

GOVERNMENT POLYTECHNIC, NAGPUR

(An Autonomous Institute of Govt. of Maharashtra)



Exam Regulations

2021 Curriculum

GOVERNMENT POLYTECHNIC, NAGPUR
(An Autonomous Institute of Government of Maharashtra)

EXAMINATION REGULATIONS

With the approval of Governing Board in its 45th meeting held on 25/04/2022 vide item no. 8 the Government Polytechnic, Nagpur makes the following regulation.

1. These Examination Regulations shall be called Government Polytechnic, Nagpur Examination Regulation applicable for 2021 Curriculum, however the revised fee structure is applicable to all the existing old/new curriculum run by the institute.
2. These regulations shall apply to all the programmes of the institute and students enrolled their in.
3. They shall come into force from Academic Year 2021-2022.
4. In case of any difficulty and/or doubt in interpretation of any rule, the interpretation of the Principal, Government Polytechnic, Nagpur shall be final and binding on all stakeholders.


Dr. M. B. Daigavane
Principal
Government Polytechnic,
Nagpur

Date : 25.04.2022

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GOVERNMENT POLYTECHNIC, NAGPUR

EXAMINATION REGULATIONS (2021 CURRICULUM)

• **CONTEXT :**

Government Polytechnic Nagpur is an autonomous institute of Govt. of Maharashtra. For smooth and hassle free conduct of examination, the institute has prepared rules, procedures and instructions from time to time. They have been compiled here in the form of instructional manual and made available to all concerned.

• **OBJECTIVES:**

		The main objectives of instructional manual are to:
	i)	Help to achieve desirable accuracy, enhance quality and increase reliability in conduct of the examinations.
	ii)	Maintain consistency and uniformity in examination work.
	iii)	Minimize the chances of lapses in the examination work.
	iv)	Establish creditability of procedure by spreading awareness amongst all concerned.
	v)	Define the accountability of the staff in conduct of examination.
	vi)	Develop awareness about Examination rules in students for pre-examination, during examination and post examination work.
	vii)	Inform the students about the fact that ignorance about the rule cannot be claimed as the reason for loss.
(I)		DEFINITION OF VARIOUS TERMS USED IN EXAMINATION RULES APPLICABLE FOR DIPLOMA PROGRAMMES.
	a)	Curriculum: - It is a set of complete topics and subtopics included in a course that gives guidelines for implementation of complete teaching learning process.
	b)	Courses: - It is a set of different topics and subtopics prescribed in curriculum required for prescribed teaching-learning process. The course includes all the course-head such as Theory, Term work, Practical, Oral whatsoever prescribed in the course structure and curriculum.
	c)	Programme: - It is set of various courses prescribed for Award of Diploma.
	d)	Credit: - The choice based credit systems are awarded based on the successful completion of a course of study measured in terms of classroom contact hours and volume of content studied. A semester credit is measured as one theory lecture of one hour per week and for practical two hours of session equals to one credit. Student has to earn the prescribed number of credits to be eligible for award of diploma.
	e)	Term: - A term is a no. of weeks / days prescribed for completion of teaching learning process of a course with prescribed hours. There are two terms in one academic year. 1 st term of every academic year is an "Odd Term" and the following term is "Even Term". Terms are designated by year and word "Odd" or "Even" whatsoever the case may be. For example -2021 Odd, 2021 Even, 2022 Odd, 2022 Even etc.

f)	Year & Semester: Duration of the Diploma programmes is of 03 years viz. 1st year, 2nd year and 3rd year. Each year consist of 02 semesters i.e. odd semester and even semester. So, there are total 06 semesters (1st semester, 2nd semester, 3rd semester, 4th semester, 5th semester and 6th semester) in 03 years duration of diploma programme. 1st, 3rd and 5th semesters are called odd semesters and 2nd, 4th and 6th semesters are called even semesters. 1st year comprises of 1st and 2nd semester, 2nd year comprises of 3rd and 4th semester and 3rd year comprises of 5th and 6th semester.
g)	Term End Examination: - Each term end will be followed by an examination called 'Term End Examination'. The examinations designated by 2021 Odd Term End Exam, 2021 Even Term End Exam etc. as the case may be.
h)	i. Course Category: - The course categories prescribed in a programme are classified into Eight Groups prescribed as follows: ii. Humanities & Social Science courses: - The courses under humanities and social science are related to Communication Skills, Management Skills, Life Skills etc. iii. Basic Science course: - The courses are providing a base to understand the basic technology courses. iv. Engineering Science Courses: - These courses serve as a link between Basic Science Courses & Programme Core Courses. v. Programme Core Courses: - These are programme specific courses serves to develop technological knowledge & skills of the students required for performing the jobs in field. vi. Programme Elective Courses: - These courses develop knowledge & skills in certain special and emerging areas of the programme. vii. Open Elective Courses:- These are interdisciplinary courses offered from emerging areas of engineering and technology. viii. Project Work and Internship:-These courses bring awareness in students about work culture and innovations in industries. It also develops team spirit and leadership skills among students. ix. Audit Courses:- These courses are included in the curriculum to enhance the personality & other related skills of students. These are non-exam and non-credit courses however; student has to complete the courses satisfactorily.

	i)	Enrolment Number: - A candidate admitted to Govt. Polytechnic, Nagpur shall be given a unique number called "Enrollment Number" after filling students' information form in prescribed format. The enrollment number will be his/her Class Roll Number, Examination Seat Number for total period of his/her study and all the examination conducted by Govt. Polytechnic, Nagpur.
(II)		Rules For Registration of Courses, Exam Form Submission, Eligibility Criteria For Admission to Higher Semester, Admission to Term End Examination, Result Declaration, Verification & Reassessment Of Answer Books, Penalty For Misconduct During Examination, Passing, Fee Structure Etc. Applicable For Diploma Programmes (*MPEC System) Offered At Government Polytechnic Nagpur. (*MPEC:- Multipoint Entry & Credit System)
G-1		GENERAL
G-1.1:		No Candidates shall be admitted to the programme for Diploma or any other Diploma approved by Govt. Polytechnic, Nagpur unless he has passed the qualifying examination or an equivalent examination as prescribed for admission to the programme and fulfills any other conditions as prescribed by the Directorate of Technical Education M.S. /Govt. of Maharashtra.
G-2:		REGISTRATION FOR THE COURSES
G-2.1:		Registration for courses will be governed by following conditions:
	a)	Maximum courses that can be registered in any semester will be total number of courses offered in that semester. In addition, student can re-register for two detained courses only of previous immediate semester . If a student is detained in more than two courses in a particular semester such student is not eligible for admission/registration to next immediate semester. He has to take re-admission in that semester in next academic year.
	b)	The total number of courses shall include 1) New courses to be registered. 2) The backlog courses (Detained and failed Courses) 3) Courses registered earlier but 'Not enrolled for examination'.
	c)	The candidate having more than ' Five ' backlog courses will not be eligible for registration to next higher semester.
	d)	Unless student completes course registration/exam registration of lower semesters he/she will not be eligible for course registration / exam registration of next higher semesters. For e.g. student will be eligible for 3 rd semester registration if he/she completes course / exam registration of 1 st and 2 nd semester or got exemption in 1 st and 2 nd semester.
	e)	Student is not allowed for admission in third year (fifth semester) unless he/she passes all first year courses (first and second semester). If a student is failed in any course of first year he/she will not be allowed for admission in third year till he/she passes all first year courses.
G.2.2:		Re-Registration of Courses:

	The candidate may re-register the courses by paying re-registration fee Rs. 3000/- or 50% of admission fees, whichever is higher in addition to other regular fees. Note: Fee concession will not be applicable for the students seeking the re-registration of the courses and re-admission in the respective semester. The re-registration fee is subjected to revision in proportion to admission fee from time to time.
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G-2.3:	Eligibility Criteria for Admission to Higher Semester: A candidate shall be eligible for admission to higher semester 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/she has appeared, as shown in table given below. Students is eligible for ATKT if he/she has detained in ≤ 02 Courses and has maximum FIVE number of Backlog courses (Detained + Fail).	
	Admission to Semester	*Eligibility
	First (I)	As per rules of admission prescribed by the competent authority for the diploma programmes
	Second (II)	1) Term completion of all courses of First Semester. OR Detained in ≤ 02 Courses of First Semester. AND 2) Passed/ATKT at First Semester.
	Third (III)	1) Term completion of all courses of Second Semester. OR Detained in ≤ 02 Courses of Second Semester. AND 2) Passed/ATKT at Semester First and Second Combined.
	Fourth (IV)	1) Term completion of all courses of Third Semester, OR Detained in ≤ 02 Courses of Third Semester. AND 2) Passed/ATKT at Semester First, Second and Third

		Combined.
	Fifth (V)	1) Passed in Semester First and Second. AND 2) Term completion of all courses of Fourth Semester, OR Detained in ≤ 02 Courses of Fourth Semester. AND 3) Passed/ATKT at Semester Third and Fourth Combined.
	Sixth (VI)	1) Passed in Semester First and Second. AND 2) Term completion of all courses of Fifth Semester. OR Detained in ≤ 02 Courses of Fifth Semester. AND 3) Passed/ATKT at Semester Third, Fourth and Fifth Combined.
	#Fast Track Semester	1) Passed in Semester First and Second. AND 2) Term completion of all courses of Sixth Semester. OR Detained in ≤ 02 Courses of Sixth Semester. AND 3) Passed/ATKT at Semester Third, Fourth and Fifth Combined.
	@Make-up Examination	1) Passed in Semester First and Second. AND 2) Term completion of Semester Third, Fourth, Fifth and Sixth Semester.

		AND
		3) Maximum failed plus re-registered courses in fast track semester should not be greater than 02.
Note: *Eligibility of switchover cases will be decided by concerned programme head and CDC in-charge/Equivalence committee. Programme Head will submit semester-wise registration sample path of each case to Exam Cell. #Fast Track Semester: Fast track semester is provided for facilitating students who has detained in Sixth Semester courses, excluding internship. The students have to pay re-registration fee to register for a course in the fast track semester. The fast track semester is provided to help the students to avoid losing an academic year. The fast track semester is optional and it is for the students to make best use of opportunity. It is a special semester and a student cannot demand it as a matter of right. Student is permitted to register for a maximum of TWO courses in a fast track semester. Duration of fast track semester is of 03-weeks. The fast track semester will commence immediately after Sixth Semester examination. @Make-up Examination: Since, this is an additional privilege given to students to complete their diploma hence no facility of revaluation/re-totaling will be applicable for the students appearing in make-up examination.		

Registration and re-registration in EVEN and ODD Term will be operated as per chart given below:

Registration to ODD/EVEN Term

Sr. No.	Backlog Courses		Eligibility for Registration and Re-registration	
	Detain (b1)	Fail(b2)	Semester Registration (c)	Detained courses Re-registration(d)
01	0	≤ 5	Eligible	0
02	0	≥ 6	Not Eligible	0
03	01	≤ 4	Eligible	01
04	01	≥ 5	Not Eligible	01 in Next academic Year
05	02	≤ 3	Eligible	02
06	02	≥ 4	Not Eligible	02 in Next academic Year
07	≥ 03	Any number	Not Eligible	≤ 08 in Next academic Year

Crash Course: The students those have detained in earlier semesters and eligible to re-register the courses in subsequent semester have to undergo crash course for the detained courses. The separate time table needs to be prepared for the detained courses by the department and concerned teacher should conduct the classes of such students. The crash courses should be completed by conducting 25% of theory classes and 100% practical as prescribed in the curriculum. The student has to pay re-registration fee for crash courses.

G-2.3.1:	Credit Transfer for Switch-over cases: Previous curriculum students: Credits acquired for equivalent courses will be transferred and credits acquired for non-equivalent courses will not be transferred into current scheme. Such students have to acquire all the remaining credits of current scheme for award of diploma.
G-2.4:	The candidate shall register for the courses before the last date notified by the institute or within seven days from the date of admission to the institute, whichever is later. However, candidates may be allowed to register for the courses after the due date with late fee as prescribed in table below.
Schedule for registration:	

Re-registration of courses should also be done as per schedule mentioned above with additional re-registration fee.

No registration is allowed after last date of above.

G-3:	TERM SCHEDULE
G-3.1:	Principal, Govt. Polytechnic, Nagpur is authorized to declare Term Schedule in coordination with Examination Cell and other Committees. The Term Schedule for ensuring term shall be declared before start of term. The Principal, Govt. Polytechnic, Nagpur is authorized to modify the term schedule at any time as per the circumstances.
G-3.2:	The term shall be of minimum 90 working days.
G-4:	APPLICATION FORM FOR EXAMINATION
G-4.1:	The candidate intending to appear for a Term Examination shall be required to fill in online examination form and submit it online along with the fees on or before due dates notified. Late fee as mentioned in chart will be levied after due date.

Schedule for Examination Enrollment Form Submission

Sr. No.	Period of Submission	Fee
a)	Within due date as mentioned in academic calendar	Rs. 600/- for Regular course Rs. 600/- for Backlog courses.
b)	Within 7 days after last day mention in Sr. No. 'a' above.	Fee mentioned in sr. no. 'a' + Penalty of Rs 500/-
c)	Within 7 days after last day of schedule mentioned in sr. no 'b' above.	Fee mentioned in sr. no. 'a' + Penalty of Rs 1000/-

d)	Within 7 days after last day of schedule mentioned in sr. no 'c' above.	Fee mentioned in sr. no. 'a' + Penalty of Rs 2000/-
No Exam Registration is allowed after schedule mentioned in sr. no. 'd' above. In exceptional situations the internal examination committee of the institute has a right to take appropriate decision regarding exam fee and exam registration schedule.		

G.5 :	ELIGIBILITY FOR REGISTRATION OF THE TERM END EXAMINATIONS
G.5.1 :	A candidate is eligible to enroll for Term End Examination (TEE) of only those courses registered for current term, backlog courses and arrear courses for which term is granted earlier but not enrolled for earlier examination.
G.5.2:	A candidate is eligible to enroll for examination for not more than 13 (Thirteen) courses at a time in one TEE examination. One or more heads of a course enrolled shall be counted as one course for course enrollment in examination or course registration for term.
G.5.3:	The candidate shall not have an option to enroll and appear for particular head of a course unless he fails in that head of the course in previous examination.

G.6:	EXEMPTION IN THE COURSE
G.6.1:	Except as herein provided a candidate who has passed fully the prescribed or its equivalent examination of a recognized Board/University/Board of Technical Examination in a course recommended by Equivalence Committee from time to time, shall at his option, be entitled to claim exemption in such course or courses. Candidates so exempted shall not be entitled to a class. Exemption so admissible will lapse if not claimed at the first attempt at the examination of that course.
G.6.2:	A candidate declared to have failed in Term End Examination of a course conducted by Govt. Polytechnic, Nagpur but has obtained pass marks therein in one or more heads of passing of the course (Theory, Practical, and Oral) shall be exempted from reappearing in that/those head/s of course. In such case, his previous marks of that heads will be carried forward.
G.6.3:	If a candidate is permitted a change of programme or transfer to Govt. Polytechnic, Nagpur from other institute and such a candidate seeks exemptions in the equivalent/common courses, exemptions in such courses shall be allowed if permitted by committee as applicable.
G-7:	OPTION OF WITHDRAWAL OF COURSE ENROLMENT FOR EXAMINATION
G-7.1:	If a candidate applied for course registration but does not wish to appear for examination of the course, though he has given an option 'Wish to Appear' in the examination form for a particular course, he/she may change his option by applying to controller of examination latest by 10 days before the term end.
G-8:	REJECTION OF EXAM APPLICATION
G-8.1:	a) Principal, Govt. Polytechnic, Nagpur shall be competent to reject application for examination of those candidates who fail to fulfill any of the relevant conditions. b) Notwithstanding the acceptance of Application Form and Fee or allowed to

	appear for examination, the result of the applicant at the examination will be cancelled if it is later found that the applicant was not eligible for registration to said course and for the said examination.
G-9:	ADMISSION TO EXAMINATION
G-9.1:	No candidate shall be admitted to Term End Examination of course unless he/she completes the term for that course at Govt. Polytechnic, Nagpur and unless he/she is certified by the Programme Head and finally approved by Principal that he/she has:
	a) Put in satisfactory attendance of at least 75 percent of the total hours prescribed in the curriculum in all heads of the course offered. b) Satisfactorily completed the specified laboratory practical, Term work, continuous assessment etc. prescribed in the curriculum of that course. c) Secured minimum 40 percent marks in the Term Work of that course assessed progressively. d) Satisfactory progress in his studies and is of good conduct and character.
G-9.2:	If the candidates fails to satisfy the requirement mentioned in G.9.1 (a), (b), (c), (d) the candidate will be declared 'detained' in that course. In such cases the candidates have to re-register the course in next term when the said course is offered by programme. Similarly the detained course will be considered 'backlog course' for the candidate.
G-10:	DEBARRED CANDIDATES:
G-10:	No candidate shall be admitted to the Term End Examination if he/she has been reported by the Principal. Govt. Polytechnic, Nagpur that he/she has been debarred for any period, for appearing for any examinations held by Government, Constituted Authority or Statutory Examining Authority in India or by the Board of Technical Education, Mumbai, Govt. Polytechnic, Nagpur or any Autonomous Polytechnic of Govt. of Maharashtra.
G-11:	ATTENDANCE:
G-11.1:	A candidate should have minimum 75% attendance in each registered courses. In case the attendance falls short by 10% due to illness (certified by registered medical practitioner), the Principal Govt. Polytechnic, Nagpur may condone such deficiency and permit the candidate to appear for the examination of a course if the candidate is otherwise eligible.
G-12:	DISALLOWED CANDIDATE:
G-12.1:	No candidate, who is disallowed from appearing at an examination of a course for not fulfilling conditions specified under G-9.1, shall be permitted to appear for the examination of the course unless he/she fulfills all the conditions.
G-13:	EX-STUDENT OF A COURSE
G-13.1:	A candidate who fulfills all the conditions prescribed in G-9.1 AND G-10.1 but could not appear in a course at the term end examination, may appear for same course in subsequent term end examination as an ex-student; the course will be treated as Backlog Course. It is the responsibility of the candidate to present the term work in subsequent PR/OR examination.

G-14:	BACKLOG COURSE
G-14.1	After enrolling for particular course in an examination, the course shall be treated as backlog course if:- a) The candidate does not appear in the examination of that term. b) Fails in the examination. c) Disallowed for appearing in examination due to reasons stated in G-9.1 AND G-10.1
G-15:	PASSING THE COURSE:
G-15.1:	The candidate shall be declared 'Pass' in the course if he/she passes all the heads of course satisfying prescribed conditions for passing the course or its head.
G-16:	PREVIOUS MARKS:
G-16.1:	Any candidate being eligible for appearing to any Backlog head of a course for an examination, his previous marks of remaining heads of that course shall be carried forward.
G-17:	ACQUIRING CREDITS:
G-17.1:	The candidate will acquire prescribed credits for the course only if he/she passes or exempt the course.
G-17.2:	Credits for non examination courses shall be granted only on satisfactory performance certified by In-charge Non Examination Credit courses and Principal based on satisfactory progressive assessment of the candidate.
G-18:	RESULT OF EXAMINATION:
G-18.1:	As soon as the examination is over the result of the examination will be declared within 30 days in accordance with relevant prescribed rules. In case, result of certain candidate/s is/are held in reserve (RHR) for incomplete information, due to decision pending on unfair means case, such result will be declared within the time limit i.e. in any case before last date of registration of successive term or in most rare cases latest before filling the examination form for ensuring term.
G-18.2:	In cases where the result of an examination is affected prior to its declaration either on account of large number of failures in a course/s on account of malpractice, fraud, improper conducts of examination or any other matter of whatsoever nature, such matter will be placed before special committee for its consideration and decision.
G-19:	ISSUE OF STATEMENT OF MARKS:
G-19.1:	A candidate appearing for a term examination may after the declaration of result obtain a certified statement of marks secured by him/her at the examination. Marks obtained by the candidate in individual question or section of a paper will not be supplied.
G-19.2	For Duplicate or further copies of statement of marks candidate will have to apply along with prescribed fee. Duplicate or further copy of statement of marks will be superscribed Duplicate and likewise as the case may be.
G-19.3:	An additional statement of marks of award of class will be issued after passing the Diploma.

G-19.4:	No class shall be given in a statement of marks issued after term examination. However, in an additional statement of marks of award of class course which shall be issued after passing the Diploma & class shall be awarded in accordance with prescribed rules.
G-20:	VERIFICATION OF MARKS, PHOTOCOPY AND REASSESSMENT OF ASSESSED ANSWER BOOKS:
G-20.1:	Any Examinee who has appeared at the Term Examination conducted by Govt. Polytechnic, Nagpur may apply to the Principal Govt. Polytechnic, Nagpur for verification of Marks in any particular theory head of the course/s by paying prescribed fee. The prescribed application form should accompany the self attested statement of marks of the course/s for which verification is desired. The examinee shall not be eligible to apply for verification of marks of the assessed answer books, if any, pertaining to the examinations other than the theory (written) examination such as practical, sessional, progressive test, project, viva-voce (oral) examinations and also of such examinations of Government Polytechnic, Nagpur where grade is awarded instead of numerical marking.
G-20.2:	The verification will be restricted to checking whether all the answers have been assessed and that there has been no mistake in the totaling of marks for each question in that theory paper and transferring marks correctly on the first cover page of the answer books mentioned by the examinee are intact. During verification no reassessment of answer book or supplement shall be done. However, assessment will be done of an answer which has remained un-assessed.
G-20.3:	The separate application for verification and photocopy (including verification) shall be made by examinee in prescribed format within 5 working days from declaration of result.
G-20.4:	An examinee who has appeared for latest examination of Government Polytechnic, Nagpur shall be entitled to get a photocopy of his/her assessed answer book/s (AAB) (maximum TWO courses) on due submission of application and payment of fees within the schedule prescribed by Government Polytechnic, Nagpur from time to time in this regard. An examinee who has appeared for latest examination of Government Polytechnic, Nagpur and obtained the photocopy of his/her assessed answer book shall only be entitled for reassessment of his/her assessed answer book/s (AAB) (maximum TWO courses) on submission of application and fees, within the schedule prescribed by Government Polytechnic, Nagpur from time to time in this regard. (An examinee who has not applied for photocopy will not be eligible for reassessment of Assessed Answer Book). The examinee shall not be eligible to apply for the photocopies of the assessed answer books, if any, pertaining to the examinations other than the theory (written) examination such as practical, sessional, Progressive test, project, viva-voce (oral) examinations and also of such examinations of Government Polytechnic, Nagpur where grade is awarded instead of numerical marking. Any delay in supplying the photocopy of Assessed Answer Book and/or of reassessment, owing to reasons beyond the control of the Government Polytechnic, Nagpur, or change of marks consequent to the reassessment of Assessed Answer Book shall not confer any right upon the examinee for admission to the next higher class in the current academic session/year, if the schedule of admission does not permit so.
G.20.5:	a) If there is any change in the marks after verification or reassessment, the Examination Cell shall communicate the revised marks to the examinee through

	a suitable notification as per schedule. The decision of the institute shall be binding on the examinee. b) If there is any change in the marks after verification or reassessment, it shall be corrected by Principal, Govt. Polytechnic, Nagpur duly attested and dated. The original statement of marks will be forfeited and new statement of marks will be issued. c) The revised marks will not confer any right upon the examinees for admission to the next higher class in the current academic year, if the schedule of admissions to the higher class does not permit so. d) The revised statement of marks shall be given to the examinee only on surrendering his/her original statement of marks to the Examination Cell. e) The Examination Cell shall handover the revised statement of marks to the examinee on obtaining due acknowledgement. f) The revision of marks accrued to applicant examinee shall be counted towards award of merit, medals and prizes, wherever applicable. g) In any case, reassessment result should be declared before the start of the forthcoming examination. h) In any case fee for verification, photocopying and reassessment shall not be refunded to examinee. i) Modification in result after verification and reassessment shall be binding on examinee.
G-21:	AWARD OF DIPLOMA:
G-21.1:	A Candidate eligible for the award of Diploma will be required to pass all the examinations of the courses prescribed for that Programme and acquire prescribed credits and having completed prescribed practical training wherever applicable.
G-21.2:	Unless otherwise stipulated the result of examination leading to the award of Diploma will be determined by the marks obtained in the courses prescribed for award of class after acquiring credits prescribed for that programme.
G-21.3:	A duplicate or further copies of Diploma will be issued to a candidate on payment of prescribed fee and on receipt of an application along with affidavit stating that the original/Duplicate/further copies as the case may be is/are lost Duplicate, Triplicate etc. will be super scribed on the reissued certificate.
G-22:	REAPPEARING THE EXAM:
G-22.1:	No candidate shall be permitted to reappear for a course at term examination at which he/she has passed except as mentioned in G-22.2.
G-22.2:	A candidate declared to have passed the courses leading to the award of Diploma will at his option, be permitted to reappear for the Theory courses (Limited to maximum 10 courses in each term end exam.) from the courses prescribed for award of Diploma, within a period of one year to enable him to improve his class, provided he/she applies for such reappearing in the prescribed form issued by Govt. Polytechnic, Nagpur for improvement of class within 30 days from the date of declaration of the result of Diploma Programme and the course at which he has passed. Such a candidate will be permitted to avail only one chance to improve his class. A candidate so permitted: a) Will forfeit the Diploma if awarded, earlier statement of marks and other documents he is entitled to for having passed the course for which he/she opts to reappear and new marks shall be considered for award of Diploma. b) Will be entitled to reappear as an ex-student and his previous term work,

	progressive tests, oral, project marks wherever applicable shall only be carried forward.
G-23:	REVERSAL OF RESULT:
G-23.1:	In any case, where the result of an examination is declared and it is found that such result has been affected by any error (except those covered under malpractice, fraud or improper conduct) the Principal of Govt. polytechnic, Nagpur shall have the power to amend such result in such a manner as shall be in accordance with the true position. No result shall be amended after three months from the date of declaration of result. Diploma certificate shall be issued after three months from the date of declaration of result.
G-24:	PENALTY FOR ACT OF MISCONDUCT OF CANDIDATES:
G-24.1:	If before, during or after the examination, it is found/reported that a candidates has been guilty of misbehavior or misconduct including breach of any of the rules laid down for proper conduct of examination then the Principal or Controller of Examination on receipt of such report or when comes to know and is convinced of such possible misconduct, misbehavior on the part of candidates, shall place such cases before Enquiry Committee appointed by Principal of Govt. polytechnic, Nagpur for decision.
G-24.2	If during the examination a candidate has been found to have copied or attempted to copy or helped to copy or used or attempted to use unfair means at the examination and unless he/she is caught with positive evidence of copying materials brought from outside or for gross misbehavior he/she should not be expelled from examination and be provisionally permitted to appear for remaining/ full examination by the officer in-charge of the examination by substituting fresh answer books after obtaining an undertaking in writing from him/her. If the candidate is found indulged in misconduct, copying or using any unfair means for examination and refuses to give an undertaking or runs away from the examination hall along with or without the evidence, the matter should be reported by officer In-charge in writing to Controller of Examination along with the report of supervisors and the persons present at the time of incidence, mentioning the complete incident of misconduct, malpractice or copying as the case may be. The officer In-charge may report the case to police to register an offence against such candidate under relevant Maharashtra Prevention of Malpractices Act at University, Board and other specified examination. Principal or Controller of Examination shall place all such cases before the Enquiry Committee.
G-24.3:	If during or after the examination it is found that an impersonator appears for an examination in place of true candidate, the officer In charge shall report to the police to register an offense under relevant act of Indian Penal Code and relevant 'Maharashtra Prevention of Malpractices act at University, Board and other specified examination' against the impersonator and the true candidate both. The matter should be reported to Controller of Examination with necessary evidence thereof.
G-24.4:	If after the examination copying/misbehavior cases are found at the place of assessment while assessing the answer books, then the examiner shall report such cases to the Officer In charge of Assessment Centre or Controller of Examination, Govt. Polytechnic, Nagpur with his observations and the Officer In charge-Assessment Centre with the statement of the examiner shall report to the Controller of Examination, Govt. Polytechnic, Nagpur. The Controller on receipt of such report shall place such cases before the enquiry Committee appointed by Principal, Govt. Polytechnic, Nagpur.

	The Controller of Examination shall place all such reports from the Enquiry Committee appointed by Principal, Govt. Polytechnic, Nagpur for consideration and decision of Examination Committee. The decision of the Examination Committee shall be final.
G.24.5:	The Principal, Govt. Polytechnic, Nagpur shall have the power to cancel the result of the candidate in examination of all the courses at which he appeared and also debar him from subsequent examination either permanently or for such a specified period as the Examination Committee may deem fit in all the above cases under G-24.1 to G-24.4.
G-24.6:	During the enquiry Committee if it is reported that the staff employed for examination work is involved in malpractice / misconduct/ use of unfair means all such reports shall be placed before Examination committee for decision. The Principal, Govt. Polytechnic, Nagpur has power to debar such employees from subsequent examination work for specified period. He will also have power to report the matter to the Director of Technical Education M. S. Mumbai for taking disciplinary action against such staff.
G.24.7:	The candidate whose result is thus cancelled and who is further excluded from the examination, for the specified period shall be eligible to reappear as an ex-student after the expiry of the period for which he/she is otherwise eligible.
	PENALTY FOR CASES OF MISCONDUCT IN EXAMINATION

Nature of Malpractice	Quantum of Punishment
1. Candidate making Signs, Writing of Roll Numbers, Name or any other form of disclosing identity with a clear intent of getting illegal benefit.	P
2. Making an appeal to the Examiner revealing one's Name/ Address.	P+1R
3. Writing, using provocation or abusive and threatening language in the answer books or to the invigilator during examination.	P+1R
4. Candidate or his associates influencing the Examiner/ Moderator/ Authority connected with the Examination for illegal benefits.	P+1R+1E
5. Communicating or talking with another candidate.	Cancellation of the result of the active candidate in that subject based on supervisor's statement.
6. Tempering with Answer-books of another candidate in the examination hall.	P+2R+2E
7. Candidate caught during the examination period while copying from the copying material.	P+1R+1E
8. Candidate found in possession of copying material (not copied)	P
9. Using unfair means outside examination hall during examination period like in toilet/canteen/common room, etc.	P+1R
10. Candidate found exchanging answer book, slip of paper with other candidates.	P+1R+1E (for both candidates)

11. Candidate 'X' found in possession of answer book of other candidate 'Y' forcibly or without his knowledge.	P+1R+1E (for Candidate 'X' and No Punishment to 'Y')
12. Impersonation: i) Candidate who impersonates ii) Candidates for whom impersonation is noticed	a) P+5R+5E, if candidate is the student from this Institute. b) If candidate is not from this institute he/she shall be handed over to police. P+5R+5E
13. Candidate found inserting previously written answer books/ pages of answer books / supplement bought from outside in current answer book.	P+2R+2E
14. Candidate found with answer books of two handwriting one of his own and other different handwriting during the examination	P+2R+2E
15. Answer book(s) found in two hand writings one of his own and other different reported by the examiner at Local Assessment Center(LAC)	P+2R+2E
16. Cases of mass copying reported during the examination period.	P
17. Cases of mass copying / copying reported by the examiners at LAC by Individual Examiners.	P
18. Candidates attaching currency notes to their answer books and/ or with a request to examiner to assess their answer-books favorably.	P+1R+1E And forfeit the entire amount to institute.
19. Throwing of Question paper after writing the answer on it to the other candidate.	P
20. Destroying own answer-book or own supplement.	P+1R+1E
21. Candidate taking away own answer-book or supplement or removing blank answer-book pages and / or supplement.	P+2R+2E
22. Two or more candidates found Copying or using any other unfair means during the examination.	P+1R+1E of all the candidates involved
23. Attempts to send out or take out question paper to out-side.	P+3R+3E
24. Bringing or possessing of any weapon in the examination hall and any kind of violence on the part of the candidate against the staff.	P+5R+5E and lodge a complaint to the police

25. Tampering with the statement of marks or their copies and any other documents issued by the Institute.	P+5R+5E and lodge a complaint to the police
26. All other cases not covered above shall be dealt independently on the basis of merits / demerits of the cases reported to Controller of Examination (COE).	All such cases to be placed before Examination committee and Punishment be given as deemed fit in each individual case.

Meaning of P, R, and E as below :

P:- Punishment 'P' means Cancellation of performance of that term examination in Theory, Practical, Oral of all the course registered for examination of the guilty candidates whereas term work marks and progressive test marks will be carried forward.

R:- Punishment 'R' means guilty candidate shall not be permitted to register for subsequent 'N' number of terms depending upon value of N, e.g. N=1,2,3, etc. (where N is the multiplying factor of R).

E:- Punishment 'E' means guilty candidate shall not be allowed to appear examination for any course including previous backlog courses in subsequent 'M' Number of term examinations depending upon value of M, e.g. M=1,2,3, etc. (where M is the multiplying factor of E).

MALPRACTICE CASES for online Exams

Malpractice Number	Suspicious Action	Warning message	QUANTUM of PUNISHMENT as per SPC Recommendations & approval
1	a) Examinee Not visible on camera due to bad or improper light.	You will be booked for malpractice if you do not adjust light so that your image is visible in the window on the examination screen.	In case, the examinee fails to comply in spite of being warned for more than 2 times under Malpractice Number-1, during the online examination of a subject/course; He /She shall be liable to a punishment of Cancellation of the performance of the examinee in that subject/course for the ongoing examination.
	b) Examinee not seen on the screen.	You will be booked for malpractice if you are not seen on screen again.	
	c) The camera turned away from the face of examinee.	You will be booked for malpractice if you do not correct camera position.	
	d) Camera covered to obstruct vision.	You will be booked for malpractice if you do not remove the cover over camera.	
2	a) Examinee observed in possession and	You will be booked for malpractice if you are	In case the examinee fails to comply even after being warned for

	use of communication device /electronic gadget/mobile phone /smart watch/ tablet/ I pad/ earphone etc. during the examination.	again seen in possession of electronic device/ gadget not permitted during the examination.	more than 2 times under Malpractice Number-2; he/she shall be liable to a punishment of Cancellation of the performance of the examinee in that subject/course in the ongoing examination.
	b) Examinee observed in possession and referring to books notes, web-sources or any other material or means to retrieve answers during the examination.	You will be booked for malpractice if you are again seen in possession of book notes /web sources not permitted during the examination.	
3	Additional person/s apart from the examinee is/are seen collaborating with examinee during the examination.	You will be booked for malpractice if you are again seen with additional person/s during the examination.	In case the examinee fails to comply even after being warned for more than 2 times under Malpractice Number-3, he/she shall be liable to a punishment of Cancellation of the performance of the examinee in all the subjects/courses for which he/she appeared in the current examination.
4	A person other than the designated examinee as shown in photograph on the hall ticket is seen attempting the examination.	You will be booked for serious malpractice of impersonation in the examination if person other than designated examinee is noticed on the screen again.	In case the examinee fails to comply even after being warned once, he/she shall be liable to a punishment of Cancellation of the performance of the examinee in all the subjects/courses for which he/she appeared simultaneously, as regular/ex-student in the current examination and also he will not be allowed to register for next one subsequent examination.
(III)	REGULATION :		
RL 1:	TEACHING AND EXAMINATION SCHEME:		
RL1.1:	The teaching and examination scheme for Diploma courses shall be as per curriculum and examination scheme prescribed by Board of Studies and approved by Governing Body, subject to revision and modification.		
RL1.2:	Examination in various courses may include following course heads as prescribed in curriculum such as Theory, Term work, Practical and Oral whatsoever the case may be. Each prescribed course head shall be the separate head of passing.		
RL1.3:	The examination in Theory shall be as per scheme of examination as prescribed in curriculum.		

RL 2:	CHANGE OR MODIFICATION IN CURRICULUM:
RL2.1:	Any change or modification in curriculum or examination scheme approved by Board of studies shall be implemented on approval by Governing Body.
RL3:	TERMWORK:
RL3.1:	Term work shall be assessed continuously. Last assessment shall be done at the end of term as per the norms prescribed by Curriculum Development Cell. The term work shall be submitted by the candidate before the target date fixed by the Principal, Govt. Polytechnic, Nagpur.
RL4:	PROGRESSIVE TESTS: CA= PT+ASSIGNMENT
RL4.1:	i) Two progressive tests are to be conducted in a term for each course with Theory Head. An average of the two tests conducted shall be taken for inclusion of marks at the term end examination. ii) If a candidate appears for only one test and remains absent for other test his/her test marks shall be calculated on the basis of rule above considering the marks of the test in which he/she remains absent as zero. iii) If a candidate remains absent due to illness (Certified by Registered Medical Practitioner) or due to any other reason considered valid, the Principal can permit the student/s to appear for Absentee Progressive Test. The absentee Progressive Test shall be conducted at the end of session on complete curriculum of the course. An average of the two tests conducted shall be taken for inclusion of the marks at the term end examination. If the candidate remain absent in two test, the test marks will be calculated as mentioned above considering the marks of tests in which he/she remains absent as zero. iv) There are no passing marks in Progressive Tests. Separate register shall be maintained by the department and Programme head for the record of test marks secured by candidates. The final marks obtained by the candidate in the courses shall be communicated by programme head to examination cell within the stipulated date.
RL5:	CARRYING OVER THE MARKS:
RL5.1:	If a candidate fails in any or some prescribed heads of a course except termwork, the marks of head/s of the same course passed by him/her shall be carried forward in subsequent term examination.
	i) When practical/oral/termwork in any course is assessed, the marks will be carried over to subsequent examination, unless the candidate has failed to secure passing marks. In such case the candidate will be permitted to appear at a subsequent examination without registering the course again for the purpose except in the case of failure in termwork, he will be required to register the course afresh.
	ii) Marks obtained in progressive test (CA) shall also be similarly carried over to subsequent examination.
	iii) A candidate whose marks are thus carried over is eligible for Award of Class.
RL6:	STANDARD OF PASSING EXAMINATION:

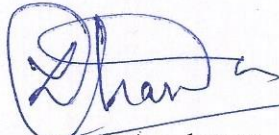
RL6.1:	To pass an examination of a course a candidate must obtain minimum of 40 percent of full marks separately in each theory paper, practical, Oral and term work whatsoever is/are the prescribed heads of a course. While deciding the minimum marks, the fraction of a mark shall be omitted. Further,
a)	The "Theory", "Practical", "Oral", "Termwork" shall be separate heads of passing.
b)	The marks under the head "Theory" shall be the aggregate of i) Marks of written term examination in 'Theory Paper' and ii) The average marks of two tests specified (CA) in RL 4.
RL7:	STANDARD OF PASSING THEORY:
RL7.1:	To pass in the head "Theory", a candidate for examination shall be required to obtain 40 percent of maximum assigned marks in written examination in theory paper and atleast 40 percent marks in aggregate of written term examination marks and the average test marks for that course, out of aggregate of maximum assigned marks of written test examination and test marks, however,
	i) There shall be no minimum marks for passing in progressive test.
	ii) The candidate obtaining less than 40 percent marks in written term examination in theory paper but obtaining 40 percent or more marks in aggregate of written examination marks and progressive test marks will be declared as "Fail" in head 'Theory'.
	iii) To pass in heads Termwork or Oral or Practical candidate will have to obtain 40 percent of maximum marks assigned to that heads of the course.
RL8:	STANDARD OF AWARD OF CLASS:
RL8.1:	i) No class shall be awarded for term examination.
	ii) The class will be awarded in the statement of marks leading to award of Diploma Programme from the aggregate of marks obtained by the candidates in prescribed award of class courses of respective programme level courses.
	iii) If the aggregate or marks obtained by a candidate out of aggregate of full marks in the prescribed award of class:
	a) Less than 50 percent and not failed in any course, then the candidate will be declared to have passed the Diploma in "Pass Class".
	b) 50 percent or above but less than 60 percent then the candidate will be declared to have passed the Diploma in "Second Class".
	c) 60 percent or above but less than 75 percent, then the candidate will be declared to have passed the Diploma in "First Class".
	d) 75 percent and above, then the candidate will be declared to have passed the Diploma in "First Class with Distinction".
RL9:	CONDONATION FOR CLASS AS PER BOARD :
RL9.1:	If a candidate falls short of maximum 1/2 percent of the aggregate marks assigned to examination to obtain 75 percent marks (i.e. First class with distinction) or 60 percent marks (i.e. First class) or 50 percent marks (i.e. Second class) such deficiency will be made up by adding maximum 1/2 percent of the aggregate marks assigned to Award of Diploma to the total marks obtained by the candidate in the courses prescribed for

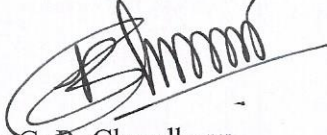
	Award of Diploma. While adding maximum 1/2 percent of the aggregate marks fraction of a mark shall be omitted.	
RL10:	Grace Marks for Subject/Course Passing:	
	A candidate shall be given 1 or 2 as grace marks as the case may be, for maximum marks 60 or below, or maximum 1, 2 or 3 as grace marks as the case may be for maximum marks 70 or above, to remove the deficiency in securing minimum passing marks in case the subject/course consists of Theory or Theory plus Test Examination.	
RL11:	Retention Period of Documents:	
	The examination documents like Question papers, written answer books Examiners mark-sheets, Time Table, Main seating charts, shall be preserved for a period mentioned below unless otherwise the retention of the document 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	Till commencement of next Examination
	Examiners Mark Sheets	One year after declaration of result
	Time Table	Till declaration of result
	Documents related to malpractice cases based on which special committee accords punishment to the defaulters.	One year after the special committee meeting.
	Documents related to assessment and reassessments	One year after declaration of result.
RL12:	Cessation of Printing of Question Paper due to Curriculum Revision	
	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 courses as recommended by equivalence committee. In case of subject/course not having equivalent in the revised curriculum and is not relevant in the current situation, exemption is offered for candidates having those courses as a backlog. Relevancy of the course will be decided by the programme head.	
RL13:	Name corrections on documents	
	Documents shall normally have the name of a candidate as contained in her/his SSC board certificate. In case of any discrepancy appearing in the name of a candidate in a document issued by Govt. Polytechnic, Nagpur, and the candidate shall duly apply for corrections immediately after the declaration of the result of the very first examination of the institute. Institute shall carry out the sought corrections in the statement of marks for the said examination. No corrections in the name shall be done after the issuance of	

	Diploma certificate. However, change in the name shall be effected as laid down below: The change in the name on the request of a candidate after marriage of a lady candidate or legal adoption of a candidate or legal change in the name of candidate happening during the course of candidate's study, shall be carried out on the completion of the course/programme.
RL14:	Discrepancies in Question Papers:
	If in case some discrepancies are found to have occurred in Question papers or such complaints are received from the candidates as well as staff or teaching faculty members, such complaints will be placed before the three member internal committee chaired by head of the department. Report of internal committee will be placed before the special committee for appropriate decision. The special committee will consider the pros & cons of the matter and submit its recommendations for appropriate action.
RL15:	FEE STRUCTURE:
	The fee charged to the candidate for various activities shall be as below.
RL15.1:	Enrollment fee - Rs. 500/- (To be paid at the time of admission to the programme in Govt. Polytechnic, Nagpur).
RL15.2:	Fee for Term Examination Application:
	a) Regular Course/s : Rs. 600/- per term.
	b) Backlog Course/s : Rs. 600/- per term.
RL15.3:	Late fee for Examination Application Form accepted within seven working days after the due date notified. As per Rule G 4.1.
RL15.4:	Fee for Verification of Marks, Photocopy and Reassessment of Assessed Answer Books:
	a) Fee for Verification of Marks Rs. 250/- per course.
	b) Fee for Verification & Photocopy of Answer Book Rs.400/- per course.
	c) Fee for Reassessment of Answer Book Rs.1000/- per course.
RL15.5:	Fee for Duplicate or Further copies of Examination documents.

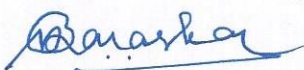
Sr. No.	Document/Certificate	Fees in Rupees
1.	<u>Duplicate Statement of Marks</u> a) If statement of marks is issued before 5 years from date of applications. b) If statement of Marks issued is before 5 years and up to 10 years from date of application. c) If statement of mark issued is previous to 10 years from date of application.	500/- 750/ 1000/-
2.	<u>Duplicate Diploma Certificate & Award of Class Mark-sheet</u> a) If duplicate diploma certificate & Award of Class Mark sheet is issued before 5 years from date of application. b) If duplicate diploma certificate & Award of Class Mark-sheet is issued before 5 years and up to 10 years from date of application. c) If duplicate diploma certificate & Award of Class Mark-sheet is issued more that 10 years from date of application.	1000/- 1500/- 2000/-
3.	Transcript Certificate	Rs.2500/- (Max. 5 sets will be issued) and thereafter Rs. 500/- per set.)

These examination regulations are applicable to 2021 curriculum.


Shri Y. K. Chandarana
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HOD Applied Mechanics


Dr. G. R. Choudhary
Member
HOD Mech Engg.


Dr. S. R. Kukadapwar
Member
HOD Civil Engg.


Dr. S. S. Baraskar
Member Secretary
Controller of Examination


Dr. R. V. Yenkar
Chairman
HOD Electronics Engg.

Approved by:


Dr. M. B. Daigavane
Principal
Government Polytechnic, Nagpur