

General Rules for Diploma in Engineering / Technology Examinations

(GRDETE 2016)



विज्ञान एवं प्राविधिकी विभाग

Dept. of Science & Technology, Govt. of Bihar

State Board of Technical Education, Bihar

4th Floor, Technology Bhawan, Visveshwraiya Complex

Patna-800 015

Govt. of Bihar
Science & Technology Department
State Board of Technical Education, Bihar, Patna

General Rules for Diploma in Engineering / Technology Examinations (GRDETE 2016)
(Examinations, Results and Award of Diploma)

1.0 Introduction:-

State Board of Technical Education, Bihar is the competent authority to supervise, conduct the examinations and award Diploma/certificate in the state of Bihar. In exercise of powers vested with SBTE (i.e. Board) vide letter no. 539 dated 04.05.2005 (in Para 15) and to improve the standards of Technical Education in Bihar, the competent authority hereby frame rules for Diploma in Engineering/Technology Examinations.

This document contains the General Rules for Diploma in Engineering/Technology Examinations; henceforth called "GRDETE 2016". It stipulates eligibility of students to appear in examinations of each of the 6 semesters and the conduct of examinations leading to Diploma. This Regulation is applicable to all Courses (Full time/ Part time) Under SBTE Bihar.

2.0 Teaching and Examination Scheme:-

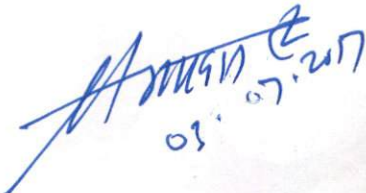
The teaching and examination schemes of a Diploma in Engineering, Technology and such other disciplines shall be as per the respective prescribed curriculum, subject to the revisions and modifications made by the Board, from time to time.

3.0 Effective date:-

GRDETE 2016 shall be effective for students admitted in session 2016-17 and onwards, and shall supersede the prevailing rules. However, the students already registered and enrolled would continue to be guided by the previous rules.

4.0 Admission to a Course:-

No Candidate shall be admitted to a course for Diploma in Engineering and Technology or any other Diploma approved by the Board, unless he has passed the qualifying examination or an equivalent examination as prescribed for admission to the course, by the Government of Bihar/AICTE norms.


03.07.2017

5.0 Registration in Diploma Courses:-

A student shall be registered in the Diploma courses with State Board of Technical Education, (SBTE) Bihar only after meeting the following criteria or as directed by Department of Science & Technology, Govt. of Bihar from time to time.

- 5. a A student is admitted as per State Govt. Rules/AICTE norms
- 5. b A Student has to register online with the Board, only in Semester-I and in case of Lateral Entry in Semester-III, as per the schedule notified by the SBTE.
The hard copy of the application form downloaded from SBTE website along with the prescribed Board fee and the documents (Self attested photocopy of Matriculation Original Certificate, Mark sheet, Admit order of admission authority, Photograph of students and etc.) provided by Entrance Examination authority shall be submitted by the student to the Principal of the concerned institute. After proper verification of identity and genuineness, the Principal shall forward these documents to the Board for registration.
- 5. c No Student shall be registered with the Board without relevant documents. Such as Admit order, Secondary School Certificate, 10th Mark sheet and etc, as per the schedule notified by the SBTE.
- 5. d Registration with the Board shall be cancelled in case genuineness of student's identity is not established or their documents related to admission are not found genuine at any later stage after Registration.

6.0 Mandatory Eligibility for all End Semester (I to VI) Examinations:-

Every candidate who wishes to appear at any End Semester Examinations must

- 6. a Be registered with SBTE.
- 6. b Have maintained a good conduct;
- 6. c Have attended at least 75% of lectures, tutorials, completed practical classes and Term Work (as may be applicable) of each subject satisfactorily;
- 6. d Be certified by the Principal concerned with respect to 6(a), 6(b) and 6(c).
- 6. e In case a student is duly transferred from other institution, requirements mentioned above shall be completed partly in one institution and partly in the other one.

7.0 Specific Eligibility conditions for different semesters:-

7.1 Eligibility for Semester I Exam:-

Registration of all eligible candidates shall be mandatory in Semester-I for appearing in the Class Test (CT) at the institution concerned. A student can appear in the End Semester Examination (ESE) of Semester-I Diploma Course if he/she has been duly registered by the Board and has completed the regular course of study along with rule 6.0 as prescribed by the Board for Ist Semester.

7.2 Eligibility for Semester II to Semester IV Exam:-

A student registered with SBTE may appear in any particular End Semester Examination if he/she has passed previous End Semester Examination of that Semester and thereafter has completed the regular Course of Study along with rule 6.0 as prescribed by the Board for that Semester from an institution affiliated to the Board.

7.3 Eligibility for Semester V Exam:-

A student may appear in the End Semester Examination of Semester V if he/she has passed Ist Semester completely (all papers), and promoted to Vth semester under rule 12 & 13 and thereafter has completed the regular Course of Study as prescribed by the S.B.T.E. for Vth Semester from an institution affiliated to the S.B.T.E.

7.4 Eligibility for Semester VI Exam:-

A student may appear in the VI ESE, if he/she has passed IInd Semester completely (all papers) and IIIrd to Vth Semester Examinations (under Rule 7.2 & 7.3) and thereafter has completed the regular Course of Study as prescribed by the S.B.T.E. for VIth Semester Examination from an institution affiliated to the S.B.T.E.

8.0 Conduct of Examinations and marks distribution:-

8.1 The Board shall conduct one examination at the end of each academic Semester for each of the Ist to VIth semester course. It shall also conduct Supplementary Examinations for Vth and VIth Semester only. There shall be no supplementary examination for Ist to IVth Semester.

8.2 Each theoretical subject provided under the Courses of Study for Ist to VIth Semester Examination shall be evaluated as per following marks distribution.

Amn E
03.07.217

8.2(a) 20% marks for internal institutional tests i.e., Class Test (CT). In case a candidate remains absent in Class Test, zero marks shall be awarded. Answer books of Class Test shall be examined by the teachers of the institution and the examined answer-books shall be shown to the students after keeping a copy of marks foil concerned. Affiliated institutions shall conduct one Class Test for 20% marks for each theoretical subject after completion of about 60% of the Semester curriculum of the subject concerned.

8.2 (b) 10% marks for Teacher's Assessment (TA) on the basis of Attendance and Quiz Tests

8.2 (c) 70% marks for End Semester Examinations (ESE) to be conducted by the Board as per Scheme of Examination printed on Courses of Study.

8.3 There shall be no institutional Examination for Practical Papers. Practical papers' examination will be conducted by the Board as per the Scheme of Teaching and Examination.

8.4 Medium of Examination:-

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

8.5 A candidate, who fails to submit his/her application for appearing in a particular examination by the due date prescribed by the Board, shall have to pay a penalty as decided by the Examination Board.

9.0 Term Works:-

9.a The Term Works i.e.; the Sessional Records of students shall be examined for 28% marks by the subject teacher of the institution during the conduct of the Term Work throughout the Semester. The Board shall get the students examined for the remaining 72% by external examiners as Members of the External Committee on the basis of jobs / records / journal and / or otherwise as per instructions issued by the Board from time to time.

9.b For English (Language Lab) 100% marks of Term Work shall be examined by the Subject Teacher of the institution.

9.c The practical work of students shall be examined for the 30% marks (as per the Scheme of Exam.) by the teachers concerned present on the day of examination on the basis of practical note book, performance during practical exam and viva-Voce. Remaining 70% by External Committee on the basis of their jobs / records / journal / practical note book submitted before the committee.

10.0 Pass criteria:-

A candidate must obtain following minimum marks to pass Ist semester to VIth semester examinations.

- (i) 40% marks in each theoretical paper.
- (ii) 40% marks in each practical paper.
- (iii) 40% marks in each Term Work i.e., Sessional paper (Internal Assessment and External evaluation taken together).

The grading scheme, percentage of marks and division is placed at annexure II

11.0 Promotion to higher semester and award of Class:-

A student shall be promoted to next semester only if he/she has passed all theoretical/practical subjects. A student who has passed all except a maximum of two theoretical/practical subjects (or remained absent in two theoretical/practical subjects) and passed in all Term Work shall be allowed to be promoted to next semester with carry papers. Such candidates shall not be placed in any Grade/Class in their examination. Such candidates have to appear in such subjects compartmentally in the Board Examination that shall be held in subsequent Semester while pursuing their studies in higher Semester. If such candidate passes in this/these carry subject (s) by securing a minimum of 28 out of 70 marks and 40 out of 100 marks in aggregate, the actual marks obtained by him/her in the subject (s) will be reduced to bare pass marks (40 out of 100) for the purpose of award of Class.

12.0 Special Grace Scheme:-

- 12.a If a candidate who has appeared in all theoretical and practical subjects in one lot in any End Semester Examination and has passed in all theoretical, practical and Term Work individually and in aggregate except one theoretical subject by a maximum of 5 marks (in board), he will be declared to have passed the examination after adding the marks by which he has failed and the marks thus added will be deducted from the marks of the subject in which he has obtained the highest marks.
- 12.b If a candidate who has appeared in all theoretical and practical subjects in one lot in any End Semester Examination and has passed in all theoretical, practical and Term Work individually and in aggregate except two theoretical subjects by not more than 5 marks in both subjects taken together, he will be declared to have passed the examination after adding the marks by which he has failed two subjects and the marks thus added will be deducted from the marks of the subject in which he has obtained the highest marks.

- 12.c Special Grace Scheme is not applicable for students appearing in any compartmental examinations.

13.0 Compartmental Examinations:-

If a student has failed in any of the Ist – VIth Semester Examinations of the six semester Diploma Course or has failed to appear therein even after having completed the regular Course of Study but fulfills other necessary requirements, may appear again in the next regular ESE or supplementary examination as the case may be even as an ex-student/private student, at the said examination without further attendance of lectures, Practical and Term Work subject to the following conditions:

- 13. a He/She has good moral character.
- 13. b He/She has satisfied the necessary conditions as per the regulations for appearing at the examination in any previous semester.
- 13. c He/She has passed in the Term Work (where applicable).
- 13. d Certification of the concerned Principal with respect to 13(a), 13(b) and 13(c) above

13.1 Limitations of compartmental examinations.

- 13.1.a No student shall be allowed to appear in Ist & IInd Semester Examination for more than 2 academic sessions after the semester in which he has completed the regular course of study. Such student who could not pass Ist and IInd Semester in above specified 3 consecutive attempts shall not be eligible for readmission and shall be awarded NFT* (Not Fit for Technical Education) However, Board reserves the right to grant a chance to any applicant, on case to case basis on humanitarian ground.
- 13.1.b Student of IIIrd - IVth Semester who remains unsuccessful (declared Fail) in the Examinations during three consecutive academic sessions including the session in which he completed his regular course of study of IIIrd –VIth semester, may be readmitted in the institution to pursue the course of study of that Semester as a fresh student.
- 13.1.c A candidate who appeared in VIth semester examination in all subjects in one attempt and passed in all the sessionals and in aggregate but failed in one or more theory/practical subjects of VIth semester and having carry papers from vth semester (if any) may be allowed to appear in subsequent regular semester examination of Vth & VIth semester. The candidate may choose to appear compartmentally in the

said examination for the subject, in which he had failed. In calculating the aggregate marks for such candidates for award of class, the marks obtained by him in the subject/passed compartmentally shall be reduced to bare pass marks for every such subject. As such, no supplementary examination shall be conducted by the SBTE.

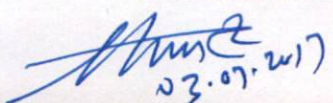
- 13.1. d However, when he/she has been promoted and allowed to pursue study for higher Semester as per Rule (11). Such student shall be eligible to appear as an ex-student in the subsequent Ist -VIth Semester Compartmental Examinations for six times continuously.

- 13.1. e **Marks of ex-candidate to be carried forward :-**

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

14.0 Successful passing of VI Semester Exam and award of Diploma:-

14. a For award of Diploma, CGPA obtained by him in Ist to VIth Semester Examinations shall be considered with equal weightage to each semester as per Examination grading scheme of Annewure-02.
14. b In order to pass the Diploma Examination, a student shall be required to pass all the subjects of Ist to VIth Semester Examinations conducted by the State Board of Technical Education, Bihar in normal way or under Special Grace Scheme.
14. c A student who appeared in End Semester Examination of Semester VI in all subjects in one attempt and passed in all the Term Work (sessional) but failed in one or more theory/practical subjects of VIth semester and also has carry papers from Vth semester may be allowed to appear in subsequent Supplementary Examination of Vth & VIth Semester held together. The candidate may choose to appear compartmentally in the said examination for the subject in which he had failed. In calculating the aggregate marks for such candidates for award of Class, the marks obtained by him in the subject/passed compartmentally shall be reduced to bare pass marks for every such subject.
14. d In case a candidate who has passed the last two Semester Examinations or the final year examination but has failed in any lower Semester Examinations his/her result shall be with held till he/she clears the lower Semester Examination in which he/she had failed.
14. e Marks will be furnished to the candidate through the Institution immediately after publication of the results. A candidate may get them directly from the Board by paying a Board fee through Bank Draft (**payable to the Secretary, State Board of Technical Education Bihar, Patna**) along with the application.


23.07.2017

15.0 Scrutiny of Result:-

- 15.a Application for scrutiny of the result in any subject or subjects at the Board Examination shall be submitted to (Controller of Examinations, S.B.T.E., Bihar) along with the requisite Board fee per subject (as decided by the Board time to time.) payable to Secretary, S.B.T.E., Bihar through institution head. Such application shall be accepted only if it is received within 15 days of the result declaration of that examination. That is, if a candidate fails to apply for Scrutiny of result within the prescribed time, he/she shall lose the right to Scrutiny. Such answer books will be jointly scrutinized by the three teachers Committee Constituted by Secretary S.B.T.E under the Chairmanship of the Controller of Examinations and in case any answer or part of an answer is not examined or if any other discrepancy is observed, the case will be referred to the Moderation Board of the Branch concerned. Change of marks will be notified to the candidate through the Institution immediately after publication of the results.

16.0 Loss of original Diploma Certificate:-

In the event of loss of original Diploma Certificate, a candidate can apply for the Duplicate copy with the requisite fee (as decided by the Board from time to time) through the Principal concerned along with an affidavit detailing therein the circumstances under which it was lost. The affidavit must be made in the presence of a First Class Magistrate/Oath Commissioner.

17.0 Preservation of Exam Records:-

The answer script and related documents (viz. registration form, examination application form, marks foil etc.) of each Semester Examination shall be preserved by the Board / examination / evaluation centre only for three years after the publication of the result.

18.0 Unfair practices in examinations:-

- 18.a In case of walkout or stay out or cancellation of examination due to any disturbance created at the centre for which the examinees are responsible or in case of cancellation of examination due to mass scale use of unfair means, neither there shall be any re-examination nor shall average marking be done. No marks shall be awarded to the examinees in the paper/ papers concerned.
18. b Willing students who resist and do not come out of the examination hall shall be permitted by the Centre Superintendent to continue their examinations or to write afresh where answer book is torn, and in that case the time wasted in disturbance shall be duly compensated.

- 18.c The SBTE shall cancel an examination if there is report of large scale use of unfair means by the Centre Superintendent, or by the observers or by the members of the Flying Squad or any Inspecting Officer of the Board. Cancellation of examination in any paper shall be indicated by a cross (×) and treated to be zero for computational purpose in the Tabulation Register.
18. d If the Examination Board is satisfied that there have been connivance and encouragements by the teachers/invigilators working at the centre, or in case of denial/refusal of any examination work without valid reason, the Chairman of the Board will recommend to the State Govt. for taking disciplinary action against the persons concerned.

19.0 Amendment in Declared Results:-

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

20.0 Issuance of Duplicate Diploma Certificates:-

A duplicate copy of the relevant Diploma Certificate shall be issued to a candidate on receipt of an application, accompanied by a proper affidavit, stating that the previously issued original or duplicate copy, as the case may be, is lost. The application should be submitted through the heads of his institute along with requisite fees. Further, the copy shall be marked as "DUPLICATE" Further copy to duplicate copy shall be superscripted as "TRIPLICATE; 'QUADRAPPLICATE' & likewise, as the case may be.

21.0 Name correction on documents:-

Documents shall normally have the name of a candidate as contained in his SSC Board certificate. In case of any discrepancy appearing in the name of a candidate in document issued by S.B.T.E the candidate shall duly apply for correction immediately after the declaration of the result of the very first examination of the Board he appears in. Board shall carry out the sought correction in the statement of marks for the said examination, following the prescribed procedure, expeditiously, definitely before the next examination. The candidate shall apply for correction in his name through the Principal of his institute, who shall ascertain that the candidate's name appears in the related list of admitted students and shall duly certify on the application and forward it to the Board.

22.0 Migration Certificate:-

Candidates will get Migration Certificate from the Board along with Diploma Certificate. Requisite fee (as decided by the Board from time to time) will be taken at the time of registration. After issuance of the migration certificate, the student will no longer remain a bonafide student of the Board.

23.0 Whenever changes are made in the courses of studies, it would be effective from new admission progressively. However for compartmental papers Examinations will be conducted as per rule 13.0.

24.0 Permission for writer:-

Permission for writer in End Semester examination would not be granted in any circumstance.

25.0 Amendments:-

Notwithstanding anything contained herein, the S.B.T.E. may amend the rules as and when required with a view to maintain high standards of Technical Education of Bihar State.

26.0 Miscellaneous:-

1. Teaching and Examination Scheme (Annexure 01)
2. Examination Grading/Percent of Marks/Division (Annexure 02)
3. Distribution of Marks, Type of Questions,
Marks of Each question and etc. (Annexure 03)
4. Role and duties of observer (Annexure 04)
5. Scale of Punishment (Annexure 05)
6. Guidelines for the Centre Superintendent (Annexure 06)
7. Guidelines for Evaluation Director (Annexure 07)
8. Duties & Responsibilities of Co-Examiner (Annexure-08)
9. Duties & Responsibilities of Head Examiner (Annexure-09)
10. Directions to Assistant Centre Superintendents / Invigilators (Annexure-10)

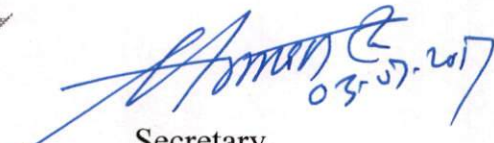
27.0 Dispute Resolution:-

All the disputes (if any) that arise shall be decided by the Examination Board, S.B.T.E. Bihar, Patna and the decision of the Board in all such matters shall be final and binding on all stakeholders.


Secretary,
State Board of Technical Education,
Bihar, Patna.

Memo No. :-2074.....Patna/ Dated:- 04/07/2017

Copy to :- Director, Department of Science and Technology, Govt. of Bihar, Patna/Principals, All Govt./Private Engg. College/All Govt./Private Polytechnics/Govt. Women's Polytechnics in Bihar/All the Officers concerned/Assistants, State Board of Technical Education, Bihar, Patna. for information and necessary action.


Secretary,
State Board of Technical Education,
Bihar, Patna.

STATE BOARD OF TECHNICAL EDUCATION, BIHAR
Scheme of Teaching and Examinations for
1st Semester DIPLOMA in Electrical Engg./ Mechanical Engg. /C.Sc&Engg.

(Group-I)

(Effective from Session 2016-17)

THEORY

Sl No	SUBJECTS	SUBJECT CODE	TEACHING SCHEME			EXAMINATION – SCHEME					Credits
			Periods per Week	Hours of Exam	Teacher's Assessment (TA) Marks (A)	Class Test(CT) Marks (B)	End Semester Exam. (ESE) Marks (C)	Total Marks (A+B+C)	Pass Marks ESE	Pass Marks in the Subject	
1.	Basic Physics	01101	02	03	10	20	70	100	28	40	2
2.	Basic Chemistry	01102	02	03	10	20	70	100	28	40	2
3.	Basic Mathematics	01103	05	03	10	20	70	100	28	40	5
4.	Communication Skill-I	01104	02	03	10	20	70	100	28	40	2
5.	Engg. Graphics	01105	02	03	-	-	30	30	12	12	2
6.	Computer Fundamentals	01106	02	03	-	-	50	50	20	20	2
			15			Total:-	360	480			

PRACTICAL

Sl No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION – SCHEME					Credits
			Periods per Week	Hours of Exam.	Practical (ESE)		Total Marks (A+B)	Pass Marks in the Subject	
					Internal	External			
7.	Basic Physics Lab.	01107	02	03	15	35	50	20	1
8.	Basic Chemistry Lab	01108	02	03	15	35	50	20	1
9.	Computer Fundamental	01109	02	03	15	35	50	20	1
10.	Basic Workshop Practice	01110	02	06	15	35	50	20	1
			08	Total:-			200		

TERM WORK

Sl No	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION – SCHEME				Credits
				Periods per week	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	
11.	English (Language Lab)	01111	02		25	00	25	1
12.	Engg. Graphics	01112	04		06	14	20	2
13.	Basic Workshop Practice	01113	04		07	18	25	2
				Total:-	10		70	
Total Periods per week Each of duration One Hour 33					Total Marks = 750			24

STATE BOARD OF TECHNICAL EDUCATION, BIHAR

Scheme of Teaching and Examinations for

1st Semester DIPLOMA in Agricultural Engg./ Chemical Engg./ Civil Engg./ Civil (Rural)/ Electronics Engg. / Textile Engg./Ceramics Engg./MOP/ Library & Information Science/ CDGM/Architectural Assistantship/Mechanical Engg.(Auto)/ Printing Tech./ Electro. & Comm. Engg./ Electrical & Electronics Engg./ Instrumentation & Control.

(Group-II)

(Effective from Session 2016-17)

THEORY

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	Hours of Exam.	Teacher's Assessment (TA) Marks (A)	EXAMINATION - SCHEME					Credits
			Periods per Week			Class Test(CT) Marks (B)	End Semester Exam. (ESE) Marks (C)	Total Marks (A+B+C)	Pass Marks ESE	Pass Marks in the Subject	
1.	Communication Skills-II	02101	02	03	10	20	70	100	28	40	2
2.	Engg. Mathematics	02102	04	03	10	20	70	100	28	40	4
3.	Applied Science	02103	03	03	10	20	70	100	28	40	3
4.	Engg. Mechanics	02104	03	03	10	20	70	100	28	40	3
5.	Engg. Drawing	02105	02	03	10	20	70	100	28	40	2
			14			Total:-	350	500			

PRACTICAL

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION – SCHEME					Credits
			Periods per Week	Hours of Exam.	Practical (ESE)		Total Marks (A+B)	Pass Marks in the Subject	
					Internal	External			
6.	Communication Skills (Language Lab)	02106	01	03	25	00	25	10	1
7.	Applied Science	02107	04	03	20	30	50	20	2
8.	Engineering Mechanics	02108	02	03	07	18	25	10	1
							100		
			07	Total:-					

TERM WORK

Sl. No.	SUBJECTS	SUBJECT CODE	TEACHING SCHEME	EXAMINATION - SCHEME				Credits
			Periods per week	Marks of Internal Examiner (X)	Marks of External Examiner (Y)	Total Marks (X+Y)	Pass Marks in the Subject	
9.	Engineering Drawing	02109	04	15	35	50	20	2
10.	Workshop Practice	02110	04	15	35	50	20	2
11.	Development of Life	02111	02	07	18	25	10	1
12.	Professional Practice	02112	02	07	18	25	10	1
			Total:-	12		150		
							Total Marks = 750	24
			Total Periods per week Each of duration one Hours					
			33					

Examination Grading/Percent of Marks/Division

TABLE-1

RANGE OF MARKS (%)	GRADE	GRADE POINT
90-100	A+	10
80-89	A	9
70-79	B	8
60-69	C	7
50-59	D	6
40-49	E	5
Less than 40	F	-

SGPA (Semester Grade Point Average) = {Summation of (Credit of Subject x Grade Point)}
Divided by total credits.

CGPA (Cumulative Grade Point Average)- Grade Point System is adopted as per AICTE norms,
the CGPA will be converted into Equivalent Percentage of Marks as below:

TABLE-2

	Cumulative Grade Point Average	Equivalent Percentage
(a)	5.00	40%
(b)	5.25	45%
(c)	5.75	50%
(d)	6.25	55%
(e)	6.75	60%
(f)	7.25	65%
(g)	7.75	70%
(h)	8.25	75%
(i)	8.75	80%
(j)	9.25	85%
(k)	9.75	90%
(l)	10	95%

TABLE-3

	CGPA	CLASS
(a)	8.25 and above	1 st Class with Distinctions
(b)	6.75 and above but below 8.25	1 st Class
(c)	5.25 and above but below 6.75	2 nd Class
(d)	5 and above but below 5.25	Pass
(e)	Below 5	Fail


Secretary,
S.B.T.E., Bihar, Patna

Marking Pattern for New Syllabus for End Semester Examination

(Effective from Session 2016-17)

(A) For Theory Papers:-

<u>Type of Questions</u>	<u>No of Questions</u>	<u>Marks for each Question</u>	<u>Total Marks</u>
(I) Objective	20	01	20
(II) Short Answer Type	05*	04	20
(III) Long Answer Type	05*	06	30
			Total:- 70

(B) For Engg. Graphics

(I) Long Answer Type	06*	05	30
			Total:- 30

(C) For Computer Fundamentals:-

(I) Objective	15	01	15
(II) Short Answer Type	05*	04	20
(III) Long Answer Type	03*	05	15
			Total:- 50

Note:-* With Internal Choice (OR)

Handwritten signature and date 9.5.16

STATE BOARD OF TECHNICAL EDUCATION, BIHAR, PATNA
Role and Duties of Observer for Diploma Examinations

1. An Observer is to observe the activity in the Board Examination. He / She is independent to assess the manner in which the examination is actually conducted. The Observer is also expected to provide active feed-back if feels necessary during the course of the examination to the Centre Superintendent (CS) and to inform him / her of any important developments or irregularities / deficiencies which may come to notice. However, responsibility for the actual conduct of examination at a given centre lies squarely on the shoulders of the CS and his team of Officer-in-charge / Invigilators etc. The Observer has no formal role of responsibility in the said sphere. Even so his inputs and advice will carry importance for CS and the Board as well.

2. Some of the important aspects which the Observer is expected to look into and follow are as follows :

(a) To observe the law and order arrangement at the centre(s) where he / she has been deputed and point and deficiencies / methodologies adopted out of the tune of rules / regulations of examinations.

(b) To visit each day centre(s) if possible before the start of the each session to observe that opening of packets containing question papers is being done properly in the presence of CS and some invigilators as mentioned in CS's Guidelines. However, this observation should not cause any disturbance on delay to the process, since starting of examination on time is of paramount importance.

(c) To inspect arrangements made by the centre to prevent entry of such materials that may be used for unfair means or creating some thing untoward.

(d) The Observer will visit examination rooms off and on to assess the credibility of the examination.

(e) To observe that whether the process of packing Answer Books is being done properly in the presence of the CS / Officers-in-charge / Invigilators.

(f) To see that the packed answer books are immediately dispatched after the conclusion of examination to the Evaluation Centre. Unused answer booklet must be return to S.B.T.E. with a list of same.

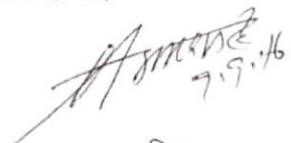
(g) On conclusion of each day's examination the Observer is required to intimate the Controller of Examinations about the conduct of examination covering the above mentioned points.

(h) At the end of examination the Observer is required to submit report in writing (what he / she has been communicating on telephone as contained in para (g) about the whole conduct of examination and any information whatever has been conveyed to COE over phone.)


9.9.16

राज्य प्रावैधिक शिक्षा पर्षद, बिहार, पटना
डिप्लोमा परीक्षा हेतु पर्यवेक्षक का कर्तव्य एवं दायित्व

- (1) पर्यवेक्षक पर्षद परीक्षा के दौरान परीक्षा केन्द्रों का पर्यवेक्षण करेंगे। परीक्षा केन्द्रों के कार्यकलापों का पर्यवेक्षण करेंगे। वे स्वतंत्र रूप से परीक्षा के संचालन का मुआयना करेंगे। पर्यवेक्षक से यह भी अपेक्षा की जाती है कि केन्द्राधीक्षक को परीक्षा के दौरान महत्वपूर्ण जानकारी/अव्यवस्था/कमियों को ध्यान में लावेंगे एवं सक्रिय फीड बैक प्रदान करेंगे। ताकि परीक्षा केन्द्रों पर परीक्षा के वास्तविक संचालन का दायित्व पूर्णरूपेण केन्द्राधीक्षक एवं उनके सहयोगी वीक्षकों की ही होगी। पर्यवेक्षक का इस सन्दर्भ में कोई औपचारिक दायित्व नहीं होगा। परन्तु उनके परामर्श एवं इनपुट केन्द्राधीक्षक एवं पर्षद के लिए महत्वपूर्ण सिद्ध होता है।
- (2) पर्यवेक्षक से अपेक्षा की जाती है कि निम्नलिखित महत्वपूर्ण पक्षों पर नजर रखते हुए निम्न निर्देशों का अनुपालन करेंगे।
 - क) प्रतिनियुक्त परीक्षा केन्द्रों पर विधि व्यवस्था के अनुपालन के कमियों/पद्धति का पर्यवेक्षण करेंगे।
 - ख) यथासंभव प्रतिदिन परीक्षा केन्द्रों पर ससमय उपस्थित होंगे। केन्द्राधीक्षक एवं वीक्षक के उपस्थिति में केन्द्राधीक्षकों के मार्गनिर्देशन संबंधी अभिलेख के प्रावधानानुसार प्रश्न पत्र के पैकेट को खुलवाना सुनिश्चित करेंगे। तथापि परीक्षा समय पर प्रारंभ हो इसमें किसी तरह का व्यवधान उत्पन्न नहीं हो पावे।
 - ग) परीक्षा केन्द्र पर अस्वच्छ साधन के प्रयोग को रोकने हेतु सभी व्यवस्थाओं का निरीक्षण करेंगे।
 - घ) परीक्षा कमरों का पर्यवेक्षण परीक्षा के शुद्धता के उद्देश्य से बदा-कदा करते रहेंगे।
 - ड०) उत्तरपुस्तिका के पैकिंग का पर्यवेक्षण केन्द्राधीक्षक/वीक्षक के उपस्थिति में करेंगे।
 - च) परीक्षा समाप्ति के उपरान्त उत्तरपुस्तिका का प्रेषण पर्षद द्वारा निर्धारित गन्तव्य तक सुनिश्चित करेंगे। अनुपयोगित उत्तर पुस्तिका पर्षद को सूची बनाकर वापस की जाए।
 - छ) प्रतिदिन परीक्षा के उपरान्त परीक्षा संचालन से संबंधी उपर्युक्त वर्णित सभी सूचनाएँ परीक्षा नियंत्रक को संसूचित करेंगे।
 - ज) परीक्षा के समाप्ति के उपरान्त पर्यवेक्षक लिखित प्रतिवेदन समर्पित करेंगे जिसमें परीक्षा के दौरान परीक्षा नियंत्रक को फोन/फैक्स पर दी जाने वाली सभी सूचनाएँ भी सम्मिलित होगा।


 सचिव,
 राज्य प्रावैधिक शिक्षा पर्षद,
 बिहार, पटना।

**Scales of Punishment for the use of unfair means
to be recommended by Disciplinary Action Committee.**

Sl. No.	Nature of offence	Punishment
1.	(i) Possession of printed / Xerox / written materials pertaining / not pertaining to the day's examination, or pertaining to the examination already appeared by the candidate in the form of book or loose sheets that not have been made use of in the examination.	Concerned papers written by the examinee in that sitting will be cancelled.
	(ii) Possession of printed / Xerox / written materials pertaining to the examination, in the form of book or loose sheets that have been made use of in the examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
2.	Possession of Programmable Calculators, Mobile, Phones, Pagers, Organizers, Digital memory pad etc. with / without matters related to the day's examination stored in them and made use of them or not in the examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
3.	Writing any matter, formula, definitions, sketches, pertaining / not pertaining to the day's examination, in any part of the candidate's body, dress, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket etc. and made use of them or not in the examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
4.	Writing any appeal to Examiner offering money or any irrelevant matters in the answer book, attaching money in answer books and giving contact address, telephone numbers etc.	All papers including practicals of all semester written by the examinee in that Board examinations will be cancelled.
5.	Writing the registration roll number anywhere in the answer book or additional sheets other than in the space provided.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
6.	Noting down the answers of problems in his/her question paper before leaving the Hall.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
7.	Tearing off sheets from the answer book.	All papers including practicals of all semester written by the examinee in that Board examinations will be cancelled.
8.	Talking with neighbors, showing signs or signals to others in the hall / verandah.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
9.	Exchanging with neighbors hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, hints related to the day's examination written on them. (Applicable for both / all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.

[Signature]
9.9.16

10.	Showing the answer book / additional sheet to the neighbors or allowing them to copy. (Applicable for both / all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.
11.	Giving / Getting the main answer book or additional sheet to / from neighbor for copying. (Applicable for both / all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.
12.	Writing cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
13.	Writing the examination even after the final bell, not obeying to hall invigilator's instructions.	Concerned papers written by the examinee in that sitting will be cancelled.
14.	Striking off all the pages including the correct answers written by him / her in the answer book, when being caught for any act of malpractice.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
15.	Telling the answer or formula related to any of the question to others writing the same examination.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
16.	Inserting pre – written additional sheet(s) having matters related to the subjects of the day's examination into the main answer book.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
17.	Replacing the answer book supplied in the hall by pre-prepared answer book brought by the candidate himself / herself or got from outsiders.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for four semester of Board examinations.
18.	Writing answer in main answer book or additional sheets from outside the hall and passing the same to any candidate writing the examination for replacement / attachment.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
19.	Refusing to give written statement, refusing to receive show cause notice, absenting from enquires, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing / swallowing / erasing / throwing away the bits, materials etc.	All papers including practicals of all semester written by the examinee in that Board examinations will be cancelled.
20.	Writing filthy / indecent / vulgar words or sketching obscene figures etc in the answer book or additional sheets attached.	Concerned papers written by the examinee in that sitting will be cancelled.

Amir
9.9.16

21.	<u>Acts</u> of threats, violence , creating disturbance inside / outside the examination hall, preventing other candidates from entering the hall, misbehavior with the supervising staff etc.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
22.	<u>Repetitive</u> action of malpractice either in the same sitting or in different sittings in the course of his / her study.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
23.	<u>Taking away</u> with him / her the written answer book, without handing over the same to the invigilator.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for two more semester of Board examinations.
24.	<u>Trying to take away or damage</u> other candidate's answer book.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for four semester of Board examinations.
25.	<u>Violating</u> any other special rules / regulations prescribed then and there by the Board of Examinations.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
26.	<u>Impersonation</u> – Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
27.	<u>Assaulting physically</u> or attempting to attack any examination staff while being caught / booked for any malpractice.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
28.	Causing damage to examination records.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.

Amrta
9.9.16

29.	<u>Arranging outside persons</u> to terrorise the examination staff.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
30.	<u>Leaving the examination hall</u> with the question paper of the day's examination before the expiry of the period prescribed by the Board of Examination normally 30 minutes from the end of examination in spite of the warning invigilator / centre superintendent.	All papers including practicals of the concerned semester written by the examinee will be cancelled.
31.	<u>Causing damage</u> to the belongings of person engaged in Examination work as an act of vengeance. The Candidates who had been booked under any of the above mentioned malpractice will be enquired by Enquiry Committee headed by the Chief Superintendent of the examination center and punishments will be awarded by the Disciplinary Action Committee constituted by the Chairman depending on the nature & severity of the malpractice.	All papers including practicals of all semester written by the examinee in that Board examination will be cancelled and the candidate will be debarred for six semester of Board examinations.
32.	If an examiner reports during evaluation that answer written in two or more answer book tally and charge of mutual copying or copying from a common source is established. (Applicable for both/ all examinees involved)	All papers including practicals of the concerned semester written by the examinee will be cancelled.
33.	If an examinee remains out side the examination hall for more than six minutes and the Centre- Superintendent reports that the examinee utilized his absence for use of unfair means.	All papers including practicals of the concerned semester written by the examinee will be cancelled.


 Secretary,
 State Board of Technical Education,
 Bihar, Patna

STATE BOARD OF TECHNICAL EDUCATION, BIHAR, PATNA.
GUIDELINES FOR THE CENTRE SUPERINTENDENT OF EXAMINATIONS.

(In addition to the General Rules of Diploma Examinations and
 The Bihar Conduct Examination Act, 1981)

*To conduct
 examination.*

1. Conduct of examination(s) at the centre smoothly as per the frame work of prescribed examination rules will be the responsibility of Centre Superintendent (CS). In extraordinary situation only, a CS after having prior consent from the Controller of Examinations can delegate his / her responsibility to an officer deemed to be fit and prudent to discharge the responsibility.

*Violation of
 Examination norms.*

2. All occurrences of adoption of unfair means by an examinee or transgression of the rules of examination by any one whether an examinee or an intruder should be reported to the Board by the CS on the day of occurrence in daily report stating the action taken in this regard with report mentioned in section 29.

*Prohibition from
 Unfairmeans.*

3. If an examinee in examination room is found to be indulged in any form of malpractice against the norms of examination shall immediately be reported to the CS by officer-in-charge / invigilator of the room along with seizure report. The CS will deal the matter under the provisions in the examination rules and The Bihar Conduct of Examination Act-1981.

The chit or written material etc. should be signed by the invigilator and the candidate should be asked to submit his explanation. The answer book of the examinee along with the chits etc. shall be submitted by the invigilator to the CS. The Disciplinary Action Committee of i) JCS, ii) ACS/Senior most Lecturer, iii) Invigilator concerned under the chairmanship of CS, shall take action as per the scale of Punishment prescribed by the Board based on the severity/nature of offence.

The CS shall send the answer book and the material found in possession of the candidate for using unfair means, invigilator's report, explanation of the candidate, along with DAC report apprising the Board about the action taken in a sealed and insured cover to the Controller of Examinations.

Seat plan.

4. Every day's seat plan of the examinees shall be maintained and kept by the CS for at least three months after the result is published. A copy of the same should be sent to the Board office. Seating arrangement in a room should be such that every student should face one direction and if possible intervening examinees i.e. examinees between the two should be of different subject.


 9.9.11

Attendance Sheet.

5. In each examination, the candidates are required to put their full signature, roll number and answer book number on the attendance sheet provided to the institution by the Board. In an examination room all examinees will get attendance sheet one by one by the invigilator(s) in the room. The invigilators doing this work shall ascertain that candidate's roll number and answer book number are correct. CS will keep a copy of every day's attendance sheet at least for three months after the publication of results. Original attendance sheet will be sent to the Board office.

Identification of candidates.

6. Candidates at the examination centre from other institutes shall be required to appear before the CS before the commencement of examinations:

- (a) to obtain their admission cards.
- (b) for verification of identity.

To eliminate proxy, identity of each examinee must be ascertained by invigilator(s) of respective rooms and CS as well.

Number of Invigilators.

7. Normally one Invigilator shall be on every twenty five students in large halls. Relieving invigilator(s) according to the need will also be kept as reserve. In no case or situation in an examination room less than two invigilators will be allowed.

Teachers having relation with any examinee / Non Teaching Staff not to be assigned invigilation work.

8. Invigilators shall not normally be below the rank of a lecturer. Under special circumstances only suitable persons below this rank may be engaged. However this should be intimated to the Controller of Examinations.

If in an examination relative of any teacher/Staff of that institute is appearing the teacher/staff shall not be assigned invigilation work in any sitting on any day of the examination. The teacher/staff shall insure this themselves also.

Officer-in-charge in a Room.

9. Senior most officer in an examination room will be officer-in-charge who will supervise work of invigilator(s) and activity in the room.

List of Invigilators to be forwarded to the Board.

10. The list of invigilators of each sitting and of each examination should be sent to the Controller of Examinations when the examination is over along with remark of CS about the quality of work of each invigilator. An invigilator found neglectful of his duty should not be engaged in future for invigilation work.

Local Levy-not to be collected.

11. No money from any student will be collected by CS to meet examination expenses such as engagement of labour for serving water, for arrangement of seats, for packing and sealing the papers etc. Over and above the expenses incurred on above heads the cost of packing and dispatching drawing sheet and other materials will be met by the State Board. The government service stamps will be used for dispatching and for correspondence in connection with the Board Examinations.

Record of temporary absence of examinees.

12. The officer-In-charge of each room shall maintain a list of temporary absence of examinees mentioning roll number, time, date and duration of such absence. These records shall be submitted to the Board, when examination is over.

Amr
9.9.16

Arrangement for drinking water to the examinees.

13. Arrangement should be made for serving drinking water to examinees in the examination hall.

Examinees not to be contacted.

14. No letter, telegram, money order will be handed over or communication through mobile phone. Any guest will not be allowed to see the examinee whether outside or inside the room.

Correction in question paper.

15. Any error or misprint in the question paper if detected will be communicated to the examinees and modification of this effect will be allowed only after consultation with the Controller of Examinations.

Entry into examination room.

16. Barring invigilators none should be allowed in the room while the examination is going on without having permission of the officer-in-charge of the room.

Seating arrangement in the examination rooms.

17. (a) Seating arrangement in examination rooms will be made in evening one day prior to the commencement of examination. The rooms after which will be locked and reopened next day twenty minutes before the examination commences.

(b) It shall be the duty of CS to see that all desks, doors, wall etc. are wiped clean of all writings prior to the commencement of each sitting of examinations.

(c) If any such thing is found on the desk or near the wall of an examinee during examination, the examinee with the consultation of the CS will be shifted to a place where there are no such writings.

Intimation of receipt of question papers.

18. The question papers will be dispatched to the CS in sealed covers by insured posts or by messenger. The receipt of the envelopes should be intimated to the Controller of Examinations.

Opening of packets containing questions.

19. The outer cover should be opened on the day the parcels reach the CS. The inner packets will be counted, if the envelopes containing question paper of any subject are found to be less than the required number, the Controller of Examinations should immediately be informed about it. The CS shall examine and observe very carefully the state in which inner envelopes reach him; if any envelope appears to have been tampered with or mutilated, the CS should leave these packets without breaking the seals. This should be immediately communicated to the Examination Controller.

Envelopes inside question packets.

20. Envelopes inside the question packets containing questions bear different seal shall be kept by the CS and shall not be opened earlier than fifteen minutes before the commencement of examination of that paper. These envelopes of each sitting will be opened by the CS in presence of at least two invigilator / officers-in-charge of rooms by cutting them open at the edge of the envelope to avoid possibility of damage to question papers. The two officer-in-charge / invigilators in whose presence the envelopes are opened should sign a certificate on the envelopes that the seals were intact. The certificate should also contain the date and time at which the envelopes were opened.


9.9.16

Extra/Unused copies of question papers to be kept safe.

Inner Envelops & extra copies of questions to be returned to the Board.

Unused/Extra answer books.

Handing over of answer books to respective officer-in-charge of the room prior to examination.

Only one—Book-1 to be supplied to each examinee.

Answer books to bear stamp of Centre & Signature of CS.

Packing and Dispatch of answer books.

Unused answer-books & other materials to be returned to the Board office.

Report about the examination.

If situation is repugnant behaviour / Improper manner of examinee.

21. The CS has to see that extra copies of question papers are returned to him by the officer-in-charge / invigilator and kept in safe custody.

22. The CS shall return all unused/extra copies of question papers to the Controller of Examinations along with the envelops in which they were sent. Maximum ten copies of question papers can be retained at the centre for use in the institute.

23. Unused answer-books should be return to S.B.T.E. at the End of Exam.

24. In each sitting of examination answer book should be as many in number as there are students in the examination room and then they should be handed over to officer in charge. Only machine numbered answer books will be given to examinees.

25. Only One Answer Book shall be supplied to one examinee in any sitting.

26. The answer books, which are supplied to the examinees must bear the stamp of the Centre and the signature of the CS. Before distributing, the answer Book should also bear initial of officer-in-charge / invigilator.

27. The answer books should not be folded. They should be packed flat. The answer books from examinees should be sealed up on the same day in cloth covers in the presence of the CS. The answer books in packet should be arranged in the order of increasing roll numbers separately for separate Institute. Each packet of answer books should contain at least one question paper, blank marks foils, remuneration forms, examiner's report form and statement of contents. All packets should be sent by insured post on the day of the examination unless there is constraint beyond control for not doing so. The number of packets dispatched daily with a copy of statement of their contents should be sent to the Controller of Examinations on the prescribed printed form. If the packets are not dispatched to their destination on the day of the examination, these should be carefully kept under lock and key for dispatch at the earliest. In no case should these packets be kept at a place where safety can not be ensured.

28. Unused answer books and other materials sent from Board should be returned when the examinations are over.

29. A report should be sent to the Controller of Examinations on each examination day by the CS indicating whether the examination held was conducted in accordance with the rules.

30. In case such a situation crops up tackling of which in the opinion of the CS is beyond the provisions laid in the rules and guidelines will act at his own wit and will communicate to the Board in this regard.


Page 25 of 32

If a candidate does not produce admission card.

31. In case a candidate is found without admission card and the CS has reasons to believe in the genuineness of the examinee and if the reasons for not bringing admit card is rational the examinee may be allowed to appear at the examination. However, the matter will be intimated to the Board.

Time allowed to an examinee for temporary absence.

32. An examinee should not be allowed to leave examination hall temporarily for more than six minutes. On medical ground CS can allow absence according to the situation but not more than a period of ten minutes and in all such cases, a responsible person should be deputed to watch the movement of the examinee outside the hall.

Any change in the answer book by the examinee after submission.

33. No candidate will be permitted to correct his roll number or any thing inside the answer book after having submitted the same. In case a candidate pleads that by mistake he has written his roll number wrong on his answer book, the CS may permit such correction to the examinee after verification from the admission card or from other documents in the office. All such correction shall bear the initial of CS. A written representation in this regard from the examinee should be sent to the Board.

N.B :- The guidelines also include points for officer-in-charge / invigilator. CSs are requested to communicate them so that they may work accordingly.


Secretary,
State Board of Technical Education,
Bihar, Patna

Guideline for Evaluation Director

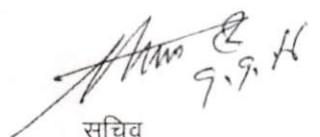
Annexure-07

बिहार सरकार
विज्ञान एवं प्रावैधिकी विभाग,
राज्य प्रावैधिक शिक्षा पर्षद, बिहार पटना।

उत्तरपुस्तिकाओं के मूल्यांकन संबंधित मूल्यांकन निदेशक हेतु अनुदेश

1. परीक्षा केन्द्रों से प्राप्त उत्तरपुस्तिकाओं को विवरणी अनुसार मिलान कर लिया जाए।
2. उत्तरपुस्तिका के मिलान के बाद सभी उत्तरपुस्तिकाओं पर Fictitious Code अपने स्तर से करें। इस कार्य हेतु उस पदाधिकारी का सहयोग ले सकते हैं जो परीक्षक नहीं है। उत्तर पुस्तिका को 50-50 का बंडल बनाकर Stock कर ली जाए।
3. कोडिंग या मूल्यांकन के समय यदि किसी उत्तरपुस्तिका पर छात्र द्वारा किसी प्रकार का विशेष पहचान चिन्ह बनाई गई हो या अन्य अस्वच्छ साधन के प्रयोग के प्रमाण पाए जाने का प्रतिवेदन प्राप्त होता है, तो उस उत्तरपुस्तिका का मूल्यांकन नहीं कराया जाए। प्रतिवेदित छात्रों के उत्तरपुस्तिका पर मूल्यांकन निदेशक की अध्यक्षता में गठित अनुशासनिक कार्यवाई समिति जिसके सदस्य मूल्यांकन समन्वयक, परीक्षक एवं मुख्य परीक्षक होंगे, पर्षद द्वारा निर्धारित दण्ड पैमाना के अनुरूप दण्ड का निर्धारण कर, पर्षद कार्यालय को प्रतिवेदित की जाए। अपने प्रतिवेदन के साथ सभी पहचान चिन्ह वाली उत्तरपुस्तिकाएँ पर्षद को भेज दी जाए।
4. सभी परीक्षकों से एक प्रतिवेदन प्राप्त कर लिया जाए जिसमें यह भी स्पष्ट रूप से उल्लेख हो कि उनके द्वारा मूल्यांकित उत्तरपुस्तिकाओं में छात्रों द्वारा अस्वच्छ साधन का प्रयोग करने का प्रमाण द्रष्टव्य हुआ है अथवा नहीं हुआ है।
5. पर्षद द्वारा प्राप्त परीक्षकों की सूची के अनुसार निर्धारित तिथि से मूल्यांकन कार्य आरंभ किया जाए। परीक्षकों को निर्धारित तिथि पर मूल्यांकन केन्द्र पर योगदान देने हेतु संबंधित परीक्षकों को पर्षद द्वारा पत्र निर्गत किया जाता है। अनुपस्थित परीक्षकों की सूची पर्षद को प्रेषित की जाए।
6. विषय के अनुसार सभी मुख्य परीक्षक एवं परीक्षकों के सहयोग से Memorandum तैयार करवाकर (जिसमें वस्तुनिष्ठ प्रश्नों का उत्तर लिखना अनिवार्य है), सभी परीक्षकों को मूल्यांकन के पहले दे दिया जाए।
7. एक परीक्षक को एक दिन में 50 उत्तरपुस्तिकाओं का ही मूल्यांकन करना है। मल्टीशीफ्ट में मूल्यांकन का समय बढ़ाकर 50 उत्तरपुस्तिकाओं से अधिक उत्तरपुस्तिकाओं का मूल्यांकन कराया जा सकता है।
8. OMR से बाएँ अर्द्ध भाग पर मुख्य परीक्षक तथा परीक्षक के हस्ताक्षर के साथ पूरा नाम भी अवश्य अंकित रहना चाहिए।
9. पर्षद द्वारा भेजी गई अद्यतन मानदेय दर की सूची के अनुसार उत्तरपुस्तिकाओं के मूल्यांकन का पारिश्रमिक विपत्र को अपने स्तर से पारित कर भुगतान कर दिया जाए।
10. बिहार सरकार के फार्म-193 पर बनाये गए यात्रा विपत्र ही मान्य होगा।
11. मानदेय दर की सूची के अनुसार अन्य मानदेय का भी विपत्र पारित कर भुगतान कर दिया जाए।

12. पारित एवं भुगतान किये गये विपत्रों को प्रतिहस्ताक्षरित कर पूर्व में प्रेषित निदेशानुसार व्यय विवरणीका एवं उपयोगिता प्रपत्र (संलग्न), मूल्यांकन समाप्त होने के एक माह के अन्दर समायोजन हेतु पर्षद में प्रेषित कराया जाए एवं विपत्र अंकेक्षण हेतु संस्थान में संधारित की जाए।
13. परीक्षकों से प्राप्त OMR के बाएँ अर्द्ध भाग को विषयवार सभी पर्षद को भेज दिया जाए। उत्तर पुस्तिका के Bundle के Sequence को मिलान कर ली जाए।
14. यदि कोई परीक्षक निर्धारित तिथि पर आपके यहाँ योगदान नहीं देते हैं तो उस विषय के लिए अपने स्तर से अनिवार्य योग्यता धारित एवं अनुभवी परीक्षकों को नियुक्त कर लिया जाए तथा उसकी सूचना पर्षद को भेज दिया जाए।
15. परीक्षकों एवं मुख्य परीक्षकों द्वारा प्राप्त OMR ठीक से भर ली गई है। इसकी जाँच कर ली जाए।
16. पर्षद द्वारा समय-समय पर दिए गए निर्देशों का अनुपालन सुनिश्चित किया जाए।
17. एक या एक से अधिक खण्डों के उत्तरपुस्तिकाओं के मूल्यांकन हेतु नियुक्त मुख्य परीक्षक / परीक्षक को अतिरिक्त टी०ए० अनुमान्य नहीं होगा।
18. **Compartmental (Carry Paper)** में सम्मिलित छात्रों के उत्तरपुस्तिकाओं को प्राथमिकता के आधार पर मूल्यांकन कराकर अंक अति शीघ्र पर्षद को उपलब्ध कराया जाए।
19. अनुत्तीर्ण छात्रों एवं 75% से अधिक प्राप्तांक वाले उत्तर पुस्तिका को मुख्य परीक्षक द्वारा आवश्यक रूप से जाँच करा ली जाए।
20. उत्तर पुस्तिका को OMR के Bundle No. एवं Sequence No. के अनुसार अगले तीन वर्षों तक Scrutiny या अन्य आवश्यक कार्यार्थ सुरक्षित रखी जाए।
21. मूल्यांकन निदेशक को सभी उत्तरपुस्तिकाओं को अपने संरक्षण में रखना होगा। यह भी सुनिश्चित करना होगा कि मूल्यांकन कदाचारमुक्त सम्पन्न हुआ।
22. मूल्यांकन निदेशक सभी परीक्षकों / मुख्य परीक्षकों से इस आशय का प्रमाण पत्र प्राप्त कर लेंगे कि उनका कोई भी संबंधी उपर्युक्त परीक्षा में सम्मिलित नहीं हुए हैं।


सचिव,
राज्य प्रावैधिक शिक्षा पर्षद,
बिहार, पटना।

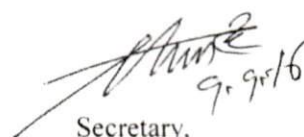
Duties & Responsibilities of Co-Examiner

1. The co-examiners shall be appointed by the Board. They will evaluate the answer books in accordance with the approved marking scheme, post the marks obtained against respective question no. on the top OMR Sheet and sum up to get total marks.
2. Fractional award of total marks is not permitted.
3. The blank page of answer book shall be crossed.
4. The marks obtained by the candidates should be written in figures and words in the prescribed space against the corresponding fictitious code only and this should tally with the marks written in the OMR Sheet.
5. Occasionally there may be a difference of opinion between the Head and the co-examiner, but as a rule in all cases of such difference of opinion, the co-examiner will carry out the instructions of the Head Examiner.
6. The Head Examiner and co-examiners shall first decide the marking pattern, based on instructions received from the Board, and then prepare model marking scheme before evaluation work.
7. Single Examiner should follow the instructions for co-examiner and Head Examiners both wherever applicable.
8. Co-examiner will verify his own evaluation before submitting the evaluated answer book along with its supplements. He will check the following :
 - (i) total has been correctly made.
 - (ii) The total marks in the interior of the answer script have been correctly reflected on the OMR page against respective question nos.
 - (iii) all questions have been marked in required number and manner and that no question or its portion has been left unmarked.
 - (iv) over attempted question(s) with lowest marks have been deleted and shown with extra remarks answer book.
 - (v) the signature of co-examiner has been affixed in relevant column of the answer book.
 - (vi) marks in words and figure tally.
 - (vii) sequence no. of bundle lists tally with sequence as given on OMR.
 - (viii) the marks for any question has not given more than the maximum of that question / portion thereof.
 - (ix) has brought to the notice of the Head Examiner the mistakes detected by him.
9. Full remuneration shall not be paid to the co-examiner whose work is found deficient/unsatisfactory. In all cases of unsatisfactory work the deduction from the remuneration entitled to him be made as determined by the Controller of Examinations, who may forfeit his entire remuneration besides disqualifying him for future appointment.

CAUTION :- The job of a co-examiner is most important as it is his quality of work which is the basis of candidates result. It may be kept in mind that no injustice is done with any one and standard of marking, should be very independent, impersonal, fair, impartial and objective and over marking and under marking may be avoided. The co-examiner works on behalf of the Board and is therefore supposed to be the most trusted person. If he becomes a party of personal in approach, he may not only lose the confidence of the Board, but also be penalized as per rule.


 Secretary
 S.B.T.E., Bihar, Patna

1. All answer books shall be deemed as confidential document and no person except those authorized by the Evaluation Director shall be permitted to handle the same.
2. All the answer books with fictitious code shall be received by the Examiner from Evaluation Director.
3. Answer Keys of multiple choice question shall be decided by team of Examiner headed by Head Examiner of the subject concern.
4. The marking scheme of subjective questions will indicate value points in respect of each answer and marks to be assigned to each of the value points.
5. The Head Examiners for various subjects shall be appointed by the Controller of Examinations from amongst the serving teachers of affiliated institutions.
6. The Head Examiner shall be responsible for ensuring uniformity in evaluation as per the norms prescribed by the Board.
7. The Head Examiners shall ensure the totaling of marks, comparing the marks awarded to the answer scripts to ensure accuracy in the work and keeping watch that no portion of the script has remained unevaluated.
8. Head Examiner shall scrutinize, retotal, verify the marks and posting of final marks. Bubble of total marks of each and every answer book shall be done by Head Examiner after verification/modification (if any).
9. The Head Examiner shall bring to the notice of the Controller of Examinations through Evaluation Director, discrepancies, anomalies and suspected use of unfair means identified during the course of evaluation. The Head Examiner shall recommend to the Controller of Examinations in writing the names of such examiners who have not carried out the instructions of the Board and have not been punctual and have not observed code of conduct for such action as may be deemed fit by the Board. Overall report of Evaluation shall be submitted to Evaluation Director paper wise.
10. If the Head Examiner finds that the co-examiner has failed to maintain proper standard and has not followed the instructions properly, the Head Examiner may call co-examiner, give him instructions personally and warn him that if he does not assess the scripts according to Head Examiner instructions. He will be obliged to assess the scripts himself and report the matter to Controller of Examinations. In such a case, remuneration of the co-examiner could be forfeited and he shall be liable for disqualification for future appointment. An intimation to this effect should be sent to the Controller of Examinations in advance.


Secretary,
S.B.T.E., Bihar

Government of Bihar
State Board of Technical Education, Bihar, Patna

Annexure-10

Directions to Assistant Centre Superintendents / Invigilators

1. The Center Superintendent has to ensure the availability of Assistant Superintendents before the distribution of Question papers. Hence the Assistant Superintendents should report at least half an hour before the commencement of exam.
2. The Assistant Superintendent/invigilators should compare the Reg. No: in the Admit card of each student with the Seat Allotment sheet and ensure that all students are seated in the proper place. Photo also may be verified to identify the candidate. If there is a Scribe/Interpreter to assist any candidate, their Admit card also should be verified.
3. Before issuing Answer Books and Additional Sheets, make sure that they are not defective and all of them have the monogram of the SBTE.
4. Usually exams of different Scheme are conducted simultaneously at a time and that the students will be mixed up and seated together. Also students of different Branches will be mixed up in the same hall. The Assistant Superintendent should identify the Scheme and Code. No: of subject of each student before distributing Question paper.
5. The Roll No. / Reg. No. and other details entered on the face of the OMR of Answer book by each student must be verified with the Admit Card and correction should be done in necessary cases.
6. The students should be directed to go through the instructions given in the Admit Card and Answer book and to comply with the same.
7. Immediately after the distribution of Question papers, the students should be directed to write their own Reg. No: and Name in the Question paper so as to prevent exchange and misuse of Question paper.
8. No candidates will be allowed to enter the exam hall after half an hour from the commencement of exam.
9. Attendance of the students is to be recorded by obtaining the signature of each student against the Reg. No: and Name given in the Attendance sheets. If any student is absent enter 'ABSENT' against the Reg. No: concerned in the Attendance sheet with red pen.
10. The Absentee/Attendance details are to be furnished in the formate maintained in the Exam Section of Office towards the preparation of the Label to be placed over Answer script bundles.
11. The students shall be allowed to bring only Admit Card and writing materials to the Exam Hall. The Assistant Superintendent should verify their belongings so as to avoid any malpractice. At the same time, all possibilities of malpractice should be prevented by sufficient precautions.

12. Unfair means/Malpractice/Misbehaviour, if any, should be reported on the spot. Malpractice detected should be reported along with Answer book, Additional Sheets, if any, and also with materials or notes or scripts used for the same as per guidelines of center superintendent (as given below).

"If an examinee in examination room is found to be indulged in any form of malpractice against the norms of examination shall immediately be reported to the CS by officer-in-charge / invigilator of the room along with seizure report. The CS will deal the matter under the provisions in the examination rules and The Bihar Conduct of Examination Act-1981.

The chit or written material etc. should be signed by the invigilator and the candidate should be asked to submit his explanation. The answer book of the examinee along with the chits etc. shall be submitted by the invigilator to the CS. The Disciplinary Action Committee of i) JCS, ii) ACS/Senior most Lecturer, iii) Invigilator concerned under the chairmanship of CS, shall take action as per the scale of Punishment prescribed by the Board based on the severity/nature of offence.

The CS shall send the answer book and the material found in possession of the candidate for using unfair means, invigilator's report, explanation of the candidate, along with DAC report apprising the Board about the action taken in a sealed and insured cover to the Controller of Examinations".

13. Students shall not be allowed to leave the Exam hall before half an hour for the completion of exam. Any candidate leaving hall before the stipulated time should surrender his Question paper. Candidates who do not surrender the Question paper need not be allowed to leave the exam hall.
14. After the completion of exam, Answer scripts and OMR (Right hand part) should be sorted branch wise/Subject wise in the serial the order of Reg. No. and handed over to the Center Superintendent.
15. Total No. of Answer scripts handed over to the Center Superintendent should tally with the Attendance sheet maintained by each Assistant Superintendent/invigilator.
16. If due to an unavoidable reason the exam is started late, proportionate extra time as decided by the Center Supdt. is to be allowed so as to maintain the prescribed duration of exam.
17. Procedures followed previously and not specified in this manual may be adhered to as usual.


Secretary
S.B.T.E., Bihar, Patna