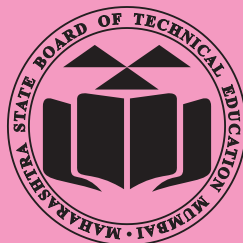


**MAHARASHTRA STATE  
BOARD OF TECHNICAL EDUCATION  
MUMBAI**



**EXAMINATION REGULATIONS**

APPLICABLE FOR THE DIPLOMA, POST-DIPLOMA,  
POST-GRADUATE DIPLOMA, ADVANCED DIPLOMA AND  
ANY OTHER DIPLOMA IN ENGINEERING/TECHNOLOGY  
AND SUCH OTHER DISCIPLINES  
(YEARLY PATTERN AND SEMESTER PATTERN)  
(FULL TIME / PART TIME / CORRESPONDENCE)

**(Implemented with effect from Academic Year 2018-19)**

## EXAMINATION REGULATIONS

In exercise of powers conferred by sub section (1) of Section 46 of the Maharashtra State Board of Technical Education Act, 38 of 1997, read with clause (a) to (i) of sub section (2) of the Act and of all other powers enabling it in this behalf, by superseding earlier regulations of the years 2006 and 2009, the Maharashtra State Board of Technical Education with the approval of Governing Council in its Twenty-eighth meeting held on 27<sup>th</sup> June 2018 vide item no. 28.3, makes the following regulations, namely :-

### Short Title, Application and Commencement

- 1) These regulations shall be called the Maharashtra State Board of Technical Education Examination (For the Diploma, Post-Diploma, Post-Graduate Diploma, Advanced Diploma and any other Diploma in Engineering/Technology and such other disciplines) Regulations, 2018
- 2) These regulations shall apply to all the affiliated courses/programmes of the institutes to MSBTE and the students enrolled therein.
- 3) They shall come into force from Academic Year 2018-19.
- 4) In case of any difficulty and/or doubt in interpretation of any rule, the interpretation of the Director, MSBTE shall be final and binding on all stakeholders. The word Diploma includes Diploma/Post Diploma/Post-Graduate Diploma/Advanced diploma/any other Diploma with whatever nomenclature it may be called.



**Dr. Vinod M. Mohitkar**  
**Director**

**Maharashtra State Board of Technical Education**  
**Mumbai**

**Date : 28/6/2018**



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**Part I****REGULATIONS FOR EXAMINATIONS, RESULTS AND AWARDS IN GENERAL****RG-1 Applicability**

These regulations are applicable to all Diploma courses/programmes affiliated to Maharashtra State Board of Technical Education.

**RG-2 Definitions**

Admission	The process adopted by competent authority for the entry of students in to the Diploma course/programme affiliated to the Board.
Board	The Maharashtra State Board of Technical Education (MSBTE) hereafter shall be called as Board.
Subject/Course	A component of curriculum having any one or a combination of passing heads like Theory, Practical, Progressive Assessment in Theory/Practical.
Enrollment	The process through which a student admitted to a course/programme is registered in the records of Board by allotment of unique enrollment number.
Examination	Evaluation of Term Work/Theory/Practical through Progressive Assessment and End Semester Examination as per Teaching & Examination Scheme.
Exemption	Opportunity to a student entering the Diploma course/programme with additional qualifications than the basic eligibility criteria to skip the obligation of keeping term and passing the course.
Forced Result held in Reserve	The status of result wherein the result of the student is withheld on account of a pending decision in an enquiry against any possible objectionable deed on part of the student.
Group of Engineering Courses/Programmes	Group of Engineering Course/Programmes indicates the courses/programmes having similarity in the curriculum and Teaching & Examination Scheme of courses/programmes.
In-plant Training/ Industrial Training	An opportunity provided to the student after attaining core competencies of the course/programme to get conversant with/hone hands on experience in real life situation of industry.
Oral	Mode of assessment wherein the assessor evaluates the student's learning through verbal interaction.



Online Examination	Computer based mode of conduction and evaluation of learning outcomes.
Course/Programme	Diploma course/programme in Engineering/ Technology affiliated to Board leading to the award of Diploma certification on completion.
Practical	Subject/Course work delivered through laboratory / drawing / workshop sessions or field work.
Progressive Assessment	Assessment methodology in which the student's learning outcomes are assessed continuously throughout the term.
Project	The performance of a student at application level wherein he/she applies the competencies attained to compile / analyze data or synthesize a model or prototype pertaining to some emerging concept in the field of the programme of Diploma course.
Result Held in Reserve	The status of result for a student whose marks under certain passing heads are not available for result processing.
Seminar	The performance of a student wherein he/she presents in a report form, a compilation of information / analysis /case study of an existing concept in a new perspective or an emerging trend.
Term Work	Subject/Course work designed to complement theory / practical inputs reflected through assignments / journal writing / job work / drawing etc.
Theory	Subject/Course work delivered through class room & tutorial learning.

### **RG-3 Teaching and Examination Scheme**

The Teaching and Examination Scheme of a Diploma/Post Diploma/Advanced Diploma/Post-Graduate Diploma programmes in Engineering/Technology and such other disciplines shall be as per the respective curriculum, subject to the revisions and modifications made by the Board, from time to time.

#### **A) Subject/Course and Heads of Passing**

A Subject/Course may have some or all of the following heads of passing, as may be prescribed in the teaching and examination scheme of the curriculum:

- Theory
- Practical
- Term work
- Oral
- Project and Seminar
- In-plant Training/Industrial Training

Theory and Practical heads may have further separate passing heads for End Semester Examination (ESE) and Progressive Assessment (PA). Each head shall have separate marks. However, for a theory subject / course, its prescribed passing heads shall not be treated as separate passing heads for the purpose of granting ATKT (meaning failure in any one of them shall be treated as failure in that subject). The maximum marks and minimum passing marks for each passing head of a subject /course shall be given in the corresponding Teaching and Examination Scheme.

**RG-4 Conditions of Admission to a Course/Programme**

**A) Eligibility**

Candidates passing the qualifying examination or its equivalent as prescribed along with fulfilling other conditions of eligibility as laid down by the competent authority for admission to the course/programme shall only be eligible for admission.

**B) Readmission of a Failed Candidate to the Same Semester/Year**

Candidates failing in any semester/year examination of the Board shall be considered for readmission to the same semester/year, with or without change of Course/Programme or institute, subject to prevailing rules. Such readmitted candidate forfeits the claim on the marks obtained in any of the subjects/courses or passing heads during the earlier attempt/s. Further such candidate shall submit an undertaking to this effect.

Following table contains the conditions applicable to readmission, change of course/programme/institute etc.

Sr. No.	Semester / Year of the Course/ Programme	Whether Change of Course/ Programme Sought?	Whether Change of Institute Sought?	Necessary Conditions
1	First Semester/ First Year	Yes or No	Yes or No	1. Previous admission to first semester/ Year shall be cancelled before applying for readmission. 2. All provisions of prevailing admission rules applicable
2	Third Semester / Second Year Or Fifth Semester / Third Year	No	No	1. Permission from the concerned Joint Director of Technical Education. 2. Admission shall be within sanctioned intake capacity for the course/ programme 3. Certificate of Eligibility for readmission from the RBTE 4. Section RG-6 of the regulation Applicable.

Sr. No.	Semester / Year of the Course/ Programme	Whether Change of Course/ Programme Sought?	Whether Change of Institute Sought?	Necessary Conditions
3	Third Semester/ Second Year	Yes	No	<ol style="list-style-type: none"> <li>1. Permission from the concerned Joint Director of technical education.</li> <li>2. Admission shall be within the sanctioned intake capacity for the course/programme.</li> <li>3. Certificate of Eligibility for readmission with change of course/programme from the RBTE</li> <li>4. Subject to relevant rules for change of course/programme</li> <li>5. Section RG-6 of the regulation applicable</li> </ol>
4	Third Semester/ Second Year	Yes	Yes	<ol style="list-style-type: none"> <li>1. Permission from the concerned Joint Director of technical education.</li> <li>2. Admission shall be within the sanctioned intake capacity for the course/programme.</li> <li>3. Certificate of Eligibility for readmission with change of course/programme and change of institute from the RBTE</li> <li>4. Subject to relevant rules for change of course/programme and institute.</li> <li>5. Section RG-6 of the regulation applicable</li> </ol>
5	Third Semester / Second year or Fifth Semester / Third Year	No	Yes	<ol style="list-style-type: none"> <li>1. Permission from the concerned Joint Director of technical education.</li> <li>2. Admission shall be within the sanctioned intake capacity for the course/programme.</li> <li>3. Certificate of Eligibility for readmission with of institute from the RBTE</li> <li>4. Subject to relevant rules for change of institute</li> <li>5. Section RG-6 of the regulation applicable</li> </ol>

**C) Eligibility Criteria for Admission to Higher Semester/Year**

A candidate shall be eligible for admission to higher semester/year 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.

**Admission to Higher Semesters/Years**
**i) Semester Pattern Courses/Programmes**

<b>Admission to Semester</b>	<b>Eligibility</b>
First (I)	As per Rules of admission prescribed by the competent authority, for Diploma Courses/Programmes
Second (II)	1) Pass/ATKT/Fail at Semester I or 2) Term completion**at Semester I
Third (III)	1) Pass/ATKT at Semester I & II combined
Fourth (IV)	1) Pass/ATKT at Semester I & II combined 2) Pass/ATKT/Fail at Semester III or 3) Term Completion** at Semester III
Fifth (V)	1) Pass in Semester I & II 2) Pass/ATKT at Semester III & IV combined
Sixth (VI)	1) Pass in Semester I & II 2) Pass/ATKT at Semester III & IV combined 3) Pass/ATKT/Fail in V Semester or 4) Term completion** at V Semester
Seventh (VII)	1) Pass in Semester I, II III & IV 2) Pass/ATKT at Semester V & VI combined
Eighth (VIII)	1) Pass in Semester I , II III & IV 2) Pass/ATKT at Semester V & VI combined 3) Pass/ATKT / Fail in Semester VII or 4) Term completion** at Semester VII

\*\*Term completion at any semester here means completion of term as per rule RG-6 (B).

**ii) Yearly Pattern Courses/Programmes**

<b>Admission to Year</b>	<b>Eligibility</b>
First	As per Rules of admission prescribed by the competent authority for Diploma courses/programmes.
Second	Pass /ATKT in First Year
Third	1) Pass in First Year 2) Pass/ATKT in Second year
Fourth	1) Pass First Year 2) Pass Second Year 3) Pass/ATKT Third Year
Fifth	1) Pass First Year 2) Pass Second Year 3) Pass Third Year 4) Pass/ATKT Fourth Year

Eligibility Certificate shall be obtained from Board or its regional office, (wherever applicable).

**D) Conditions of ATKT for Admission to Next Higher Semester/Year**

A candidate with ATKT shall be eligible for admission to the next higher semester/year as shown in table given below.

<b>Table for deciding ATKT status</b>		
Total number of subjects/courses	Minimum number of subjects/courses required to be passed	Maximum number of failure subjects/courses allowed for availing benefit of ATKT
1	1	0
2	2	0
3	2	1
4	3	1
5	4	1
6	4	2
7	5	2
8	6	2
9	6	3
10	7	3
11	8	3
12	8	4
13	9	4
14	10	4
15	10	5
16	11	5
17	12	5
18	12	6

Subject/Course having multiple ESE shall be treated as single passing head.

Subject/Course head without passing requirement shall not be considered for this purpose.

**E) Documents Required For Admission/Enrollment**

- i) List of admitted candidates approved by the competent admission authority of technical education of that region.
- ii) Enrollment Forms
- iii) No Objection Certificate, issued by the original institute and permission letter from the Director / Joint Director / Competent Authority of Technical Education, in case of candidates transferred from one institute to other institute.
- iv) Eligibility Certificate issued by Regional office of the Board in case of candidates allowed to change the course/programme or Institute or admitted for Double Diploma or direct admission to second year.
- v) Attested copy of Affiliation Certificate issued to institute by Board.

**F) Direct Admission/Enrollment to Third Semester/Second Year (Applicable Only For Engineering & Technology Diploma)**

A candidate passing H.S.S.C. Examination (Standard XII) with technical subjects, bifocal course, MCVC of the Board of Secondary and Higher Secondary Education shall be eligible for direct admission to third semester for semester pattern courses/programmes or second year for yearly pattern courses/programmes of a Diploma course/programme in Engineering and Technology, against the seats created solely for this purpose, subject to the conditions hereunder.

- i. He has passed standard XII with minimum qualifying marks as notified by admission authority with and in vocational/ technical subject/s.
- ii. A candidate passing ITI examination with minimum qualifying marks as notified by admission authority, after passing SSC with English, Science & Mathematics subjects.
- iii. A candidate passing standard XII examination with MCVC with minimum qualifying marks as notified by Government from time to time.
- iv. All such eligible candidates will get admission to third semester for semester pattern courses/programmes or second year for yearly pattern courses/programmes in respective Diploma courses/programmes only.
- v. Any other condition/s that may be prescribed by the Government and may prevail at the time of these admissions.

**G. Acquiring Additional Diploma**

A candidate desires of acquiring additional Diploma after completion of any Diploma course/programme affiliated to the Board shall;

- i. In case the additional Diploma desired by the candidate is in the same group of the earlier Diploma of the candidate, he/she shall take admission and pass 5<sup>th</sup> & 6<sup>th</sup> semester of final year or final year of the additional Diploma course/programme.
- ii. In case the additional Diploma desired by the candidate is not in the same group of the earlier Diploma of the candidate, he/she shall take admission and pass all semesters of pre final and final year of Diploma course/programme.
- iii. In case of Maharashtra State Approved short term courses/programmes, the candidate has to take fresh admission as per eligibility in the first semester/year and pursue desired additional Diploma course/programme.
- iv. Candidate claiming exemptions on the strength of having passed any identical or equivalent subjects/courses at any of the examinations of his/her previous Diploma shall not be eligible for award of class and his/her previously obtained marks of such subjects/courses shall not be carried forward.

**RG-5 Enrollment****A) Enrollment of Candidates**

Enrollment of every first time admitted student is mandatory to authenticate him/her as studying in the course/programme and institute which is affiliated to Board.

- i) The enrollment of the first time admitted students shall be permitted only for those courses/programmes in the institutes which are affiliated to Board.
- ii) Each institute shall complete enrollment procedures for the students admitted to the affiliated courses/programmes along with information in a prescribed format and shall pay required enrollment fees.

**B) Last Date for Submission of Enrollment Form**

The last date for enrollment of students shall be as notified by Board for the corresponding academic year.

**C) Late Submission of Enrollment Forms**

In case of delay beyond the dates mentioned in (B) above, the forms would be accepted with the late fees and penalty as prescribed in Circulars issued by Board from time to time.

**D) Approval of Merit List of Admitted Candidates**

It shall be the responsibility of the institute to get its admitted candidates' merit list approved from the competent authority for admission. Till merit list approval, enrollment of students shall be treated as provisional. No relaxation in this regard would be made on account of delay in getting the approval, for any reason whatsoever.

**E) Timely Submission of the Enrollment Forms**

It is the responsibility of the institute to submit the enrollment forms timely. However, the acceptance of enrollment forms would not construe automatic right to the candidate / institute for admission to the next examination or thereafter, unless the conditions mentioned in RG-6 are fulfilled. The institutes failing to comply with provisions of AICTE Norms and conditions in RG-6 shall not be permitted to effect admissions, and the candidates of such institutes shall not be eligible to appear for the examinations of the Board.

**RG-6 Eligibility to Appear for Examination**

**A) Filling of Examination Forms**

- i) It shall be the responsibility of the candidate to fill up the online examination form as per schedule declared by Board, along with prescribed examination fees/ late fees/ penalty through the head of institute.
- ii) Online Examination forms will normally be made available to all eligible candidates.
- iii) An eligible candidate shall apply separately for each semester/year examination he/she wishes to appear in.
- iv) Online examination forms filled and submitted by the student wishing to appear for examination shall be initially confirmed by the respective institute after verifying the eligibility, completeness and accuracy of information only after receipt of the prescribed examination fee / late fee / penalty if any. Thereafter, on receiving the fees from the institute, the concerned RBTE shall confirm the examination forms.

Hall tickets are generated only for those candidates whose examination forms are confirmed by RBTE.

- v) The examination fees, late fees and penalty shall be prescribed by the Board from time to time.
- vi) Penalty chargeable to Institute - Penalty as levied by the Board from time to time per course/programme and for per delayed days irrespective of number of application forms shall be payable by the institute in case the institute fails to confirm applications and remit the examination fee to the Board on the due date.

### **B) Admission to an Examination**

No candidate will be admitted to any semester/year examination unless he/she keeps terms for that semester /year at the institute recognized by the Directorate of Technical Education, Maharashtra State & affiliated to Board and unless he/she has filled in examination form along with prescribed examination fees and unless it is certified by the Principal/Head of Institute that he/she has fulfilled following conditions.

- a) He has put in satisfactory attendance of at least 75 % of the total Lectures /Periods in each Theory /Practical /Term work /Tutorials / Project work separately in each and every subject / course of the Semester/Year as per the Teaching scheme of the Board.
- b) He has satisfactorily completed all the specified laboratory Practicals /Term work / Projects / Sessional etc. and secured the minimum passing marks in the PA prescribed in the curriculum for the Semester / Year.
- c) He has shown satisfactory progress in his/her studies and evinced good conduct. He/she has not been debarred for any period from appearing for any examinations held by any Government, Constitutional Authority or Statutory Examining Authority in India or by the Board to any of its Examination during that period.
- d) It is the responsibility of the Principal/Head of Institute to verify and duly certify the compliance of a,b,c above for each student.
- e) Candidate failing to comply with conditions a, b & c above shall be detained by the Principal/Head of Institute for the term and he/she shall repeat the term by taking fresh admission.

### **C) Condoning Deficiency in Attendance**

In case the attendance of a candidate falls short by not more than 10% due to his/her own illness (duly certified by a registered medical practitioner) the head of the institute may condone such shortage at his/her discretion and permit the candidate to appear for examination, if he/she is otherwise eligible.

### **D) Action against Defaulting Candidates**

The candidate who does not fulfill the eligibility criteria (such as completion of satisfactory term work, satisfactory attendance etc.) to appear for examination shall be treated as defaulter



and be disallowed for examination and detained in the same class. Such candidate shall not be allowed to appear for examination even though he/she has submitted examination forms and paid fees. The Principal shall prepare list of such defaulting candidates and submit it to the Board, as soon as the academic term is over. Also remarks to this effect shall be written on the copy of seating chart and mark sheets duly countersigned by the Principal/ examiner before submitting it to Board or regional office. In case, it is found that the defaulting candidate is not detained, Board shall have the right to cancel the performance of such candidate in that examination and also the matter shall be placed before Special Committee for appropriate action against the subject/course teacher/ Principal/Institute. The Board may report the matter to the Government for further action in this behalf.

**E) Action against Defaulting Institute**

In case an examiner or Board detects that the candidate/s have not completed the practical or the term-work as per prescribed curriculum satisfactorily, however, it has been certified as satisfactory and complete by the institute, in such a case the examiner shall not examine the incomplete term work and submit a report to Secretary (through regional office of the Board), who, in turn, will put the matter before the Special Committee for further action against the candidate and the institute.

**F) Admission to Examination Hall**

- a) Mandatory Documents for a Candidate during Examination - Each candidate appearing for the examination must possess a proper Hall Ticket issued by Board & duly attested by Principal/ HOD; a valid Identity Card issued by his/her institute, bearing his/her sufficiently recent photograph for easy verification of his/her identity. He/she shall produce the same as and when demanded by an authorized person during examination.
- b) In case of missing / blank/ wrong photo on the generated hall ticket, candidate shall affix the recent photograph duly attested by head of the institute. Institute shall report all such cases to the Board immediately.
- c) If a candidate is unable to produce on demand the mandatory documents mentioned above, he/she shall not be allowed to appear for the examination.

**G) Failing to Appear in the Examination**

A candidate, who fulfills all the conditions prescribed in RG-6(B) but fails to submit examination form in the prescribed manner and hence could not appear at the examination, may appear for a subsequent examination as a regular candidate with the same term work. In such a case, the candidate himself shall preserve the term work put in by him. Principal/ Head of the Institute shall take an undertaking from the candidate that he/she would be responsible for presenting his/her term work at the time of his/her appearance for the next examination.

**RG-7 Exemptions**

A candidate may claim exemption in a prescribed subject/course having passed it or its equivalent subject of other Board or university.

**A) Automatic Exemptions**

A candidate, whose overall result is “Fail / ATKT”, shall earn automatic exemption at the subsequent examination, for the passing heads which are passed in the earlier examinations.

**i) Award of Class vis-à-vis Claiming Exemptions**

A candidate claiming exemption/s in the subjects/courses on the basis of passing fully the prescribed or its equivalent examination/s of any recognized Board/University will not be entitled for award of class and will be declared “Pass”.

However, a candidate declared to have failed in an examination of the Board, and granted exemption/s in certain subjects/courses on the basis of having passed them at previous examination and the marks secured therein, having been carried forward and shown with (#) in the certificate of marks, will be entitled for award of class on par with other successful candidates. However this is not applicable to the candidates undergoing Pharmacy course and Architecture course/programme.

**ii) Exemptions for Subjects/Courses Passed in Examinations of other Board/ University**

A candidate who has passed fully the prescribed or its equivalent examination of a recognized Board / University in the subjects/courses recommended by the Equivalence Committee from time to time, shall, at his/her option, be entitled to claim exemption in such subjects/courses, provided always that the percentage of marks obtained by the candidate at the original examination is not lower than that of the minimum percentage for passing prescribed by the Board in the relevant subjects/ courses of the course/programme. Candidate shall not be eligible for claiming exemptions later, on the strength of having passed the subjects/courses after the date of his/her admission. Candidate so exempted shall not be entitled to award of class. Exemption so admissible will lapse if not claimed at the first attempt at the examination of the Board. Exemption so admissible will lapse if not claimed at the first attempt at the examination of the Board.

For claiming exemption the candidate shall apply to Board or its regional office in the prescribed form. Such application shall be submitted through the Principal or Head of Institute before last date prescribed by the Board along with supporting documents and necessary fees if applicable. Forms received after due date shall not be considered. The Board/regional office will inform the names of the candidates granted exemption and the subjects/courses in which exemptions are granted, to the institutes. (However this is not applicable to the candidates undergoing Pharmacy course/programme and Architecture course/programme.)

iii) **Reappearing in Passed Subjects/Courses:**

A candidate declared as Fail/ATKT in an examination of the Board, but has obtained passing marks in one or more heads of passing (Theory, Practical, Oral and Term Work etc.) will automatically be exempted from reappearing in those passing head/s at the next examination at which he/she appears, provided no separate aggregate passing in two or more heads is prescribed. If the candidate desires not to claim exemptions in the next examination, shall apply in writing through the Principal of his/her institute and obtain written permission from Board before filling the examination form **(For theory paper only)**. The candidate shall submit a copy of the permission letter obtained from Board along with the examination form. The performance of the candidate in the subjects/courses he/she has not claimed the exemptions in, shall be cancelled permanently. If the candidate does not reappear in the examination for these subjects/courses, he/she shall be marked absent. This facility shall be available for theory papers only. However this is not applicable to the candidates undergoing Pharmacy & Architecture course/programme.

iv) **Equivalence or Exemption in case of Curriculum Revision**

In case of revision of curriculum, equivalent subjects/courses are offered for previous courses/programmes wherever possible.

**B) Exemption Related to Change of Course/Programme**

If a candidate has been granted a change of course and seeks exemptions in the equivalent/ common subject/s in new course on the basis of having passed such subject/s in examination of previous course conducted by the Board, he/she shall be eligible for such exemption. However, the candidate so exempted shall not be entitled to award of class.

**C) One-Time Opportunity to Complete the Term in Old Curriculum**

Whenever Board revises curriculum and there is major change in the Teaching and Examinations schemes, in opinion of the Courses Committee, the Board shall provide option of one time opportunity to all candidates who have completed the term of the penultimate year in the old curriculum but are not eligible to get admission to the final year of the course/ programme to complete their term in old curriculum. Thus One-Time Opportunity (OTO) shall be given to the students, when outgoing scheme is in its last year and this facility shall be given only for completion of final year term. However, such candidates shall be eligible to appear for the examination only on fulfillment of the rules for admission to the examination as applicable. The institute shall complete all procedures (for the students opting for one-time opportunity) as laid down in the corresponding one-time opportunity circular notified by Board time to time.

**RG-8 Ex-Candidate**

A candidate, who fulfills the conditions prescribed hereunder and is certified by the Principal/ Head of Institute as eligible for admission to a semester/ year examination, shall be called ex-candidate for subsequent examinations of that semester/year, if after such certification the candidate does not appear or appears and fails in that semester/year examination.

**Admission of Ex-Candidate to Examination**

- i) An ex-candidate, except where he/she has failed only in term work, shall be entitled, without having to keep fresh terms and fulfill conditions of admission to the examination anew, to have his/her application form forwarded through the head of institute for admission to the subsequent examinations of that semester/year, subject to the provisions of relevant regulations.
- ii) A candidate, who has failed at the previous examination in the term work, shall have to rejoin the institute and put in fresh term work, in which he/she has previously failed, to the satisfaction of the head of institute for being eligible to reappear in that examination.
- iii) A candidate who is ex-candidate of the institute and who has successfully completed the term of any semester or year examination and who has taken away his/her leaving Certificate will cease to be a candidate of the institute. However if such ex-candidate desires to appear any semester/ year examination to which he/she is otherwise eligible to appear can apply for admission to the examination through the institute where he/she was studying.

For doing so he/she will have to deposit his/her latest leaving Certificate or transfer Certificate temporarily and an affidavit stating the reasons for gap at the institute. If such candidate passes the examination or becomes eligible for higher semester/year, the prevailing rules for admission to higher year shall apply.

**RG-9 Assessment of Term Work / Sessional / Practical / Project Work / Oral / any other Head****A) Assessment**

- (i) For Term Work/Sessional/Practical/Project Work, Oral or any other Head a schedule of dates shall be prepared for the completion of individual drawing sheets, designs, jobs, laboratory journals, projects, etc. by the respective institutes in accordance with academic calendar of the Board. The various assignments of the term work shall be duly completed and collected as per the schedule and submitted for assessment to the examiner. Practical / Term work / Sessional work shall be assessed progressively or as prescribed by Board, from time to time. The Progressive Assessment (PA) and End Semester Examination (ESE) under theory and practical heads shall be carried out strictly in line with the teaching and examination scheme. The record of PA of theory and PA & ESE of practical heads shall be maintained as per Curriculum Implementation and Assessment Norms (CIAAN)
- (ii) The Principal/Head of the institute shall keep in his/her custody the record of the progressive assessment marks, in the prescribed format, and make it available, when required at next examination. Such record shall be kept for subsequent two examinations only.
- (iii) The Term Work/Practical/Project Work of a candidate abstaining from an examination, shall be preserved by the candidate himself and presented for examination when the candidate next appears therein. The period of preservation of such term work shall not be more than two succeeding examinations.

- (iv) The Principal/Head of the institute shall issue the order/list of the disallowed/ detained candidates immediately after the end of the term and before the commencement of the Theory or Practical examination whichever is earlier. The internal examiner shall hand over a copy of the above list to the external examiner who shall ascertain that the disallowed/ detained candidates have been marked with appropriate code in the examiner's mark sheet. The institute shall submit a copy of the order to the regional office. A copy of these orders shall be preserved by the Head of the Institute in sealed envelope and shall produce only if asked by the authority of the Board.
- (v) Term Work and performance at Practical/Oral examination shall be assessed on the basis of the candidate's depth of comprehension of the principles involved and not on the basis of mere collection of data for presentation. Embellishment, thus, is not expected and will not be given credit. When practical/ oral/ project/ term work/ sessional as applicable in any subject/course is assessed, the marks shall be carried over to subsequent examination, unless the candidate has failed to secure passing marks in which case the candidate shall be permitted to appear at subsequent examination without joining the institute again for the purpose except in case of failure in term work when he/she shall be required to join the institute for another term and put in fresh term work.

Marks obtained in the class test shall also be similarly carried over to the subsequent examination except in the case of those who appear for fresh test at the subsequent time for improving the test marks, (if applicable), the latter taken into account at the subsequent examination only if there is an improvement over the earlier marks otherwise the earlier marks shall be continued to be taken into account at the subsequent examination.

A candidate whose marks are thus carried over is eligible for award of class.

**B) Marks of Ex-candidate to be Carried Forward**

In case of ex-candidate, the marks obtained in different heads of passing in the previous examination of the same course/programme in which he/she has claimed exemption, shall be carried forward for deciding his/her total marks.

The candidate who has claimed exemptions and whose marks are carried over is eligible for award of class.

**C) Procedure to Deal with Wrong Certification of Incomplete Term Work etc. of a Candidate**

In case, an external examiner reports that the laboratory Practicals/ Term work / sessional etc. are incomplete, then such information with detailed report of the external examiner along with written explanation of Internal examiner / Subject/Course Teacher and Principal of Institute shall be put before the Special Committee for consideration and decision prior to declaration of result, wherever possible. Else the result of such institute for that course/

programme & year/semester shall be held in reserve till the Special Committee gives its decision.

**D) Procedure to Deal with Deficient Conduct of Term Work etc. by the Institute**

If the examiners detect cases where Laboratory Practicals / Term-work / Project / Sessional are incomplete but Principal / Head of Institute has certified the same as complete and allowed candidates to appear for examination, the Secretary shall enquire into such matter and report of all such cases shall be submitted to the Director of Board for due action against the institute as per the decision of special committee. In addition to this, the Secretary shall report all such cases to the Director of Technical Education and Government for further action against the institute as may deem fit.

**RG-10 Conduct of Examination and Result Processing**

**A) Examination Period and Timetable**

The dates of commencement of examinations shall be as indicated in the academic calendar of the Board published on its web portal/circulated to all its affiliated institutes. The detailed timetable of an examination would be displayed on the Board portal 3 weeks prior to the commencement of the examination. Any changes of dates, due to unavoidable circumstances, shall be intimated to institutes and also published through Board's web portal adequately in advance.

**B) Modes of Examination**

**i) Mode of Theory Examination**

Each candidate presenting himself at the specified centre of examination shall be permitted to appear for the theory examination as per the mode of examination like written, online etc.

**ii) Mode of Practical, Oral, Term Work, Sessional, Project/Seminar Examinations**

The internal and/or external examiners appointed by Board/Regional Office shall conduct these examinations, as applicable according to the teaching and examination schemes of the curricula. Further, the mode of conduct of any of these examinations shall be as decided by the Board from time to time and even may be online. In case of online examination it is the responsibility of the Institute to provide adequate numbers of computers with softwares and peripherals for smooth conduct of examination.

**C) Subjects/Courses at an Examination**

Examination shall be held in the subjects/courses mentioned in Teaching and Examination Scheme of the related curriculum prescribed by the Board.

**D) Curriculum for Subjects/Courses at Examination**

The Curriculum for each subject/course (of the course/programme) at the examination shall indicate the detailed contents of study prescribed. The copy of Curricula may be priced publication made available for sale in Board, its regional offices, Govt. Press, institutes



or book depots authorized by the Board. The Board may also make them available on its website.

**E) Medium of Examination**

Candidates appearing for an examination of the Board shall have to write and communicate answers to the questions in written or oral examinations, through the medium of English language only, unless otherwise specified.

**F) Granting Change of Examination Centre**

Generally, no change of centre of examination would be granted. However, in exceptional cases, Board may grant the change, considering merits of the case.

**G) Facilities for Divyang Candidate**

Govt. of Maharashtra has issued resolution No संकिर्ण-२०१६/प्र.क्र.३०२/विशि-३/दि:०४/०३/२०१७ regarding the facilities to be given to Divyang examinees pursuing higher education. Examinees willing to avail such facilities under these categories shall apply to respective RBTE through Head of the Institution with appropriate documents immediately after the admission. Board will extend such facilities as applicable to such students pursuing Diploma education.

**RG-11 Result Processing**

**A) Results of the Examinations**

As soon as it is practicable, after completion of examinations and subsequent valuation, the Board, in accordance with prescribed rules, shall declare result of the said examinations.

**B) Result Status**

The result of a candidate shall fall into one of the following status categories. The status categories are applicable as per teaching and examination scheme for a particular course/programme.

- I DST (First Class with Distinction): Candidates passing in all subject/course heads and securing minimum 75% of total marks shall fall in this category.
- I (First Class): Candidates passing in all subject/course heads and securing minimum 60% or more but less than 75% of total marks shall fall in this category.
- II (Second Class): Candidates passing in all subject/course heads and securing minimum 45% or more but less than 60% of total marks shall fall in this category.
- Pass (Pass Class): Candidates passing in all subject/course heads and securing minimum 40% or more but less than 45% of total marks shall fall in this category.
- ATKT (Allowed To Keep Term): Candidates awarded ATKT status as per prevailing rules, shall fall in this category
- WFLS/WFLY (Withheld. Failed in Lower Semester/Year): Candidates passing final semester/year examination but failing in lower semester/year(s) examination shall fall in this category.

- Fail: Candidates failing to secure minimum passing marks in number of subjects/ courses more than those prescribed for award of ATKT or minimum percentage of aggregate marks shall fall in this category.

**C) Results Held in Reserve (RHR)**

**i) Clearing RHR Results**

The result of a candidate shall be held in reserve for want of any marks or information from the institutes and declared on obtaining such information as per the schedule of the Board,

**ii) Penalty to Institute for Non-clearance of RHR**

In case any Institute fails to get cleared its RHR cases by the dates specified by the Board, it shall be liable for penalty as decided by the Board from time to time. Besides, names of such Institutes shall be reported to the Director of Technical Education / Government for further disciplinary action.

**D) Processing Adversely Affected Result before its Declaration**

When the result of an examination is found to have been adversely affected before its declaration, either on account of unexpectedly large number of failures in a subjects/courses due to the question paper/s being set beyond the scope of the Curriculum or on account of error, malpractice, fraud, improper conduct of examination or any other matter, such matter shall be placed before the Special Committee for its consideration and recommendations on further course of action in this behalf.

**E) Allotment of Abnormally High or Low Internal Marks**

In case it is revealed that the candidates of a particular course/programme of an institute has been allotted abnormally high or low internal assessment marks, such cases shall be enquired into and the matter shall be placed before the Special Committee for its recommendations to the extent of modifying the marks in proportion to the average marks of the whole class in the related theory paper or all theory papers (in case the related subject/course of the internal assessment does not have theory paper for the examination) of that examination, secured by the class, limited to the minimum marks for passing and consequent amendment in the result shall be effected.

**F) Amendment in Declared Results**

In case, the declared result of an examination is later found affected by an error (except those covered under malpractice, fraud or improper conduct); the matter shall be placed before the Special Committee for scrutiny. The Director of Board shall have the power to amend such result according to the recommendations of the Special Committee. No result shall, however, be amended after six months from the date of declaration of such result or after declaration of the result of the next examination at the same level, whichever is earlier.



**G) Late Communication of Internal Marks by an Institute**

If Head of the Institute fails to communicate any of the internal assessment marks of a candidate before the set last date in this regard or before the declaration of the result of the related examination, the result of such candidate shall be held in reserve (RHR). If head of the institute communicates such marks after the declaration of the result, these marks would be accepted by the Board for clearing the RHR cases, provided the marks do not exceed the average marks secured by candidate for that particular examination. In case the late communicated marks exceed his/her average marks, they shall be restricted to the average marks for the purpose of declaration of the withheld result. However, if the average marks are below the minimum passing marks, the minimum passing marks shall be awarded if late communicated marks are more than minimum passing marks.

After the declaration of the result, if it is revealed that an institute has communicated erroneous internal assessment marks, the result shall be reviewed and duly modified in light of the provisions laid down in the preceding para.

**H) Amendment in the Declared Result owing to Misconduct**

If the result of a candidate has been declared and later it is found that such result had been affected through malpractice, fraud or other misconduct, irrespective of whether the candidate has benefited by it or not, and that such candidate, in the opinion of the Secretary, has partly or fully participated in such malpractice, fraud or misconduct, all such cases shall be placed before the Special Committee for scrutiny. The Director of Board shall have power to advise Secretary to amend the result of such candidate at any time, as per the recommendations of the Special Committee and declare the result.

i) Implementation of the amended result by the institute

On receiving the amended result, the institute shall get its institution copy of result gazette duly corrected by the Board. The institute shall further, take back the original mark sheet and the Diploma certificate, as the case may be, from the candidate. The institute shall return these documents to the Board.

**I) Certificate of Marks**

i) Issuance of Certificate of marks - A candidate appearing for an examination of the Board may get certified Certificate of marks obtained by him, in the prescribed form, after the declaration of results of the said examination through the Head of the Institute.

ii) Duplicate Certificate of marks - A candidate shall apply in the prescribed form along with requisite fees for Duplicate Certificate of marks. The copy shall be marked as "DUPLICATE". Further copies to Duplicate copy shall be super scribed as 'TRIPLICATE', 'QUADRAPPLICATE' & likewise, as the case may be.

**J) Process and Extent of Verification**

A candidate who has appeared at the examination conducted by the Board may apply after

declaration of result for verification of marks obtained by him, in theory papers he/she has appeared in other than those conducted in online mode. The candidate may apply (in his/her own interest) for verification as per schedule of application if he/she desires to do so.

The verification shall be;

- Restricted to verifying that all answers attempted by the candidate have been assessed.
- There has been no mistake in totaling of marks allotted to each answer in the answer book of that subject/course
- All such allotted marks to each answer are transferred correctly on the cover page of the main answer book and whole answer book, main and all its supplements as mentioned by the candidate on the cover page of main answer book, are intact.

If, as a result of verification, a candidate becomes eligible for modification of his/her result, the same shall be done by the Board.

i) Application for Verification

Application for verification shall be made by the candidate as per the procedures laid down in the schedule declared by the Board.

ii) Application for Urgent Verification

A candidate who has appeared for Final Semester/Year Examination of the Board, may apply for the urgent verification of marks as per the procedures laid down in the schedule declared by the Board.

However, this facility shall be available for the summer examinations only.

### K) Revaluation of Answer Books

A candidate who has appeared for latest examination of Board shall be entitled for a photocopy of **maximum two subjects/courses per semester/year** of his/her assessed answer book on submission of application as per the procedures laid down in the schedule declared by the Board.

A candidate who has obtained the photocopy of his/her assessed answer book shall be entitled for reassessment of the same on submission of application as per the procedures laid down in the schedule declared by the Board.

After revaluation/reassessment, if the marks awarded by subsequent examiner vary/ deviate by equal to or more than 4 marks of the subject/course on either side determined on the basis of marks awarded by the original examiner, then the marks shall be awarded as mentioned below;

1. The marks after reassessment shall be awarded if the difference between the marks allotted by the original examiner and the marks allotted by the subsequent examiner is maximum up to 20 marks on either side.
2. If the difference is more than 20 marks, the answer book shall be assessed by the THIRD assessor and comparing the marks allotted by three assessors, maximum of two closer marks shall be allotted.

Any delay in supplying the photocopy of assessed answer book and/or reassessment, owing to reasons beyond the control of the Board, or change of marks consequent to the reassessment of assessed answer book, shall not confer any right upon the applicant examinee for admission to the next higher class in the current academic session / year, if the schedule of admission does not so permit.

As the facility of the photocopy of the answer book is being given to the student as per the schedule notified by the Board, any request thereafter for seeking photocopy of the answer book shall not be entertained.

The marks obtained by examinee after reassessment shall be final and binding and the matter is closed.

**L) Loss of Candidate's Right to Verification, Obtaining Photocopy of Assessed Answer Book/s or Revaluation of the Assessed Answer Book/s**

If a candidate fails to apply for the verification of marks, photocopy of assessed answer book/s or revaluation of the assessed answer book/s in the prescribed form and within the prescribed date, he/she shall lose the right to verification, photocopy of assessed answer book/s or revaluation of the assessed answer book/s.

**RG-12 Penalty for Acts of Misconduct of Candidates / Institutes**

**A) Misconduct Before, During or After the Examination**

If at any point of time, before, during or after the examination, it is found / reported that a candidate / the Institute has indulged in any act of misbehavior or misconduct, thereby committing breach of any of the rules laid down by the Board in this behalf, and the Secretary, after due enquiry of the incident, is convinced of such possible misconduct/misbehavior on the part of the candidate / the Institute, he/she shall place all such cases before the Special Committee for its final decision on penalties to be imposed or action to be taken in this regard.

**B) Candidate Found Copying or Misbehaving During the Examination**

If during an examination a candidate has been found copying or using or attempting to use unfair means and unless he/she has been ousted for gross misbehavior, he/she would not be expelled from examination. The Officer-in-charge shall provisionally permit such candidate to appear for the remaining / full examination at the centre. The candidate's answer book and copying material, if any, shall be seized and his/her written undertaking shall be obtained. A fresh answer book shall then be issued for writing the examination. The Officer-in-Charge then shall report the event to the Secretary as per the prescribed procedure. The Secretary shall cause an enquiry into the matter and place all such cases along with enquiry report/s before the Special Committee for its final decision in this regard.

**C) Copying Cases Detected in Assessment Center**

When a case of copying or misconduct is detected by an examiner at the assessment center (RAC) or at the place of assessment while assessing the answer-books, the examiner shall

report it to the Officer-in- Charge of the assessment centre or the Secretary, as the case may be, along with his/her observations. The Officer- in-charge of the centre shall report such cases along with the report of the Examiner/s to the Secretary. The Secretary shall cause an enquiry into the matter and place all such cases along with enquiry report/s before the Special Committee for its final decision in this regard.

The special committee shall recommend the penalties/punishments in all above cases, referring guideline document mentioned under F(iv) below.

The Director of Board shall have the power to cancel the result of such defaulting candidate in the examinations at which he/she (the candidate) appeared and also to debar him from subsequent examinations, either permanently or for such a specified period as the Special Committee may deem fit, in all above cases.

**D) Eligibility to Appear Anew at Examination after the Expiry of Penalty Period**

The candidate, who, in the opinion of special committee, is found guilty and given punishment, whose all examinations, he/she appeared in are cancelled and who is further debarred from examination/s for a specified period shall be eligible to appear anew as ex-candidate for such examination/s after the expiry of the penalty period, provided he/she is otherwise eligible. During the period of punishment such candidate shall not be eligible to appear for any examination/s of the Board, neither he/she shall be eligible to seek admission. \*However he/she shall be allowed to continue and complete the term only, if he/she is already admitted before the examination in which he/she is found guilty. (\*Applicable for yearly pattern courses/programmes only)

**E) Penalty/Punishment for Malpractice and Negligence by Institute**

The Institute is liable for punishment as decided by the Board for any act towards disturbance of functioning of the Board such as,

- i) Delay in submission of the necessary documents required for declaration of result, issue of Diploma certificates, preparation of pre- examination documents, etc.
- ii) Submission of documents with incorrect or false information,
- iii) Submission of forged and fabricated documents,
- iv) Breach of Rules or Instructions,
- v) Malpractices/Negligence observed in the Distribution centers, Examination centers and assessment centers.
- vi) Delay in submission of documents like examination forms, PAC list, Enrollment forms, mark sheets and such other relevant documents. The Institute here means the Institute as a whole, the Head of the Institute, the staff of the Institute or the Management as the case may be.

The nature and quantum of the penalty / punishment shall be as decided by the Board.

**F) Acts and Documents applicable to these Regulations**

**Acts**

- i) Maharashtra Prevention of Malpractices at University, Board & Specified Examinations Act of 1982
- ii) Maharashtra Prohibition of Ragging Act, 1999

**Documents**

- i) Instructional Manual for Conduct of Examination, Assessment Process & Post Result Activities
- ii) Curriculum Implementation and Assessment Norms (CIAAN)
- iii) Directives of Special Committee.
- iv) The Penalties to the Examinees, Staff and Institutions for Various Instances of Malpractice (Annexure I) and The Penalty/Punishment for the Malpractices & Negligence in the Process of Examination (Annexure II)
- v) Academic Monitoring Reports
- vi) Vigilance Squad Reports

**RG-13 Discrepancies in Question Paper/s**

In case some discrepancies are found to have occurred in Question Paper/ s or such complaints are received from the candidates, as well as staff or teaching faculty member and when there is substance in the complaint, such matters shall be placed before the Special Committee for appropriate decision in this behalf. The Special Committee will consider the pros & cons of the matter and submit its recommendations to the Director for appropriate decision.

**RG-14 Award of Diploma**

**A) Eligibility for Award of Diploma**

A candidate to be eligible for award of Diploma/ Post Diploma/Post-Graduate Diploma/ Advanced Diploma shall be required to pass all examinations prescribed under the respective Teaching and Examination Scheme for that course/programme, including missing and backlog subjects/courses as applicable.

Unless otherwise stipulated the result of final examination leading to the award of Diploma /Post Diploma/Post graduate Diploma /Advanced Diploma or any other Diploma shall be determined by the aggregate marks obtained at the final and pre final semesters, in case of semester pattern courses/programmes and final year in case of yearly pattern courses/ programmes.

**B) Issuance of the Certificates**

The Director of Board shall issue the certificates of Diploma in the prescribed format to the successful candidates after the declaration of result and within the time limit set by the Board.

**C) Issuance through the Institute**

A candidate, who has passed the final semester/year examination, shall be issued provisional Diploma Certificate along with the Certificate of marks. The Board shall issue the certificates of Diploma or Post Diploma or Post-Graduate Diploma or any other relevant Diploma expeditiously through the Heads of Institutes.

**D) Certificates to Candidates from Closed Down Institutes**

In case of an Institute, presenting candidates for an examination and closing down subsequently, the Diploma certificates shall be issued to the successful candidates by the Regional Office of the Board on production of their identity certificates duly verified & certified by a competent gazetted officer or such any other proof of identity and /or related documents that may be demanded by the Board.

**E) Issuance of Duplicate Diploma Certificates**

A duplicate copy of the relevant Diploma Certificate shall be issued to a candidate on receipt of an application. The application should be submitted in prescribed format along with requisite fees. Further, the copy shall be marked as "DUPLICATE". Further copy to duplicate copy shall be super scribed as 'TRIPLICATE', 'QUADRAPPLICATE' & likewise, as the case may be.

**F) Issuance of Duplicate Diploma Certificate to a Candidate from a Closed down Institute**

In case of an Institute, presenting candidates for an examination and closing down subsequently, the Diploma Certificate shall be issued to the candidate through the regional office of the Board, on production of his/her identity Certificate duly verified & certified by a competent gazetted officer or special executive magistrate and an affidavit stating that the Original or Duplicate copy, as the case may be, issued to him earlier is lost. Further, the copy shall be marked as "DUPLICATE". Further copy to duplicate copy shall be superscribed as 'TRIPLICATE', 'QUADRAPPLICATE' & likewise, as the case may be.

**RG-15 Name Corrections on Documents**

Documents shall normally have the name of a candidate as contained in his/her SSC Board certificate. In case of any discrepancy appearing in the name of a candidate in a document issued by Board, the candidate shall duly apply for correction immediately after the declaration of the result of the very first examination of the Board he/she appears in. Board shall carry out the sought correction in the statement of marks for the said examination, following the prescribed procedure, expeditiously, latest before the next examination. The candidate shall apply for correction in his/her name through the Principal of his/her institute, who shall ascertain that the candidate's name appears in the related list of admitted students and shall duly certify on the application and forward it to the Board.

No corrections in the name shall be done after the issuance of the Diploma certificate.

However, change in 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 a candidate happening during the course of candidate's study, shall be carried out on the completion of the course/programme. The Board

shall appropriately certify on the reverse side of the original document/s issued by it the changed name as sought by the candidate.

**RG-16 Issuance of Transcript**

The Board shall issue, on request, along with prescribed fees, the transcript for Semester/Year examination passed by a candidate.

**RG-17 Retention Period of Documents**

The examination documents like Question Papers, Written Answer Books, Examiners Mark Sheets, Timetable, Main Seating Charts shall be preserved for the period mentioned below unless otherwise the retention of documents 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 the result
Time Table	Till declaration of result
Documents related to reporting of malpractice cases in Board examination based on which special committee accords punishments to the defaulters	One year from the date of special committee meeting.
Documents related to Board examinations (other than malpractice cases) based on which decisions are taken by the special committee of Board	One year from the date of special committee meeting.
Exam Forms & Documents related to Assessment, Reassessment	One year after declaration of result

**RG-18 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/substitute papers as recommended by equivalence committee and approved by Director of the Board. In case of a subject/course not having equivalent in the revised curriculum and is not relevant in the current situation, exemption is offered for candidates having those subjects/courses as backlog.

**RG-19 Norms, Procedures & Instructions for smooth Conduct of Examination, Assessment Process and Post Result Activities**

There shall be a Manual for Conduct of Examination, Assessment Process and Post Result Activities, which shall be binding on the affiliated institutes. The Director, BOARD is authorized to issue circulars and orders amending the provisions under this manual.



**Part II**  
**REGULATIONS FOR ENGINEERING/TECHNOLOGY**

**Diploma and Post Diploma courses/programmes (Yearly & Semester pattern), Post Graduate Diploma & Advanced Diploma (Yearly & Semester pattern) courses/programmes in Engineering and Technology**

Regulation	Diploma & Post Diploma Programmes		Post Graduate Diploma & Advanced Diploma	
	Yearly Pattern	Semester Pattern	Yearly Pattern	Semester Pattern
<b>RE-1 Class Tests &amp; Submission of Marks</b>	<ul style="list-style-type: none"> <li>• Normally two class tests shall be conducted for a subject/course as prescribed. The average of two tests shall be taken for computing marks obtained out of maximum marks prescribed for a class test.</li> <li>• If a candidate appears for only one test &amp; remains absent for the 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.</li> <li>• In case a candidate remains absent for both the tests, zero marks shall be communicated to the Board &amp; he/she shall not be shown absent in the Marksheets.</li> <li>• The aggregate of test marks in each subject/course shall be converted into total marks for the sessional head as per the teaching &amp; examination scheme of the prescribed course/programme.</li> </ul> <p>Note: No request made by any candidate for holding any retest for reasons of his/her being absent due to any reason shall be entertained.</p>			
<b>RE-2 Standard of Passing</b>	<p>I) To pass an examination a candidate must obtain a minimum of 40% of the full marks, separately in each theory paper, practical, oral and term work. While deciding minimum marks required for passing, fraction of a mark shall be ignored.</p> <p>II) Theory, practical, oral and term work shall be separate heads of passing.</p> <p>III) Marks under the head theory shall be either</p> <p>(a) The aggregate of:</p> <p>(i) Marks obtained by the examinee in written examination in theory and</p> <p>(ii) The obtained average marks of two tests held by the institute during the semester, wherever applicable.</p> <p>(b) Marks in theory alone, where test marks have been clubbed as sessional marks.</p> <p style="text-align: center;">or</p>		<p>I) To pass an examination a candidate must obtain a minimum of 50% of the full marks, separately in each theory paper, practical, oral and term work. While deciding minimum marks required for passing, fraction of a mark shall be ignored.</p> <p>II) Theory, practical, oral and term work shall be separate heads of passing.</p> <p>III) Marks under the head theory shall be either</p> <p>(a) The aggregate of:</p> <p>(i) Marks obtained by the examinee in written examination in theory and</p> <p>(ii) The obtained average marks of two tests held by the institute during the semester, wherever applicable</p> <p>(b) Marks in theory alone, where test marks have been clubbed as sessional marks.</p> <p style="text-align: center;">or</p>	



Regulation	Diploma & Post Diploma Programmes		Post Graduate Diploma & Advanced Diploma	
	Yearly Pattern	Semester Pattern	Yearly Pattern	Semester Pattern
<b>RE-3</b> Conditions of ATKT for Admission to Next Higher Semester/Year	A candidate-passing minimum 2/3rd of total number of subjects/courses prescribed for an examination shall be allowed to keep term for next higher semester/ year. Conditions of ATKT are given in table as mentioned in Rule RG-4(D)			
<b>RE-4</b> Award of Class	(A) There shall be four grades for award of class at an examination. <ul style="list-style-type: none"> <li>• First Class with Distinction (I DST)                              A candidate shall be declared to have passed the examination in First Class with Distinction, if he/she obtains 75% or more of the total marks.</li> <li>• First Class (I)                              A candidate shall be declared to have passed the examination in First class, if he/she obtains 60% or more but less than 75% of the total marks.</li> <li>• Second Class (II)                              A candidate shall be declared to have passed the examination in Second class, if he/she obtains 45% or more but less than 60% of the total marks.</li> <li>• Pass Class (Pass)                              A candidate shall be declared to have passed the examination in Pass class, if he/she obtains marks less than 45% of the total marks but greater than the minimum percentage for passing.</li> </ul> A candidate shall be declared to have passed the examination leading to award of Diploma; <ul style="list-style-type: none"> <li>• In First Class with distinction if he/she secures 75% or more marks at the Final Year/Final &amp; Pre final Semester in aggregate.</li> <li>• In First Class if he/she secures 60% or more marks but less than 75% marks at the Final Year/Final &amp; Pre Final Semester in aggregate.</li> </ul>	There shall be three grades for award of class at an examination <ul style="list-style-type: none"> <li>• First Class with Distinction (I DST)                              A candidate shall be declared to have passed the examination in First Class with Distinction, if he/she obtains 75% or more of the total marks.</li> <li>• First Class (I)                              A candidate shall be declared to have passed annual examination in first class, if he/she obtains 60% or more but less than 75% of the total marks. While deciding the minimum marks required for First Class, fraction of a mark shall be omitted.</li> <li>• Second Class (II)                              A candidate shall be declared to have passed Annual examination in Second Class, if he/she obtains 50% or more but less than 60% of the total marks. While deciding the minimum marks required for Second Class, fraction of a mark shall be omitted.</li> </ul> A candidate shall be declared to have passed the examination leading to award of Diploma; <ul style="list-style-type: none"> <li>• In First Class with distinction if he/she secures 75% or more marks at the Final Year/Final &amp; Pre Final Semester in aggregate.</li> <li>• In First Class if he/she secures 60% or more marks but less than 75% marks at the Final Year/Final &amp; Pre Final Semester in aggregate.</li> </ul>		



Regulation	Diploma & Post Diploma Programmes		Post Graduate Diploma & Advanced Diploma	
	Yearly Pattern	Semester Pattern	Yearly Pattern	Semester Pattern
	<ul style="list-style-type: none"> <li>In Second Class if he/she secures 45% or more marks but less than 60% marks at the Final Year/Final &amp; Pre Final Semester in aggregate.</li> <li>In Pass Class if he/she secures 40% or more marks but less than 45% marks at the Final Year/Final &amp; Pre Final Semester in aggregate.</li> </ul> <p>While deciding minimum marks required for award of class, fraction of marks shall be omitted.</p>	<ul style="list-style-type: none"> <li>In Second Class if he/she secures 50% or more marks but less than 60% marks at the Final Year/Final &amp; Pre Final Semester in aggregate.</li> </ul> <p>While deciding minimum marks required for award of class, fraction of marks shall be omitted.</p>		
<b>RE-5 Gracing</b>	<p>A) Grace Marks for Subject/Course Passing: A candidate shall be given maximum 1 OR 2 as grace marks as the case may be, for maximum marks below 75, or maximum 1, 2 or 3 as grace marks as the case may be, for maximum marks 75 or above, to remove the deficiency in securing minimum passing marks in case the subject/course consists of Theory or Theory plus Test Examination.</p> <p>B) Condonation: A candidate who fails to pass an examination by not more than 10 marks in aggregate in not more than two heads, theory and /or practical including oral covering not more than two subjects/courses, such deficiency in marks, would be condoned. A candidate whose failure is thus condoned would be eligible for award of class on par with other successful candidates. The total number of marks secured by such candidate would however remain unaltered and "CON" (meaning Condonation) would be shown against his/her result in the Certificate of marks. However, "CON" will not be mentioned in the Diploma certificate. However, if any candidate does not wish to avail the benefit of Condonation, he/she shall have to obtain written permission from concerned regional office of the Board, applying, prior to examination only. Any such request after the commencement of examination shall not be considered.</p> <p>C) Grace Marks for Awarding Class If a candidate falls short of maximum 1/2 % of the aggregate marks assigned to examination to obtain First Class with Distinction or First Class or Second Class, such deficiency shall be made up by adding maximum 1/2 % of the aggregate marks assigned to the examination to the total marks obtained by the candidate in an examination. While adding maximum 1/2 % of the aggregate marks fraction of a mark shall be rounded to the next full number and added in the total.</p>			

Regulation	Diploma & Post Diploma Programmes		Post Graduate Diploma & Advanced Diploma	
	Yearly Pattern	Semester Pattern	Yearly Pattern	Semester Pattern
<b>RE-6 Carrying Forward Marks of Ex-Candidates for Exemptions</b>	In case of ex-candidates the marks obtained in different heads of passing in the previous examination of the same course/programme in which he/she has claimed exemption, shall be carried forward for deciding his/her total marks. Such candidates shall be eligible for award of class on par with other successful candidates. Marks obtained in Class Tests/PA will also be similarly carried over to the subsequent examination.			
<b>RE-7 Result of a Candidate Appearing Simultaneously For Two Examinations</b>	The result of final examinations of a candidate who is required to appear for both the final and lower year examinations and fails or fails to appear for the lower year examinations but passes the final year examination shall be declared only after he/she passes the lower year examination. The marks secured by the candidate shall be declared on Institute copy of result sheet with WFLY/WFLS result in result column. The Principal should inform the marks of final year to the candidate who is eligible to apply for verification and/or to fill up examination form for improvement of marks wherever applicable. However, if such a candidate has failed in the final year examination he/she shall be so informed. Such a candidate shall be deemed to have passed the final examination leading to the award of Diploma on the basis of marks obtained by him at the final year examinations from the date of his/her passing the last but lower year examination.			



Regulation	Diploma & Post Diploma Programmes		Post Graduate Diploma & Advanced Diploma	
	Yearly Pattern	Semester Pattern	Yearly Pattern	Semester Pattern
<b>RE-8 Improvement of Performance</b>	<p>A candidate who has passed the final year examination (Yearly Pattern) / the pre final and final semester examinations (Semester Pattern) leading to award of Diploma, at his/her option, shall be permitted to reappear, at the same examination (Yearly Pattern) / either for pre final or for final or both semesters (Semester Pattern) examination to enable him to improve his/her performance within a period of one year. For this purpose, candidate will have to obtain permission from the Board prior to submission of examination form, which shall be accepted as per schedule declared by the Board. However, this facility shall not be available in case the Board has discontinued the question papers of the related scheme. The candidate whose result status in WFLS/WFLY shall not be entitled for improvement.</p> <p>This provision shall not be applicable to Post Diploma courses/programmes.</p> <p>The Candidate so permitted shall:</p> <ul style="list-style-type: none"> <li>(i) Forfeit the Diploma awarded earlier, Certificate of marks, original latest leaving Certificate and other documents he/she is entitled to for having passed the final year examination for which he/she opts to reappear and improve his/her performance.</li> <li>(ii) Be entitled to reappear as an ex-candidate of same Institute where he/she was previously studying and his/her previous marks other than the theory subjects/courses shall be carried forward.</li> <li>(iii) Be required to reappear in all the theory subjects/courses of final year examination, at any one of next two consecutive examinations. Such a candidate shall be permitted to avail only one chance to improve his/her class performance in either of two immediate consecutive examinations.</li> </ul>		<p>No provision</p>	

Regulation	Diploma & Post Diploma Programmes		Post Graduate Diploma & Advanced Diploma	
	Yearly Pattern	Semester Pattern	Yearly Pattern	Semester Pattern
		<p>(iv) Be required to reappear in all the theory subject/course of either pre final or final or both semesters (for semester pattern) at any one or both next two immediate consecutive examinations. Such candidates shall be permitted to avail only one chance for each semester to improve his/her class performance in two immediate consecutive examinations.</p> <p>(v) Be allowed to maintain the better result of two examinations.</p>		
<b>RE-9 Grace Marks for Winner or Runner Candidate in Sports</b>		A candidate who has participated and has been declared a winner or runner up at the interzonal sports competition organized by IEDSSA( Inter engineering Diploma students' sports association) shall be eligible for maximum of five or three Condonation marks respectively for passing in one head only, subject to the submission of due Certificate issued by the president of IEDSSA. A candidate whose failure is condoned as above shall be eligible for class in the same way as other successful candidates and a "CON" meaning Condonation shall be shown against the result in the statement of marks. However "CON" shall not be mentioned in Diploma certificate.		
<b>RE-10 Consideration of In-plant (Practical) Training Semester for Declaration of Result for a Sandwich Pattern Course/ Programme</b>	No provision	In case of sandwich pattern Diploma courses/ programmes, unless otherwise specified in the scheme, the result of the final semester leading to the award of Diploma shall be declared on the basis of the marks obtained in the last institutional semester preceding the in-plant (practical) training and the marks obtained in practical training. No result of final semester, if it is practical training, shall be declared separately, unless a candidate has passed the preceding institutional semester. However, the result of practical training, if it precedes the final institutional semester shall be declared separately and such marks obtained in the practical training shall be taken into consideration along with the marks of final institutional semester for the purpose of declaration of the result leading to award of Diploma.	No provision	No provision



Regulation	Diploma & Post Diploma Programmes		Post Graduate Diploma & Advanced Diploma	
	Yearly Pattern	Semester Pattern	Yearly Pattern	Semester Pattern
<p><b>RE-11</b>  <b>Additional</b>  <b>Criteria in</b>  <b>reference to</b>  <b>In-plant Training</b></p>	No provision	<p>i) In case of semester pattern courses/programmes, the candidates not eligible for admission to higher semester shall be permitted for admission to higher-level semester provided such semester is for in-plant training.</p> <p>Similar facility shall be provided for yearly pattern courses/programmes. Which have one complete year dedicated for in plant training however candidates shall be eligible to appear for examination only when they become eligible to appear for examination under these regulations.</p> <p>ii) The final Diploma shall be awarded only if the candidate has completed the entire course/programme as per Teaching &amp; Examination Scheme and on passing all examinations including those of missing/backlog subjects/courses. Till that time candidate's final result shall be withheld.</p> <p>It shall be the responsibility of each Principal/Head of Institute to ascertain the eligibility of a candidate before the candidate is admitted to higher semester/year or is passing out.</p> <p>First class or Second class will not be awarded in case of sandwich Diploma courses/programmes where a particular semester is only in plant (practical) training or project. The result of examinations of such cases shall be declared as "Fail" or "Pass" as the case may be.</p>	No provision	No provision



## Part III

# REGULATIONS FOR DIPLOMA IN ARCHITECTURE

### **Preamble**

The council of Architecture (Incorporated under the Architects Act, 1972), has, with the approval of the Central Government, Prescribed “Minimum Standards of Architecture Education Regulations, 1983” for imparting Architecture education throughout India for award of Recognized Qualifying Degree or Diploma in Architecture for the purpose of registration as an Architect, under Architects Act of 1972. Since the “Regulations 1983” are applicable as mandatory requirement under the provisions of the Architects Act 1972, the Board has revised the Curriculum of the existing Five Year (full-time) Diploma Course/ Programme in Architecture from 1986-87 as per the guidelines issued by the Council of Architecture in the Minimum Standard of Architecture Education Regulation, 1983.”

### **RA-1 Admission**

No candidate shall be admitted to the Diploma Course/Programme in Architecture, unless the candidate satisfies the qualification and other conditions prescribed by the State Government from time to time in this behalf.

### **RA-2 Stages of Diploma Course/Programme**

The Diploma course/programme in Architecture shall be conducted in the following two stages as prescribed by the Council of Architecture.

- A) The first stage shall consist of the initial three academic years.
- B) The second stage shall consist of two years (fourth and fifth year of the course/programme) out of which a candidate shall be required to work in an Architect's office for practical training for a minimum of 20 weeks after successful completion of terms of fourth year of the course/programme.

### **RA-3 Eligibility of a Candidate for Diploma**

A Candidate to be eligible for award of Diploma in Architecture shall have to pass first, second and fourth year examinations conducted by the Institute and third (Intermediate) and fifth (Final) year examinations conducted by the Board.

### **RA-4 Time Limit for Completion of Course/Programme**

The candidate shall have to complete the course/programme of first stage within 5 years from the date of his/her admission to the course/programme. However, relaxation may be made as per RA-9

### **RA-5 Award of Diploma**

Candidates shall be awarded Diploma on successful completion of both, first and second stages, of the course/programme.

### **RA-6 Allowance of the Term for Next Year (ATKT)**

A candidate-passing minimum 2/3rd of total number of subjects/courses prescribed for an examination shall be allowed to keep term for next higher year. Rules for ATKT are given in table as mentioned in Rule RG-4(D).

**RA-7 Result of a Candidate Appearing Simultaneously for Two Examinations**

The result of current examinations of a candidate, who is required to appear for both the current and lower year examinations and fails or fails to appear for the lower year examinations but passes the current year examination, shall be declared only after he/she passes the last but lower year examination. Such a candidate shall be deemed to have passed the current examination from the date of his/her passing the last but lower year examination. However, if such a candidate has failed in the current year examination he/she shall be so informed. Such candidates will not be admitted to the next higher year.

**RA-8 Time limit for Abeyance of ATKT**

Facility of ATKT shall not be permitted to be kept in abeyance for more than one academic year/ annual examination.

**RA-9 Relaxation in Time Limit for Passing First Stage**

The condition of completion of first stage of the course/programme within 5 years from the date of candidate's admission to the course/programme may be relaxed for the candidate getting ATKT for the fourth year of Architecture course/programme. Such a candidate would be granted an additional year for completion of the course/programme of the first stage, i.e. maximum six years.

**RA-10 Teaching and Examination Scheme**

The teaching and examination scheme for the five year Diploma course/programme in Architecture (yearly pattern), shall be as contained in the curriculum prescribed by the Board, following guidelines issued by the Council of Architecture, subject to revisions and modifications made from time to time.

Subjects/Courses of Examination:

Examination in the subjects/courses may include:

- Theory
- Sessional work and/or viva voce

As applicable and prescribed in curriculum and teaching & examination scheme

**RA-11 Assessment of Sessional Work****A) Progressive Assessment**

The internal assessment of the sessional work in theory and drawing subjects/courses shall be progressive.

**B) Internal & External Assessment**

The sessional work (in Design, Construction Engineering, Town Planning and Landscape), and viva voce shall be assessed jointly by internal and external examiners on the basis of the concepts and the depth of comprehension of principles involved and not on any attempts of embellishment of presentation.

**C) Criterion for Passing Sessional**

A candidate shall not be allowed to appear for the Annual Examination if he/she fails to



secure a minimum of 50% marks in the internal assessment of the sessional work in the respective subjects/courses.

#### **RA-12 Exemptions**

Automatic exemptions: A candidate whose overall result is “Fail”, shall earn automatic exemptions at the subsequent examination, in the subjects/courses or passing heads in which he/she has passed. These marks shall be carried forward to the subsequent examination, for deciding his/her total marks.

#### **RA-13 Communication of Sessional Marks**

Principal shall communicate the sessional marks of the candidates appearing for the third (Intermediate) and/or fifth (Final) year examinations of the Board, within one week from the end of the academic year. The sessional work in Design, Construction Engineering, Landscape and Town Planning, would, however, be retained (in portfolios) in the institute for the joint assessment by the internal and external examiners appointed by the Board. Principal shall also communicate the result of each candidate who has appeared at first year, second year or fourth year examination, to enable the Board to verify the result status at third and fifth year and declare the result.

#### **RA-14 Standard of Passing**

To pass the examination a candidate shall obtain a minimum of 40% of full marks in each theory and drawing/design paper and minimum 50% of full marks in sessional work/viva voce. However, he/she should obtain minimum 50% of the aggregate marks in the subject/course head comprising theory, design/drawing, sessional and viva voce to be eligible for claiming exemption in that subject/course for the next examination.

To be eligible for the exemption for appearing in the same subject/course at the next examination in case of failure in other subjects/courses the candidate has to secure a minimum of 50% of aggregate marks in the subjects/courses concerned. The candidate will have to appear for examination in theory paper, drawing/ design paper only, because his/her sessional marks are to be carried forward.

#### **RA-15 Gracing**

##### **A) Marks for Subject/Course Passing**

If a candidate obtains at least 50% of total marks in some of the heads of subject/course (theory, sessional, viva voce), but falls short by maximum up to ½% of the aggregate marks assigned to the examination for passing, such deficiency would be removed by adding maximum up to ½% of aggregate marks assigned to the examination, to the total marks obtained by the candidate in the examination. While adding such grace marks, the fraction of a mark shall be rounded to the next number and added in the total.

##### **B) Grace Marks for Passing Examination:**

A candidate who fails to pass an examination by not more than 10 marks in aggregate and in not more than 2 theory papers and /or practical (including oral/ viva voce and/or sessional

except design sessional) covering not more than 2 subjects/courses, such deficiency in marks in those 1 or 2 Theory papers and /or practical and /or oral (viva voce) and/ or sessional shall be condoned.

**C) Grace for Minimum Passing Marks in a Subject/Course**

A candidate will get the grace marks of maximum 1 or 2 as the case may be to remove the deficiency in securing minimum marks for passing for a total marks below 75 or maximum 1, 2 or 3 as the case may be, for the total marks of 75 or above, in written theory examination of that subject/course. Benefit of gracing shall not be given twice in a single theory paper.

**D) Gracing For Award of class**

A candidate who falls short of the total to obtain a first or second class shall be declared to have passed in first or second class, as the case may be by adding half percent of the aggregate marks, assigned to the examination. While adding maximum 1/2 % of the aggregate marks fraction of a mark shall be rounded to the next full number and added in the total.

**RA-16 Award of Class**

A candidate shall be declared to have passed the examination in First class with Distinction, First or Second class on obtaining minimum of 80, 65 or 50% marks respectively, of the aggregate marks, provided he/she passes in all the subjects/courses of examination at one and the same sitting. While deciding minimum marks required for award of class, fraction of a mark shall be omitted.

**RA-17 Scope of Council of Architecture, India Rules**

The Board shall adopt and apply the rules, prescribed by the Council of Architecture, India, for admission to the Architecture Course/programme, admission to the examinations, passing the examination etc., from time to time.

## Part IV

# REGULATIONS FOR DIPLOMA IN PHARMACY

### Preamble

The Pharmacy Council of India (PCI) has, with the approval of the Central Government, Prescribed “Minimum Standards for Pharmacy Education Regulations, 1991” for imparting Pharmacy education throughout India for the award of Recognized Qualifying Degree or Diploma in Pharmacy for the purpose of registration as a Pharmacist. Since the “Regulations 1991” are applicable as mandatory requirement under the provisions of the PCI Act 1972, the Board is adhering to the same.

### RP- 1 Admission to the Course/Programme

A candidate shall not be admitted to the course/programme of Diploma in Pharmacy (part I of the course/programme) affiliated by the Board, unless he/she has passed the qualifying examination or an equivalent examination as prescribed by the competent authority for admission to the course/programme in the state of Maharashtra and fulfills the other conditions prescribed for the admission to the course/programme.

### RP-2 Examinations

There shall be two examinations, Diploma in Pharmacy, (Part-I), to examine candidates in the first year course/programme and Diploma in Pharmacy (Part-II), to examine candidates in the second year course/programme. Each examination may be held twice every year. The first examination in a year shall be the Annual examination and second examination shall be supplementary examination of the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II), as the case may be. The examination shall be of written and Practical (including oral) nature as indicated in the table in the regulation 10 of the Education Regulation 91 framed by the Pharmacy Council of India.

### RP-3 Exemptions

A candidate who has appeared in all subjects/courses (theory, practical with sessional/ oral) of first year or second year, but failed in some subjects/courses (theory and/or practical with sessional/ oral) may be exempted from reappearing in the subjects//courses in which he/she has passed by securing 40% marks or above.

### RP-4 Eligibility for Award of Diploma in Pharmacy

A candidate to be eligible for award of Diploma in Pharmacy shall have to pass

- Diploma in Pharmacy Part-I (First year) and
- Diploma in Pharmacy Part-II (Final year)

Consisting of the course of study given in chapter II of the Education Regulation - 91, prescribed by Pharmacy Council of India.

- Diploma in Pharmacy (Part-III)

Consisting of Practical Training and the Certificate of having completed satisfactorily the apprenticeship period as provided in Chapter III of the Education Regulation - 91 prescribed by the Pharmacy council of India.

**RP-5 Eligibility for Diploma in Pharmacy (Part-II)**

If a candidate completes satisfactorily the term of First Year and appears in all subjects/courses including theory, practical and sessional/oral of Diploma in Pharmacy Part-I Examination, but fails in more than two subjects/courses (including theory and/or practical with Sessional/ Oral), he/she shall not be eligible for promotion to Diploma in Pharmacy Part-II.

A candidate who fails in theory or practical examination of a subject/course shall re-appear such in theory paper or Practical as the case may be.

**RP-6 Results of final year and first year examinations to be declared simultaneously**

The result of a candidate, who has appeared for final year examination simultaneously with first year examination, shall be withheld until he/she passes in the first year examination. However, if such candidate fails in the final year examination, the result would be declared.

**RP-7 Teaching and Examination Scheme**

The teaching and examination scheme of Diploma in Pharmacy shall be as prescribed under chapter II of the Education Regulation, 91 of Pharmacy Council of India and adopted by the Board, subject to such revision and modification made from time to time by Pharmacy Council of India.

The examination in various subjects/courses may include

- i. Theory
- ii. Practical (by using software – wherever applicable) including sessional examinations as per Educational Regulation 1991 and ER 1996.

**RP-8 Award of Sessional Marks and Maintenance of Record**

The record of theory and practical class work shall be maintained by the institute in the manner prescribed in Education Regulation 91 as under:

- A regular record of both theory and practical class work and examination conducted in an Institute imparting training for the course/programme for Diploma in Pharmacy, Part- I and Part-II shall be maintained for each candidate and 20 marks for each paper in theory and 20 marks for each paper in practical shall be allotted as Sessional Marks.
- There shall be at least 2 periodic sessional examinations during each academic year. In case more than two periodic tests are held the highest aggregate of any two performances shall form the basis for calculating sessional marks.
- If any candidate remains absent for any periodic test he/she shall be deemed to have secured zero marks in the said test.
- The Principal shall communicate the sessional marks of the candidates to the Board as directed within the stipulated period.

**RP-9 Improvement of Sessional Mark****A) Scope of Improvement**

A candidate may improve the sessional marks as per the provision made in the Education Regulation 91 as under:

Candidate who wishes to improve sessional marks can do so, by appearing in two additional sessional examinations during the next academic year. The average score of the two examinations shall be the basis of improved sessional marks in theory. The sessional of practical shall be improved by appearing in additional practical examinations. Marks awarded to a candidate for day-to-day assessment in the practical class cannot be improved unless he/she attends a regular course of study again. The average sessional marks thus calculated should be made available to all examiners in the practical subject/course at the commencement of the relevant examination in both the Diploma in Pharmacy part I & II examinations.

The facility of improvement of sessional marks shall be given only for one time.

**B) Allotment of Sessional Marks for Practical**

The sessional marks would be divided in two parts for assessment by examiners as per the provision made in the Education Regulation 91 as under:

The sessional marks in Practical shall be allotted on the following basis:

Actual performance in the sessional examinations = 10 marks.

Day to Day assessment in the Practical class work = 10 marks

**RP-10 Standard of Passing and Award of Class**

**A) Standard of Passing**

A candidate shall not be declared to have passed Diploma in Pharmacy examination, unless he/she secures at least 40% marks in each of the subjects/courses separately in the theory examinations including sessional marks and also at least 40% marks in each of the practical examinations including sessional marks.

**B) Award of Class**

• **First Class with Distinction**

The candidate securing 75% of aggregate marks or above in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part- II) examination, shall be declared to have passed the related examination in First class with Distinction.

• **First Class**

The candidate securing 60% of aggregate marks or above but less than 75% marks in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examination, shall be declared to have passed the related examination in First class

• **Second Class**

The candidate securing 50% of aggregate marks or above but less than 60% marks in a single attempt at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examination, shall be declared to have passed the related examination in Second class.

- **Pass Class**

The candidate securing less than 50% of aggregate marks but above the minimum passing marks at the Diploma in Pharmacy (Part-I) or Diploma in Pharmacy (Part-II) examination shall be declared to have passed the related examination in Pass class.

**C) Disqualification for Award of Class**

A candidate, who has failed in an examination of the Board and has subsequently claimed exemption/s in certain subjects/courses on the basis of having passed certain subjects/courses at previous examination, and whose marks secured in such subjects/courses have been carried forward, would not be entitled for award of class.

**RP-11 Gracing**

**A) Gracing for Award of Class**

If a candidate falls short by maximum  $\frac{1}{2}\%$  of the aggregate marks assigned to the examination, to be eligible for First class or Second class, such deficiency would be removed by adding maximum  $\frac{1}{2}\%$  of the aggregate marks assigned to the examination to the total marks obtained by the candidate in the examination. While adding maximum  $\frac{1}{2}\%$  of the aggregate marks fraction of a mark shall be rounded to the next full number and added in the total.

**B) Gracing for Subject/Course Passing**

A candidate would get the grace marks of maximum 1 or 2 as the case may be to remove the deficiency in securing minimum marks for passing a theory subject/course having total marks below 75 or maximum 1, 2 or 3 as the case may be, for a subject/course theory having total marks 75 or above, in theory and test examination of that subject/course.

**C) Standard of Passing**

A candidate shall not be declared to have passed Diploma in Pharmacy Examination unless he/she secures minimum passing marks of 40% in each of the subjects/courses separately, in the theory examinations including sessional, as well as practical examination including sessional work.

**RP-12 Award of Diploma Certificate**

The Board shall award Diploma in Pharmacy to a candidate who has passed Diploma in Pharmacy (part-I) and (Part-II) examinations and has also duly produced the Certificate of satisfactory completion of practical training for Diploma in Pharmacy (part-III), from an institute fulfilling the conditions stipulated in Appendix-D of Education Regulation 91. Principal / Head of the institute, where the candidate is enrolled, shall submit a copy of such Certificate to the Secretary, for issuance of the Certificate of the Diploma.

**RP-13 Scope of Pharmacy Council of India Rules**

The Board shall adopt and apply the rules, prescribed by the Pharmacy Council India, for admission to the Pharmacy Course/programme, admission to the examinations, passing the examination etc., from time to time.

### Abbreviations

AB	:	Absent
AG	:	Aggregate
AICTE	:	All India Council for Technical Education
AP	:	Additional practical
ATKT	:	Fail but Allowed To Keep Term
CIAAN	:	Curriculum Implementation And Assessment Norms
COA	:	Council of Architecture
CON	:	Condoned
DST	:	Distinction
ESE	:	End Semester Examination
EX	:	Exemption
FCO	:	Fail but allowed to Carry On
FT	:	Failed but allowed to keep term
HSC	:	Higher Secondary Certificate
IT	:	Industrial training
ITI	:	Industrial Training Institute
LSP	:	Lower Semester Pending
MCVC	:	Minimum Competency Vocational Courses
OPT	:	Optional
OR	:	Oral
OTO	:	One Time Opportunity
PA	:	Progressive Assessment
PCI	:	Pharmacy Council of India
PJ	:	Project work
PLY	:	Pending lower year
PM	:	Practical test marks
PR	:	Practical
RA	:	Regulation Architecture
RBTE	:	Regional office of BOARD
RE	:	Regulation Engineering
RG	:	Regulation General
RP	:	Regulation Pharmacy
RHR	:	Result Held in Reserve
+RHR	:	Force Result Held in Reserve
SSC	:	Secondary School Certificate
SW	:	Sessional
TM	:	Theory test marks
TH	:	Theory
TW	:	Term Work
WFLS	:	With Held on account of Lower Semester Pending
WFLY	:	With Held On account of Lower Year Pending
@	:	Condoned marks
*	:	Failure marks
#	:	Marks Carried forward
%	:	Percentage of marks



## Annexure I

### THE PENALTIES TO THE EXAMINEES, STAFF AND INSTITUTIONS FOR VARIOUS INSTANCES OF MALPRACTICE

Sr. No.	NATURE OF MALPRACTICE	QUANTUM OF PUNISHMENT
1	Examinee/s making marks /signs, Writing Roll Numbers, name or using any other means of disclosing identity with a clear intent of getting illegal / undue benefits/frequent changes in ink without supervisor's permission.	Cancellation of the result /performance of the guilty examinee in the subject/course during whose examination he/she caught. <b>(Subject/Course)</b>
2	Examinee making an appeal to the examiner revealing both, former's name and address.	Cancellation of the result /performance of the guilty examinee in the subject/course during whose examination he/she caught. <b>(Subject/Course)</b>
3	Examinee Writing in provocative or abusive and /or threatening language in the answer-book.	Cancellation of full performance in the entire examination/s in which the examinee has appeared. <b>(1+0)</b>
4	Examinee or his/her associate/s influencing the Examiner/ Moderator / similar Authority connected with the examination with a clear intent of getting illegal /undue benefits.	Cancellation of full performance in the entire examination/s in which the examinee has appeared and debarring him from appearing in subsequent one examinations. <b>(1+1)</b>
5	Examinee(s) communicating or talking with another Examinee/s during examination session.	Cancellation of the result /performance of the guilty examinee in the subject/course during whose examination he/she caught. <b>(Subject/Course)</b>
6	Examinee tampering with Answer-books /torned pages of own or another examinee inside or outside the examination hall.	Cancellation of the result/performance in the current examination/s of the alleged examinee involved in such action for candidate appearing examination. <b>(1+0)</b>
7	Examinee caught during the examination session while in possession and/ or copying from the copying material scribbled on/question paper/ articles / clothes/ body parts.	Cancellation of full performance in the current examination/s. <b>(1+0)</b>
8	Examinee caught during the examination session while in possession and/or copying from the copying material in the form of written or printed material / stored in electronic gadget like mobile phone, smart watch, I pad etc.	Cancellation of full performance of the alleged examinee in the current examination/s in which he/she has appeared, plus debarment from appearing in the next one examination. <b>(1+1)</b>



Sr. No.	NATURE OF MALPRACTICE	QUANTUM OF PUNISHMENT
9	Examinee(s) found exchanging (giving or taking) answer books with other examinee(s).	Cancellation of performance of the examinee found guilty in the current examination/s plus debarment from appearing in the next one examination. <b>(1+1)</b>
10	Examinee 'X' found in possession of answer-book/ supplement of another examinee 'Y', forcibly or without his/her (Y's)knowledge.	Cancellation of the performance in current examination/s, plus debarment from appearing in the next one examination/s, in respect of examinee 'X' <b>(1+1)</b> exonerating examinee 'Y', provided he/she has not connived with 'X'.
11	<p><u>Impersonation:</u></p> <p>i) Examinee who impersonates.</p>	<p>Following actions shall be taken:</p> <p>a) Cancellation of the performance in present examination/s plus debarment of the guilty examinee from appearing in the next two examinations provided he/she is a bona fide student of BOARD. Further, he/she should be handed over to the police. <b>(1+2)</b></p> <p>b) Matter should be communicated to the employer of the impersonating examinee, provided he/she is employed and not a bona fide student of BOARD.</p> <p>c) In case the examinee is unemployed and is a student undergoing education with examination authority other than Board, the information should be given in writing to the concerned examination authority.</p>
	ii) Bona fide examinee who is impersonated.	Cancellation of the performance in such examinee in current full examination plus debarment from appearing in the next two examinations. Further, he/she should be handed over to police and FIR be lodged against the examinee by the officer-in-charge of the Examination Center. <b>(1+2)</b>
12	Examinee found inserting previously written pages smuggled in from outside, in the answer book.	Cancellation of the full performance in current examination/s, plus debarment from appearing in the next two examinations. <b>(1+2)</b>
13	Examinee found with answer-book/s having two different handwritings, one of the examinee's own and the other of a different person.	Cancellation of the full performance in current examination/s, plus debarment from appearing in the next two examinations. <b>(1+2)</b>

Sr. No.	NATURE OF MALPRACTICE	QUANTUM OF PUNISHMENT
14	Cases of mass copying during the examination period, reported from examination center.	Result of examinee/s involved is to be withheld for conducting an Inquiry. Punishment shall be awarded as deemed fit on scrutiny of the Inquiry Report.
15	Cases of copying /mass copying reported by the examiners from R.A.C.	Result of the involved examinees to be withheld for conducting inquiry. Punishment shall be awarded as deemed fit on scrutiny of the Inquiry Report.
16	Examinee attaching currency notes to his/her answer-book with /without a request to the examiners to assess their answer -books favorably.	Cancellation of the performance in current examination plus debarment from appearing in next one examination and forfeiture of the entire amount and depositing the same in Board's appropriate account. <b>(1+1)</b>
17	Examinee throwing the question paper/ any other copy material to the other examinee, after writing the answer/s on it.	Cancellation of the performance in current examination plus debarment from appearing in next one examination. <b>(1+1)</b>
18	Examinee destroying his/her own answer book or supplement/s or any copy material in possession after being caught under malpractice.	Cancellation of the full performance in current examination/s plus debarment from appearing in the next two examination. <b>(1+2)</b>
19	Examinee smuggling out his/her own answer book or supplement or blank answer book/s and/or supplement/s.	Cancellation of the full performance in current examination plus debarment from appearing in the next two examinations. <b>(1+2)</b>
20	Free copying or using unfair means, with or without connivance of the management by a group of two or more examinees, during an examination session.	Cancellation of the result/performance of the involved examinees with their debarment from appearing in next two examinations along with the punishment as deemed fit on scrutiny of enquiry report. Separate enquiry to be set up. <b>(1+2)</b>
21	Examinee attempting to send Question Paper or its contents out of Examination hall by any means.	Cancellation of the full performance in current examination plus debarment from appearing in the next three examinations. <b>(1+3)</b>
22	Examinee possessing any weapon, explosives, similar material and/or under the influence of any narcotic drugs etc. in examination hall or bringing any of them in the examination hall or causing any kind of violence in the examination hall.	Cancellation of the result /performance in current examination/s and debarment from appearing in next five examinations. A complaint should be lodged with the police by the Officer-in-Charge of examination. <b>(1+5)</b>

Sr. No.	NATURE OF MALPRACTICE	QUANTUM OF PUNISHMENT
23	Examinee possessing mobile phone or any electronics communication gadget or I-pod or any similar device in examination hall.	Cancellation of the full performance in current examination/s & forfeiture of the device or gadget. <b>(1+0)</b> . Penalizing the institute as pronounced by special committee.
24	Tampering with the Certificate of marks or their copies and any other documents issued by BOARD .	Cancellation of performance in the examination and debarment of the examinee for next five examinations and filing Police complaint by the concerned Institute/ authority against the candidate involved in such activities. <b>(1+5)</b>
25	Conduct of mischief or causing deliberate disturbance in examination hall. (e.g. making noise, disturbing others etc.)	Cancellation of performance in the subject/course during whose examination he/she caught. <b>(Subject/ Course)</b>
26	The examinees threatening/ intimidating the staff associated with examination.	Cancellation of the full performance in current examination plus debarment from appearing in the next two examinations. <b>(1+2)</b>
27	All other cases not covered above shall be dealt independently on the basis of severity of the cases reported to M.S.B.T.E., and all such cases to be placed before Special Committee and punishment be awarded as deemed fit.	

NOTE : Cancellation of the performance of current examination means cancellation of the entire performance of that examination. If the examinee has appeared in more than one examination simultaneously, as regular/ex-student and has been found guilty in one of the examination, his/her performance in all such examinations simultaneously attempted at the instance shall stand cancelled. The term granted to the alleged examinee and term-work marks, sessional/test marks etc. allotted to him/her shall remain unaffected, unless specifically cancelled by the penalty awarded.

Further, the candidate shall not be allowed to join any course/programme of this Board during the period of punishment imposed on him/her.

A Police Complaint may be lodged against the examinee or a person who is found involved in destroying or attempting/facilitating to destroy the evidence of the malpractices or answer books and/or supplements or any relevant documents.

## Annexure II

### THE PENALTY/PUNISHMENT FOR THE MALPRACTICES & NEGLIGENCE IN THE PROCESS OF EXAMINATION

**A] Delay in Submission of the Necessary Documents Required for Declaration of Result, Issue of Diploma Certificates, Preparation of Pre-Examination Documents etc.:**

The cases in this type are delay in submission of mark sheets of sessional/test, practical, oral, term work, project and/or theory as well as main seating charts and any other such relevant document which affects the matter as stated above.

**Punishment / Penalty :-**

- 1) Debarring the concerned persons from the Board work for one year and communicating his/her cancelling authority to make a mention in this regard in his/her yearly Confidential Report.
- 2) Imposing and recovering penalty up to Rs. 10,000/- (or as may be decided by Board from time to time) per course/programme from the Institute involved in such negligence.
- 3) Withholding/forfeiting entire remuneration of concerned persons for that examination. If remuneration is already paid, it shall be recovered from concerned person/s.

**B] Submission of Documents with Incorrect or False Information :**

In this type of malpractice, the cases include scratching the serial number on mark sheets and putting different serial numbers to the mark sheets, scratching the proper subject/course code on the mark sheets and putting wrong subject/course code, filling the marks of candidates in improper mark sheet, giving marks to the candidates without conducting the sessional/test examinations. Putting the wrong noting on the mark sheets, e.g. exemption instead of absent; absent instead of present and vis-à-vis; disallowed instead of exemption; wrong entry of marks in marksheet, tampering with already written marks, intentionally changing marks, etc.

**Punishment / Penalty :-**

- 1) Debarring the concerned Officer-in-charge from Board work for two years and issuing directions to his/her controlling authority to initiate disciplinary proceedings against him/her.
- 2) Imposing and recovering penalty up to Rs. 3,000/- (or as may be decided by Board from time to time) from the Institute involved in such malpractices.
- 3) Withholding/forfeiting entire remuneration of concerned persons for that examination. If remuneration is already paid, recovering the same from concerned person.

**C] Submission of Forged & Fabricated Documents pertaining to the Result Declaration, Award of Diploma etc. :**

The cases under this category are filling the mark sheets without conducting practical , oral, or term work or any other type of prescribed examination; giving marks for continuous assessment without maintaining proper records prescribed by Board from time to time; intentionally giving/awarding marks more than the maximum marks to some of the candidates to create confusion

in Board work; changing the seat number written by the examinee or making some kind of marking on the answer books and/or putting the seat number of another examinee; deliberately neglecting the wrongly recorded examination seat number on the answer books by the candidate and accepting the answer books to create trouble in further processing; issuing orders to the examiners other than those appointed by Board for conducting practical examination, without any information to Board; deliberately marking examinee who are present for examination as absent in the records of practical examinations; changing the practical examination center without approval of Board and managing for the favorable allotment of marks to the examinees; admitting examinees to the examination without valid hall tickets or without any receipt for payment of examination fees; allowing examinees to examination without submission of examination form and/or fees; deliberately avoiding the signature on answer books by the invigilators during the conduct of examinations to cause trouble to the examinees.

**Punishment / Penalty :-**

- 1) Debarring the concerned Internal & External Examiner from Board work for Two Years and issuing directions to his/her controlling authority to initiate disciplinary proceedings against him/her.
- 2) Imposing and recovering fine of up to Rs. 20,000/- (or as may be decided by Board from time to time) per case from the Institute involved in such malpractice.
- 3) Forwarding all such cases to Director of Technical Education or Government for further suitable action.
- 4) Withholding/forfeiting entire remuneration of concerned staff for that examination. If remuneration is already paid, recovering the same from the concerned persons.

**D) Breach of Rules or Instructions :**

In this category, all the cases like non-maintenance of the record of continuous assessment and awarding the sessional/test marks, practical marks, term work marks and/or oral marks at will, without following the norms given by Board; breach of rules/instructions by internal and external examiners; not following the scheme prescribed by Board for a particular course/programme; not maintaining the record of blank answer books and other examination stationery provided to the Institution; attempting to motivate candidates to create indiscipline; to support misconduct during the course of examination at examination centre; to threaten the examination staff such as controller, vigilance squad member/s; causing physical violence to examination staff & damaging property; submitting wrong documents or not submitting the documents to clear the withheld results and motivating candidates to rush to the Board Office & cause disturbance in office work; not submitting the examiner's mark sheets in the prescribed time period given by the Board.

**Punishment / Penalty :-**

- 1) Debarring entire staff of Institute including Principal/Head of Institute etc. who are involved in such malpractice from Board work, for a period of minimum two years and issuing directions to his/her controlling authority to initiate disciplinary proceedings against him/her.
- 2) Imposing and recovering penalty up to Rs. 25,000- (or as may be decided by Board from time to time) from Institute involved in such malpractices.

- 3) Shifting of Examination Center to other Institute and charging Examination Centre fee and/ or penalty as per norms.
- 4) Demanding affidavit from management giving undertaking that due care shall be exercised to avoid recurrence of such events in future.

**E) Nature of Malpractice observed in the Assessment Centers :**

The cases under this category are:

- 1) Breach of Government Resolution/s, rules, instructions by the examiner assessing answer book/s, amounting to malpractice/misconduct
- 2) Not maintaining consistency in the assessment of the answer books; leaving certain questions un-assessed; deliberately making mistakes in summing up the marks; allotting marks arbitrarily and freely, beating all logic, without actually assessing the answer paper.
- 3) Reporting as “No Change” without actually carrying out due verification.
- 4) Incorrect transfer of marks from inner pages of answer books to their face sheets.
- 5) Not transferring marks correctly from the face sheets of answer books to examiners’ mark sheets.
- 6) Not duly putting his/her initials for the corrections in allotted marks, made by the examiner, either in mark sheets or answer books.
- 7) Assessing the answer books without knowledge of the subject/course.
- 8) Intentionally reporting change in marks in verification even though there is no change in marks to give undue benefit to candidate.

**Punishment / Penalty :-**

- 1) Withholding/forfeiting entire remuneration of officer-in-charge, examiners & all concerned staff for that year. If remuneration is already paid, it shall be recovered from concerned persons.
- 2) Debarring the concerned examiner/s & staff for 1 to 3 year period considering extent of negligence/malpractice.
- 3) Submitting the matter to the Governing Board with recommendations of taking severe action against the concerned Staff, by the appropriate authority.

**F) Unfair Practice, Breach of Rules and Breach of Instructions by the Officer-In-Charge :**

The cases under this category are :

- 1) Not appointing the additional supervisor for checking the total and transfer of marks from the answer books to mark sheets,
- 2) Not moderating the initial sample of the new examiner, appointing in-experienced examiner without observing the quality parameters prescribed by Board.
- 3) Not moderating the initial sample to judge in depth, knowledge of the examiner about the subject/course concerned, not moderating samples at the end or during the course of assessment for ensuring maintenance of consistency in the assessment by the examiner.
- 4) Not following the quality assurance parameters as prescribed by Board during the process of assessment of answer books.

**Punishment / Penalty :-**

- 1) Warning to the Principal & Officer-in-charge to follow Board norms.
- 2) Withholding & forfeiting entire remuneration of all concerned persons for that examination / year. If the remuneration is already paid, recovering it from concerned persons.
- 3) Reporting the matter to Director of Technical Education / Government for appropriate action against the concerned persons for not following Quality Parameters prescribed by Board.

**G) Breach of Rules or Breach of Instructions amounting to Malpractice by other staff such as Supervisor, Sealing Supervisor etc. in the RAC :**

The cases under this category are :

- 1) Loss of answer books, changing the examination seat numbers of the candidates, hiding or removing the content from the answer papers or adding to the contents to answer book.
- 2) Not maintaining the statistical record of answer books received in the RAC, (assessed / un-assessed).
- 3) Not submitting the examiners' mark sheets in the prescribed time period to Board.

**Punishment / Penalty :-**

- 1) Debarring the concerned Officer-in-Charge, Examiners & Staff for period of 1 to 3 years from Board work.
- 2) Withholding forfeiting entire remuneration of all concerned persons. If remuneration is already paid, it shall be recovered from concerned persons.
- 3) Reporting the matter to Director of Technical Education for taking appropriate action against concerned persons & Institute.
- 4) Submitting the matter to the Governing Board with recommendations to withdraw the affiliation of the errant Institute.

**H) Not Following the Decision of Special Committee of the Board :**

The cases of misconduct/irregularities in this type are

- 1) Not following or implementing the decisions of Special Committee within a prescribed/ reasonable time limit.
- 2) Avoiding the payment of financial penalty imposed on the Institute.
- 3) Consistently failing to create and maintain atmosphere conducive to smooth conduct of examination, in the institute.
- 4) Instigating the candidates to boycott or protest or cause disturbance in smooth conduct of examinations in the Institute.
- 5) Non-cooperation with Board or its officers or any person appointed by Board.

**Punishment / Penalty :-**

- 1) Considering institutes attitude as conflicting, challenging and arrogant towards Board and Impose additional financial penalty of any amount that Board may deem fit.
- 2) Withhold the results of entire Institute for the present/current examination without assigning any reasons thereof.



- 3) Issue a Show-Cause Notice to explain why the enrollment of candidates for the next academic year should not be withheld?
- 4) Require the institute to furnish an affidavit before "First class Judicial Magistrate" stating that in future the Institute shall follow scrupulously all the Rules, Regulations, Norms, Quality parameters and Instructions given by Board.
- 5) Submitting a proposal to the Governing Board to recommend withdrawal of affiliation of the Institute, to the Government.

For the clauses as mentioned below from I through M, the committee recommends the punishment/ penalty as per Maharashtra Government Act XXXI of 1982 (The Maharashtra prevention of Malpractices of University, Board and Other specified Examination Act 1982).

**I) Duties of Paper Setters and Punishment for Contravention**

Any person who is appointed as a paper setter at any examination shall not supply or cause to be supplied the question paper drawn by him or a copy thereof or communicate the contents of such paper to any person or give publicity thereto in any manner.

**Punishment / Penalty :-**

Any person who contravenes the provision shall, on conviction, be punished with imprisonment for a term which may extend to one year or with fine which may extend to ten thousand rupees, or with both.

**J) Duties of Persons Entrusted with Printing etc. of Question Paper and Punishment for Contravention**

Any person who is entrusted with the work of printing, cyclostyling, typing or otherwise producing copies of any question paper set for the purpose of any examination shall not supply or cause to be supplied a copy thereof or communicate the contents thereof to any person or give publicity thereto in any manner, except in accordance with instructions given to him in writing by the authority which entrusted the work to him.

**Punishment / Penalty :-**

Any person who contravenes the provisions shall, on conviction, be punished with imprisonment for a term which may extend to one year or with fine which may extend to ten thousand rupees or with both.

**K) Duties of Persons Entrusted with Custody of Question Paper and Punishment for Contravention**

Any person who is entrusted with the custody or is otherwise in possession of any question paper set up for the purposes of any examination shall not supply or distribute or cause to be supplied or distributed any copy thereof or communicate the content thereof to any person or give publicity thereto in any manner except in accordance with the instructions given to him in writing by the authority which entrusted the custody or gave possession thereof to him.



**Punishment / Penalty :-**

Any person who contravenes the provisions shall on conviction, be punished with imprisonment for a term which may extend to one year or with fine which may extend to ten thousand rupees or with both.

**L) Prohibition of Supply or Publication of Any Question Paper before Examination is held**

Whoever has in his/her possession any question paper set or purported to be set for any examination and supplies or causes to be supplied or offers to supply a copy thereof, or communication or offers to communicate the contents thereof to any person, whether for any consideration or otherwise or gives publicity thereto in any manner, except in accordance with the instructions issued in writing by an authorized officer of the Board or other authority concerned with the examination.

**Punishment / Penalty :-**

Any person who contravenes the provisions at any time before the examination is held, shall, on conviction be punished with imprisonment for a term which may extend to one year, or with fine which may extend to ten thousand rupees or with both.

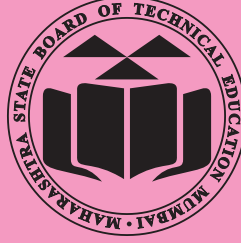
**M) The Institutes and/or the Staff not accepting shouldering responsibilities assigned by the Board and Contravene the Provisions mentioned under Clauses and their Respective Subsections as below :**

- 1) As per clause 25(g) of Maharashtra Act :XXXVIII of 1997, the services of all teaching and nonteaching employees and the facilities of the Institution shall be made available for conducting examinations and promoting other activities of the Board.
- 2) As per clause 46(0), Board is empowered to appoint officers and staff from Government and Aided and unaided Institute or polytechnic for smooth conduct of examination.
- 3) As per clause 50, All affiliated and Autonomous Diploma Level Institutions shall render such help and assist the Board as the Board may require to perform and discharge its duties and functions under the Act.

**The actions shall be as follows :**

- a) Affiliation of Any Institute which contravenes above said provision/s shall on conviction be withdrawn partly or fully. Such institution shall be given sufficient opportunity to present its case.
- b) Any autonomous Institute which contravenes above said provision/s shall on conviction be denied equivalence for certain period.
- c) Name of any teaching and /or non-teaching staff from Government and aided Institute who contravenes above said provisions shall be communicated to Director of Technical Education with a copy to Government of Maharashtra for disciplinary action as per provisions available in Maharashtra Civil Services Rules.
- d) Name of any teaching and /or non-teaching staff from unaided Institute who contravenes above said provisions shall be communicated to the Management of the Institute with copy to Director of Technical Education for disciplinary action as per prevailing act and Board shall withdraw approval of the teacher.

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