

EXAMINATION REGULATION

HARYANA STATE BOARD OF TECHNICAL EDUCATION EXAMINATION REGULATION (As approved by GOVERNING COUNCIL of Haryana State Board of Technical Education Panchkula in its 3rd meeting held on 18.06.2012 under item no. 3.04 and as amended under Agenda Item No 4.06 in the 4th meeting of Governing Council held on 09.01.2014) 1 HARYANA STATE BOARD OF TECHNICAL EDUCATION EXAMINATION REGULATIONS Note: These rules are framed by Haryana State Board of Technical Education Panchkula (Autonomous) as per Haryana ACT 19 of 2008 and are approved by GOVERNING COUNCIL in its 3rd meeting held on 18.06.2012 under item no. 3.04. For implementation of these rules, the user of this document shall follow the guidelines in the form of instructions and procedures issued by HSBTE (here after called as Board) from time to time. APPLICABLE FOR THE DIPLOMA IN ENGINEERING AND SUCH OTHER DISCIPLINES (YEARLY PATTERN AND SEMESTER PATTERN) (FULL TIME / PART TIME). 2 HARYANA STATE BOARD OF TECHNICAL EDUCATION PROLOGUE Haryana State Board of Technical Education is an autonomous organization of Government of Haryana. The autonomy was accorded as per Haryana Act No. 19 of 2008 and the same was notified in the official Gazette of Government of Haryana on 6th May 2008. As per Haryana Act No. 19 of 2008 Clause No. 27 of Chapter-3, the Board is empowered to frame its regulations, and accordingly the Examination Regulations have been framed. These regulations are resolved by the Governing Council in its proceedings of third meeting held on 18.06.2012, vide item no. 3.04. The HSBTE is offering more than 60 Diploma courses in the State of Haryana. 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. In case of any difficulty and/or doubt in interpretation of any rule, the interpretation of the Secretary, HSBTE shall be final and binding on all stakeholders. The word Diploma includes Diploma/ Advance Diploma/ Post Diploma/ Certificate or any other Diploma with whatever nomenclature it may be called. Secretary 3 Definitions In these rules, unless otherwise repugnant:- 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. "Board" means the Haryana State Board of Technical Education, Panchkula (HSBTE). "Secretary" means the Secretary of Haryana State Board of Technical Education, Panchkula. "Bye-laws" means Bye-laws made by the Board. "Polytechnic or Institution" means an Institution imparting Diploma or Post Diploma or Advanced Diploma in Engineering or Technology or Management Education or Computer Applications or Applied Arts and Craft or Pharmacy or Town Planning and Architecture recognized by the Board. "Head of the Institution" or "Principal" means the head of the teaching staff of a polytechnic or institution recognized by the Board, by whatever name designated. "Teacher" means a member of the teaching staff other than the Principal or the Head of the institution recognized by the Board. "Examination" means one or more examinations conducted by the Board. "COE" means the Controller of Examination, in the office of Haryana State Board of Technical Education, Panchkula. "Examination Committee" means a Committee appointed by the Board for dealing with all matters relating to Board's Examinations. "Superintendent" means the Superintendent of the Examination Centre(s). "Semester System Course" means the course in which final examination is held twice a year, and "Annual System Course" means the course in which final examination is held once a year. "TMC" means Table Marking Centre appointed by the Board where evaluation of answer sheets is done. "Officer In-charge" means In-charge of the Table Marking Centre. "Principal In-charge" means Principal of the Institution, where the evaluation/ examination is carried out. 4 Chapter Chapter 1 Chapter 2 Chapter 3 Chapter 4 Chapter 5 CONTENTS Particulars Teaching and Examination Scheme 1.1 Subjects and Heads of Passing Rules of Admission to a Course 2.1 2.2 2.3 2.4 2.5 2.6 Eligibility Direct Admission to Third Semester / Lateral Entry Courses Promotion to Next Higher Class Re-admission Change of Branch Acquiring Additional Diploma Horizontal Mobilit Rules For Eligibility to Appear for Examination 3.1 Eligibility for the Examination 3.2 Submission of Examination Forms 3.3 Examination Fee Assessment of Sessional/ Practical/ Project Work 4.1 4.2 4.3 4.4 4.5 4.6 Constitution of Rationalize Committee Change in Constitution of Rationalize Committee Functions of Rationalize Committee Procedure Appraisal report by Rationalize Committee General Conduct of Examination Page No. 8 8-11 11-16 16-19 19-33 5.1 5.2 5.3 5.4 5.5 5.6 5.7 5.8 5.9 5. 5. 5. 5. 5. 5. 10 11 12 13 14 15 5.16 17 Examination System Examination Period & Time Table Course Running on Semester

Basis Modes of Examination Subjects at an Examination Curriculum for Subjects at Examination Medium of Examination Granting Change of Examination Centre Permission for Writer Allowance / Concession of Extra Time to Disabled Candidate Establishment of Examination Centre Staff at Examination Centre Guidelines for the Students/ Examinee Guidelines for Invigilator/ Supervisor Guidelines for Centre Supdt. Guidelines for Principal of Institute Guidelines for FI in S uad Packets 5 5.18 5.19 5.20 Guidelines for Handling, Distribution and Storing Question Paper Guidelines for Storing Question Paper Packets Destroy of Cancelled Answer Sheet Chapter 6 Chapter 7 Chapter 8 Confidential Work 6.1 General 6.2 Qualifications for Appointment of Paper Setter/Moderator Evaluation of Answer Books 7.1 7.2 7.3 7.4 7.5 7.6 7.7 7.8 7.9 Establishment of Table Marking Centre (TMC) Appointment of Staff for TMC Guidelines for the Examiner Procedure for Assessment of Answer Books Moderation of Answer Books Procedure for Filling of Examiner's Marks Sheets (Award List) De-Masking of Answer Books Handling Cases of Copying Misconduct, Malpractice at TMC Vi ilance at TMC Centres Result Processing 34-37 37-44 45-52 8.1 8.2 8.3 8.4 8.5 8.6 8.7 8.8 8.9 8.10 8.11 8.12 8.13 8.14 8.15 8.16 8.17 8.18 Results of The Examinations Compilation and Announcement of Result Result Status Results Held in Reserve (RHR) Processing Adversely Affected Result Before its Declaration Allotment of Abnormally High Or Low Internal Marks Amendment in Declared Results Late Communication of Internal Marks by an Institute Amendment in the declared Result owing to misconduct Implementation of the amended Result by the Institute Certificate of Marks (DMC) Revaluation of Answer Books Loss of Candidate's Right Verification/ Re-Evaluation Time Limit for Preservation assessed Answer Books Moderation of Result Announcement of the Results and maintenance of records Grace Marks Improvement of Marks 6 to of Chapter 9 Chapter 10 Chapter 11 Chapter 12 Chapter 13 Chapter 14 Chapter 15 8.19 Loss of Answer Book(s) Penalty for Acts of Misconduct of Candidates / Institutes 9.1 9.2 9.3 9.4 9.5 9.6. 9.7 9.8 Misconduct before, during or after the Examination Candidate found copying or misbehaving during the Examination Copying cases detected in TMC Centre Eligibility to appear a New at Examination after the Expiry of Penalty Period Penalty/ Punishment for Malpractice and Negligence by Institute Punishment for False Statements in or in respect of Admission Forms or Certificates of Board Examinations Penalties to Examinee, Staff and Institutions for Various Instances of Malpractices of Unfair Means Constitution Committee 9.9 Constitution of Appellate Committee regarding Unfair Means Cases Discrepancies in Question Paper/S Award of Diploma and Prizes 11.1 11.2 11.3 11.4 11.5 11.6 Eligibility for Award of Diploma Issuance of the Certificates Issuance through the Institute Certificates to Candidates from Closed Down Institutes Issuance of Duplicate Diploma Certificates Issuance of Duplicate Diploma Certificate to a Candidate from a Closed Down Institute 53-67 68 68-69 69 70 70 70 Name Corrections on Documents Issuance of Transcript Retention Period of Documents Cessation of Question Paper Printing 7 HARYANA STATE BOARD OF TECHNICAL EDUCATION BYE-LAWS: EXAMINATIONS, RESULTS AND AWARDS (APPLICABLE TO ALL COURSES UNDER HSBTE) Chapter 1: TEACHING AND EXAMINATION SCHEME The teaching and examination schemes of 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. 1.1 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 Internal Assessment Project and Seminar Inplant training Each head shall have separate marks. The maximum marks and minimum passing marks for each passing head of a subject shall be given in the related teaching and examination scheme. Chapter 2: RULES OF ADMISSION TO A COURSE 2.1 1

2. ELIGIBILITY No candidate shall be admitted to a course for 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 Haryana 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 Haryana State or out of India, he shall obtain eligibility certificate from the Board. Without above eligibility certificate, the enrolment form of such candidate shall not be accepted. 8 3. 2.2 No candidate shall be allowed simultaneous study of any other full time course along with the course(s) in the Polytechnic / Institution. DIRECT ADMISSION TO THIRD SEMESTER / LATERAL ENTRY COURSES All those candidates who have passed ITI at least with two year (who

passed 10th level school leaving examination before admission to ITI courses) or 10+2 with Physics, Chemistry & Maths (PCM) or 10+2 Vocational would be eligible for consideration for lateral entry in various Diploma Engineering courses only as per the compatibility of the courses as mentioned in prospectus from time to time. Candidates who have appeared/ are appearing in the qualifying ITI or 10+2 with PCM or 10+2 vocational examination to be held during that session shall also be eligible to apply for admission and would be physically admitted but they shall obtain the requisite qualification before the last date of admission.

2.3 PROMOTION TO NEXT HIGHER CLASS The candidates of all semesters / classes shall be promoted to next higher semester / class after completion of examination conducted as per rule and their attendance for next higher semester / class shall be counted from the date of commencement of that session, schedule of which is approved by the competent authority. The promotion to higher semester / class shall be made on the following conditions: For the courses being run on semester / annual basis excluding pharmacy course: A candidate admitted to the Polytechnic / Technical Institution shall be required to clear the Examination in all the subjects / papers with in a period of twice the duration of the relevant course of study. No further extension will be allowed under any circumstances whatsoever. In respect of diploma course in pharmacy, the promotion to 11 year shall be governed according to rules framed by Pharmacy Council of India from time to time. Candidates who have to reappear in paper(s) of earlier examination would be required to appear as such in accordance with the course of current session or as decided by the Examination Committee/ Board.

9 2.4 1. 2. 3. 4. RE-ADMISSION Any candidate of the Institution, who fails to appear or pass any particular examination and further thereafter remains absent from the Institution for a period exceeding one year from the date of reopening of the Institution, following the examination in which the candidate had failed to appear or pass, shall be disentitled to continue his / her studies in the Institution, without prior written permission of the Secretary, Haryana State Board of Technical Education. However, if the period of absence is less than one year, the Principal of the Institute is competent to allow re-admission. But he / she will have to complete the course as per Rule 2.3 (1) (i). A candidate specifically debarred from the Institution/ examination for any specific period by the competent authority of Technical Education, Haryana will have to complete the course as per Rule 2.3 (1) (i). If at the time of re-admission the particular course in that institute is closed then the re-admission shall be given in another near by institute running the same course as per availability of seat with approval of Secretary, Haryana State Board of Technical Education. Candidates who wish to continue their studies after having been out of Institution for some time due to any reason, whatsoever, must do so from the date of commencement of the session and their attendance for that session shall be counted from the date of commencement of the session. Any re- admission after continuous absence exceeding 14 days following the commencement of the session cannot be claimed as a matter of right and will be allowed by the Principal of the Institution/ Secretary HSBTE on merit and subject to the availability of seats, provided further that candidate should be able to complete the requisite percentage of attendance and sessional examination. Provision of availability of seats shall not be applicable to the candidates, who were detained due to shortage of attendance / sessional examination or debarred by the competent authority of Board in case they take re-admission within a period of 14 days of the commencement of session for which they become eligible for re- admission alongwith the fee, notified by the Board from time to time, to the Board.

10 2.5 CHANGE OF BRANCH * The change of branch is allowed in 3rd semester purely on the merit of Ist semester within the same institute. This exercise shall be done at institutional level. The vacancy shall be notified based on post migration outcome. This shall only be done in branches where curriculum for Ist & 2nd semester is common and eligibility criteria for admission is same.

2.6 ACQUIRING ADDITIONAL DIPLOMA - HORIZONTAL MOBILITY * Candidates who wish to join the Institution to get the diploma in additional course of Engineering after completing one course shall have to seek admission in the Institution subject to the availability of seats in the additional course as per notified scheme for horizontal mobility.

Chapter 3: RULES FOR ELIGIBILITY TO APPEAR FOR EXAMINATION 3.1 1

2. ELIGIBILITY FOR THE EXAMINATION Submission of Permission-cum-Admission Form The examination shall be open to any candidate who:- Has been on the rolls of an institution affiliated to the Board for a full academic Year / session and has been registered with the Board, has submitted his Permission-cum-Admission Form (online) along with prescribed examination fee to the Secretary, Haryana State Board of Technical Education, through the Principal of the Institution at which she / he is / was on rolls. Attendance Has attended not less than 80% of delivered lectures in theory and practicals

combined (taken together). The Principal of the institute can condon 10% lecturers on medical ground or any other recorded ground. The attendance of the candidate should not be less than 70% under any circumstances. In case of Pharmacy Course, only such candidates who produce certificate from the Head of Institution concerned in proof of his / her having regularly and satisfactorily followed the first year / second year course of study by * Scheme is yet to be introduced 11 attending not less than 75% of the classes held (both in theory and practical separately) of each subject or any other condition laid by the Pharmacy Council of India from time to time. The candidate who fails to satisfy the conditions of the eligibility of attendance and sessional marks as per Rule 3.1 (3) (ii & iii) shall not be allowed to sit in the examination and shall be required to repeat that semester/ year as regular candidate in the following year. Lectures and practicals shall be counted from the date of start of session to a date as fixed by the Board before the commencement of the examinations. However, the last date for counting the attendance may be extended to the penultimate day of exam for recorded reasons. In case of admissions after start of session of first semester / first year (in case of annual programme) the attendance shall be counted from date of admission and not from date of start of session. Every period of lectures, tutorials, practical project work and workshop shall be considered as a unit for purpose of counting the attendance. However, in case of pharmacy course, the attendance shall be governed according to rules framed by the Pharmacy Council of India from time to time. The candidates while representing various teams or engaged in extra curricular activities with the permission of the Principal, shall be treated on duty and the period of their absence shall be counted as presence in accordance with the time table for the purpose of counting attendance. In addition to above, the credit of attendance shall also be given to candidates for any duty assigned by the principal provided the period of such duty does not exceed two days in a semester / 4 days in a year. A minimum of 75 teaching days and 525 contact hours must be there in a semester for regular diploma courses and 2100 hours spread over 4 years for part- time diploma, which is mandatory as per AICTE norms. The total number of teaching days, Practicals and contact hours shall not include the number of days utilized for the admissions/counselling process, process of examination itself and declaration of results. However, the percentage of attendance shall be calculated on the basis of delivered lectures. 12