

# RULES & REGULATIONS GENERAL

**INSTITUTE FOR DESIGN OF ELECTRICAL MEASURING  
INSTRUMENTS  
(An Autonomous Institute)**



(A Government of India Society)

# IMPLEMENTATION OF AUTONOMY

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**(An Autonomous Institute)**

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Mumbai- 400 022 (M.S.)

**REGULATIONS: EXAMINATION, RESULTS  
& AWARD OF DIPLOMA**

**Common to All Diploma Programmes**

## PROLOGUE

These regulations are resolved by the Executive Council in its proceedings of eleventh meeting held on 25/07/2015; vide item no. 1 of the minutes. These regulations are based on the examination regulations of Maharashtra State Board of Technical Education, Mumbai.

This document contains,

- i. Regulations General — these regulations are applicable to all semester pattern diploma courses.
- ii. Regulations Engineering - These regulations are applicable to all semester pattern Diploma courses in engineering and as specifically mentioned in these regulations.

In case of any difficulty and/or doubt in interpretation of any rule, the interpretation of the Principal Director, IDEMI shall be final and binding on all stakeholders.

**Principal Director**

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## REGULATIONS: EXAMINATION, RESULTS AND AWARD OF DIPLOMA

### RG -1 Teaching and Examination Scheme

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

The curriculum structure and guidelines are as per the specifications stated in the Main document (G2).

#### A) Subjects and Heads of Passing

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

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

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

### RG -2 Rules of admission to a course

#### A) Eligibility

No candidate shall be admitted to a course for Diploma, unless he has passed the qualifying examination or an equivalent examination as prescribed for admission to the course, and fulfilled other conditions as prescribed for the admission to the course, by the Principal Director Competent Admission Authority.

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 IDEMI authorities. Without above eligibility certificate, the enrollment form of such candidate shall not be accepted.

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

Candidates failing in any semester examination shall be considered for readmission to the same semester, 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, implant 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. Following table contains the conditions applicable to readmission.

**Conditions Applicable to Readmission of a Failed Candidate**

c)

Sr. No.	Semester of The course for readmission	Whether Change of course sought	Whether Change of institute sought	Necessary conditions
1	First Semester	Yes	Yes	1. Previous admission to first semester shall be cancelled before applying for readmission. 2. All provisions of prevailing admission rules applicable
2	Second semester	Yes	Yes	1. Permission from Principal Director 2. Admission within sanctioned intake capacity 3. Eligibility Certificate from IDEMI 4. Section RG4of the regulation applicable
3	Third semester	No	Yes	1. Permission from Principal Director 2. Admission within sanctioned intake capacity 3. Eligibility Certificate from IDEMI 4. Section RG4of the regulation applicable
4	Fourth semester	No	Yes	1. Permission from Principal Director 2. Admission within sanctioned intake capacity 3. Eligibility Certificate from IDEMI 4. Section RG4of the regulation applicable
5	Fifth semester	No	No	---

**Eligibility Criteria for Admission to Higher Semester**

A candidate shall be eligible for admission to higher semester or for keeping terms thereof on the basis of passing or obtaining status as allowed to Keep Term (ATKT) in the examination in which he has appeared, as shown in table given.

**Admission to Higher Semesters for Semester Pattern Courses**

**Term	Admission to semester	Eligibility
	First (I)	As per Rules of admission prescribed by the competent authority, for diploma courses.
	Second (II)	Pass /ATKT at Semester I or Term Completion**at semester I
	Third (III)	1) Pass / ATKT at semester I & II combined
	Fourth (IV)	1 ) Pass / ATKT at semester I & II combined 2) Pass /ATKT at semester III 3) Term Completion** at semester III
	Fifth (V)	1 ) Pass / ATKT in semester I & II combined 2) Pass / ATKT at semester III & IV combined 3) Term Completion** at semester IV
	Sixth (VI)	1) Pass / ATKT in semester I & II combined 2) Pass / ATKT at semester III & IV combined 3) Pass /ATKT in V semester 4) Term completion** at V semester

completion at any semester here means completion of term as per rule RG4 (d) every candidate shall fill in the examination form along with prescribed examination fees

## D) Rules of ATKT for Admission to Next Higher semester

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

<b>Table for deciding ATKT status</b>		
<b>Total number of Subjects*</b>	<b>Minimum number of subjects required to pass</b>	<b>Maximum number of failure subjects allowed for availing benefit of ATKT</b>
1	1	0

2	2	0
3	2	1
4	2	2
5	3	2
6	3	3
7	3	4
8	4	4
9	5	4
10	6	4
11	7	4
12	8	4
13	9	4
14	10	4
15	10	5

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

E) Direct admission to third semester (applicable only for Engineering & Technology Diploma)

i) A candidate passing H.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 of a Diploma course in Engineering and Technology, against the seats created solely for this purpose, subject to the conditions here under.

- 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 or second year for yearly pattern courses in respective diploma courses only.
- Any other condition/s that may be prescribed by the Govt. and may prevail at the time of these admissions.

F) Admission consequent to change of course, Admissions shall be processed as per prevailing rules of the IDEMI.

G) Acquiring Additional Diploma

i) Eligibility, exemptions, passing, award of Additional Diploma: A candidate having completed any Diploma/Post Diploma/Post-Graduate Diploma/Advanced Diploma/Any other Diploma course may, after keeping terms, appear for such of the examinations of another Diploma/Post Diploma/Post-Graduate Diploma/Any other Diploma course as may be prescribed specifically. Such a candidate shall be declared to have passed the Final examination leading to the award of Additional Diploma / Post Diploma / Post-Graduate Diploma / Any other Diploma in Distinction, First or second class, provided he appears and passes in all the subjects prescribed to additional diploma course. Candidate claiming exemptions on the strength of having passed any identical or equivalent subjects at any of the examinations of his previous diploma shall not be eligible for award of class and his previously obtained marks of such subjects shall not be carried forward.

ii) Facility for a Teacher Candidate to Appear Directly for Final Semester Examination

A teacher candidate who has put in at least two year service and possesses a Diploma or Degree in Engineering or a teacher candidate who possesses a Graduate / Post Graduate Degree in science and a corporate membership of a recognized professional body such as Institute of Engineers (India), Institute of Electronics & Tele-communication Engineers etc., would be permitted to appear directly for final year/ or penultimate and final semester examinations leading to the award of Diploma / Post Diploma / Post Graduate Diploma, as may be prescribed specifically, subject to his putting in requisite term work etc. as mentioned in the related teaching scheme.

### **RG -3 Rules of Registration**

#### A) Registration of Candidates

- i) Each candidate shall submit registration/enrollment forms of the candidates admitted to the institute in the prescribed format in any of the following categories:
- Fresh admission to the first semester of a course.
  - Direct admission to third semester/ second year.
  - Admission to a Double Diploma Course.
  - Admission due to change in course and or institute at Institute level or by way of transfer from other institute.

#### B) Last Date for Submission of Registration Form

- i) For the courses whose first examination is held in winter, the last date for submission of registration forms shall be September 15 of the year in which admissions are effected. The registration forms shall not be accepted after this date.
- ii) For the courses whose first examination is held in summer, the last date for submission of registration forms shall be October 31 of the year in which admissions are effected. In case the last date mentioned above falls on a holiday, the next working day shall be treated as the last date.

### **RG -4 Rules for Eligibility to Appear for Examination**

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

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

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

- i) Responsibility of applying for admission to examination a candidate shall apply separately for each semester examination he wishes to appear in. It shall be the responsibility of the candidate to fill up the examination form/s for admission to examination/s, along with fees/late fees/fines, as applicable. IDEMI shall have power to cancel the performance of the candidate in the examination, if found to have appeared in examination without fulfilling above responsibility.
- ii) It shall be the responsibility of the candidate to fill up the examination form as per schedule declared, along with prescribed examination fees through the institute, even if his result status is RHR/WFLS/WFLY/PLUS RHR as the case may be.
- iii) Application for Admission to Examination

A candidate intending to appear in a semester examination shall be required to apply in the prescribed examination form for admission to examination and submit the same along with the prescribed fees on or before the notified dates.

### C) Refund of Examination Fees

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

- i) If a candidate submits the examination form with requisite fees, as per the schedule for the ensuing examination, his result being RHR, and later he is declared successful, such candidate would have to apply for the refund of examination fees within 15 calendar days after the declaration of his result.
- ii) If a candidate has submitted the examination form with requisite fees, as per the schedule for the ensuing examination and later he is declared successful in the examination after verification of marks, such candidate would have to apply for the refund of examination fees. The procedure of refund of fees shall be as laid down in the section (i) above.
- 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 IDEMI shall be refunded to the parents/guardian. For this purpose, the parents/guardian shall apply to the 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.

### D) Admission to an Examination

#### i) Eligibility for appearing in examination:

- No candidate will be admitted to any semester examination unless he keeps terms for that semester and unless he has filled in examination form along with prescribed examination fees and unless it is certified by the Head of Department that he has fulfilled following conditions.
- He / she has put in satisfactory attendance of at least 75 % of the total Lectures / Periods in each Theory /Practical /Term work /Tutorials / Project work separately in each and every subject of the Semester as per the Teaching scheme and not the 75% of total Lectures conducted by the Subject Teacher, and He / she has satisfactorily completed all the specified laboratory Practicals / Term work / Projects / Sessional etc. prescribed in the curriculum for the Semester.
- He has shown satisfactory progress in his studies and evinced good conduct.
- He has not been debarred for any period from appearing for any examinations held by any Government, Constitutional Authority or Statutory Examining Authority in India or by the Board to any of its Examination during that period.

### E) Condoning deficiency in attendance

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

eligible.

F) Withdrawal of application For Examination & Cancellation of Performance in the examination

i) Notwithstanding the submission of application, payment of examination fees and allotment of examination seat number, the head of the institute shall be competent to delete application of the candidate who fails to fulfill any of the laid down eligibility conditions for admission to examination mentioned in RG4 (d) (i). The examination fees paid by the candidate shall not be refundable.

ii) Notwithstanding the acceptance of application form and fees, allotment of seat number by IDEMI, the performance/result of the applicant at the examination would be cancelled if it is later found that the applicant was not eligible for admission to the relevant semester and for admission to the said examination. Further, the Head of institute shall be liable to disciplinary action for wrong certification of the applicant.

G) Action against Defaulting Candidates

The candidate who does not fulfill the eligibility criteria (such as non-completion of satisfactory term work, deficient attendance etc.) to appear for examination shall be treated as defaulter and be disallowed for examination and detained in the same class. Such candidate shall not be allowed to appear for examination even though he has submitted examination forms and paid fees. The Head of Department shall prepare list of such defaulting candidates and submit it to the Principal Director & examination cell, as soon as the academic term is over. Also remarks to this effect shall be written on the copy of mark sheets, duly countersigned by the examiner before submitting it to Controller of Examinations. In case, it is found that the defaulting candidate is not detained, institute shall have the right to cancel the performance of such candidate in that examination and also the matter shall be placed before Special Committee for appropriate action against the subject teacher.

H) Action against Defaulting teacher

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

I) Admission to Examination Hall

- Mandatory Documents for a Candidate during Examination

The institute shall issue Hall Ticket/Admission card to each eligible candidate who has applied for examination. Each candidate appearing for the examination must possess a proper Hall Ticket; a valid Identity Card issued by institute, bearing his 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.

- 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 RG4 D (I) shall be permitted to appear in that examination. He shall have to fulfill all relevant conditions by seeking fresh admission to the same semester a new.

**K) Failing to Appear in the Examination**

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

**L) Simultaneous Appearance in Two Examinations of a Course**

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

**M) Reappearance in passed examination:**

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

**RG-5 Exemptions**

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

**A) Automatic exemptions:**

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

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

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 (IDEMI) 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.

For claiming exemption the candidate shall apply in the prescribed form. Such application shall be submitted through the Head of Department before last date prescribed by the institute along with supporting documents and necessary fees if applicable. Forms received after due date shall not be considered.

iii) Reappearing in passed subjects:

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

B) Passing the Missing and Backlog Subject:

i) If a candidate is permitted to change the course, at any stage, he will have to appear for backlog subject, if any, of the lower year of the course. Such candidate shall submit a separate examination form along with the prescribed examination fees for the lower year.

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

iii) The candidate who is admitted directly to second year/third semester or higher level stage shall

appear for examination for backlog subject/s, if any of the lower semester/year(s) of the course. Such candidate shall submit a separate examination form along with the prescribed examination fees for the lower semester.

iv) Exemption Related To Change Of Course:

If a candidate has been granted a change of course and seeks exemptions in the equivalent/common subject/s in new course on the basis of having passed such subject/s in examination of previous course conducted by the institute, he shall be eligible for such exemption. However, the candidate so exempted shall not be entitled to award of class.

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

Whenever institute revises curriculum and there is major change in the Teaching and Examinations schemes, in opinion of the Board of studies, 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.

### **RG-6 Ex-Candidate**

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

#### Admission of Ex-Candidate to Examination

i) An ex-candidate, except where he has failed only in term work, shall be entitled, without having to keep fresh terms and fulfill conditions of admission to the examination anew, to have his application form forwarded through the head of department for admission to the subsequent examinations of that semester, subject to the provisions of relevant regulations.

ii) A candidate, who has failed at the previous examination in the term work, shall have to rejoin the institute and put in fresh term work, in which he has previously failed, to the satisfaction of the head of department for being eligible to reappear in that examination.

iii) A candidate who is ex candidate of the institute and who has successfully completed the term of any semester examination and who has taken away his leaving certificate will cease to be a candidate of the institute. However if such ex candidate desires to appear any semester examination to which he is otherwise eligible to appear can apply for admission to the examination through the institute where he was studying. For doing so he will have to deposit his latest leaving certificate or transfer certificate temporarily and a affidavit stating the reasons for gap at the institute. If such candidate passes the examination or becomes eligible for higher semester, the prevailing rules for

admission to higher year shall apply.

**RG7. Assessment of Term Work / Sessional / Practical / Project Work / Oral/Any other head**

A) Assessment

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

(ii) The Head of the Department shall keep in his custody the record of the progressive assessment marks, in the prescribed format, and make it available, when required at next examination. Such record shall be kept for subsequent two examinations only.

(iii) The term work/ Practical/Project Work of a candidate abstaining from an examination, shall be preserved by the candidate himself and presented for examination when the candidate next appears therein. The period of preservation of such term work shall not be more than two succeeding examinations.

(iv)The Head of the Department shall issue the order/list of the disallowed/detained candidates immediately after the end of the term and before the commencement of the Theory or Practical examination whichever is earlier. The internal examiner shall hand over a copy of the above list to the external examiner who shall ascertain that the disallowed/ detained candidates have been marked with appropriate code in the examiner's mark sheet. The department shall submit a copy of the order to the examination cell. A copy of these orders shall be preserved by the Head of the Department in sealed envelope and shall produce only if asked by the authority.

(v) Term work and performance at practical/oral examination shall be assessed on the basis of the candidate's depth of comprehension of the principles involved and not on the basis of mere collection of data for presentation. Embellishment, thus, is not expected and will not be given credit.

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

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

B) Marks of ex-candidate to be carried forward

In case of ex candidate, the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks. The candidate who has claimed exemptions and whose marks are carried over is eligible for award of class.

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

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

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

If the examiners detect cases where Laboratory Practicals /Term-work / Project/ Sessional are incomplete but Head of Department has certified the same as complete and allowed candidates to appear for examination, the controller of examination shall enquire into such matter and report of all such cases shall be submitted to the Principal Director for due action against the department as per the decision of special committee.

E) Failure in Term Work:

A Candidate, who has failed in any of term work examination, wherever prescribed for any semester examination, shall be admitted to the succeeding semester, if otherwise eligible. However, such candidate shall submit fresh term work by rejoining institute in related subject/s in which he has failed, for subsequent examination. In case institute cannot arrange time table for such candidate for both the semesters' classes during the same time period, then the candidate should not be allowed to join higher semester, though result status is A.T.K.T., till the candidate completes fresh term work and passes successfully the term work examination in which he had failed at lower semester. Completion of fresh term work shall be certified as per RG4D (i). In case the department fails to produce the term work of any candidate for assessment in examination, the candidate shall be marked as disallowed & shall not be communicated as absent in any case.

## **RG-8 Conduct of Examination and Result Processing**

A) Examination Period and Timetable

The dates of commencement of examinations shall be as indicated in the academic calendar of the institute. The detailed timetable of an examination would be displayed 2 weeks prior to the commencement of the examination. Any changes of dates, due to unavoidable circumstances, shall be intimated to all departments and students.

B) Modes of Examination

i) Mode of Written examination:

Each candidate presenting himself at the examination shall be supplied 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/examination cell 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 and even may be online.

C) Subjects/Courses at an Examination

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

D) Curriculum for Subjects at Examination

The Curriculum for each subject/course at the examination shall indicate the detailed contents of study prescribed. The copy of Curricula may be priced publication made available for sale in institute. The institute may also make them available on its web site.

E) 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, unless otherwise specified.

F) 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 of the candidate nor an employee at the center of examination. The Head of the Institute shall ascertain this fact.

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

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

vi) The officer in charge 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 of extra time to disabled candidate

Physically disabled or physically handicapped candidate shall be allowed a concession of extra time to the tune of maximum 30 minutes if duration of examination is three clock hours and proportionate for duration less than three hours, on production of due medical certificate from the competent authority.

#### I) Re-examination

I) Re-examination will be conducted only once in every semester. The re-examination of 80 marks Question paper (either theory or practical) will be conducted for any subject in all diploma programme.

II) Re-examination will be conducted within 15 days of declaration / display of result gadget.

III) Re-examination will be conducted only if 20 % or more than 20 % of appeared students are failure in respective subjects.

IV) Re-examination will be conducted only for the subjects in which student has failure.

V) Re-examination will be conducted on the submission of application in the prescribed format and fees within the schedule as prescribed by Institute from time to time.

VI) The re-examination Question paper will be selected from the remaining two unsealed question paper available with examination cell. Selection of Question paper will be done by the Chairman of Examination cell in the presence of Principal Director and controller of examination, the day before the commencement of re-examination.

VII) The selected unsealed question paper will be typed and their photocopies will be provided by the controller of examination to the respective examination hall supervisor's. With attendance sheet and answer sheets as required.

VIII) All the answer sheets will be collected from examinee by examination hall supervisor and handover to the controller of examination. He / she will be responsible for storage and security of all the semester re-examination answer sheets for all diploma programme.

- IX) Principal Director of the Institute shall appoint one Examination Assessor for every semester, and one paper checking hall where all respective subject faculty will check the papers within specified time bond given by examination cell. The faculty will not allow to take any answer sheet or exam related documents out of paper checking hall.
- X) Subject wise mark list will be collected from respective faculties. The mark lists and answer sheets will be collected programme wise by the controller of examination.
- XI) Normal verification or Revaluation will not be done for re-examination answer sheets.

### RG-9 Result Processing

A) Results of the Examinations

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

B) Criteria for Passing:

First Class with Distinction	75 % and above
First Class	60 % and above but below 75 %
Second Class	50 % and above but below 60 %
Pass Class	40 % and above but below 50 %

C) Criteria for Failure:

- If the student fails in 4 (four) subjects or more than 4 (four) subjects in any semester, will be declared as failure.
- As the condition mention above, the student will be declared as failure and will not be allowed for next semester.
- If student fails in 4 (four) subjects or more than 4 (four) subjects in any semester after the re-examination he / she has to appear for only failure subjects in next upcoming semester.

D) Rules for ATKT:

- If the student fails in 3 (Three) subjects or less than 3 (Three) subjects in any semester, will be declared as ATKT.
- As the condition mention above, the student will be allowed for next semester with ATKT subjects.
- The student will not be allowed for next semester with more than 3 (three) ATKT subjects.

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

- i. TH: Theory
- ii. PT: Progressive test
- iii. PR: Practical
- iv. PM: Practical test marks

v.	AG: Aggregate
vi.	AP: Additional practical
vii.	OR: Oral
viii.	TW: Term Work
ix.	PW: Project work
x.	SW: Sessional work
xi.	IT: Industrial training
xii.	@: Condoned marks
xiii.	* : Failure marks
xiv.	#: Marks Carried forward
xv.	AB: Absent
xvi.	EX: Exemption
xvii.	OPT: Optional
xviii.	LSP: Lower Semester Pending
xix.	PLY: Pending lower year.
xx.	WFLS: Result withheld due to pending lower semester
xxi.	%: Percentage of marks
xxii.	WFLY: Result withheld due to pending lower year
xxiii.	CON: Condoned
xxiv.	FT: Failed but allowed to keep term
xxv.	ATKT: Allowed to keep term
xxvi.	DIST: Distinction

E) Processing Adversely Affected Result before Its Declaration

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

F) Allotment of abnormally high or low internal marks:

In case it is revealed that the candidates of a particular course/s of an department has been allotted abnormally high or low internal assessment marks, such cases shall be enquired into and the matter shall be placed before the Special Committee for Its recommendations to the extent of modifying the marks in proportion to the average marks of the whole class in the related theory paper or all theory papers (in case the related subject of the internal assessment does not have theory paper for

the examination) of that examination, secured by the class, limited to the minimum marks for passing and consequent amendment in the result shall be effected.

G) Amendment in Declared Results

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

H) Amendment in the Declared Result Owing to Misconduct

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

I) Implementation of the amended result by the institute

On receiving the amended result, the controller of examination shall get its copy of result gazette duly corrected. The institute shall further, take back the original mark sheet and the diploma certificate, as the case may be, from the candidate.

J) Certificate of marks

i) Issuance of Certificate of marks:

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

ii) Duplicate Certificate of marks

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

K) Process and Extent of Verification

A candidate who has appeared at the examination conducted by the Examination Cell may apply to the Controller of Examination for verification of marks obtained by him, in any of theory papers he has appeared in. The verification shall be restricted to verifying that all answers attempted by the candidate have been assessed; there has been no mistake in totaling of marks allotted to each answer in the answer book of that subject; all such allotted marks to each answer are transferred correctly on the cover page of the main answer book and whole answer book, main and all its supplements as mentioned by the candidate on the cover page of main answer book, are intact. If, as

a result of verification, a candidate becomes eligible for registration.

L) Other Acts and Guide line Documents operative in this regulation (Acts Related To Conduct of Examinations)

i) Maharashtra Prevention of Malpractices at University, Board & Specified Examinations Act of 1982.

ii) Maharashtra Prohibition of Ragging Act, 1999.

Guide line Documents

i) Instructional Manual on Conduct of Examination

ii) Norms for Assessment of Answer books

iii) Guidelines for Special Committee.

iv) The annexure containing nature and quantum of punishment,

v) Academic monitoring reports

## RG-10 Penalty for Acts of Misconduct of Candidates

### Part-I

#### General

1. Title of the Rules:

These Rules shall be called "IDEMI Students Conduct and Discipline Rules, 2015".

2. Date of Commencement:

These Rules shall come into force with immediate effect.

3. Applications of Rules:

These Rules shall apply to all the students of the IDEMI, whether admitted before the date of enforcement of these Rules or afterwards.

### Part-II

#### Acts of Indiscipline and Misconduct:

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the IDEMI. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:

- (i) Disruption of teaching, student examination, administrative work, curricular or extra-curricular activity or residential life of the members of the IDEMI, including any attempt to prevent any member of the IDEMI or its staff from carrying on his or her work; and any act reasonably likely to cause such disruption.
- (ii) Damaging or defacing IDEMI property or the property of members of the IDEMI or any other property inside or outside the IDEMI campus.
- (iii) Engaging in any attempt at wrongful confinement of teachers, offices, employees and students of the IDEMI or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the IDEMI.
- (iv) Use of abusive and derogatory slogans or intimidator language or incitement of hatred and

- violence or any act calculated to further the same.
- (v) Ragging in any form. "The word 'ragging' means the action as stated in Anti ragging bill of AICTE
  - (vi) Eve teasing or disrespectful behavior to women or girls students;
  - (vii) An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
  - (viii) Causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of IDEMI premises, including hostels or halls of residence, by any person;
  - (ix) Getting enrolled in more than once course of study simultaneously in violation of the IDEMI rules;
  - (x) Committing forgery, tampering with or misuse of the IDEMI documents or records, identification cards, etc.
  - (xi) Furnishing false certificate or false information to any office under the control and jurisdiction of the IDEMI.
  - (xii) Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the IDEMI premises.
  - (xiii) Indulging in acts of gambling in the IDEMI premises;
  - (xiv) Possessing or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the IDEMI premises.
  - (xv) Arousing communal, caste or regional feelings or creating disharmony among students;
  - (xvi) Not disclosing one's identity when asked to do so by an employee or officer of the IDEMI who is authorized to ask for identity.
  - (xvii) Tearing of pages, defacing, burning and destroying of books of any library or seminar.
  - (xviii) Unauthorised occupation of hostel, rooms or unauthorised acquisition or use of IDEMI furniture in one's hostel room or elsewhere.
  - (xix) Accommodating guests or other persons in hostels without permission of the Provost or Warden.
  - (xx) Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the IDEMI.
  - (xxii) Any act of moral turpitude;
  - (xxiii) Any offence under law;
  - (xxiv) Committing any of the offences specified in the examination (Control of Unfair Means and Disorderly Conduct) Regulations of the IDEMI.
  - (xxv) Violation of the Traffic Rules as notified by the authority.
  - (xxvi) Improper behavior while on tour or excursion.
  - (xxvii) Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings, and
  - (xxviii) Any other act which may be considered by the Head of IDEMI or the Discipline Committee to be an act of violation of discipline.
  - (xxix) Every Student of the College has to attend at least 75% of the classes. Those who failed to secure a minimum attendance of 75% will not be entitled for their Examination.
  - (xxx) Students are supposed to keep their Identity Card with them and show as and when required by the Principal, Lecturers or any Employee of the College.
  - (xxxi) Students should attend the College in prescribed Uniform or else, they shall not be

allowed to attend the classes.

- (xxxii) Every Student has to observe discipline in Class, College premises, Library in consonance with the best tradition of the College.
- (xxxiii) Every Student is expected to observe silence in class. They are strictly prohibited to loiter or wander in College premises or anywhere during the Class time.
- (xxxiv) Students are hereby strictly instructed to switch off their Mobile Phones in the Class Rooms and also in College premises otherwise fine will be imposed.
- (xxxv) Smoking, chewing Tobacco, Pan Masala, Ghutka and consumption of Intoxicating Liquors, Narcotic Drugs, Psychotropic Substances or any other prohibited substances in the College premises is strictly prohibited and also liable for severe punishment.

### Part III

Officers authorized to take disciplinary action

Without prejudice to the powers of the Principal Director the following persons are authorized to take disciplinary action by way of imposing penalties as specified in part IV of these Regulations;

- a. Head of Department
  - b. Senior faculty/Sr. engineering (training)
  - c. Rector
  - d. Librarian
  - e. Any other person employed by the IDEMI and authorised by the Principal Director for the purpose.
- (i) Any penalty enumerated in Rule may be imposed by the Principal Director upon the recommendation of the Discipline Committee constituted
  - (ii) Penalties other than those specified in Clause (ix), (x), (xi), (xii) and (xiii) of Rule may also be imposed by any of the Officers enumerated in Rule 5, within their respective jurisdictions.
  - (iii) Penalties on the offences relating to Examination will be dealt by the relevant bodies.

### Part IV

Nature of Penalties:

The following penalties may, for act of indiscipline or misconduct or for sufficient reasons, be imposed on a student, namely:

- i) Written warning and information to the guardian
- ii) Fine upon Rs. 500/- which may extent up to Rs. 2,500/-
- iii) Suspension from the Class/Department/IDEMI/Hostel/Mess/Library/ or availing of any other facility
- iv) Suspension or cancellation of Scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency
- v) Recover of pecuniary loss caused to IDEMI Property
- vi) Debarring from participation in Sports and other such activities
- vii) Disqualifying from holding any representative position in the Class/Hostel/Mess/Sports and in similar other bodies.
- viii) Hostel shift and Hall shift
- ix) Expulsion from the Department/Faculty/Hostel/Mess/Library for a specified period

- x) Debarring from an examination
- xi) Issue of Migration Certificate
- xii) Expulsion from the IDEMI for a specified period
- xiii) Disqualifying from further studies, or prohibition of further admission or re-admission.

Any student against whom a charge of misconduct has been made maybe suspended from the rolls of the IDEMI by the Principal Director, pending enquiry or pending trial or a cognisable offence by a court of law.

- No penalty, provided in Clause (x), (xi), (xii), (xiii) and (xiv) of Rule 6 shall be imposed without giving the student a reasonable opportunity of being heard.
- A review of disciplinary action/actions initiated against a student would lie with the officer issuing the orders, within seven days, and an appeal would lie against the orders of the authorities mentioned in these Rules (except the Principal Director) to the Discipline Committee.
- Under uncertain cases, the penalty under any misbehavior as stated in above rules and other similar misbehavior, the decision of the Principal Director will be final.

#### **RG - 11 Discrepancies in Question Paper/s**

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

#### **RG-12 Award of Diploma and Prizes**

##### **A) Eligibility for Award of Diploma**

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

Unless otherwise stipulated the result of final examination leading to the award of Diploma shall be determined by the aggregate marks obtained at the final and pre final semesters, in case of semester pattern courses and final year in case of yearly pattern courses.

##### **B) Issuance of the Certificates**

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

##### **C) Issuance through the Institute**

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

##### **D) Issuance of Duplicate Diploma Certificates**

A duplicate copy of the relevant Diploma shall be issued to a candidate on receipt of an application,

accompanied by a proper affidavit, stating that the previously issued original or duplicate copy, as the case may be, is lost. The application should be submitted through the head of his department along with requisite fees. Further, the copy shall be marked as "DUPLICATE". Further copy to duplicate copy shall be superscribed as 'TRIPLICATE', 'QUADRAPPLICATE' & likewise, as the case may be.

**RG-13 Name corrections on documents:**

The candidates apply for name correction in Mark sheet and Diploma certificate. The names must be as per merit list approved by competent admission authority and Certificate of passing of qualifying examination, as well as S.S.C. Board Certificate. If there is any correction in the name, it must get corrected necessarily immediately after the result of first semester is declared for the candidates admitted in first semester and immediately after the result of third semester is declared for the candidates admitted in third semester directly. Name correction will not be entertained if reported after the declaration of result of the Final semester. The Institutes shall ensure that there is no correction in name.

Any change in name for any reason effecting after the result shall not be accepted for correction in the documents (Mark sheet/certificate etc.) of the examination/s already held.

**RG- 14 Issuance of Transcript:**

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

**RG-15 Retention period of documents:**

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

NAME OF DOCUMENT	RETENTION PERIOD
Printed Question papers	Till Declaration of result
Written answer books	Upto next three examinations
Examiners mark sheets	Three Years
Time table	Till Declaration of result
Main seating charts	One year

**RG-16 Cessation of Question paper printing:**

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

### Rules for passing, Condonation, Gracing, and Award of Class

#### RE1 Class tests & submission of marks:

- Normally two class tests shall be conducted for a subject as prescribed. The average of two tests shall be taken for computing marks obtained out of maximum marks prescribed for a class test.
- If a candidate appears for only one test & remains absent for the other test, his test marks shall be calculated on the basis of rule above considering the marks of the test in which he remains absent as zero.
- In case a candidate remains absent for both the tests, zero marks shall be communicated to the Board & he shall not be shown absent in the Marksheet.
- The aggregate of test marks in each subject shall be converted into total marks for the sessional head as per the teaching & examination scheme of the prescribed course.

#### RE2 Standard of Passing

To pass an examination a candidate must obtain minimum of passing marks separately in each theory paper, practical, oral and term work and any other head of passing as mentioned in Teaching and Examination Scheme of the course. While deciding minimum marks required for passing, fraction of a mark shall be omitted. The theory, practical, oral and term work shall be separate heads of passing.

Abbreviation	Description	Marks distribution as per subject any one from respective row			Percent of passing
TH	Theory	80	-	-	40%
PT	Progressive test	20	-	-	-
AG	Aggregate	100	-	-	40%
PR	Practical	25	50	80	50%
PM	Practical test marks	20	-	-	-
OR	Oral	25	-	-	50%
TW	Term work	25	50	-	50%
PW	Project work	50	100	150	50%

To pass in the head "theory" examination a candidate shall be required to obtain at least 35% marks in written examination in theory paper and at least 40% marks in aggregate of written examination marks and average test marks for that subject, however-

- i) There shall be no minimum marks for passing in test.
- ii) A candidate obtaining less than 35% marks in the written examination in theory but obtaining 40% or more marks in aggregate of written examination marks and test marks shall be declared as "fail" in the head "Theory".

A) Grace Marks for Subject Passing: (Modify as per the Main document)

A candidate shall be given maximum 1 OR 2 as grace marks as the case may be, for maximum marks below 80, or maximum 1, 2 or 3 as grace marks as the case may be, for maximum marks 100 or above, to remove the deficiency in securing minimum passing marks in case the subject consists of theory or theory plus test examination. Benefit of gracing shall be given on aggregate marks of theory subject required for passing. Benefit of gracing shall not be given twice in a subject.

B) Condonation:

A candidate who fails to pass an examination by not more than 10 marks in aggregate in not more than two heads, theory and or practical including oral covering not more than two subjects, such deficiency in marks, would be condoned provided the candidate has secured at least 50% marks in aggregate and has not availed of exemption mentioned in i) and ii).

For this purpose, Aggregate of written examination & test marks shall be taken into consideration. A candidate whose failure is thus condoned would be eligible for award of class on par with other successful candidates. The total number of marks secured by such candidate would however remain unaltered and "CON" (meaning Condonation) would be shown against his result in the certificate of marks. However, "CON" will not be mentioned in the Diploma certificate. However, if any candidate does not wish to avail the benefit of Condonation, he shall have to obtain written permission from concerned regional office of the board, applying, and prior to examination only. Any such request after the commencement of examination shall not be considered.

C) Grace Marks for Awarding Class

If a candidate falls short of maximum 1/2 % of the aggregate marks assigned to examination to obtain 75% marks (i.e. First Class with Distinction) or 60% marks (i.e. First Class) or 45% marks (i.e. Second Class), such deficiency shall be made up by adding maximum 1/2 % of the aggregate marks assigned to the examinations to the total marks obtained by the candidate in an examinations. While adding maximum 1/2 % of the aggregate marks fraction of a mark shall be rounded to the next full number and added in the total.