

# **ACADEMIC RULES AND REGULATIONS**

## 9.0 SESSIONAL AND PROMOTIONAL RULES

9.1 **Sessional Theory** carries 20 marks. It consists of two parts i.e., the Intermediate test marks and File/Assignments marks.

9.1.1 Two Intermediate tests or Sessional tests will be conducted in each semester with an interval of two months. Each test carries a maximum of 25 marks.

9.1.2 Files/Assignments carry 10 marks. Each trainee has to submit Files/Assignments every month and it will be evaluated by the concerned teacher.

### Computation of Theory Sessional Marks:

	Test I	Test II	Assignments/ File/Extra Ref.	Total	Scale to
<b>Max Marks</b>	<b>25</b>	<b>25</b>	<b>10</b>	<b>60</b>	<b>20</b>

9.1.3 **Sessional Lab Practical** carries 50 marks. It consists of two parts i.e., the lab tests and the File assessment marks.

9.1.4 Two lab tests will be conducted in each semester with an interval of two months. Each test carries a maximum of 50 marks.

9.1.5 File assessment is of 50 marks. The students are required to do practical exercises as specified in the syllabus. The assessment is based on the design methodology, program development, accuracy of results, documentation, etc.

### Computation of Practical Sessional Marks:

<b>Circuit Knowledge</b>	<b>Procedure</b>	<b>Accuracy / Result</b>	<b>Viva</b>	<b>Total (A)</b>	<b>File Marks (B)</b>	<b>Sessional (A + B)/2</b>
<b>10</b>	<b>10</b>	<b>20</b>	<b>10</b>	<b>50</b>	<b>50</b>	<b>50</b>

9.1.6 **Workshop Practical:** Practical sessional mark is computed from efficiency rating card which includes quarterly test mark also.

### 10.1. Eligibility Criteria for attending Semester Examination:

10.1.1 Attendance of minimum 90% in a semester is compulsory. If there is a shortage of attendance, it may be condoned to a maximum extent of 5% by the Principal at his discretion under exceptional cases. (Refer administrative rules and regulations for trainees)

10.1.2 Should not have any fee due as on date for appearing in the examination. They should collect a "No Dues Certificate" from concerned departments.

10.1.3 Should have secured a minimum of 40% of Sessional mark in Theory (i.e., 8 marks out of 20) and 50% of Sessional mark in Practical (i.e., 25 marks out of 50) In case of shortage of sessional marks, the student has to repeat the semester on payment of fees as per readmission rules.

## 10.2 Structure of Question Paper - Theory:

Question Paper will have two sections.

10.2.1 **Part - A** Maximum marks: 15. This section will contain objective type questions each carrying 1 mark according to the following format.

Fill in the blanks	-	5 questions	= 5 marks
Multiple choice or True and False	-	5 questions	= 5 marks
Match the following	-	5 questions	= 5 marks

10.2.2 **Part - B** Maximum marks: 65. This section will contain descriptive type questions. Questions will be related to definition, brief answer, short notes, simple design, comparison, advantage/disadvantage, design problems, derivations, problem solving, justifications, etc. according to the following format.

2 marks X 5 questions	= 10 marks (all compulsory questions)
3 marks X 5 questions	= 15 marks (choice of 2 questions)
5 marks X 6 questions	= 30 marks (choice of 3 questions)
10 marks X 1 question	= 10 marks (compulsory question)

## 10.3 SEMESTER EXAMINATION:

10.3.1 Theory Examination: Semester examination will be conducted for all the theory subjects for the maximum of 80 marks.

### 10.3.2 Pass Criteria - Theory Exam:

Semester	Sessional		Semester Exam		Total	
	Max	Min	Max	Min	Max	Min
All	20	8	80	32	100	40

### 10.3.3 Practical Examination:

Pass Criteria

Semester	Sessional (s)		Semester Exam (S)		TOTAL (T)	
	Max	Min	Max	Min	Max	Min
I to VI semester	50	25	50	25	100	50

### Labs

Practical Examination will be conducted for a maximum of 50 marks and for duration of 3 hours. The question paper will cover all the experiments

conducted in the lab. If the student requires a change of question during the practical exam, 20% of the total marks will be deducted for the same. The change in question paper is allowed only within half hour from commencement of the examination.

### **Workshop**

For workshop related practical examinations, the examinations will be conducted for a minimum of 100 marks and can be more than 100 marks with respect to the complexity of the specimen to be made during the examination, this marks will than be converted into 100 marks. The workpiece set for the examination will cover all the techniques and the machining practices taught during the semester. The duration of the examination will be for 3 hours.

#### **10.3.4 Pass Criteria - Practical Exam:**

A trainee has to secure a minimum of 50% marks in both the sessional and the semester examination.

#### **10.4 CONDONED PASS CRITERIA:**

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

Semester	Pass	Condoned Pass criteria
I & II	S $\geq$ 32	S - 28 to 31 marks out of 80 (Provided the theory aggregate is 40% or more)
III to VI	S $\geq$ 32	S - 28 to 31 marks out of 80 (Provided the theory aggregate is 50% or more)

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

#### **10.5 PROMOTION UNDER PROBATION**

A student failing to clear his/her paper in the regular examination will be promoted under probation.

#### **10.6 Declaration of Probation**

Students under "Promotion under Probation" will be given two "Supplementary Examinations". The first of these examinations is held within 4 – 6 weeks of completion of regular examination. The second examination is held within 1 – 2 weeks after completion of the First supplementary examination. The parents will be informed via letter for the same. Those failing to secure minimum marks even after availing two additional attempts will be debarred from the course for one full academic year and will be allowed to appear for the exams in the next semester. Once the student

completes all the subjects, he/she will be permitted to join the subsequent semester after payment of the prescribed fee subject to condition.

- 10.7 Student who is year backed consecutively for two years in the same semester shall be terminated from the institute.

## 11.0 FINAL YEAR EXAMINATION

- 11.1 **Board of Examination:** The board of examination is constituted of the following members in order to approve the results of the qualifying examinations for the different Diploma Courses conducted by ATTC and declaring the results.

1. Principal, ATTC
2. Vice Principal, ATTC
3. Head of Departments
4. Examination Controller

- 11.2 **Project Work:** Students are required to execute a project during the sixth semester. The project could be executed by a team of students not exceeding 5. The project could be sponsored either by an industry or in-house. The students are expected to bear the expenses of the project work except in case when the project is industry sponsored. The industry sponsored projects shall be handed over to the industries once the project is evaluated by a team of Examiners. Evaluation of the project will be done in terms of the following parameters.

- Learning experience gained by the trainee
- Quality of the end product / Application
- Quality of the project documentation
- Quality of the student's presentation
- Timely completion and execution of the project

- 11.2.1 Project Evaluation: Project evaluation is done at two stages -

- Intermediate evaluation of the Project is done by Internal Staff for a maximum of 100 marks.
- Final evaluation of the Project is done by a team of External examiners for a maximum of 100 marks. (Refer to Guidelines of the Respective Courses)

### 11.3 External Examiner for the Final Semester Project

A minimum of 1 external examiner is to be invited for Project Evaluation.

- a) Examiner shall be a competent Graduate Engineer in Electronics / Computer Science / IT / Mechanical from any Public Sector / Private Sector / MNC Enterprises / Reputed Institutions.

### 11.4 Re-examination for Final Semester

In case of failure in either theory or practical or both, the candidate 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 one year of availing the first attempt. Examination fees for additional attempts are to be paid as per existing norms. If a third year student fails in the final semester examination even after three attempts, he/she will not be eligible to receive Diploma Certificate. The candidate will get only Course Completion Certificate.

**11.5 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 coordinator 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"> <li>1. Should have cleared all his papers in each of the semester in the first attempt</li> <li>2. Should have scored an aggregate of 75% or more in Vth &amp; VIth semester</li> </ol>
First Class	<ol style="list-style-type: none"> <li>1. Should have cleared all his papers in the Vth and VIth semester in the first attempt itself (CP will not be considered)</li> <li>2. Should have scored an aggregate of 60% or more in each of the final two semesters i.e. Vth and VIth semester</li> </ol>
Second Class	<ol style="list-style-type: none"> <li>1. Should have cleared all his papers in the VIth semester in the first attempt itself. (without CP)</li> <li>2. Should have scored an aggregate of 50% (first attempt marks) or more in each of the final two semesters i.e. Vth and VIth semester</li> </ol>
Pass Class	<ol style="list-style-type: none"> <li>1. For those trainees who have not fulfilled any of the above mentioned criteria but are eligible for the Diploma Certificates.</li> </ol>

The Diploma Certificate can also be collected from the examination cell of the centre, on payment of fees, 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.

## 12.0 GENERAL RULES (Examination):

**12.1 Revaluation:** Trainees can apply for revaluation only for theory subjects within 15 days of announcement of the results. Fee for the revaluation is Rs. 500/- per subject. If there is any discrepancy in marks (greater than 5 assigned originally the corrections shall be informed to the student and the amount paid by the student shall be refunded. The relevant

documents will be corrected accordingly. If there are no changes after revaluation the amount paid will be forfeited.

**12.2 Re-totaling:** Trainees can apply for re-totaling only for theory subjects within 15 days of announcement of the results. Fee for the re-totaling is Rs. 250/- per subject. If there is any discrepancy in marks assigned originally the corrections shall be informed to the student and the amount paid by the student shall be refunded. The relevant documents will be corrected accordingly. If there are no changes after re-totaling the amount paid will be forfeited.

**12.3 Rules for Year Drop Students:** A trainee is allowed a maximum of 6 attempts in clearing his semester examinations from 1st to Vth Semester. He/She will be allowed only one more cycle of examinations i.e. Regular, Supplementary I, Supplementary II after dropping a year.

If for example a 2005 batch trainee has failed to clear his/her IInd Supplementary examinations then he/she will be considered as a year drop student. He/She will then be allowed to retake the IInd semester examinations in the next year with the 2006 year batch. If he/she fails to clear his/her paper in the examination also he/she will be allowed to continue with the third semester and is allowed to take the 1st and the IInd Supplementary examinations. If however he/she is not still not able to clear his failed subjects he/she will not then be allowed to continue his studies and will not then be given a readmission in the said Institute

**12.4 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 mark sheet signed by the Examination coordinator 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	<ul style="list-style-type: none"> <li>3. Should have cleared all his papers in each of the semester in the first attempt</li> <li>4. Should have scored an aggregate of 75% or more in each of the semester</li> </ul>
First Class	<ul style="list-style-type: none"> <li>3. Should have cleared all his papers in the Vth and VIth semester in the first attempt itself.</li> <li>4. CP will be considered only in the Vth semester.</li> <li>5. Should have scored an aggregate of 60% or more in each of the final two semesters i.e. Vth and VIth semester</li> </ul>
Second Class	<ul style="list-style-type: none"> <li>3. Should have cleared all his papers in the VIth semester in the first attempt itself. (without CP)</li> <li>4. Should have scored an aggregate of 50% or more in each of the final two semesters i.e. Vth and VIth semester</li> </ul>
Pass Class	<ul style="list-style-type: none"> <li>2. For those trainees who have not fulfilled any of the above mentioned criteria but have are eligible for the Diploma</li> </ul>

Certificates.
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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.

### **12.5 MALPRACTICE IN EXAMINATION HALL:**

12.5.1 The students are not allowed to bring any papers written or blank from outside other than the hall card.

12.5.2 Instruments required for the examination cannot be borrowed from fellow examinee in the examination hall.

12.5.3 Talking with or making any other sound during the examination is not allowed.

12.5.4 Copying is not allowed.

12.5.5 On doubt, the invigilator can check the belongings of the examinee.

12.5.6 Copying from fellow examinee is not allowed.

### **13.0 RULES FOR PUNISHMENT:**

13.1 For talking with the fellow examiner the student can be given verbal warning.

13.2 Repeatedly doing the same the student can be given a written warning by writing 'W' in the answer script and the incident has to be reported to the examination cell.

13.3 Any student is found to be cheating will be immediately sent out from the examination hall.

13.4 The invigilator concerned will immediately bring the student to face an inquiry of the incident. The inquiry committee consisting of three the members of examination committee will be headed by principal. Depending upon the findings of inquiry the following punishment can be given to the student.

13.4.1 Cancellation of the examination of the day.

13.4.2 Cancellation of his/her entire examination

13.4.3 Suspension from the institute for one year

### **14.0 GENERAL RULES**



**14.1 Correction of Diploma Certificates / Mark List:** If any discrepancy is noted in the Diploma Certificate or Mark List, it should be surrendered for correction immediately. For a delay of every 3 months from date of issue, a processing charge of Rs. 200/- will be collected for correction.

**14.2** Fees other than tuition and hostel rent shall not be refunded back on any circumstances.

**14.3** Security deposits will be refunded back only on successful completion of the course.

**14.4** Rules regarding withdrawal of tuition fee and hostel room rent.

SL.No	Time of withdrawal	Tuition Fee	Hostel rent only
1	Any time after the admission but before 15 days from the commencement of classes	90%	90%
2	After 15 days of commencement of classes but before 30 days from the date of commencement of classes	50%	75%
3	After 30 days from the date of commencement of classes but before 1 <sup>st</sup> Semester	No Refund	50%
4	After completion of 1 <sup>st</sup> Semester	No Refund	No Refund

In all cases where the students has been admitted to the course after the commencement of the classes the number of days specified in the table will be reckoned from the date of commencement of classes. For calculation of hostel fee refund, date of admission means date of hostel allotment.

## **15.0 LIBRARY RULES**

**15.1** Students without uniform are not allowed inside the library.

**15.2** Students must have identity card & library card with them while visiting library.

**15.3** Library Timings: 8.30 AM to 5.PM

**15.4** Conditions on issuance of the library books to the students:

- a) Maximum number of books issued at a time to each student is 5 (Five) in numbers.
- b) The maximum time a student can retain a book is for 5 days.
- c) However he/she can renew the same for two times with a time period of 5 days each but should not exceed 15 days in total.

- d) Students are to return the books within the due date. If the due date exceeds, a fine of Rs 5/day shall be paid by the students.
- e) In case the member loses the book he/she shall be charged @ double the amount of the value of the book.
- f) Mutilated or spoiled book will have to be replaced by the borrower with levied fine i.e. double the amount of the value of the book.
- g) The borrowing facility can be withdrawn or restricted in case of misbehavior or misuse of the Library.

## 16.0 RE-ADMISSION OF CANDIDATES

These rules are applicable to all categories of trainees, regular or sponsored who are forced to repeat the semester for various reasons as given below. Sponsorship fee need not be for the year of repetition.

Reason for discontinuation	Mode of re-admission	Fee
Non-eligibility for appearing, semester examination due to <ul style="list-style-type: none"> <li>a) Lack of attendance</li> <li>b) Lack of required sessional marks.</li> <li>c) Trainees on probation and not passing the remaining subjects even after two attempts</li> </ul>	Candidate has to repeat the semester subject to: <ul style="list-style-type: none"> <li>• Request the Principal within a period of one year.</li> <li>• Recommendation from the Principal.</li> </ul>	Course fee as applicable + repetition fee of Rs.200/ month payable for six months.
Medical Reason: <ul style="list-style-type: none"> <li>a) Discontinued after</li> </ul>	Candidate may be admitted to higher semester (at the starting	Course fee payable.

<p>completion of semester exam and declared pass</p>	<p>time of semester) subjected to:</p> <ul style="list-style-type: none"> <li>• Submission of Medical fitness certificate issued by a competent medical authority (not less than Asst. Surgeon).</li> <li>• Requests the Principal with all the documents within a period of one year.</li> <li>• Recommendation from the Principal.</li> <li>• Availability of seat.</li> </ul>	
<p>b) Discontinued after taking the Semester examination of all the subjects declared failed in theory or practical exam</p>	<p>Candidate may be admitted to same semester (at the starting time of semester) subjected to:</p> <ul style="list-style-type: none"> <li>• Submission of Medical fitness certificate issued by a competent medical authority (not less than asst. Surgeon).</li> <li>• Requests the Principal with all the documents within a period of one year.</li> <li>• Recommendation from the Principal.</li> <li>• Availability of seat.</li> </ul>	<p>Course fee as applicable + repetition fee of Rs.200/ month payable.</p>
<p>c) Discontinued while in the middle of the semester.</p>	<p>Candidate may be admitted to the same semester to repeat subject to:</p> <ul style="list-style-type: none"> <li>• Submission of Medical fitness certificate issued by a competent medical authority (not less than Asst. Surgeon).</li> <li>• Requests the Principal with all the documents within a period of one year.</li> <li>• Recommendation from the Principal.</li> <li>• Availability of seat.</li> </ul>	<p>Course fee payable.</p>
<p>Debarring from training (as punishment)</p>	<p>Candidate may be admitted to the same semester/year next year subject to:</p> <ul style="list-style-type: none"> <li>• Trainee requests the</li> </ul>	<p>Course fee as applicable + repetition fee of Rs.200/ month</p>

	<p>Principal within a period of one year.</p> <ul style="list-style-type: none"> <li>• Recommendation from the Principal.</li> <li>• Availability of seat.</li> </ul>	payable.
Punishment for trainees involved in theft in the Institute/Hostel.	On the recommendation of the Principal, may consider debarring the trainee for one year in which case the trainees may be allowed to rejoin same semester/year next year by payment of fee (this chance is given only once).	Course fee as applicable + repetition fee of Rs.200/ month payable.
Voluntary abandonment	No re-admission.	To forfeit the fee paid