

EXAMINATION REGULATIONS 2008

**FOR
THE FULL-TIME
DIPLOMA COURSES IN

ENGINEERING & TECHNOLOGY
APPLIED ARTS & CRAFTS
AND
OTHER DISCIPLINES**

UNDER

**THE WEST BENGAL STATE COUNCIL OF
TECHNICAL EDUCATION ACT, 1995**

**WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION
"Kolkata Karigori Bhavan", 2nd Floor, 110 S.N.Banerjee Road
Kolkata – 700 013**

CHAPTER – I**PART – I****FULL-TIME DIPLOMA COURSES UNDER THE WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION AND CONDITIONS FOR ADMISSION**

1.0 COURSES (offered by different Government, Sponsored, Aided & Self-Financing Polytechnics / Institutes / Organisations of West Bengal or any other State affiliated to the West Bengal State Council of Technical Education, hereinafter referred to as the 'WBSCTE')

- (i) Architecture
- (ii) Automobile Engineering
- (iii) Chemical Engineering
- (iv) Civil Engineering
- (v) Computer Science & Technology
- (vi) Computer Software Technology
- (vii) Electrical Engineering
- (viii) Electronics & Instrumentation Engineering
- (ix) Electronics & Telecommunication Engineering
- (x) Food Processing Technology
- (xi) Footwear Technology
- (xii) Information Technology
- (xiii) Leather Goods Technology
- (xiv) Mechanical Engineering
- (xv) Mechanical Engineering (Production)
- (xvi) Medical Laboratory Technology
- (xvii) Metallurgical Engineering
- (xviii) Mine Surveying
- (xix) Mining Engineering
- (xx) Modern Office Practice & Management
- (xxi) Packaging Technology
- (xxii) Pharmacy
- (xxiii) Photography
- (xxiv) Printing Technology
- (xxv) Survey Engineering
- (xxvi) Any other disciplines, as may be decided time to time.

2.0 DURATION OF THE COURSES

- 2.1 All Full-Time Diploma Courses mentioned in Regulation 1.0 shall be of three years duration except those in Pharmacy, which shall be of two & half years duration respectively.
- 2.2 (i) Each full-time Diploma Course other than Pharmacy shall consist of three parts, viz. Part – I, Part – II and Part – III.
(ii) Pharmacy shall consist of two parts, viz. Part – I and Part – II.
- 2.3 Each Part of a full-time diploma course, other than Pharmacy, shall consist of two semesters, viz. the First Semester and Second Semester, each semester being of at least 16 weeks duration.
- 2.4 Each week shall consist of 44 periods with 8 periods per day from Monday to Friday and 4 periods per day on Saturday. The number of instructional contact periods and periods for Library & Guided Studies shall be mentioned in the respective curricular structure.
- 2.5 Each period shall be of 45 minutes duration.

3.0 ELIGIBILITY FOR ADMISSION

- 3.1 Candidates who have passed Madhyamik (10+) Examination of the West Bengal Board of Secondary Education or any other equivalent examination from any school approved by the WBSCTE are eligible for admission to the Part – I of any full-time Diploma Course (except Modern Office Practice & Management and Pharmacy).
- 3.2 Candidates who have passed Higher Secondary (10 + 2) Examination of the West Bengal Council of Higher Secondary Education or any other equivalent examination from any school approved by the WBSCTE are eligible for admission to the Part – I of full-time Diploma Course in Modern Office Practice & Management.

- 3.3 Candidates who have passed Higher Secondary (10 + 2) Examination of the West Bengal Council of Higher Secondary Education in Science Stream with Physics, Chemistry and Biology or Mathematics, or any other qualification from any school approved by the Pharmacy Council of India and WBSCTE as equivalent, are eligible for admission to the Part – I of full-time Diploma Course in Pharmacy.
- 3.4 Candidates must satisfy medical fitness prescribed below. Medical certificate(s) from registered medical practitioner(s) is / are to be produced by the candidate at the time of selection for the purpose.
Medical Fitness: Candidates seeking admission to the Courses under the WBSCTE should possess good health and physique with sound mind. They should not be suffering from any disease, constitutional affection on body or mental infirmity.
Allowable Defects in Eyesight
 (a) Myopia or Myopic Astigmatism: Total strength of correcting lens not exceeding 3.5 Dioptre and acuteness of vision after correction (a) 6 / 9 in one eye & (b) 6 / 6 in another.
 (b) Hypermetropia not exceeding 14 Dioptre or Hypermetropic Astigmatism: Strength of correcting lens not exceeding 4 Dioptre and acuteness of vision after correction (a) 6 / 9 in one eye & (b) 6/6 in another.
- 3.5 Candidates must be citizens of India.

4.0 MODE OF SELECTION

4.1 FOR ALL DISTRICTS OF WEST BENGAL OTHER THAN DARJEELING

Selection for admission to the full-time Diploma Courses mentioned in Regulation 1.0, except Modern Office Practice & Management and Pharmacy, in different polytechnics of West Bengal affiliated to the WBSCTE will be made on the basis of merit in the following mode, with exception for those situated in the district of Darjeeling: —

- (i) 60% of the allotted seats shall be filled up on the basis of the merit list published by the “Joint Entrance Examination for Admission to State Polytechnics” conducted by the “West Bengal State Council of Technical Education”, hereinafter referred to as ‘JEXPO’;
- (ii) remaining 40% of the allotted seats shall be filled up on the basis of marks, obtained in the Madhyamik or its equivalent or any other examination approved by the WBSCTE, of those candidates who had applied for the same, hereinafter referred to as ‘POLY-40’. These seats will be filled up on the basis of district wise quota. The detail mode of filling up of seats through POLY-40 shall be as per public notifications by the WBSCTE / Government of West Bengal from time to time.

4.2 FOR THE DISTRICT OF DARJEELING

- (i) Selection for admission to the full-time Diploma Courses in the Siliguri Government Polytechnic will be made as per Regulation 4.1.
- (ii) Selection for admission to all the seats of the full-time Diploma Courses in the Darjeeling Polytechnic, Kurseong will be made on the basis of marks obtained in the Madhyamik or its equivalent examination, as approved by the WBSCTE / Government of West Bengal.
 60% of the seats of the Darjeeling Polytechnic, Kurseong shall be filled up by candidates of the three Hill sub-divisions of the district of Darjeeling and the remaining 40% of the seats shall be filled up by candidates from the districts of North Bengal including the Siliguri sub-division of the district of Darjeeling.

4.3 The admission of candidates belonging to the **Scheduled Caste, Scheduled Tribe, Other Backward Caste and Physically Challenged** categories will be as per existing Government norms.

4.4 **Quota for Land Looser:** 5% of the total seats are reserved in the polytechnics located in the districts of Burdwan, Purulia, Bankura, Purba Medinipur and Paschim Medinipur for the candidates coming from land loser families of the respective districts. This reserved seats will be out of the 40% seats earmarked for direct admission in the polytechnics under Poly-40 Scheme.

4.5 The mode of selection to polytechnics belonging to states other than West Bengal, affiliated to the WBSCTE, shall be governed by the relevant State Government norms.

5.0 PROCEDURE OF ADMISSION

5.1 The WBSCTE shall constitute a Central Selection Committee, hereinafter referred to as the ‘CSC’, for the purpose of counselling and selection of candidates on the basis of the merit lists of successful candidates of JEXPO and POLY-40 with the following persons: —

- (i) Chairman: Principal of a Government Polytechnic nominated by the WBSCTE;

- (ii) Members: (a) Two / three Principals / Officer-in-Charge of Government Polytechnics from different districts of West Bengal nominated by the WBSCTE;
 (b) two Lecturers working at Government Polytechnics nominated by the WBSCTE;
 (c) one officer of the WBSCTE;
 (d) two members to be co-opted by the Chairman, if necessary.
- 5.2 (i) A candidate qualifying at JEXPO has to apply to the Chairman, CSC for admission to the courses mentioned in Regulation 1.0 in prescribed form within the scheduled date, specifically stating his / her preference of courses together with necessary certificates & mark-sheets and the prescribed Application Fees.
 (ii) A candidate willing to opt for POLY-40 has to apply to the Chairman, CSC for admission to the courses mentioned in Regulation 1.0 in prescribed form within the scheduled date, specifically stating his / her preference of courses corresponding to his / her home district together with necessary certificates & mark-sheets and the prescribed Application Fees.

The WBSCTE shall publish the Merit List suitably on the basis of the valid applications received.

- 5.3 Selection shall be made according to the merit position of the candidates in the merit lists of JEXPO and POLY-40 followed by counselling. A candidate whose name appears in both the merit lists can be selected to only one course on the basis of any one merit position, according to his / her choice.
- 5.4 Students shall be admitted to the full-time Diploma Courses mentioned in Regulation 1.0 after paying requisite amount of Admission Fees and other fees notified by the WBSCTE.
- 5.5 The last date for taking admission to any full-time Diploma Course will be a date preferably not later than 30 working days of the commencement of the classes in that course. This last date for taking admission to any full-time Diploma Course may be extended by the WBSCTE.
- 5.6 Students admitted to the Polytechnics have to apply to the WBSCTE in a prescribed form for registration through the Principal / Officer-in-Charge of the polytechnic, he / she is admitted to, with the prescribed Registration Fees within due date as being notified by the WBSCTE. The concerned Principal / Officer-in-Charge will forward all such applications so received along with a consolidated statement (in duplicate) on the basis of the applications so received with Bank Draft / Pay Order for the total amount received by him. Certificate of Registration shall be issued to such applicants by the WBSCTE before the commencement of the Part – I First Semester Examinations.

6.0 INTAKE

The maximum number of intake to different full-time Diploma Courses as mentioned in Regulation 1.0 at different Government, Sponsored, Aided & Private Polytechnics affiliated to the WBSCTE is to have the prior approval of the AICTE as well as the respective State Government as the case may be. However the WBSCTE can alter the number of intakes from time to time within the maximum number as mentioned above.

PART – II

MIGRATION

- 7.0 (a) A candidate admitted to any course mentioned in Regulation 1.0 shall not be permitted to pursue any other full time course of any Board / Council / University or similar other bodies simultaneously.
 (b) The admission of any student, found to have taken admission to any other course as mentioned in Regulation 7.0 (a) at any point of time during or after admission, shall be liable to get cancelled.
- 8.0 If a student, admitted to any course under WBSCTE, wants to get admitted to any other Course other than those under WBSCTE, has to apply for migration to the Controller of Examinations after paying requisite Migration Fee to the WBSCTE.
- 9.0 A candidate who has passed his / her last examination from a State Council of Technical Education other than WBSCTE or from any University or who was admitted to the same, shall have to produce a Migration Certificate at the time of taking admission to the WBSCTE; failing which, he /she will be admitted provisionally and shall has to produce the Migration Certificate within three months from the date of provisional admission; otherwise his / her admission is liable to get cancelled.

CHAPTER – II

GENERAL PROVISIONS

PART – I

EXAMINATION RELATED BODIES

10.0 BOARD OF EXAMINATIONS

10.1 There shall be a Board of Examinations henceforth referred to as 'the BOE', whose composition with powers and functions are being prescribed below.

10.2 The BOE shall consist of the following members: —

- (i) Chairman — the Vice-Chairman of the WBSCTE or his nominee;
- (ii) Secretary — the Controller of Examinations;
- (iii) Members — to be approved by the WBSCTE.

The BOE shall meet as often as necessary.

10.3 The BOE shall have the following powers and functions, unless otherwise directed by the WBSCTE: —

- (i) to arrange for holding of examinations;
- (ii) to publish examination results;
- (iii) to place the examination related issues before the WBSCTE on a convenient date after their publication for formal adoption;
- (iv) to submit to the WBSCTE an analytical statement and survey of the results of different examinations and recommendation for upgradation/modification of examination related system;
- (v) to consider any other matter related to conduct of examinations and infrastructure/disciplinary action thereof.

11.0 DISCIPLINARY (EXAMINATION) COMMITTEE

11.1 There shall be one Disciplinary (Examination) Committee of the WBSCTE, whose composition with powers and functions are being prescribed below.

11.2 The Disciplinary (Examination) Committee shall consist of the following members: —

- (i) Chairman — nominated by the WBSCTE;
- (ii) One Principal of a Government polytechnic;
- (iii) Two members of the BOE;
- (iv) Member Secretary — Registrar of Technical examinations.

The Controller of Examinations is empowered to invite the Officer-in-Charge of the Examination Centre of the concerned polytechnic at the meeting of the Disciplinary (Examination) Committee and he may also invite the Observers / Paper-setters / Examiners concerned at such meeting.

11.3 The decision of the Disciplinary (Examination) Committee in respect of the cases reported against (R.A.) will have to be communicated to the Controller of Examinations with recommendations for approval.

11.4 The decision of the Controller of Examinations in all such cases will be final and binding on the candidate.

11.5 The examinee, reported against, will be served with a notice in writing by the Registrar of Technical Examinations, ex-officio Member-Secretary of the Disciplinary (Examination) Committee to appear before its meeting on the appointed date and time to explain why the paper or papers reported against will not be cancelled. The notice will be despatched giving the examinee clear seven days' time before the meeting of the Committee. The examinee may, however, submit his explanation in writing to the Registrar of Technical Examinations, which will be placed before the meeting of the Committee.

Failure on the part of the examinee to submit his / her explanation in writing or in appearing before the meeting of the Disciplinary (Examination) Committee as notified, will not in any way debar the Committee from disposing of the case by experte decision which will be binding on the examinee.

11.6 The decision of the Controller of Examinations in all such cases have to be ratified in the BOE.

PART – II
WBSCTE EXAMINATIONS

12.0 The WBSCTE will hold the following examinations every year normally around the period indicated against each. The venue and exact date of commencement of the examination shall be notified by the Controller of Examinations at least one month ahead of commencement of the respective examinations: —

(i)	Diploma in Engineering / Technology / Architecture / MOPM / Photography Part – I First Semester Examination	January
(ii)	Diploma in Engineering / Technology / Architecture / MOPM / Photography Part – I Second Semester Examination	June
(iii)	Diploma in Engineering / Technology / Architecture / MOPM / Photography Part – II First Semester Examination	January
(iv)	Diploma in Engineering / Technology / Architecture / MOPM / Photography Part – II Second Semester Examination	June
(v)	Diploma in Engineering / Technology / Architecture / MOPM / Photography Part – III First Semester Examination	January
(vi)	Diploma in Engineering / Technology / Architecture / MOPM / Photography Part – III Second Semester Examination	June
(vii)	Diploma in Pharmacy Part – I & II Examination	June

13.0 ACADEMIC CALENDAR

FIRST SEMESTER (Parts – I/II/III)

- Second Week of July to Last Week of November — First Semester classes (inclusive of provision for 2 continuous internal assessments) and Puja Vacation
- In the month of December — External Assessment
- In the month of December — Study Leave
- Last two weeks of December / First two weeks of January — First Semester Examinations

SECOND SEMESTER (Parts – I/II/III)

- Third Week of January to Second Week of May — Second Semester classes (inclusive of provision for 2 continuous internal assessments)
- In the month of May — External Assessment
- In the month of May — Study Leave
- In the month of June — Second Semester Examinations

The Controller of Examinations shall declare the exact dates of different examinations as specified in Regulation 12.0 on the basis of the above Academic Calendar. If any deviation occurs from the Academic Calendar above, the matter has to be reported and dates of examinations are to be approved by the Board of Examinations.

14.0 CURRICULAR STRUCTURE AND SYLLABUS

14.1 The subjects of study of each semester, the teaching disciplines involved for taking classes of common as well as departmental core subjects, the number of lecture / tutorial / sessional periods allotted per week to each subject, the total marks allotted to each subject, the distribution of marks for different components of assessment of a subject and the duration of the different papers of the WBSCTE Examinations shall be in accordance to the curricular structure and syllabus of that course.

14.2 The syllabi of the different disciplines may be modified from time to time by the Board of Studies subject to the approval of the WBSCTE to incorporate the latest developments in those disciplines.

PART – III**RATES OF REMUNERATION**

- 15.0** The Controller of Examinations shall appoint paper-setters, moderators, examination centres, centre-in-charges, observers, list of examiners, scrutinisers, centralised evaluation centres (when necessary), co-ordinators of centralised evaluation centres and any other person in connection with the WBSCTE Examinations. In this matter, the Controller of Examinations will consider the suggestions of the BOE.
- 16.0** The different rates of remuneration for performing different functions of the WBSCTE as being mentioned in Regulation 15.0 shall be finalised by the WBSCTE. This can be modified by the WBSCTE from time to time as and when necessary.
- 17.0** Refusal to perform or non-performance of any responsibility, in connection with the WBSCTE Examinations assigned by the Controller of Examination to any employee of any Government, Sponsored, Aided Polytechnic and/or any affiliated Institute of WBSCTE, is liable to be considered as dereliction of duty.

CHAPTER – III**EXAMINATIONS RULES****18.0 MEDIUM OF EXAMINATION**

Pending the adoption of Bengali, English shall be the medium of examinations. However, students may write their answer scripts in all the examinations of the WBSCTE in Bengali on an optional basis while retaining English terminologies, equations and Roman or Greek symbols as per international practice.

19.0 EVALUATION OF PERFORMANCE OF A STUDENT

Performance of a student shall be evaluated in three ways: —

- (a) Continuous Internal Assessments,
- (b) Semester Examination, and,
- (c) Class Attendance.

20.0 THEORETICAL SUBJECTS

- 20.1 The performance of a student in a theoretical subject shall be evaluated in the following proportion: —

For theoretical subject having Full Marks: 100

Continuous Internal Assessments – 20, Semester Examinations – 75 and Class Attendance – 5.

For theoretical subject having Full Marks: 50

Continuous Internal Assessments – 10, Semester Examinations – 38 and Class Attendance – 2.

- 20.2 **CONTINUOUS INTERNAL ASSESSMENT:** Two Internal Assessments for each theoretical subject shall be conducted centrally in each institute. The best of the two assessments when score of both are more than 50% of the full marks and average of the two assessments when the score of any one is less than 50% shall be considered for calculation of marks for each subject.
- 20.3 **SEMESTER EXAMINATION:** The question paper in a semester examination shall be set for 75 marks (in case of the subjects having full marks 100) and 38 marks (in case of the subjects having full marks 50).
- 20.4 **CLASS ATTENDANCE:** A student shall be awarded the following marks for his / her class attendance in a theoretical paper: —

CLASS ATTENDANCE (IN %)	MARKS TO BE AWARDED FOR CLASS ATTENDANCE	
	For the subjects having full marks of 100	For the subjects having full marks of 50
80% AND ABOVE	5.0	2.0
75% TO BELOW 80%	4.0	1.5
70% TO BELOW 75%	3.0	1.0
65% TO BELOW 70%	2.0	0.5
60% TO BELOW 65%	1.0	

- 20.5 For Pharmacy: As per norms of Pharmacy Council of India.

21.0 SESSIONAL SUBJECTS (WORKSHOP/LABORATORY/PRACTICAL/PROJECT)

- 21.1 The performance of a student in a sessional paper shall be evaluated in the following proportion: Continuous Internal Assessments – 50% and External Assessment – 50%.
- 21.2 **CONTINUOUS INTERNAL ASSESSMENT:** The teacher-in-charges of the respective sessional subjects shall assess the students throughout the semesters. The proportion of marks that has to be attributed for sessional work, notebook (when required) etc. is to be as per the curricular structure. Each job, experiment, drawing plate etc. is to be internally assessed immediately after completion of the same. This is applicable for all disciplines including Pharmacy and Marine Engineering.
- 21.3 **EXTERNAL ASSESSMENT:**
- An external examiner from different polytechnic / industry / government organisation / engineering college will assess a student, except the 'Project Work' and the 'Final viva-voce' subjects, where the external examiners should be from industry / engineering college / university / government organisation.
 - Each student will be required to undertake at least one job / experiment / drawing problem from within the syllabus during external assessment.
 - Each external examiner is to submit one confidential report to the Controller of Examinations in a format prepared by the WBSCTE regarding his / her observation along with the marks of External Assessment.

22.0 ELIGIBILITY FOR APPEARING AT THE WBSCTE EXAMINATIONS

- 22.1 A student desiring to appear at any semester examination under the WBSCTE as mentioned in Regulation 12.0 has to apply to that effect in the prescribed form to the Controller of Examinations of the WBSCTE through the Principal / Officer-in-Charge of the polytechnic he / she is admitted to with the prescribed Examination Fees within due date as being notified by the Controller of Examinations. A student may, however, submit the examination fees with prescribed additional late fees for late submission after expiry of the due date, provided that no such period of grace shall apply to candidates for any Supplementary Examinations. The Controller of Examinations may extend this period of grace at his / her discretion.
- 22.2 Such an application must be accompanied with a certificate from the Principal / Officer-in-Charge of the polytechnic stating that: —
- The student has duly cleared up all the instalments of the monthly tuition and other fees;
 - The student has duly cleared up all the instalments of the hostel fees in cases where the institution provides hostel facility;
 - The student has satisfactorily completed all the sessional work prescribed in the syllabus;
 - The student has obtained at least 50% marks in the Continuous Internal Assessment in each of the sessional subjects;
 - The student has attended at least 60% of the classes in each of the theoretical and sessional subjects. Regulation 22.2(a) is relaxable for students obtaining Full-free or Half-free studentship as per Government rules;
 - The student is eligible in all respect to sit for the examination and the conduct/behaviour of the student has been satisfactory.
- 22.3 No refund / adjustment of any fees paid to WBSCTE is permitted.

23.0 DECLARATION OF ELIGIBILITY

- 23.1 A student whose application for appearing at a semester examination has been accepted, after being duly processed provided he / she is eligible, shall be given Admit Card containing the name of the candidate, name of the examination admitted to and the Examination Roll Number assigned to him / her.
- 23.2 The Admit Card shall be issued by the Controller of Examinations or by any Officer whom he /she may authorise.
- 23.3 No candidate shall be admitted into the Examination Hall without his / her Admit Card, provided that the Centre-in-Charge may if otherwise satisfied on the identity of the candidate, allow him / her to sit for the examination provisionally with an immediate intimation to the Controller of Examinations.
- The teacher(s) on invigilation duty shall have the power to call upon any candidate appearing at an examination to give a specimen signature for the purpose of identification.
- 23.4 Permission to appear at any WBSCTE examination may be withdrawn before or during the course of the examination for any conduct, which, in the opinion of the WBSCTE, justifies the candidate's exclusion from the examination.

24.0 PASS MARKS

- 24.1 All the examinations shall be held on the compartmental system; that is to say, students must pass separately in every paper of the different examinations. Non-appearance in a paper will count as failure in that paper.
- 24.2 Pass marks in each theoretical paper shall be 45 in case of full marks 100 and 22 in case of full marks 50 in that paper and pass marks in each sessional paper shall be 50% of the full marks in that paper.

25.0 PROMOTION, READMISSION & CASUAL ENROLMENT

- 25.1 A student shall be allowed to continue the Second Semester classes of the same Part after the First Semester Examinations are over irrespective of the results of the First Semester Examinations. However, a student who has not appeared in First Semester Examination of a Part will not be allowed to continue the Second Semester classes of the same Part.
- 25.2 Immediately after completion of the Second Semester Examinations of the Parts I and II, a student shall be provisionally promoted to the Parts II and III respectively, subject to the publication of result of the Second Semester Examinations.
- 25.3 A student of Part – I shall be promoted to Part – II, if he / she has not failed in more than four (4) papers (considering both theoretical & sessional) of Part – I First & Second Semester Examinations taken together.
- 25.4 A student of Part – II shall be promoted to Part – III, if he / she has not failed in more than five (5) papers (considering both theoretical & sessional) of Part – I & II, all semester examinations taken together.
- 25.5 A student appearing at Part – III Second Semester Examination will be considered successful, if he / she has passed in all the theoretical and sessional papers of all the three Parts.
- 25.6 A student, who has failed to qualify for promotion as per Regulations 25.3 or 25.4 or has failed to be successful as per Regulation 25.5, may take readmission to the same class as regular student or enrolment as casual student in the same class by paying the prescribed Readmission Fees or the Casual Enrolment Fees, as the case may be.

A student who was not declared eligible for appearing at the WBSCTE Examinations as per Regulation 22.0 has to take readmission only.

- 25.7 **READMISSION:** A student, readmitted as a Regular Student as per Regulation 25.6, will be continuing studies in the Part to which he / she is readmitted afresh. At the end of each Semester of that Part, he / she has to appear in all the theoretical and sessional papers of both the semester examinations, along with back paper(s) of previous Part(s), if any. The components of Continuous Internal Assessments and Class Attendance will be awarded afresh.

However, if it is found that a student qualifying for readmission has all the papers of a Semester of the Part to which he/she is seeking readmission cleared, then he/she will be exempted from reappearing in that particular Semester.

- 25.8 **CASUAL ADMISSION:** A student, enrolled as a Casual Student as per Regulation 25.6, has to appear only in the back paper(s) [theoretical and/or sessional] at the respective semester examination(s). The components of Continuous Internal Assessments and/or Class Attendance of the back paper(s), as being sent up by the polytechnic / institute previously, will remain unchanged.
- 25.9 A student must Pass a part of a course within a period of three consecutive sessions inclusive of year of commencement of study of that part and within 5 years (for 3 years Diploma) or 6 years (for 4 years Part-time Diploma), whichever is earlier, unless specifically permitted by WBSCTE, failing which the registration of the student shall be terminated. For Pharmacy, the norms of Pharmacy Council of India will be followed.

26.0 SUPPLEMENTARY EXAMINATIONS

- 26.1 Supplementary Examinations for 5th & 6th Semester will be held preferably within 3 months from the date of completion of 6th Semester Examination if so decided by the WBSCTE.

27.0 RESULT & MARKSHEET

- 27.1 As soon as possible after completion of the examination of a semester, the WBSCTE shall publish the result and separate merit list for each discipline over the signature of the Controller of Examinations.
- 27.2 As soon as possible after publication of the results of a semester, every student shall be given a mark sheet over the signature of the Controller of Examinations, indicating the name and roll number of the student, name

of the institution from which the student studied the semester, the marks secured by him / her in each subject of the semester and the marks & percentage in aggregate

- 27.3 The Final mark sheet of a successful candidate shall indicate in addition to that mentioned in Regulation 27.2, the overall marks in percentage and the class to which the candidate is placed over the signature of the Controller of Examinations.

28.0 OVERALL MARKS

The overall marks of a successful student in the entire course of study shall be calculated in percentage in the following way: —

- (a) For all Full-Time Diploma courses, other than Modern Office Practice & Management and Pharmacy, Overall % of marks = 20% of marks obtained in Part – I + 30% of marks obtained in Part – II + 50% of marks obtained in Part – III.
- (b) For Modern Office Practice, Overall % of marks = 33 $\frac{1}{3}$ % of marks obtained in Part – I + 33 $\frac{1}{3}$ % of marks obtained in Part – II + 33 $\frac{1}{3}$ % of marks obtained in Part – III.
- (c) For Pharmacy, there is no system of awarding overall % of marks by combining marks of Part-I & II. However, guideline of Pharmacy Council will be followed.
- (d) For the students who admitted through Lateral Entry Scheme in the 2nd year class, Overall % of marks = 37.5% of marks obtained in Part – II + 62.5% of marks obtained in Part – III.

29.0 AWARD OF THE DIPLOMA

- 29.1 On passing all the three Parts of a course, a student shall be awarded a Diploma indicating the name of the student, the discipline of the course of study, the name of the institution from which the student passed the Part – III, the academic session of passing the Part – III and the Class with Distinction, if any, in which the student has been placed. The Diploma shall bear the signatures of the Vice-Chairman and Secretary of the WBSCTE.

- 29.2 Students being awarded a Diploma shall be placed in the: —

- (i) First Class with Distinction provided they have passed all the subjects in one chance obtaining at least 75% of the Overall Marks, as per Regulation 28.0;
- (ii) First Class provided they have obtained at least 65% of the Overall Marks, as per Regulation 28.0;
- (iii) Students being awarded a Diploma shall be placed in the Second Class provided they passed all the subjects of all semesters obtaining less than 65% of the overall marks, as per Regulation 28.0.

30.0 PRESERVATION OF ANSWERS SCRIPTS & ATTENDANCE

- 30.1 The answer scripts of each theoretical paper of each semester examination of each student have to be preserved by the Controller of Examinations in general for at least one year after the publication of result of the corresponding semester.
- 30.2 The answer scripts of each Continuous Internal Assessment of each theoretical subject of each semester of each student have to be preserved by the concerned subject teacher(s) for at least one year after the publication of result of the corresponding semester.
- 30.3 The attendance of students of each subject of each semester has to be preserved in attendance registrar by the concerned subject teacher(s) over his / their signature(s) for at least one year after the publication of result of the corresponding semester.

31.0 SCRUTINY

- 31.1 There shall be provision of scrutiny of answer scripts of the semester examinations before publication of result. The Scrutinisers for scrutiny of answer scripts will be appointed by the Controller of Examinations. 'Scrutiny' shall consist of checking whether all the questions & their part(s) if any which were answered by the applicant were examined, checking whether any question(s) was (were) answered in excess, checking whether the marks secured by the applicant in one & all the answers were caged correctly in the top sheet of the answer script, and, checking the total of the marks secured in different answers.
- 31.2 If any question(s) is (are) found to be not examined, then arrangement has to be made for re-examination of the answer script.
- 31.3 If any question(s) is (are) found to be answered in excess, then the answer to the question securing the lowest mark in a 'group' as per the question paper shall not be considered.

32.0 REVIEW

- 32.1 A student may apply for review of his / her answer scripts to the Controller of Examinations in not more than 3 papers on payment of requisite Review Fees. The last date of submission of such applications, normally 15 days from the date of issue of mark sheet, shall be declared by the Controller of Examinations at the time of publication of the result. The result of review shall preferably be published within 45 working days of the last date of submission of applications for the same.
- 32.2 'Review' shall consist of assessment of an answer script afresh by an examiner other than the original examiner and not teaching in the polytechnic in which the applicant is a student.
- 32.3 The examiners for review will be appointed by the Controller of Examinations.

33.0 GRAFTING

- 33.1 Before publication of result if it is found that a student fails to pass in only one paper (theoretical paper only) in a Semester Examination by a shortfall of not more than 5 marks, the Controller of Examinations is authorised to add grafted marks to that paper to the maximum of 5 marks from any other theoretical paper of the same Semester in order to make him/her pass in that paper. It is to be ensured that the marks in the paper from which grafting has taken place do not fall short of pass marks after grafting.
- 33.2 Further, on completion of review and before publication of review result, if it is found that a student fails to pass in only one paper (theoretical paper only) in a Semester Examination by a shortfall of not more than 5 marks, the Controller of Examinations is authorised to add grafted marks to that paper to the maximum of 5 marks from any other theoretical paper of the same Semester in order to make him/her pass in that paper. It is to be ensured that the marks in the paper from which grafting has taken place do not fall short of pass marks after grafting.

34.0 SPECIAL GRACE

- 34.1 Before publication of result if it is found that a student fails to pass in any theoretical subject for a shortfall of 1 (one) mark, special grace mark of 1 (one) will be awarded in those theoretical subjects for make him/her pass in those subjects.

35.0 TRANSITORY RULES

In case of change of syllabus / courses of study, the WBSCTE shall frame transitory rules governing the promotion of the last batch of students of the old syllabus / course of study and will be intimated at that time.
