

VEERMATA JIJABAI ECHNOLOGICAL INSTITUTE
MATUNGA, MUMBAI 400 019.

Rules (R 2009) for students admitted for the year 2009-10 and onwards for the Diploma courses in Mechanical Engg (DME) / Electrical Engg (DEE) / Electrical and Electronics Engg. (D.ELN.E) / Civil Engg. (DCE) / Diploma in Textile Manufacturing (DTM) / Diploma in Textile Chemistry (DTC) and Post Graduate Diploma in Foods, Drugs and Cosmetics (PGFDC) of the VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE.

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RULE 1 : Teaching and examination scheme

The teaching and examination schemes of Diploma courses in engineering and DTM, DTC and PGFDC, shall be as per respective prescribed curriculum, subject to the revisions and modifications made by the VJTI from time to time which is once in about 5 years.

RULE 2 : Subjects and heads of passing:

1. A subject may have some or all of the following heads, as may be prescribed in the teaching and examination scheme of the curriculum.
 - Theory
 - Practical
 - Term Work
 - Oral
 - Project
 - Seminar
2. Each head shall have separate marks. The maximum and minimum passing marks for each passing head of the subject shall be given in the related teaching and examination scheme. Theory marks will comprise of marks earned in End Semester Examination (ESE) plus marks earned in In Semester Test (IST) conducted as per RULE 21
3. Students will be required to register at the start of every semester by filling online registration form.
4. Passing criteria for theory examination will be as per RULE 24 (3)

RULE 3 : Eligibility criteria for admission to higher semesters

Sr.No.	Semester Admitted to	Course	Eligibility Criteria for Semester Admission	Eligibility Criteria to appear for End Semester Examination
1	I	DME/DEE/DEIn.E/ DCE/DTM/DTC	As declared in the admission brochure for the respective year.	I Semester Term Granted
2	II	DME/DEE/DEIn.E/ DCE/DTM/DTC	* I Semester Term Granted	II Semester Term Granted
3	III	DME/DEE/D.EIn.E /DCE/DTM/DTC	* Backlog of Semester I & II in not more than THREE PASSING HEADS COMPRISING NOT MORE THAN TWO SUBJECT HEADS. \$	III Semester Granted
4	IV	DME/DEE/DEIn.E/ DCE/DTM/DTC	* Semester I Passes * Backlog of Semetser II & III together in not more than THREE PASSING HEADS COMPRISING NOT MORE THAN TWO SUBJECTS HEADS. \$	IV SEMESTER Term Granted
5	V	DME/DEE/DEIn.E/ DCE/DTM/DTC	* Semester I & II Passes * Backlog of Semester III & IV together in not more than THREE PASSING HEADS COMPRISING NOT MORE THAN TWO SUBJECT HEADS.\$	V Semester Term Granted
6	VI	DME/DEE/DEIn.E/ DCE/DTM/DTC	* Semester I & II, III Passes * Backlog of Semester IV & V in not more than THREE PASSING HEADS COMPRISING NOT MORE THAN TWO SUBJECT HEADS. \$	VI Semester Term Granted

\$ For details, Refer RULE 4

RULE 3A: Registering to a semester:

1. A regular candidate will have to register for the semester which he/she is entering; at the beginning of the semester.
2. A candidate will pay fees, as applicable, at the time of registration.

3. During registration, a regular candidate will provide data about backlog subjects of earlier semesters if any. A casual student, Ex student, Repeater student and ATKT student will also be registering for the semester in which he/she has one or more backlog subjects and pay fees as applicable.
4. A candidate not registering in time will have to pay a fine as applicable. Once the last date is over; no student will be allowed to register for that term
5. Students admitted under reserve category at the time of admission to VJTI; if wish to re-register for the same class again during next year; he/she have to pay full fee as per the norms issued by the Government from time to time.

RULE 4 : Rules for ATKT

- A maximum number of ATKTs permitted will be in 2 subjects and in not more than 3 passing heads among maximum two subjects of last two consecutive semesters.
- Thus, eg. while admitting in semester IV; the student can carry forward 'ATKT' in maximum 2 subjects in not more than 3 passing heads, in maximum two subjects of semester II and III.
- The student will have to appear for only those passing heads of the subjects in which he/she has failed. .

RULE 5 : Forms, Schedule for payment of Fees and Penalties

1. Application for admission to examination
A candidate intending to appear for an examination shall be required to fill in an application for admission to the examination in the prescribed form and forward the same through the Head of the Department on or before the notified date with necessary examination fees as may be prescribed from time to time. An additional fee will be charged if the application is received after the notified date. The Director however has the authority to accept/ reject such late applications along with late fees decided by him. Any application, incomplete in any respect, is liable to be rejected.

2. Schedule for payment of Fees and Penalties:

Schedule for payment of Fees and Penalties will be displayed at the beginning of every term, along with registration notice.

RULE 6: Withdrawal of application for examination and cancellation of term

Notwithstanding the acceptance of applications for admission to Examination and payment of examination fees and allotment of Examination seat numbers by the V.J.T.I.; the Director shall be competent to refuse the permission for appearing in the examination to a student who fails to fulfill any of the conditions laid down under Rule 7 below, at any time before the commencement of the examination.

RULE 7 : Eligibility for appearing in an examination

No candidates shall be allowed to appear any of the semester examination of the Diploma Courses of the V.J.T.I.

1. Unless he/she produces satisfactory proof of having passed the qualifying examination as laid down by the Institute, with and in such subjects as prescribed by the V.J.T.I.,
2. Unless he/she has kept terms for the course in the Institute as per the scheme of instructions prescribed by the Institute and has fulfilled the conditions laid down here under, that he/she is certified by the Head of the concerned department.
 - i) that he/she has attended at least 75% of the total lectures, practicals, tutorials etc. in every subject of the course;
 - ii) that he /she has satisfactorily completed the prescribed laboratory / workshop practicals, term-work, projects, seminars etc; and has shown satisfactory progress in the academic studies during continuous evaluation. (Criteria and method of continuous evaluation will be as prescribed in RULE 16(1) and (2)/a)
 - iii) that he/she is of good conduct and character.
 - iv) that he / she has duly completed and submitted the assignments of workshop practicals, term-work, projects, seminars etc. (Criteria and method of submission will be as prescribed in RULE 16 (1) and (2)/b)
3. The distribution of marks for Term work shall be as follows:

Term work				
Attendance (8 marks)	Continuous evaluation (10 marks)	Conduct during the semester (2 marks)	Final submission (5 marks)	Final marks: Total = 25

4. . A candidate scoring less than minimum marks for passing for term work as per the scheme, will be declared as failed in that subject head ie term work. Such student will be treated as of 'Term not granted' category and is considered as 'term work defaulter' as per RULE 13.

RULE 8 : Condoning deficiency in attendance

A candidate's deficiency in attendance by not more than 10% may be condoned if

1. it is due to illness(certified by a registered medical practitioner)and
2. the candidate is otherwise eligible.

The authority to condone the deficiency will rest with the Director

RULE 9 : An Ex-student:

A student other than a regular student, who appears for an ESE without attending classes held prior to ESE will be an Ex-student. The term work, practical, MST marks of such student will be carried forward from earlier semester which he/she has attended. He will be

registering for the subjects at the beginning of the term, as Ex-student by paying proportionate fees as specified at that time.

RULE 10 : A Casual student:

A student who desires to attend classes of the failed subject/s, appears for MST and finally ESE; will be considered as Casual student for that subject/s. Such student will be registering as casual student at the beginning of the term and will pay fees as prescribed at that time. His/her marks earned during earlier MST will stand null and void. However the Term work, practical marks will be carried forward from earlier term which he/she had attended. Once registered for the subject/s of a particular semester; he/she will not be allowed to register for any other semester during that term.

RULE 11 : A Repeater student:

A candidate whose term work is not granted as per RULE 13; has to repeat the entire semester again by taking admission to the subsequent semester ie in next year. Such student is a 'Repeater Student' whose marks earned in earlier semester in all the subject heads viz. theory, orals, term work etc for all subjects will stand cancelled. He/she will be preparing a fresh term work, appearing for all exams viz. theory (incl IST) orals, practical etc as prescribed in the scheme of the curriculum.

RULE 12 : An ATKT student:

A candidate who has failed in a number of subjects as stated in the table in RULE 4 to acquire ATKT status; will be an ATKT Student. This student will be taking admission to the next higher semester and will appear for examination of ATKT subjects either as a Casual student or as Ex-student as stated in RULE 11 and RULE 12.

RULE 13 : A 'Term work defaulter' : ie Term being not granted to a candidate :

A candidate scoring less than minimum marks for passing for term work ie. Less than 10 for a 25 mark term work, will be declared as failed in term work. Such candidate shall be considered to have not kept the term for that semester and will be considered as 'Term work defaulter'. Such a candidate will be disallowed from appearing for an examination and shall be treated as 'Repeater student ' as stated in RULE 11.

RULE 14 : A Debarred student:

1. A student will be considered as 'Debarred' as per conditions laid down in RULE 42.
2. No candidate , who has been debarred for any period from appearing for any examination, held by any Government- constituted authority or statutory examining authority in India, at the time of examination held by the V.J.T.Institute, shall be admitted to any of the semester examination during that period.

RULE 15 : Exemption:

Except as herein provided, a candidate who has passed an examination of a recognized Institution in a subject or subjects in which equivalent papers (and practical tests) were prescribed; shall (at

his/her option) be entitled to exemption/s from such subjects, provided always that the standard attained at the original examination is not lower than that required at the examination of the V.J.Technological Institute. The candidate so exempted shall not be entitled to Class. Candidate passing H.S.C.(Std. XII) with English, Mathematics, Physics & Chemistry of Maharashtra Board of Secondary & Higher Secondary Education or equivalent will be considered for exemption in the following subjects provided he/she attains minimum of 40% marks in each subject and upon receipt of their specific requests with attested copies of statement of marks.

Semester & Course	Subject(s) in which exemptions may be granted under Revised 2010 Scheme.
I DME/DEE/DEIn.E/ DCE/DTM/DTC	a)Engineering Mathematics –I b)Applied Physics I
II DME/DEE/DEIn.E/ DCE/DTM/DTC	a)Engineering Mathematics II b)Applied Physics -II

RULE 16 : Assessment of Term work, Practicals, Project, Seminar etc:

1. Criteria for assessment:

Term work and performance at practicals / Project / seminar examination shall be assessed on the basis of candidate's depth of comprehension of the principles involved and not on the basis of mere collection of data for presentation, embellishment that is not expected and will not be given credit.

2. Method of evaluation of assessments

a. Continuous assessment of assignments:

The assignments, reports etc which are prepared as term work or during practicals, seminars, projects etc shall be assessed progressively from time to time and its record to be maintained by the subject teacher.

b. Final Submission of assignments:

A schedule of dates shall be prepared for completion of assignments stated in A above. The student will submit the completed assignments of Term work, Practicals, Project, seminar etc on such date of submission.

3. The distribution of marks for Practicals, Project, seminar etc shall be as follows:

Practicals, Project, seminar etc				
Attendance (8 marks)	Continuous evaluation (10 marks)	Character and conduct during the semester (2 marks)	Final submission (5 marks)	Final marks: Total = 25

4. A candidate scoring less than minimum marks for passing for Practicals, Project, seminar ie. Less than 10, will be declared as failed in that subject head.

RULE 17 : Assessment of term work:

as per RULE 7 (3) shown in table of eligibility criteria.

RULE 18 : Assessment of Oral examination:

1. Conducting an oral examination:
An oral examination shall be conducted in presence of internal and external examiner together. The external examiner shall be any faculty concerned with the subject and from other polytechnic / institute or industry.
2. Criteria of assessing the oral performance:
The performance at oral examination shall be assessed on the basis of candidate's depth of comprehension of the principles involved and not on the basis of mere presentation, speech, gestures that is not expected and will not be given credit.
3. Evaluation of oral examination:
Marks for orals will be collectively assigned by both internal and external examiners together, on mutual agreement.
4. A candidate scoring less than minimum marks for passing for orals as per scheme, will be declared as failed in orals.

RULE 19 : Mandatory documents for a candidate during Examination:

Each candidate appearing for the examination must possess a valid identity card issued by the institute, examination fees receipt for easy verification of identity of the candidate. The candidate must produce the same as and when demanded by an authorized person during examination.

RULE 20 : Examination pattern:

The Diploma, Courses at VJTI are conducted on Semester pattern. At the end of each Semester, there will be an examination. Each examination will be considered as a separate examination.

RULE 21: In Semester Test (IST) during the semester:

1. Two Class Tests (CT_1 before MST and CT_2 after MST) are conducted by subject teacher for all semesters.
2. One Mid Semester Test (MST) will be conducted at the departmental level for second year and third year at the middle of semester.
3. Such MST will be conducted by examination section for first year.
4. These tests will carry suitable maximum marks and of corresponding duration. Total marks of the In Semester Test (IST) will be converted to the figures shown below:
$$IST (25) = CT_1 (5) + MST (15) + CT_2 (5)$$
5. These marks of IST will be clubbed together with End Semester Examination (ESE) of 100 marks, such that total will be 125, as per Rule 24(2)
6. If a candidate remains absent for any test CT or MST, it will not be reconducted and marks for that test will be considered as zero.

7. There will not be minimum marks for passing for IST.

RULE 22 : End Semester Examination (ESE) :

1. ESE will be conducted for every subject at the end of each semester odd and even.
2. ESE shall not be conducted if no candidates has applied for that subject.
3. The question paper for ESE shall have two sections. Section I will be set and checked by internal examiner while Section II will be set and checked by external examiner.
4. External examiner shall be any faculty concerned with the subject and from other polytechnic / institute or industry.
5. The Question paper pattern for ESE will be as prescribed below:

Section I		Section II	
Question no	Marks	Question no	Marks
1	20	5	20
2	10	6	10
3	10	7	10
4	10	8	10

6. Question no. 1 and 5 shall be compulsory. Remaining questions will have internal options. Eg. Attempt any two sub questions out of three of 5 marks each. There will be 20% marks for option per section. Eg. 10 marks for a 50 marks section of a 100 marks question paper. Compulsory questions 1 and 5 shall together consist of questions on entire syllabus for that subject; as prescribed in scheme of curriculum.

RULE 23 : Standard for passing

1. To pass an examination, a candidate must obtain a minimum of 40 % of the aggregate marks separately in each head of Theory paper (ie. ESE +MST+CT1+CT2), Practical/ Oral and Term work as mentioned in Teaching and Examination scheme. Fraction of a mark less than 0.5 will be ignored and 0.5 & above will be rounded to(next) one.
2. The marks under head 'Theory' shall be an aggregate of
 - i) marks of written examination in Theory paper plus
 - ii) marks obtained in IST as per RULE 21.
3. To pass a theory subject examination a candidate must obtain a minimum marks required for passing as per the scheme of that subject.
4. There shall be no minimum marks for passing in tests, and under any circumstances no re-tests will be conducted. (Details of conducting class tests are mentioned in RULE 21)
5. A candidate obtaining less than 35% marks in the written examination in ESE paper but obtaining 40% or more marks in aggregate of ESE+MST+CTs; will be declared as “Fail” in the head.

RULE 24 : Grace marks:

1. A maximum of three marks (in a paper of 100 marks) or four marks (in a paper of 125 marks) or (in the aggregate marks of theory plus test) will be granted to enable the candidate to pass in the theory paper e.g. in the case of paper of 100 marks of theory and 25 marks of test, the result will be declared as follows:

Case No.	1	2	3	4	5	6
Theory Marks (100)	30	31	32	33	34	35
Test Marks (25)	20	20	14	13	12	11
Total (125)	50	51	46	46	46	46
Result	Fail	Fail	Pass	Pass	Pass	Pass

- The result of Case no.1, $30+(5)$ not allowed, hence "Fail"
 - The result of Case No.2 will be $31+(4)$ not allowed hence "Fail"
 - The result of Case No.3 will be $32+(3)+14=49+(1)$ "Pass"
 - The result of Case No.4 will be $33+(2)+13 = 48+(2)$ "Pass"
 - The result of Case No.5 will be $34+(1)+12=47+(3)$ "Pass"
 - The result of Case No.6 will be $35+(0)+11= 46+(4)$ "Pass"
2. No grace marks will be awarded in case of Oral and Practical examination.
 3. Grace marks will be awarded in a maximum of three subjects

RULE 25: Reexamination (REX):

1. Reexamination will be conducted 1 month after the ESE.
2. Candidate who is not eligible for ESE or candidate who had not registered / applied for ESE will not be eligible for REX.

RULE 26: Award of Class for Semester Examination up to Semester IV

1. A candidate will be declared to have passed a semester examination in the First Class, if he/she obtains 60% or more of the total marks, provided that he/she appears and passes the examination in all the subjects at one and the same sitting.
2. A candidate will be declared to have passed a semester examination in the Second Class, if he/she obtain 50% or more but less than 60% of the total marks, provided he/she appears and passes in all the subjects at one and the same sitting.
3. A candidate will be declared to have passed the semester examination in Pass Class if he/she obtains 40% or more but less than 50% of the total marks.
4. If a student appears for ESE as well as REX; he/she will not be awarded any class. Whereas if a student appears only for ESE or REX then, the appropriate class will be awarded as stated in Rule 26(1), 26(2) and 26(3).

RULE 27 : Award of class for Final Examination:

1. Class for the Diploma course will be awarded based on their % obtained in semester V and VI irrespective of whether they clear semester V and VI by part/s or in single attempt.
2. Students failing in minimum of 1 subject in the final year of Diploma examination i.e.V or VI th Semester, can appear for all the theory papers only in reexamination even if he/she may have cleared some of the subjects in the regular examination. Other marks such as Term work, Practical, Oral, Class Tests & Mid Semester Test will be carried forward. If a student appears for such examination, his/her regular examination result will stand null and void.
3. A candidate will be declared to have passed the final examination leading to the award of the Diploma in First Class with Distinction if he/she obtains 75% or more of aggregate marks as defined above.
4. Candidate will be declared to have passed the final examination leading to the award of the Diploma in First Class if he / she obtains 60% or more but less than 75% of the aggregate marks as defined above.
5. A candidate will be declared to have passed the final examination leading to the award of the Diploma in Second Class if he/she obtains 50% or more but less than 60% of the aggregate marks as defined above.
6. In all other cases a passed candidate will be declared to have passed the examination in Pass Class.

RULE 28 : Grace marks for deficiency in aggregate marks to secure a class:

If a candidate falls short of maximum half percent of the aggregate marks assigned (i.e.5 marks out of 1000, 4 marks out of 800 etc.) to obtain 75% (i.e. First Class with Distinction) or 60% marks (i.e. First Class) or 50% marks (i.e. Second Class) such a deficiency will be made up by adding maximum half percent marks assigned to the examination to the total marks obtained by the candidate in an examination. In the calculation of half percent of the aggregate marks, a fraction of 0.5 and above shall be rounded to (the next) one.

RULE 29 : Condonaton:

1. A candidate who fails to pass an examination by not more than 10 marks in not more than two heads, viz. Theory and/or Practicals and/or Oral examination, will have the deficiency in marks required for passing in these heads condoned ; provided the candidate has appeared for the full examination, has secured at least 50% marks in aggregate, and deficiency in two heads are not more than 10 marks (6+4 or 5+5)
2. Theory / Practicals & or oral will be considered as separate head of passing for the purpose of condonation of deficiency in marks. A candidate whose failure is condoned under the regulations above will be eligible for class in the same way as other successful candidates.
3. The total number of marks secured by a candidate receiving benefit of condonation, under the above rule, will however remain unaltered and “CON” meaning condonation will be shown against his/her name in the result sheet.

RULE 30 : Declaration of result

As soon as practicable, after the conclusion of an examination; the results of the examinations shall be declared by the Director in accordance with the foregoing rules.

RULE 31 : Copying cases

'Copying case' decision shall be taken within 5 days after the completion of examination.

RULE 32 : Abnormality in result of an examination:

In cases, where the result of an examination is affected for any reason; such matters will be placed before “Diploma Examination Committee “

RULE 33 : Reversal of result:

1. Result found affected due to various reasons, after the declaration:
In any case where the result of an examination is declared and it is found that such result has been affected by error, malpractice, fraud, improper conduct or other matter of whatsoever nature such cases shall be placed before the “Diploma Examination Committee” for consideration. The Director, on the recommendations of the “Diploma Examination Committee” shall have the power to amend such result in such a manner as shall be in accord with the true position. No result shall however be amended after 60 days from the date of declaration of results.
2. Result found affected due to various reasons while benefiting a candidate, after the declaration:
In any case where the result of an examination has been declared and it is found that such result has been affected by any malpractice, fraud, or any other improper conduct whereby a candidate has benefited and such candidate has, in the opinion of the Principal & Secretary, been party or privy to or connived at, such malpractice, fraud or improper conduct, his/her cases shall be placed before Diploma Examination Committee” for consideration. The Director on the recommendations of the “Diploma Examination Committee” shall have power at any time notwithstanding to amend the result of such candidate and make such declaration as he/she shall consider necessary in this behalf.

RULE 34 : Verification of marks

1. The Director will, after the declaration of results, entertain applications from candidates for physical verification (and not re-assessment) of marks of theory paper, practical/oral on prescribed payment within 10 days from the date of declaration of result. Applications received thereafter will not be considered.
2. The Director will, on receipt of such applications for Physical verification of marks in theory paper; arrange to get the answer papers examined, so as to see whether all the questions attempted by the candidates in those answer papers, have been assessed by the examiner and whether the marks, as transcribed to the mark-sheets and finally to the result sheets are correct.
3. The Director will, on receipt of such applications for verification of marks in Practicals and Orals; examine the mark sheets submitted by the examiner so as to see whether the total of

marks assigned under different subheads and the marks as transcribed from the mark sheets to the result sheets are correct.

4. On verification of marks, if it is found that there is an error of whatsoever nature affecting the result, the Director will get it rectified, and declare the result consequent upon it.
5. In such a case, where the total of marks assigned is found on verification to be incorrect, the fees paid will be refunded to the candidate irrespective of whether the candidate passes or fails as a result thereof. In all other eventualities fees paid by the candidate will stand forfeited to the V.J.Technological Institute.

RULE 35 : Re-assessment of answer papers (theory only)

- a) A candidate who desires to have re-assessment of his/her theory (written) paper/papers shall be required to apply for re-assessment of his/her paper / papers within 10 days from the date of declaration of results of the examination along with the prescribed fee. Reassessed marks should differ by a minimum of 10% of the passing marks assigned to the paper in order to be eligible for replacement of initial marks.

RULE 36 : Issue of statement of marks

1. Original:
A candidate appearing for an examination of the V.J.Technological Institute after the declaration of result will obtain a certified statement of marks secured by him/her at the examination. Marks secured by a candidate in individual question or section of a paper will not be supplied.
2. Duplicate:
A duplicate statement of marks will be issued to a candidate; on payment of prescribed fees and on receipt of application from the candidate through the Head of the concerned Department in which a candidate is studying or studied.

RULE 37 : Issue of Diploma certificate

1. Original:
A candidate who has successfully completed all the semester examinations of the course as prescribed will be awarded Diploma by V.J.T.I. in a convocation Ceremony held in the Institute. The candidate will be permitted to the Convocation Ceremony only after he produces a 'No dues certificate' from all the concerned departments along with a prescribed 'Convocation fee'
2. Duplicate:
A duplicate Diploma Certificate will be issued to a candidate on prescribed payment and on receipt of an application from the candidate through the Head of the concerned department, and on producing
 - A certificate from a Gazetted Officer or Special Executive Magistrate that he/she knows the applicant, and that circumstances regarding the loss of the Diploma as indicated by the candidate are known to him/her or

- An affidavit on stamp paper of Rs.20/- signed before a stipendiary Magistrate/Notary that the original Diploma issued to him/her is lost.

RULE 38 : Penalty for acts of misconduct

In any examination of VJTI , if it is found that a candidate is or has been guilty of misbehavior or misconduct including breach of any of the rules laid down for the proper conduct of examination or has been found to have copied or attempted to copy or used or attempted to use unfair means at an examination and if the misconduct is detected during the examination, unless he/she is caught, with positive evidence of copying material brought from outside or for gross misbehavior, he/she will not be expelled from the examination and he/she be provisionally permitted to appear for the remaining/full examination by the Officer-in charge of the examination by substituting fresh answer books after obtaining an undertaking in writing from him/her. The Office-in-charge/Supervisor shall then make a report in this respect to the Principal & Secretary. The Director shall on receipt of such a report or when he comes to know and is convinced of such misconduct on the part of candidate, shall place such a case(s) before the Diploma Examination Committee of the Board. The Director shall have the power to cancel the result of the candidate of the examination at which he/she appeared and also exclude him/her from subsequent examination/training for such a specified period as the Diploma Examination Committee may recommend. However, in case of permanent expulsion prior concurrence of the Board of Management will be necessary. The candidate whose result is thus cancelled and who is further excluded from the examination/training for a specified period shall be eligible to re-appear as a repeater student ' as per RULE 11 after the expiry of the period for which he/she is debarred, if he/she is otherwise eligible.

RULE 39 : Unfair means

Adoptions of unfair means in examinations by candidates include the following.

- Bringing copying material inside, written on paper, cloth, palm, desk/bench etc.
- Smuggling in an answer-paper and attaching it as if it was written inside the exam hall.
- Copying from the neighboring candidate.
- Writing answers on behalf of a neighboring candidate and passing answer papers or question papers with answers written thereon, to him/her.
- Allowing another candidate to copy from one's own answer paper.
- Impersonating another candidate, by keeping a false Identity Card.
- Writing personal letters to Examiners directly or on answer-papers, and/or attaching currency notes to answer papers.
- Possessing Mobile phones or equivalent devises, in working condition or otherwise, while appearing for examination in examination hall is not allowed.

RULE 40 : Punishment norms for unfair means

Sr.No.	Name of Malpractice	Quantum of Punishment
1	Possession of Copying material	Cancellation of the said examination (This will apply to all categories) and debarring From appearing for next semester exam.
2	Actual Copying	Cancellation of the said examination (This will Apply to all categories) and debarring from appearing for next two semester exam.

3	a)Smuggling out and in of answer books.	Cancellation of the said examination (This will apply to all categories) and debarring from appearing for next three semester exam.
	b)Smuggling of answer books and forging the signature of Junior Supervisor.	Cancellation of the said examination (This will apply to all categories) and debarring from appearing for next four semester exam
	c)Smuggling in of full answer books based fully on question paper itself.	
4	Impersonation	Shall not be permitted to appear for any examination of this Institute for next three years.

The above norms are only for guidance, and are not binding on the Committee. Whenever necessary, depending upon the circumstances, the Committee may modify the quantum of punishments.

RULE 41 : Permission for writer

1. Permission of writer would be granted to a candidate only if he / she is physically unable to write the answers and has been medically so certified, at the time of examination.
2. Any physical disability which existed during the 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 of the institute. The Director or Head of the Department shall ascertain this fact.
4. Change of writer: Changing a permitted writer is not allowed. If a change is necessary in exceptional circumstances, the COE may permit the change, after ascertaining that the new writer also satisfies the conditions applicable for a writer as mentioned in 3 above.
5. For obtaining permission for a writer, the candidate or his / her parent shall apply to the Director in writing along with the medical certificate and the supporting documents issued by a registered practitioner.

RULE 42 : Examination rules for all PH candidates:

1. Physically disabled , physically handicapped candidate shall be allowed a concession of extra time as mentioned below, on production of due medical certificate from the competent authority.

Duration of paper	1 hr	2 hr	3 hr	4 hr
Extra time	15 min	30 min	30 min	30 min

2. The institute will certify the student as being physically handicapped on the basis of certificates issued by Govt / Govt recognized Medical Officers which is submitted at the time of admission.

Additional examination rules for PH candidates with Dyslexia

1. Director should hold a meeting of teachers at the beginning of every academic year and give them detailed information about facilities extended by Govt to these students and as far as possible, the office bearers of Maharashtra Dyslexia Association should be invited to the meeting.
2. To give a maximum of 20 marks as grace for a student failing in a particular subject.
3. To permit a writer at the time of written examination.
4. The student should be exempted from drawing figures, maps, charts, graphs etc in written examination. They will get the facility of adjusting the marks of these questions and sub questions / supplementary questions.
5. Oral examinations will be conducted at the time of unit test and semester examinations and marks obtained should be noted and annual average is worked out accordingly.

RULE 43 : Time limit for preservation of Assessed answer books:

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

RULE 44 : Name correction on documents:

1. The candidate can apply for name correction in Marks sheet and Diploma certificate if needed. The names must be as per certificate of passing of the qualifying examination as well as S.S.C board Certificate. If there is any correction in name, it must be get corrected immediately after the result of first semester is declared for the candidate admitted in first semester and immediately after the result of third semester is declared for the candidate admitted in third semester. Name correction will not be entertained if reported after the declaration of result of final semester. The institute shall ensure that there is no correction in name.
2. Any change in name for any reason effecting after the result shall not be accepted for correction in the documents (marks sheet , certificate etc.) of the examination already held.

RULE 45 : Issuance of Transcript:

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

RULE 46 : Retention period of documents:

The examination documents shall be preserved for the period mentioned below unless otherwise the retention of document is mandatory as an evidence for some enquiry and / or judicial purpose. The disposal after the retention period shall be as per the guidelines prepared by the institute.

RULE 47 : Time limit for completion of course.

The candidate shall have to complete the course within 6 years from the date of admission to the course.

Members of RULES Committee:

Prof. K.P.Kudalkar

Prof. Dr. S.S.Lokegaonkar

Prof. S.V.Diwan

Prof. P.V.Naik

Prof. V.S.Bhangale

Prof. A.N.Baliga

Prof. S.K.Bhil

Prof. P.K.Tejadi

Rules (R 2009)

Semester examinations of the Diploma courses

DME / DEE / D.ELN.E. / DCE / DTM / DTC / PGFDC

**VEERMATA JIJABAI TECHNOLOGICAL
INSTITUTE**

MATUNGA, MUMBAI 400 019