

GOVERNMENT OF ODISHA
SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT

No. SDTE-PDE-II-Poly-0028-2018 5250 /SDTE, Bhubaneswar, Dated the 17/11/18

From

Sri S.K.Raysardar, OAS
Deputy Secretary to Government

To

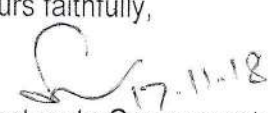
✓ The Vice Chairman,
SCTE&VT, Odisha, Bhubaneswar.

Sub: Approval of Examination Rule of SCTE&VT, Odisha, Bhubaneswar.

Sir,

In inviting a reference to your Letter No.6776 dt.26.12.2017 on the subject cited above, I am directed say that after careful consideration, Government have been pleased to approve the Examination Rule of SCTE&VT, Odisha, Bhubaneswar. The approved Examination Rule is enclosed herewith for information and necessary action.

Yours faithfully,


Deputy Secretary to Government

Memo No. 5251 /SDTE, Bhubaneswar, Dated the 17/11/18

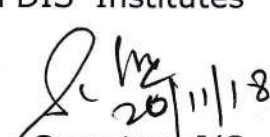
Copy along with the copy of approved Examination Rule of SCTE&VT, Odisha, Bhubaneswar forwarded to the Director, Technical Education and Training, Odisha, Cuttack information and necessary action.


Deputy Secretary to Government

STATE COUNCIL FOR TECHNICAL EDUCATION & VOCATIONAL TRAINING,
ODISHA, UNIT-VIII, NEAR RAJ BHAWAN, BHUBANESWAR-12.

Memo No. 4645 /Dt. 20/11/18

Copy to Principals of all Engg. Schools/Polytechnics/PDIs Institutes (both Govt. & Private) for information and necessary action.


Secretary I/C

1. INTRODUCTION

- 1.1 The rules hereunder shall be called the Examination Rules for the State Council for Technical Education & Vocational Training, Odisha.
- 1.2 The rules will be applicable to the students admitted/readmitted to Diploma courses in different Government/ private Engineering Schools/ Polytechnics affiliated to SCTE&VT Odisha and it will come into force with immediate effect.
- 1.3 These rules supersede all previous rules unless and otherwise explicitly mentioned and will be in force till the next revision.
- 1.4 These rules will be subject to alteration and amendment by the Government as and when necessary.
- 1.5 The word Diploma includes Diploma/ Post Diploma/ Certificate or any other Diploma with whatever nomenclature it may be called.

2. DEFINITION

In these rules, unless otherwise repugnant: -

- 2.1 **"Academic Calendar"** means the calendar which is prescribed by the Council for different activities relating to the academic year.
- 2.2 **"Academic year"** means the academic year relating to the academic session.
- 2.3 **"Affiliated Institutions"** means Engineering Schools/ Polytechnics or any other institutions conducting Diploma/post Diploma/part-time Diploma courses approved by the respective statutory bodies and recognized by the government and affiliated to the Council.
- 2.4 **"Affiliation"** means grant of authority by the Council to an institution to run a particular course on payment of requisite fees after due inspection and satisfaction by the Council.
- 2.5 **"Centre Superintendent/ Deputy Superintendent"** means person appointed by the State Council for conducting examination at a particular Centre.
- 2.6 **"Chairman/ Vice-Chairman/Secretary/ Controller of Examination"**, means Chairman/ Vice-Chairman/Secretary/ Controller of Examination of the SCTE&VT, Odisha.

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- 2.7 **"Council/SCTE&VT/State Council"** means the State Council for Technical Education and Vocational Training, Odisha.
- 2.8 **"Examination"** means any Examination conducted by the State Council.
- 2.9 **"Examination Committee"** means the Examination Committee of the Council constituted by Government for taking decisions on all matters relating to Diploma/Post Diploma and other examinations conducted by the Council.
- 2.10 **"Ex-Regular student"** means a student other than the regular student eligible to appear the examination conducted by SCTE&VT, Odisha.
- 2.11 **"External Examiner"** means a person appointed by the Council to conduct practical examinations or appointed by Centre superintendent to conduct practical examinations after due permission from the Council.
- 2.12 **"Evaluator"** means a person authorized by the Council for evaluation of answer books, practical jobs, etc.
- 2.13 **"Head Evaluator"** means an evaluator who is to cross-check minimum 10% of the Answer Books evaluated by Evaluators.
- 2.14 **"Internal Examiner"** means a person appointed by the Centre Superintendent from among the faculties to assist the External Examiner to conduct practical examinations.
- 2.15 **"Invigilator/ Co. Invigilator"** means person authorized by the Centre Superintendent of the centre for the purpose of Invigilation during the examinations conducted by SCTE&VT.
- 2.16 **"Principal"** means the Principal or head of the institution of the Government/Private Diploma Institutions affiliated to the Council.
- 2.17 **"Regular Student"** means a student on roll who pursues a regular course in semester/yearly pattern in an institution affiliated to the Council, i.e. during the academic session under report.
- 2.18 **"Semester"** means the duration of the academic session as specified by the Council.
- 2.19 **"Tabulators"** means persons appointed by the Council for tabulation of results of examinations.

3. ADMISSION

- 3.1 The students shall be admitted into 1st Semester of Diploma Courses once in each academic year or 3rd Semester in lateral

entry category as per the decision of the Diploma Admission Committee.

3.2 The minimum academic qualification, age of the students seeking admission to different Diploma courses shall be regulated as per the guidelines issued by the AICTE/ State Government/Competent Admission Authority or as recommended by the concerned Board/Council (For Pharmacy & Architectural courses).

3.3 No candidate shall be allowed simultaneous study of any other full time course along with regular Diploma Courses.

4 REGISTRATION

4.1 The principal of the concerned affiliated institution shall apply for registration of the students admitted through above process to any Diploma/Post Diploma Courses of the Council within 45 days from the date of last admission for registration with the Council with requisite fees along with an undertaking that the students admitted are in all respect eligible for admission.

4.2 At the time of admission, a student submitting TC/CLC from Institutions not governed by/affiliated to the University/ Board of Odisha has to submit Migration Certificate from the Board/University last admitted before 5th Semester. Non-submission of Migration Certificate will debar the candidate from appearing in the 5th Semester examination.

4.3 The registration certificate will be issued to all registered candidates under the signature of an officer authorized by the Vice Chairman.

4.4 A registered student must abide by the rules and regulations of the Council and should not be involved in any un-lawful or undisciplined activities during his study. If a registered student is found to be involved in any such activity, then suitable disciplinary action can be taken by the Governing Body of the respective Institution. The Council can cancel registration of any student on the basis of



recommendation of Governing Body of the respective institution or the DTE&T, Odisha.

5 EXAMINATION

5.1 The Council shall conduct examinations twice in each academic session one at the end of the Winter Semester (preferably in November-December) for the students of odd semesters i.e. regular students of 1st, 3rd, and 5th Semester with ex-regular students of 2nd, 4th and 6th Semester and at the end of Summer Semester (preferably in April-May) for the regular students of even Semester i.e. 2nd, 4th & 6th Semester with ex-regular students of 1st, 3rd and 5th Semesters. The examination schedule shall be decided & notified by the Council

5.2 Lateral entry students admitted to 3rd semester need not appear in examinations for papers of 1st year. However, if a student desires, he may appear in Physics, Chemistry, Mathematics and English or any other subject stipulated by CHSE, Odisha for the purpose of equivalence to +2 Science of CHSE, Odisha. Separate examination for +2 equivalence will be conducted by the SCTE&VT. Students desiring to appear in these papers will prepare on their own and have to deposit separate examination fee for this examination. 35% of the marks secured in these subjects over and above 50 marks will be added to the marks secured by the student to decide the award of Division.

5.3 These winter Semester and summer Semester examinations shall be conducted for the affiliated Diploma/ Post Diploma Courses as decided by the Council or Examination Committee from time to time, after being satisfied that the classes in a particular Semester have been conducted as per the prescribed norms of AICTE or respective National Bodies/ SCTE&VT.

5.4 ELIGIBILITY FOR ADMISSION TO THE EXAMINATION

Candidates registered with the Council and on the roll of affiliated institutions shall only be entitled to appear at



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the Semester/year end examination for Diploma/Post Diploma/part-time Diploma Courses conducted by the Council, subject to the following conditions:

- 5.4.1 His/her name should appear in the list of bonafide students of the institution to be submitted to the Council by the Principal of each institution by 30th September of the concerned academic session for newly admitted students or within 30 days of the beginning of the Semester for readmitted students.
- 5.4.2 He has to submit his/her application through online web portal to the Controller of Examinations through the head of the institution supported by certificates/documents as required.
- 5.4.3 He/she should have attended at least 75% of the classes in each theory /practical separately conducted during the semester supported by records of bio-metric attendance maintained at SCTE&VT/agency engaged by the SCTE&VT. Each affiliated institution shall install required no. of biometric attendance devices for the students. Principals should ensure that the Biometric devices installed at the Institution for student attendance is linked with Biometric Application Server at the SCTEVT/agency engaged by the SCTE&VT.
- 5.4.4 The prescribed examination registration fees are to be deposited with the Council through Head of the Institution within one month of the beginning of each Semester which is not refundable or adjustable.
- 5.4.5 When on account of bonafide illness, a student secures attendance less than 75%, but 60% or more in subject/subjects, can be allowed to sit for the examination supported by a medical certificate by any Government Medical Officer not below the rank of Assistant Surgeon. The head of the institution may be authorized to condone such

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deficiency in attendance and permit such candidate to appear in the examination if otherwise eligible and list of such cases shall be furnished to the Controller of Examinations for ratification.

5.4.6 If the whole class / section abstains / goes on strike or for a mass cut (presence of less than 10 % of candidate of total strengths of the group or section will be treated as mass cut) a special fine, amount as notified by the Council from time to time, per day per candidate will be imposed and such a period will be counted towards delivered lectures including strike period, if any, and will not be treated as dead period under any circumstances. The special fine shall be deposited in the account of SCTE&VT.

5.4.7 Students attending seminars, NCC camps, State/National level athletic meets and other activities approved by competent authority are eligible for relaxation of attendance for the period of these activities including travelling time.

5.4.8 A student has to pass all the subjects of 1st & 2nd Semester for admission to 5th Semester.

6 MODE OF EXAMINATION

- 6.1. The medium of examinations will be English.
- 6.2. Each candidate presenting himself/ herself at the specified Centre of examination shall be supplied with the Question Paper and he/ she shall write the answers on the Answer Book supplied by the Council.
- 6.3. Mode of Practical, Project/ Seminar Examinations:-The internal and/or external examiners appointed by Council or its authorized agency shall conduct these examinations, as applicable according to the teaching and examination schemes of the curricula.
- 6.4. Further, the mode of conduct of any of these examinations shall be as decided by the Council from time to time. In case of online examination it is the responsibility of the Institute to provide adequate numbers of computers with



software, Internet connectivity with necessary bandwidth and peripherals for smooth conduct of examination.

7 CONDUCT OF EXAMINATION

- 7.1 During the period of Examination, the premises of the institution including staff members and other infrastructure facilities of the institution, where examination is being conducted, shall be under the control of Council for examination purpose.
- 7.2 The Theory and Practical examinations will be of three-hour duration. However, in case of examinations of 50 marks or less, the duration will be of two hours.
- 7.3 The practical assessment marks or internal assessment marks of the students shall be maintained at the institution in the prescribed manner as stipulated by the Council and shall be submitted to the Council in the prescribed form as per the instructions of the Council.
- 7.4 Registration for examination shall be done at the beginning of each Semester by paying the requisite fees. However, those who fail to attain the required percentage of attendance shall not be issued admit card. These candidates shall not be allowed to appear examination for that Semester and the fees paid by them will be forfeited. Such students have to take readmission in the same Semester when available in the immediate next session as per the rules.
- 7.5 .1

Supervisory and other auxiliary staff for each centre shall be appointed as per the details given below:

- (i) Superintendent - One
- ii) Deputy Superintendent /OIC Examination- One for every 300 candidates or parts thereof
- iii) Invigilator- One for every 20 candidates or parts thereof per examination hall/ room.

One Invigilator shall be appointed for outside/ reliever duty in each Examination Centre for every 300 candidates.



iv) Clerk/DEO- 2

v) Class-IV- Group D staff- 1 in every 100 candidates subject to a minimum of 6.

7.5.2 In each of the Practical Examination Centres, the staff shall be engaged in the following manner:

- i. Centre Superintendent- 1
- ii. OIC Exams.- 1
- iii. External Examiner- 1 in each subject
- iv. Internal Examiner- 1 in each subject
- v. Lab Asst/Instructor- 1 in each subject
- vi. Clerk/DEO- 2
- vii. Class-IV- Group D staff- 1 in every branch and 1 for the control room and 1 as sweeper.

7.5.3 In each Nodal centre for Theory Examination/ e-Evaluation Centre, the staff shall be engaged in the following manner:

Nodal Centre Supervisor- 1

- i. Nodal Officer-1
- ii. Supporting staff- 2
- iii. Class-IV/Group -D Staff -1

They shall be remunerated at par with Theory Examination norms appropriate for the concerned staff.

7.6 The Centre Superintendent & Invigilators shall be appointed by the Controller of Examinations of the Council for conducting examination who will be responsible in all matters of conducting examinations in accordance with the rules and regulations stipulated by the Council. The Principal of the centre shall be



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solely responsible for the safety and security of all the examination materials relating to the Centre.

- 7.7 Supporting staff for each center shall be appointed by the Centre Superintendent as per the prescribed norms of the Council.
- 7.8 No candidate shall be permitted to enter the Examination Hall after expiry of 30 minutes from the commencement of the examination.
- 7.9 No candidate shall be permitted to handover the answer sheet & leave the Examination hall before expiry of one hour of the commencement of examination.
- 7.10 Each candidate shall have to carry both his identity card with photo issued by the institution and Admit Card issued by the Council which are to be produced on demand at every Centre of examination.
- 7.11 The Council/ Controller of Examinations may engage Observers/Squads/Flying Squads/any other supervisory person or group of persons to visit, inspect & to ensure free and fair conduct of examination conducted by the Council. Based on the reports of such persons/authorities, action as deemed fit shall be taken by the Council. In case of adverse report, the Council may cancel the result of the Centre/ Examination Hall/examination of the sitting or day.
- 7.12 The Council may change the centre of examination of any candidate/group of candidates/all the candidates of the Centre on administrative ground on the basis of the report of the Principal of concerned institution/ squad/ Flying Squad or any other body specifically authorized to report.
- 7.13 The Principal of the institute forwarding the application of the candidate to appear in the examination of the Council shall be solely responsible for any lapses regarding eligibility of the candidate for the said examination.
- 7.14 The Centre Superintendent is solely responsible for free and fair conduct of examination. If he fails to conduct examination in free and fair manner, he shall be debarred from being the Centre Superintendent for the rest of the examinations and for a

minimum period of three years in any of the Institution affiliated to SCTE&VT.

- 7.15 Each institution shall install sufficient numbers of CC cameras in all examination halls, examination control rooms, corridors, gates, etc as prescribed by SCTE&VT from time to time. The unedited recording of the C.C.TV footage shall be submitted to the Council in CD/DVD within seven days of completion of examination, failing which the result of the institution shall be withheld.
- 7.16 The CCTV DVR should be web enabled & the link information must be shared with SCTE&VT so that in case of requirement SCTE&VT can monitor the examination activity of a Centre from other locations.
- 7.17 The Controller of Examinations shall issue guidelines/instructions for free and fair conduct of examinations.
- 7.18 Council has the power to impose fine/penalty from the students/Institution for non-adherence to examination schedules and mistakes that affect pre-examination, examination and post examination activities.
- 7.19 The Council, being the examination conducting authority, is empowered to take every care & precaution to conduct the examination in free and fair manner.

7.20 Special Instructions for Examinees

- 7.20.1 The examinee is prohibited from keeping in his possession in the examination hall any blank paper, notes, scribbles, chits, books, mobile phone, pager, programmable calculator, electronic communication device etc. The violation of this instruction shall attract suitable punitive action.
- 7.20.2 The examinee shall behave properly before, during and after the examination to maintain the conducive atmosphere at the examination centre.
- 7.20.3 The examinee found guilty of misbehaviour or using or attempting to use unfair means shall be liable for suitable punitive action.



- 7.20.4 Disclosure of identity on the part of examinee by way of communicating name/ sheet number/ signature/phone number/address or any other request to the examiner in the answer book is a punishable offence as per rule.
- 7.20.5 The examinee is prohibited from taking away the answer book(s)/part of Answer Book or any enclosure(s) issued to him out of examination hall. Violation shall attract punitive action under the extant rules including lodging of FIR by the Centre Supdt.
- 7.20.6 Drinking, intoxicating & smoking in the examination hall/ rooms is prohibited. A candidate, who is found to be taking the examination under the influence of intoxicating drinks or found smoking, shall be turned out of the examination hall and shall be liable for suitable punitive action as per rules.
- 7.20.7 The examinee shall cross the blank page(s) of Answer Book left after attempting the whole paper.

8. PERMISSION FOR WRITER

8.1 Permission for writer will be granted to a candidate only if he/she is physically unable to write the answers and has been medically so certified by the Chief Medical Officer of Civil Hospital at the time of examination.

8.2 Any temporary physical disability, which existed during course of study, shall not be considered as valid reason for permitting a writer.

8.3 The writer so permitted shall be less qualified than the candidate. Further, the writer shall neither be a relative of the candidate nor an employee at the Centre of Examination. The Principal or Head of the Institute shall ascertain this fact.

8.4 For obtaining permission for writer, the candidate or his/her parents shall apply to the Council through Principal of the Polytechnic in writing along with medical certificate and supporting documents.

8.5 The institute will make separate seating arrangement for such disabled candidate and the writer. The candidate and the writer, both shall be present together, during the sessions of the examination.



8.6 Use of writer shall be limited to writing answers of theory papers only, and shall exclude drawing/graphics, and subjects wherein the motor skill of the candidate has to be tested. However a helper in these papers may be provided for assistance only.

8.7 Further, the candidate permitted to use writer shall not be allowed to write or draw anything. Occurrence of any such event shall be considered as misconduct on the part of the candidate and he/she shall be liable for disciplinary action.

8.8 Physically disabled or physically handicapped candidate shall be allowed a concession of extra time to the tune of maximum 30 minutes if duration of examination is three clock hours and proportionate time for duration less than three hours, on production of due medical certificate from the competent authority.

9 EVALUATION OF ANSWER BOOKS:

Evaluation of answer books shall be conducted by the Council at the Council/Nodal Centres/ any other places depending on the convenience of the Council. The Council will decide the norms on eligibility/selection of evaluators. Evaluators shall comply with the instructions of the Council and if any irregularity is detected at any stage, the concerned evaluator shall be liable for punishment by the Council. Following conditions will be treated as malpractice and will be treated as mentioned in Rule 21.

- i. Objectionable written contents in the answer book amounting to irrelevant scribbling or insults to the examiner.
- ii. Name/Contact number of the examinee disclosing his identity. After ensuring the facts of the event, the officer in-charge shall duly report the case to the Controller of Examination.
- iii. Verbatim similar written answers, including mistakes or otherwise, evoking a doubt of copying within a small group of examinees or mass copying.
- iv. Frequent change in ink/ hand writing without the knowledge of Supervisor etc.

10. PASS IN SEMESTER EXAMINATION

- 10.1 In order to pass the semester end examinations conducted by the Council, a candidate has to secure a minimum of 35% marks in each theory paper including the internal assessment marks, 50% marks in each practical paper and secure an aggregate of 40% in that Semester. This will not be applicable to any



examination conducted under the rules and regulations of other statutory bodies. For Drawing papers where the Council conducts examination, pass marks shall be 35%. In subjects where examination is conducted in two parts separately, the total marks obtained by the candidate in both the parts will be taken together in determining his/her passing the particular subject.

10.2 In order to determine the division in which a candidate shall be placed at the end of the course the weightage to marks secured in the semesters will be taken into account as follows:

- i. 100% of the marks obtained by the candidate in 3 years courses
- ii. 50% of the marks obtained by the candidate in the 1st to 3rd semesters and 100% marks of the rest semesters for 4 years (Part time) courses
- iii. 100% marks of all the semesters for 2 year courses

The determination of division shall be as follows:

- | | |
|--|--|
| a. 75% or above: | 1 st Division with Honours
(Subject to the condition the candidate has passed all the semester end examinations in one chance) |
| b. 60% or above but less than 75%: | 1 st Division |
| c. 50% or above but less than 60%: | 2 nd Division |
| d. 40% or above but less than 50%: | Pass |
| e. Lateral entry students:
considering the mark secured to 6 th Semester & Rule 5.2. | Division to be awarded in 3 rd |
| f. Less than 40% | : Fail |

- a. For examination conducted as per the rules and regulations of other Statutory/National bodies, the pass

marks and division shall be as per the rules and regulations of those bodies.

11. GRACE MARKS

- 11.1 Grace marks will be given to those candidates, who by receiving the same shall be able to clear the semester end examination and the allotment of grace marks shall be at the discretion of the Examination Committee. Aggregate grace marks to be awarded shall not exceed 2% of the total marks of Semester end examination subject to the condition that grace marks in any particular subject shall not exceed 10% of the maximum marks for that subject. For this purpose, theory, practical, internal assessment and aggregate shall be taken as separate heads of examination.
- 11.2 The grace marks shall neither be noted nor added to the marks recorded on the answer book or on the mark sheet.
- 11.3 The grace marks so allotted shall be deducted from the sessional marks/Internal Assessment marks/practical marks keeping the total marks intact.
- 11.4 In case of poor performance in any subject by a large number of students, the Examination Committee may decide to award special grace marks in that particular subject and the same shall be added to the marks of that subject to all the candidates, who appeared in the subject.
- 11.5 Notwithstanding anything mentioned above, in case any question is found to be out of syllabus in any subject, the Examination Committee shall take decision relating to the special grace marks in that subject.

12. DECLARATION OF RESULTS

- 12.1 Results of the institutions who have not paid all the dues to the Council shall not be declared till the same are cleared.
- 12.2 The Controller of Examinations shall declare the result of each examination after formal approval of the Examination Committee



and issue the mark sheet to all candidates who appeared in the examination.

12.3 Results of the institutions who failed to comply with the Council directives related to Examination shall be held up until its compliance.

12.4 If on scrutiny, any objectionable activities impairing free and fair conduct of examination is observed from the CCTV footage of any examination centre, the results of the centre shall be withheld till the Examination Committee decides the next course of action.

13. ADMISSION TO HIGHER CLASS

13.1 In accordance with sub-rule- 5.5.1 to 5.5.6 a student can be allowed to attend classes in the subsequent Semester subject to the condition that the candidate has registered for appearing in the examination in the current semester. If a candidate has not registered for appearing examination in a particular semester, he/she will not be allowed to move to the subsequent semester. Such candidates have to apply to the Principal in writing within 15 days of the commencement of classes. However, in accordance with sub-rule 5.5.8, pass in 1st & 2nd semester is mandatory to get admission to 5th Semester.

13.2 Candidates who have secured the aggregate pass mark, but failed in any subject (theory & practical) can appear only in the subject he/she has failed in the same semester end examination available as ex-regular candidate.

13.3 Candidates who fail to secure aggregate pass mark in any Semester examination shall have to appear in all the subjects in the same Semester end examination available as an ex-regular candidate.

14. READMISSION

14.1 Any student who has discontinued his/her studies in any semester shall seek readmission in immediate next academic



session in the respective Semester. He/she cannot take readmission in the same semester in subsequent years. However, in extraordinary cases such students may be allowed readmission, with the approval of the Council.

- 14.2 Students who have studied in any of the 2nd, 3rd, 4th, 5th & 6th semester but could not qualify to appear for the examination due to shortage of attendance may be allowed readmission only once in the institution.
- 14.3 All students seeking readmission in any Semester shall apply to the Principal concerned within a week from the date of commencement of the classes. Readmission process shall be completed within 15 days of the commencement of classes of that semester. All readmission cases must be intimated to the Controller of Examinations within 7 days of the closure of readmission through online mode or any other mode decided by the Council.
- 14.3 Readmission is not allowed in 1st Semester.
- 14.5 If in the meanwhile there is a change in syllabus, the readmitted candidate has to read in the changed syllabus and not in the old syllabus. For this, separate arrangement has to be made by the Council so that, the student's result is not held up due to administrative reasons. The Principal of the institution shall intimate all such cases to the Controller of Examinations within 15 days of the last date of readmission.

15. CHANGE OF DISCIPLINES

15.1 Students admitted in the 1st Year in any branch shall have to continue in the same branch. However, change of branch is permissible during 1st year on the basis of inter-se merit of the students within the institution considering his/her performance in the HSC (10th) examination. The Principals of the concerned institutions are authorized to allow such changes before end of March without exceeding the sanctioned strength of any branch.

15.2 Students admitted under supernumerary seats shall not be allowed to change their branch to which they were originally admitted. Similarly, students admitted in Non-Engineering branches & Part time Engineering courses are also not eligible to change their branches.



- 15.3 Branch change is not allowed between disciplines of different shifts of an Institution (e.g. between one branch of 1st Shift and another branch of 2nd shift).
- 15.4 In case of closure of an Institution, readmission can be done in the same branch at the nearest Institution as decided by the Council.
- 15.5 No change of Branch is allowed after March of every year and such cases must be confirmed online to Council within next seven days.

16. TRANSFER OF STUDENTS FROM ONE INSTITUTE TO THE OTHER

Transfer of students shall be within the jurisdiction of the DTE&T Odisha and the following norms shall be adhered to while transferring any student:

- 16.1 No transfer shall be allowed in the same headquarters.
- 16.2 No transfer from Govt. institution to Private institution or vice versa shall be allowed.
- 16.3 Transfer from one institute to another shall be considered only in medical grounds of self on the production of the medical certificate from a government doctor not below the rank of C.D.M.O.
- 16.4 Transfer can also be allowed on ground of transfer of parents working in central government/ state government offices/ Public sector undertakings to another place after the admission of the students.
- 16.5 Transfer may be allowed after consent is given by the principals of both the institutes concerned and subject to availability of vacancy.
- 16.6 In case of more than one student applying for transfer to the same institute, the inter-se merit among the applicants, based on their HSC marks is to be considered.
- 16.7 Students admitted under supernumerary seats shall not be allowed to change their Institution to which they were originally admitted.



16.8 The DTE&T, Odisha shall be the competent authority to effect such transfer under intimation to the SCTE&VT, Odisha.

16.9 The DTE&T Odisha can transfer a student on administrative ground as per recommendation of the Principal.

16.10 Process for Transfer of Student:

- i. Transfer process will be purely online based & time bound. No transfer will be considered beyond scheduled period to be notified by the DTE&T.
- ii. Students seeking transfer shall apply online and the Principal of the concerned Institution will forward the application of the student through online mode to all concerned.
- iii. The transfer process will complete within 20th March of each year, but it will be effective at the beginning of 3rd Semester only.
- iv. Transfer of student cannot be considered as a matter of right.

17. RECOUNTING OF MARKS

17.1 A candidate may apply for recounting of his/her marks in any subject/subjects on payment of required fees in the prescribed manner through the online mode within 30 days from the date of publication of the result. The results of recounting shall be invariably published within 45 days of the last date of submission of application for recounting.

17.2 Only posting of marks inside the answer book or totalling of all marks given to the questions shall be checked. If there is a mistake in totalling, it will be corrected and the correction shall be notified.



17.3 If any answer to any question has been left by the examiner without evaluation, it will be evaluated by a subject expert and the mark so awarded shall be added to the marks secured.

17.4 Supply of photocopies of answer books shall be allowed through Odisha Public Service portal within stipulated time.

18 REVALUATION OF ANSWER BOOKS

In exceptional cases, the council may go for re-evaluation of an answer book on the following conditions:

18.1 Revaluation shall be allowed for maximum two papers of any Semester.

18.2 The Students seeking revaluation of answer book shall apply for photo copy of answer book within 15 days of publication of result. After obtaining photocopy, such student shall apply for revaluation within 15 days of receipt of photocopy.

18.3 The candidate shall deposit a non-refundable fee of Rs.500/- (Rupees five hundred only) per Paper.

18.4 All such answer books shall be examined by three faculties from the branch/subject online.

18.5 The finding of the this evaluation shall be placed before the Examination Committee for consideration. Then decision of the Examination Committee shall be final.

18.6 Council will notify the mark, If the change in mark is more than 10%.

18.7 If the examiner is found to be guilty of negligence in his/her duties, the Council shall take decision relating to the penal action to be initiated against the examiner.

18.8 Re-evaluation will be completed within 60 days of receipt of application by the Council.

19 LIMITATION OF THE PERIOD FOR APPEARING EXAMINATION



- 19.1 Any student shall be required to pass 6 semester Diploma Courses within 7 years from the date of his/her 1st registration with the State Council including the period of discontinuance if any. This is also applicable to Part time courses.
- 19.2 Any candidate who appears in all the semester end examinations continuously for 7 years, but fails in maximum 2 subjects in any semester/semesters may be allowed to appear in the examination for one more chance in the immediate next examination in the subject/subjects failed, at the discretion of the Examination Committee but the student has to apply through the Principal concerned at least before one month of the commencement of examination.
- 19.3 Students who are admitted for 4 semesters/ 2years Courses in Diploma and lateral entry students in Diploma Courses shall have to complete Diploma Courses within 5 years from the day of 1st registration with the Council. If a student appears all the semester end examinations continuously for 5 years and fails in maximum 2 subjects in any semester/semesters may be allowed one more chance in the immediate next examination by the Examination Committee. Such a student has to apply through the Principal concerned at least before one month of the commencement of examination.
- 19.4 Students admitted into Post Diploma Courses have to pass all the examinations within a period of 3 years from the date of registration with the Council.

20 RE-EXAMINATION:

In case of loss/damage of answer books during transit or otherwise, if necessity arises, the Examination Committee may decide to re-examine the candidate or all the candidates in the particular subject after an enquiry is conducted into the matter. The Committee may allow the candidate to secure average percentage of marks secured by him in all other papers or the minimum of pass marks



on the subject whichever is higher without a re-examination, provided he has cleared all other subjects.

21 PROCEDURE TO DEAL WITH THE CASE OF MALPRACTICE

21.1 The reports on use of unfair means by candidate shall be submitted to the Council in a separate sealed cover packet accompanied with the report of the Centre Superintendent and Invigilators in the prescribed format. The incriminating materials recovered from the candidate himself are to be the counter signed by the Invigilator & Centre Superintendent.

21.2 The sealed packets will be received by the Controller of Examinations or his authorized person and opened in presence of at least two officers of the State Council and the details entered into a register.

21.3 The report of the Center Superintendent along with the incriminating materials shall be placed before a Sub-Committee to be appointed by the Examination Committee for scrutiny and award of punishment as prescribed under rules.

21.4 Failure to submit the required documents by the Centre Superintendent on any malpractice case shall not exempt a student from punishment. Under such a case, the report of the Centre Superintendent shall be examined by the Sub-committee and punishment shall be awarded accordingly. Wherever necessary the Sub-Committee may at its discretion give a chance for personal hearing to the candidate against whom the report has been made and recommend punishment.

21.5 Punishment for malpractice cases shall be as follows:

Nature of unfair means/ offence		Punishment
1	Talking to another candidate in the examination hall.	Expulsion from the hall for that sitting by the Center

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		Superintendent.
2	(a) Possession of note /books or any other unauthorized materials related to the exam. (b) Possession of note/books or any other unauthorized materials non-related to the subject of exam.	(a) His entire examination to be cancelled (all subjects) (b) Award of zero mark in the concerned paper.
3	Dictating answer to examinee/examinees by any one in /near the examination hall/ writing in Black board.	Examination of the centre for the day shall be cancelled by awarding zero marks to all students appearing examination on that day in the same paper.
4	Swallowing or destroying any note/paper(s) found with the candidate in the exam hall.	Entire examination of the candidate to be cancelled (all subjects)
5	Impersonation	Entire examination of the candidate to be cancelled (all subjects) & the candidate to be debarred for two or more chances with F.I.R. in nearest Police Station by the Centre Supdt.
6	Using abusive and /or obscene language in the exam. Hall or writing in the Answer Paper	Entire examination of the candidate to be cancelled (all subjects)
7	Disclosing identity in the Answer Book in form of any symbol, Sketch or whatsoever, phone number, email, whatsapp, etc.	The Examination of concerned subject to be cancelled by awarding zero mark in it.
8	Refusal to give written statement.	Entire Examination of the candidate to be cancelled

		(all subjects)
9	Smoking or using prohibiting materials inside the exam hall.	The examination of the candidate of concerned subject to be cancelled by awarding zero mark in it and shall be prosecuted as per rules.
10	Repeating mal practice by the candidate	All papers of the candidate in that examination shall be cancelled. If caught for the 2 nd time in the said examination, all other papers appeared during that winter/summer shall be cancelled. If caught for the third time, all examinations shall be cancelled and the candidate will be debarred from appearing for two more chances.
11	Violation of any instructions issued by the Council or by The Centre Superintendent	Entire Examination of the candidate to be cancelled (all subjects)
12	If a candidate leaves the examination hall without delivering the answer-book and takes away the same with him or intentionally tears off, or otherwise disposes of his answer-book or any part thereof or the continuation sheet or part thereof inside or outside the examination hall.	Entire Examination of the candidate to be cancelled (all subjects)
13	If a candidate during the course of a practical examination in a science or some other subject, presents to the examiner a practical or class work Note-book	Entire Examination of the candidate to be cancelled (all subjects)



	which does not belong to him.	
14	Misbehaviour to any staff associated with the exam inside the exam hall or outside.	Entire examination of the candidate to be cancelled (all subjects) & he is to be debarred for one more chance. He is to appear in examination in another center to be decided by the Sub-Committee after the debarred period is over.
15	Manhandling or attempt to manhandle any person associated with examination inside the Examination centre premises	Entire examination of the candidate to be cancelled and he is to be debar from appearing any examination of the Council for 2 years.
16	When the answer book of two or more students match with each other even during evaluation.	The concerned paper to be cancelled for such candidates by awarding zero mark in it.
17	Invigilator not reporting mal practice cases.	Invigilator concerned shall be debarred from examination duties for three years.
18	Centre Superintendent not able to check Mal Practice	Shall not be appointed Centre Supdt. for subsequent examinations and the Centre Supdt. shall be appointed by the Govt. at the cost of the institution. All the expenses relating to that shall be borne by the institution.
19	Examinee attempting to send Question Paper out of Examination hall.	Entire Examination of the candidate to be cancelled (all subjects)
20	Examinee possessing mobile phone or any	The concerned paper of the candidate to be



	electronics communication gadget or I-pod or any similar device in examination hall.	cancelled by awarding zero mark in it.
21	Detecting malpractice cases during evaluation or processing of answer books.	The entire examination of the candidate shall be cancelled.
22	When mass copying or use of unfair means is detected in any centre and is reported by the authorized observer or members of flying squad, any authorized person of the Council, the results of the entire center for that, examination shall be scratched and the Centre Superintendent shall be suitably dealt with. Decision to the effect shall be taken by the Examination Committee. In case the Committee feels that examinations cannot be conducted in free and fair manner in that centre, the Committee may decide to de-affiliate the institution by the Council and write to the AICTE for the same.	
23	If there is use of force, threat, undue influence or any other such means by any person to a person connected with examination, not to report malpractice or to give favourable reports it shall be dealt with by the Examination Committee seriously and there shall be no examination in the centre for at least one year and the Council shall de-affiliate the institution for a minimum period of three years.	
24	If there is any damage to the person/property of the Council by any institutionally sponsored activities or by any mob related to examination issues of the Centre, the cost of damage and financial penalty there of shall be imposed by the Examination Committee on the institution. FIR shall be lodged by the person concerned/Council as the case may be.	

Punishment for any other offence not included in above shall be decided by the Examination Committee.

22 PENALTY TO BE IMPOSED ON INSTITUTION



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22. PENALTY TO BE IMPOSED ON INSTITUTION

Council can impose Penalty/Punishment on an Institution under following conditions;

- 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 & fabricated documents pertaining to the result Declaration, award of Diploma etc.
- IV. Breach of Rules or Instructions of Council.
- V. Breach of rules or breach of instructions amounting to malpractice by Evaluators/other staff such as supervisors etc in the Evaluation Centre.
- VI. Not following the decision(s) of Council.

22. RETENTION PERIOD OF DOCUMENTS

The examination documents like Question papers, written answer papers, 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.

Name of Document	Retention Period
Printed Question papers	Till Declaration of result
Written answer books	Up to next two Semester Examinations
Examiners award sheets(Practical/Sessional)	One Year
Examinee Attendance Sheet	Till Declaration of result
Main seating charts	Up to next examination
Answer book relating to internal examination/ Class attendance register at Institution level	Up to one year after completion of Course

23. Cessation of Question Paper printing

As and when the curriculum is revised and implemented the question papers based on new curriculum shall be printed. The failure candidates shall have to appear as per the revised new Curriculum or for equivalent/substitute papers as recommended by Examination committee and approved by Vice Chairman.

25 AWARD OF DIPLOMA CERTIFICATE

25.1 A candidate to be eligible for award of Diploma shall be required to pass all examinations prescribed under the respective Teaching and Examination scheme for that course. The Diploma will be provided on the basis of total marks obtained in all the semesters.

25.2 The Secretary of SCTE&VT 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 Council.

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

25.4 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 Council on production of their valid proof of identity and/or related documents that maybe demanded by the Council.

25.5 A duplicate copy of the relevant Diploma Certificate shall be issued to a candidate on receipt of an application, accompanied by a proper affidavit and copy of FIR, stating that the previously issued original or duplicate copy, as the case may be, is lost. The application should be submitted through the head of his institute 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.

25.6 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 Council, on production of valid proof of identity 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 super-scribed as 'TRIPLICATE', 'QUADRAPPLICATE' & likewise, as the case may be.

26 ISSUANCE OF TRANSCRIPT

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



27 INTREPRETATION OF RULES

Interpretation of any of these Rules by the Council shall be final and binding on all concerned.

28 AMENDMENT OF RULES

The State Council shall at any time, as deemed proper may alter and amend any or all of these rules with approval of Government.

