

RULES FOR COURSE REGISTRATION AND EXAMINATION (2021 CURRICULUM)

• **CONTEXT :**

Government Polytechnic Nagpur is an autonomous institute of Govt. of Maharashtra. For smooth and hassle free conduct of examination, the institute has prepared rules, procedures and instructions from time to time. They have been compiled here in the form of instructional manual and made available to all concerned.

• **OBJECTIVES:**

		The main objectives of instructional manual are to:
	i)	Help to achieve desirable accuracy, enhance quality and increase reliability in conduct of the examinations.
	ii)	Maintain consistency and uniformity in examination work.
	iii)	Minimize the chances of lapses in the examination work.
	iv)	Establish creditability of procedure by spreading awareness amongst all concerned.
	v)	Define the accountability of the staff in conduct of examination.
	vi)	Develop awareness about Examination rules in students for pre-examination, during examination and post examination work.
	vii)	Inform the students about the fact that ignorance about the rule cannot be claimed as the reason for loss.
(I)		DEFINITION OF VARIOUS TERMS USED IN EXAMINATION RULES APPLICABLE FOR DIPLOMA PROGRAMMES.
	a)	Curriculum: - It is a set of complete topics ad subtopics included in a course that gives guidelines for implementation of complete teaching learning process.
	b)	Courses: - It is a set of different topics and subtopics prescribed in curriculum required for prescribed teaching-learning process. The course includes all the course-head such as Theory, Term work, Practical, Oral whatsoever prescribed in the course structure and curriculum.
	c)	Programme: - It is set of various courses prescribed for Award of Diploma.
	d)	Credit: - The choice based credit systems are awarded based on the successful completion of a course of study measured in terms of classroom contact hours and volume of content studied. A semester credit is measured as one theory lecture of one hour per week and for practical two hours of session equals to one credit. Student has to earn the prescribed number of credits to be eligible for award of diploma.
	e)	Term: - A term is a no. of weeks / days prescribed for completion of teaching learning process of a course with prescribed hours. There are two terms only. The term commencing from summer is an "Odd Term" and the following term is "Even Term". Terms are designated by year and word "Odd" or "Even" whatsoever the case may be. For example -11 Odd, 11 Even, 12 Odd, 12 Even etc.
	f)	Year & Semester: Duration of the Diploma programmes is of 03 years viz. 1 st year, 2 nd year and 3 rd year. Each year consist of 02 semesters i.e. odd semester and even

	<p>semester. So, there are total 06 semesters (1st semester, 2nd semester, 3rd semester, 4th semester, 5th semester and 6th semester) in 03 years duration of diploma programme. 1st, 3rd and 5th semester is called odd semester and 2nd, 4th and 6th semester is called even semester. 1st year comprises of 1st and 2nd semester, 2nd year comprises of 3rd and 4th semester and 3rd year comprises of 5th and 6th semester.</p>
g)	<p>Term End Examination: - Each term will be followed by an examination called 'Term End Examination'. The examinations designated by 12 Odd Term Exam, 12 Even Term Exam etc. as the case may be.</p>
h)	<p>Course Category: - The course categories prescribed in a programme are classified into Eight groups as prescribed follow.</p> <ol style="list-style-type: none"> 1) Humanities & Social Science courses: - The courses under humanities and social science are related to Communication Skills, Management Skills, Life Skills etc. 2) Basic Science course: - The courses are providing a base to understand the basic technology courses. 3) Engineering Science Courses: - These courses serve as the link between basic science courses & programme core courses. 4) Programme Core Courses: - These are programme specific courses serves to develop technological knowledge & skills of the students required for performing the jobs in field. 5) Programme Elective Courses: - These courses develop knowledge & skills in certain special and emerging areas of the programme. 6) Open Elective Courses:- These are interdisciplinary courses offered from emerging areas of engineering and technology. 7) Project Work, Seminar and Internship in Industry or Elsewhere:- These courses bring awareness in students about work culture and innovations in industries. It also develops team spirit and leadership skills among students. 8) Audit Courses:- These courses are included in the curriculum to enhance the personality & other related skills of students. These are non-exam and non-credit courses however; student has to complete the courses satisfactorily.
i)	<p>Enrolment Number: - A candidate admitted to Govt. Polytechnic, Nagpur shall be given a unique number called "Enrollment Number" after filling students' information form in prescribed format. The enrollment number will be his/her Class Roll Number, Examination Seat Number for total period of his/her study and all the examination conducted by Govt. Polytechnic, Nagpur.</p>

(II)	RULES FOR ADMISSION EXAMINATION, PASSING ETC. APPLICABLE FOR DIPLOMA PROGRAMMES (MPEC* SYSTEM) OFFERED AT GOVERNMENT POLYTECHNIC NAGPUR. (MPEC*:- Multipoint Entry & Credit System)
G-1	GENERAL
G-1.1:	No Candidates shall be admitted to the programmes for Diploma or any other Diploma approved by Govt. Polytechnic, Nagpur unless he has passed the qualifying examination or an equivalent examination as prescribed for admission to the programmes and fulfills any other conditions as prescribed by the Directorate of Technical Education M.S. /Govt. of Maharashtra.
G-2:	REGISTRATION FOR THE COURSES
G-2.1:	A candidate is allowed to register for the new course/s provided that the term of pre-requisite course/s if granted earlier to the candidate. Registration for courses will be govern by following conditions:
a)	Maximum courses that can be registered in any semester will be total number of courses offered in that semester. In addition, student can re-register for two detained courses only in EVEN semester .
b)	If a student is detained in course of lower year, he/she will not be allowed for admission in higher year. At the end of year if a student is detained in any course he/she is not allowed for admission in next year.
c)	The total number of courses shall include 1) New courses to be registered. 2) The backlog courses (Detained and failed Courses) 3) Courses registered earlier but 'Not enrolled for examination'.
d)	The candidates having more than ' Five ' backlog courses will not be eligible for registration to new semester.
e)	If the student is not eligible for semester registration, then the student is allowed to re-register for maximum 08 detained courses offered in that semester only by taking re-admission.
f)	Student is not allowed for admission in third year (fifth semester) unless he/she clears all first year courses (first and second semester). If a student is failed in any course of first year he/she will not be allowed for admission in third year till he/she clears all first year courses.
G.2.2:	Re-Registration of Courses:
i.	The candidate may re-register for the courses in even semester by paying re-registration fee Rs. 3000/- (50% of admission fees) in addition to other regular fees.
ii.	The candidate may re-register for the courses in odd semester by taking re-admission and paying admission as applicable from time to time. Note: Fee concession will not be applicable for the students seeking the re-registration of the courses and re-admission in the respective semester. The re-registration fee is subjected to revision in proportion to admission fee from time to time.

Registration and re-registration in EVEN and ODD semester will be operated as per chart given below:

Registration to EVEN Semester

Sr. No.	Backlog Courses		Eligibility for Registration and Re-registration	
	Detain (b1)	Fail(b2)	Semester Registration (c)	Detained courses Re-registration(d)
01	0	Up to 5	Eligible	0
02	0	6 or More	Not Eligible	0
03	01	Up to 4	Eligible	01
04	01	5 or More	Not Eligible	01
05	02	Up to 3	Eligible	02
06	02	4 or More	Not Eligible	02
07	03 or more	Any number	Not Eligible	Up to 08 from offered courses

Registration to ODD Semester

Sr. No.	Backlog Courses		Eligibility for Registration and Re-registration	
	Detain (b1)	Fail(b2)	Semester Registration (c)	Detained courses Re-registration(d)
01	0	Up to 5	Eligible	0
02	0	6 or More	Not Eligible	0
03	01 or More	Any Number	Not Eligible	Up to 08 from offered courses

Crash Course: The students those have detained in earlier odd semester and would like to re-register the courses in subsequent even semester have to undergo crash course for the detained courses. The separate time table needs to be prepared for the detained courses by the department and concerned teacher should conduct the classes of such students. The crash courses should be completed by conducting 25% of theory classes and 100% practical as prescribed in the curriculum.

G-2.3:	The candidate shall register for the courses before the last date notified by the institute or within seven days from the date of admission to the institute, whichever is later. However, candidates may be allowed to register for the courses after the due date with late fee as prescribed in table below.
	Schedule for registration:

	Registration	Fee
a)	Registration within due date as prescribed in academic calendar	Nil
b)	Next Seven working days of 'a' above	Rs. 100/- per day
c)	Next six working days of 'b' above	Rs. 1000/-

Re-registration of courses should also be done as per schedule mentioned above with additional re-registration fee.

No registration is allowed after last date of above.

G-3:	TERM SCHEDULE
G-3.1:	Principal, Govt. Polytechnic, Nagpur is authorized to declare Term Schedule in coordination with Examination Cell and other Committees. The Term Schedule for ensuring term shall be declared before start of term. The Principal, Govt. Polytechnic, Nagpur is authorized to modify the term schedule at any time as per the circumstances.
G-3.2:	The term shall be of minimum 90 working days.
G-4:	APPLICATION FORM FOR EXAMINATION
G-4.1:	The candidate intending to appear for a Term Examination shall be required to fill in online examination form and submit it online along with the fees on or before due dates notified. Late fee as mentioned in chart will be levied after due date.

Schedule for Examination Enrollment Form Submission

Sr. No.	Period of Submission	Fee
a)	Within 14 days as mentioned in academic calendar	Rs. 600/- for Regular course Rs. 600/- for Backlog courses.
b)	Within 7 days after last day mention in Sr. No. 'a' above.	Fee mentioned in sr. no. 'a' + Penalty of Rs 500/-
c)	Within 7 days after last day of schedule mentioned in sr. no 'b' above.	Fee mentioned in sr. no. 'a' + Penalty of Rs 1000/-
d)	Within 7 days after last day of schedule mentioned in sr. no 'c' above.	Fee mentioned in sr. no. 'a' + Penalty of Rs 2000/-
No Exam Registration is allowed after schedule mentioned in sr. no. 'd' above. In exceptional situations the internal examination committee of the institute has a right to take appropriate decision regarding exam fee and exam registration schedule.		

G.5 :	ELIGIBILITY FOR REGISTRATION OF THE TERM END EXAMINATIONS
G.5.1 :	A candidate is eligible to enroll for Term End Examination (TEE) of only those courses registered for current term, backlog courses and arrear courses for which term is granted earlier but not enrolled for earlier examination.
G.5.2:	A candidate is eligible to enroll for examination for not more than 13(Thirteen) courses at a time in one TEE examination. One or more heads of a course enrolled shall be counted as one course for course enrollment in examination or course registration for term.
G.5.3:	The candidate shall not have an option to enroll and appear for particular head of a course unless he fails in that head of the course in previous examination.

G.6:	EXEMPTION IN THE COURSE
G.6.1:	Except as herein provided a candidate who has passed fully the prescribed or its equivalent examination of a recognized Board/University/Board of Technical Examination in a course recommended by Equivalence Committee from time to time, shall at his option, be entitled to claim exemption in such course or courses. Candidates so exempted shall not be entitled to a class. Exemption so admissible will lapse if not claimed at the first attempt at the examination of that course.
G.6.2:	A candidate declared to have failed in Term End Examination of a course conducted by Govt. Polytechnic, Nagpur but has obtained pass marks therein in one or more heads of passing of the course (Theory, Practical, and Oral) shall be exempted from reappearing in that/those head/s of course. In such case, his previous marks of that heads will be carried forward.
G.6.3:	If a candidate is permitted a change of programme or transfer to Govt. Polytechnic, Nagpur from other institute and such a candidate seeks exemptions in the equivalent/common courses, exemptions in such courses shall be allowed if permitted by committee as applicable.
G-7:	OPTION OF WITHDRAWAL OF COURSE ENROLMENT FOR EXAMINATION
G-7.1:	If a candidate applied for course registration but does not wish to appear for examination of the course, though he has given an option 'Wish to Appear' in the examination form for a particular course, he/she may change his option by applying to controller of examination latest by 10 days before the term end.
G-8:	REJECTION OF EXAM APPLICATION
G-8.1:	<ul style="list-style-type: none"> a) Principal, Govt. Polytechnic, Nagpur shall be competent to reject application for examination of those candidates who fail to fulfill any of the relevant conditions. b) Notwithstanding the acceptance of Application Form and Fee or allowed to appear for examination, the result of the applicant at the examination will be cancelled if it is later found that the applicant was not eligible for registration to said course and for the said examination.
G-9:	ADMISSION TO EXAMINATION
G-9.1:	No candidate shall be admitted to Term End Examination of course unless he/she completes the term for that course at Govt. Polytechnic, Nagpur and unless he/she is certified by the Programme Head and finally approved by Principal that he/she has:
	<ul style="list-style-type: none"> a) Put in satisfactory attendance of at least 75 percent of the total hours prescribed in the curriculum in all heads of the course offered. b) Satisfactorily completed the specified laboratory practical, Term work, continuous assessment etc. prescribed in the curriculum of that course. c) Secured minimum 40 percent marks in the Term Work of that course assessed progressively. d) Satisfactory progress in his studies and is of good conduct and character.

G-9.2:	If the candidates fails to satisfy the requirement mentioned in G.9.1 (a), (b), (c), (d) the candidate will be declared 'detained' in that course. In such cases the candidates have to re-register the course in next term when the said course is offered by programme. Similarly the detained course will be considered 'backlog course' for the candidate.
G-10:	DEBARRED CANDIDATES:
G-10.1:	No candidate shall be admitted to the Term End Examination if he/she has been reported by the Principal. Govt. Polytechnic, Nagpur that he/she has been debarred for any period, for appearing for any examinations held by Government, Constituted Authority or Statutory Examining Authority in India or by the Board of Technical Education, Mumbai, Govt. Polytechnic, Nagpur or any Autonomous Polytechnic of Govt. of Maharashtra.
G-11:	ATTENDANCE:
G-11.1:	A candidate should have minimum 75% attendance in each registered courses. In case the attendance falls short by 10% due to illness (certified by registered medical practitioner), the Principal Govt. Polytechnic, Nagpur may condone such deficiency and permit the candidate to appear for the examination of a course if the candidate is otherwise eligible.
G-12:	DISALLOWED CANDIDATE:
G-12.1:	No candidate, who is disallowed from appearing at an examination of a course for not fulfilling conditions specified under G-9.1, shall be permitted to appear for the examination of the course unless he/she fulfills all the conditions.
G-13:	EX-STUDENT OF A COURSE
G-13.1:	A candidate who fulfills all the conditions prescribed in G-9.1 AND G-10.1 but could not appear in a course at the term end examination, may appear for same course in subsequent term end examination as an ex-student; the course will be treated as Backlog Course. It is the responsibility of the candidate to present the term work in subsequent PR/OR examination.
G-14:	BACKLOG COURSE
G-14.1	After enrolling for particular course in an examination, the course shall be treated as backlog course if:- a) The candidate does not appear in the examination of that term. b) Fails in the examination. c) Disallowed for appearing in examination due to reasons stated in G-9.1 AND G-10.1
G-15:	PASSING THE COURSE:
G-15.1:	The candidate shall be declared 'Pass' in the course if he/she passes all the heads of course satisfying prescribed conditions for passing the course or its head.
G-16:	PREVIOUS MARKS:
G-16.1:	Any candidate being eligible for appearing to any Backlog head of a course for an examination, his previous marks of remaining heads of that course shall be carried forward.

G-17:	ACQUIRING CREDITS:
G-17.1:	The candidate will acquire prescribed credits for the course only if he/she passes or exempt the course.

These examination rules are applicable to course and examination registration of 2021 curriculum.

Detailed examination rules pertaining to result processing, award of diploma, penalty for misconduct, fee structure etc. will be published in due course of time.



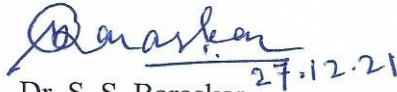
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