

Education and the State Board of Technical Education, Andhra Pradesh and all teaching fraternity from the Polytechnics who are directly or indirectly involved in preparation of the curricula.

4. RULES AND REGULATIONS OF C-23 CURRICULUM

4.1 Duration and pattern of the courses

All the Diploma programs run at various institutions are of AICTE approved 3 years or 3½ years duration of academic instruction. All the Diploma courses are run on year wise pattern in the first year, and the remaining two or two & half years are run in the semester pattern. In respect of few courses like Diploma in Bio-Medical course, the training will be in the seventh semester. **Run-through system is adopted for all the Diploma Courses, subject to eligibility conditions.**

4.2 Procedure for Admission into the Diploma Courses:

Selection of candidates is governed by the Rules and Regulations laid down in this regard from time to time.

- a) Candidates who wish to seek admission in any of the Diploma courses will have to appear for the Common Entrance Test for admissions into Polytechnics (POLYCET) conducted by the State Board of Technical Education and Training, Andhra Pradesh, Vijayawada. Only the candidates satisfying the following requirements will be eligible to appear for the Common Entrance Test for admissions into Polytechnics (POLYCET).
 - a. The candidates seeking admission should have appeared for S.S.C examination, conducted by the Board of Secondary Education, Andhra Pradesh or equivalent examination thereto, at the time of applying for the Common Entrance Test for admissions into Polytechnics (POLYCET). In case of candidates whose results of their Qualifying Examinations is pending, their selection shall be subject to production of proof of their passing the qualifying examination in one attempt or compartmentally at the time of admission.
 - b. Admissions are made based on the merit obtained in the Common Entrance Test (POLYCET) and the reservation rules stipulated by the Government of Andhra Pradesh from time to time.
 - c. For admission into the following Diploma Courses for which entry qualification is 10+2, candidates need not appear for POLYCET. A separate notification will be issued for admission into these courses.
 - i). D.HMCT ii).D. Pharmacy

4.3 Medium of Instruction

The medium of instruction and examination shall be English.

4.4 Permanent Identification Number (PIN)

A cumulative / academic record is to be maintained of the Marks secured in sessional work and end examination of each year for determining the eligibility for promotion etc., A Permanent Identification Number (PIN) will be allotted to each admitted candidate to maintain academic records.

4.5 Number of Working Days Per Semester / Year:

- a) The Academic year for all the Courses shall be in accordance with the Academic Calendar.
- b) The Working days in a week shall be from Monday to Saturday
- c) There shall be 7 periods of 50 minutes duration each on all working days.
- d) The minimum number of working days for each semester / year shall be 90 / 180 days excluding examination days. If this prescribed minimum is not achieved due to any reason, special arrangements shall be made to conduct classes to complete the syllabus.

4.6 Eligibility (Attendance to Appear for the End Examination)

- a) A candidate shall be permitted to appear for the end examination in all subjects, if he or she has attended a minimum of 75% of working days during the year/Semester.
- b) Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester or 1st year may be granted on medical grounds.
- c) A stipulated fee shall be payable towards condonation for shortage of attendance.
- d) Candidates having less than 65% attendance shall be detained.
- e) Students whose shortage of attendance is not condoned in any semester / 1st year and not paid the condonation fee in time are not eligible to take their end examination of that class and their admissions shall stand cancelled. They may seek re-admission for that semester / 1st year when offered in the next subsequent academic semester/year.

For INDUSTRIAL TRAINING:

- i) During Industrial Training the candidate shall put in a minimum of 90% attendance.
- ii) If the student fails to secure 90% attendance during industrial training, the student shall reappear for 6 months industrial training at his own expenses.

4.7 Readmission

Readmission shall be granted to eligible candidates by the respective Principal/ Regional Joint Director.

- a) (i) Within 15 days after commencement of class work in any semester (Except Industrial Training).
(ii) For Industrial Training: before commencement of the Industrial training.
- b) Within 30 days after commencement of class work in any year (including D. Pharmacy course or first year course in Engineering and Non-Engineering Diploma streams). Otherwise, such cases shall not be considered for readmission for that semester / year and are advised to seek readmission in the next subsequent eligible academic year.
- c) The percentage of attendance of the readmitted candidates shall be calculated from the first day of beginning of the regular class work for that year / Semester,

as officially announced by CTE/SBTET but not from the day on which he/she has actually reported to the class work.

4.8 Scheme of Evaluation

a) First Year

Theory Courses: Each Course carries Maximum marks of 80 with an end examination of 3 hours duration, along with internal assessment for Maximum of 20 marks. (Sessional marks). However, there are no minimum marks prescribed for sessionals.

Laboratory Courses: There shall be 40/20 Marks for internal assessment i.e. sessional marks for each practical Course with an end examination of 3 hours duration carrying 60/30 marks. However, there are no minimum marks prescribed for sessional.

b) III, IV, V, VI and VII Semesters:

Theory Courses: End semester evaluation shall be of 3 hours duration and for a maximum of 80 marks.

Laboratory Courses: Each Course carry 60/30 marks of 3 hours duration 40/20 sessional marks.

4.9 Internal Assessment Scheme

a) **Theory Courses:** Internal assessment shall be conducted for awarding Sessional marks on the dates specified. **Three-unit tests shall be conducted for I year students and two Unit Tests for semesters. The details are presented below.**

S. No.	Type of Assessment	Weightage Assigned
(i)	Testing of knowledge through mid-examination for year/sem as (Mid-1+Mid-2+Mid3) or (Mid-1 + Mid-2)	40
(ii)	Assignments	5
(iii)	<i>Dynamic Learning activities : Project Work/ Seminar/Tech-fest/Group Discussion, Quizzes etc./Extra-curricular activities/NSS/NCC/ IPSGM/Cleaning & Greening of Campus etc.</i>	5
	TOTAL	50

Internal Assessment shall be of 90 minutes duration and for a maximum of 40 marks for each test.

At least one assignment should be completed for each unit which carries 10 marks. The total assignment marks should be reduced to 5.

The dynamic learning activity is to be conducted which carries 10 marks. The total marks should be reduced to 5.

The total 50 marks assigned to internal assignment is to be scaled down to 20 marks.

b) Practical Courses:

(i) Drawing Courses:

The award of Sessional marks for internal Assessment shall be as given in the following table:

Distribution of Marks for the Internal Assessment Marks			
First Year (Total:40 Marks)		Semesters (Total:40 Marks)	
Max:20 Marks	Max:20 Marks	Max:20 Marks	Max:20 Marks
From the Average of THREE Unit Tests.	From the Average of Assessment of Regular Class work Exercises.	From the Average of TWO Unit Tests.	From the Average of Assessment of Regular Class work Exercises.

- For first year engineering drawing each unit test will be conducted for a duration of 2 hours with maximum marks of 40.
- (Part - A: 4 questions x 5 marks = 20 Marks; Part -B: 2 questions x 10 marks = 20 marks).
- For the semester drawing examinations, Two Unit tests shall be conducted as per the Board End Examination Question Paper Pattern.
- All Drawing exercises are to be filed in serial order and secured for further scrutiny by a competent authority

(ii) Laboratory Courses:

- (a) Student's performance in Laboratories / Workshop shall be assessed during the year/ semester of study for 40 marks in each practical Course.
- (b) Evaluation for Laboratory Courses, other than Drawing courses:
 - i. Instruction (teaching) in laboratory courses (except for the course on Drawing) here after shall be task/competency based as delineated in the Laboratory sheets, prepared by SBTET, AP & NITTTR- ECV and posted in SBTET website.
 - ii. Internal assessment for Laboratory shall be done on the basis of task/s performed by the student as delineated in the laboratory sheets, prepared by SBTET, AP & NITTTR- ECV and posted in AP, SBTET website.
 - iii. Question paper for End semester Evaluation shall also be task/s based and shall be prepared and distributed by SBTET as done in case of theory courses be prepared as per SBTET rules in vogue.
- c) Internal assessment in Labs / workshops / Survey field work etc., during the course of study shall be done and sessional marks shall be awarded by the concerned Teacher.
- d) For practical examinations, except in drawing, there shall be two examiners. External examiner shall be appointed by the Principal in consultation with respective Head of Section preferably choosing a qualified person from in the order of preference.
 - i) Nearby Industry

ii) Govt / Semi Govt organization like R & B, PWD, PR, Railways, BSNL, APSRTC, APSEB etc.

iii) Govt / University Engg College.

iv) HoD/Senior Lecture (Selection Grade-II) from the Govt. Polytechnic

Internal examiner shall be the person concerned with internal assessment as in (c) above. The end examination shall be held along with all theory papers in respect of drawing.

- e) Question Paper for Practicals: Question paper should cover (the experiments / exercise prescribed to test various) skills like handling, manipulating, testing, trouble shooting, repair, assembling and dismantling etc., from more than one experiment / exercise
- f) Records pertaining to internal assessment marks of both theory and practical Courses are to be maintained for official inspection.
- g) In case of Diploma programs having Industrial Training, Internal Assessment and Summative Evaluation, shall be done as illustrated in the following table:

Assessment no	Upon completion of	By	Based on	Max Marks
1	12 weeks	1.The faculty concerned (Guide) and 2. Training in charge (Mentor) of the industry	Learning outcomes as given in the scheme of assessment ,for Industrial Training	120
2	22 weeks			120
3. Final summative Evaluation	24 week	1.The faculty member concerned, 2.HoD concerned and 3.An external examiner	1.Demonstration of any one of the skills listed in learning outcomes	30
			2.Training Report	20
			3.Viva Voce	10
TOTAL				300

- h) Each staff member including Head of Section shall be assigned a batch of students 10 to 15 for making assessment during industrial training.

4.10 Minimum Pass Marks

a) Theory Examination:

For passing a theory Course, a candidate has to secure a minimum of 35% in end examination and a combined minimum of 35% of both Sessional and end examination marks put together.

b) Practical Examination:

For passing a practical Course, a candidate has to secure a minimum of 50% in end examination and a combined minimum of 50% of both sessional and practical end examination marks put together. In case of D.C.C.P., the pass mark for typewriting and short hand is 45% in the end examination. There are no sessional marks for typewriting and Shorthand Courses of D.C.C.P course.

C) Industrial Training:

- I. Monitoring: Similar to project work each teacher may be assigned a batch of 10-15 students irrespective of the placement of the students to facilitate effective monitoring of students learning during industrial training.
- II. Assessment: The Industrial training shall carry 300 marks and pass marks is 50% in assessments at industry (first and second assessment) and final summative assessment at institution level put together i.e. 150 marks out of 300 marks. And also student has to secure 50% marks in final summative assessment at institution level.
- III. **In-Plant Industrial Training for 3-Year Diploma (C-23) Courses is scheduled as per the Academic Calendar of the SBTET every year.**

4.11. Provision for Improvement

Improvement is allowed only after he / she has completed all the Courses from First Year to Final semester of the Diploma.

- a) Improvement is allowed in any 4 (Four) Courses of the Diploma.
- b) The student can avail of this improvement chance **ONLY ONCE**, that too within the succeeding two examinations after the completion of Diploma. However, the duration including Improvement examination shall not exceed **FIVE** years from the year of first admission.
- c) No improvement is allowed in Practical / Lab Courses or Project work or Industrial Training assessment. However, improvement in drawing Course(s) is allowed.
- d) If improvement is not achieved, the marks obtained in previous Examinations hold good.
- e) Improvement is not allowed in respect of the candidates who are punished under Mal-practice in any Examination.
- f) Examination fee for improvement shall be paid as per the notification issued by State Board of Technical Education and Training from time to time.
- g) All the candidates who wish to appear for improvement of performance shall deposit the original Marks Memos of all the years / Semesters and also original Diploma Certificate to the Board. If there is improvement in performance of the current examination, the revised Memorandum of marks and Original Diploma Certificate will be issued, else the submitted originals will be returned.

4.12. Rules of Promotion From 1ST YEAR TO 3rd, 4th, 5th, 6th and 7th Semesters:

A) For Diploma Courses of 3 Years duration

- i). A candidate shall be permitted to appear for first year examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds up to 10%) and pay the examination fee.
- ii) A candidate shall be promoted to 3rd semester if he/she puts the required percentage of attendance in the first year and pays the examination fee. A

candidate who could not pay the first year examination fee has to pay the promotion fee as prescribed by State Board of Technical Education and Training, AP from time to time before commencement of 3rd semester.

A candidate is eligible to appear for the 3rd semester examination if he/she puts the required percentage of attendance in the 3rd semester and pays the examination fee.

iii) A candidate shall be promoted to 4th semester provided he/she puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate, who could not pay the 3rd semester exam fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training AP from time to time before commencement of 4th semester. A candidate is eligible to appear for the 4th semester examination if he/she puts the required percentage of attendance in the 4th semester and pays the examination fee.

iv) A candidate shall be promoted to 5th semester provided he / she puts the required percentage of attendance in the 4th semester and pays the examination fee. A candidate, who could not pay the 4th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 5th semester.

A candidate is eligible to appear for the 5th semester examination if he/she puts the required percentage of attendance in the 5th semester and pays the examination fee.

v) A candidate shall be sent to Industrial training / VI semester provided he/she puts in the required percentage of attendance in the 5th semester and pay the examination fee/ promotion fee as prescribed by SBTET.

A candidate is eligible to appear for Industrial Training assessment (Seminar/Viva-voce) puts the required percentage of attendance, i.e., 90% in 6th semester Industrial Training.

For IVC & ITI Lateral Entry students:

i.) A candidate shall be permitted to appear for Third Semester examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds up to 10%) and pay the examination fee for Third semester.

ii) A candidate shall be promoted to 4th semester provided he/she puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate, who could not pay the 3rd semester exam fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training AP from time to time before commencement of 4th semester.

A candidate is eligible to appear for the 4th semester examination if he/she puts the required percentage of attendance in the 4th semester and pays the examination fee.

ii) A candidate shall be promoted to 5th semester provided he / she puts the required percentage of attendance in the 4th semester and pays the examination

fee. A candidate, who could not pay the 4th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 5th semester.

A candidate is eligible to appear for the 5th semester examination if he/she puts the required percentage of attendance in the 5th semester and pays the examination fee.

- iii) A candidate shall be sent to Industrial training / VI semester provided he/she puts in the required percentage of attendance in the 5th semester and pay the examination fee/ promotion fee as prescribed by SBTET.

A candidate is eligible to appear for Industrial Training assessment (Seminar/Viva-voce) puts the required percentage of attendance, i.e., 90% in 6th semester Industrial Training and pays the examination fee.

B) For Diploma Courses of 3 ½ Years duration (MET/ CH/ CHPP/ CHPC/ CHOT/ TT):

- i. A candidate shall be permitted to appear for 1st year examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds upto 10%) i.e. attendance after condonation on Medical grounds should not be less than 65% and pay the examination fee.
- ii. A candidate shall be promoted to 3rd semester if he/she puts the required percentage of attendance in the 1st year and pays the examination fee. A candidate who could not pay the 1st year examination fee has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 3rd semester.
- iii. A candidate shall be promoted to 4th semester provided he/she puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate, who could not pay the 3rd semester exam fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 4th semester.
A candidate is eligible to appear for the 4th semester exam if he/she puts the required percentage of attendance in the 4th semester

For IVC & ITI Lateral Entry students:

- a) Puts the required percentage of attendance in the 4th semester
- iv. A candidate shall be promoted to 5th semester industrial training provided he / she puts the required percentage of attendance in the 4th semester and pays the examination fee. A candidate, who could not pay the 4th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 5th semester.
- v. Promotion from 5th to 6th semester is automatic (i.e., from 1st spell of Industrial Training to 2nd spell) provided he/she puts the required percentage of attendance, which in this case ie,90 % of attendance and attends for the VIVA-VOCE examination at the end of training.
- vi. A candidate shall be promoted to 7th semester provided he / she puts the required percentage of attendance in the 6th semester and pays the examination fee. A candidate, who could not pay the 6th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 7th semester.

- vii. A candidate shall be promoted to 7th semester of the course provided he/she has successfully completed both the spells of Industrial Training.
A candidate is eligible to appear for 7th semester examination if he/she
- a) Puts in the required percentage of attendance in the 7th semester

For IVC & ITI Lateral Entry students:

- a) Puts in the required percentage of attendance in the 7th semester .

C) For Diploma Courses of 3 ½ Years duration (BM):

The same rules which are applicable for conventional courses also apply for this course. The industrial training in respect of this course is restricted to one semester (6 months) after the 6th semester (3 years) of the course.

- i. A candidate shall be permitted to appear for first year examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds upto 10%) i.e. attendance after condonation on Medical grounds should not be less than 65% and pay the examination fee.
- ii. A candidate shall be promoted to 3rd semester if he/she puts the required percentage of attendance in the first year and pays the examination fee. A candidate who could not pay the first year examination fee has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 3rd semester.
- iii. A candidate shall be promoted to 4th semester provided he/she puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate who could not pay the 3rd semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 4th semester.
A candidate is eligible to appear for the 4th semester examination if he/she
- a) Puts in the required percentage of attendance in the 4th semester

For IVC & ITI Lateral Entry Students:

A candidate is eligible to appear for the 4th semester examination if he/she puts the required percentage of attendance in the 4th semester

- iv. A candidate shall be promoted to 5th semester provided he / she puts the required percentage of attendance in the 4th semester and pays the examination fee. A candidate, who could not pay the 4th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 5th semester.
A candidate is eligible to appear for the 5th semester exam if he/she
- a) Puts in the required percentage of attendance in the 5th semester.

For IVC & ITI Lateral Entry students:

- a) Puts in the required percentage of attendance in the 5th semester.
- v. A candidate shall be promoted to 6th semester provided he/she puts in the required percentage of attendance in the 5th semester and pays the examination fee.

A candidate who could not pay the 5th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 6th semester.

A candidate is eligible to appear for 6th semester examination

- a) Puts in the required percentage of attendance in 6th semester

IVC & ITI Lateral Entry students:

- a) Puts in the required percentage of attendance in 6th semester.

- vi. A candidate shall be promoted to 7th semester provided he/she puts in the required percentage of attendance in 6th semester and pay the examination fee. A candidate, who could not pay the 6th semester examination fee, has to pay the promotion fee prescribed by SBTET from time to time before commencement of the 7th semester (Industrial Training).

A candidate is eligible to appear for 7th semester Industrial Training assessment (Seminar/Viva-voce) if he/she

- a) Puts in the required percentage of attendance, i.e., 90% in 7th semester Industrial Training.

For IVC & ITI Lateral Entry students:

- a) Puts in the required percentage of attendance, i.e., 90% in 7th semester Industrial Training.

4.13. Students Performance Evaluation

Successful candidates shall be awarded the Diploma under the following divisions of pass.

- a) First Class with Distinction shall be awarded to the candidates who secure an overall aggregate of 75% marks and above.
- b) First Class shall be awarded to candidates who secure overall aggregate of 60% marks and above and below 75% marks.
- c) Second Class shall be awarded to candidates who secure a pass with an overall aggregate of below 60%.
 - i. The Weightage of marks for various year/Semesters which are taken for computing overall aggregate shall be 25% of I year marks + 100% of 3rd and subsequent Semesters.
 - ii. In respect IVC & ITI Lateral Entry candidates who are admitted directly into diploma course at the 3rd semester (i.e., second year) level the aggregate of (100%) marks secured at the 3rd and subsequent semesters of study shall be taken into consideration for determining the overall percentage of marks secured by the candidates for award of class/division.
- d) Second Class shall be awarded to all students, who fail to complete the Diploma in the regular 3 years/ 3 ½ years and four subsequent examinations from the year of first admission.

4.14. EXAMINATION FEE SCHEDULE:

The examination fee should be as per the notification issued by State Board of Technical Education and Training, AP from time to time.

4.15. Structure of Examination Question Paper:

I. Formative assessment (Internal examination)

a) For theory Courses:

Three-unit tests for first year and two-unit tests for semesters shall be conducted with a duration of 90 minutes for each test for maximum marks of 40. It consists of part A and Part B.

Part A contains five questions and carries 16 marks. Among these five questions first question consists of four objective items like one word or phrase answer/filling-in the blanks/true or false etc with one mark for each question. The other four questions are short answer questions and carry three marks each.

Part B carries 24 marks and consists of three questions with internal choice ie., Either/Or type , and each question carries 8 marks.

The sum of marks of 3 tests for I year and 2 tests for semesters including assignments and Dynamic learning activities (50 marks) shall be reduced to 20 marks in each Course for arriving at final sessional marks.

b) For drawing Courses:

For I year:

Three-unit tests with duration of 90 minutes and for maximum marks of 40 marks shall be conducted for first year. It consists of part A and Part B.

Part A consists four questions for maximum marks of 16 and each question carries four marks (4×4 marks=16 marks).

Part B carries maximum marks of 24 and consists of five questions while the student shall answer any three questions out of these five questions. Each question in this part carries a maximum mark of 8, (3×8 marks=24 marks).

The sum of marks obtained in 3-unit test marks shall be reduced to 20 marks for arriving at final sessional marks. Remaining 20 marks are awarded by the Course teacher based on the student's performance during regular class exercise.

For semester: Two-unit tests with duration of 90 minutes and for maximum marks of 40 marks shall be conducted. The sum of marks obtained in 2-unit test marks shall be reduced to 20 marks for arriving at final sessional marks. Remaining 20 marks are awarded by the Course teacher based on the student's performance during regular class exercise.

c) **For Laboratory /workshop:** 50% of total marks for the Course shall be awarded based on continuous assessment of the student in laboratory/workshop classes and the remaining 50% shall be based on the sum of the marks obtained by the students in two tests.

II. Summative assessment (End examination)

The question paper for theory examination is patterned in such a manner that the Weightage of periods/marks allotted for each of the topics for a particular Course be considered. End Examination paper is of 3 hours duration.

a) **Each theory paper consists of Section 'A' and 'B'**

Section 'A' with Max marks of 30, contains 10 short answer questions. All questions are to be answered and each carry 3 marks, i.e., $10 \times 3 = 30$.

Section 'B' with Max marks of 50 contains 8 essay type questions. Only 5 questions are to be answered and each carry 10 marks, i.e., Max. Marks: $5 \times 10 = 50$.

Thus, the total marks for theory examination shall be: 80.

b) **For Engineering Drawing Course (107) consist of section 'A' and section 'B'.**

Section 'A' with max marks of 20, contains four (4) questions. All questions in section 'A' are to be answered to the scale and each carries 5 marks, ie. $4 \times 5=20$.

Section 'B' with max marks of 40, contains six (6) questions. The student shall answer any four (4) questions out of the above six questions and each question carries 10 Marks, i.e., $4 \times 10 = 40$.

c) **Practical Examinations**

For Workshop practice and Laboratory Examinations, Each student has to pick up a question paper distributed by Lottery System.

Max. Marks for an experiment / exercise : 50

Max. Marks for VIVA-VOCE : 10

Total Max. Marks : 60

In case of practical examinations with 50 marks, the marks shall be distributed as

Max. Marks for an experiment / exercise : 25

Max. Marks for VIVA-VOCE : 05

Total Max. Marks : 30

In case of any change in the pattern of question paper, the same shall be informed sufficiently in advance to the candidates.

d) **Note: Evaluation for Laboratory Courses, other than Drawing courses:**

- I. Instruction (teaching) in laboratory courses (except for the course on Drawing) hereafter shall be task/competency based as delineated in the Laboratory sheets, prepared by SBTET, AP and posted in its website.
- II. Internal assessment for Laboratory shall be done on basis of task/s performed by the student as delineated in the laboratory sheets, prepared by SBTET, AP and posted in its website.
- III. Question paper for End semester Evaluation shall be prepared as per SBTET rules in vogue.

4.16. ISSUE OF MEMORONDUM OF MARKS

All candidates who appear for the end examination will be issued memorandum of marks without any payment of fee. However candidates who lose the original memorandum of marks have to pay the prescribed fee to the Secretary, State Board of Technical Education and Training, A.P. for each duplicate memo from time to time.

4.17. MAXIMUM PERIOD FOR COMPLETION OF DIPLOMA PROGRAMMES:

Maximum period for completion of the diploma courses is twice the duration of the course from the date of First admission (includes the period of detention and discontinuation of studies by student etc) failing which they will have to forfeit the claim for qualifying for the award of Diploma (They will not be permitted to appear for examinations after that date). This rule applies for all Diploma courses of 3 years and 3 ½ years of engineering and non-engineering courses.

4.18. ELIGIBILITY FOR AWARD OF DIPLOMA

A candidate is eligible for award of Diploma Certificate if he / she fulfil the following academic regulations.

- i. He / She pursued a course of study for not less than 3 / 3 ½ academic years & not more than 6 / 7 academic years.
- ii. He / she have completed all the Courses.

Students who fail to fulfil all the academic requirements for the award of the Diploma within 6 / 7 academic years from the year of admission shall forfeit their seat in the course & their seat shall stand cancelled.

For IVC & ITI Lateral Entry students:

- i. He / She pursued a course of study for not less than 2 / 2 ½ academic years & not more than 4 / 5 academic years.
- ii. He / she has completed all the Courses.

Students who fail to fulfil all the academic requirements for the award of the Diploma within 4 / 5 academic years from the year of admission shall forfeit their seat in the course & their seat shall stand cancelled.

4.19. ISSUE OF PHOTO COPY OF VALUED ANSWER SCRIPT, RECOUNTING & REVERIFICATION:

A) FOR ISSUE OF PHOTO COPIES OF VALUED ANSWER SCRIPTS

- I. A candidate desirous of applying for Photo copy of valued answer script/s should apply within prescribed date from the date of the declaration of the result.
- II. Photo copies of valued answer scripts will be issued to all theory Courses and Drawing Course (s).
- III. The Photo copy of valued answer script will be dispatched to the concerned candidate's address as mentioned in the application form by post.
- IV. No application can be entertained from third parties.

B) FOR RE-COUNTING (RC) and RE-VERIFICATION(RV) OF THE VALUED ANSWER SCRIPT

- i. A candidate desirous of applying for Re-verification of valued answer script should apply within prescribed date from the date of the declaration of the result.
- ii. Re-verification of valued answer script shall be done for all theory Courses' and Drawing Course(s).
- iii. The Re-verification committee constituted by the Secretary, SBTETAP with Course experts shall re-verify the answer scripts.

I. **RE-COUNTING**

The Officer of SBTET will verify the marks posted and recount them in the already valued answer script. The variations if any will be recorded separately, without making any changes on the already valued answer script. The marks awarded in the original answer script are maintained (hidden).

II. **RE-VERIFICATION**

- (i) The Committee has to verify the intactness and genuineness of the answer script(s) placed for Re-verification.
- (ii) Initially single member shall carry out the re-verification.
- (iii) On re-verification by single member, if the variation is less than 12% of maximum marks, and if there is no change in the STATUS in the result of the candidate, such cases will not be referred to the next level i.e., for 2-Tier evaluation.
- (iv) On re-verification by a single member, if the variation is more than 12% of maximum marks, it will be referred to 2-Tier evaluation.
- (v) If the 2-Tier evaluation confirms variation in marks as more than 12% of maximum marks, the variation is considered as follows:
 - a) If the candidate has already passed and obtains more than 12% of the maximum marks on Re-verification, then the variation is considered.
 - b) If the candidate is failed and obtains more than 12% of the maximum marks on Re-verification and secured pass marks on re-verification, then the status of the candidate changes to PASS.
 - c) If a candidate is failed and obtains more than 12% of the maximum marks on Re-verification and if the marks secured on re-verification are still less than the minimum pass marks, the status of the candidate remain FAIL only.
- (vii) After Re-verification of valued answer script the same or change if any therein on Re-verification, will be communicated to the candidate.
- (viii) On Re-verification of Valued Answer Script if the candidate's marks are revised, the fee paid by the candidate will be refunded or else the candidate has to forfeit the fee amount.

Note: No request for Photo copies/ Recounting /Re-verification of valued answer script would be entertained from a candidate who is reported to have resorted to Malpractice in that examination.

4.20. Mal Practice Cases:

If any candidate resorts to Mal Practice during examinations, he / she shall be booked and the Punishment shall be awarded as per SBTETAP rules and regulations in vogue.

4.21. Discrepancies/ Pleas:

Any Discrepancy /Pleas regarding results etc., shall be represented to the SBTETAP within one month from the date of issue of results. Thereafter, no such cases shall be entertained in any manner.

4.22. Issue of Duplicate Diploma

If a candidate loses his/her original Diploma Certificate and desires a duplicate to be issued he/she should produce written evidence to this effect. He / she may obtain a duplicate from the Secretary, State Board of Technical Education and Training, A.P., on payment of prescribed fee and on production of an affidavit signed before a First-Class Magistrate (Judicial) and non-traceable certificate from the Department of Police. In case of damage of original Diploma Certificate, he / she may obtain a duplicate certificate by surrendering the original damaged certificate on payment of prescribed fee to the State Board of Technical Education and Training, A.P.

In case the candidate cannot collect the original Diploma within 1 year from the date of issue of the certificate, the candidate has to pay the penalty prescribed by the SBTET AP from time to time.

4.23. Issue of Migration Certificate and Transcripts:

The Board on payment of prescribed fee will issue these certificates for the candidates who intend to prosecute Higher Studies in India or Abroad.

4.24. General

- i. The Board may change or amend the academic rules and regulations or syllabi at any time and the changes or amendments made shall be applicable to all the students, for whom it is intended, with effect from the dates notified by the competent authority.
- ii. All legal matters pertaining to the State Board of Technical Education and Training, AP are within the jurisdiction of Mangalagiri.
- iii. In case of any ambiguity in the interpretation of the above rules, the decision of the Secretary, SBTET, A.P is final.