



**GOVERNMENT POLYTECHNIC, NASHIK**  
(An Autonomous Institute of Govt. of Maharashtra)

**Rules & Regulations for Examination Cell**



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## **Rules for course Registration**

1. An eligible student should register to minimum three and maximum seven courses in each term.
2. While registering for the courses at the beginning of term student should not have backlog of more than seven courses of any term as carried over due to failure or any other reason.
3. The student can register for project work only after acquiring minimum 100 credits.
4. The student will have to re-register for the course/s if he / she is detained from appearing examination of the course/s for any reason.

## **Rules for examination Registration**

1. The student can register for examination of only those courses for which he / she has registered & kept term.
2. The student can register for examination for not more than ten courses in one examination.
3. The student will have to re-register for examination of theory / practical / oral / term work / project of course if he / she fail in examination.
4. The student will be allowed to re- register for examination in accordance with the rules if he / she were eligible to appear for last examination but failed to appear last examination for any reason.
5. The student is not allowed to cancel registration after examination registration.

## **Rules for Passing**

1. Theory, total of theory & progressive (periodic) test, practical, oral, and term work examination shall be separate head of passing.
2. To pass examination in any course, a candidate must obtain a minimum of 40 % marks in each head of passing prescribed for that course taken separately.
3. For passing head of "total of theory and progressive (periodic) test" the candidate must obtain minimum 40 % marks in theory examination.

## **Rule of grace mark**

Candidate shall be given maximum 1,2, or 3 as a grace marks as the case may be to remove deficiency in securing minimum passing marks in Theory examination or Theory plus progressive (periodic) test examination.

The benefit of grace marks shall not be given twice in the same course (subject).

## **Rule for Grace Mark for awarding class**

### **Award of Class and condition for award of class**

- a) The class shall be awarded to the student on the basis of class award courses

|                              |   |                                   |
|------------------------------|---|-----------------------------------|
| First class with distinction | - | 70 % and above.                   |
| First class                  | - | 60 % and above but less than 70 % |
| Second class                 | - | 50 % and above but less than 60 % |
| Pass class                   | - | 40 % and above but less than 50%  |

- b) A grace of maximum TEN (10) marks shall be given if such marks are falling short for award of class as per clause no. a) with exactly 70 %, 60% and 50 % whatever case may be, provided none of the course is condoned.

## **Rule for provision of improvement in performance in Theory Examination**

A candidate who has passed the final examination leading to award Diploma, at his option, shall be permitted to reappear at the examination to enable him to improve his performance within a period of one year to enable him to improve his class. For this purpose, candidate will have to obtain permission from the Examination Cell prior to submission of examination form, which shall be accepted as per schedule declared by the Examination Cell. However, this facility shall not be available in case the Examination Cell has discontinued the question papers of the related scheme.

This provision shall not be applicable to Post Diploma courses / Advance Diploma / Post graduate Diploma or any other Diploma. Candidate so permitted shall----

- i) Submit the original Diploma certificate awarded earlier, certificate of marks, original latest leaving certificate and other documents, he is entitled to for having passed the final examination for which he opts to reappear and improve his performance.
- ii) Be entitled to appear in theory papers only and no practicals. However his previous marks in TW and PT shall be carried forward. (retained). (It means that he will not be entitled to appear for TW and PT again.) Also the previous marks obtained in the PR & OR shall be retained.
- iii) Be entitled to appear in any number of class awarding the theory papers at any one of next two consecutive examinations. Such candidate shall be permitted to avail only one chance to improve his class performance in either of two immediate consecutive examinations.
- iv) Be allowed to maintain the better result of the two examinations.



## Rules for Photocopy & Reassessment

1. The student can apply for photocopy of maximum two courses
2. The student if desires can further apply for reassessment of maximum two courses of which photocopy is obtained.

### Rule for awarding marks after reassessment :

If the marks awarded by subsequent examiner vary / deviate by more than or equal to 10 % of maximum marks of the course on either side determined on the basis of the marks awarded by the original examiner, then the marks as mentioned below 1) & 2) shall be awarded. A fraction in calculation shall be rounded off to the next higher integer.

- 1) The marks after reassessment (i.e. alone the marks awarded by the subsequent examiner) shall be awarded if the difference (on either side) between marks allotted by original examiner and marks allotted by the subsequent examiner is maximum up to 20 % of maximum marks of the course (i.e. 16 in case of maximum marks of the course as 80 likewise).
- 2) If the difference (on either side) between marks allotted by original examiner and marks allotted by the subsequent examiner is more than 20 % of maximum marks of the course (i.e. more than 16 in case of maximum marks of the course as 80 likewise) then the answer book shall be assessed by **THIRD examiner and comparing the marks allotted by three examiners maximum of two closer marks shall be allotted**

Any delay in supplying the photocopy of answer book and / or reassessment, owing to reasons beyond the control of the institute, or change of marks consequent to the reassessment of assessed answer book, shall not confer any right upon the applicant examinee for admission to the next higher class in the current academic session / year, if the schedule of admission does not so permit.

## **Rule of discontinuation of Question Paper**

Whenever curriculum changes student studying in old curriculum shall get three chances (i.e. three successive examinations irrespective of student appears in or not) to pass examinations in old curriculum. After three successive examinations student shall appear in equivalent courses (subjects) in new curriculum.

After three successive examinations the question papers of course (subject) of old curriculum having equivalent course in new curriculum shall be discontinued provided equivalent course in new curriculum has been offered.

## **Rule for double diploma**

If the passed out candidate wishes to have diploma other than the programme in which he/ she has passed then he may apply for the same. The equivalence committee will have the authority to decide the equivalent credits of the passed courses. The equivalence committee will determine the sample path for such candidate. Groups within which double diploma can be achieved shall be decided by examination cell. The student shall apply two weeks before the start of the term so that sample path equivalent credits & courses can be decided.

## Rules for Malpractices in examination

### RULES - (CLAUSES WITH PUNISHMENT FOR MALPRACTICES BY STUDENTS DURING THEORY, ORAL, PRACTICAL, PROGRSSIVE TEST EXAMINATION)

| Clause No. | Nature of Malpractice   | Quantum of Punishment  |
|------------|---|--|
| 1          | Candidate making some marks or signs, writing Roll number, name or using any other means of disclosing identity in Answer Books with a clear intent of getting illegal / undue benefits or making an appeal to the examiner or writing in provocative and / or threatening language in the answer book. | Cancellation of the full performance in the entire examination/s in which the candidate has appeared.  |
| 2          | Candidate or his associate/s influencing the Examiner/ Moderator / similar Authority connected with the examination with a clear intent of getting illegal / undue benefits.  | Cancellation of the full performance in the entire examination/s in which the Candidate has appeared + debarring him from appearing in subsequent two examinations as well registering in next two subsequent terms.   |
| 3          | Candidate communicating or talking with another Candidate/s in examination hall or in toilet.   | Cancellation of performance of the guilty candidate in the Theory examination in the subject during which examination he/she was caught.   |
| 4          | Candidate caught during the examination session while copying from the copying material.  | Cancellation of the performance of the current examination + debarment from appearing in the next one examination and registering in the next subsequent term.   |
| 5          | Candidate found in possession of copying material related to the subject (but not used for copying).  | Cancellation of the performance of the alleged candidate in the current examination/s in which he has appeared   |
| 6          | Candidate found exchanging (giving or taking) answer books / slips of paper with other candidate.   | Cancellation of full performance of the guilty candidate in the current examination/s + debarment from appearing in the next one examination and registering in the next subsequent term   |
| 7          | Candidate 'X' found in possession of answer-book / supplement of another Candidate 'Y', forcibly or without his (Y's) knowledge.  | Cancellation of the full performance in current examination/s, + debarment from appearing in the next one examination and registering in the next subsequent term in respect of candidate 'X', exonerating Candidate 'Y', provided he has not connived with 'X'. |

|     |  |  |
|-----|--|--|
| 8/1 | Impersonation: i) Candidate who impersonates.  | a) Cancellation of the full performance in present examination/s + debarment of the guilty Candidate from appearing in the next 03 examinations and registering in the next 03 subsequent terms provided he is a bonafied student of an institute. Further, candidate should be handed over to the police.                           |
| 8/2 |  | b) Matter should be communicated to the employer of the impersonating examinee, provided he is employed and not a bona de student of the institute.  |
| 8/3 |  | c) In case the Candidate is unemployed and is a student undergoing education with examination authority other than the institute, the information should be given in writing to the concerned examination authority.   |
| 8/4 | ii) Bonafide examinee who is impersonated.   | Cancellation of the full performance of such Candidate in current full examination + debarment from appearing in the next three examinations and registering in the next 03 subsequent terms. Further, he should be handed over to police and FIR be lodged against the examinee by the officer-in-charge of the examination center. |
| 9   | Candidate found inserting previously written pages smuggled in from outside, in the answer book  | Cancellation of the full performance in current examination/s + debarment from appearing in the next one examination and registering in the next subsequent term.  |
| 10  | Candidate found with answer-book/s having two different handwritings, one of the examinee's own and the other of a different person.   | Cancellation of the full performance in current examination/s + debarment from appearing in the next two examinations and registering in the next two subsequent term.   |
| 11  | Cases of copying or mass copying during the examination period in examination hall, or reported by the examiners from LAC ie. Local Assessment Centre or by any person related with the examination or person from institute.              | Result of candidate/s involved is to be withheld for conducting inquiry. Punishment shall be awarded as deemed fit on scrutiny of enquiry report.  |
| 12  | Candidate attaching currency notes to their answer-book with / without a request to examiners to assess their answer-books favorably.  | Cancellation of the performance in current examination + debarment from appearing in next one examination and forfeiture of the entire amount and depositing the same in appropriate account of the institute.   |
| 13  | Candidate destroying or tampering or attempting to smuggle out side of the examination hall, his own or other's question paper or answer books or supplements or throwing to the other candidate , with or without written answer/s on it. | Cancellation of the performance in current examination + debarment from appearing in next 01 or 03 examination. Punishment shall be awarded as deemed fit on scrutiny of enquiry report.   |

|    |  |   |
|----|--|---|
| 14 | Free copying or using unfair means, with or without connivance of the management by a group of two or more examinees, during an examination session.   | Cancellation of the result/performance of the involved candidates + their debarment from appearing in next one examination and registering in the next subsequent term along with the punishment as deemed fit on scrutiny of enquiry report. |
| 15 | Candidate possessing any weapon, explosives narcotic drugs & alcoholic drinks in examination hall or bringing any of them in the examination hall or causing any kind of violence in examination hall. | Cancellation of the result / performance in current examination/s and debarment from appearing in next five examinations. A complaint should be lodged with the police by the Officer-in-charge of examination                                |
| 16 | Candidate possessing mobile phone or any electronics communication gadget or I-pod or any similar device in examination hall.  | Cancellation of the full performance in current examination/s & forfeiture of the device or gadget.   |
| 17 | Tampering with the certificate of marks or their copies and any other documents issued by the Institute authority.   | Cancellation of performance in the examination + debarment of the Candidate for next five examinations, and filing Police complaint by the institute/ authority against the candidate involved in such activities                             |
| 18 | Doing mischief or causing deliberate disturbance in examination process (e.g. frequent changes of ink, changing handwriting or its style without permission of supervisor or other similar acts).      | Cancellation of performance in the subject during whose examination he/she was caught.  |
| 19 | All other cases not covered above shall be dealt independently on the basis of demerit of the cases reported to the examination authority or Principal of the institute.                               | All such cases to be placed before Special Committee and punishment as deemed t on scrutiny of enquiry report.  |

**Note: 1) Cancellation of the performance of entire examination means the performance of that examination in all Theory, Oral, Practical is canceled except granting terms, Term work marks, progressive test marks.**

**2) Cancellation of performance in the current examination means the performance of all theory courses (including backlog courses if any) in the current examination except marks for the progressive tests, oral, practical and term work.**

**3) Debarment from appearing in next examination means candidate will not be allowed to appear for next subsequent examination.**

**4) Debarment from registering in next subsequent term means candidate will not be allowed to register any course next subsequent academic term.**

| <b>For Progressive (Sessional) Theory Test, Oral / Practical Examination</b> |  |   |
|--|--|---|
| 20   | Candidate communicating or talking with another Candidate/s or leaning over shoulder of other candidate in Examination hall during Progressive Theory Test   | Cancellation of performance of the guilty candidate in the subject during which examination he/she was caught.  |
| 21   | Candidate caught during the progressive Test examination while copying from the copying material or as reported by the examiner while assessing the Answer books.  | Cancellation of the performance of the guilty candidate in the subject during which examination he/she was caught.  |
| 22   | Candidate found in possession of copying material related to the subject during the progressive Test examination (but not used for copying).   | Cancellation of the performance in the subject during which examination he/she was caught.  |
| 23   | Candidate found exchanging (giving or taking) answer books / slips of paper / or any other material like calculator, rubber, pen, pencil etc. with other candidate.  | Cancellation of the performance of the guilty candidate in the test of subject during which examination he/she was caught.  |
| 24   | Cases of copying or mass copying during the test examination period in examination hall, or as reported by the examiner while assessing the answer books.  | Result of candidate/s involved is to be withheld for conducting inquiry. Punishment shall be awarded as deemed fit on scrutiny of enquiry report.   |
| 25   | Case of using unfair means or imitating signatures or tampering term work, certificate or as such documents related with oral, practical term work examination, with or without connivance of other candidate or a group of two or more candidates, during oral / practical examination. | Cancellation of the performance of the guilty candidate/s in the subject during which examination he/she was caught. Punishment shall be awarded as deemed fit on scrutiny of enquiry report. |

- Note: 1) Cancellation of the performance of entire examination means the performance of that examination in all Theory, Oral, Practical is canceled except granting terms, Term work marks, progressive test marks.**
- 2) Cancellation of performance in the current examination means the performance of all theory courses (including backlog courses if any) in the current examination except marks for the progressive tests, oral, practical and term work.**
- 3) Debarment from appearing in next examination means candidate will not be allowed to appear for next subsequent examination.**
- 4) Debarment from registering in next subsequent term means candidate will not be allowed to register any course next subsequent academic term.**

## Appendix

| Sr. No. | Title of Rule  | Approval  |
|---------|--|---|
| 1       | Rules for course Registration  | Rule for Course Registration Circular from Director, MSBTE, Mumbai vide letter No. MSBTE/D-10/Director/2013/303 dated 1 <sup>st</sup> October 2012.   |
| 2       | Rules for examination Registration                                     | Rule for Exam Registration Circular from Director, MSBTE, Mumbai vide letter No. MSBTE/D-10/Director/2013/303 dated 1 <sup>st</sup> October 2012.   |
| 3       | Rules for Passing  | Rule is approved in 1 <sup>st</sup> Exam Committee Meeting held on 25/01/1996 vide agenda No. 1 & 2.  |
| 4       | Rule of grace mark   | Rule is approved in 1 <sup>st</sup> Exam Committee Meeting held on 25/01/1996 vide agenda No. 3.  |
| 5       | Rule for Grace Mark for awarding class                                 | Rule is approved in Governing Body meeting held on 29/07/2000 vide Resolution No. 2   |
| 6       | Rule for provision of improvement in performance in Theory Examination | Rule is approved in 25 <sup>th</sup> Exam Committee Meeting held on 30 May 2009 vide agenda No. 3. Which was amended in 28 <sup>th</sup> Exam Committee Meeting held on 9 Dec 2011 vide agenda No. 7. |
| 7       | Rules for Photocopy & Reassessment                                     | Rule is approved in 31 <sup>st</sup> Exam Committee Meeting held on 3 June 2013 vide agenda No. 8 Which was amended in 34 <sup>th</sup> Exam Committee Meeting held on 22 Dec 2011 vide agenda No. 4. |
| 8       | Rule of discontinuation of Question Paper                              | Rule is approved in 15 <sup>th</sup> Exam Committee Meeting held on 23/12/2000 vide agenda No. 2.   |
| 9       | Rule for double diploma  | Rule is approved in 26 <sup>th</sup> Exam Committee Meeting held on 23 Dec 2010 vide agenda No. 8.  |
| 10      | Rules for Malpractices in examination                                  | Rule is approved in 30 <sup>th</sup> Exam Committee Meeting held on 10 Dec 2012 vide agenda No. 6.  |