Diploma Examination Rules

Revised and approved
In the
Examination Committee meeting
held on 3rd January 2013

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE
MATUNGA, MUMBAI 400 019
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PREAMBLE

Diploma Examination rules are framed for the Diploma courses offered by VJTI. The rules cover activities related directly and indirectly with examination. It covers rules regarding admission to a diploma course in the institute as well as to ongoing semesters. It states rules pertaining to methods of evaluation during different examinations. The section on conducting an examination explains different patterns of examinations and guidelines necessary for conducting any examination. Result processing section deals with procedures related to processing of result. The guidelines for activities after the examination are mentioned in a section on post examination procedures. Any other issues related to examination but not covered above are included in miscellaneous section.

DEFINITIONS:

A student: Anyone who seeks admission to the institutes by satisfying admission criteria mentioned by the technical board from time to time, with the purpose of acquiring knowledge offered by institute is a student of the institute.

Examination: an evaluation activity conducted by the institute in different forms with an objective of evaluating a student during and after the course of study is termed as an examination.

End semester Examination (ESE) : An examination as per above definition; conducted in written form after the end of term is stated as End Semester Examination.

Oral Examination: An examination as per above definition; conducted to evaluate a student by asking oral questions and student replying to it orally is termed as an oral examination or viva examination.

Practical examination: An examination as per above definition, wherein a student is asked to perform some task related to the concerned subject, with or without using equipments, instruments, tools, apparatus etc wherein the motor skills of the student are made use of and evaluated; is termed as a practical examination.

Term work: An exercise in written form performed by a student during the course of the semester, based on instructions given by subject teacher from time to time is considered as a term work, Term work may include assignments, observation tables, solved problems, collection of data during surveys, experiments and visits etc or any such work assigned by a subject teacher which induces the student to perform study of the said subject.

Project: An activity wherein a student studies individually or in group, under the guidance of an appointed teacher, on an assigned topic with an objective of learning one or more subjects covered in a curriculum.

Seminar: An activity wherein a student puts forward his acquired knowledge in the form of a speech and/or presentation in front of audience essentially consisting of experts from the concerned subject and with a view of evaluating a student.

Question paper: A set of questions put in written form on a paper; asked to a student pertaining to a particular subject, with an intention of evaluating the knowledge of a student about that subject in the form of answer given in a specific time duration in written form.
**Answer book:** A booklet containing specific number of blank ruled papers provided by the institute to the student for writing answers to questions asked in a written examination through a question paper.

**Class test:** A method of evaluating a student during a class time, by asking written or oral questions or by asking to deliver a seminar etc is defined as class test.

**Mid Semester test:** A method of evaluating a student at the middle of semester by conducting a written examination, of marks as specified in the scheme and of about one hour duration, is termed as Mid semester examination.

**An Ex-student:** A student other that 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.

**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.

**A Repeater student:** A candidate whose term work is not granted as per RULE 4/A-3; 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.

**An ATKT student:** A candidate who has failed in a number of subjects as stated in the table in RULE 3 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 the definition above.
REGULATIONS: EXAMINATIONS, RESULTS AND AWARDS

ADMISSION TO COURSE

RULE - 1 Admission to a course

A. Eligibility
No candidate shall be admitted to a course for Diploma / Post Diploma / Post Graduate Diploma/Advanced Diploma or any other 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 Maharashtra or the Competent Admission Authority or the Board. If a candidate has already passed the qualifying examination from any other recognized examination authority out of Maharashtra State or out of India, he shall obtain eligibility certificate from the Board through the institute, where he desires to seek admission. Without above eligibility certificate, the enrollment form of such candidate shall not be accepted.

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

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

RULE - 2 Registering to a semester:

A. A regular candidate will have to register for the semester in which he/she is entering for the first time.

B. A candidate will pay fees, as applicable, at the time of registration.

C. 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.

D. 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

E. Students admitted under reserve category at the time of admission to Institute; if wish to re-register for the same class again during next year; he/she have to pay full fees applicable to general category students, as approved by Institute as per RULE 4/E.

RULE – 3 Eligibility Criteria for Admission to Higher Semester/Year

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Semester Admitted to</th>
<th>Eligibility Criteria for Semester Admission</th>
<th>Eligibility Criteria to appear for End Semester Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I</td>
<td>As declared in the admission brochure for the respective year.</td>
<td>I Semester Term Granted</td>
</tr>
<tr>
<td>2</td>
<td>II</td>
<td>* I Semester Term Granted</td>
<td>II Semester Term Granted</td>
</tr>
<tr>
<td>3</td>
<td>III</td>
<td>* Backlog of Semester I &amp; II together in not more than FIVE PASSING HEADS $</td>
<td>III Semester Granted</td>
</tr>
<tr>
<td>4</td>
<td>IV</td>
<td>* Semester I Passes * Backlog of Semester II &amp; III together in not more than FIVE PASSING HEADS $</td>
<td>IV SEMESTER Term Granted</td>
</tr>
<tr>
<td>5</td>
<td>V</td>
<td>* Semester I &amp; II Passes * Backlog of Semester III &amp; IV together in not more than FIVE PASSING HEADS $</td>
<td>V Semester Term Granted</td>
</tr>
<tr>
<td>6</td>
<td>VI</td>
<td>* Semester I &amp; II, III Passes * Backlog of Semester IV &amp; V together in not more than FIVE PASSING HEADS $</td>
<td>VI Semester Term Granted</td>
</tr>
</tbody>
</table>

$ including not more than 3 backlogs in any one of these last two consecutive semesters.

RULE – 4 Admission to an Examination

A. Eligibility for appearing to an examination

No candidates shall be allowed to appear any of the semester examination of the Diploma Courses of the Institute;
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 Institute.
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/sh he 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, as per scheme;
   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 8/C
   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 8/C
3. 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' and will not be eligible to appear for the entire examination in that semester.

B. Application for admission to an 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/her. Any application, incomplete in any respect, is liable to be rejected.

C. 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.

D. Refund of Examination Fees
Examination fees once paid shall not be held in reserve for future examination. It shall ordinarily be not refunded, except under following circumstances.
   i) If a candidate submits the examination form with requisite fees, as per the for the ensuing examination, his result being RHR, and later he is declared successful, such candidate would have to apply for the refund of examination fees within 15 calendar days after the declaration of his result.
   ii) If a candidate has submitted the examination form with requisite fees, as per the schedule for the ensuing examination and later he is declared successful in the examination after verification / reassessment of marks, such candidate would have to apply for the refund of examination fees. The procedure of refund of fees shall be as laid down in the section (i) above.
   iii) If a candidate has submitted the examination form with requisite fees, as per the schedule for the ensuing examination and later on unfortunately if he dies before appearing for the examination, the examination fees paid to the Board shall be refunded to the
parents/guardian. For this purpose, the parents/guardian shall apply to the regional office through institute with a copy of the proof of death and copy of fees receipt. Such application shall be made within two months from the death of the candidate.

iv) If a student becomes ‘not eligible’ for a particular semester due to failure or punishment; his/her fees if paid earlier will be refunded and the same will be paid again by student at the time of becoming eligible again as per the fees structure at that time.

E. Fees concession for Reservation students
The concession offered to the reservation students will be applicable only for their first attempt in any semester. Such student will have to pay fees same as other candidates if he/she is repeating the whole semester for second and more times.

F. 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.

G. 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 number by the Institute.; 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 RG - 4 A above, at any time before the commencement of the examination.

H. Action against Defaulting Candidates
The candidate who does not fulfill the eligibility criteria (such as completion of satisfactory term work, satisfactory attendance etc.) to appear for examination shall be treated as defaulter and be disallowed for examination and detained in the same class. Such candidate shall not be allowed to appear for examination even though he has submitted examination forms and paid fees. The subject teacher shall prepare a list of such defaulting candidates and submit it to the examination section, as soon as the academic term is over. In case, it is found that the defaulting candidate is not detained, the institute shall have the right to cancel the performance of such candidate in that examination and also the matter shall be placed before Examination Committee for appropriate action against the subject teacher.

I. Admission to Examination Hall
a) Mandatory Documents for a Candidate during Examination
Each candidate appearing for the examination must possess a valid Identity Card issued by his institute, bearing his/her sufficiently recent photograph for easy verification of his identity and examination fees receipt, and produces the same as and when demanded by an authorized person during examination.

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

J. Disallowed Candidates Ineligible to Appear In Examination

No Candidate who is disallowed by the institute for an examination for not fulfilling conditions specified in RG-4/A shall be permitted to appear in that
examination. He shall have to fulfill all relevant conditions by seeking fresh admission to the same semester/year anew.

K. Failing to Appear in the Examination

A candidate, who fulfills all the conditions prescribed in RG4/A but could not appear at the examination, may appear for a subsequent examination as an ex-candidate. In such a case, the term work marks of the candidate will be carried forward.

L. Reappearance in passed examination:

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

RULE - 5  Readmission of a failed candidate to the same semester

Candidates failing in any semester examination of the Institute shall be considered for readmission to the same semester/year, with or without change of course or institute, subject to prevailing rules. While readmitting such a candidate, the marks obtained by him in any of the subjects or passing heads, namely theory, practical, term work, oral, project/seminar, inplant training, progressive assessment or any other head of examination shall not be considered nor shall the candidate have any claim on these marks. Further, the candidate shall submit an affidavit, to this effect; on a stamp paper of appropriate amount.

RULE - 6  Exemptions

A candidate may claim exemption in a prescribed subject having passed it or its equivalent subject from other Board or university.

A. Automatic exemptions:

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

i) Award of class while claiming exemptions: A candidate claiming exemption/s in the subject/s on the basis of passing fully the prescribed or its equivalent examination/s of any recognized Board /University will not be entitled for award of class and will be declared “Pass”.

ii) Exemptions for subjects passed in examinations of other Board/University: A candidate who has passed fully the prescribed or its equivalent examination of a recognized Board / University in the subject/s recommended by the Equivalence Committee from time to time, shall, at his option, be entitled to claim exemption in such subject/s, provided always that the percentage of marks obtained by the candidate at the original examination is not lower than that of the minimum percentage for passing prescribed by the Institute in the relevant subject/s of the course. Candidate shall not be eligible for claiming exemptions later, on the strength of having passed the subjects after the date of his admission. Candidate so exempted shall not be entitled to award of class. Exemption so admissible will lapse if not claimed at the first attempt at the examination of the Institute. For claiming exemption the candidate shall apply to Institute in the prescribed form. Such application shall be submitted through the HOD before last date prescribed by the Board along with supporting documents and necessary fees if applicable. Forms received after due date shall not be considered.
B. One-Time Opportunity to complete the term in old curriculum:
Whenever Institute revises curriculum and there is major change in the Teaching and Examinations schemes, in opinion of the Internal Academic and Examination Committee, the Institute shall provide option of one time opportunity to all the failure candidates of old curriculum to complete their term in old curriculum. However, such candidates shall be eligible to appear for the examination only on fulfillment of the rules for admission to the examination as applicable.
TEACHING, EVALUATION AND EXAMINATION SCHEME

The teaching and examination schemes shall be as per respective prescribed curriculum, subject to the revisions and modifications made by the Institute from time to time which is once in about 5 years.

RULE - 7 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.

3. Theory marks will comprise of marks earned in End Semester Examination (ESE) plus marks earned in Semester Test (IST) conducted as per RULE 12.

4. Students will be required to register at the start of every semester by filling online registration form.

5. Passing criteria for theory examination will be as per RULE 15.

RULE 8: Assessment of Term work, Practicals, Project, Seminar etc:

A. 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.

B. 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.

C. The distribution of marks for Term work, Practicals, Project, seminar etc shall be as follows:
D. Failure in subject head:
   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.

E. Failure in Term work
   A candidate scoring less than passing marks for Term Work will be declared as term work defaulter as per RULE 4/A-3

RULE - 9 : Assessment of Oral examination:

A. 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.

B. 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.

C. Evaluation of oral examination:
   Marks for orals will be collectively assigned by both internal and external examiners together, on mutual agreement.

D. Failure in Orals
   A candidate scoring less than minimum marks for passing for orals as per scheme, will be declared as failed in that subject head ie orals.

<table>
<thead>
<tr>
<th>Term work, Practicals, Project, seminar etc</th>
<th>Average of attendance per turn (7.5 marks)</th>
<th>Average of continuous evaluation per turn (5 marks)</th>
<th>Character and conduct during the entire semester (5 marks)</th>
<th>Final submission (7.5 marks)</th>
<th>Final marks: Total = 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average of attendance per turn (7.5 marks)</td>
<td>Average of continuous evaluation per turn (5 marks)</td>
<td>Character and conduct during the entire semester (5 marks)</td>
<td>Final submission (7.5 marks)</td>
<td>Final marks: Total = 25</td>
<td></td>
</tr>
</tbody>
</table>
CONDUCT OF EXAMINATION

RULE - 10 : 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 - 11: In Semester Test (IST) during the semester:

1. Two Class Tests (CT₁ before MST and CT₂ 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) = CT₁(5) + MST (15) + CT₂(5)

5. These marks of IST will be clubbed together with End Semester Examination (ESE) of 100 marks, such that total will be 125.

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 - 12 : End Semester Examination (ESE):

A. General

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/institute or industry.

5. The Question paper pattern for ESE will be as prescribed below:

<table>
<thead>
<tr>
<th>Section I</th>
<th>Section II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question no</td>
<td>Marks</td>
</tr>
<tr>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>10</td>
</tr>
</tbody>
</table>

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.
B. Examination Period and Timetable

The dates of commencement of examinations shall be as indicated in the academic calendar of the Institute. The detailed timetable of an examination would be announced about 3 weeks prior to the commencement of the examination. Any changes of dates, due to unavoidable circumstances, shall be intimated to students through notice board and other media, adequately in advance.

C. Modes of Examination

i) Mode of Written examination:
   Each candidate presenting himself at the examination shall be supplied with the Question Paper and he shall have to write the answers on the Answer Book supplied by the Institute.

ii) Mode of Practical, Oral, Term Work, Sessional, Project/Seminar Examinations. The internal and/or external examiners appointed by Institute 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 Institute from time to time.

D. Subjects at an Examination

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

E. 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 made available on institute’s web site.

F. Medium of Examination

Candidates appearing for an examination of the Institute shall have to write and communicate answers to the questions in written or oral examinations, through the medium of English language only, considering merits of the case.

G. Permission for writer

i) Permission for writer would be granted to a candidate only if he is physically unable to write the answers and has been medically so certified, at the time of examination.

ii) Any physical disability, which existed during course of study, shall not be considered as valid reason for permitting a writer.

iii) The writer so permitted shall be less qualified than the candidate. Further, the writer shall neither be a relative. The Director of the Institute shall ascertain this fact.

iv) Change of writer: Changing the permitted writer is not allowed. If a change is necessary in exceptional circumstances, the officer-in-charge, examination, may permit the change, after ascertaining that the new writer also satisfies the conditions applicable for a writer as mentioned in (iii) above.

v) For obtaining permission for writer, the candidate or his parents shall apply to Institute in writing along with medical certificate and supporting documents issued by a registered medical practitioner.

vi) The institute would make separate seating arrangement for such disabled candidate and the writer. The candidate and the writer, both shall be present together, during the sessions of the examination.
vii) Use of writer shall be limited to writing answers of theory papers only, and shall exclude drawing/graphics, and subjects wherein the motor skill of the candidate has to be tested.

viii) Further, the candidate permitted to use writer shall not be allowed to write or draw anything. Occurrence of any such event shall be considered as misconduct on the part of the candidate and he shall be liable for disciplinary action.

H. Allowance / concession of extra time to disabled candidate
Physically disabled or physically handicapped candidate shall be allowed a concession of extra time of 30 minutes for duration of examination of three clock hours and of proportionate time for examinations of lesser or more duration on production of due medical certificate from competent authority.

I. Concession to candidates with learning disability.
Candidate with learning disability due to dyslexia, dysgraphia or dyscalculia, supported by due medical certificate, shall be eligible for following facilities / concessions.

i) Facility of a writer in a manner stipulated under ‘Permission for Writer’.

ii) Concession of extra time of 15 minutes for a theory paper of 1 hour duration and 30 minutes for paper of duration of 2 hours or more for writing examination.

iii) Concession of maximum 20 marks to a failing candidate for passing. This concession may be given in any one or more subjects without exceeding the limit of total 20 marks of that semester.

iv) If a candidate needs concession in more than one subject and total such concession exceeds maximum limit of 20 marks for that specific semester, then the candidate shall be asked for his/her option. Based on the option the concession shall be granted.

v) If a candidate after getting concession does not pass in all subjects and also does not exhaust maximum limit of 20 marks in a particular semester; remaining marks shall be made available as a concession for passing in remaining subjects of that semester in subsequent attempts.
RULE - 13 : Penalty for acts of misconduct

In any examination of Institute, 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 Unfair means committee of the Institute. 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 Unfair means 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-register to the same semester examination; after the expiry of the period for which he/she is debarred, if he/she is otherwise eligible.

RULE - 14 : Punishment norms for unfair means

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Name of Malpractice</th>
<th>Quantum of Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Candidate disclosing identity for getting illegal benefit by writing roll number, name, signs, symbols etc</td>
<td>Cancellation of the said FULL examination (This will apply to all categories) and debarring From appearing for next one semester exam. i.e. the student will appear for same examination after getting debarred for ONE year. (1+1) (The mobile phones or equivalent devices so collected, will not be returned to the candidate till the student becomes eligible for appearing to the examination again.)</td>
</tr>
<tr>
<td>2</td>
<td>Contacting examiner for getting illegal benefit</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Writing provocative remarks, abusive, threatening language etc in answer book</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Communicating or talking to another candidate</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Candidate found copying from copying material during examination period.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Candidate found in possession of copying material but not copied</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Candidate found exchanging answer books, slip of paper etc with other candidate</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Candidate X found in possession of answer book of Y without knowledge of Y</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Cases of mass copying reported by examiner at assessment centers.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Throwing of answer book with answers written inside to another candidate</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Destroying of answer book</td>
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</tr>
<tr>
<td>12</td>
<td>Deliberating free copying between two</td>
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<td>---</td>
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<td></td>
</tr>
<tr>
<td>13</td>
<td>Possessing Mobile phones or equivalent devises, in working condition or otherwise, while appearing for examination in examination hall (used or not used for copying purpose)</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Tampering with answer books of other candidate in examination hall</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Candidate found with answer book having two hand writings- one self and another different than self.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Candidate attaching currency notes or equivalent to their answer books for getting illegal benifit</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Cases of mass copying reported by supervisor during examination period</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Smuggling out and / or in of answer books.</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Forging of signature of supervisor</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Smuggling out and / or in of answer books and forging of signature of supervisor</td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Attempting to send out or take out question paper and deliver to outsider</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Bringing or possessing any weapon in examination hall and or doing any kind of violence on part of candidate against anybody in examination hall</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Tampering with any documents of institute existing in examination hall</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Impersonation Candidate who impersonates Candidate for whom impersonate is noted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) (1) To be handed over to police. (2) If is an existing student of institute; debarring from appearing for next FIVE semester exam. le the student will appear for same examination after getting debarred for THREE years.(1+5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Cancellation of the said FULL examination (This will apply to all categories) and debarring From appearing for next FIVE semester exam. le the student will appear for same examination after getting debarred for THREE years.(1+5)</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Any other cases not covered above but found violating examination ethics.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All such cases to be kept before the unfair means committee and to be dealt with on case to case basis.</td>
<td></td>
</tr>
</tbody>
</table>

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.
RESULT PROCESSING

RULE - 15 : Standard for passing

A. To pass an examination, a candidate must obtain a minimum of 40% of the aggregate marks separately in each head of Theory paper (i.e. 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) digit.

B. 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 12/4

C. To pass a theory subject examination a candidate must obtain a minimum marks required for passing as per the scheme of that subject.

D. 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 12/4

E. 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 - 16 : Declaration of result

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

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

- I DST (First Class with Distinction): Candidates passing in all subject heads and securing minimum 75% of total marks shall fall in this category.
- I (First Class): Candidates passing in all subject heads and securing minimum 60% or more but less than 75% of total marks shall fall in this category.
- II (Second Class): Candidates passing in all subject heads and securing minimum 45% or more but less than 60% of total marks shall fall in this category.
- Pass (Pass Class): Candidates passing in all subject heads and securing minimum 40% or more but less than 45% of total marks shall fall in this category.
- ATKT (Allowed To Keep Term): Candidates awarded ATKT status as per prevailing rules, shall fall in this category.
- WFLS (Withheld. Failed in lower semester): Candidates passing final semester examination but failing in lower semester/(s) examination shall fall in this category.
• Fail: Candidates failing to secure minimum passing marks in number of subjects more than those prescribed for award of ATKT or minimum percentage of aggregate marks shall fall in this category.

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

i. TH: Theory
ii. OR: Oral
iii. PR: Practical
iv. TW: Term Work
v. @: Condoned marks
vi. *: Failure marks
vii. #: Marks Carried forward
viii. AB: Absent
ix. EX: Exemption
x. WFLS: Result withheld due to pending lower semester
xi. %: Percentage of marks
xii. CON: Condoned
xiii. ATKT: Allowed to keep term
xiv. DIST: Distinction
xv. P/O: Practical / Oral

C. Results Held in Reserve (RHR)

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,

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

E. Allotment of abnormally high or low internal marks:
In case it is revealed that the candidates has been allotted abnormally high or low internal assessment marks, such cases shall be enquired into and the matter shall be placed before the IAEC 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.

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

G. 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 IAEC for scrutiny. The Director of Institute shall have power to advise secretary to amend the result of such candidate at any time, as per the recommendations of the Examination Committee and declare the result.

H. Implementation of the amended result by the institute
The institute shall get the result gazette duly corrected as per amendment. The institute shall further, take back the original mark sheet and the diploma certificate, as the case may be, from the candidate.

RULE - 17 : Grace marks:

A. For Subject:
A maximum of three marks (in a paper of 100 marks) or four marks (in aggregate 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, a sample case is displayed:

<table>
<thead>
<tr>
<th>Case No.</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theory Marks (100)</td>
<td>30</td>
<td>31</td>
<td>32</td>
<td>33</td>
<td>34</td>
<td>35</td>
</tr>
<tr>
<td>Test Marks (25)</td>
<td>20</td>
<td>20</td>
<td>14</td>
<td>13</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>Total (125)</td>
<td>50</td>
<td>51</td>
<td>46</td>
<td>46</td>
<td>46</td>
<td>46</td>
</tr>
<tr>
<td>Result</td>
<td>Fail</td>
<td>Fail</td>
<td>Pass</td>
<td>Pass</td>
<td>Pass</td>
<td>Pass</td>
</tr>
</tbody>
</table>

**Explanation**
- Case no. 1 30+(5) not allowed, hence "Fail"
- Case No.2 31+(4) not allowed hence "Fail"
- Case No.3 32+(3)+14=49+(1) "Pass"
- Case No.4 33+(2)+13 = 48+(2) "Pass"
- Case No.5 34+(1)+12=47+(3) "Pass"
- Case No.6 35+(0)+11= 46+(4) "Pass"

No race marks will be awarded in case of Oral and Practical examination.
B. For Subject:

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) digit.

RULE - 18: Condonation:

A. 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)

B. 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.

C. 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 - 19: Award of Class for Semester Examination up to Semester IV

A. 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.

B. 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.

C. 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.

RULE - 20: Award of class for Final Examination:

A. Class for the Diploma course will be awarded based on their % obtained in semester V and VI irrespective of whether a student clears semester V and VI by part/s or in single attempt.

B. Students failing in any or no subject in the final year of Diploma examination i.e. V or VI Semester, can appear for all the theory papers only in “Improvement examination” (see RULE–21). His/her other marks such as Term work, Practical, Oral, Class Tests & Mid Semester Test will be carried forward.

C. 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.

D. 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.
E. 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.

F. In all other cases a passed candidate will be declared to have passed the examination in Pass Class.

RULE – 21 Improvement Examination:

The candidate appearing for improvement examination shall:

A. Forfeit the Diploma awarded earlier, certificate of marks, original latest leaving certificate and other document she/she is entitled to for having passed the final year examination for which he/she opts to reappear and improve his/her performance.

B. Be entitled to reappear as an ex-candidate and his/her previous marks other than theory subjects shall be carried forward.

C. Be required to reappear in all the theory subjects of final year examination, at any of next two consecutive examinations. Such a candidate shall be permitted to avail only one chance to improve his/her class performance in either of two immediate consecutive examinations.

D. Be allowed to maintain the better result of the two examinations

RULE - 22 Carrying Forward Marks of Ex-Candidates for Exemptions:

In case of ex-candidates the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks. Such candidates shall not be eligible for award of class.

Marks obtained in class tests, practicals, term work will also be similarly carried over to the subsequent examination.

RULE - 23 : Verification of marks

A. Retotalling

After the completion of checking of an answer book; the same will be put forward to another staff for ensuring the checking of each answer and for retotalling of allotted marks.

B. Photocopy of answer books

Photocopy of answer book will be issued only in case of the initial checking of answer book. It will not be issued in case of re-assessed answer book.

C. Re-assessment of answer papers (theory only)

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 5 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.

D. Acceptance of Result after Reassessment

If the marks obtained after reassessment are

1. ± 30% or more of passing marks assigned for the paper; then the answer book will be sent for re-reassessment to another examiner who is different from all earlier examiners who had evaluated that answer book.

2. Marks obtained after re-reassessment are compared with original and reassessment marks whichever are nearer to re-reassessment marks. Higher of the two marks out of these are awarded to the candidate.
POST EXAMINATION PROCEDURES

RULE - 24 : Issue of statement of marks

A. Original:
   A candidate appearing for an examination of the 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.

B. 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 - 25 : Issue of Diploma certificate

A. 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'

B. Duplicate:
   A duplicate Diploma Certificate ( including provisional passing 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 - 26 : Issuance of Transcript:

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

RULE - 27 : Name correction on documents:

A. 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.

B. 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.
MISCELLANEOUS

RULE - 28: 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 - 29: Retention period of documents:

The examination documents shall be preserved till the declaration of result of next two consecutive examinations held; 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 - 30: 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. Thereafter he/she will be disqualified to continue the course.