

EXAMINATION REGULATIONS

(Amended)

Applicable for the students admitted in 1st Year Class
from the Academic Session 2013-2014 onwards

FOR
FULLTIME
DIPLOMA COURSES IN
ENGINEERING & TECHNOLOGY,
APPLIED ARTS & CRAFTS
AND
OTHER DISCIPLINES



**WEST BENGAL STATE COUNCIL OF TECHNICAL &
VOCATIONAL EDUCATION & SKILL DEVELOPMENT**
(Technical Education Division)

“Karigori Bhavan”, 4th Floor, Plot No. B/7, Action Area-III
New Town, Rajarhat, Kolkata-700160

CHAPTER – I

PART – I

FULL-TIME DIPLOMA COURSES UNDER THE WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION & SKILL DEVELOPMENT (WBSCT&VE&SD) 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 'WBSCT&VE&SD')

- i) Agricultural Engineering
- ii) Architecture
- iii) Automobile Engineering
- iv) Chemical Engineering
- v) Civil Engineering
- vi) Computer Science & Technology
- vii) Computer Software Technology
- viii) Electrical & Electronics Engineering
- ix) Electrical Engineering
- x) Electrical Engineering (Industrial Control)
- xi) Electrical Power System
- xii) Electronics & Communication Engineering
- xiii) Electronics & Instrumentation Engineering
- xiv) Electronics & Telecommunication Engineering
- xv) Food Processing Technology
- xvi) Footwear Technology
- xvii) Geographical Information System & Global Positioning System
- xviii) Information Technology
- xix) Instrumentation & Control Engineering
- xx) Leather Goods Technology
- xxi) Mechanical Engineering
- xxii) Mechanical Engineering (Production)
- xxiii) Medical Laboratory Technology
- xxiv) Metallurgical Engineering
- xxv) Mine Surveying
- xxvi) Mining Engineering
- xxvii) Modern Office Practice & Management
- xxviii) Packaging Technology
- xxix) Pharmacy
- xxx) Photography
- xxxi) Printing Technology
- xxxii) Survey Engineering
- xxxiii) 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 in Pharmacy, which shall be of two years duration.
- 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 33 periods with 6 periods per day from Monday to Friday and 3 periods 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 60 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 board approved by the WBSCT&VE&SD 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 (10+2) Vocational Examination from erstwhile “West Bengal State Council of Vocational Education & Training”, now “West Bengal State Council of Technical & Vocational Education & Skill Development (Vocational Education Division)” or having passed 2 years’ ITI (ITI trade must be of continuous 2 years duration and a single certificate should mention that) plus passed Madhyamik or equivalent examination, are eligible for admission to the Part – II of full-time Diploma Course in Engineering & Technology under Lateral Entry Scheme (except Modern Office Practice & Management and Pharmacy).
- 3.3 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 board/council approved by the WBSCT&VE&SD are eligible for admission to the Part – I of full-time Diploma Course in Modern Office Practice & Management.
- 3.4 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 board approved by the Pharmacy Council of India and WBSCT&VE&SD as equivalent, are eligible for admission to the Part – I of full-time Diploma Course in Pharmacy.
- 3.5 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 WBSCT&VE&SD 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.
- 3.6 Candidates must be citizens of India.

4.0 MODE OF SELECTION

4.1 FOR ALL POLYTECHNICS OF WEST BENGAL OTHER THAN DARJEELING POLYTECHNIC

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

- (i) 100% allotted seats in Government / Government Sponsored Polytechnics and 75% allotted seats of Self-Financed Polytechnics shall be filled up on the basis of the merit list of “Joint Entrance Examination for Admission to State Polytechnics” conducted by the “WBSCT&VE&SD”, hereinafter referred to as ‘JEXPO’. Seats in Government / Government Sponsored Polytechnics are reserved for SC, ST & PC category candidates as per prevailing government norms. There may be reserved seats under other quotas as per rules of the government for the time being in force;
- (ii) remaining 25% allotted seats in Self-Financed Polytechnics shall be filled up through ‘Management Quota’ observing the eligibility criteria of the WBSCT&VE&SD.

4.2 FOR DARJEELING POLYTECHNIC

- (i) 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 OR as per rule of the government for the time being in force.
- (ii) 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 Selection for admission to second year classes of full-time Courses under Lateral Entry Scheme will be made through an Entrance Examination (VOCLET) to be conducted by WBSCT&VE&SD.

- 4.4 Selection for admission to Modern Office Practice & Management and Pharmacy will be made on the basis of marks obtained in the qualifying examination.
- 4.5 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.
- 4.6 The mode of selection to polytechnics belonging to states other than West Bengal, affiliated to the WBSCT&VE&SD, shall be governed by the relevant State Government norms.

5.0 PROCEDURE OF ADMISSION

- 5.1 The counselling procedure for admission and selection of candidates on the basis of the merit lists of successful candidates of JEXPO, VOCLET and other admissions will be decided by the WBSCT&VE&SD time-to-time. The WBSCT&VE&SD shall publish the Merit Lists of all admissions suitably on the basis of the valid applications received.
- 5.2 Selection shall be made according to the merit position of the candidates in the merit lists followed by counselling. A candidate, whose name appears in both the merit list, can be selected to only one course on the basis of any one merit position, according to his / her choice.
- 5.3 Students shall be admitted to the full-time Diploma Courses mentioned in Regulation 1.0 after paying requisite amount of fees notified by the WBSCT&VE&SD.
- 5.4 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 WBSCT&VE&SD.
- 5.5 Students admitted to the polytechnics have to apply to the WBSCT&VE&SD in a prescribed form for registration through the Principal / Officer-in-Charge of the polytechnic, he / she is admitted to within due date as being notified by the WBSCT&VE&SD. 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. Certificate of Registration shall be issued to such applicants by the WBSCT&VE&SD 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 WBSCT&VE&SD is to have the prior approval of the AICTE as well as the respective State Government as the case may be. However the WBSCT&VE&SD 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 WBSCT&VE&SD, wants to get admitted to any other Course other than those under WBSCT&VE&SD, has to apply for migration to the Senior Administrative Officer (Technical Education) after paying requisite Migration Fee to the WBSCT&VE&SD.
- 9.0 A candidate who has passed his / her last examination from a State Council of Technical Education other than WBSCT&VE&SD 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 WBSCT&VE&SD; 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 ASSESSMENT, EXAMINATION & CERTIFICATION

- 10.1 There shall be a Board of Assessment, Examination & Certification henceforth referred to as 'the BOAEC', whose composition with powers and functions are being prescribed below.
- 10.2 The BOAEC shall meet as often as necessary.
- 10.3 The BOAEC shall have the following powers and functions, unless otherwise directed by the WBSCT&VE&SD:—
- (i) to arrange for holding of examinations;
 - (ii) to publish examination results;
 - (iii) to award certification
 - (iv) to place the examination related issues before the WBSCT&VE&SD on a convenient date after their publication for formal adoption;
 - (v) to submit to the WBSCT&VE&SD an analytical statement and survey of the results of different examinations and recommendation for upgradation/modification of examination related system;
 - (vi) to assess the entire examination system time-to-time and suggest ways & means for its improvements;
 - (vii) 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 WBSCT&VE&SD under BOAEC, 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 WBSCT&VE&SD;
 - (ii) One Principal of a Government polytechnic;
 - (iii) Two members of the BOAEC;
 - (iv) Member Secretary — Senior Administrative Officer (Examination)
- The Senior Administrative Officer (Examination) 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 Senior Administrative Officer (Examination) with recommendations for approval.
- 11.4 The decision of the Senior Administrative Officer (Examination) 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 Senior Administrative Officer (Examination), 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 Senior Administrative Officer (Examination), 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 Senior Administrative Officer (Examination) in all such cases have to be ratified in the BOAEC.

PART – II
WBSCTE EXAMINATIONS

12.0 The WBSCT&VE&SD 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	November/December
(ii)	Diploma in Engineering / Technology / Architecture / MOPM / Photography Part – I Second Semester Examination	May/June
(iii)	Diploma in Engineering / Technology / Architecture / MOPM / Photography Part – II First Semester Examination	November/December
(iv)	Diploma in Engineering / Technology / Architecture / MOPM / Photography Part – II Second Semester Examination	May/June
(v)	Diploma in Engineering / Technology / Architecture / MOPM / Photography Part – III First Semester Examination	November/December
(vi)	Diploma in Engineering / Technology / Architecture / MOPM / Photography Part – III Second Semester Examination	May/June
(vii)	Diploma in Pharmacy Part – I & II Examination	May/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 May/June — Second Semester Examinations

The Senior Administrative Officer (Examination) 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 WBSCT&VE&SD 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 & Skilling subject to the approval of the WBSCT&VE&SD to incorporate the latest developments in those disciplines.

PART – III**RATES OF REMUNERATION**

- 15.0** The Senior Administrative Officer (Examination) shall appoint paper-setters, moderators, centre-in-charges, observers, scrutinisers, co-ordinators of centralised evaluation centres or any other person in connection with the WBSCT&VE&SD Examinations. In this matter, the Senior Administrative Officer (Examination) will consider the suggestions of the BOAEC.
- 16.0** The different rates of remuneration for performing different functions of the WBSCT&VE&SD as being mentioned in Regulation 15.0 shall be finalised by the WBSCT&VE&SD. This can be modified by the WBSCT&VE&SD from time to time as and when necessary.
- 17.0** Refusal to perform or non-performance of any responsibility, in connection with the WBSCT&VE&SD Examinations assigned by the Senior Administrative Officer (Examination) to any employee of any Government, Sponsored, Aided Polytechnic and/or any affiliated Institute of WBSCT&VE&SD, 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 WBSCT&VE&SD 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) Class Test,
- (b) End Semester Examination, and,
- (c) Teachers' Assessment.

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

Class Test – 20, End Semester Examinations – 70 and Teachers' Assessment – 10.

For theoretical subject having Full Marks: 50

Class Test – 10, End Semester Examinations – 35 and Teachers' Assessment – 5.

- 20.2 **CLASS TEST:** Two Class Tests (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 **END SEMESTER EXAMINATION:** The question paper in a semester examination shall be set for 70 marks (in case of the subjects having full marks 100) and 35 marks (in case of the subjects having full marks 50).
- 20.4 **TEACHERS' ASSESSMENT:** A student shall be awarded the following marks for his / her Teachers' Assessment (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	10.0	5.0
75% TO BELOW 80%	8.0	4.0
70% TO BELOW 75%	6.0	3.0
65% TO BELOW 70%	4.0	2.0
60% TO BELOW 65%	2.0	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 if not mentioned otherwise in the curricular structure: Internal Assessments – 50% and External Assessment – 50%.
- 21.2 **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 MOPM.
- 21.3 **EXTERNAL ASSESSMENT:**
- (a) 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.
 - (b) Each student will be required to undertake at least one job / experiment / drawing problem from within the syllabus during external assessment.
 - (c) Each external examiner is to submit one confidential report to the Administrative Officer (Examination) in a format prepared by the WBSCT&VE&SD 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 WBSCT&VE&SD as mentioned in Regulation 12.0 has to apply to that effect in the prescribed form to the Senior Administrative Officer (Examination) of the WBSCT&VE&SD 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 Senior Administrative Officer (Examination). 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 examinations. The Senior Administrative Officer (Examination) may extend this period of grace at his discretion.
- 22.2 Such an application must be accompanied with a certificate from the Principal / Officer-in-Charge of the polytechnic stating that: —
- (a) The student has duly cleared up all the instalments of the monthly tuition and other fees;
 - (b) The student has duly cleared up all the instalments of the hostel fees in cases where the institution provides hostel facility;
 - (c) The student has satisfactorily completed all the sessional work prescribed in the syllabus;
 - (d) The student has obtained at least 50% marks in the Internal Assessment in each of the sessional subjects;
 - (e) 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;
 - (f) 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 WBSCT&VE&SD 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 Senior Administrative Officer (Examination) or by any Officer whom he 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 Senior Administrative Officer (Examination).

Student is required to bring pens, hard pencils, dividers, pencil-compasses, ruler or other drawing instruments for use in Examination Hall. They may also bring Electronic Calculator for calculation to be made during examination. No candidate shall be allowed to use Mobile Phone, Pager, Tab, Digital Diary or any other such electronic gadgets in the examination hall / corridor or toilet at the examination centre. Anyone found to

possess such aids will be liable for cancellation of candidature as well as other punitive measures with immediate effect. The Council will provide blank answer script to write the answer and additional loose sheets, if required. On no account should any paper be torn from the answer script or taken away from the Examination Hall. Log Table will be supplied by the Examination Centre

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 WBSCT&VE&SD examination may be withdrawn before or during the course of the examination for any conduct, which, in the opinion of the WBSCT&VE&SD, 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 40 in case of full marks 100 and 20 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 next semester classes provisionally after the examinations of a particular semester are over irrespective of the results of said semester examinations. However, a student who has not appeared in a semester examination will not be allowed to continue the next semester classes.
- 25.2 The students who obtained less than 4.0 Grade Point Average (Results shown as 'FAIL') in any semester examination are not eligible for promotion to next semester. Those students will have to take readmission in the semester in which they have declared as 'FAIL'. However, students who obtained 4.0 or above Grade Point Average and have back paper(s) will be allowed promotion to next semester and they will have to appear as CASUAL candidate in the next session for clearing their back paper(s) of the semester examination in which they have back paper(s).
- 25.3 A student appearing in 6th Semester Examination will be considered successful, if he / she has passed in all the theoretical and sessional papers of all the previous semesters.
- 25.4 A student who was not declared eligible for appearing at the WBSCT&VE&SD Examinations as per Regulation 22.0 has to take readmission only.
- 25.5 **READMISSION:** A student, readmitted as a Regular Student as per Regulation 25.2, will be continuing studies in the semester to which he / she is readmitted afresh. He / She has to appear in all the theoretical and sessional papers of the semester examination in which he/she has been readmitted. The components of Class Test and Teachers' Assessment will be awarded afresh.
- 25.6 **CASUAL ADMISSION:** A student, enrolled as a Casual Student as per Regulation 25.2, has to appear only in the back paper(s) [theoretical and/or sessional] of the respective semester examination(s). The components of Class Test and/or Teachers' Assessment of the back paper(s), as being sent up by the polytechnic / institute previously, will remain unchanged.
- 25.7 A student must 'Pass' a semester of a course within three consecutive chances (supplementary examination will be treated as one chance) and within 5 years from the year of commencement of study/registration, unless specifically permitted by WBSCT&VE&SD, 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 examination for only 5th & 6th Semesters would be conducted once in a year after publication of results of even semester examination.
- 26.2 Eligibility for appearing in Supplementary Examination: —
- The students willing to appear in Supplementary Examination for clearing his/her back subject(s) of a semester have already appeared in the said semester in three consecutive times (including supplementary examination, if any), are not eligible to appear in Supplementary Examination;
 - The students, who will be awarded Grade Point below 4.0 and will be declared as 'FAIL' in their respective semester examinations, are not eligible for appearing in the Supplementary Examination;
 - The students, who have Back in Sessional Subject(s) are also not eligible to appear in Supplementary Examination;

- (d) The students willing to appear in Supplementary Examination of 5th and/or 6th Semester for clearing his/her back paper(s), has back paper(s) in earlier semester(s), are also not eligible to appear in Supplementary Examination;
- (e) The student, whose result of a semester examination has been declared as 'R.A.' and his/her Grade Report incorporating the decision of Disciplinary Committee is pending, is not eligible for appearing in Supplementary Examination.

27.0 RESULT & MARK SHEET

- 27.1 As soon as possible after completion of the examination of a semester, the WBSCT&VE&SD shall publish the result over the signature of the Senior Administrative Officer (Examination).
- 27.2 As soon as possible after publication of the results of a semester, every student shall be given a Grade Report over the signature of the Senior Administrative Officer (Examination), indicating the name and roll number of the student, name of the institution from which the student studied the semester, the grade obtained by him / her with credit point in each subject of the semester and the grade point average.
- 27.3 The Grade Report of 6th Semester (Final Semester) Examination of a successful candidate shall indicate in addition to that mentioned in Regulation 27.2, marks obtained in different semesters, the overall grade point average and the class to which the candidate is placed over the signature of the Senior Administrative Officer (Examination).

28.0 GPA SYSTEM FOR AWARDED MARKS

- 28.1 The students will be evaluated through 10-Point GPA System. The Grades will be awarded depending upon the absolute marks secured by a student in a subject. The result of one semester is presented as Grade Point Average (GPA) secured by a student and his/her overall result after 6 semesters will be termed as Overall Grade Point Average (OGPA).
- 28.2 The Percentage of Marks with corresponding Grade Code and Grade Point are given below:–

Percentage of Marks	Grade Code	Grade Point
91% – 100%	O	10
81% – 90%	E	9
71% – 80%	A	8
61% – 70%	B	7
51% – 60%	C	6
40% – 50%	D	5
< 40%	F (Fail)	0

- 28.3 The GPA of a student at the end of each semester is calculated by dividing the Total Credit Point secured in all subjects divided by the Total Credits of that semester where Credit Point mean the figure arrived at by multiplying the Grade Point secured by a student in a subject with the Credit of that subject.

Therefore mathematically,

Credit Point of a Subject = Grade Point secured in that Subject × Credits of that Subject

$$\text{GPA} = \frac{\text{Total Credit Points secured in all subjects of a Semester}}{\text{Total Credits of all subjects of that Semester}}$$

$$\text{OGPA} = \frac{\sum \text{Total Credit Points secured in all 6 Semesters}}{\sum \text{Total Credits of all 6 Semesters}}$$

28.4 Pass Grade and Awarding of Class

- (a) Pass Grade of a Semester = 4.0
- (b) Second Class = 4.0 OGPA to below 6.5 OGPA
- (c) First Class = 6.5 OGPA
- (d) First Class with Distinction = 7.5 OGPA

28.5 Overall Percentage of Marks

The overall percentage of marks for 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 the students who admitted through Lateral Entry Scheme in the 2nd year class, Overall % of marks = 50% of marks obtained in Part – II + 50% of marks obtained in Part – III.
- (c) For Modern Office Practice, Overall % of marks = 33⅓% of marks obtained in Part – I + 33⅓% of marks obtained in Part – II + 33⅓% of marks obtained in Part – III.
- (d) 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.

29.0 AWARD OF THE DIPLOMA

- 29.1 On passing all the semesters 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 final semester, the academic session of passing the final semester and the Class with Distinction, if any, in which the student has been placed. The Diploma shall bear the signatures of the Senior Administrative Officer (Technical Education) and Chief Administrative Officer of the WBSCT&VE&SD.

30.0 PRESERVATION OF ANSWERSCRIPTS & ATTENDANCE

- 30.1 The answer scripts of each theoretical paper of each semester examination of each student have to be preserved by the Senior Administrative Officer (Examination) in general for at least one year after the publication of result of the corresponding semester.
- 30.2 The answer scripts of each Class Test 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 Teachers' Assessment (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 Senior Administrative Officer (Examination). 'Scrutiny' shall consist of checking whether all the questions and their part(s) if any which were answered by the student were examined, checking whether any question(s) was (were) answered in excess, checking whether the marks secured by the student 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 VERIFICATION

- 32.1 There is no scope of reviewing the answer scripts of the students.
- 32.2 However, students can apply for verification of grade obtained by him in any subject if he/she is not satisfied with the same. Such applications along with photocopy of concerned grade report should be submitted to the Senior Administrative Officer (Examination) under cover of a letter issued by the Head of the Institution, duly recommended by the Head of the Department.
- 32.3 'Verification' shall consist of verification of an answer script by the Senior Administrative Officer (Examination) first and if desired by him, then by a subject teacher. After verification, the concerned answer script may be shown to the concerned candidates in presence of his/her guardian.

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 10 marks, the Senior Administrative Officer (Examination) is authorised to add grafted marks to that paper to the maximum of 10 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 only, special grace mark of 1 (one) will be awarded in those theoretical subjects to make him/her pass in those subjects.

35.0 TRANSITORY RULES

- 35.1 In case of introduction of new syllabus, the students who belong to the old syllabus and studying in 3rd to 5th semester, will be promoted to next semester irrespective of the back papers / grade point average in any semester examinations.
- 35.2 Students admitted in a particular syllabus of study, have to complete their entire course of study in the same syllabus unless not taken readmission afresh in 1st Semester in the newly introduced syllabus. However, this readmission will only be allowed considering the criteria of Regulation 25.7 i.e. within 5 years from the year of commencement of study/registration.
-