

**ARUNACHAL PRADESH
STATE COUNCIL FOR TECHNICAL EDUCATION**



**HAND BOOK
OF
RULES AND REGULATIONS
FOR
DIPLOMA PROGRAMMES**

**DIRECTORATE OF HIGHER & TECHNICAL EDUCATION,
GOVT. OF ARUNACHAL PRADESH
ITANAGAR**

1) PROGRAMME TITLES AND DISCIPLINES:

- 1.1 The title of the programme(s) shall be called Diploma Programme in the relevant field.
- 1.2 The Institutions affiliated to the Arunachal Pradesh State Council for Technical Education (herein after mentioned as APSCTE,), shall conduct the Diploma Programme(s).
- 1.3 The rules and regulations shall cover the under noted disciplines.
 - i. Automobile Engineering (AUE)
 - ii. Civil Engineering (CE)
 - iii. Computer Science and Engineering (CSE)
 - iv. Electronics and Communication Engineering (ECE)
 - v. Electrical and Electronics Engineering (EEE)
 - vi. Garment and Fashion Technology(GFT)
 - vii. Herbal Technology (HT)
 - viii. Travel and Tourism Management(TTM)
 - ix. Hotel Management and Catering Technology (HMCT)
 - x. Information Technology (IT)
 - xi. Costume Design and Garment Technology (CDGT)
 - xii. Travel Tourism and Hotel Management(TTHM)
 - xiii. Herbal Remedies and Cosmetology (HRC)

2) PROGRAMME DURATION AND CONTACT HOURS :

- 2.1.1 The duration of a full time regular diploma programme shall be three academic years comprising of six semesters.
- 2.2 Each semester shall be of 16(sixteen) weeks duration. A minimum of 450 contact hours of instruction per semester shall be completed in classroom, laboratory, workshop and field works.
- 2.3 Total contact hours per week per student will be 36 hours minimum on an average.

3. ADMISSION:

- 3.1 A candidate who has passed AISSE (Class X conducted by the CBSE) or its equivalent examination with Mathematics and Science is eligible for admission to a Diploma Programme (except for TTHM, HMCT and HRC for which a pass in AISSCE (Class XII) or its equivalent examination is required) provided that:
 - i) the candidate has been nominated by the Government of Arunachal Pradesh to undergo the course on the basis of the results of JEE (Diploma) conducted by the Directorate of Higher and Technical Education for that particular academic year or with the permission of the Director, Higher and Technical Education, Govt. of AP.
 - ii) the candidate has been sponsored by the Government of Arunachal Pradesh to undergo the course.
 - iii) the candidate has not been debarred from appearing in any examination by any authority constituted by the Government or statutory board or University at the time of admission.
- 3.2 Subject to satisfying the qualifying standard and other eligibility conditions as mentioned here in before in 3.1, seats shall be reserved in the first entry in Diploma programmes for different categories of candidates as per the prevalent Reservation policy of the State government.

3.3 The Clause 3.1 is subject to modification as per the norms laid down by the All India Council for Technical Education and as per the Reservation policy of the state government as & when modified.

4. READMISSION OF DISCONTINUED CANDIDATES:

A student who had on some valid grounds discontinued his/her studies within a semester or had not kept the term in some or all course(s) (i.e. shortage in attendance or non completion of Term Work/Progressive Assessment) for current semester of study, can apply & get readmission in the course (s) in the same semester in the following or subsequent academic years if he/she desires to complete the Programme and satisfies the following conditions:

i) The candidate should not have exhausted the total period of study permitted (i.e. six academic calendar years) to complete the Programme.

ii) He/she should be able to complete his/her full course of study within the above stipulated total period. A candidate who had discontinued his/her studies continuously or in spells for more than 3 years shall not be recommended for readmission.

iii) A candidate who had received his/her transfer certificate (TC) on his/her own from one institution without getting proper transfer orders from the office of SCTE, cannot apply for readmission to any other technical institution under the Council. He/she has to be readmitted only in the parent institution and application for transfer to any other institution has to be submitted through the parent institution only.

iv) A candidate who had been expelled from one institution, for any reason, shall not be admitted into any other institution.

v) A candidate who had been debarred from writing Council's Examinations for his/her involvement in any malpractice, shall not be allowed to continue his/her studies or readmitted in any other institution until the period of punishment is over. And till then, the institution shall not issue Transfer Certificate or Course Completion Certificate to such candidate.

vi) A last date, after the day of re-opening of Institutions for the semester, is being fixed and announced for readmission of students. The Head of the Institution can themselves readmit the candidates who apply for their readmission on or before the prescribed due date in the semester in which they had discontinued, if they satisfy all the conditions specified above and send the proposal to the office of the SCTE in the standard format with necessary documents for approval and ratification. The Head of the Institution may permit such readmitted students to attend the classes after obtaining an undertaking from the candidates to the effect they will abide by the decision of SCTE.

The proposal for readmission has to be submitted by the Principal of the Institution in the standard format only.

vii) The percentage of attendance for the readmitted candidates shall be calculated from the start of the academic session, but on no account based on any date later than the prescribed last date for readmission.

viii) The student(s) who seek readmission on the ground mentioned above may be exempted from re-payment of the tuition & other academic fee for that particular semester. However, he/she will have to pay re-admission fees to the institution.

5. ACADEMIC REQUIREMENTS:

In each semester, a student will have to register him(her)self for all the courses on offer with choice of optional courses, if any.

Each course shall be identified by its Course Code and Course Title and will have a prescribed number of credits as given in the curriculum.

One hour of Theory/Practical per week per course shall have 1(one) credit.

Each course will have maximum marks assigned for the various components of the course viz. Theory (T), Practical (P) and Term Work (TW)/Progressive Assessment (PA) as defined in the curriculum.

A student will be assessed on all or any combinations of the three components mentioned above as provided for in the curriculum.

A student will be awarded the credits for the particular course if (s)he passes in all the components of the Course.

PROGRESSIVE ASSESSMENT / TERM WORK

During a semester, a student should obtain 40% of the marks in the Progressive Assessment (both Theory & Practical separately)/Term Work in addition to the attendance criteria to be eligible to appear the End Semester Exam of that particular course.

The **PROGRESSIVE ASSESSMENT/TERM WORK** shall consist of:

a) Three monthly tests as provided in the academic calendar. Each class test will be conducted for 40% of the Marks allotted for the Term Work component.

The average of marks of the 2(two) best scoring class tests will be considered for assessment of 40% of the Progressive Assessment/Term Work marks.

b) Assignments, in any form as considered suitable for the particular course by the Course Co-ordinator viz. field visit, report, problem solving, survey, case study etc., shall be conducted for 40% of the Progressive Assessment/Term Works marks.

c) The overall performance of the student in the course in the semester viz., punctuality, attendance, discipline etc. will have a weightage of 20% of the Progressive Assessment/Term Work marks.

Note: In case, any course doesn't have marks allotted for Progressive Assessment/Term Work in the Curriculum, assessment as above shall be done for 25 marks. A student will have to qualify in the term work as mentioned above in the semester to be eligible to appear the end semester examination. However, in such cases, the marks shall not be reflected in the Marks Statement.

COMPOSITION OF THE ACADEMIC COMMITTEE:

An Academic Committee shall be constituted with the following members to study about the requirement of new programmes, formulation/modification/revision of the existing programmes and other academic requirements of the Polytechnics.

Secretary – SCTE	-	Chairman
Principals of all the affiliated Polytechnics	-	Member
One HOD each of all the Programmes (to be nominated by the Secretary, SCTE)	-	Member
One representative each from APPWD/ Dept. of Power/NERIST/Industry	-	Member
Controller of Examination, APSCTE	-	Convenor

6. ATTENDANCE

A student should have a minimum of 75% attendance overall in lectures, tutorials and practicals, workshops and drawing classes held in each course of the respective semester.

Attendance in a course shall be counted from the date of commencement of classes of the semester except for the 1st semester where the attendance shall be counted from the date of admission/registration of the student.

The percentage of attendance shall be calculated on the basis of the total number of classes held in a semester for each of the individual courses.

Each Course Coordinator will submit the attendance report of all the students to the Principal every month through their respective HODs and the Principal will notify the attendance status of all the students and issue necessary instructions to irregular students with a copy to the guardian from time to time.

A student will not be allowed to appear in the end semester examination of a particular course(s), if he/ she could not come up to the required attendance for that individual course(s).

Notwithstanding the above, if the attendance of a candidate falls below 75% but not less than 60% on account of protracted illness, the Head of the institution may condone such a deficiency and permit the candidate to appear in the examination, if otherwise eligible, provided that the candidate has submitted a medical certificate from the authorized medical practitioner during the course of sickness or immediately after the sickness. The Head of the Institution may also condone the deficiency as stated above on account of any abnormal exceptional reason reported immediately, provided he is fully satisfied about the genuineness of the reason(s).

Attendance is not compulsory in a course in which a student has failed and wants to appear as a backlog paper provided that the student had completed the attendance & Term Work/Progressive Assessment requirement in the course in an earlier semester.

7. EXAMINATION:

7.1 Examination will be held twice a year-once for all the odd semester and the other for all the even semesters.

7.2 There shall be one final examination at the end of each semester and it shall be termed as (a) 1st semester examination, (b) 2nd semester examination, (c) 3rd semester examination, (d) 4th semester examination (e) 5th semester examination, (f) 6th semester examination.

7.3 The end semester examination shall be conducted for the marks allotted to each course on theory and practical components as per curriculum structure.

7.4 The passing criteria in the various components of a course will be as follows:

Theory	-	35% of the marks
Practical and P.A./Term Work-		40% of the marks individually

7.5 (a) The distribution of marks for the Practical component of a course will be as follows:-

Class Performance & Records	-	30% of the marks
Final test	-	50% of the marks
Final viva-voce	-	20% of the marks.

(b) For New Curriculum the distribution of marks for the Practical component having End Term & Progressive Assessment will be as follows :-

END TERM

- i) Test - 70% of the marks
- ii) Viva - 30% of the marks

Progressive Assessment

- Class Performance & Records - 100% of the marks

The duration of Theory examination will be as follows:

Courses having Theory marks of	25 marks	50 marks	75 marks	100 marks
Duration of examination	1 (One) hours	02(two) hours	3 (three) hours	03 (three) hours

However, the duration of examination for Engineering Drawing shall be of 04(four) hours duration.

The duration of Practical examination shall be of 02-04 hours duration depending on the course.

- 7.6 The Examination Committee on behalf of the State Council for Technical Education, Arunachal Pradesh shall be responsible for all matters relating to holding of all six-semester examination.
- 7.7 All the Six semester examinations shall be conducted by the respective institution on behalf of the State Council for Technical Education by means of written test, practical test, oral test, progressive assessments etc. on the courses as per curriculum structure and scheme of the examination.
- 7.8 All examination shall normally be held at the respective institutions offering the courses of instruction. On extraneous circumstances, the examination committee may decide to change the venue and date of the examination.
- 7.9 The date & time and venue of each semester examination shall be notified by the Secretary of the SCTE or any other officer authorized by him, at least 21 days before the commencement of the examination.
- 7.10 All the semester examinations shall be open to candidates who have prosecuted a regular course of whole time study as per the prescribed curriculum for respective semester at the institutions affiliated to the State Council for Technical Education.

7.11 **ELIGIBILITY**

A regular student of an institution shall be permitted to appear in the end semester examinations if he/she fulfills the following eligibility criteria:

- i) He/she should have fulfilled the conditions laid down for attendance.
 - ii) He/she should have fulfilled all the academic requirements for the semester.
 - iii) He/she has paid all fees and dues up-to-date and has no liability of any kind to the Institution including Hostel.
- 7.12 A student desiring admission to a semester examination shall send an application to the effect in prescribed form, to the Secretary of the SCTE through the head of the respective institution along with the requisite fees

- within such date as notified by the Head of the Institution or the Secretary of the SCTE.
- 7.13 Any application, if not submitted in prescribed form, not complete in all respects, not submitted in time and not supported by money receipt or proof of payment of all fees and dues and clearance certificate from Hostel Superintendent, shall be rejected and no correspondence in that account shall be entertained.
- 7.14 The Head of the Institute shall be competent to reject any application for any deficiency as mentioned in Clause 7.12 & 7.13.
- 7.15 Notwithstanding forwarding of applications for admission to any examination, payment of examination fees and issue of admit card, the respective head of the Institute shall be competent to disallow a candidate from appearing in the whole or part of the examination if the candidate is found to be –
- i) Not fulfilling any conditions laid down under the rules mentioned here in before.
 - ii) Deficient in the attendance of requisite number of classes held and/or deficient in securing the minimum pass marks in the Progressive Assessment/Term Work.
 - iii) Showing misconduct or misbehavior to any of the Institute staff member, invigilating officer, examiner or any member of the examination cell of the Institute.
 - iv) Resorting to strike and / or adopting unfair means in examination in any paper of any subject and / or violating the rules of examination.
- 7.16 The Secretary of the SCTE shall be competent to declare any candidate as failed in the respective semester examination if he/she is found to be failing into any category mentioned under clause 7.17 (i) & (ii) even he/she appeared in the respective semester examination in full.
- 7.17 Student desiring admission to a semester examination or backlog examination shall be required to pay the requisite examination fees. Mark sheet fees, centre fees etc. as may be decided by the State Govt/SCTE from time to time.
- 7.18 Any fees once paid shall not be refundable under any circumstances.
- 7.19 No candidate shall be eligible for admission to the examination, if he/she has not registered his/her name with the State Council for Technical Education, Arunachal Pradesh on payment of the prescribed registration fee.
- 7.20 No candidate shall be eligible to re-appear in any semester examination which he/she has passed.
- 7.21 The Examination Committee mentioned herein before and herein after shall be constituted with the following members.
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|---|---|----------|
| Secretary – SCTE | - | Chairman |
| Controller of Examination, NERIST | - | Member |
| Principals of all the affiliated Polytechnics | - | Member |
| Exam-in-charge of all the affiliated Polytechnics | - | Member |
| Controller of Examination, APSCTE | - | Convenor |

8. MOBILITY:

- 8.1 Students have to take all the courses of the respective semester.
- 8.2 A student shall have attained the minimum attendance in each course and secured the minimum pass mark prescribed for a pass in the Term

Work/Progressive Assessment (both Theory & Practical separately) as applicable for each course.

- 8.3 A student failing to attain the minimum attendance and/or not keeping the Term even in a single course will not be allowed to appear in the end semester examination for that particular course. Such a student will have to take readmission in the relevant course(s) in subsequent year and complete the academic & attendance requirement to move to the higher semester.
- 8.4 A student must get himself/herself duly admitted to each semester of classes which he/she is allowed to attend on satisfying relevant clauses of this regulation and payment of the prescribed fees.
- 8.5 A student allowed to sit in a semester examination will be eligible to be admitted and allowed to attend classes in the next higher semester subject to satisfying clause 8.2 above.
- 8.6 A student will be allowed to appear altogether in 10 (ten) courses only in an end semester examination including all courses of the regular semester.
- 8.7 While attempting to clear the backlog courses, a student must appear courses of lower semester first and then the higher semester.
- 8.8 A student must clear all courses/ subject of 1st semester for promotion to 5th semester. Similarly (s) he must clear all courses /subjects of 2nd semester for promotion to 6th semester.
- 8.9 Those students, who are not promoted and cannot take admission in 5th and 6th semester(s), can appear in backlog courses of the lower semesters.
- 8.10 To pass in a course a candidate must secure pass marks in both theory, practical and term work components individually.
- 8.11 A student failing in any one component of a course (either theory or practical) will have to reappear in that component only as backlog candidate.
- 8.12 Maximum permissible period for completion of Diploma course by a student shall be 6 academic calendar years from the date of admission.

9. CHANGE IN PROGRAMME:

A candidate who has taken admission in a particular Programme shall not normally be allowed to change the Programme(branch).

However, if there shall arise any vacancy due to drop outs, programme/branch reallocation can be done latest by the last date of admission in the third semester provided the minimum educational qualification required and the courses in the first two semesters are the same for both the Programmes/branches. For such changes, the student should have cleared all the courses of the preceding semesters. Change in programme/branch shall be on the basis of merit in the of the preceding semesters. Prior approval of the DHTE/SCTE should be obtained before such changes.

10. AWARD OF DIPLOMA:

- 10.1 A student shall be eligible for award of Diploma only if he/she passes in all courses as per the scheme of examination i.e. he earns the minimum credit of 200(two hundred).
- 10.2 Subject to clause 10.1 the award of class shall be based on the marks obtained in the 3rd, 4th, 5th, and 6th semester examinations.
- 10.3 *CLASSES AND DIVISION :*

The percentage determining the award of class will be as under as a percentage of the combined aggregate marks:

- i) First class with Distinction- 75% and above in a single sitting
- ii) First class - 60% & above but less than 75%. Also 75% and above in more than one sitting.
- iii) Second class - 50% and above but less than 60%.
- iv) Pass class - 35% and above but less than 50%

11. MALPRACTICES DURING EXAMINATION:

- 11.1 The candidates appearing in any of the examinations shall obey such rules of the examination, as may be prescribed from time to time by the Examination Committee of the SCTE.
- 11.2 Any candidates violating any of the rules or adopting unfair means in the examination shall be liable to be expelled from the examination hall. Such expelled candidate may be allowed to continue the rest of the examination at their own risk and responsibility. The decision taken by the Examination Committee of the SCTE shall be announced along with the respective results of the examinations and shall be final and binding on the candidate.
- 11.3 The candidate(s) indulging in any of the following or similar acts(not exhaustive) in the examination hall will be considered as committing malpractice/adopting unfair means in the examination and will be booked for the same:-
 - a) Possessing hand written or printed/xerox/written materials, programmable calculators, organizers, mobile phones, pagers etc. with/without materials related/not related to the day's examination.
 - b) Writing any appeal to examiner or any irrelevant matters in the Answer Books.
 - c) Writing the Roll No., Registration No. or any mark of identification in the answer book or additional sheets other than the fly-slip.
 - d) Wasting the examination stationeries wantonly.
 - e) Tearing off sheets from the Answer Book
 - f) Noting down answers of problems etc. in the question paper before leaving the hall.
 - h) Talking with neighbors, showing signs or signals to others in the hall/verandah.
 - i) Exchanging or showing the answer book or additional sheets to other examinees.
 - j) Inserting pre-written additional sheet(s) having matters related to the course of the day's examination into the main answer book.
 - k) Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences .
 - l) Acts of threats, violence, creating disturbance inside/outside the examination hall, preventing other candidates from the examination hall, misbehavior with the supervising staff etc.
 - m) Taking away with him/her the written Answer book without handing over the same to the hall invigilator.
 - n) Impersonating for other candidate or someone impersonating for the candidate.
 - o) Causing damage to examination records or examiners or their belongings

The candidates who had been booked under any of the above mentioned or similar malpractices will be enquired by an Enquiry Committee headed by the Centre Superintendent and punishments will be awarded by the Examination/Disciplinary Committee depending on the nature and severity of the malpractice.

The following are the punishments that may be awarded to such candidates:-

- 1) All papers of the concerned semester written by the candidate in that sitting including practical(s) will be cancelled.
- 2) All papers written by the candidate in that sitting (all semester papers including practical(s)) will be cancelled.
- 3) In addition to 1 and 2 above, the candidate may be debarred from appearing in the Council's examination for specific durations.

12. MISCELLANEOUS

- 12.1 In case any anomaly is detected at any stage during the whole process up to publication of result, such matter must be brought to the notice of the Secretary, SCTE through Examination Committee for necessary action and his decision will be final and binding.
- 12.2 The complains of candidates, if any, in respect of results shall not be entertained if such complains are made to the SCTE after 21 days from the date of declaration of result.
- 12.2 No re-evaluation of the answer script already evaluated in respect of any paper of any examination shall be allowed but re-checking of answer scripts may be allowed provided the candidate concerned applies with a rechecking fee as prescribed within 21 days from the date of publication of result of the respective examination or such period as notified by the SCTE. Re-checking means re-totalling of marks and scrutiny of any answer not valued already. No re-evaluation or re-checking of practical and Term works of any examination shall be permitted.
- 12.3 For re-checking students have to apply to the Controller of Examination through Principal along with rechecking fee as fixed by the SCTE within 21 days of declaration of result or such period as notified by the SCTE.
- 12.4 The rechecking shall be done by the Secretary or any officer authorized by him in confidence and not in presence of the candidate. If any answer is left un-assessed, the Secretary of the SCTE shall cause it to be assessed in confidence. In case where there shall occur an omission of any nature affecting the results, the same shall be rectified and the results modified and declared accordingly.
- 12.5 Duplicate mark sheets may be issued to a candidate provided an application is submitted to the Secretary of the SCTE with a duplicate mark sheet fee, newspaper advertisement/affidavit sworn before a 1st class Magistrate and police verification report. The candidate requiring duplicate mark sheet must mention in his/her application his name, examination Roll No., Registration No., month and year of examination. A certificate from Head of Institute identifying the candidature of applicant for the examination should be enclosed with the application.
- 12.6 The answer scripts of the candidates for an examination shall be preserved for three years from the date of publication of the results and the same shall be destroyed after the period by order of the Secretary of the State Council.
- 12.7 Migration of students registered under the State Council for Technical Education, Arunachal Pradesh to other Board/State Council etc. will be

- allowed on application submitted in prescribed form along with the requisite migration fee to the Council.
- 12.8 The Council reserves the right to withdraw/cancel/withhold the mark sheets, Provisional/Diploma Certificates, issued, by mistake, to candidates who have not fulfilled the eligibility for such mark sheets/certificates, without any prior notice or explanation whenever such cases are detected
 - 12.9 The Chairman of the State Council shall have the right to alter, amend or delete any or all of the above noted regulations.
 - 12.10 The decision of the Chairman of the State Council in all above cases shall be final and binding.
 - 12.11 In case of disputes in respect of anything into the regulation, the jurisdiction for legal proceedings shall be Itanagar in the State of Arunachal Pradesh.
