

**EXAMINATION  
RULES AND REGULATIONS  
(2006-2007) AMENDED**

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**DIRECTORATE OF TECHNICAL EDUCATION,  
ASSAM.**

**EXAMINATION RULES AND REGULATIONS  
(2006-2007) AMENDED**

**PROGRAMME TITLES AND DISCIPLINES :**

- 1.1 The title of the programmes shall be called Diploma Programme in Engineering/Technology.
- 1.2 The Institution affiliated to the State Council for Technical Education, Assam herein after mentioned as SCTE, Assam, shall conduct the Diploma Programmes. The rules and regulations shall cover the under noted disciplines.
  - i) Agricultural Engineering (Ag)
  - ii) Architectural Assistantship (AA)
  - iii) Automobile Engineering (Au)
  - iv) Chemical Engineering (Ch)
  - v) Civil Engineering (Cv)
  - vi) Computer Engineering (Co)
  - vii) Electrical Engineering (EE)
  - viii) Electronics and Telecommunication Engineering (ET)
  - ix) Instrumentation Engineering (IT)
  - x) Mechanical Engineering (ME)
  - xi) Modern Office Practice (MOP)

- xii) Textile Chemistry & Design (TCD)
- xiii) Textile Technology (TT)
- xiv) Fashion Technology (FT)
- xv) Garment Technology (GT)
- xvi) Civil Engineering & Planning (CEP)
- xvii) Any other disciplines may be notified by  
State Council for Technical Education, Assam

## 2. Programme Duration and Working Hours :

- 2.1 The duration of a full time regular diploma programmes shall be of three academic years comprising of six semesters.
- 2.2 Each semester shall be of sixteen weeks duration. A minimum 450 contact hours per semester of instruction shall be completed in classroom laboratory workshop and field works.
- 2.3 Total contact hours per week per student will be 36 hours minimum on an average.

## 3. ADMISSION :

- 3.1 To be eligible for admission into a Diploma programme, a candidate shall have to appear in the Polytechnic Admission Test (PAT) conducted by the State Council for Technical Education and has to qualify himself/herself in it (except for Modern Office Practice course, where the candidate has to appear in a test in English to be conducted by the Principal). Also such candidates must be pass in 10+2 in Science, Arts or Commerce in a single sitting.
- 3.2 The candidate must have the following qualification for appearing in the Polytechnic Admission Test (PAT).
  - i) Pass in H.S.L.C. examination (10 + ) held by the

Board of Secondary Education, Assam in single sitting.

OR

Any other examination recognized as equivalent to H.S.L.C. Exam. (10+2) in single sitting.

OR

Technical School Leaving certificate examination held by SCTE, Assam in single sitting.

- ii) The Upper age limit is 20 years on 1<sup>st</sup> August on the year of Admission. This limit is relaxed by 3 years for candidates belonging to Scheduled Caste and Scheduled Tribes Communities.

- 3.2 Subject to satisfying the qualifying standard and other eligibility conditions as mentioned here in before under Clause 3.1 and 3.2 seats shall be reserved in the first entry in Diploma programmes for different categories of candidates as decided by the State Govt. from time to time.
- 3.4 No candidate debarred from appearing in any examination by any authority constituted by the Govt. or Statutory Board or University shall be eligible for admission into a Polytechnic during the period of debarment.
- 3.5 The Clause 3.2(i) & (ii) are subject to modification as

per All India Council for Technical Education norms from time to time.

#### 4. EXAMINATION :

- 4.1 Examination will be held twice a year for all the semesters.
- 4.2 There shall be one final examination at the end of each semester and it shall be termed as (a) 1<sup>st</sup> semester examination, (b) 2<sup>nd</sup> semester examination, (c) 3<sup>rd</sup> semester examination, (d) 4<sup>th</sup> semester examination (e) 5<sup>th</sup> semester examination, (f) 6<sup>th</sup> semester examination.
- 4.3 The contact hours of instruction per week to each paper shall be as per curriculum structure.
- 4.4 Mark allotted to each paper on theory/drawing/laboratories/workshop practice/viva-voce at the semester examination as per curriculum structure.
- 4.5 The Examination Committee on behalf of the State Council for Technical Education, Assam shall be responsible for all matters relating to holding of all six-semester examination.
- 4.6 All the Six semester examinations shall be conducted by the respective Institution on behalf of the State council

for Technical Education by means of written test, practical test, oral test internal assessments etc. on the subjects as per curriculum structure and scheme of the examination.

- 4.7 All examinations shall normally be held at the respective institute offering the courses of instruction. On extraneous circumstances, the examination committee may decide to change the venue and date of the examination.
- 4.8 The date & time and venue of each semester examination shall be notified by the secretary of the State Council for Technical Education or any other office authorized by him, at least 21 days before the commencement of the examination.
- 4.9 All the semester examinations shall be open to candidates who have prosecuted a regular course of whole time study as per the prescribed curriculum for respective semester at the institutions affiliated to the State Council for Technical Education.
- 4.10 An internal student of an institute, shall be permitted to appear in semester examination as
- i) **Regular Student** : Who has attended at least 75% of classes held in each of the theory and practical subject individually.

ii) Non-Collegiate Student : Who has attended at least 60% of Classes as held in each of the theory and practical subject individually and can prove the genuine ground of his less attendance. Such students must pay a fee fixed by the institute authority called "Non-Collegiate fee" along with examination fee.

iii) Any candidate who is an internal student but has attended less than 60% of classes in any one or more subjects on theory and/or practical shall not be eligible to appear in the respective semester examination .

Class teacher will submit the attendance report of all the students to the Principal every month and Principal will notify the attendance status of all the students and issue necessary instructions to irregular students with a copy to the guardian from time to time. Such student will be declared as discollegiate student, if he/she could not come up to the required attendance even after intimation.

iv) Discollegiate students will have to repeat the semester by taking admission in the next session.

4.11 A candidate shall be permitted to appear in the semester examination if he/she has paid all fees and dues up-to-date and has no liability of any kind to the Institution including Hostel.

4.12 A student desiring admission to a semester examination shall send an application to the effect in prescribed form,

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to the secretary to the SCTE through the head of the respective institute along with the requisite fees within such date as notified by the head of the institute or the secretary of the SCTE.

i) Fail to prosecute the prescribed course of study for the examination in his institute as a full time student.

ii) Fail to attend the requisite no. of classes in each of the theory & practical subjects for the prescribed course of study held in the institute.

iii) Fail to complete satisfactorily the practical & sessional works and attained at least the pass marks in the internal evaluation in each subject prescribed for the course of study.

iv) Fails to attain satisfactory conduct during the course of study.

4.13 The application not submitted in prescribed forms, not complete in all respect, not submitted in time and not supported by money receipt or proof of payment of all fees and dues and clearance certificate from Hostel Superintendent shall be rejected and no correspondence in that account shall be entertained.

4.14 The Head of the Institute shall be competent to reject any application for any deficiency as mentioned in Clause 4.12 & 4.13.

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4.15 Notwithstanding forwarding of applications for admission to any examination, payment of examination fees and issue of admit card, the respective head of the Institute shall be competent to disallow a candidate from appearing in the whole or part of the examination if the candidate is found to be-

- i) Not fulfilling any conditions laid down under the rules mentioned here in before.
- ii) Deficient in the attendance of requisite number of classes held and / or deficient in securing the minimum pass marks in the sessionals.
- iii) Showing misconduct or ill behaviour to any of the Institute staff member, invigilating officer, examiner or any member of the examination cell of the Institute.
- iv) Resorting to strike and / or adopting unfair means in examination in any paper of any subject and / or violating the rules of examination.

4.16 The Secretary of the SCTE shall be competent to declare any candidate as failed in the respective semester examination if he/she is found to be failing into any category mentioned under clause 4.15 (i) & (ii) even he/she appeared in the respective semester examination in full.

4.17 Student desiring admission to a semester examination or back examination shall be required to pay the requisite examination fees, marksheet fees, non-collegiate fees, centre fees etc. as may be decided by the State Govt./ SCTE from time to time.

4.18 Any fees once paid shall not be refundable under any circumstances.

4.19 No candidate shall be eligible for admission to the examination, if he/she has not registered his/her name with the State Council for Technical Education, Assam on payment of the prescribed registration fee.

4.20 No candidate shall be eligible to re-appear in any semester examination which he/she has passed.

4.21 The Examination Committee mentioned herein before and herein after shall be constituted with the following members.

Secretary – SCTE	Chairman
Controller of Examination	Member
	Secretary
	Member
All the Principals of Polytechnic of Assam	Member
	Member
	Member
One HOD and one Exam Supdt. of Polytechnic (to be nominated by the Secretary of the SCTE)	Member

**5. MOBILITY :**

- 5.1 Student have to take all the subjects of the respective semester.
- 5.2 A student have to attains a minimum attendance in each subject and-secured the minimum pass mark prescribed for a pass in the sessional of each subject.
- 5.3 A student failing to attain the minimum attendance and sessional even in a single subject will not be allowed to appear in the semester end examination and he/she has to repeat the semester again by the attending classes.
- 5.4 Such type of candidate will not be allowed to move to the higher semester without sitting in the previous semester end examination.
- Note :** If a student could not come upto standard in the sessional he/she should be asked to improve his/her sessional with a copy to Principal from time to time during the semester and Principal in turn inform the guardian accordingly. It is responsibilities of the concerned teacher if a student fails in sessional without proper information and guidance.
- 5.5 A student must get himself/herself duly admitted to each semester of classes which he/she is allowed to attend on satisfying relevant clauses of this regulation and payment of the prescribed fees.

- 5.6 A student allowed to sit in a semester examination will be eligible to be admitted and allowed to attend classes in the next higher semester subject to satisfying clause 5.5 above.
- 5.7 A student will be allowed to appear altogether in 11 (eleven) subjects only in end semester examinations including all subject of the regular semester with five arrears back subjects to be cleared.
- 5.8 While attempting to clear the back subjects a student must appear subjects of lower semester first then the higher semester.
- 5.9 A student must clear all back subjects of 1<sup>st</sup> semester for promotion to 5<sup>th</sup> semester, similarly must clear all back subjects of 2<sup>nd</sup> semester for promotion to 6<sup>th</sup> semester.
- 5.10 Those students which are not promoted and cannot take admission in 5<sup>th</sup> and 5<sup>th</sup> semester, can appear in back subject of the lower semesters.
- 5.11 To pass in a subject a candidate must secure pass marks in both theory and practical/viva component individually.
- 5.12 A student failing in any one component of a subject (either theory or practical) will have to reappear in that component only as back candidate which he/she has failed.

- 5.13 Total marks and pass marks of a subject will be as per curriculum structure and scheme of examination.
- 5.14 Maximum permissible period for completion of Diploma course by a student shall be 6 academic calendar years from the date of admission.

#### 6. INTERNAL ASSESSMENT :

- 6.1 Candidates shall be examined on sessional works internally on theory papers, drawing, practical, reports on educational tour or industrial visit etc.
- 6.2 Sessional marks should be allotted on the basis of class test, home assignments, and attendance.

#### 7. MISCELLANEOUS :

- 7.1 The candidates appearing in any of the examinations shall obey such rules of the examination, as may be prescribed from time to time by the examination committee of the SCTE.
- 7.2 Any candidates violating any of the rules or adopting unfair means in the examination shall be liable to expelled from the exam. Hall. Such expelled candidate may be allowed to continue the rest of the examination at their own risk and responsibility. The decision taken by the Examination Committee of the SCTE shall be announced along with the respective results of the examinations and shall be final and binding on the

candidate. Such candidate is liable to be suspended from appearing in the respective examination for such a period as may be decided by the Examination Committee of the State Council for Technical Education. The candidates so expelled from the Examination shall be considered failed in the examination.

- 7.3 In case where the result of an examination is affected by any reason whatsoever such matter be placed before the Chairman of the SCTE with the duly recorded views of the examination committee of the State Council for decision before declaration of the result and his due decision shall be final and binding.
- 7.4 In case of any anomaly is detected at any stage during the whole process upto publication of result, such matter must bring to the notice of the Secretary, SCTE through Examination Committee for necessary action and his decision will be final and binding.
- 7.5 The complains of candidates, if any in respect of results shall not be entertained if such complains are made to the SCTE after 21 days from the date of declaration or result.
- For re-checking student have to apply the Controller of Examinations through Principal alongwith rechecking fees of Rs. 50/- per script in cash payment against receipt within 21 days of declaration of result.



- 7.6 No re-evaluation of the answer script already evaluated in respect of any paper of any examination shall be allowed but re-examination of answer scripts may be allowed provided the candidates concerned apply with a re-examination fee as prescribed per paper within 21 days from the date of publication of result of the respective examination to the secretary of Examination Committee of SCTE. Re-examination means re-totalling of marks and scrutiny of any answer not valued already. No re-evaluation or re-examination of practical and sessional works of any examination shall be permitted.
- 7.7 The verification of marks shall be done by the Secretary or any officer authorized by him in confidence and not in presence of the candidate. If any answer is left unassessed, the secretary of the SCTE shall cause it assessed in confidence. In case where there shall occurs an omission of any nature affecting the results, the same shall be rectified and the results modified and declared accordingly.
- 7.8 Duplicate marksheets may be issued to a candidate provided an application is submitted to the Secretary of the SCTE with a duplicate marksheet fee, newspaper advertisement and police verification report. The candidate requiring duplicate marksheet must mention in his/her application, his name, examination Roll No. registration No., month and year of examination. A certificate from the Head of Institute indentifying the

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- candidature of applicant for the examination should be enclosed with the application.
- 7.9 The answer and the practical jobs of the candidates for an examination shall be preserved for one year from the date of publication of the results and the same shall be destroyed after the period by order of the Secretary of the State Council.
- 7.10 Migration of students registered under the State Council for Technical Education, Assam to another Board/State Council etc, will be allowed on application submitted in prescribed form with a migration fee of Rs. 50.00 to the Secretary of the Council.
- 7.11 The Chairman of the State Council shall have the right to alter, amend or delete any of all of the above noted regulations.
- 7.12 The decision of the Chairman of the State Council in all above cases shall be final.
- 7.13 The semester system of curriculum shall be in force with effect from the academic session 2006-2007 in respect of the discipline mentioned hereinbefore under clause 1.2.
- 7.14 Unless otherwise decided by the Chairman of the State Council, the course under MPEC system for the

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disciplines mentioned clause 1.2 shall be governed by the MPEC regulations.

7.15 Unless otherwise decided by the Chairman of the State Council the "Term System" in respect of the disciplines mentioned herein before under clause 1.2 shall discontinued after three consecutive compartmental chances are awarded on completion of the regular Term-VI Diploma Examination, under MPEC system.

7.16 In case of disputes in respect of anything into the regulation, the jurisdiction for legal proceedings shall be Guwahati in the State of Assam.

**8. AWARD OF DIPLOMA :**

8.1 A student shall be eligible for award of Diploma only if he/she passes in all subjects required as per the scheme of examination.

8.2 Subject to clause 8.1 the award of class shall be based on the marks obtained in the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> semester examination.

**8.3 CLASSES AND DIVISION :**

- i) First class with Hons- 60% and above and passing all the subjects of all the six semester examinations in single sitting
- ii) First class- 60% & above.
- iii) Second class- less than 60%.

