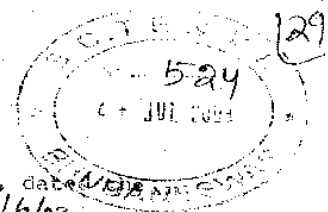


*Out letter
to circulate to govt. & private
institutions
21/6/03*



Government of Orissa
Industries Department

No. II.TTI-20/2003 10964 /I., BSR, date 21/6/03

From

Shri P.K.Panda,
Under Secretary to Government.

The Vice Chairman,
State Council of ~~Technology~~
Technical Education &
Vocational Training,
Orissa, Bhubaneswar.

Sub:- Approval of the Examination Rules for
Semester Pattern of Examination.

*21/6/03
D. K. Das
Secretary to Govt.*

Sir,

In inviting a reference to your letter No. 1316,
dt. 17.5.2003 on the subject cited above, I am directed to
say that after careful consideration of the Recommendations
of the State Council for Technical Education and Vocational
Training Orissa in its meeting held on 23.4.2003, Government
have been pleased to approve the draft revised Examination
Rules and Regulation for Semester Pattern of Examination
under Diploma Courses.

This Examination Rules and Regulations for
Semester pattern of Examination will be given effect from
the academic session 2001-2002 onwards.

Yours faithfully,

21/6/03

Under Secretary to Government.

Memo No. _____ /I., Bhubaneswar dated the

Copy with copy of the Examination Rules and
Regulations for Semester pattern of Examination under
Diploma Courses is forwarded to the D.T.E.T. Orissa, Cuttack
for information and necessary action.

Under Secretary to Government.

Memo No 3028 (25) dt 28.7.03

*Copy alongwith copy of the Revised Examination
Rules & Regulations for Semester pattern of Examination
under Diploma Courses, duly approved by the Govt. is
forwarded to the Principals of all Engg. Schools/Insts.
(Both Govt. & Pvt.) for info. & n/a.*

21/6/03

28

**REVISED EXAMINATIONS RULES AND REGULATIONS OF STATE
COUNCIL FOR TECHNICAL EDUCATION & VOCATIONAL TRAINING,
ORISSA FOR SEMESTER PATTERN OF EXAMINATION WITH EFFECT
FROM THE ACADEMIC SESSION 2001-2002 ONWARDS APPROVED BY THE
GOVT. OF ORISSA INDUSTRIES DEPARTMENT, BHUBANESHWAR**

Letter No. 10964/I Dt.21.6.03

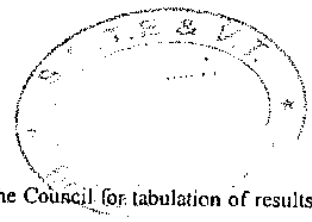
1.0 INTRODUCTION

- 1.1 These rules shall hereunder be called the Examination Rules & Regulations for the Semester Pattern of the State Council for Technical Education & Vocational Training, Orissa
- 1.2 These rules will be applicable to the students admitted/readmitted to Diploma courses in different Government / private Engineering Schools / Polytechnics during the session 2001-2002 onwards
- 1.3 These rules will be subject to alteration and amendment by the Council as and when necessary

2.0 DEFINITION

In these rules, unless otherwise specified :

- 2.1 Council : shall mean the State Council for Technical Education & Vocational Training, Orissa.
- 2.2 Examination : shall mean any Examination conducted by the State Council
- 2.3 Chairman/ Vice-Chairman/ Secretary/ Controller of Examination, shall mean chairmen / Vice-Chairmen / Secretary/ Controller of Examination of SCTE&VT, Orissa
- 2.4 Examination Committee : shall mean the Examination Committee of the Council constituted by Government for taking decisions on all matter relating to Diploma/Post Diploma Examinations conducted by the Council
- 2.5 Principal: shall mean the Principal or Head of the Institution of the Government/Private managed Diploma Institutions affiliated to the Council
- 2.6 Centre Superintendent / Deputy Superintendent : shall mean person appointed by the State Council for conducted the examination at a particular Centre.
- 2.7 Invigilator / Co. Invigilator : shall mean person authorised by the Centre superintendent of a Centre for the purpose of Invigilator during the Examinations.



- 2.8 Tabulators: shall mean persons appointed by the Council for tabulation of results of Examinations.
- 2.9 Affiliated Institutes : Engineering Schools/Polytechnics or any other Institutions conducting Diploma/Post Diploma courses approved by the respective statutory bodies and recognised by the Government and affiliated to the Council.
- 2.10 Regular Students: A student on roll who purses a regular course in Semester Pattern in an Institution affiliated to the Council, i.e. during the academic session under report.
- 2.11 Ex-Regular student: A student other than the above eligible to appear the examination conducted by SCTE&VT, Orissa.
- 2.12 Academic Year: shall mean the academic year relating to the academic session.
- 2.13 Semester: shall mean the duration of the academic session as specified by the Council.

3.0 **QUALIFICATION FOR ADMISSION**

- 3.1 The students shall be admitted into 1st Semester of Diploma Courses once in each academic year.
- 3.2 The minimum academic qualification, age of the students seeking admission to different diploma courses in 1st Semester shall be regulated as per the guidelines issued by AICTE/ State Government or as recommended by the concerned Board/Council.

4.0 **REGISTRATION**

- 4.1 The students admitted to any of the Diploma Courses of the Council shall have to apply in the prescribed form to be forwarded by the Principal of the respective institution within 30-days from the date of last admission for registration with the Council with requisite fees.
- 4.2 Students who have passed minimum qualifying examination for admission from Boards/ Council other than Board of Secondary Education, Orissa or Council of Higher Secondary Education, Orissa have to submit migration Certificate for registration with the Council.
- 4.3 The registration certificate will be issued under the signature of an Officer authorised by the Vice-Chairman.



121

5.0 **EXAMINATION**

- 5.1 The Council shall conduct examinations twice in each academic session, one at the end of each semester-one for the students of odd Semester i.e. 1st, 3rd & 5th Semester and 2nd examination for the students of even Semester i.e. 2nd, 4th & 6th Semester.
- 5.2 Semester end examinations conducted for odd Semesters is called Winter Semester Examinations and Semester and Examinations conducted for even Semesters is called Summer Semester Examinations.
- 5.3 These Winter Semester and Summer Semesters Examinations shall be conducted for the approved Diploma/ Post Diploma courses as decided by the Council or Examination Committee from time to time, after being satisfied that the classes in a particular semester have been conducted as per the prescribed norms of AICTE or respective National Bodies/SCTE&VT.

5.4 **Eligibility for admission to the Examination.**

- 5.4.1 Candidates registered with the Council and on the roll of affiliated institutions shall only be entitled to appear at the semester end examination for Diploma/Post Diploma Courses conducted by the Council, subject to the following conditions
- 5.4.2 His/her name should appear in the list of bonafide students of the Institutions to be submitted to the Council by the Principal of each Institution by 31st August of the concerned academic session.
- 5.4.3 Has submitted his/her application to the Controller of Examinations alongwith prescribed examination fees and other fees through the Head of the Institution supported with required Certificate/documents.
- 5.4.4 He /she should have attended at least 75% of the classes in each theory/ practical separately conducted during the Semester.
- 5.4.5 When on account of bonafide illness, he/she secures attendance less than 75%, but 60% or more in subject/subjects can be allowed to sit for the Examination supported by a Medical Certificate by any Government Medical Officer not below the rank of Asst. Surgeon. The Head of the Institution may be authorised to condone such deficiency in attendance and permit such candidate to appear the Semester end examination if otherwise eligible and list of such cases shall be furnished to the Controller of Examinations for ratification.
- 5.4.6 He/she should have good conduct in and outside the Institute premises during the period of his/her study.



(25)

6.0 **CONDUCT OF EXAMINATION**

- 6.1 Winter Semester Examination shall be held once in a year for the students of odd semester i.e. 1st, 3rd & 5th and Summer Semester Examination shall be held once in a year for the students of even Semesters 2nd, 4th & 6th as per the schedule to be decided by the Examination Committee.
- 6.2 During the period of Examination, the premises of the Institution including staff members and other infrastructure facilities of the Institution where examination is being conducted shall be under the control of Council for examination purpose.
- 6.3 The Practical assessment marks or Internal Assessment marks of the students shall be maintained at the Institution in the prescribed manner as stipulated by the Council and shall be submitted to the Council in the prescribed form before commencement of the Semester end Examination duly certified by the Head of the Institution.
- 6.4 Usually the examinations for odd Semesters shall be held in January and even Semesters shall be held in July each year.
- 6.4.1 The Semester end examination shall be conducted after 2 weeks of the last date of form fill up at the Institution level.
- 6.5 The examination shall be conducted at such Centres as shall be decided by the Examination Committee after getting satisfied about availability of all facilities for conducting examinations.
- 6.6 The Centre Superintendent shall be appointed by the Controller of Examinations of the Council for conducting examination who will be responsible in all matters of conducting examinations in accordance with the rules and regulations stipulated by the Council.
- 6.7 The Invigilators, Supervisory and other supporting staff for each Centre shall be appointed by the Centre Superintendent as per the prescribed norms of the Council.
- 6.8 No candidate shall normally be permitted to enter the Examination Hall after expiry of 30 minutes from the commencement of the Examination.
- 6.9 No candidate shall be permitted to leave the Examination Hall before expiry of one hour of the examination.



- 6.10 Each candidate shall have to carry both his Identity Card with Photo issued by the Institution and Admit Card issued by the Council & shall be produced on demand at every examination.
- 6.11 No candidate shall ordinarily be allowed to appear in the examination from a Centre other than the Institute where he has studied. However, under exceptional circumstances, change of Examination Centre may be allowed by Vice-Chairman, STE&VT on medical ground only duly recommended by the Principal of the concerned Institution.
- 6.12 The Council may change the Centre of Examination of any candidate on administrative grounds on the report of the Principals of concerned Institutions.
- 6.13 The Principal of the Institute forwarding the application of the candidate to appear in the Semester end Examination of the Council shall be solely responsible for any lapse regarding eligibility of the candidate for the said Semester end Examination.
- 7.0 **PASS IN SEMESTER EXAMINATION**
- 7.1 In order to pass in Semester end Examinations, the candidates of Diploma in Engineering and Non-Engineering branches except MOM & those courses which are conducted as per Rules & Regulations of other statutory bodies or National Bodies approved by the Council, should obtain at least 35% of the total 100 marks in each theory subjects including the marks in Internal Assessment, subject to a minimum of 28 marks out of 80 in the examination. In case of MOM, the pass mark is 30% in each theory except Com. English for which the pass mark is 35% subject to minimum of 24/80 in the examination.
- 7.1.1 In subjects where the examinations is held in two parts separately, the total marks obtained by the candidates in both the parts will be taken together to determine his passing in the particular subject.
- 7.2 Candidates shall obtain at least 50% marks in practical examination and secure 40% in aggregate of any Semester.
- 7.3 In order to determine the division in which the candidate shall be placed at the end of course of 6 Semesters, 50% marks obtained by the candidates in the 1st & 2nd Semesters and 100% of 3rd, 4th, 5th & 6th, Semesters marks will be taken into account for determination of division and shall be placed in division as follows:
- a) 70% or more - 1st Division with Hons.
(Subject to condition that the candidate has passed all Semesters end Examination in one chance).



- b) 60% or more but less than 70% - 1st Division.
- c) 50% or more but less than 60% - 2nd Division.
- d) 40% or more but less than 50% - Pass.

7.4 Examinations conducted for students of Engineering/ Non-Engineering branches as per the rules & regulations of other statutory/ National Bodies the pass mark in the subject will be as per the rules of these statutory/ National Bodies.

8.0 **GRACE MARKS**

- 8.1 Grace marks will be given to those candidates who by receiving the same are able to clear the Semester end Examination and the allotment of grace marks shall be at the discretion of Examination Committee based on the following pattern.
 - 8.1.1 Aggregate grace marks awarded shall not exceed 2% of the total marks of Semester end Examination subject to the condition that grace marks in any particular subject shall not exceed 10% of the maximum marks for that subject.
 - 8.1.2 For this purpose Theory, Practical, Internal Assessment and aggregate shall be taken as separate Heads of Examination.
- 8.2 The grace marks shall neither be noted nor added to the marks as recorded on the Answer Book or on the marks sheet at the discretion of the Examiners.
- 8.3 The grace marks so allotted shall be deducted from the sessional marks/ I.A. marks/ Practical marks keeping the total marks in tact.
- 8.4 In case of poor performance in any subject, the Examination Committee may decide to award special grace marks in that particular subject & the same shall be added to all the candidates.

9.0 **DECLARATION OF RESULT**

9.1 The Controller of Examinations shall declare the result of each Semester end Examination basing on the report of Head Tabulator after formal approval of the Examination Committee and issue the mark sheets to all candidates who appeared in the examinations.

10.0 **ADMISSION TO HIGHER CLASS**

10.1 A student who is eligible to appear in SCTE&VT examination in a lower Semester, in accordance with Sub-Rule-5.4.1, 5.4.2, 5.4.4., 5.4.5 & 5.4.6 can be promoted to the next higher class even if the candidate has not submitted the application form for appearing in the examination in the lower semester.

In case of promotion to 6th Semester, from 5th Semester, candidates who have fulfilled the eligibility criteria, as per Sub-Rule 5.4.1, 5.4.2, 5.4.4., 5.4.5 & 5.4.6 of the rules 5.4 in the 5th Semester can be promoted to the 6th Semester.

10.1.1. He/she has to pass the 1st Semester Examination completely for appearing in the 5th Semester and pass the 2nd Semester Examination for appearing in 6th Semester.

10.1.2. Candidates who have secured the aggregate pass mark, but failed in any subject (theory & practical) can appear in the subject he/ she has failed in the next Semester end examination available as an Ex-regular candidate.

10.2 Candidates who fail to secure aggregate pass mark in any Semester examination shall have to appear in all the subjects in the same Semester as an Ex-Regular candidate.

11.0 READMISSION

The following categories of students may be allowed readmission.

11.1 Any student who has discontinued his/her studies for more than two consecutive Semesters can not seek readmission. However, in extraordinary cases such students may be allowed readmission, with the approval of State Council.

11.2 The students of 1st Semester who could not secure required percentage of attendance making him/her eligible to appear in the Semester end examination, but have at least attended 40% of the classes in each theory and practical subjects.

11.3 Students who have studied in the 2nd, 3rd, 4th or 5th & 6th Semesters but could not qualify to appear for the examination due to shortage of attendance i.e. students having attendance less than 60% in any theory/practical, may be given readmission in the same Semester immediately in the next academic year whenever such semester is available in the Institution.

11.4 Such students shall be admitted in the same Semester immediately in the next academic year.

11.5 All students seeking readmission in any Semester shall apply to the Principal concerned within a week from the date of commencement of the classes.

11.6 **Change of disciplines** :- Students admitted in the 1st Semester in any branch shall have to continue in the same branch. However, change of branch is permissible only after the 2nd Semester Examination on the basis of interse merit of the 1st Semester passed students within the Institution considering his/her performance in the 1st Semester examination. The Principals of concerned Institutions are authorised to allow such changes within a week of commencement of 3rd Semester classes without exceeding the sanctioned strength of any branch.



12

11.7 Transfer of students from one Institute to another

- 11.7.1 Such transfer is allowed only on medical grounds on the production of the Medical Certificate from a Government doctor not below the rank of C.D.M.O.
- 11.7.2 Transfer is allowed on ground of transfer of parents working in Central Government/ State Government offices/ Public Sector Under Takings to another place after the admission of the students.
- 11.7.3 Transfer is permitted from one private institute to another private institute or from one Govt. Institute to another institute only.
- 11.7.4 Transfer is to be permitted after consent is given by the Principals of both the Institutes concerned.
- 11.7.5 Transfer is to be permitted subject to condition that the sanctioned strength in a discipline in the Institute after transfer, is not exceeded.
- 11.7.6 In case of more than one student applying for transfer to same Institute, the interse merit among the applicants, based on their first semester marks is to be considered.
- 11.7.7 The DTE&T, Orissa is authorised to effect such transfer under intimation to SCTE&VT.

12.0 RECOUNTING OF MARKS

- 12.1 A candidate may apply for recounting of his/her marks in any subject/subjects on payment of required fees in the prescribed form through the Principal of the Institution where he/she is studying within 15 days from the date of publication of the result. The results of recounting shall be invariably published within 45 days of the last date of submission of application for recounting.
- 12.2 Only posting of marks inside the Answer Book and cover page or totalling of all marks given to the questions shall be checked.
- 12.3 Under no circumstances, Answer Book of a student will be re-examined, re-assessed or revalued.
- 12.4 If any answer to any question has been left by the Examiner without valuing, it will be got evaluated by a subject Expert.
- 13.0 **LIMITATION OF THE PERIOD FOR APPEARING EXAMINATION.**
- 13.1 Any student shall be required to pass 6 Semesters Diploma course within 7 years from the date of his/her 1st registration with the State Council including the period of discontinuance if any.
- 13.2 Any candidate who appears in all the Semester end examinations continuously for 7 years, but fails in maximum 2 subjects in any Semester/Semesters may be allowed to appear in the examination for one more chance in the subject/subjects failed, at the discretion of the Examination Committee.



20

13.3 Students who are admitted for 4 Semesters diploma course shall have to complete diploma course within 4 years from the date of 1st registration with the Council.

13.4 The students admitted into Post Diploma Courses have to complete within a period of maximum 3 years from 1st admission into the course.

14.0 RE-EXAMINATION

14.1 In the event of loss/damage of Answer Books during transit or otherwise, if necessity arises, the Examination Committee may re-examine the candidate in the particular subject after an enquiry is conducted into the matter or allow the candidate to secure the minimum pass mark on the subject without a re-examination provided he clears all other subjects.

15.0 PROCEDURE TO DEAL WITH THE CASES OF MAL-PRACTICE.

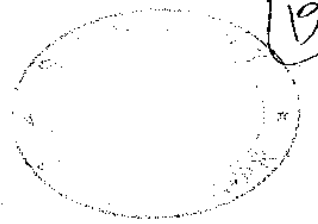
15.1 The reports on use of unfairness by candidates shall be submitted to the Council in a separate sealed cover packet accompanied with the report of the Centre Superintendent and Invigilators in the prescribed format. The incriminating materials recovered from the candidate should be signed by the candidate himself and the Invigilators and countersigned by the Centre Superintendent.

15.2 The sealed packets will be received by the Controller of Examinations or his authorised persons and opened in presence of at least two officers of the State Council and the details entered into a register.

15.3 The report of the Centre Superintendent alongwith the incriminating materials shall be placed before the Sub-Committee to be appointed by the Examination Committee for scrutiny and award of punishment as prescribed under Rules.

15.4 Wherever necessary the Sub-Committee may at its discretion give a chance for personal hearing to the candidate against whom the report has been made and recommend punishment as follows ;

<u>Nature of unfairness/offence</u>	<u>Punishment</u>
1. Talking to another candidate in the Examination Hall.	-- Expel from the hall for that sitting By the Centre Superintendent.
2.(a) Possession of Note/books or any other unauthorized Materials related to the exam.	-- Entire examination to be cancelled (all subjects).
(b) Possession of Note/books or any other unauthorized materials Not related to the subject of Exam.	-- Examination in the particular paper to be cancelled.



3. Swallowing or destroying any note/ paper(s) found with the candidate in the Exam. Hall. -- Entire Examination to be cancelled (all subjects).
4. Impersonation. -- Entire Examination to be cancelled (all subjects) & to be debarred for two more chances with F.I.R. in nearest Police Station.
5. Using abusive any obscene language in the Exam. Hall or writing in the Answer Paper. -- Entire Examination to be cancelled (all subjects)
6. Disclosing identity in the Answer Book in form of any Symbol, sketch or whatsoever. -- The Examination of concerned subject to be cancelled.
7. Refusal to give written statement/ confessing the guilt. -- Entire Examination to be cancelled (all subject).
8. Smoking or using prohibiting materials inside the Exam. Hall -- The examination of concerned subject to be cancelled and shall be prosecuted as per extant rules.
9. Violation of any instructions issued by the Council or by The Centre Superintendent. -- Entire Examination to be cancelled (all subjects).
10. Intentionally tearing the Answer Book or part thereof. -- -do-
11. Misbehaviour to any staff associated with the Exam. inside the Exam. Hall or outside -- Entire Examination to be cancelled (all subjects) and to be debarred for one more chance.
12. When the answer book of two or more students match with each other. -- The concerned paper to be cancelled for such candidates.
13. When mass copying or use of unfair means enmasse in any Centre is reported by the authorised Observer or members of Flying Squad, any authorised person of the Council, the results of the entire Centre for that examination shall be scratched and the Centre Superintendent shall be suitably dealt with.



-53-

118

Any other offence not included in the above shall be decided by the Academic Committee.

- 16.0 Interpretation of any of these rules by the Examination Committee shall be final and binding on all concerned.
- 17.0 The State Council shall at any time, as deemed proper may alter and amend any or all of these rules and seek the approval of Government.

---X---

125/

**PROCEEDINGS OF THE EXAMINATION SUB-COMMITTEE MEETING
HELD ON 17.11.2003 IN THE OFFICE CHAMBER OF VICE-
CHAIRMAN, SCTE&VT, ORISSA AT 11.A.M.**

The meeting was presided over by Sri B.K.Sahoo, J.A.A., Directorate of
Tech. Education & Training, Orissa .

The following members were present.

1. Sri R.C.Rath, Principal, BOSE, Cuttack
2. Sri J.K.Jagdev, Principal, W.P., Bhubaneswar
3. Sri T.P.G.K. Acharulu, Dy. Director (T.T.)
4. Sri P.K. Bahinipati, Controller of Exam. SCTE&VT(O)
5. Sri B.B.Nanda, Dy. Secretary, SCTE&VT(O)

At the outset Controller of Examinations welcomed all the members and
appraised the necessity of holding this meeting. He appraised that many students of
the Semester system have represented for modifications of examination rules so
that, students having back paper in First Semester will be allowed to appear 5th
Semester examinations.

Controller of Examinations also appraised the Committee about the
decision taken in the meeting of the State Council held on 20.9.2003 referring the
matter of allowing the students to appear in the First Semester examination along-
with 5th Semester examination as recorded in Item No.12(b) in the proceedings
of the State Council meeting held on 20.9.2003.

The Sub-Committee discussed the relevant clauses of Examination
rules. After thorough discussion in this regard , it is decided that Rule No.10.1 and
10.1.1 needs amendment.

Further some members pointed out that the in the Annual pattern
Examination system, Supplementary examination was conducted for final year
students. However similar provision was not made in the Semester examination
rules. So the Sub-Committee resolved to suggest inclusion of Rule No.6.1.1 in the
Examination Rules, which will provide conduct of 5th Semester Examination in
Summer examination and 6th Semester examination in Winter examination so that

Deepti
17.11.03
Principal
Cuttack

K. S.
17/11/2003
Principal
J.A.A.

W. Jagade
17/11/2003
Dy. Dir
T.T.

B.B.Nanda
17/11/03

students of final year (i.e. 5th and 6th Semester students) will get the facility of Supplementary Examination.

It is resolved to recommend the following amendments of the Examination Rules.

- A
1. The followings shall be added to Rule No.6.1 as 6.1.1.
6.1.1 However, 5th Semester examination shall be conducted along- with 2nd Semester, 4th Sem. & 6th Sem. in Summer Semester examinations. Similarly, 6th Semester examination shall be conducted along-with 1st, 3rd & 5th Semester examination in Winter Semester Examination.
 2. *10.1 2nd Paragraph of Rule-10.1 shall be deleted.
 3. 10.1.1 is deleted
 4. The followings may be added to Rule-9 as 9.2.
9.2 "However pass results of final semester examination of a candidate shall not be declared until he/she passes all the lower Semester examination completely.

The meeting ended with vote of thanks to the Chair.

M. Kumar
17.11.2003
Principal
BOPE Cuttack

[Signature] 17/11/03
CHAIRMAN.

[Signature]
17/11/03
Principal
Women's Polytechnic-2
BOPE.

[Signature]
17.11.03
Control & Exam
SCTE & Co.

[Signature]
12/11/2003
Dy. Secy. SC TEVT
Cuttack.