

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY,

Ordinance No. 17

ORDINANCE FOR 3 YEARS DIPLOMA PROGRAMME
Based on Semester System
(Implemented from Academic Year 2005-06)

Refer Section 38 (2 and 3)

Chhattisgarh Swami Vivekanand Technical University, Bhilai C.G. awards first diploma in Engineering/Technology based and other disciplines as approved by All India Council of Technical Education (AICTE), New Delhi of three-years (six-semester) duration, herein after called 3-Year Diploma Programme shall be designated as DIPLOMA in Respective discipline.

1.0 THREE YEAR DIPLOMA PROGRAMMES:

- 1.1 This diploma shall include the branches of ARCHITECTURE, CIVIL ENGINEERING, COMPUTER-SCIENCE & ENGINEERING, COSTUME DESIGN & DRESS MAKING TECHNOLOGY, ELECTRICAL ENGINEERING, ELECTRONICS & TELECOMMUNICATION ENGINEERING, INTERIOR-DECORATION & DESIGN, INFORMATION-TECHNOLOGY, METALLURGY, MODERN OFFICE MANAGEMENT, MECHANICAL ENGINEERING, MINING, INSTRUMENTATION.
- 1.2 The studies and examinations of these Diploma programmes shall be on the basis of Semester system.

2.0 RULES FOR ADMISSION:

- 2.1 The minimum qualification for admission to the FIRST-Semester of the following Diploma Programmes (Admission BASED ON INSTITUTION WISE MERIT) CIVIL-ENGINEERING, COMPUTER-SCIENCE & ENGINEERING, ELECTRICAL-ENGINEERING, ELECTRONICS & TELE-COMMUNICATION ENGINEERING, INFORMATION TECHNOLOGY, MECHANICAL-ENGINEERING, METALLURGY, MINING, INSTRUMENTATION.

Shall be the passing of 10th class or higher examination under (10+2) education scheme with Science (Physics and Chemistry) and Mathematics as main subjects and obtaining minimum 50% of marks in aggregate in aforesaid Examination conducted by C.G. Board of Secondary Education or an equivalent examination from a recognized Board/University. SC/ST and OBC (Except creamy layer) candidates are not required to obtain minimum 50% marks. Candidates for the above programmes shall be admitted to College/Institute through central counseling by merit based on percentage of total marks obtained in science (Physics and Chemistry) and mathematics.

- 2.2 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission BASED ON INSTITUTION WISE MERIT):

COSTUME DESIGN AND DRESS MAKING TECHNOLOGY, INTERIOR-DECORATION & DESIGN.

Shall be the passing of 10th class or higher examination under (10+2) education scheme conducted by C.G. Board of Secondary Education or an equivalent examination from a recognized Board. Candidates for above programmes shall be admitted to the Colleges/ Institutions by Merit based on the percentage of total marks obtained in qualifying examination.

- 2.3 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission BASED ON INSTITUTION WISE MERIT):

ARCHITECTURE

Shall be the passing of 12th class examination under (10+2) education scheme with Physics, Chemistry and mathematics subjects and by obtaining minimum 50% marks collectively in that Examination conducted by C.G. Board of Secondary Education or an equivalent examination from a recognized Board/University. Candidates for above programmes shall be admitted to the Colleges/Institution by Merit based on the percentage of total marks obtained in Physics, Chemistry and Mathematics in qualifying examination. SC/ST and OBC (Except creamy layer) candidates are not required to obtain minimum 50% Marks.

- 2.4 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission BASED ON INSTITUTION WISE MERIT):

MODERN OFFICE MANAGEMENT

(A) Shall be the passing or 12th class examination under (10+2) education scheme or higher examination in any discipline and obtaining minimum of 50% marks in aggregate in that discipline conducted by C.G. Board of Secondary Education or an equivalent examination from a recognized Board/University. Candidates for above programmes shall be admitted to the Colleges/Institution by Merit Based on the percentage of total marks in theory paper obtained in qualifying examination SC/ST and OBC (Except Creamy layer) are not required to obtain minimum 50% marks.

(B) In general, admission to any Diploma Programmes shall be governed by the rules framed by D.T.E. from time to time to compliance the guidelines of AICTE (All India Council of Technical Education), or any other competent authority of the State Government or CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSTIY, BHILAI (C.G.).

3.0 ENROLMENT IN THE UNIVERSITY

- 3.1 Any person, who has been admitted to Diploma programme of the University through the admission criteria laid down in clause 2.0, may be enrolled as a student of the University in the respective programme.
- 3.2 The candidates who wish to appear in the examination of the Chhattisgarh Swami Vivekanand Technical University, Bilai, shall have to get themselves enrolled in the University in the academic year in which they first time appear in the University Examination.
- 3.3 Application for enrolment will be made to Registrar in the prescribed form through the Principal of the College/Institute where student has been admitted, accompanied by an enrolment fee as prescribed by the University from time to time. The enrolment fee is not refundable under any circumstances. Application for enrolment should be submitted along with necessary fees, migration certificate (if required), transfer certificate and certificate of passing the qualification prescribed in eligibility criteria mentioned in clause 2.0.
- 3.4 The Principal of the concerned College/Institution shall put a certificate to the effect that the information given by the candidate in enrolment form, whose application is being forwarded to the University, is accurate and has been verified from the records, and the candidate is entitled for enrolment in the respective programme of the University as per the prevailing rules.
- 3.5 Late submission of enrolment form shall be accepted with payment of late fee and enrolment fee. In very special case, Vice-Chancellor may permit late submission of enrolment form after the extra time given above is finished, if the Vice-Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of a student.
- 3.6 The University shall maintain a register of all students enrolled in the University.
- 3.7 On enrolment, every student shall receive from the University an enrolment number.
- 3.8 Expulsion of a student from the College/Institution shall entail the removal of his/her name from the enrolment register.
- 3.9 No person who is under sentence or expulsion or restriction from another Board/University, shall be admitted to any course of study during the period for which the sentence is in operation.
- 3.10 A duplicate copy of enrolment certificate may be granted on payment of a prescribed fee.

4.0 MIGRATION FROM UNIVERSITY

- 4.1 A Migration Certificate may be granted to a candidate on submitting an application in prescribed form and on payment of prescribed fee.
- 4.2 No candidate who has been restricted or debarred or expelled, shall be granted a migration certificate within the period of his rustication, debarment or expulsion.
- 4.3 No students shall be allowed to migrate from one institution to another under the University without a leaving or transfer certificate, in the form prescribed from the College/Institution last attended, provided that a student shall be allowed to migrate after his/her application for admission to ensuing examination has been forwarded to the University.

5.0 RULES FOR MAXIMUM DURATION OF THE PROGRAMME

- 5.1 There shall be normally fourteen weeks of teaching in every semester.
- 5.2 A candidate may provisionally continue his/her studies in higher semester/class after the examinations of the semester, he/she appeared are over. However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.
- 5.3 The maximum duration for passing all the courses (theory, practicals and Industrial Training) of the programme shall be FIVE years for 3 years Diploma Programmes, no separate time will given to students for medical or any reason whatsoever. Candidates debarred from examination due to UFM cases or any other reason will also have to clear their Diploma programme in the duration mentioned above. Name of those candidates who are unable to clear their Diploma programme in the stipulated period, will be struck off from the roll list of the college and enrolment of the University.
- 5.4 If such candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rules mentioned in clause 2.0 above. On seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them in the previous Diploma programme of study.

6.0 RULES FOR EXAMINATIONS

- 6.1 There shall be University Examination at the end of each semester
- 6.2 These Examinations common to all branches, shall be named as follows: -
 - (a) FIRST YEAR
 - ?? First Semester Diploma Exam. (Discipline wise)
 - ?? Second Semester Diploma Exam. (Discipline wise)
 - (b) SECOND YEAR
 - ?? Third Semester Diploma Exam. (Discipline wise)
 - ?? Fourth Semester Diploma Exam. (Discipline wise)
 - (c) THIRD YEAR
 - ?? Fifth Semester Diploma Exam. (Discipline wise)
 - ?? Sixth Semester Diploma Exam. (Discipline wise)
- 6.3 The examination of First semester (I), Third Semester (III) and Fifth semester (V) called odd semesters, shall generally be held in the months of November-December. Similarly, the examinations of Second semester (II) Fourth semester (IV) and Sixth semester (VI) called even semesters, shall generally be held in the months of April-May, the dates of which shall be notified to all the concerned Colleges/Institutions.
- 6.4 The semester examination will generally be held in Nov-Dec. and April-May in each year.
- 6.5 There will be a full examination at the end of each semester consisting of theory papers and the laboratory practicals of all semesters. The duration of examination period normally should not exceed 30 working days."

Note: The candidate who seeks admission in odd semester of an academic year is said to be in A-B group while a candidate who seeks admission in even semester of an academic year is said to be in B-A group. i.e. a Candidate of A-B Group will take admission in July where as candidate of B-A Group will take admission in January in the relevant academic year.

6.6 In case of change in curriculum of Diploma programme, University shall conduct minimum two examinations in the previous curriculum and thereafter (if the need be) students shall have to appear in the equivalent courses of new and revised curriculum, however, University shall conduct examination of those courses of previous curriculum (old), which do not have equivalent courses in the revised curriculum.

6.7 ELIGIBILITY FOR APPEARING IN THE EXAMINATION

6.7.1 A candidates who has filled up the examination form and deposited the required amount of examination fees, will be eligible to appear in the EXAMINATION, provided he/she has completed the required 85% of attendance in each theory and practical subject, and also completed the prescribed sessional work i.e., teacher's assessment work as provided in the scheme of examination, and has secured 60% marks in Teacher's Assessment Work of each theory & practical.

6.7.2 A candidate who has filled up the examination form and deposited the required amount of examination fees, will be eligible to appear in the EXAMINATION, but a candidate who has not completed the required 85% of attendance in each theory and practical subject, will be detained from appearing in the semester EXAMINATION and similarly, if the candidate has not completed the sessional work i.e. Teacher's Assessment Work, will also be detained from appearing in the semester examination. The completion of sessional works means that the candidate has successfully completed the sessional work by attending classes/practicals regularly and has secured a minimum of 60% marks in Teacher's Assessment Work of each theory & practical.

The sessional work (Teacher's Assessment Work) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.

6.7.3 A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in Clause 6.7.1 but could not appear in the semester EXAMINATION due to illness of self or due to genuine reasons, may be allowed to appear in the next semester examination, if he/she so likes, provided he/she has submitted the medical certificate to the UNIVERISTY through the principal of concerned college/Institution from the authorized medical officer not below the rank of Civil Surgeon, or submitted suitable and satisfactory explanation of his/her absence to the principal within 15 days from the date of commencement of semester Examination in which the candidate was due to appear. For appearing in the next semester Examination, he will have to fill up the examination form and deposit prescribed examination fees. Fees already paid by him/her for the earlier Semester Examination, shall not be adjusted/refunded. In such cases, the number of theory papers and practicals in which a candidate can appear, shall be limited to a maximum number of theory papers and practical prescribed in that semester, in which a candidate could not appear due reasons mentioned above.

6.7.4 A candidate who has been detained due to lack of prescribed attendance or submission of sessionals as prescribed in Clause 6.7.2 above, will have no claim for appearing in the semester examination, and will have to repeat the course. The student will be granted readmission by the principal of the concerned institution against the seats earmarked for the repeater candidates, if available.

6.8 FILING OF EXAMINATION FORMS

6.8.1 For appearing in any of the Examination of the University, a candidate shall have to apply in the prescribed form which normally should reach the office of the University through the Head of the Institution in which the candidate has completed his/her course of studies, one months before the announced date of examination.

6.8.2 The Head of Institution has to certify as to the eligibility of the candidate.

6.8.3 Each application must be accompanied by prescribed fee of the examination together with the late fee (if any) and the fee for sending marks obtained in the examinations.

6.8.4 Examination fee once paid, shall in no case be refunded to the candidate.

6.9 PERMISSION TO APPEAR IN THE EXAMINATION AND ISSUE OF EXAMINATINO ADMIT CARD (EAC)

6.9.1 If the candidate is admitted, the Controller (Examination) shall furnish the candidate with an admission card permitting him to appear at the examination.

6.9.2 Permission to appear at the University Examination may be withdrawn for conduct which in the opinion of the Examination committee justifies exclusion of the examinee.

6.9.3 The Controller (Examination) may withdraw the permission granted by some accidental mistake or omission to a candidate who was not eligible for appearing at University examination, even though an admission card has been issued and produced by him/her before the Superintendent of Examinations.

6.9.4 The Controller (Examination), if satisfied, that the examination admission card has been lost or destroyed, may grant on payment of a prescribed fee, a duplicate examination admission card. The card so granted, shall show in a prominent place, the number and date of the card originally granted.

6.9.5 The candidates shall be admitted to the examination hall on producing the admission card before superintendent of examination at the centre.

6.10 CONDUCT IN EXAMINATION HALL

6.10.1 In the Examination Hall, the candidates shall be under the disciplinary control of the Superintendent and they shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or his insolvent behavior towards the Superintendent or any of the invigilators, the

candidate may be excluded from that day's examination and if he/she persists in misbehavior he/she may be excluded from the rest of the examination by the Superintendent of the Centre. Provided that in all such cases a full report of each case shall be sent to the University and Executive Council, according to the gravity of offence, shall punish a candidate by canceling his/her examination and/or debarring him/her from appearing at the examination of the University as per the prevailing rules.

- 6.10.2 No candidate shall bring with him/her into the Examination Hall (Room) any book or papers, notes or other materials capable of being used by him in connection with the examination, nor shall he/she communicate to or receive from any other candidate any information in the Examination Hall.
- 6.10.3 Any candidate detected in cheating or in making use of any unfair means in connection with examination, shall be reported to the Controller (Examination) by the Superintendent of Examinations, and if the facts alleged are true and disclose premeditation on the part of the candidate, the Executive Council, on recommendation of Examination committee, may debar candidate from examination as per the prevailing rules of punishment for using Unfair Means.
- 6.10.4 Any candidate detected in using unfair means in examination room, shall be reported to the Controller (Examination) by the Superintendent of Examination, the executive Council on recommendation of Examination committee may disqualify the candidate from passing that examination and may also in its discretion debar him from appearing at the examination or examinations.
- 6.10.5 Any candidate bringing any torn papers, notes or other material to the Examination hall, shall be reported to the Controller (Examination) by the Superintendent of examinations, and if the facts alleged be true but that the candidate has not made any use there of, the Executive Council, on recommendations of Examination committee, may disqualify the candidate from passing the examination.
- 6.11 If a candidate is unable to pass/clear some subject of an odd semester examination, he/she shall be permitted to appear as an ex-student in the subsequent semester examination. Likewise, if a candidate unable to pass/clear some subjects in even-semester examination, he/she shall be permitted to appear as an ex-student in the subsequent semester examination. To enable the candidates to clear their backlog subjects as quickly as possible, the examinations of all the theory papers and practicals shall be held during every semester examination.
- 6.12 There will be no supplementary examination.

7.0 RULES FOR PROMOTION TO HIGHER SEMESTER/CLASS

Rules for promotion to Higher Semesters.

- 7.1 A candidate who has appeared in first semester examination, will be promoted to the 2nd semester irrespective of any number of courses (subjects) cleared/passed by him/her.

7.2 A candidate, who has appeared in 2nd semester examination, will be promoted to 3rd semester examination and a candidate who has appeared in 3rd semester examination will be promoted to 4th semester examination irrespective of any number of courses (subjects) cleared/passed by him/her.

7.3 A candidate has to clear/pass all subjects of 1st semester, 2nd semester before being promoted 5th semester and 6th semester respectively.

8.0 PASSING EXAMINATIONS

8.1 BASIS OF MARKS

8.1.1 There shall be Class test (CT) and End Semester Examination (ESE) and Teacher's Assessment (TA) for each Theory paper and ESE and TA for each practical with the following distribution and passing standards.

Name of Examination	Minimum Passing Marks in Percentages
{ Class Test Theory (Institution level)	NIL ----
{ End-semester Exam Theory (University level)	35%
{ Practical (University level)	50%
{ Teacher's Assignment Theory	60%
{ Practical	

8.1.2 For the evaluation of End Semester Exam in Practicals, one external examiner shall always be there from outside the College/Institution and one internal examiner from the College/Institution.

8.1.3 There will be at least two class tests in each theory subject in a semester. Teacher's assessment in each theory and/or practical will depend upon home assignments, quizzes, take home tests, viva-voce etc.

8.2 BASIS OF CREDITS

8.2.1 One period of contact in lecture (L) and two periods of contact in tutorial (T) or practical (P) will be equal to one credit. Thus, Credit = $[L+(T+P)/2]$

8.2.2 A candidate shall earn all the credits allotted to a semester only when he/she passes the said semester.

9.0 DURATION OF COURSE

9.1 There shall be normally fourteen weeks of teaching in every semester.

9.2 A candidate may provisionally continue his/her studies in higher semester class after the examinations of the semester he/she appeared is over. However, his/her eligibility shall be evaluated only after the results of semesters as per clause 7.0 are declared at which he/she had appeared.

10.0 MERIT LISTS

10.1 Merit list of top 10 candidates in the order of merit shall be declared at the end of each semester in each discipline from amongst the candidates who have passed in first attempt.

10.2 Branch wise final merit list shall be declared by the University only after the main examination of the sixth and final semester for Diploma in Engineering and other discipline, on the basis of the integrated performance of all the three years. The merit list shall include the first ten candidates securing at least First Division and passing all semesters in single attempts.

11.0 ATTENDANCE

11.1 Candidates appearing as regular students for any semester examination are required to attend 85 percent of the lectures delivered and of the practical classes held separately in each subject of the course of study, provided that a short fall in attendance upto 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University respectively for satisfactory reasons.

12.0 If a candidate has passed a semester examination in full he/she shall NOT be permitted to reappear in that examination for improvement in division/marks or any other purpose.

13.0 ASSESSMENT AND GRADING

13.1 MODE OF ASSESSMENT AND EVALUATION

Continuous evaluation system will be followed with three components as Class Test (CT), Teacher's Assessment (TA) and End Semester Exam (ESE). To make TA more objective one, this will depend upon attendance, home assignments, take home exam, closed and open book tests, group assignments, viva-voce, quizzes etc. Similarly, there will be two or three class tests in a semester the results of which will be shown to the class students along with test answer books under intimation to the University. However, ESE will have to be conducted by the college/institute through affiliating university. Weightings of CT, TA and ESE will be as given in the scheme of examination.

13.2 GRADING SYSTEM

Absolute grading system will be followed. In every subject, a candidate will be awarded a letter grade based on one's combined performance of all the components, e.g., TA, CTs and ESE. These grades will be described by letters indicating a qualitative assessment of the candidate's performance through a number equivalent called "Grade Point" (GP) as given below. A course is completed successfully, or a credit is earned for a course when letter grade C or better is obtained in the course.

Letter Grade (LG) :	A+	A	B+	B	C+	C	F
Grade Point (GP) :	10	9	8	7	6	5	0

Grades will be awarded for every subject taking into consideration marks obtained by the students in a particular subject. This will be done on the basis of absolute grading system of the type described below.

13.3 ABSOLUTE GRADING SYSTEM

The absolute grading system of the type explained below will be adopted.

Grades	THEORY	PRACTICAL
A+	$85 \leq \text{Marks} \leq 100\%$,	$90 \leq \text{Marks} \leq 100\%$,
A	$75 \leq \text{Marks} \leq 85\%$,	$82 \leq \text{Marks} < 90\%$,
B+	$65 \leq \text{Marks} < 75\%$,	$74 \leq \text{Marks} < 82\%$,
B	$55 \leq \text{Marks} < 65\%$,	$66 \leq \text{Marks} < 74\%$,
C+	$45 \leq \text{Marks} < 55\%$,	$58 \leq \text{Marks} < 66\%$,
C	$35 \leq \text{Marks} < 45\%$,	$50 \leq \text{Marks} < 58\%$,
F	$0 \leq \text{Marks} < 35\%$,	$0 \leq \text{Marks} < 50\%$,

Thus letter grades A+, A, B+, B, C+, C, and F and the corresponding Grade Point will be available for each subject evaluated by the examiner.

13.4 FAIL GRADE "F"

Additionally, further categorizations of F will be

FF : F grade is failing in any theory/practical/both.

FI : Incomplete grade is failing to appear in ESE due to illness or so but otherwise satisfactory performance, thus eligible for re-exam in that subject.

FS : Failing in sessionals, i.e. in TA, so repeat the semester.

FX : Failing due to short of attendance so repeat the semester.

WW : Result withheld due to various reasons.

FA : Failing due to aggregate marks being less than 50% of total marks, so eligible to appear in one or two subjects (theory) of one's choice.

13.5 CONSTRAINTS OF MINIMUM QUALIFYING MARKS

To be eligible to secure a letter grade A+ to C a candidate must

?? be eligible to appear in a ESE, a candidate must score minimum 60% marks in TA in each theory and/or practical separately failing which he/she will have to repeat the semester.

?? No minimum requirement of marks in CTs.

?? Minimum score 35% marks in each theory paper,

?? Minimum score 50% marks in each practical exam,

?? Minimum score 50% of total aggregate marks.

13.6 SEMESTER PERFORMANCE INDEX (SPI)

Performance of a student in i-th semester is expressed by SPI which is a weighted average of course grade points obtained by a student in the semester and is expressed by

$$\text{SPI}_i = \frac{[C_1 G_1 + C_2 G_2 + \dots]_i}{[C_1 + C_2 + \dots]_i} = \frac{[\sum CG]_i}{[\sum C]_i} = \frac{N_i}{D_i}$$

where C and G stand for Credit and Grade, respectively. SPIs will be calculated up to two places of decimal without rounding off. SPI will be calculated only when a student clears a semester without F in any subject, theory or practical.

13.7 CUMULATIVE PERFORMANCE INDEX (CPI)

This is a weighted average of course grade points obtained by a student for all courses taken since his admission to the diploma program with 50% weightage of I and II semester marks and 100% for remaining semesters. Thus, CPI in i-th semester with "i" greater than 2 will be calculated as

$$CPI_i = \frac{0.5 (N_1 + N_2) + \sum_{i=3}^{i>3} N_i}{0.5 (D_1 + D_2) + \sum_{i=3}^{i>3} D_i}$$

If a student repeats a course or is declared fail in a subject, then only the grade points obtained in the latest attempts are counted towards CPI. CPI will be calculated in every semester with SPI, so that a student knows how his CPI is changing. However, CPI will be between 4 and 10.

13.8. AWARD OF CLASS OR DIVISION

13.8.1 The class/division awarded to a student with Diploma in Engineering and other discipline is decided by the student's current CPI as per the following table

??	Distinction or Honours	: 75% ≤ Mraks ≤ 100%
??	Class I	: 65% ≤ Mraks < 75%
??	Class II	: 50% ≤ Mraks < 65%

13.8.2 Division shall be awarded only after the sixth and final semester examination, based on integrated performance of the candidate for all the three years.

13.8.3 No candidate shall be declared to have passed the final Diploma in Engineering and other disciplines unless he/she has fully passed all the previous examinations of the six semesters. The results of the sixth and final semester of those candidates who have not passed examination of any previous semester will be withheld. They, however, will be informed about the deficiency. He/she shall be deemed to have passed the final Diploma in Engineering and other discipline examination in the year in which he/she passes all the examinations of all six semesters.

13.9 TRANSCRIPT

The transcript issued to a student after completion of the course will contain consolidated record of all the courses taken by the student, grades obtained and the final CPI with class or division obtained.

- 14.1 CARRY OVER: He/She shall be required to clear the next ESE only in those subjects (theory/practical) in which he was awarded WW or FI or FF grades.

15.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS

With a view to moderate hard line cases in the examination, the following rules shall be observed:

- 15.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory/one theory and one Practical/Two Practicals subjects.
This facility shall be available only to those candidates who clear that particular semester examination in full (i.e. in all theory, practicals and sessionals in first attempt) by availing 5 grace marks.
- 15.2 While declaring result of the candidate, no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the courses (subjects) cleared through clause 15.1 After condoning the deficiency, the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.
- 15.3 One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-chancellor in the DIPLOMA examination. This benefit will not, however, be available to a candidate getting advantage under clause 15.1.

16.0 RULES FOR REVALUATION/RETOTALLING OF MARKS

- 16.1 Any candidate who has appeared at an examination conducted by the University, may apply to the Controller (Examination) for the scrutiny of his marks and the revaluation of his result.
- 16.2 Such applications must be made on a prescribed form **within 15 days** from the date of the publication of the result at the University's Office through the heads of institution where he/she had studied. Application received beyond this period shall not be considered.
- 16.3 All such applications must be accompanied by a prescribed fee for revaluation of each paper and for retotalling in each paper to be paid.
- 16.4 No candidate shall be entitled to a refund of the fee unless, as a result of the scrutiny, a mistake affecting his examination result is published and detected. If a candidate deposits excess fees, the same will not be refunded.

- 16.5 No candidate shall be allowed to get more than two subjects answer books of one examination revalued. If a candidate mentions more than two subjects in his/her application then only first two courses (subject) shall be revalued and no action will be taken on rest of the courses (subjects).
- 16.6 No revaluation shall be allowed in case of practicals, teacher's assessment work and progressive tests.
- 16.7 If, on retotalling and revaluation a mistake in the result originally published is detected, necessary correction shall be published in a supplementary list. In all other cases, the result of the retotalling shall be communicated to the candidate, as soon as possible through the officer who has forwarded his application.
- 16.8 The work of retotalling does not include reexamination of the answer books. It is done with a view to see whether there has been any mistake in totaling the marks assigned to individual questions or in the form of omitting the marks assigned to any question.

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