board or any other competent authority, when needed.
13. Keep vigil on all aspect of conduct of examination and see that the cases of malpractice, copying and impersonation etc. occurring in the examinations are duly booked and reported to the Competent Authority.
14. Hand over/ dispatch the written answer books packets of each examination to the Principal of the institute every day after the examination.
15. Adopt and sustain proactive approach in the conduct of examination.

16. Observe due secrecy and confidentiality in the entire examination system.
17. Maintain necessary documentation and record of the work of examination at the centre.
18. Receive the question paper packets and recording subject codes and their date and time of receipt etc.
19. Prepare packing slips as per course, semester/ year and subject and pack the written answer books as per the guidelines of the Board.
20. Keep the time for examination and make announcements for the benefit of examinees, by ringing the bell.
21. Every day before examination begins, the Superintendent shall call upon all the candidates to search their pockets and part with and deliver to him all papers, books or notes, which they may have in their possession. But the absence of such a warning or any candidate not having heard the announcement shall not be accepted as an excuse for possession of objectionable material. A declaration to this effect shall be forwarded to the Board.

5.16 Guidelines for Principal of Institute

1. The Principal of institute of examination centre shall be overall responsible for smooth conduct of examination at his institute. He shall ensure that the examinations are conducted in free & fair manner and that there is favourable environment for conduct of examination at the centre.
2. Appoint necessary officers (if required) such as officer in-charge examination, supervisors and supporting staff as per the norms of the Board. He shall provide necessary support to the Supdt. Exam.
3. Keep constant liaison with the Controller of Exam, to ensure smooth and flawless conduct of examination.
4. Keep vigil on all aspects of the examination and its conduct.
5. He shall arrange for police arrangement at the examination centre for the entire examination period.
6. Arrange to distribute the question papers as per the instructions of Board and maintain safe custody of the question papers and sealed answer book bundles.

7. Hold meetings as and when necessary of all officers and staff appointed for examination work and apprise them about their role and responsibility.
8. Collect relevant circulars, instructions and timetable of examination from the Board and carry out the distribution of question papers accordingly.
9. Communicate changes, if any, in date sheet of the examination to the concerned examination centres.
10. Verify and ensure that the received question papers packets are as per the requirement of the concerned centres for all subjects and in sufficient quantity.
11. Ensure safety and security of question papers during transport and storage at distribution centre as per the norms of the Board.
12. Keep proper account of question paper packets distributed to the examination centres.
13. Keep proper custody of written answer book bundles received on each day of examination as per instructions of the Board.
14. Dispatch written answer book bundles received from the examination centre to the assigned Nodal Centre/ TMC(s).
15. **Receive the sealed packets of cases of malpractice, copying etc. brought by the Centre Supdt. and deliver them to the Controller of Exam through special messenger only, as per instructions of the Board. In no case, these answer books should be sent to the TMC(s).**
16. Inform the students appearing in the examination centre, the changes, if any, in the date sheet/ examination centre during examination.
17. Make arrangements of the following as per the norms and guidelines of the Board.
 - (i) Examination Rooms, Furniture, Lighting etc.
 - (ii) Blank answer books and other examinations stationary.
 - (iii) Maintain cleanliness in examination blocks and toilets.
 - (iv) Drinking water.
18. Maintain the account of answer books and other examination stationery utilised during the examination.
19. Any other duty/ instructions assigned by the Board.

5.17 Guidelines for Flying Squad

1. Inspect the examination halls and verify the seating arrangement. If the seating arrangement is improper he/ she shall inform the Supdt. Exam and get it amended. He/ She shall see that atleast 1 to 1.2 sq. meter space is provided to each examinee.
2. Observe that internal vigilance group is active. Similarly, visit the examination centre frequently and exercise check for proper conduct of examination and discouraging malpractice.
3. Keep vigil of all aspects of the conduct of examination at the centre and report the cases of malpractice/ misconduct, if any, to the Supdt. Exam. The Supdt. Exam shall take action in such cases as per prescribed procedure.
4. If in his opinion, the action taken by the Supdt. Exam is not proper or sufficient, or the Supdt. Exam is non-co operative, the matter shall be communicated to the Controller of Exam on phone and in writing. Such report shall be specific and objective in nature. Care shall be taken to support such reports with facts, figures, proofs and matters related with conduct of examination.
5. The Flying Squad shall monitor all aspects of the conduct of examinations and ensure the examinations are conducted in punctual manner, thus enhancing the general credibility of the system and discouraging any tendencies on the part of the examinees or any other person to indulge in malpractice or misbehaviour in examinations. These committees shall be adequately empowered to verify entire examination process at the examination centre.

5.18 Guidelines for Handling, Distribution and Storing Question Paper Packets

Following procedure shall be observed for handling sealed packets of question papers.

1. The Board shall hand over the sealed packets of question papers to the Nodal Centre, in sufficient quantities for each subject, required for all examination centres attached to it.
2. The representative of Nodal Centre may bring along with him representative(s) of the connected examination centre(s), to the Board for

assistance in collecting the question paper packet(s). These representatives shall verify the distribution list of question paper packets to be supplied to them. The representative of Nodal Centre shall accordingly receive the packets and shall duly give the receipt after checking the satisfactory condition of and intactness of the seals on the packets.

3. The representatives of Nodal Centre shall carry the question paper packets collected by them to the Nodal Centre by appropriate mode of transport. They shall be squarely responsible for the safety and security of question paper packets in their possession.
4. One or two days prior to the day of commencement of the examination, the representatives of the networking examination centres shall reach the Nodal Centre for collecting the question paper packets pertaining to their centre.

5.19 Guidelines for Storing Question Paper Packets

1. On receiving the sealed question paper packets from Nodal Centre, they shall be sorted out date wise as per examination date sheet. Scheduled examination date shall be written on each packet of question papers and the time of the commencement of the paper written below it clearly. If there is any shortage/ discrepancy regarding question paper, the same must be intimated to the Nodal Centre immediately.
2. The question papers shall be stored in a strong room with double lock and key arrangement. During the examination one key of strong room shall be with the Principal of the institute and the other shall be with the center supdt.

5.20 Procedure for Destroying of Cancelled Answer Sheet(s)

The cancelled Answer Books at the examination centre during the conduct of exam due to any reason will be submitted to the nodal centre. The same will be destroyed by a committee of three officers constituted by the Principal of the nodal centre. The report regarding serial numbers of the answer books destroyed shall be submitted to the Board.

Chapter 6: CONFIDENTIAL WORK

6.1 General

1. The Board may use multiple sets of question papers for the same examination at the same centre / examination hall if so considered desirable.
2. The Paper setters, Moderators, Secrecy Officers, Head Examiners, Examiners etc. shall be appointed by the COE. The Secretary shall have the power to appoint persons in relaxation of the provisions of these byelaws for reasons to be recorded.
3. No person shall be appointed to act as a Paper setter, Moderator, Chief Secrecy Officer, Secrecy Officer, Head Examiner and Coordinator whose 'NEAR RELATION' is appearing or has appeared at an examination conducted by the Board in that year. For this purpose 'NEAR RELATION' shall mean and include wife/husband, sons and daughters and members of their family; nephew, niece or similar relations of wife/husband.
4. All question papers shall be in the exclusive custody of the Controller of Examinations and other officers as may be identified by the Secretary.
5. All copy rights in respect of Question Paper set by the Paper Setter and subsequently moderated by the Moderator(s) shall vest with the Board.

6.2 Qualifications for Appointment of Paper Setter/Moderator

1. A paper setter shall:

- (i) have a Degree in Engg./ Post Graduate Degree in the concerned subject or allied subject.
- (ii) have a minimum of 5 years' relevant experience of teaching / industry in the concerned subject at Polytechnic/ Engg. College or persons working in the State/ National Level Technical Education agencies set up by the Govt. and are actually involved in the organisation of inservice training programme or research/development of study materials for the Technical Students/ Teachers. Provided that the Board may also appoint other persons in the profession related to the subject as Paper setter in that subject if in the opinion of the Secretary such appointment is desirable.

- (iii) Every person appointed as Paper Setter shall be required to furnish a declaration in the form as may be prescribed by the Board, inter alia, stating that:
 - a) he/she has not written or revised a guide-book, help-book, key or similar other matter, with whatsoever name, relating to the subject;
 - b) he/she has not been engaging himself/herself in private tuitions and/or coaching at private institutions or carrying out similar other work;
 - c) none of his/her relations mentioned in these bye-laws is appearing in the Board's examinations in that year.

2. Qualifications of Moderators

The persons appointed as Moderators:

- (i) shall be a person, other than the Paper setter; and
- (ii) shall possess the qualifications prescribed for Paper setters under the rule 6.2 (1).

3. Moderation of Question Papers/Duties of Paper Setters and Moderators

- (i) Moderation of question papers may be undertaken by a team of Moderators or individual Moderator as may be decided by the Board.
- (ii) Paper setters while setting the question papers and Moderators while moderating the question papers, shall ensure that all sets of question papers are comparable as far as possible, with regard to the concepts tested, cognitive operation required, the scope of the answer, difficulty level, time limit and conformity with the syllabus.
- (iii) The Moderator/team of Moderators may also be required to prepare additional sets of question papers as per instructions/directions given by the Board.
- (iv) The Paper setters as well as Moderators shall :
 - a) ensure that each question paper has been set according to the syllabus of the subject, blue print, design and text books/recommended books;
 - b) prepare a comprehensive marking scheme for each question paper, giving expected answers, value points and distribution of marks;
 - c) workout themselves the solution to the questions particularly the numerical questions;

- d) mention against each question approximate time that may be required for answering the question by an average student who has carefully studied the course and has prepared for the examination methodically;
- e) ensure that no question is erroneously or ambiguously worded, leading to an interpretation different from the question intends to convey. (Each question should linguistically be unambiguous, clear, accurate and free from all limitations);
- f) respectively set and moderate the question paper strictly in accordance with the unit wise weightage given in a curriculum of the subject, keeping the variations of the marks, if any, under different sub-units at the minimum;
- g) furnish a certificate that the provisions of sub-clauses (ii) and (iv) have been complied with

4. Disqualifications of Paper Setters/ Moderators/ Head Examiners/ Examiners/ Coordinators

- (i) No person shall be appointed as a Paper setter/Moderator:
 - a) if he/she has written a guide-book, help-book, key or any similar matter, with whatsoever name, relating to the subject;
 - b) if he/she has been or is engaging himself/herself in private tuitions and is coaching at private institutions or carrying out similar other activity.
- (ii) Where the Board is satisfied that a Paper Setter/Moderator/Head Examiner/ Examiner/ Coordinator:
 - a) is unable to perform the work or has not performed the work of the desired standard/quality; or
 - b) has not been able to follow the directions of the Board; or
 - c) is suspected to have engaged himself/herself in the activities defying the trust reposed (such as leakage of question papers etc.) and/or in such activities which are unethical, un-academic or undesirable; or
 - d) has furnished false declaration or has concealed facts.

Board may:

- a) cancel his/her appointment as Paper setter/Moderator/Head Examiner/Examiner/Coordinator; and/or
- b) disqualify him/her from all or some of the remunerative work of the Board for a specified period or permanently; and/or

- c) forfeit/reduce remuneration payable to him/her; or
- d) take any other action; as deemed appropriate by him/her in the circumstances of the case.

5. Instructions to Paper Setters/ Moderators/ Head Examiners/ Examiners etc.

The Controller of Examinations, with the approval of the Secretary, shall issue detailed instructions for all examinations work (including Paper setters/Moderators/Head Examiners/ Examiners/ Coordinators) in conformity with these bye-laws;

Provided that if any emergency arises out of the administrative business or otherwise, which, in the opinion of the Secretary require instructions/directions in deviation of these bye-laws, the Secretary may order issuance of such instructions/directions as he/she may deem necessary but the same shall be reported to the appropriate Committees/Board's Meeting in their next meeting.

Chapter 7: EVALUATION OF ANSWER BOOKS

7.1 Establishment of Table Marking Centre (TMC)

The institute where the evaluation of answer books is to be carried out is termed as Table Marking Centre (TMC). These centres are established by the Board. All written answer books from examination centres shall be received by the TMC through Nodal Centres/Board by an officer identified and recommended by Controller of Examination and approved by the Board.

7.2 Appointment of Staff for TMC

1. The Additional Secretary/ COE of the Board/ Principal of the Institute (where the TMC has been established) shall appoint the necessary staff such as officer in-charge, supervisor, supporting staff etc. at the TMC as per prevailing norms of the Board.
2. The Principal in-charge shall ensure that the officer and the staff engaged in TMC work are aware of the rules, regulations and norms for assessment.
3. The Principal in-charge/ COE shall appoint qualified and experienced

examiner (preferably minimum 2 years of experience) for the assessment of answer books.

7.3 Guidelines for the Examiner/ Evaluators

1. Examiners shall not disclose their appointments, treating them strictly confidential.
2. Examiners shall make themselves familiar with the instructions contained herein as obligatory part of their assigned duties. They shall treat all instructions and information issued from time to time as confidential.
3. The acceptance of an appointment as examiner implies an agreement on the part of the acceptor to perform carefully the work entrusted to him and to carry out scrupulously the instructions and directions issued from time to time. Failure to carry out the instructions and directions would attract disciplinary action.
4. Examiners shall not communicate either orally or in writing with examinees or other persons who are not their co-examiners in their related subjects, on matters connected with the question papers, marking scheme and distribution of examination work among them, marks obtained by examinees or any other information meriting confidentiality.
5. Examiners shall communicate latest postal address and phone number to the officer in-charge of TMC.

7.4 Procedure for Assessment of Answer Books

1. Assessment of Masked Answer Book:

- (i) After receiving the bundle of answer books the examiner shall verify the correctness of the total number of answer books and that they are properly masked. Any discrepancy found shall be brought to the notice of the officer in-charge TMC immediately.
- (ii) While evaluating the answer books, the examiner shall assess the allotted answer books in the masked condition only.
- (iii) Each examiner shall be personally responsible for all answer books allotted to and received by him and shall keep them under lock and key until they have been duly examined and returned to the officer in-charge TMC. In case of any loss of answer book, the examiner shall be held responsible and action will be taken as per rules of Board.

- (iv) While evaluating the answer books the examiner shall assess the allotted answer books as per the scheme. He shall scrupulously follow the marking scheme. He will give due credit to the step solution, correctness of the method used, explanations with the help of sketches and final answer. He shall also give due credit to the efficacious use of language, neatness and presentation.
- (v) No fractional marks other than $\frac{1}{2}$ (or 0.5) shall be allotted.
- (vi) Examiners should enter the marks on the answer books using ball point pen with RED ink in legible hand and make entries of the marks given by him, at the end of each answer.
- (vii) In case the examinee has solved more questions/ sub questions than asked for, the marks obtained for all questions / sub-questions shall be entered in the table printed on the cover page of answer book. The total marks of the best combination of questions shall be considered as marks obtained by the examinee.
- (viii) The marks allotted to the questions ignored shall be encircled indicating that these marks are to be omitted from the total of that question as these questions have been over attempted.
- (ix) When an examinee does not attempt a question, the examiner shall make an entry in the related box in the table of the cover page of the answer book by marking a dashed line (-----). Likewise when a question attempted has earned zero marks, the entry shall be two zeros (00).
- (x) If the answer to a question is not written on consecutive pages in continuous manner, but written at different places in discontinuous manner, in the same answer book the examiner shall assign marks to each part separately. The total of such answer to be mentioned on the cover page of answer book.
- (xi) When all questions in an answer book have been assessed, the examiner shall verify the total marks secured by adding the marks of individual questions as entered on the answer book preferably using calculator.
- (xii) In case all the answers written in an answer book are scratched or cross-marked, the matter shall be brought to the notice of officer in-charge TMC. The officer in-charge shall take action as per prevailing rules and instructions of the Board.

- (xiii) In no case shall an examiner erase or obliterate an entry or marks once made in an answer book, if, in an exceptional case such entries are to be revised, the revised figure shall be clearly written adjacent to the old entry and not overwritten on it. The old entry shall only be struck off by a single horizontal line across the digit(s) keeping both, the old and revised marks, legible. The examiner shall put his full signature (not initials) against each correction so made. Examiners are not allowed to make any alterations, save corrections to the clerical errors, in their mark sheets, once they have been handed over to the officer in-charge TMC.
- (xiv) In case a question or a sub question is allotted marks with fractions $\frac{1}{2}$ mark, it shall not be rounded off at sub-question level. If the total marks of a question contains fractions $\frac{1}{2}$ mark it shall not be rounded off either. The rounding off shall be done only once in the total of the answer book on the cover page, if required.
- (xv) Examiner shall take due care in correctly totalling the marks in the answer books and mark sheets. Additional officer in-charge and additional supervisor shall verify the transfer of marks from inner pages of each answer books to its cover page and check the total. The concerned examiner shall correct the erroneous totals, detected while checking, by writing the correct total on the answer book and signing in full every such correction made. In case an examiner has left the TMC, the corrections shall be carried out by the officer- in-charge, in the manner laid down above.
- (xvi) Examiners shall write his name in capital letters immediately below the signature.
- (xvii) Examiner shall hand over the mark sheets separately to the officer-in-charge or his representative. He shall not keep the mark sheets with the answer books.
- (xviii) Examiner shall furnish a certificate in prescribed format, stating that he has assessed the answer books as per norms and instructions of the Board.

7.5 Moderation of Answer Books

1. The COE/ Chief officer-in-charge TMC (Table Marking Centre) shall appoint adequate no. of head examiners for each subjects of assessment well in

advance.

2. The Head examiner shall be subject teachers and shall have atleast 5 years of teaching experience or work experience in the field/ industry.
3. The Head examiner shall prepare solution and marking scheme for each subject allotted to him.
4. The Head examiner shall assess initial 20 answer books assessed by the examiner and shall record the marks given by him appropriate columns on answer books.
5. He shall specifically use green ink to differentiate the marks given by him from those given by the original examiner.
6. The Head examiner shall note the difference between the total marks given by him and by the examiner. If the difference is less than 10% the total marks given by the examiner, the examiner's assessment would be held valid and the examiner shall continue the assessment without any modification to the marking scheme followed by him. The examiner shall maintain consistency throughout his assessment of the answer books of the subject.
7. If the difference between their assessments is more than 10% of the total marks given by the examiner, the moderator shall consult the examiner and shall analyze the cause/s of the difference and suitably modify the marking scheme by mutual agreement.
8. The examiner shall modify the question wise marks allotted to the examinee and put his full signature against each modification made. He shall then continue to assess remaining answer books, maintaining through out consistency in his assessment. The moderator shall certify that the examiner has modified the marks as per their agreement and he is satisfied with the modifications made.
9. At the end of the assessment of each answer book packet, the examiner shall return all answer books to the officer in charge who shall issue the bundle for further moderation. The Head examiner shall moderate minimum 10% of the answer books by actually re-assessing them. The Head Examiner shall also re-assess all critical cases.
10. For each subject, moderation shall be carried out to the extent of minimum 10% of total answer books plus all critical cases. The examiner and the

Head examiner shall write on the critically assessed answer books a remark critically assessed and sign all such answer books.

11. Once all the answer papers are assessed and moderated as mentioned above, the Checking Supervisor shall verify the question wise marks entered on the cover page with those allotted on the inside pages of the answer book. He shall also check the totals of marks on the cover page using calculator. This work will be carried out by the Supervisor specifically appointed for quality control.
12. The various activities involving movement of answer books from one officer to the other throughout the assessment process in an TMC shall be duly and verifiably recorded by the officer in charge.
13. The marks allotted after due consultation between the examiner and the moderator and subsequent modification of the initially assessed answer books, shall only be recorded on the examiners' mark sheets. In no case, the marks given by the moderator shall be recorded in the examiners' mark sheet.
14. Verification of marks, if and when done, shall be done with respect to the marks given by the examiner.
15. Moderator shall give confidential report on any non-uniform or inconsistent assessment done by an examiner, to the Chief officer-in-charge, TMC.

7.6 Procedure for Filling of Examiner's Marks Sheets (Award List)

1. The award list will be provided to the examiner by the officer in-charge of the TMC.
2. The examiner shall make all entries in the award list such as Fictitious Roll No. written on the answer books, Subject Name, Subject Code, Branch etc.
3. All entries in the award list shall be made only by the ball point pen in the dark black ink. Pencil or ink-pen or gel-pen shall not be used for writing the marks.
4. The examiner after evaluating answer book shall enter the marks in the award list against the Fictitious Roll No. written on the answer book.
5. The marks should be written in words as well as in figures in legible hand well within the appropriated boxes with ball point pen in black ink.
6. Marks shall be handwritten and not typewritten.

7. The students who did not obtain pass marks are to be encircled with RED Pen.
8. All entries i.e. total no. of students, No. of students Pass/ Fail should be entered at the bottom of the award list.
9. Award list should be signed by examiner at a set place on the award list and write their names in capital letters.
10. The award list shall not be folded in any event.

7.7 Handling Cases of Copying Misconduct, Malpractice at TMC

1. Cases of Malpractice at TMC detected while assessing answer books include

- (i) Copying material/ Currency note in the answer book.

The occurrence of the event shall be immediately reported to the officer in-charge. He shall duly record the facts of the event in the presence of reporting and other two examiners and bring it to the notice of Principle of the Institute, where TMC is established. The photocopy of copying material/ currency note shall be attested by all these witnesses. The value and number of the currency note(s) shall be mentioned in the statement. The matter shall be reported to the Additional Secretary/ COE along with answer book and other documents. The UMC shall be mentioned in the award list.

- (ii) Objectionable written contents in the answer book amounting to irrelevant scribbling, temptations or insults to the examiner.

- (iii) Name/ Contact number of the examinee disclosing his identity.

After ensuring the facts of the event, the officer in-charge shall duly report the case to the Additional Secretary/ COE along with the answer book and report of examiner duly attested by him. The UMC shall be mentioned in the award list.

- (iv) Verbatim similar written answers, including mistakes or otherwise, evoking a doubt of copying within a small group of examinees or mass copying.

- (v) Frequent change in ink/ handwriting without the knowledge of supervisor etc.

- (vi) While assessment, if it is observed that an examinee earns marks, which fall under category of critical cases as defined by the Board, the examiner

shall critically re-assess the answer book(s) and certify on the answer book itself that he has critically assessed these answer book(s).

7.8 Vigilance at TMC Centres

1. The Board may constitute vigilance squads in each region, as necessary, considering the number of TMC(s) to be inspected, expanse to be travelled by the squads, duration of TMC etc. Board may draw suitable officers for maintaining these squads from the institutes. The Principals of concerned institute shall accordingly relieve their staff for the assigned vigilance duties.
2. A vigilance squad shall consist of:
 - (i) An officer, not below the rank of Head of the Department/ Sr. Lect. as its Chairman and
 - (ii) One officer, not below the rank of Lecturer as member.
3. The vigilance squad shall prepare their individual confidential schedule of the visits to the allotted TMC with the consent of Additional Secretary/ COE. Each vigilance squad shall inspect the allotted centres as per its confidential schedule. Each squad shall carry out the inspection and submit its report in the prescribed format covering following points:
 - (i) Check whether the centre has implemented restricted entry system that allows only desired and eligible persons to enter the centre and whether this has been announced by prominently displaying a suitable board at the sole entrance of the centre.
 - (ii) Check the adequacy of the arrangements of the safe custody of the written answer books at the centre.
 - (iii) Check whether adequate arrangements are made for examiners for safekeeping the answer books issued to them.
 - (iv) Check whether proper appointment order for TMC staff and examiners have been issued.
 - (v) Check for undesirable presence of any unauthorized persons (without proper appointment order) in the TMC.
 - (vi) Verify the maintenance of records for movement of answer books from one officer to another at the TMC.
 - (vii) Check whether the officer in-charge, TMC has with him inventory of award list.

- (viii) Perform sample check in the issue register for any unduly long retention of allotted answer books by an examiner.
- (ix) Carry out sample checks of assessed and moderated answer book bundle(s) for proper processes of assessment & critical assessment having been implemented as per prevailing norms of the Board.
- (x) Carry out sample checks on filled in award lists for their being duly completed.
- (xi) Check whether the completed award lists are being dispatched to the Board as per the norms and schedule of the Board.
- (xii) Check for sufficiency of infrastructural facilities made at the TMC.
- (xiii) Observe and report whether there exists congenial ambience at the TMC.
- (xiv) Check whether malpractice cases reported, if any, are dealt with as per norms of the Board and whether the same are reported to the Additional Secretary/ COE.
- (xv) Check whether rules and procedures of assessment, critical assessment and moderation have been adequately and effectively displayed on boards and leaflets for the benefit of examiners.
- (xvi) Report any difficulties faced by examiners in efficiently performing the assessment/ moderation work.
- (xvii) Verify whether spot cash payments of remuneration to examiners are being made as per norms of the Board.
- (xviii) Record observations in specific terms avoiding vagueness in the vigilance register maintained at TMC.
- (xix) Report telephonically to the COE immediately after every visit to an TMC.
During the course of vigilance the squad is likely to come across highly confidential information. The members of the squad shall exercise utmost caution to guard its confidentiality.

Chapter 8: RESULT PROCESSING

8.1 RESULTS OF THE EXAMINATIONS

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

8.2 COMPILATION AND ANNOUNCEMENT OF RESULT

1. A candidate shall be declared to have passed the examination, if he /she obtains at least:
 - (i) 40% marks aggregate and 33% in each of the theory paper.
 - (ii) 40% marks in each practical examination.
 - (iii) 40% marks in project work in each subject, if any.
 - (iv) 40% (except Pharmacy) in sessional work (home work, tutorial Work, practical work and house examination, test taken together) in each subject.
 - (v) In case of disqualified / debarred candidates, result declared By the Board shall indicate the month and year when such Candidates shall be permitted to take the examination. The period of disqualified shall be counted from the date of commission of actual or attempted act. One year period means all the session's/ semester during that academic year and examinations pertaining to them. Further, units of academic years shall also be reckoned accordingly.
2. Re- appear may be given in any theory or practical in which a candidates fails to qualify. For purpose of examination, each theory paper and practical even of the same subject shall be treated as a separate subject.

8.3 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.

1. I DST (First Class with Distinction): Candidates passing in all subject heads and securing minimum 75% of total marks without any re-appear shall fall in this category.
2. 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.
3. II (Second Class): Candidates passing in all subject heads and securing minimum 50% or more but less than 60% of total marks shall fall in this category.
4. Pass (Pass Class): Candidates passing in all subject heads and securing minimum 33% or more but less than 50% of total marks shall fall in this category.

8.4 RESULTS HELD IN RESERVE (RHR), RLE (Result late due to Eligibility)

1. 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.

2. 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 Secretary, Haryana State Board of Technical Education.

8.5 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 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 Exam Committee for its consideration and recommendations on further course of action in this behalf.

8.6 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 by Renationalisation Committee for its recommendations to the extent of modifying the marks in proportion to the average marks of the whole class in the related theory paper or all theory papers (in case the related subject of the internal assessment does not have theory paper for the examination) of that examination, secured by the class, limited to the minimum marks for passing and consequent amendment in the result shall be effected.

8.7 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 Moderation Committee for scrutiny. The Moderation Committee includes Additional Secretary, COE, Assistant Secretary (Results) and Two Experts to be nominated by Secretary of the Board. The Secretary of HSBTE shall have the power to amend such result according to the recommendations of the Moderation 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.

8.8 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 notified 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/her 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 the light of the provisions laid down in the preceding para.

8.9 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 Moderation Committee for scrutiny. The Secretary of HSBTE shall have power to

advise COE to amend the result of such candidate at any time, as per the recommendations of the Moderation Committee and declare the result.

8.10 IMPLEMENTATION OF THE AMENDED RESULT BY THE INSTITUTE

On receiving the amended result, the institute shall get its institution copy of result gazette 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.

8.11 CERTIFICATE OF MARKS (DMC)

1. Issuance of Certificate of Marks

A candidate appearing for an examination of the Board may get certified certificate of marks (DMC) obtained by him, in the prescribed form, after the declaration of results of the said examination through the Head of the Institute. The Detail Marks card (DMC) from 1st to 5th semester will be provided by the Board online to the institute. The institute after proper verification and cross checking of marks will hand over the same to the concerned students. The hard copies of DMC of the 6th semester will be provided by the Board to the institutions and the institutions after proper verification of name, father name, roll number and result of the candidate will hand over the same to the concerned students.

2. Duplicate Certificate of Marks (DMC)

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 superscribed as 'TRIPLICATE', 'QUADRAPPLICATE' & likewise, as the case may be.

8.12 REVALUATION OF ANSWER BOOKS

1. The candidate has to apply for the re-evaluation of his/her answer book(s) along with the fee receipt in original. The fee as notified by the Board from time to time per paper has to be deposited in HSBTE account (PNB in CBS Branch through challan). If the candidate also wants the photocopy of his re-evaluated answer-book, he may apply for the same by depositing requisite fee up to the date notified by the Board. The marks of

re-evaluated answer book shall be final & binding on the student. If the marks after re-evaluation are changed by less than 20% of total marks then changed marks will be given but if the change in the marks is more than 20% of the total marks then the answer-book will be evaluated by the third examiner and the average of the nearest two will be taken. The answer book of the candidate will be referred to third examiner if the candidate had passed during original marking but fails on re-evaluation and the average of the nearest two will be taken. The candidate with change in the marks in the re-evaluation has to surrender the original DMC to HSBTE to get the revised DMC.

2. Photocopy of Answer Sheet

A candidate who has appeared for latest examination of the Board shall be entitled for a photocopy of his/ her assessed answer book on the submission of application and the fees within the schedule as prescribed by the Board from time to time. The photocopy of the re-evaluated answersheet shall be provided to the student. The students seeking photocopy have to give an undertaking in the prescribed format that he / she shall not challenge the level of Evaluation.

3. Loss of Candidate's Right to Verification, Obtaining Photocopy of Assessed Answer Book/s or Revaluation of the Assessed Answer Book/s

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

4. The result of re-evaluation will be communicated to the candidate soon after it is declared. The candidate is required to plan his future programme in accordance with his original result already communicated by the Board till it is actually superseded by the result of re-evaluation.

5. Under these rules applying for re-evaluation/ photocopy (ies) of answer book shall not be permitted in respect of the scripts of practical examination/ term work/ sessional work/ project work/ internal assessment and viva voice. However, the student shall be allowed for the head wise internal split of his marks in such examination if applied, from the Principal of the respective institute along with the payment of non-refundable fee of Rs. 100/-.

6. Incomplete application form shall be rejected without assigning any reason whatsoever and fee paid along with the application form shall neither be refunded nor will any representation be entertained.

8.13 LOSS OF CANDIDATE'S RIGHT TO VERIFICATION/ RE-EVALUATION

If a candidate fails to apply for the verification/ re-evaluation of marks in the prescribed form and within the prescribed date, he shall lose the right to verification.

8.14 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.

8.15 MODERATION OF RESULT

Moderation of result before declaration may be done by the Moderation Committee as defined in Rule 8.7. The Secretary shall take a view on recommendations of Moderation Committee.

8.16 ANNOUNCEMENT OF THE RESULTS AND MAINTENANCE OF RECORDS

The result of the examination shall be announced preferably within 8 to 10 weeks, of the completion of the Examination. A copy of the result notification shall be supplied to the Principals of the Institution concerned immediately. Detailed mark certificates shall be sent to the Institution preferably within 15 days of the declaration of results. One authenticated copy of detailed results of all the candidates shall be maintained in the Board. However, the Principal of various Institutions shall maintain the record of detailed marks of various examinations in respect of the candidates appearing from their respective Institutions.

8.17 GRACE MARKS

The criteria of Grace Marks is as under:

- a) If a candidate who has appeared in theoretical and practical subjects in a semester examination and has passed in all theoretical, practical and

sessionals subjects and in aggregate except one theoretical subject by a maximum of 5 marks, he/ she will be declared to have passed the examination after adding the Grace marks.

- b) If a candidate who has appeared in theoretical and practical subjects and has passed in all subjects except two theoretical subjects by not more than 5 marks in both subjects taken together, he/ she will be declared to have passed the examination after adding the Grace marks.

8.18 IMPROVEMENT OF MARKS

- The students who have passed the diploma can improve the marks by taking improvement chance only once and in maximum any of the four subjects.
- The students can apply for improvement only in those subjects in which he/she has not taken any Grace Marks.
- Students can avail the chance of improvement only once within double duration of diploma time.
- The candidate will have to appear in exam as per the current syllabus.
- No benefit of the Grace Marks will be given while improving the marks.
- The DMC of the improved marks, if any, will be given to the students only after the submission of the original DMC in the parent institute.
- The DMC with the improved marks will be issued on which 'case of improvement' will be written.

8.19 LOSS/ DAMAGED OF ANSWER BOOK(S)

A candidate whose answer book is lost after having been received in Board from the superintendent Examination Centre or not received from the superintendent Examination, then the candidate may be allowed to give average of the marks obtained by him in other subjects. An inquiry however shall be made by the COE, about the loss of answer book & findings placed before the Examination Committee for further action.

Chapter 9: PENALTY FOR ACTS OF MISCONDUCT OF CANDIDATES / INSTITUTES

9.1 MISCONDUCT BEFORE, DURING OR AFTER THE EXAMINATION

If at any point of time, before, during or after the examination, it is found/

reported that a candidate / institute has indulged in any act of misbehaviour or misconduct, thereby committing breach of any of the rules laid down by the Board in this behalf, and the Secretary, after due enquiry of the incident, is convinced of such possible misconduct/misbehaviour on the part of the candidate/ institute, he shall place all such cases before the Unfair Means Committee for its final decision on penalties to be imposed or action to be taken in this regard.

9.2 CANDIDATE FOUND COPYING OR MISBEHAVING DURING THE EXAMINATION

If during an examination a candidate has been found copying or using unfair means or attempting to use unfair means and unless he has been ousted for gross misbehaviour, he would not be expelled from examination. The Officer-in-charge shall provisionally permit such candidate to appear for the remaining / full examination at the centre. The candidate's answer book and copying material, if any, shall be seized and his written undertaking shall be obtained. A fresh answer book shall then be issued for writing the examination. The Officer-in-charge then shall report the event to the COE as per the prescribed procedure. The COE shall cause an enquiry into the matter and place all such cases along with enquiry report / s before the Unfair Means Committee for its final decision in this regard.

9.3 COPYING CASES DETECTED IN TMC CENTRE

When a case of copying or misconduct is detected by an examiner at the TMC or at the place of assessment while assessing the answer-books, the examiner shall report it immediately to the Officer-in- Charge of the TMC or COE, as the case may be, along with his observations. The Officer-in-charge of the TMC shall report such cases along with the report of the Examiner(s) to the COE. The COE shall cause an enquiry into the matter and place all such cases along with enquiry report/s before the Unfair Means Committee for its final decision in this regard.

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

9.4 ELIGIBILITY TO APPEAR AFRESH AT EXAMINATION AFTER THE

EXPIRY OF PENALTY PERIOD

The candidate who in the opinion of Unfair Means Committee, is found guilty and given punishment, all examinations he appeared in, are cancelled and he/ she is further debarred from examination(s) for a specified period shall be eligible to appear afresh as an 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 neither be eligible to appear for any examination(s) of the Board, nor 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. (*Applicable for yearly pattern courses only)

9.5 PENALTY/ PUNISHMENT FOR MALPRACTICE AND NEGLIGENCE BY INSTITUTE

The type of malpractices and negligence is enumerated in this section from 1 to 8. In all such cases the decisions regarding punishment shall be made by the empowered committee comprising of

Additional Secretary	Chairman
One Principal of Govt./ Govt. Aided Polytechnics	Member
One Principal of the Self Financing Polytechnics	Member
One HOD/ Principal of Pharmacy Institute	Member
COE	Member
Secretary	

The appeal against the recommendations of the empowered committee lies with Chairman, HSBTE, in case of Group 'A' & 'B' officers and with the Secretary, HSBTE in case Group 'C' & 'D' officials.

Type of Malpractice/ Negligence

1. Delay in submission of the necessary documents required for declaration of result, issue of diploma certificates, preparation of pre-examination documents etc.

The cases in this type relates to delay in submission of mark sheets of sessional / test, practical, oral, term work, project and / or theory as well as main

seating charts and any other such relevant document which affects the matter as stated above.

Punishment

- (i) Debarring the concerned persons from the HSBTE work for one year.
- (ii) Action against institution including disaffiliation and imposing/ recovering penalty up to Rs. 1000/-* (or as may be decided by HSBTE from time to time) per course from the Institute involved in such negligence.
- (iii) Withholding & forfeiting entire remuneration of concerned persons for that examination.

If remuneration is already paid, it shall be recovered from concerned person/s.

2. Submission of documents with incorrect or false information

In this type of malpractice, the cases include scratching the serial number on mark sheets and putting different serial numbers to the mark sheets, scratching the proper subject code on the mark sheets and putting wrong subject code, filling the marks of candidates in improper mark sheet, giving marks to the candidates without conducting the sessional / test examinations, putting the wrong noting on the mark sheets, e.g. exemption instead of absent; disallowed instead of exemption; tampering with already written marks, intentionally changing marks etc.

Punishment / penalty in above cases

- (i) Debarring the concerned Officer-in-charge from HSBTE work for two years.
- (ii) Action against institution including disaffiliation and imposing/ recovering penalty up to Rs. 1000/- (or as may be decided by HSBTE from time to time) from the Institute involved in such malpractices.
- (iii) Withholding & forfeiting entire remuneration of concerned persons for that examination.

If remuneration is already paid, recovering the same from concerned person.

3. Submission of forged & fabricated documents pertaining to the result Declaration, award of Diploma etc.

The cases under this category are such as filling the mark sheets without conducting practical, oral, or term work or any other type of prescribed examination; giving marks for continuous assessment without maintaining proper

records prescribed by HSBTE from time to time; intentionally giving / awarding marks more than the maximum marks to some of the candidates to create confusion in HSBTE work; changing the seat number written by the examinee or making some kind of marking on the answer books and /or putting the roll number of another examinee; deliberately neglecting the wrongly recorded examination roll number on the answer books by the candidate and accepting the answer books to create trouble in further processing; issuing orders to the examiners other than those appointed by HSBTE for conducting practical examination, without any information to HSBTE; deliberately marking examinee who are present for examination as absent in the records of practical examinations; changing the practical examination centre without approval of HSBTE and managing for the favourable allotment of marks to the examinees; admitting examinees to the examination without valid admit card or without any receipt for payment of examination fees; allowing examinees to examination without submission of examination form and/ or fees; deliberately avoiding the signature on answer books by the invigilators during the conduct of examinations to cause trouble to the examinees.

Punishment / Penalty

- (i) Debarring the concerned Internal & External Examiner from HSBTE work for Two years.
- (ii) Imposing and recovering fine of up to Rs. 5000/- (or as may be decided by HSBTE from time to time) per case from the Institute involved in such malpractice.
- (iii) Forwarding all such cases to board for further suitable action including disaffiliation.
- (iv) Withholding & forfeiting entire remuneration of concerned staff for that examination. If remuneration is already paid, recovering the same from the concerned persons.

4. Breach of Rules or Instructions

In this category fall the cases like non-maintenance of the record of continuous assessment and awarding the sessional / test marks, practical marks, term work marks and / or oral marks at will, without following the norms given by HSBTE; breach of rules / instructions by internal and external examiners; not

following the scheme prescribed by HSBTE for a particular course; not maintaining the record of blank answer books and other examination stationary provided to the Institution; attempting to motivate candidates to create indiscipline; to support misconduct during the course of examination at examination centre; to threaten the examination staff such as controller, vigilance squad member(s); causing physical violence to examination staff & damaging property; submitting wrong documents or not submitting the documents to clear the withheld results and motivating candidates to rush to the HSBTE Office & cause disturbance in office work; not submitting the examiner's mark sheets in the prescribed time period given by the HSBTE.

Punishment / Penalty

- (i) Debarring entire staff of Institute including Principal / Head of Institute etc who are involved in such malpractice from HSBTE work, for a period of minimum two years.
- (ii) Action against institution including disaffiliation and imposing/ recovering penalty up to Rs. 15,000/- (or as may be decided by HSBTE from time to time) from Institute involved in such malpractices.
- (iii) Shifting of Examination Centre to other Institute and charging Examination Centre fee and / or penalty as per norms.
- (iv) Demanding affidavit from management giving undertaking that due care shall be exercised to avoid recurrence of such events in future.

5. Nature of Malpractice observed in the Assessment Centres

The cases under this category are:

- (i) Breach of Government Resolution(s), rules, instructions by the examiner assessing answer book(s), amounting to malpractice/misconduct
- (ii) Not maintaining consistency in the assessment of the answer books; leaving certain questions un-assessed; deliberately making mistakes in summing up the marks; allotting marks arbitrarily and freely, beating all logic, without actually assessing the answer paper.
- (iii) Reporting as "No Change" without actually carrying out due verification).
- (iv) Incorrect transfer of marks from inner pages of answer books to their face sheets.

- (v) Not transferring marks correctly from the face sheets of answer books to examiners' mark sheets.
- (vi) Not duly putting his initials for the corrections in allotted marks, made by the examiner, either in mark sheets or answer books.
- (vii) Assessing the answer books without knowledge of the subject.
- (viii) Intentionally reporting change in marks in verification even though there is no change in marks to give undue benefit to candidate.

Punishment / Penalty

- (i) Withholding & forfeiting entire remuneration of officer-in-charge, examiners & all concerned staff for that year. If remuneration is already paid, it shall be recovered from concerned persons.
- (ii) Debarring the concerned examiner(s) & staff for 1 to 3 year period considering extent of negligence / malpractice.
- (iii) Submitting the matter to the Board with recommendations of taking action against the concerned Staff and institute including disaffiliation, by the appropriate authority.

6. Unfair practice, breach of rules and breach of instructions by the Officer In-charge

The cases under this category are:

- (i) Not appointing the additional supervisor for checking the total and transfer of marks from the answer books to mark sheets,
- (ii) Not moderating the initial sample of the new examiner, appointing in-experienced examiner without observing the quality parameters prescribed by HSBTE.
- (iii) Not moderating the initial sample to judge in depth, knowledge of the examiner about the subject concerned, not moderating samples at the end or during the course of assessment for ensuring maintenance of consistency in the assessment by the examiner.
- (iv) Not following the quality assurance parameters as prescribed by HSBTE during the process of assessment of answer books.

Punishment / Penalty

- (i) Warning to the Principal & Officer-in-charge to follow HSBTE norms.

- (ii) Withholding & forfeiting entire remuneration of all concerned persons for that examination / year. If the remuneration is already paid, recovering it from concerned persons.
- (iii) Reporting the matter to Directorate of Technical Education / Government for appropriate action against the concerned persons for not following Quality Parameters prescribed by HSBTE.
- (iv) Action against institution including disaffiliation by the competent authority.

7. Breach of rules or breach of instructions amounting to malpractice by other staff such as supervisors etc in the TMC:

The cases under this category are:-

- (i) Loss of answer books, changing the examination seat numbers of the candidates, hiding or removing the content from the answer papers or adding to the contents to answer book
- (ii) Not maintaining the statistical record of answer books received in the TMC, (assessed/ un-assessed).
- (iii) Not submitting the examiner(s) mark sheets in the prescribed time period to HSBTE.

Punishment / Penalty

- (i) Debarring the concerned Officer-in-Charge, Examiners & Staff for period of 1 to 3 years from HSBTE work.
- (ii) Withholding & forfeiting entire remuneration of all concerned persons. If remuneration is already paid, it shall be recovered from concerned persons.
- (iii) Reporting the matter to Directorate of Technical Education for taking appropriate action against concerned persons & Institute.
- (iv) Submitting the matter to the Board with recommendations to take action including disaffiliation against errant institute.

8. Not following the decision(s) of Moderation Committee of the HSBTE

The cases of misconduct / irregularities in this type are

- (i) Not following or implementing the decisions of Special Committee.

- (ii) Avoiding the payment of financial penalty imposed on the Institute.
- (iii) Consistently failing to create and maintain atmosphere conducive to smooth conduct of examination, in the institute.
- (iv) Instigating the candidates to boycott or protest or cause disturbance in smooth conduct of examinations in the Institute
- (v) Non-cooperation with HSBTE or its officers or any person appointed by HSBTE

Punishment / Penalty

- (i) Consider institutes attitude as conflicting, challenging and arrogant towards HSBTE and Impose additional financial penalty of any amount that HSBTE may deem fit.
- (ii) Withhold the results of entire Institute for the present / current examination without assigning any reasons there of.
- (iii) Issue a show-cause notice to explain why the enrolment of candidates for next academic year should not be withheld?
- (iv) Demand from the institute affidavit before "First class Judicial Magistrate" stating that in future the Institute shall follow scrupulously all the Rules, Regulations, Norms, Quality parameters and Instructions given by HSBTE.
- (v) Submitting a proposal to the Board to recommend withdrawal of affiliation of the Institute, to the Government.

9.6. PUNISHMENT FOR FALSE STATEMENTS IN OR IN RESPECT OF ADMISSION FORMS OR CERTIFICATES OF BOARD EXAMINATIONS

1. A candidate seeking admission to an examination on a false representation made in his application form shall be punished as under:

(i)	false representation relating to a previous examination not actually passed by the candidate;	Disqualification for One to two years from appearing in any examination as may be decided by the Examination Committee.
(ii)	false representation pertaining to his eligibility to appear in the examination as a private	Disqualification for One to three years from appearing in any examination as may be decided by the Examination

	candidate or any other matter not covered by (i).	Committee.
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2. If it is found that a wrong date of birth information/ fake documents has been deliberately entered in the admission application form or in the affidavit accompanying the form, the Examination Committee shall have power to refuse him permission to appear in the examination, or, if the fact is detected after the candidate had appeared in the examination to cancel his result.
3. If any person submitted wrong/ false/ fabricated documents at the time of admission and if detected at any time he/ she shall not be permitted to appear in the examination and if he/ she has already passed the examination/ diploma then the same shall be cancelled. Criminal action shall be taken against the students as well as against the institution.
4. A candidate forging another person's signatures on his admission form or of using a forged document knowing it to be forged one with a view to seeking admission shall be disqualified for one to three years.
4. A person found guilty of –
 - (i) tampering with his own certificate; or
 - (ii) obtaining or attempting to obtain a certificate to which he is not entitled; may be disqualified by the Secretary for such period as he may deem fit. The order passed by the Secretary shall be reported to the Examination Committee/ Board.

9.7 PENALTIES TO EXAMINEE, STAFF AND INSTITUTIONS FOR VARIOUS INSTANCES OF MALPRACTICES

Sr. No.	Nature of Malpractice	Quantum of Punishment
1.	Examinee/s making marks/ signs, writing Roll Numbers, Name, Sheet No., Signature, Phone Number or using any other means of disclosing identity with a clear intent of getting illegal/	Cancellation of particular paper in which the examinee has disclosed the identity.

	undue benefits.	
2.	Examinee making an appeal to the examiner revealing both, one's name and address.	Cancellation of particular paper in which the examinee has made such appeal.
3.	Examinee writing in provocative or abusive and/ or threatening language in the answer book.	Cancellation of full performance in the entire examination/s in which the examinee has appeared.
4.	Examinee or his associate/s influencing the Examiner/ Moderator/ similar Authority connected with the examination with a clear intent of getting illegal/ undue benefits.	Cancellation of full performance in the entire examination/s in which the examinee has appeared.
5.	Examinee communicating or talking with another Examinee/ s during examination session.	Cancellation of the result/ performance of the guilty examinee in the subject during whose examination he/she was caught.
6.	Examinee tampering with Answer-books of another examinee inside or outside the examination hall.	Cancellation of result/ full performance in the current examination/s of the alleged examinee involved in such action and debarment from appearing in subsequent the next examination.
7.	Examinee caught during the examination session while copying from the copying material.	Cancellation of the full performance in the current examination/s.
8.	Examinee found in possession of copying material related to the subject (but not used for copying).	Cancellation of a particular paper in the current examination/s in which he/she was found guilty.
9.	Examinee found exchanging (giving or taking) answer books/ slips of paper with other examinee/s.	Cancellation of full performance of the guilty examinee in the current examination/s.
10.	Examinee 'X' found in possession of answer-book of another examinee 'Y', forcibly or without his (Y's) knowledge.	Cancellation of the full performance in current examination/s, in respect of examinee 'X', exonerating examinee 'Y', provided he has not connived with 'X'.
11.	Impersonation: (i) Examinee who impersonates.	Following actions shall be taken: a) Cancellation of the performance in present examination/s plus debarment of the guilty examinee from appearing in the next two examinations provided he is a bonafide student of HSBTE. Further, he should be handed over to the police. b) Matter should be communicated to

		<p>the employer of the impersonating examinee, provided he is employed and not a bonafide student of HSBTE.</p> <p>c) In case the examinee is unemployed and is a student undergoing education with examination authority other than HSBTE, the information should be given in writing to the concerned examination authority.</p> <p>d) Further he shall be handed over to the Police and FIR be lodged against the examinee by the Supdt. of the examination centre.</p>
	(ii) Bonafide examinee who is impersonated	Cancellation of the performance of such examinee in current full examination plus debarment from appearing in the next three examinations. Further, he shall be handed over to police and FIR be lodged against the examinee by the Supdt of the examination centre.
12.	Examinee found inserting previously written pages smuggled in from outside, in the answer book	Cancellation of the full performance in current examination/s plus debarment from appearing in the next one examination.
13.	A candidate found in possession of a solution to a question set in the paper through connivance of any member of the supervisory or menial staff or some outside agency.	<p>(i) Cancellation of full performance in current examination/s and be disqualified from appearing in next two Board examination.</p> <p>(ii) Also the person rendering such help shall be disqualified from exam duty in any Board examination for a period of two years and/or shall also be liable to such other punishment as the Board may decide including imposing fine/ as per Board's decision/ as per service rules.</p>
14.	A candidate found guilty of having made previous arrangement to obtain help in connection with the question paper	<p>(i) Cancellation of full performance in current examination/s and be disqualified from appearing in next two Board examination.</p> <p>(ii) Also the person rendering such help shall be disqualified from exam duty in any Board examination for a period of two years and/or shall also be liable to such other punishment as the</p>

		Board may decide including imposing fine/ as per Board's decision/ as per service rules.
15.	<p>A candidate found guilty of–</p> <p>(i) Smuggling in an answer-book or a continuation sheet; or</p> <p>(ii) taking out or arranging to send out an answer-book or continuation sheet; or replacing or getting replaced his answer-book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination centre.</p>	<p>Cancellation of full performance in current examination/s and be disqualified from appearing in next one Board examination.</p> <p>The person whose help is sought is liable to punishment as may be decided by the Board; imposing fine/penalty as per Board's decision/ as per service rules. FIR be lodged against him by the Superintendent of exam.</p>
16.	If a candidate during the course of a practical examination in a science or some other subject, presents to the examiner a practical or class work Note-book which does not belong to him.	Cancellation of full performance in current examination/s.
17.	If a candidate leaves the examination hall without delivering the answer-book to the supervisor concerned and takes away the same with him or intentionally tears off, or otherwise disposes of his answer-book or any part thereof or the continuation sheet or part thereof inside or outside the examination hall.	Cancellation of the full performance in current examination/s plus debarment from appearing in the next one examination. FIR be lodged against him by the Superintendent of exam.
18.	Examinee found with answer-book/s having two different handwritings, one of the examinee's own and the other of a different person.	Cancellation of the full performance in current examination/s plus debarment from appearing in the next examination.
19.	Cases of mass copying during the examination period, reported from examination centre.	Result of examinee/ involved is to be withheld for conducting inquiry. Punishment shall be awarded as deemed fit on scrutiny of enquiry report.
20.	Cases of copying / mass copying reported by the examiners from TMC.	Result of the involved examinees to be withheld for conducting inquiry. Punishment shall be awarded as deemed fit on scrutiny of enquiry

		report.
21.	Examinee attaching currency notes to their answer-book with/without a request to examiners to assess their answer-books favourably.	Cancellation of the full performance in current examination plus debarment from appearing in next one examination and forfeiture of the entire amount and depositing the same in Board's appropriate account.
22.	Examinee throwing the question paper to the other examinee, after writing the answer/s on it.	Cancellation of the performance in the particular paper in current examination.
23.	Examinee destroying his own answer book or supplement/s or incriminating materials.	Cancellation of the full performance in current examination/s plus debarment from appearing in the next one examination. FIR be lodged against him by the Superintendent of exam.
24.	Examinee smuggling out his own answer book or supplement or blank answer book/s and/or supplement/s	Cancellation of the full performance in current examination plus debarment from appearing in next one examination. FIR be lodged against him by the Superintendent of exam.
25.	Free copying or using unfair means, with or without connivance of the management by a group of two or more examinees, during an examination session.	Cancellation of the result/performance of the involved examinees with their debarment from appearing in next one examination.
26.	Examinee attempting to send Question Paper out of Examination hall.	Cancellation of the full performance in the current examination.
27.	Examinee possessing any weapon, explosives, narcotic drugs and alcoholic drinks in examination hall or bringing any of them in the examination hall or causing any kind of violence in the examination hall.	Cancellation of the result/ performance in current examination/s and debarment from appearing in next three examinations. A complaint should be lodged with the police by the Officer-in-charge of examination.
28.	Examinee possessing mobile phone or any electronics communication gadget or I-pod or any similar device in examination hall.	Cancellation of the full performance in current examination/s & forfeiture of the device or gadget.
29.	Tampering with the certificate of marks or their copies and any other documents issued by HSBTE.	Cancellation of performance in the examination and debarment of the examinee for next five examinations and filing Police complaint by the concerned Institute/ authority against the candidate involved in such activities.

30.	Doing mischief or causing deliberate disturbance in examination process (e.g. frequent changes of ink, changing handwriting or its style without permission of supervisor or other similar acts).	Cancellation of performance in the subject during whose examination he/she was caught.
31.	All other cases not covered above shall be dealt independently on the basis of merit of the cases reported to HSBTE	All such cases to be placed before UMC Committee and punishment be awarded as deemed fit.

NOTE:

- (i) Cancellation of the performance of current examination means cancellation of the entire performance of that examination. If the examinee has appeared in more than one examination simultaneously, as regular/ ex-student and has been found guilty in one of the examinations, his performance in all such simultaneous examinations shall stand cancelled. The term granted to the alleged examinee and term-work marks, sessional/ test marks etc. allotted to him shall remain unaffected, unless specifically cancelled by the penalty awarded.
- (ii) Further, the candidate shall not be allowed to join any course of this Board during the period of punishment.
- (iii) A police complaint may be lodged against an examinee or a person who is found involved in destroying or attempting to destroy the evidence of the malpractice or answer book/ and or supplement or any relevant document.
- (iv) If the candidate fails to appear before UMC or Appellate Committee, on the issue of notice, the Board shall proceed with the case.
- (v) If the Board is satisfied after enquiry that the integrity of a Board examination has been violated at an examination centre as a consequence of wholesale unfair assistance rendered to the examinees the Board may order re-examination, besides taking action under Regulations relating to unfair means and may also abolish the examination centre for future or for a specified period or imposing fine/withdrawal of affiliation.

9.8 CONSTITUTION OF UNFAIR MEANS COMMITTEE

The Board shall constitute UMC Committees as it deems necessary to consider and decide cases of the alleged misconduct and use of unfair means in connection with examinations. Where more than one Committee is appointed, the Secretary shall decide which cases shall be decided by each of them. The Committee may for reasons to be recorded, also recommend to the Board if any action disciplinary or penal is desired to be taken against the supervisory staff or an examiner or affiliated college.

The quorum of unfair means committee for its meeting shall be at least four members. In absence of Chairman, Committee shall be headed by senior-most member.

When the Committee is unanimous, its decision shall be final except in case of appeals. If the Committee is not unanimous the matter shall be referred to the Appellate Committee for decision.

9.9 CONSTITUTION OF APPELLATE COMMITTEE REGARDING UNFAIR MEANS CASES

If the student is not satisfied with the decision of UMC committee, he can appeal in the Appellate Committee. The Committee shall then reconsider the case. A unanimous decision of the Committee shall be final. But in the event of a difference of opinion, the case shall be referred to the Secretary who may either finally decide the case himself or refer it to the other committee for decision.

The constitution of Appellate Committee is:

(i)	Additional Secretary	Chairman
(ii)	Principal of Govt./ Govt. Aided Polytechnics	Member
(iii)	Principal of the Self Financing Polytechnics	Member
(iv)	HOD/ Principal Pharmacy Institutes	Member
(v)	COE, HSBTE	Member Secretary

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

Chapter 11: AWARD OF DIPLOMA AND PRIZES

11.1 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. The diploma will be provided on the basis of total marks obtained in all the semesters.

11.2 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.

11.3 ISSUANCE THROUGH THE INSTITUTE

A candidate, who has passed the final semester/year examination, shall be issued provisional diploma Certificate along with the Certificate of marks. The Board shall issue the Certificates of Diploma or Post Diploma or Post-Graduate Diploma or any other relevant Diploma expeditiously through the Heads of Institutes.

11.4 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.

11.5 ISSUANCE OF DUPLICATE DIPLOMA CERTIFICATES

A duplicate copy of the relevant Diploma Certificate shall be issued to a candidate on receipt of an application, accompanied by a proper affidavit, copy of FIR, 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.

11.6 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 through the Board, on production of his identity certificate duly verified & certified by a competent gazetted officer or special executive magistrate and an affidavit 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 'TRIPLICATE', 'QUADRAPPLICATE' & likewise, as the case may be.

Chapter 12: NAME CORRECTIONS ON DOCUMENTS

Regarding correction in spelling error/typographical error in the student Name/Surname/Father's Name/Mother's Name in DMC/Diploma Certificate. Certificate issued by HSBTE shall bear the name/Surname of the candidate, Father's name/Mother's name consistent with the particular mentioned in the Matriculation Certificate of the student issued by Board of School Education of the State or a Central Board. In case of any discrepancy appearing in the name, the student must report in writing for correction in the names to the HSBTE through the Principal of the institute., The requisite documents to be attached with the application are self attested photocopy of Matriculation Certificate, 2 passport sized colored photograph with white background (one attested by the Principal of the institute., and one non-attested with roll no. printed on both photographs) the Principal will forward the application after due verification of the documents submitted by the students .

Regarding Change in the Name/Surname of the student, Father's

Name/Mother's Name

The student can get his /her name/surname, Father's Name/Mother's Name changed in the certificates issued by HSBTE on the basis of four grounds which are :

- i) The legal adoption of a male or female students or
- ii) On the orders of the court of law or
- iii) The gazette notification of his /her name change by the State Government in the State's official gazette or
- iv) On the basis of candidates Name/Surname changed in Matriculation Certificate from the concerned Board of School Education of the State or a Central Board. Additionally, a fee for issuance of all corrected DMCs and Diploma Certificate will be changed as applicable at that time from the student. The HSBTE shall certify on the backside of the certificates the changes what so ever may be as sought by the student. This privilege can be availed by the student without any time limit.

Chapter 13: ISSUANCE OF TRANSCRIPT

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

Chapter 14: RETENTION PERIOD OF DOCUMENTS

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

Name of Document	Retention Period
Printed Question papers	Till Declaration of result
Written answer books	Up to next two examinations
Examiners award sheets	Three Years
Date Sheet	Till Declaration of result
Main seating charts	Up to next examination

Chapter 15: CESSATION OF QUESTION PAPER PRINTING

As and when the curriculum is revised and implemented the question papers based on new curriculum shall be printed. The failure candidates shall have to appear as per the revised new curriculum or for equivalent/ substitute papers as recommended by equivalence committee and approved by Secretary of the HSBTE.

Note: **Board reserves its right to issue guidelines/ directions, as it may deem fit, from time to time.**