

MAHARASHTRA STATE
BOARD OF TECHNICAL EDUCATION,
MUMBAI



EXAMINATION REGULATIONS.

APPLICABLE FOR THE DIPLOMA, POST-DIPLOMA,
POST-GRADUATE DIPLOMA, ADVANCED DIPLOMA AND
ANY OTHER DIPLOMA IN ENGINEERING, TECHNOLOGY
AND SUCH OTHER DISCIPLINES (YEARLY PATTERN
AND SEMESTER PATTERN) (FULL TIME / PART TIME /
CORRESPONDANCE)

(Implemented with effect from winter 2006 examination)

EXAMINATION REGULATIONS.

Note: These rules are framed by Maharashtra State Board Of Technical Education Mumbai (Autonomous) as per MAHARASHTRA ACT XXXVIII of 1997 and are approved by GOVERNING BOARD in its ELEVENTH meeting held on 10th October 2006.vide item no. 11.3

For implementation of these rules, the user of this document shall follow the guidelines in the form of instructions and procedures issued by MSBTE (here after called as Board) from time to time.

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PROLOGUE

Maharashtra State Board of Technical Education is an autonomous organization of Government of Maharashtra. The autonomy was accorded as per Maharashtra Act No. 38 of 1997 and the same is notified in the official Gazette of Government of Maharashtra on 6th August 1997. It has come into effect from 1/4/1999 vide Government Resolution No EXM 2596/2148(3/96)/TE-2 dated 31 March 1999. As per Maharashtra Act 38 of 1997 clause no.46 (1), the Board is empowered to form its regulations, and accordingly the Examination Regulations have been framed. These regulations are resolved by the Governing Board in its proceedings of eleventh meeting held on 10th October 2006, vide item no. 11.3 of the minutes.

The MSBTE is offering more than 125 Diploma courses in the State of Maharashtra. For effective implementation of these courses the regulations have been framed.

This document contains,

- i) Regulations General— These regulations are applicable to all semester/yearly pattern diploma courses.
- ii) Regulations Engineering – These regulations are applicable to all semester/yearly pattern Diploma courses in Engineering and as specifically mentioned in regulations.
- iii) Regulations Architecture – These regulations are applicable to the Diploma course in Architecture.
- iv) Regulations Pharmacy – These regulations are applicable to the Diploma course in Pharmacy.

Rules for Admission to Higher Semesters mentioned under Regulation General RG2 (C)(A) are applicable to the candidates admitted in semester pattern courses from the academic year 2006-2007. Whilst the previous rules of passing/ATKT and for Admission to Higher Semesters are applicable to those candidates who are already studying in higher semesters. Hence the same are also included in this document.

In case of any difficulty and/or doubt in interpretation of any rule, the interpretation of the Director, MSBTE shall be final and binding on all stakeholders. The word Diploma includes Diploma/Post Diploma/ Post graduate Diploma / Advanced diploma/Any other Diploma with whatever nomenclature it may be called.

Director

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**REGULATIONS: EXAMINATIONS, RESULTS AND AWARDS
REGULATIONS GENERAL
(APPLICABLE TO ALL COURSES UNDER MSBTE)**

RG - 1 Teaching and Examination Scheme

The teaching and examination schemes of a Diploma/Post Diploma/Advanced Diploma/Post-Graduate 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 Board, from time to time.

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
- 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 / Post Diploma / Post Graduate Diploma/Advanced Diploma or any other Diploma approved by the Board, unless he has passed the qualifying examination or an equivalent examination as prescribed for admission to the course, and fulfilled other conditions as prescribed for the admission to the course, by the Directorate of Technical Education or Government of Maharashtra or the Competent Admission Authority or the Board.

If a candidate has already passed the qualifying examination from any other recognized examination authority out of Maharashtra State or out of India, he shall obtain eligibility certificate from the Board through the institute, where he desires to seek admission. Without above eligibility certificate, the enrollment form of such candidate shall not be accepted.

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

Candidates failing in any semester/year examination of the Board shall be considered for readmission to the same semester/year, with or without change of course or institute, subject to prevailing rules. While readmitting such a candidate, the marks obtained by him in any of the subjects or passing heads, namely theory, practical, term work, oral, project/seminar, 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

| Sr. No. | Semester / Year of the course for readmission | Whether Change of course sought | Whether Change of institute sought | Necessary conditions |
|---------|--|---------------------------------|------------------------------------|--|
| 1 | First semester/First Year | Yes or No | Yes or No | 1.Previous admission to first semester/ Year shall be cancelled before applying for readmission. 2.All provisions of prevailing admission rules applicable. |
| 2 | Third semester or second Year / Fifth semester or Third Year | No | No | 1.Permission from Jt. DTE 2. Admission within sanctioned intake capacity 3. Eligibility Certificate from regional office of the Board 4. Section RG4of the regulation applicable |
| 3 | Third semester or second Year / Fifth semester or Third Year | Yes | No | 1.Permission from Jt. DTE 2. Admission within sanctioned intake capacity 3. Eligibility Certificate from regional office of the Board 4. Subject to relevant rules for change of course 5. Section RG4of the regulation applicable |
| 4 | Third semester or second Year / Fifth semester or Third Year | Yes | Yes | 1.Permission from Jt. DTE 2. Admission within sanctioned intake capacity 3. Eligibility Certificate from regional office of the Board 4. Subject to relevant rules for change of course and institute 5. Section RG4of the regulation applicable |

| | | | | |
|---|--|----|-----|--|
| 5 | Third semester or second Year / Fifth semester or Third Year | No | Yes | 1. Permission from Jt. DTE 2. Admission within sanctioned intake capacity 3 Eligibility Certificate from regional office of the Board 4. Subject to relevant rules for change of institute 5. Section RG4 of the regulation applicable |
|---|--|----|-----|--|

C) Eligibility Criteria for Admission to Higher Semester/ Year

A candidate shall be eligible for admission to higher semester/year 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 below.

Admission to Higher Semesters/years

A. Semester Pattern Courses

| 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) | ii) Pass / ATKT at semester I & II combined |
| Fourth (IV) | 1) Pass / ATKT at semester I & II combined 2) Pass /ATKT at semester III OR 3) Term Completion** at semester III |
| Fifth (V) | 1) Pass in semester I & II 2) Pass / ATKT at semester III & IV combined |
| Sixth (VI) | 1) Pass in semester I & II 2) Pass / ATKT at semester III & IV combined 3) Pass /ATKT in V semester or 4) Term completion** at V semester |
| Seventh (VII) | 1) Pass in semester I, II III & IV 2) Pass / ATKT at semester V & VI combined |
| Eighth (VIII) | 1) Pass in semester I , II III & IV 2) Pass / ATKT at semester V & VI combined 3) Pass /ATKT in semester VII or 4) Term completion** at semester VII |

**Term 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. The Institute shall get the term work assessed and communicate the marks to the Board.

B. Yearly Pattern Courses

| Admission to Year | Eligibility |
|-------------------|--|
| First | As per Rules of admission prescribed by the competent authority, for diploma courses. |
| Second | Pass /ATKT in First year |
| Third | 1) Pass in First year 2) Pass/ATKT in Second year Result status with <i>PLY</i> shall not be eligible. |
| Fourth | 1) Pass First Year 2) Pass Second Year 3) Pass /ATKT Third Year Result status with <i>PLY</i> shall not be eligible. |
| Fifth | 1) Pass First Year 2) Pass Second Year 3) Pass Third year 4) Pass/ ATKT Fourth year Result status with <i>PLY</i> shall not be eligible. |

Eligibility certificate shall be obtained from Board or its regional office, wherever applicable

D) Rules of ATKT for Admission to Next Higher semester/ Year

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

| Table for deciding ATKT status | | |
|---------------------------------------|---|---|
| Total number of Subjects* | Minimum number of subjects required to pass | Maximum number of failure subjects allowed for availing benefit of ATKT |
| 1 | 1 | 0 |
| 2 | 2 | 0 |
| 3 | 2 | 1 |
| 4 | 3 | 1 |
| 5 | 4 | 1 |
| 6 | 4 | 2 |
| 7 | 5 | 2 |
| 8 | 6 | 2 |
| 9 | 6 | 3 |
| 10 | 7 | 3 |
| 11 | 8 | 3 |
| 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) Validity of Admission, Documents Therefore

For considering validity of admissions following documents would be necessary, in addition to enrollment forms

- i) List of admitted candidates approved by the competent admission authority of technical education of that region.
- ii) No objection certificate (N.O.C.), issued by the original institute or permission letter from the Director / Joint Director / Competent Authority of Technical Education, in case of candidates transferred from one institute to other institute.
- iii) Eligibility Certificate issued by Regional office of the Board In case of candidates allowed to change the course/Institute or admitted for Double Diploma or direct admission to second year .
- iv) Attested copy of Affiliation Certificate issued to institute by Board.

F) Direct admission to third semester /Second year (applicable only for Engineering & Technology Diploma)

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

- He has passed standard XII with minimum qualifying marks as notified by admission authority with and in vocational/ technical subject/s .
- A candidate passing ITI examination with minimum qualifying marks as notified by admission authority, after passing SSC with & in English, science & Mathematics subjects.
- A candidate passing standard XII examination with MCVC with minimum qualifying marks as notified by Government from time to time.
- All such eligible candidates will get admission to third semester for semester pattern courses 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.

G) Admission consequent to change of course

Admissions shall be processed as per prevailing rules of the Board.

H) 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/year 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 Enrollment

A) Enrollment of Candidates

i) The enrollment forms of the candidates of only those institutes, which are duly affiliated to the Board, shall be accepted. Each Institute affiliated to Board shall have to pay prescribed affiliation fees to the Board at the beginning of each academic year, latest along with enrollment forms. In no case, enrollment forms shall be accepted without payment of affiliation fees.

ii) Category of enrollment for all courses

Each institute shall submit enrollment forms of the candidates admitted to the institute in the prescribed format and along with prescribed enrollment fees, in any of the following categories:

- Fresh admission to the first semester/year 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 one institute to other institute with due permission from competent authority. (Separate enrollment fees for change of course and Separate enrollment fees for change of institute shall have to be paid.) In case a candidate is seeking change of course as well as change of institute, he will have to pay enrollment fees twice.

B) Last Date For Submission of Enrollment Form

i) For the courses whose first examination is held in winter, the last date for submission of enrollment forms shall be **September 15** of the year in which admissions are effected. The enrolment 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 enrollment 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.

C) Late Submission of Enrollment Forms

In case of delay beyond the dates mentioned in (B)ii) above, the forms would be accepted with the late fees and penalty as prescribed in Circulars issued by the Board from time to time.

D) Approval of merit list of admitted candidates: It shall be the responsibility of the institute to get its admitted candidates' merit list approved from the competent authority of Directorate of Technical Education. No relaxation in this regard would be made on account of delay in getting the approval, for any reason whatsoever.

E) Timely submission of the enrollment forms: It is the responsibility of the institute to submit the enrollment forms timely. However, the acceptance of enrollment forms would not construe automatic right to the candidate / institute for admission to the next examination or thereafter, unless the conditions mentioned in RG4 are fulfilled. The institutes failing to comply with provisions of AICTE Norms and conditions in RG4 shall not be permitted to effect admissions, and the candidates of such institutes shall not be eligible to appear for the examinations of the Board.

RG4 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 Board, for more than one different Full time courses simultaneously, where further, the candidates having failed/ ATKT at an examination (semester/ yearly) 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/year 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, through the head of his institute. Board shall have power to cancel the performance of the candidate in the examination, if found to have appeared in examination without fulfilling above responsibility.

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.

ii) Application for Admission to Examination

A candidate intending to appear in a semester/year examination shall be required to apply in the prescribed examination form for admission to examination and submit the same along with the prescribed fees to the Principal/Head of Institute, on or before the notified dates. The candidate applying after the due date shall have to pay the late fees, penalty and fine, as per the table below. This fees is to be borne by the candidate and not by institute. The examination fees and late fees shall be non-transferable.

| Sr.NO. | Due Date/Period | Fees/Late Fees/Penalty* |
|--------|---|--|
| 1 | Normal Period (Upto 15 days from declaration of Result) | Examination fees |
| 2 | After above normal period and up to next 10 calendar days | Exam fees + Late fees as prescribed by Board from time to time |
| 3 | After the period in (2) above and up to 5 working days prior to the commencement of the exam (Theory or practical whichever is earlier) as per date mentioned | Exam fees + Penalty as prescribed by Board from time to time |

* The examination fees, Late fees and Penalty shall be prescribed in the form of Circulars issued by the Board from time to time

iii) Forwarding the Exam Forms by Institute to Regional Office

Exam forms of eligible candidates, complete in all respects, certified by the Principal of the institute for eligibility, completeness and accuracy of information and accompanied by prescribed fees/late fees/penalty, if any, shall be preserved in the institute only. The prescribed fees including late fees and penalty shall be deposited with the regional office of the Board as per the schedule declared along with Provisional appearing candidate's list (PAC). However the examination Forms of the candidates whose names are not included in the PAC list given by the Board shall be submitted to the regional office for scrutiny.

Application forms for admission to the examination from the candidates will not be accepted directly by Board or its regional offices except from the candidates of institutes officially closed.

iv) Late Fees chargeable to Institute

An additional late fees as prescribed by the Board from time to time per course and for per delayed date irrespective of number of application forms shall be payable by the institute in case the institute fails to submit applications and the fees to the Board on the due date, such delay shall be considered for a maximum of ten working days after the due date of the submission of examination fees to the regional office of the Board, failing which, the matter shall be reported to the Director of the Board and the penalty imposed by him shall be binding on the institute.

v) Removing Discrepancies in the Seating Chart by Institutes

Board, through its regional offices, will supply to the institutes the seating charts showing seat numbers, enrollment numbers, names of candidates, course, subjects to appear and other examination related information of the candidates. Institutes would have to remove discrepancies, if any, in the seating chart and return one copy of corrected and so certified seating chart to concerned regional office within 7 days from the start of practical or theory examination, whichever is earlier. The heads of institutes shall mention the total number of corrections made by institutes and submit supporting

documents where necessary. The heads of institutes shall sign each corrected page of the seating chart for validity. Heads of the institutes shall be responsible for corrections made in the seating chart.

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. Head of institute shall forward such application expeditiously to the regional office, which shall refund the fees within a month from the declaration of the above 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 Board shall be refunded to the parents/guardian. For this purpose, the parents/guardian shall apply to the regional office through institute with a copy of the proof of death and copy of fees receipt. Such application shall be made within two months from the death of the candidate.

D) Admission to an Examination

i) Eligibility for appearing in examination:

No candidate will be admitted to any semester/year examination unless he keeps terms for that semester /year at the institute recognized by the Directorate of Technical Education, Maharashtra State & affiliated to Board and unless he has filled in examination form along with prescribed examination fees and unless it is certified by the Principal/Head of Institute that he has fulfilled following conditions.

- § He 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 of the Board and not the 75% of total Lectures conducted by the Subject Teacher, and

§ He has satisfactorily completed all the specified laboratory Practicals / Term work / Projects / Sessional etc. prescribed in the curriculum for the Semester / year

§ 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 principal/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), under intimation to the Board. 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 the Board, 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/year and for admission to the said examination. Further, the principal/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 Principal shall prepare list of such defaulting candidates and submit it to the Board, as soon as the academic term is over. Also remarks to this effect shall be written on the copy of seating chart and mark sheets, duly countersigned by the Principal/examiner before submitting it to Board or regional office. In case, it is found that the defaulting candidate is not detained, Board 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/Principal/Institute. The Board may report the matter to the Government for further action in this behalf.

H) Action against Defaulting Institute

In case an examiner or Board 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 institute. In such a case the examiner shall not examine the incomplete term work and submit a report to Secretary (through regional office of the Board), who, in turn, will put the matter before the Special Committee for further action against the candidate and the institute.

I) Admission to Examination Hall

§ Mandatory Documents for a Candidate during Examination

The Board/regional office or any other officer authorized by Board 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 his 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 Board 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/ year anew.

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. Principal/Head of the Institute 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/year, for which he is allowed to keep term, provided he is eligible for admission to and has been duly so certified by the Principal of his institute, simultaneously with the preceding semester/year 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 anew in any of the semester/year examinations which he has already passed, except the final and prefinal semester /final year examination leading to the award of a Diploma excluding Diploma in Pharmacy and Diploma in Architecture.

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-à-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 Board, 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. However this is not applicable to the candidates undergoing pharmacy course and Architecture course.

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 Board in the relevant subject/s of the course. Candidate shall not be eligible for claiming exemptions later, on the strength of having passed the subjects after the date of his admission. Candidate so exempted shall not be entitled to award of class. Exemption so admissible will lapse if not claimed at the first attempt at the examination of the Board..

For claiming exemption the candidate shall apply to Board or its regional office in the prescribed form. Such application shall be submitted through the Principal or Head of Institute before last date prescribed by the Board along with supporting documents and necessary fees if applicable. Forms received after due date shall not be considered. The Board/regional office will inform the names of the candidates granted exemption and the subjects in which

exemption are granted, to the institutes. (However this is not applicable to the candidates undergoing pharmacy course and Architecture course.)

iii) Reappearing in passed subjects:

A candidate declared as Fail/ATKT/FT in an examination of the Board, 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 Principal of his institute and obtain written permission from Board before filling the examination form **(For theory paper only)**. The candidate shall submit a copy of the permission letter obtained from Board along with the examination form. 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. However this is not applicable to the candidates undergoing pharmacy course.

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/year 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/year. 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/year(s).

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 Board, 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 Board revises curriculum and there is major change in the Teaching and Examinations schemes, in opinion of the courses committee, the Board 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 Principal/Head of Institute as eligible for admission to a semester/year examination, shall be called ex-candidate for subsequent examinations of that semester/year, if after such certification the candidate does not appear or appears and fails in that semester/year 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 institute for admission to the subsequent examinations of that semester/year, 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 institute 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 or year 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/year 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/year, 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 Board, from time to time.

(ii) The Principal/Head of the institute 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 Principal/Head of the institute 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 institute shall submit a copy of the order to the regional office. A copy of these orders shall be preserved by the Head of the institute in sealed envelope and shall produce only if asked by the authority of the Board.

(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 Principal of Institute 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 & year / 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 Institute:

If the examiners detect cases where Laboratory Practicals / Term-work / Project / Sessional are incomplete but Principal / Head of Institute has certified the same as complete and allowed candidates to appear for examination, the secretary shall enquire into such matter and report of all such cases shall be submitted to the Director of Board for due action against the institute as per the decision of special committee. In addition to this, the secretary shall report all such cases to the Director of Technical Education and Government for further action against the institute as may deem fit.

E) Failure in Term Work

A Candidate, who has failed in any of term work examination, wherever prescribed for any semester/year examination, shall be admitted to the succeeding semester/year, 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/years classes during the same time period, then the candidate should not be allowed to join higher semester/year, 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/year. Completion of fresh term work shall be certified as per RG4 D (i)

In case the institute 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 Board, circulated to all its affiliated institutes. The detailed timetable of an examination would be sent to all institutes 3 weeks prior to the commencement of the examination. Any changes of dates, due to unavoidable circumstances, shall be intimated to institutes and also published through press and other media, adequately in advance.

B) Modes of Examination

i) Mode of Written examination:

Each candidate presenting himself at the specified centre of examination shall be supplied the Question Paper and he shall have to write the answers on the Answer Book supplied by the Board.

ii) Mode of Practical, Oral, Term Work, Sessional, Project/Seminar Examinations.

The internal and/or external examiners appointed by Board/regional office 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 Board from time to time and even may be online. In case of online examination it is the responsibility of the Institute to provide adequate numbers of computers with soft wares and peripherals for smooth conduct of examination.

C) Subjects at an Examination

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

D) Curriculum for Subjects at Examination

The Curriculum for each subject (of the course) at the examination shall indicate the detailed contents of study prescribed. The copy of Curricula may be priced publication made available for sale in Board, its regional offices, Govt. Press, institutes or book depots authorized by the Board. The Board may also make them available on its web site.

E) Medium of Examination

Candidates appearing for an examination of the Board 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) Granting change of examination centre

Generally, no change of centre of examination would be granted. However, in exceptional cases, Board may grant the change, considering merits of the case.

G) Permission for writer

- i) Permission for writer would be granted to a candidate only if he is physically unable to write the answers and has been medically so certified, at the time of examination.
- ii) Any physical disability, which existed during course of study, shall not be considered as valid reason for permitting a writer.
- iii) The writer so permitted shall be less qualified than the candidate. Further, the writer shall neither be a relative of the candidate nor an employee at the center of examination. The Principal or 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 regional office. The regional office shall inform the related RAC such change, to account for any possible confusion regarding change in hand writing in concerned answer books.
- v) For obtaining permission for writer, the candidate or his parents shall apply to the Regional office of the Board in writing along with medical certificate and supporting documents issued by a registered medical practitioner.
- vi) The institute would make separate seating arrangement for such disabled candidate and the writer. The candidate and the writer, both shall be present together, during the sessions of the examination.
- vii) Use of writer shall be limited to writing answers of theory papers only, and shall exclude drawing/graphics, and subjects wherein the motor skill of the candidate has to be tested.
- viii) Further, the candidate permitted to use writer shall not be allowed to write or draw anything. Occurrence of any such event shall be considered as misconduct on the part of the candidate and he shall be liable for disciplinary action.

H) Allowance 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.

RG-9 Result Processing

A) Results of the Examinations

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

B) Result Status

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

- I DST (First Class with Distinction): Candidates passing in all subject heads and securing minimum 75% of total marks shall fall in this category.
- I (First Class): Candidates passing in all subject heads and securing minimum 60% or more but less than 75% of total marks shall fall in this category.
- II (Second Class): Candidates passing in all subject heads and securing minimum 45% or more but less than 60% of total marks shall fall in this category.

- Pass (Pass Class): Candidates passing in all subject heads and securing minimum 40% or more but less than 45% of total marks shall fall in this category.
- ATKT (Allowed To Keep Term): Candidates awarded ATKT status as per prevailing rules, shall fall in this category
- FT (Fails to clear previous ATKT status): Candidates allowed to keep term for higher semester/year at previous examination and failing to clear the subjects at the current examination.
- WFLS/WFLY (Withheld. Failed in lower semester/year): Candidates passing final semester/year examination but failing in lower semester/year(s) examination shall fall in this category.
- Fail: Candidates failing to secure minimum passing marks in number of subjects more than those prescribed for award of ATKT or minimum percentage of aggregate marks shall fall in this category.
 - i) FCO (Fail but allowed carry on)

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

- i. TH: Theory
- ii. TM: Theory test marks
- iii. PR: Practical
- iv. PM: Practical test marks
- v. AG: Aggregate
- vi. AP: Additional practical
- vii. OR: Oral
- viii. TW: Term Work
- ix. PJ: Project work
- x. SW: Sessional
- xi. IT: Industrial training
- xii. @: Condoned marks
- * Failure marks
- xiii. #: 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. DST: Distinction
- Xxvii I : IMPROVEMENT
- xxvii. FCO: Fail but allowed carry on.
- xxviii. + RHR Forced RHR for want of information.

C) Results Held in Reserve (RHR)

i) Clearing RHR Results

The result of a candidate shall be held in reserve for want of any marks or information from the institutes and declared on obtaining such information as per the schedule of the Board,

ii) Penalty to Institute for Non-clearance of RHR:

In case any Institute fails to get cleared its RHR cases by the dates specified by the Board, it shall be liable for penalty as decided by the Board from time to time. Besides, names of such Institutes shall be reported to the Director of Technical Education / Government for further disciplinary action.

D) Processing Adversely Affected Result before Its Declaration

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

E) Allotment of abnormally high or low internal marks: In case it is revealed that the candidates of a particular course/s of an institute 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.

F) Amendment in Declared Results

In case, the declared result of an examination is later found affected by an error (except those covered under malpractice, fraud or improper conduct); the matter shall be placed before the Special Committee for scrutiny. The Director of Board 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.

G) Late Communication of Internal Marks by an Institute

If head of the institute fails to communicate any of the internal assessment marks of a candidate before the set last date in this regard or before the declaration of the result of the related examination, the result of such candidate shall be held in reserve (RHR). If head of the institute communicates such marks after the declaration of the result, these marks would be accepted by the Board for clearing the RHR cases, provided the marks do not exceed the average marks secured by candidate for that particular examination. In

case the late communicated marks exceed his average marks, they shall be restricted to the average marks for the purpose of declaration of the withheld result. However, if the average marks are below the minimum passing marks, the minimum passing marks shall be awarded if late communicated marks are more than minimum passing marks.

After the declaration of the result, if it is revealed that an institute has communicated erroneous internal assessment marks, the result shall be reviewed and duly modified in light of the provisions laid down in the preceding para.

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 secretary, has partly or fully participated in such malpractice, fraud or misconduct, all such cases shall be placed before the Special Committee for scrutiny. The Director of Board shall have power to advise secretary 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 institute shall get its institution copy of result gazette duly corrected by the Board. The institute shall further, take back the original mark sheet and the diploma certificate, as the case may be, from the candidate. The institute shall return these documents to the Board.

I) Certificate of marks

i) Issuance of Certificate of marks:

A candidate appearing for an examination of the Board 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.

J) Process and Extent of Verification

A candidate who has appeared at the examination conducted by the Board may apply to the Secretary 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

modification of his result, due corrections shall be made in the result gazette by the Board and the candidate be informed accordingly. No revaluation of any answers in the answer book shall be done. The candidate whose result status is RHR/WFLS/WFLY/+ RHR shall also apply (in his own interest) for verification as per schedule of application if he desires to do so.

i) Application for Normal Verification

Application for normal verification shall be made by the candidate, through head of his parent Institute, on the prescribed form, along with the prescribed fees, within stipulated period from the date of declaration of his result.

ii) Application for Urgent Verification

A candidate who has appeared for final semester/ year examination of the Board, may apply for the urgent verification of marks, in any of the theory papers, he has appeared in. He shall apply on prescribed form along with requisite fees and submit it directly to the related regional office, within 3 days from the date of declaration of the result. However, this facility shall be available for the summer examinations only.

K) Revaluation of Answer Book Inadmissible

Revaluation/reassessment of answer book shall not be permissible. No candidate or his representative shall be entitled to any disclosure or inspection of his answer book or any other examination related documents, which shall be treated as most confidential by the Board.

L) Loss of Candidate's Right to Verification: If a candidate fails to apply for the verification of marks in the prescribed form and within the prescribed date, he shall lose the right to verification.

M) Time Limit for Preservation of Assessed Answer Books

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

RG-10 Penalty for Acts of Misconduct of Candidates / Institutes

A) Misconduct Before, During or After the Examination

If at any point of time, before, during or after the examination, it is found/ reported that a candidate / the Institute has indulged in any act of misbehavior or misconduct, thereby committing breach of any of the rules laid down by the Board in this behalf, and the Secretary, after due enquiry of the incident, is convinced of such possible misconduct/misbehavior on the part of the candidate / the Institute, he shall place all such cases before the Special Committee for its final decision on penalties to be imposed or action to be taken in this regard.

B) Candidate Found Copying or Misbehaving During the Examination

If during an examination a candidate has been found copying or using or attempting to use unfair means and unless he has been ousted for gross misbehavior, he would not be expelled from examination. The Officer-in-charge shall provisionally permit such candidate to appear for the remaining/full examination at the centre. The candidate's answer book and copying material, if any, shall be seized and his written undertaking shall be obtained. A fresh answer book shall then be issued for writing the examination. The Officer-in-charge then shall report the event to the Secretary as per the prescribed procedure. The Secretary shall cause an enquiry into the matter and place all such cases along with enquiry report/s before the Special Committee for its final decision in this regard.

C) Copying Cases Detected In Assessment Center

When a case of copying or misconduct is detected by an examiner at the assessment center (RAC) or at the place of assessment while assessing the answer-books, the examiner shall report it to the Officer-in-Charge of the assessment centre or the Secretary, as the case may be, along with his observations. The Officer-in-charge of the centre shall report such cases along with the report of the Examiner/s to the Secretary. The Secretary shall cause an enquiry into the matter and place all such cases along with enquiry report/s before the Special Committee for its final decision in this regard.

The Director of Board shall have the power to cancel the result of such defaulting candidate in the examinations at which he (the candidate) appeared and also to debar him from subsequent examinations, either permanently or for such a specified period as the Special Committee may deem fit.

D) Eligibility to Appear Anew At Examination after the Expiry of Penalty Period

The candidate, who, in the opinion of special committee, is found guilty and given punishment, whose all examinations, he appeared in are cancelled and who is further debarred from examination/s for a specified period shall be eligible to appear anew as ex-candidate for such examination/s after the expiry of the penalty period, provided he is otherwise eligible. During the period of punishment such candidate shall not be eligible to appear for any examination/s of the Board, Neither he shall be eligible to seek admission. *However he shall be allowed to continue and complete the term only, if he is already admitted before the examination in which he is found guilty. (*Applicable for yearly pattern courses only)

E) Penalty/ punishment for malpractice and negligence by Institute

The Institute is liable for punishment as decided by the Board for any act towards disturbance of functioning of the Board such as,

- i) Delay in submission of the necessary documents required for declaration of result, issue of diploma certificates, preparation of pre-examination documents, etc
- ii) Submission of documents with incorrect or false information,
- iii) Submission of forged and fabricated documents ,
- iv) Breach of Rules or Instructions,
- v) Malpractices/Negligence observed in the Distribution centers, Examination centers and assessment centers.
- vi) Delay in submission of documents like examination forms, PAC list, Enrolment forms, mark sheets and such other relevant documents.

The Institute here means The Institute as a whole, The Head of the Institute, The staff of the Institute or The Management as the case may be.

The nature and quantum of the penalty/punishment shall be as decided by the Board.

F) 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) Curriculum Implementation and Assessment Norms 2006
- iv) Guidelines for Special Committee.
- v) The annexure containing nature and quantum of punishment.
- vi) Academic monitoring reports

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, Secretary shall put such matters before the Special Committee for appropriate decision in this behalf. The Special Committee shall follow the guidelines for appropriate decision. The recommendations of special committee shall further be placed before the Director of the Board for

approval. The Secretary, after approval, shall execute accordingly.

RG-12 Award of Diploma and Prizes

- A) Eligibility for Award of Diploma:** A candidate to be eligible for award of Diploma/Post Diploma/Post-Graduate Diploma/Advanced 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 /Post Diploma/Post graduate Diploma /Advanced Diploma or any other 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 Director of Board 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 Board.

C) Issuance through the Institute

A candidate, who has passed the final semester/year examination, shall be issued provisional diploma certificate along with the certificate of marks. The Board shall issue the certificates of Diploma or Post Diploma or Post-Graduate Diploma or any other relevant Diploma expeditiously through the Heads of Institutes.

D) Certificates to Candidates from Closed Down Institutes

In case of an Institute, presenting candidates for an examination and closing down subsequently, the Diploma certificates shall be issued to the successful candidates by the Regional Office of the Board on production of their identity certificates duly verified & certified by a competent gazetted officer or such any other proof of identity and /or related documents that may be demanded by the Board.

E) 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 institute 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.

F) Issuance of Duplicate Diploma Certificate to a Candidate from a Closed Down Institute

In case of an Institute, presenting candidates for an examination and closing down subsequently, the Diploma certificate shall be issued to

the candidate through the regional office of the board, on production of his identity certificate duly verified & certified by a competent gazetted officer or special executive magistrate and an affidavit stating that the Original or Duplicate copy, as the case may be, issued to him earlier is lost. 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 Marksheet 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/year is declared for the candidates admitted in first semester/year and immediately after the result of third semester/second year is declared for the candidates admitted in third semester/second year directly. Name correction will not be entertained if reported after the declaration of result of the Final semester/ year. 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(Marksheet/certificate etc.) of the examination/s already held.

RG - 14 Issuance of Transcript:

The Board shall issue, on request, along with prescribed fees, the transcript for Semester/year 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

| 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 |

issued separately from time to time by the board.

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.

Regulations for Engineering/Technology

Diploma and Post Diploma courses -Yearly pattern (Full Time, Part Time, Correspondence (Distance Learning)) courses in Engineering and Technology

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.

Note: No request made by any candidate for holding any retest for reasons of his being absent due to any reason shall be entertained.

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.

RE3 Rules of ATKT for Admission to Next Higher Semester/ Year

A candidate-passing minimum 2/3 rd of total number of subjects prescribed for an examination shall be allowed to keep term for next higher semester/ year.

Rules for ATKT are given in table as mentioned in Rule RG 2(D)

RE 4 Award of Class

- (A) There shall be four grades for award of class at an examination.
- First Class with Distinction (I DST)
A candidate shall be declared to have passed the examination in First Class with Distinction, if he obtains 75% or more of the total marks.

- First Class (I)
A candidate shall be declared to have passed the examination in First class, if he obtains 60% or more but less than 75% of the total marks.
- Second Class (II)
A candidate shall be declared to have passed the examination in Second class, if he obtains 45% or more but less than 60% of the total marks. The above grades shall be awarded subject to the condition that the candidate should not have availed exemptions in any subject of the examination as per RG 5(A)(i) & (ii)
- Pass Class (Pass)
A candidate shall be declared to have passed the examination in Pass class, if he obtains marks less than 45% of the total marks but greater than the minimum percentage for passing, or he has availed exemptions as per RG 5(A)
A candidate shall be declared to have passed the examination leading to award of Diploma in first class with distinction if he secures 75% or more marks at the final year.
A candidate shall be declared to have passed the examination leading to award of Diploma in first class if he secures 60% or more marks but less than 75% marks at the final year
A candidate shall be declared to have passed the examination leading to award of Diploma in second class if he secures 45% or more marks but less than 60% marks at the final year.
A candidate shall be declared to have passed the examination leading to award of Diploma in pass class if he secures 40% or more marks but less than 45% marks at the final year.
While deciding minimum marks required for award of class, fraction of marks shall be omitted.

RE 5 Gracing

A) Grace Marks for Subject Passing:

A candidate shall be given maximum 1 OR 2 as grace marks as the case may be, for maximum marks below 75, or maximum 1, 2 or 3 as grace marks as the case may be, for maximum marks 75 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 RG5 (A)(i).

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, 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.

RE 6 Carrying Forward Marks of Ex-Candidates for Exemptions:

In case of ex-candidates the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks. Such candidates shall be eligible for award of class on par with other successful candidates.

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

RE 7 Result of a Candidate Appearing Simultaneously For Two Examinations

The result of final examinations of a candidate who is required to appear for both the final and lower year examinations and fails or fails to appear for the lower year examinations but passes the final year examination shall be declared only after he passes the last but lower year examination.

The marks secured by the candidate shall be declared on Institute copy of result sheet with WFLY result in result column. The Principal should inform the marks of final year to the candidate who is eligible to apply for verification and/or to fill up examination form for improvement of marks wherever applicable. However, if such a candidate has failed in the final year examination he shall be so informed.

Such a candidate shall be deemed to have passed the final examination leading to the award of diploma on the basis of marks obtained by him at the final year examinations from the date of his passing the last but lower year examination.

RE 8 Improvement of Performance:

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

This provision shall not be applicable to Post Diploma courses/ Advanced Diploma/ Post graduate Diploma.:-

The Candidate so permitted shall:

- (i) Forfeit the Diploma awarded earlier, certificate of marks, original latest leaving certificate and other documents he is entitled to for having passed the final year examination for which he opts to reappear and improve his performance.
- (ii) Be entitled to reappear as an ex-candidate of same Institute where he was previously studying and his previous marks other than the theory subjects shall be carried forward.
- (iii) Be required to reappear in all the theory subjects of final year examination, at any one of next two consecutive examinations. Such a 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 two examinations.

Diploma and Post Diploma courses -Semester pattern (Full Time, Part Time, Correspondence (Distance Learning)) courses in Engineering and Technology.

RE-9 Class tests & submission of marks:

- i. 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.
- ii. 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 mentioned above considering the marks of the test in which he remains absent as zero.
- iii. 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.

Note: Request made by any candidate for holding any retest for reasons of his being absent due to any reason shall not be entertained.

RE-10 Standard of Passing

To pass an examination a candidate must obtain a minimum of 40% of the full marks, separately in each theory, practical, oral and term work. While deciding minimum marks required for passing, fraction of a mark shall be omitted.

Further,

- a) "Theory", "practical", and "term work" shall be separate heads of passing.
- b) The marks under the head "theory" shall be aggregate of
 - i) Marks of written examination in theory and
 - ii) The marks of the average of two tests to be held by the institute during the semester wherever applicable.

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".
- iii) To pass in the heads "practical/ oral" and "term work" a candidate will have to obtain at least 40% of the maximum marks assigned to these heads.

RE - 11 Rules of ATKT for Admission to Next Higher semester

A candidate-passing minimum 2/3 rd of total number of subjects prescribed for an examination shall be allowed to keep term for next higher semester:-

Rules for ATKT are given in table as mentioned in Rule RG-2(D).

RE - 12 Award of Class

There shall be four grades for award of class at an examination.

- **First Class with Distinction (I DST)**
A candidate shall be declared to have passed the examination in First Class with Distinction, if he obtains 75% or more of the total marks.
- **First Class (I)**
A candidate shall be declared to have passed the examination in First class, if he obtains 60% or more but less than 75% of the total marks.
- **Second Class (II)**
A candidate shall be declared to have passed the examination in Second class, if he obtains 45% or more but less than 60% of the total marks. The above grades shall be awarded subject to the condition that the candidate should not have availed exemptions in any subject of the examination as per RG-5(A)(i),(ii)
- **Pass Class (Pass)**
A candidate shall be declared to have passed the examination in Pass class, if he obtains marks less than 45% of the total marks but greater than the minimum percentage for passing, or if he has availed exemptions as per RG-5(A)(i) & (ii)
- A candidate shall be declared to have passed the examination leading to award of Diploma in first class with distinction if he secures 75% or more marks in aggregate at the final semester and pre final semester (i.e. fifth semester in case of a six semester diploma & seventh semester in case of a eight semester diploma)
- A candidate shall be declared to have passed the examination leading to award of Diploma in first class if he secures 60% or more marks but less than 75% marks in aggregate at the final semester and pre final semester (i.e. fifth semester in case of a six semester diploma & seventh semester in case of a eight semester diploma):-
- A candidate shall be declared to have passed the examination leading to award of Diploma in second class if he secures 45% or more marks but less than 60% marks in aggregate at the final semester and pre final semester (i.e. fifth semester in case of a six semester diploma & seventh semester in case of a eight semester diploma)
- A candidate shall be declared to have passed the examination leading to award of Diploma in pass class if he secures 40% or more marks but less than 45% marks in aggregate at the final semester and pre final

semester (i.e. fifth semester in case of a six semester diploma & seventh semester in case of a eight semester diploma)

- While deciding minimum marks required for award of class, fraction of marks shall be omitted.

RE- 13 Consideration of implant (practical) training semester for declaration of result for a sandwich pattern course

In case of sandwich pattern Diploma courses, unless otherwise specified in the scheme, the result of the final semester leading to the award of Diploma shall be declared on the basis of the marks obtained in the last institutional semester preceding the implant (practical) training and the marks obtained in practical training. No result of final semester, if it is practical training, shall be declared separately, unless a candidate has passed the preceding institutional semester. However, the result of practical training, if it precedes the final institutional semester shall be declared separately and such marks obtained in the practical training shall be taken into consideration along with the marks of final institutional semester for the purpose of declaration of the result leading to award of Diploma.

RE – 14 Additional criteria in reference to implant training

i) In case of semester pattern courses, the candidates not eligible for admission to higher semester shall be permitted for admission to higher-level semester provided such semester is for implant training.

Similar facility shall be provided for yearly pattern courses. Which have one complete year dedicated for implant training however candidates shall be eligible to appear for examination only when they become eligible to appear for examination under these regulations.

ii) The final Diploma shall be awarded only if the candidate has completed the entire course as per Teaching & Examination scheme and on passing all examinations including those of missing/backlog subjects. Till that time candidate's final result shall be withheld.

It shall be the responsibility of each Principal/Head of Institute to ascertain the eligibility of a candidate before the candidate is admitted to higher semester/ year or is passing out.

First class or Second class will not be awarded in case of sandwich diploma courses where a particular semester is only implant (practical) training or project. The result of examinations of such cases shall be declared as "fail" or "pass" as the case may be.

RE - 15 A) Grace Marks for Subject Passing:

A candidate shall be given maximum 1 OR 2 as grace marks as the case may be, for maximum marks below 75, or maximum 1, 2 or 3 as grace marks as the case may be, for maximum marks 75 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 RG5 (A)(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, 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.

RE – 16 Carrying Forward Marks of Ex-Candidates for Exemptions:

In case of ex-candidates the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks. Such candidates shall be eligible for award of class on par with other successful candidates.

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

RE - 17 Result of a Candidate Appearing Simultaneously For Two Examinations

The result of final examinations of a candidate who is required to appear for both the final and lower semester examinations and fails or fails to appear for the lower semester examinations but passes the final semester examination shall be declared only after he passes the lower semester examination. Such a candidate shall be deemed to have passed the final examination leading to the award of diploma from the date of his passing the lower semester examination. However, if such a candidate has failed

in the final semester examination he shall be so informed.

RE - 18 Improvement of Performance:

A candidate who has passed the final and pre final semester examination leading to award of Diploma, at his option, shall be permitted to appear either for pre final semester or for final semester or both pre final & final semester examinations to enable him to improve his performance within a period of one year from date of his result. For this purpose, candidate will have to obtain permission from the Board prior to submission of examination form, which shall be accepted as per schedule declared by the Board. However, this facility shall not be available in case the Board has discontinued the question papers of the related scheme.

This provision shall not be applicable to ,advanced diploma post diploma, post graduate diploma courses.

Candidate so permitted shall:

- (i) Forfeit the Diploma awarded earlier, certificate of marks, original latest leaving certificate and other documents he is entitled to for having passed the final semester examination for which he opts to appear and improve his performance.
- (ii) Be entitled to appear as an ex-candidate of same institute where he was previously studying and his previous marks other than the theory subjects shall be carried forward.
- (iii) Be required to appear in all the theory subjects of semester examinations, at next two consecutive examinations. Such a candidate shall be permitted to avail only one chance for each semester to improve his performance. Be allowed to maintain the better result of two examinations.

RE-19 Post Graduate Diploma and Advanced Diploma (Yearly Pattern)

A) Minimum Passing Marks

To pass an examination, a candidate must obtain 50% of the full marks, separately in each theory paper, practical (including oral) and term work/ sessional, implant training While deciding the minimum marks required for passing, fraction of a mark shall be omitted.

B) Rules of ATKT for Admission to Next Higher Year

A candidate-passing minimum 2/3 rd of total number of subjects prescribed for an examination shall be allowed to keep term for next higher year.

Rules for ATKT are given in table as mentioned in Rule RG 2(D).

C) Award of Class

There shall be three grades for award of class at an examination

- First Class With Distinction
A candidate shall be declared to have passed the examination in First Class with Distinction, if he obtains 75% or more of the total marks.
- First Class (I)
A candidate shall be declared to have passed annual examination in first class, if he obtains 60% or more but less than 75% of the total marks. While deciding the minimum marks required for first class, fraction of a mark shall be omitted.
- Second Class (II)
A candidate shall be declared to have passed Annual examination in second Class, if he obtains 50% or more but less than 60% of the total marks. While deciding the minimum marks required for second class, fraction of a mark shall be omitted.

RE -20 Gracing

A) Grace Marks for Subject Passing:

A candidate shall be given maximum 1 or 2 as grace marks as the case may be to remove the deficiency in securing minimum passing marks in a theory paper of maximum marks below 75, or maximum 1, 2, or 3 as grace marks as the case may be in case the subject consists of theory or theory plus test examination, having total marks 75 or above. 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 RG5 (A)(i). 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, 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 50% marks (i.e. Second Class), such deficiency shall be made up by adding maximum 1/2 % of the aggregate marks assigned to the examination to the total marks obtained by the candidate in an examination. 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.

RE - 21 Carrying Forward Marks of Ex-Candidates for Exemptions:

In case of ex-candidates the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks. Such candidates shall be eligible for award of class on par with other successful candidates.

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

RE - 22 Result of a Candidate Appearing Simultaneously For Two Examinations

The result of final examinations of a candidate who is required to appear for both the final and lower year examinations and fails or fails to appear for the lower year examinations but passes the final year examination shall be declared only after he passes the last but lower year examination. Such a candidate shall be deemed to have passed the final examination leading to the award of diploma on the basis of marks obtained by him at the final year examination from the date of his passing the last but lower year examination. However, if such a candidate has failed in the final year examination he shall be so informed.

Post Graduate Diploma and Advanced Diploma - Semester Pattern:

RE – 23 Standard of passing and rules of ATKT

A) 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 Marksheets.
- 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.

Note: No request made by any candidate for holding any retest for reasons of his being absent due to any reason shall be entertained.

B) Standard of Passing

To pass an examination a candidate must obtain a minimum of 50% of the full marks, separately in each theory, practical, oral and term work. While deciding minimum marks required for passing, fraction of a mark shall be omitted.

Further,

- c) "Theory", "practical", and "term work" shall be separate heads of passing.
- d) The marks under the head "theory" shall be aggregate of
 - iii) Marks of written examination in theory and
 - iv) The marks of the average of two tests to be held by the institute during the semester wherever applicable.

To pass in the head "theory" examination a candidate shall be required to obtain at least 45% marks in written examination in theory paper and at least 50% marks in aggregate of written examination marks and average test marks for that subject, however-

- iv) There shall be no minimum marks for passing in test.
- v) A candidate obtaining less than 45% marks in the written examination in theory but obtaining 50% or more marks in aggregate of written examination marks and test marks shall be declared as "fail" in the head "Theory".
- vi) To pass in the heads "practical/ oral" and "term work" a candidate will have to obtain at least 50% of the maximum marks assigned to these heads.

C) Rules of ATKT for Admission to Next Higher semester

A candidate-passing minimum 2/3 rd of total number of subjects prescribed for an examination shall be allowed to keep term for next higher semester.

Rules for ATKT are given in table as mentioned in Rule RG2 D).

D) Award of Class

There shall be three grades for award of class at an examination.

- First Class With Distinction

A candidate shall be declared to have passed the examination in First Class with Distinction, if he obtains 75% or more of the total marks.

- First Class:

A candidate shall be declared to have passed Annual examination in first class, if he obtains 60% or more but less than 75% marks. while deciding the minimum marks required for the first class, fraction of a mark shall be omitted.

- Second Class

A candidate shall be declared to have passed Annual examination in Second class, if he obtains 50% or more but less than 60% of the total marks. While deciding the minimum marks required for the second class, fraction of a mark shall be omitted.

RE - 24 Gracing**A) Grace Marks for Subject Passing:**

A candidate shall be given maximum 1 OR 2 as grace marks as the case may be, for maximum marks below 75, or maximum 1, 2 or 3 as grace marks as the case may be, for maximum marks 75 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 RG5 (A)(i).

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, 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 50% 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.

RE - 25 Carrying Forward Marks of Ex-Candidates for Exemptions:

In case of ex-candidates the marks obtained in different heads of passing in the previous examination of the same course in which he has claimed exemption, shall be carried forward for deciding his total marks. Such candidates shall be eligible for award of class on par with other successful candidates.

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

RE - 26 Result of a Candidate Appearing Simultaneously For Two Examinations

The result of final examinations of a candidate who is required to appear for both the final and lower semester examinations and fails or fails to appear for the lower semester examinations but passes the final semester examination shall be declared only after he passes the last but lower semester examination. Such a candidate shall be deemed to have passed the final examination leading to the award of diploma on the basis of marks obtained by him at the final semester examination from the date of his passing the last but lower semester examination. However, if such a candidate has failed in the final semester examination he shall be so informed.

RE – 27 Grace marks for winner or runner candidate in sports:

A candidate who has participated and has been declared a winner or runner up at the interzonal sports competition organized by IEDSSA(Inter engineering diploma student's sports association) shall be eligible for maximum of five or three Condonation marks respectively for passing in one head only, subject to the submission of due certificate issued by the president of IEDSSA.

The above Condonation shall be applicable for only one passing head for the summer examination of the academic year in which the candidate has been declared winner/runner-up. This benefit shall not be applicable to passing heads of previous year or of subsequent year.

A candidate whose failure is condoned as above shall be eligible for class in the same way as other successful candidates and a " CON" meaning Condonation shall be shown against the result in the statement of marks. However " CON" shall not be mentioned in Diploma certificate.

DIPLOMA IN ARCHITECTURE

Preamble

The council of Architecture (Incorporated under the Architects Act, 1972), has, with the approval of the Central Government, Prescribed "Minimum Standards of Architecture Education Regulations, 1983" for imparting Architecture education throughout India for award of Recognized Qualifying Degree or Diploma in Architecture for the purpose of registration as an Architect, under Architects Act of 1972. Since the "Regulations 1983" are applicable as mandatory requirement under the provisions of the Architects Act 1972, the Board has revised the Curriculum of the existing Five Year (full-time) Diploma Course in Architecture from 1986-87 as per the guidelines issued by the Council of Architecture in the Minimum Standard of Architecture Education Regulation, 1983."

RA - 1 Admission

No candidate shall be admitted to the Diploma Course in Architecture, unless the candidate satisfies the qualification and other conditions prescribed by the State Government from time to time in this behalf.

RA -2 Stages of Diploma Course

The Diploma course in Architecture shall be conducted in the following two stages as prescribed by the Council of Architecture.

A) The first stage shall consist of the initial three academic years.

B) The second stage shall consist of two years (fourth and fifth year of the course) out of which a candidate shall be required to work in an Architect's office for practical training for a minimum of 20 weeks after successful completion of terms of fourth year of the course.

RA - 3 Eligibility of a Candidate for Diploma

A Candidate to be eligible for award of Diploma in Architecture shall have to pass first, second and fourth year examinations conducted by the Institute and third (Intermediate) and fifth (Final) year examinations conducted by the Board.

RA - 4 Time limit For Completion of Course:

The candidate shall have to complete the course of first stage within 5 years from the date of his admission to the course. However, relaxation may be made as per RA-9

RA - 5 Award of Diploma

Candidates shall be awarded Diploma on successful completion of both, first and second stages, of the course.

RA - 6 Allowance of the term for next year (ATKT)

A candidate-passing minimum 2/3 rd of total number of subjects prescribed for an examination shall be allowed to keep term for next higher year.

Rules for ATKT are given in table as mentioned in Rule RG 2(D).

RA - 7 Result of a Candidate Appearing Simultaneously For Two Examinations

The result of current examinations of a candidate, who is required to appear for both the current and lower year examinations and fails or fails to appear for the lower year examinations but passes the current year examination, shall be declared only after he passes the last but lower year examination. Such a candidate shall be deemed to have passed the current examination from the date of his passing the last but lower year examination. However, if such a candidate has failed in the current year examination he shall be so informed. Such candidates will not be admitted to the next higher year.

RA - 8 Time limit for abeyance of ATKT

Facility of ATKT shall not be permitted to be kept in abeyance for more than one academic year/annual examination.

RA - 9 Relaxation in Time Limit for Passing First Stage

The condition of completion of first stage of the course within 5 years from the date of candidate's admission to the course may be relaxed for the candidate getting ATKT for the fourth year of architecture course. Such a candidate would be granted an additional year for completion of the course of the first stage, i.e. maximum six years.

RA - 10 Teaching and Examination Scheme

The teaching and examination scheme for the five year diploma course in Architecture (yearly pattern), shall be as contained in the curriculum prescribed by the Board, following guidelines issued by the Council of Architecture, subject to revisions and modifications made from time to time.

Subjects of Examination :

Examination in the subjects may include:

- Theory
- Sessional work and/or viva voce

As applicable and prescribed in curriculum and teaching & examination scheme

RA-11 Assessment of Sessional Work**A) Progressive Assessment**

The internal assessment of the sessional work in theory and drawing subjects shall be progressive.

B) Internal & External Assessment

The sessional work (in Design, Construction Engineering, Town Planning and Landscape), and viva voce shall be assessed jointly by internal and external examiners on the basis of the concepts and the depth of comprehension of principles involved and not on any attempts of embellishment of presentation.

C) Criterion for Passing Sessional

A candidate shall not be allowed to appear for the Annual Examination if he fails to secure a minimum of 50% marks in the internal assessment of the sessional work in the respective subjects.

RA-12 Exemptions

A) Automatic exemptions: A candidate whose overall result is "Fail", shall earn automatic exemptions at the subsequent examination, in the subjects or passing heads in which he has passed. These marks shall be carried forward to the subsequent examination, for deciding his total marks.

RA -13 Communication of Sessional Marks

Principal shall communicate the sessional marks of the candidates appearing for the third (Intermediate) and/or fifth (Final) year examinations of the Board, within one week from the end of the academic year. The sessional work in Design, Construction Engineering, Landscape and Town Planning, would, however, be retained (in portfolios) in the institute for the joint assessment by the internal and external examiners appointed by the Board. Principal shall also communicate the result of each candidate who has appeared at first year, second year or fourth year examination, to enable the Board to verify the result status at third and fifth year and declare the result.

RA-14 Standard of Passing

To pass the examination a candidate shall obtain a minimum of 40% of full marks in each theory and drawing/design paper and minimum 50% of full marks in sessional work/viva voce. However, he should obtain minimum 50% of the aggregate marks in the subject head comprising theory, design drawing, sessional and viva voce to be eligible for claiming exemption in that subject

for the next examination.

To be eligible for the exemption for appearing in the same subject at the next examination in case of failure in other subject/s the candidate has to secure a minimum of 50% of aggregate marks in the subject/s concerned. The candidate will have to appear for examination in theory paper, drawing/design paper only, because his sessional marks are to be carried forward.

RA-15 Gracing

A) Marks for Subject Passing: If a candidate obtains at least 50% of total marks in some of the heads of subject (theory, sessional, viva voce), but falls short by maximum up to ½% of the aggregate marks assigned to the examination for passing, such deficiency would be removed by adding maximum up to ½% of aggregate marks assigned to the examination, to the total marks obtained by the candidate in the examination. While adding such grace marks, the fraction of a mark shall be rounded to the next number and added in the total.

B) Grace Marks for Passing Examination

A candidate who fails to pass an examination by not more than 10 marks in aggregate and in not more than 2 theory papers and /or practical (including oral/ viva voce and/or sessional except design sessional) covering not more than 2 subjects, such deficiency in marks in those 1 or 2 Theory papers and /or practical and /or oral (viva voce) and/ or sessional shall be condoned provided the candidate has secured at least 50% marks in aggregate and has not availed the exemption as per RG 5(A).

C) Grace for Minimum Passing Marks in a Subject

A candidate will get the grace marks of maximum 1 or 2 as the case may be to remove the deficiency in securing minimum marks for passing for a total marks below 75 or maximum 1, 2 or 3 as the case may be, for the total marks of 75 or above, in written theory examination of that subject. Benefit of gracing shall not be given twice in a single theory paper.

D) Gracing For Award of Class

A candidate who falls short of the total to obtain a first or second class shall be declared to have passed in first or second class, as the case may be by adding half percent of the aggregate marks, assigned to the examination. 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.

RA-16 Award of Class

A candidate shall be declared to have passed the examination in First class with Distinction, First or Second class on obtaining minimum of 80, 65 or 50% marks respectively, of the aggregate marks, provided he passes in all the subjects of examination at one and the same sitting. While deciding minimum marks required for award of class, fraction of a mark shall be omitted.

RA-17 Scope of Regulations

The above regulations shall apply for all 5 examinations of the course conducted by the Institutes and/or by the Board.

Diploma in Pharmacy

RP - 1 Admission to the Course

A candidate shall not be admitted to the course of Diploma in Pharmacy (part I of the course) approved by the Board, unless he has passed the qualifying examination or an equivalent examination as prescribed by the competent authority for admission to the course in the state of Maharashtra and fulfills the other conditions prescribed for the admission to the course.

RP - 2 Examinations

There shall be two examinations, Diploma in Pharmacy, (Part-I), to examine candidates in the first year course and Diploma in Pharmacy (Part-II), to examine candidates in the second year course. Each examination may be held twice every year. The first examination in a year shall be the Annual examination and second examination shall be supplementary examination of the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II), as the case may be. The examination shall be of written and Practical (including oral) nature as indicated in the table in the regulation 10 of the Education Regulation 91 framed by the Pharmacy Council of India.

RP - 3 Exemptions

A candidate who has appeared in all subjects (theory, practical with sessional/oral) of first year or second year, but failed in some subjects (theory and/or practical with sessional/oral) may be exempted from reappearing in the subject/s in which he has passed by securing 40% marks or above.

RP - 4 Eligibility for Award of Diploma in Pharmacy

A candidate to be eligible for award of Diploma in Pharmacy shall have to pass

- Diploma in Pharmacy Part-I (First year) and
- Diploma in Pharmacy Part-II (Final year)

Consisting of the course of study given in chapter II of the Education Regulation 91, prescribed by Pharmacy Council of India.

- Diploma in Pharmacy (Part-III)

Consisting of Practical Training and the certificate of having completed satisfactorily the apprenticeship period as provided in Chapter III of the Education Regulation - 91 prescribed by the Pharmacy council of India.

RP - 5 Eligibility for Diploma in Pharmacy (Part-II)

If a candidate completes satisfactorily the term of First Year and appears in all subjects including theory, practical and sessional/oral of Diploma in Pharmacy Part-I Examination, but fails in more than two subjects (including theory and/or practical with Sessional/Oral), he shall not be eligible for promotion to Diploma in Pharmacy Part-II.

A candidate who fails in theory or practical examination of a subject shall re-appear such in theory paper or Practical as the case may be.

RP – 6 Results of final year and first year examinations to be declared simultaneously.

The result of a candidate, who has appeared for final year examination simultaneously with first year examination, shall be withheld until he passes in the first year examination. However, if such candidate fails in the final year examination, the result would be declared.

RP - 7 Teaching and Examination Scheme

The teaching and examination scheme of Diploma in Pharmacy shall be as prescribed under chapter II of the Education Regulation, 91 of Pharmacy Council of India and adopted by the Board, subject to such revision and modification made from time to time by Pharmacy Council of India.

The examination in various subjects may include

- Theory
- Practical (by using software –wherever applicable) including sessional examinations as per Educational Regulation 1991 and ER 1996.

RP - 8 Award of Sessional Marks and Maintenance of Record

The record of theory and practical class work shall be maintained by the institute in the manner prescribed in Education Regulation 91 as under:

- A regular record of both theory and practical class work and examination conducted in an Institute imparting training for the course for Diploma in Pharmacy, Part-I and Part-II shall be maintained for each candidate and 20 marks for each paper in theory and 20 marks for each paper in practical shall be allotted as Sessional Marks.
- There shall be at least 2 periodic sessional examinations during each academic year. In case more than two periodic tests are held the highest aggregate of any two performances shall form the basis for calculating sessional marks.
- If any candidate remains absent for any periodic test he shall be deemed to have secured zero marks in the said test.
- The Principal shall communicate the sessional marks of the candidates to the Board as directed within the stipulated period.

RP - 9 Improvement of Sessional Mark

A) Scope of Improvement

A candidate may improve the sessional marks as per the provision made

in the Education Regulation 91 as under:

Candidate who wishes to improve sessional marks can do so, by appearing in two additional sessional examinations during the next academic year. The average score of the two examinations shall be the basis of improved sessional marks in theory. The sessional of practical shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day-to-day assessment in the practical class can not be improved unless he attends a regular course of study again. The average sessional marks thus calculated should be made available to all examiners in the practical subject at the commencement of the relevant examination in both the diploma in Pharmacy part I & II examinations.

- The facility of improvement of sessional marks shall be given only for one time.

B) Allotment of Sessional Marks for Practical

The sessional marks would be divided in two parts for assessment by examiners as per the provision made in the Education Regulation 91 as under:

The sessional marks in Practical shall be allotted on the following basis:

Actual performance in the sessional examinations = 10 marks.

Day to Day assessment in the Practical class work = 10 marks

C) Distribution of Sessional Marks for Practical

The sessional marks for practical shall be distributed as follows:

Performance in the sessional examinations = 10 marks.

Day to Day performance in Practical class work = 10 marks.

RP - 10 Standard of Passing and Award of Class

A) Standard of Passing

A candidate shall not be declared to have passed Diploma in Pharmacy examination, unless he secures at least 40% marks in each of the subjects separately in the theory examinations including sessional marks and also at least 40% marks in each of the practical examinations including sessional marks.

B) Award of Class

- **First Class with Distinction**
The candidate securing 75% of aggregate marks or above in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examination, shall be declared to have passed the related examination in First class with Distinction.
- **First Class**
The candidate securing 60% of aggregate marks or above but less than 75% marks in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examination, shall be declared to have passed the related examination in First class.
 - **Second Class**
The candidate securing 50% of aggregate marks or above but less than

60% marks in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examination, shall be declared to have passed the related examination in Second class.

- **Pass Class**

The candidate securing less than 50% of aggregate marks but above the minimum passing marks at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examination shall be declared to have passed the related examination in Pass class.

C) Disqualification for Award of Class

A candidate, who has failed in an examination of the Board and has subsequently claimed exemption/s in certain subject/s on the basis of having passed certain subject/s at previous examination, and whose marks secured in such subject/s have been carried forward, would not be entitled for award of class.

RP – 11 Gracing

A) Gracing for award of class

If a candidate falls short by maximum ½% of the aggregate marks assigned to the examination, to be eligible for First class or Second class, such deficiency would be removed by adding maximum ½% of the aggregate marks assigned to the examination to the total marks obtained by the candidate in the examination. While adding maximum ½% of the aggregate marks fraction of a mark shall be rounded to the next full number and added in the total.

B) Gracing for subject passing

A candidate would get the grace marks of maximum 1 or 2 as the case may be to remove the deficiency in securing minimum marks for passing a theory subject having total marks below 75 or maximum 1, 2 or 3 as the case may be, for a subject having total marks 75 or above, in theory and test examination of that subject. Benefit of gracing shall not be given twice in a single subject.

C) Standard of Passing

A candidate shall not be declared to have passed Diploma in Pharmacy Examination unless he secures minimum passing marks of 40% in each of the subjects separately, in the theory examinations including sessional, as well as practical examination including sessional work.

RP - 12 Award of Diploma Certificate

The Board shall award diploma in Pharmacy to a candidate who has passed Diploma in Pharmacy (part-I) and (Part-II) examinations and has also duly produced the certificate of satisfactory completion of practical training for Diploma in Pharmacy (part-III), from an institute fulfilling the conditions stipulated in Appendix-D of Education Regulation 91. Principal / Head of the institute, where the candidate is enrolled, shall submit a copy of such certificate to the Secretary, for issuance of the certificate of the Diploma.

RP - 13 Scope of Pharmacy Council of India Rules

The Board shall adopt and apply the rules, prescribed by the Pharmacy Council of India, for admission to the Pharmacy Course, admission to the examinations, passing the examination etc., from time to time.

Sd/-
Secretary
MSBTE
Mumbai

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