

Examination Cell



The Examination Cell was established for the purpose of conducting Examinations, valuation of answer scripts and declaration of results. It is headed by the examination controller and supported by members nominated by the principal. There is sufficient number of supporting staff to look after the routine work of the Cell. The Cell is well established in terms of infrastructure, computing and printing facilities. The Examination Cell has got three sections namely Confidential Section, UG Section & PG Section. The activities of these sections are as under.

Examination Controller

He/she shall conduct examinations in a disciplined and efficient manner, arrange for the setting of papers with strict regard to secrecy, arrange for the declaration of all the results, evaluation and re-evaluation of answer sheets. He/she shall be made constantly review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students and any other matter connected with examinations which may, from time to time assigned to him/her by the Principal.

Activities:

- Paper Setting, Moderation, Proof Reading, Printing, Packing & dispatch of Question Papers.
- Issue of Notifications as per the Academic Calendar.
- Issue of Hall Tickets.
- Preparation of Examination Time Tables.

- Processing and Publication of Results.
- Printing, Verification and issue of statement of Marks.
- Issue of Provisional Certificates, Migration to the eligible candidates.
- Issue of Transcripts after due verification
- Conducting Annual Awards function and awarding of Gold Medals to the eligible candidates every year.

Examination Guidelines

COURSE

Diploma in Tool & Die Making	-	DTDM
Diploma in Mechatronics	-	DM
Diploma in Manufacturing Technology	-	DMT
Diploma in Mechanical Engineering	-	DME
Diploma in Computer Engineering	-	DCE

EXAMINATION RULES AND REGULATIONS

1. NUMBER OF EXAMINATIONS.

There will be a maximum of FOUR examinations to qualify for pass in the semester. They are:-

- 1.1 **Semester Regular examination** will be conducted on completion of one regular session/semester.
- 1.2 **Supplementary I/Supplementary-II/Supplementary-III:** The examination will be conducted for the unsuccessful trainees for the failed subjects of the previous examination at the end of each semester session.
- 1.3 **Two supplementary exams will be conducted for those students who have failed in the sixth semester subjects within 8 weeks, subject to the condition that they have cleared all the subjects in the fifth semester.**

Examination Procedure:

In case of failure in either theory or practical or both, the trainee will be given three additional chances to pass the examination, the third additional chance being the final one. The three additional chances are to be attempted within three additional semester of availing the first attempt.

e. g: If the student fails in Maths-I in I semester, s/he will get three more chances to clear i.e in II Semester Exam, III Semester Exam and IV Semester Exam. Still If he fails in Maths-I s/he will be detained. S/he will be allowed to appear for the exam next semester and can join V Semester only if he has cleared all the I Semester subjects else if the trainee fails to clear his I semester subject even after Fifth attempt than he/she will not be eligible to receive the Diploma certificate, the trainee will be given a Course Completion certificate only.

The fee structure for re-examination shall be as per the amount fixed by the management.

Max of 5 attempts will be allowed to the students to pass one subject.

2. NAME OF EXAMINATION:

For example the semester examination held in for **IInd Semester in June 2010** will be named as

EVEN SEMESTER REGULAR EXAMINATION – JUNE 2010

In an academic year when Semester I, III and V are in progress is called as ODD semester and when II, IV, VI semester are in progress is called EVEN semester.

The name of the examination will be given as

CURRENT SEMESTER(EVEN SEMESTER /ODD SEMESTER)	(REGULAR/SUPPLEMENTAR Y I / SUPPLEMENTARY II)	MONTH AND YEAR e.g. JUNE-10
---	---	--------------------------------

ATTC/REG/EVEN/JUNE-10

3. REQUIRED CRITERIA TO APPEAR THE SEMESTER EXAMINATION:

- 3.1 For appearing the semester examination the students has to submit the Clearance certificate from the following departments
 - a. Accounts

- b. Library
- c. Labs
- d. Hostel
- e. Fines
- f. **ATTENDENCE:** A student must acquire a minimum average of 80% in a semester, the average taken as overall sum of the total average divided by the number of subjects. However, he/she must also acquire a minimum attendance of 75% in each of his/her individual subjects. In exceptional cases if there is a shortage of attendance, it may be condoned to a maximum extent of 5% by the Principal at his/her discretion

- g. No trainee shall be allowed to appear for Supplementary-I examination without appearing for Semester Regular Examination.(Special cases s/he might be considered under approval from Principal and Academic Incharge.

3.2 **INTERMEDIATE TEST MARKS:**

- 3.2.1 **THEORY:** In a semester there will be maximum of two intermediate tests of minimum 25 marks which will be conducted during the semester not less than a gap of two months. The average of the marks will be considered for the test average. Out of 25 marks the students has to score minimum of 10 marks to pass in each theory subject.

- 3.2.2 **PRACTICAL:** In a semester there will be maximum of two intermediate tests of minimum 50 marks which will be conducted during the semester not less than a gap of two months. The average of the marks will be considered for the test average. Out of 50 marks the students has to score minimum of 25 marks to pass in each theory subject.

3.3 **FILE EVALUATION:**

3.3.1 **THEORY:**

Theory file will be evaluated in monthly basis for 10 marks which will be divided for the following head

➤ CONTENTS	-	3
➤ PRESENTATION	-	2
➤ HAND WRITING	-	2
➤ EXTRA REFERENCE	-	1
➤ SUBMISSION	-	2
➤ TOTAL	-	10

Out of 10 marks the student has to score minimum 4 marks to pass in each theory subject.

3.3.2 **PRACTICAL** :

Practical file will be evaluated on a weekly basis for 50 marks which will be divided depending on the subject.

Out of 50 marks the students have to score 25 marks to be considered as pass

ATTENDANCE MARKS:

The students having 100% attendance on individual subject will be given 10 marks for that particular subject.

The marks for attendance is as follows

Attendance Percentage	Marks
100	10
95-99	8
91-94	6
86-90	4
80-85	2
Below 80	0

The students having below 80% attendance are not eligible to sit for the examination.

3.4 **SESSIONAL MARKS** :

3.4.1 To pass the Sessional examination of theory subjects the students has to score a minimum of aggregate 40% of file, test and attendance in each of the subject. The Sessional average will be taken as follows

Example for calculating theory Sessional marks

Test I (25)	Test II (25)	Test Total (50)	File (10)	Attendance (10)	Total (50+10+ 10) = 70	Sessional Marks = (Total/70) *30(out of 30)
12	12	24	4	4	32	$(32/70)*30=13.7$

3.4.2 To pass the sessional examination of practical subjects the student has to score a minimum of 50% of aggregate marks in the file, test and attendance in each subject.

Example for calculating practical sessional marks

Test I (20)	Test II (20)	Test Avg. (Test I + Test II)/2(20) (A)	Attendance (10) (B)	Continuous Assessment (20) (C)	Total = (A + B + C) (50)
10	10	10	5	10	25

The Sessional marks are awarded in semester regular examination. If any student appears for supplementary examination the previous Sessional marks of regular examination will be awarded. But if trainee has undergone Improvement Sessional s/he shall be awarded new Sessional marks.

The Reassessment of Practical/Theory Sessional can be done under following criteria:

- a. If the trainee have failed in the subject.
- b. If the trainee have completed the attendance criteria as stated under the clause 3.1.f in the Regular Semester.
- c. Minimal fee should be paid for registration of the failed subject.

4. PASS CRITERIA :

4.1 THEORY EXAMINATION:

Semester	Sessional (s)	Semester Exam (S)		TOTAL (T)	
	Max	Max	Min	Max	Min
I & II semester	30	70	28	100	40
III to VI semester	30	70	28	100	40

I & II Semester 40% is the pass criteria with an aggregate of 40%.

III to VI Semester 40% is the pass criteria with an aggregate of 50%.

Note: Students of III to VI semester, who have scored 40% in aggregate and cleared the entire subject, must increase their aggregate to 50% by giving Exam of their choice subject.

4.2 PRACTICAL EXAMINATION

Semester	Sessional	Semester	TOTAL (T)
----------	-----------	----------	-----------

	(s)	Exam (S)			
	Max	Max	Min	Max	Min
I to VI semester	50	50	25	100	50

4.3 CONDONED PASS

The minimum marks for passing shown above are subject relation to any two theory subjects as per the following criteria. Then the result shall be declared as condoned pass (CP)

Criteria :

No. of Theory subjects	Condoned Pass criteria allowed
1 to 10 subjects	2 subject
1 to 6 Subjects	1 subject

Semester	Pass	Condoned Pass criteria
I & II	$S \geq 28$	$S=25$ to 27 marks out of 70(Provided the Total mark is 40% of 100 in that subject and also theory aggregate is 40% or more)
III to VI	$S \geq 28$	If $S = 25$ to 27 marks out of 70 (Provided the Total mark is 40% of 100 in that subject and also theory aggregate is 50% or more)

No Condoned Pass criteria for supplementary examinations are permitted. Condoned Pass criterion will be considered in theory subjects only.

5. NOTIFICATION OF EXAMINATION:

There will be different period of notification for different examinations. All the notifications are issued by examination coordinator (EC) in direction of the principal.

5.1. **REGULAR/SUPPLEMENTARY EXAMINATION:** Regular examination has to be notified not less than 10 days before the date of commencement of

examination. The examination Notification will be published on institute notice board. The notifications will necessarily contain the following information

- a. DATE OF EXAMINATION
- b. FEE FOR EXAMINATION(*For Supplementary Exam*)
- c. DATE OF FILLING FORMS
- d. TIME TABLE OF EXAMINATION

6. DURATION OF EXAMINATIONS:

All the Examination i.e. Regular, Supplementary-I, Supplementary-II and Supplementary-III will be conducted after the current Semester Session is over. The duration for Examination is one month.

EXAMINATION FEE STRUCTURE:

The fee structures of different examinations are as below

a. Semester Regular : Rs. 500/- per trainee(Including theory and practical)

b. **Supplementary I** :
Theory

Upto 2 subjects - Rs 350/-

Additional subjects - Rs. 100/- per subject

Practical

Upto 2 subjects - Rs 300/-

Additional subjects - Rs. 100/- per subject

c. **Supplementary II :**
Theory

Upto 2 subjects - Rs 450/-
Additional subjects - Rs 100/- per subject

Practical

Upto 2 subjects - Rs 400/-
Additional subjects - Rs 100/-per subject

d. **Supplementary III:**
Theory

Upto 2 subjects - Rs 550/-
Additional subjects - Rs. 100/- per subject

Practical

Upto 2 subjects - Rs 500/-
Additional subjects - Rs. 100/- per subject

The above fees are subjected to change time to time and will be notified.

7. APPOINTMENT OF PAPER SETTER:

- a. Paper setter for semester (Regular) examinations is appointed by the Exam Controller with the consultant of Principal of the Institute.
- b. The appointment must be utmost confidential.
- c. If any person who is appointed as paper setter has a son, daughter, dependent or pupil under personal guidance then it should be informed beforehand to the examination cell in the declaration form given along with the letter.
- d. A letter will be issued to the appointed paper setter, containing guidelines for setting paper, a copy of syllabus, specimen copy of the question paper and declaration form.

- e. On acceptance of appointment the paper setter has to set two copies of question papers and submit soft copies in a sealed envelope address to the examination controller, ATTC/CCCT.
- f. The question such found will pass through a process of moderation, if the question paper set by paper setter is found not at par with the requirement of examination then the paper will be rejected.
- g. Any question paper set by any paper setter can be rejected or partially changed by examination committee from any stage of examination without disclosing the reason to the paper setter.
- h. Question paper for all the examination including Supplementary Examination will be selected by the Committee from the bulk of different paper sets set by different teachers.

8. CONDUCTION OF EXAMINATION:

8.1 THEORY

- a. The invigilators will enter the examination hall not earlier than 15-min before the notified time of examination. The examinee will be allowed to enter the hall as soon as the invigilators enter.
- b. The students are allowed to sit in only pre define sitting arrangements.
- c. The sealed question papers received from examination cell should be opened in front of students in presence of external invigilator. The external invigilator should sign the envelope mentioning the time of open.
- d. The answer script is distributed 5 Minutes before the schedule time of examination.
- e. Question paper will be distributed just after the schedule time of examination. Once the question paper is received by the students the exam starts

8.2 PRACTICAL

The practical examination will be in the stretch of theory examination either preceding or succeeding the theory examination or in between the theory exam. The time table will be declared along with theory examination. One lab examination session will of three hours or as defined by the curriculum. There shall be two examiners for each practical subject, one internal examiner who will be a lab instructor/lecturer and an external examiner. Considering all the criteria such as qualification, prior experience, industrial exposure in the related field, external examiner for the practical examination will be appointed by Examination Cell.

The weightage of marks in External examination are as follows

- a. 60% External Evaluator
- b. 40% Internal Evaluator

The examiner conducting the lab examination shall choose the questions from the question paper for examining the trainees. If the trainee wants a change of practical question he may do so but 20% of the total marks will be deducted for the same. The change of question is allowed only within half an hour from the commencement of the exams. Only one change of question will be allowed per subject. The change of question is not allowed for mechanical workshop oriented subjects.

The practical Examination (Semester) will be conducted out of 50 marks. The practical evaluation format will be issued from examination cell. (Specimen format for Evaluation are given in Annexure-I and II) The filled evaluation format has to reach the examination coordinator on a given date in a sealed envelope address to the examination coordinator. The marks such submitted will go for tabulation.

9. STRUCTURE OF QUESTION PAPER – THEORY

Semester examination will be conducted for a maximum of 70 marks and for the maximum duration of 2 hours to 3 hours.

The question paper will consists of two sections

9.1 Part A

This section will have a maximum of 15 marks and a time limit of 15 minutes. The section will comprise of objective type questions each carrying 1 marks. The section will comprise of the following:-

- a. Fill in the blanks - 5 questions - 5 marks
- b. True of False/Match the following - 5 questions - 5 marks

c. Match the column - 5 questions - 5 marks

9.2 Part B

This section will comprise of 55 marks and will have subjective type of questions. The questions will be related to definition, brief answers, short notes, simple design, comparison, advantages & disadvantages, problem solving, derivations, justifications etc.

The section will comprise of the following:-

- a. 2 marks questions – 5 questions = 10 marks (choice of 1 question)
- b. 3 marks question – 5 questions = 15 marks (choice of 1 question)
- c. 5 marks question – 4 questions = 20 marks (choice of 2 questions)
- d. 10 marks question – 2 questions = 10 marks (choice of 1 question). This question must be fragmented.

1. MALPRACTICE IN EXAMINATION HALL:

- 10.1 The students are not allowed to bring any papers written or blank from outside other than hall card
- 10.2 No instruments required for examination can borrow from fellow examinee in the examination hall
- 10.3 Talking or making any other sound during the examination is not allowed.
- 10.4 Copying is not allowed.
- 10.5 On doubt, the invigilator can check the belongings of the examinee.
- 10.6 Copying from fellow examinee is not allowed.

2. RULES FOR PUNISHMENT:

- 11.1 For talking with the fellow examiner the student can be given verbal warning.
- 11.2 Repeatedly doing the same the student can be given a written warning by writing 'W' in the answer script and the incident has to report to the examination cell.
- 11.3 If any student is found with cheat will be immediately sent out from the examination hall.

- 11.4 The invigilator concern will immediately bring the student to face an inquiry of the incident. The inquiry committee consisting of three members of examination committee and headed by principal. Depending upon the findings of inquiry the following punishment given to the student.
- 11.4.1 Cancellation of his/her entire examination
 - 11.4.2 Suspension from the institute for one year

3. APPOINTMENT OF EXAMINATION COORDINATOR:

The examination coordinator is appointed by principal of the institute in consultation the senior faculty members.

12.1 DUTIES AND RESPONSIBILITY:

- 12.1.1 Take sole responsibility for conductance of regular and three Supplementary examinations
- 12.1.2 Publishing of examination time table
- 12.1.3 Preparation and issue of hall card to the eligible trainees.
- 12.1.4 Issuing letter to paper setters/evaluators/external invigilators/external examiners
- 12.1.5 Collection of question paper/answer scripts and its custody
- 12.1.6 Checking of each question papers and its relevancy according to the syllabus, total marks, unit wise distribution
- 12.1.7 Ensure the distribution of marks in each question according to the set guideline.
- 12.1.8 Change or advice any changes required in the question paper.
- 12.1.9 Printing of question papers and its custody.
- 12.1.10 Responsibility for preparation and circulation and publishing of invigilation chart
- 12.1.11 Responsibility for issuing of answer scripts and question papers to the invigilators.
- 12.1.12 Packing and sealing of answer scripts.
- 12.1.13 Arrange for central evaluation
- 12.1.14 Distribution of answer scripts to the evaluators.
- 12.1.15 Check for any anomaly in correction of the answer scripts. If any found advise the examination committee to review the answer script.
- 12.1.16 Preparation of the draft result to present before the examination committee for clearance.
- 12.1.17 Preparation and publishing of final result sheet.
- 12.1.18 View the call for revaluation and re-totaling and assign the answer script to evaluator.

4. FORMATION OF EXAMINATION COMMITTEE:

A committee of 6 members of which 4 are ex officio members and 2 nominated members

Ex-officio members

1. Principal (Chairperson)
2. Examination controller (Convener)
3. Vice principal (Member)
4. Academic In charge (Member)

Nominated members nominated by Principal

- 2 Lecturers (not more than one from each department)

13.1 Term In Office:

This committee will be formed before the notification of examination and will exist till the declaration of result. The term of the committee may be extended if it performs to the satisfaction of principal.

5. EXTERNAL EXAMINER:

During the semester examinations a senior faculty members from any of the institute or a qualified person from industry or government official will be invited as external invigilator. Principal will do the appointment.

14.1 DUTIES AND RESPONSIBILITY:

- 14.1.1 To verify the sealed of the question paper
- 14.1.2 Open the question paper in front of students
- 14.1.3 Maintaining the decorum of the examination hall

- 14.1.4 In case of any malpractice being found, prepare a report of the same clearly stating the day, date, subject, roll number and name of the student, approximate time of malpractice and how the said malpractice was found
- 14.1.5 Be present in the process of packaging of the answer script
- 14.1.6 Certify the sealing of answer script

6. INVIGILATOR:

During the semester examinations the staff members (Both teaching and non-teaching) of the institute will be appointed as invigilator by examination coordinator.

15.1 DUTIES AND RESPONSIBILITY:

- 15.1.1 Collect the question paper from examination cell
- 15.1.2 Open the question paper in front of students in presence of External Invigilator.
- 15.1.3 Distributing question papers and answers script.
- 15.1.4 Maintaining the decorum of the examination hall.
- 15.1.5 Be present in the process of packaging of answer script in the sequential order after verifying the number of examinee appeared.
- 15.1.6 Sealing of answer script and handing over to the examination cell
- 15.1.7 Keeping the account of the question papers and Answer scripts used in Examination Hall.
- 15.1.8 Signing the answer script and collection of attendance of Examinee.
- 15.1.9 Should not be involved in the personal activities like Reading Newspaper, Magazines, working with Laptop, playing with Mobile Phones, Answering phone call etc.
- 15.1.10 In case of any malpractice being found, prepare a report of the same clearly stating the day, date, subject, roll number and name of the student, approximate time of malpractice and how the said malpractice was found

7. APPOINTMENT OF EVALUATOR:

Examination controller appoints the evaluator of the answer script from any faculty of the institute or any other institute.

The evaluator has to evaluate the answer script.

A set of guideline for evaluation of answer script will be attached with letter of appointment of examiner.

If any person who is appointed as paper evaluator has a son, daughter, dependent or pupil under personal guidance then should be informed beforehand in the declaration form

8. PRINTING OF ANSWER SCRIPT:

The answer script use for the semester examination should be printed in a press which is not known to the students and not in the locality of the institute. The answer scripts are to be numbered in increasing order.

9. STORING OF QUESTION PAPER:

The question papers after printing and will be stored in banks locker or any other place where examination committee feels safe. The question paper bundle will be unsealed on the day of examination before one hour of the schedule time of the examination.

The question paper will be handed over to the invigilators 20 minutes before the schedule time of the examination of the paper and the packet will be opened in front of students in examination hall.

10. PACKAGING OF ANSWER SCRIPT:

After the completion of examination of each session the answer script will be packed and sealed .The Invigilator is responsible for packaging the answer script. All necessary articles required for the purpose will be provided by the examination committee .The sealed envelope will contain the following things inside it

- a. Answer script(Both Part A and Part B)
- b. One question paper.
- c. One copy of Tabulation Sheet.

Out side the envelope a top sheet will be attached. The top sheet should contain the following Information

- a. Name of examination
- b. Branch
- c. Semester
- d. Subject.
- e. Subject Code.
- f. Date of Examination.
- g. Number of trainee appeared(Number of answer script)
- h. Number of absentees.

The top sheet will be signed by all the invigilators in the examination hall and the external invigilator after completion of the process of packaging and sealing.

The sealed packet of answer script is to be handed over to examination cell by the invigilator. The storing of answer script hereafter is with examination cell.

11.CENTRAL EVALUATION:

For the evaluation of answer script an evaluation centre will be made in any hall in the college where examination committee feels safe. All the appointed evaluators will be called to that place on a given date and the answer script will be handed over to them for evaluation. The evaluator has to evaluate the answer script in the hall. The evaluator cannot take the answer script outside the hall. At the end of evaluation the evaluator will submit the original Tabulation sheet to the examination committee.

In some special case where the evaluator cannot be present in the central evaluation, the examination committee will have the discretion to allow the evaluation of the answer script outside the evaluation centre.

12.EVALUATION OF MINI AND MAIN PROJECTS:

22.1 Project Evaluation:

22.1.1 Evaluation is done in two stages 1) Intermediate Evaluation and 2) Final Evaluation

22.1.2 Intermediate Evaluation is done by three senior staff members for maximum of 100 marks based on the following attributes. The evaluation by the staff members is then averaged.

(SOFTWARE PROJECTS)

ATTRIBUTES	MAXIMUM VALUE
Selection of project	10
Concept	20
Design and Specification	20
Coding and Implementation	20
Adherence to plan	10
Results	20
TOTAL	100

(ELECTRONICS BASED PROJECTS)

ATTRIBUTES	MAXIMUM VALUE
Selection of project	10
Concept	20
Design and Specification	20
Circuit Layout and Assembly	20
Adherence to plan	10
Results	20
TOTAL	100

(Workshop Based Projects)

ATTRIBUTES	MAXIMUM VALUE
Selection of Project	10
Concept	20
Design and Specification	20

Detailed Drawing	20
Adherence to plan	10
Result	20
Total	1000

For the individual evaluation, rating by the respective guides is considered as follows:

Maximum Marks for Guides rating is 10

Marks obtained by the individual Students = (Guides Rating/10) X Projects marks

22.1.3. Final Evaluation: is done by the team of external examiners for the following

- a. Seminar Performance
- b. Technical Work done in the entire project.

Individual student is evaluated for the seminar presentation based on the following criteria

ATTRIBUTES	MAXIMUM VALUE
Knowledge in the contributed area	10
Verbal Quality	10
Visual Aids	10
Handling of questions	10
TOTAL	40

The technical work done by the team of students in different projects is evaluated as per the following attributes

(SOFTWARE PROJECTS)

ATTRIBUTES	MAXIMUM VALUE
------------	---------------

Program Design	20
Flowcharts/ CFD/DFD	10
Demonstration	10
Achievement of objectives	10
Documentation	10
TOTAL	60

(ELECTRONICS BASED PROJECTS)

ATTRIBUTES	MAXIMUM VALUE
Design(Hardware Software)	20
Fabrication	10
Demonstration	10
Achievement of objectives	10
Documentation	10
TOTAL	60

The evaluation by the different examiners is then averaged. Final individual evaluation is done as follows:

Final individual Marks (100) = Individual Seminar Marks (40) + Projects Marks (60)

Total Individual Marks (100) =70% of Final Individual Marks + 30% of Intermediate Marks

23. DECLARATION OF RESULT:

After tabulation of the marks the examination coordinator will present the draft result to the examination committee for the clearance. After examination

committee give the clearance the examination coordinator will prepare the final result. The final result will be signed by Principal and Examination coordinator. The result will be declared in notice board of college. The consolidated result will be updated in the Institute's web site. The result will be declared no later than two weeks of the completion of examination (Both Theory and Practical) for regular examination and not later than 10 days after the completion of examination for supplementary examinations.

24. RULES FOR FINAL SEMESTER EXAMINATION:

In case of failure in either theory or practical or both, the trainee will be given Four additional chances to pass the examination, the fourth additional chance being the final one. The four additional chances are to be attempted within additional semester of availing the first attempt. The trainee will get two more years of chances to clear the failed subject i.e maximum of 5 attempts.

If the trainee fails to clear his final semester examination even after Fourth attempts, he/she will not be eligible to receive the Diploma certificate; the trainee will be given a Course Completion certificate.

The fee structure for re-examination shall be as per the amount fixed by the management.

25. GENERAL RULES:

25.1 Revaluation: Trainees can apply for revaluation only for theory subjects within 15 days of announcement of the results. Fee for the revaluation is Rs. 400/- per subject. If there is any discrepancy in marks (equals to or greater than 5marks) assigned originally the corrections shall be informed to the student through notice board. The relevant documents will be corrected accordingly.

25.2 Re-totaling/Screening: Trainees can apply for re-totaling/Screening only for theory subjects within 15 days of announcement of the results before applying for Reevaluation. Fee for the re-totaling is Rs. 20/- per subject. If

there is any discrepancy in marks assigned originally the corrections shall be informed to the student through notice board. The relevant documents will be corrected accordingly.

25.3 Rules for Year Drop Students: A trainee is allowed a maximum of 4 attempts in clearing his semester examinations from Ist to IVth Semester. He/She will be allowed only one more of examinations i.e. Regular, Examination after dropping a year.

If for example a 2005 batch trainee has failed to clear his/her Ist Semesters Illrd Supplementary examinations in IV Semester then he/she will be considered as a year drop student. He/She will then be allowed to rejoin V Semester the next Semester only after clearing the Ist Semester's failed subject with the 2006 year batch. If however trainee is still not able to clear his failed subjects than s/he will not be allowed to continue his studies and will not then be given a readmission in the said Institute

25.4 Issue of Diploma Certificate: The successful trainees after completion of training satisfying the conditions thereof, will be eligible for Diploma Certificate, which will be awarded during the certificate awarding function – convocation conducted every year. He/she will receive the Diploma Certificate signed by the Managing Director, NTTF and Member Secretary, Board of Examinations, Sikkim and the marksheet signed by the Examination controller and the Principal of the respective training Centre (ATTC/CCCT) Certificate and marks list of the final semester diploma examination will indicate the class i.e. Distinction, First Class, Second Class, Pass Class in which the trainee has passed the examination as per the criteria given below:

Class	Criteria
Distinction	<ol style="list-style-type: none"> 1. Should have cleared all his papers in each of the semester in the first attempt 2. Should have scored an aggregate of 75% or more in V & VI semester
First Class	Should have scored an aggregate of 60% or more in each of the final two semesters i.e. Vth and VIth semester (in first attempt)
Second Class	<ol style="list-style-type: none"> 1. Should have scored an aggregate of 50% or more in each of the final two semesters i.e. Vth and VIth semester(in first attempt)
Pass Class	<ol style="list-style-type: none"> 1. For those trainees who have not fulfilled any of the above mentioned criteria are eligible for the Diploma Certificates.

The Diploma Certificate can also be collected from the examination cell of the centre in person or by the parents/guardian whose specimen signature appear on the application form for admission of the trainee or by a third party whose signature should be endorsed by the trainee on a Rs.50/- stamp paper.

25.5 Correction of Diploma Certificate/Mark Sheet: If any discrepancy is noticed in the Diploma Certificate of the marks sheet, it should be surrendered for correction within 10 days of issue of the said document. If the certificate/Mark sheet is not submitted immediately, only a correction letter for the said discrepancy shall be issued on ATTC/CCCT letterhead. For a delay of every three months from the date of issue, a processing charge of Rs. 200/- will be collected for issuing the correction letter.

25.6 Issue of Provisional Diploma Certificate: On a special request by the trainee, a provisional diploma certificate can be issued on a payment of Rs. 200/-. The issue of the said certificate will be subject to approval by the examination coordinator and the Principal. The certificate will be issued to the trainees who are eligible for receiving the Diploma Certificate only.

25.7 Issue of Duplicate Certificate/Mark Sheet: Duplicate Diploma certificate will be issued on production of an FIR report of the lost item on a payment of a processing charge of Rs. 1000/- of US\$50 for trainees stationed in foreign countries under the signature of Director, DTE and Principal of the Centre Concerned.

Similarly a duplicate mark sheet will be issued on production of an FIR report of the lost item on payment of a processing fee of Rs.500/- per mark sheet.

A mark of DUPLICATE shall be imprinted on any of the duplicate certificate issued.

26. REMUNERATION FOR DIFFERENT HEAD FOR DIFFERENT EXAMINATION

The following personnel shall be remunerated after each examination and the amount of remuneration will be decided by the examination committee before commencement of each session/semester.

Head

Paper Setter
Evaluator
External Invigilators
Lab Instructors(Practical)
External Examiner Lab
Centre Incharge

The Structure of remuneration may be revised time to time

27. STORING OF USED ANSWER SCRIPT:

The answer script after used by the students will be kept in the examination cell for examination cell until the process of re –evaluation is completed. Then after the answer script will be shifted to the store room where it will be kept for six months. After six months the answer script will be destroyed by shredding and the shredded paper can be sent for recycling.