

APPENDIX-III

STATE BOARD OF TECHNICAL EDUCATION, BIHAR REGULATIONS FOR DIPLOMA/TECHNOLOGY EXAMINATION

REGULATION-I: All arrangements for the conduct of Diploma Examinations shall be made by the examination Board which will consist of Chairman, State Board of Technical Education and Secretary, State Board of Technical Education as ex-officio members and three Principals who will come by rotation for a term of three years, preferably each from a separate branch of Engineering/Technology.

The Examination Board will be:-

- (1)** Appoint paper setters, examiners, Tabulators etc. for different examinations of the Board.
- (2)** Make all arrangements for conduct of Board examinations and publish the results.
- (3)** Formulate rules for the proper discharge of functions assigned to it.
- (4)** Appoint committees to assist it in matters related to examinations.
- (5)** Appoint members of the various Moderation Boards.
- (6)** Impose fines on paper setters and examiners who submit question papers or marks after the due date.
- (7)** Report to the State Board of Technical Education as and when any improvement is found necessary in the system of examination.
- (8)** Deal with all cases of use of unfair means at the Board Examinations.
- (9)** Recommend to the State Board of Technical Education punishment to examinees for mal-practices which are not covered under the rules of use of unfair means.

Deal With all other matters relating to Board Examinations. Secretary, State Board of Technical Educations will convene meeting of the examination Board.

(10) At least 3 members will constitute quorum for any meeting of the examination Board.

REGUTION-II:

There shall be a Board of Moderators for each faculty which, as far as practicable, will consist of 3 persons engaged in teaching in any of the subjects of the examination in the faculty and one external member engaged in that branch of Engineering/Technology.

The Board of Moderators will, in respect of the subject of the examination in which it is concerned:-

1. Moderate all papers set by the paper setters.
2. Examine answers not examined by the examiners and give its opinion in cases of other discrepancies detected in the process of scrutiny of answer books.
3. Recommend names of Examiners and paper setters to the Board for appointment of paper setters, examiners etc. as directed by the Examination Board.
4. Make such recommendations regarding methods of teaching, study and examination as may seen to be necessary.
5. Consider reports on the examinations from the Head examiners or examiners as the case may be, if, placed before it and submit a report to the Examination Board embodying such points as ought, in the opinion of the Board, be brought to the notice of the examination Board.
6. Re-examine answer books as desired by the examination Board.

The Controller of Examinations will act as Convenor of meetings of the Board of Moderators.

The terms of office of members of Board of Moderators shall be for 3 years, one teaching member retiring every year.

At least 2 members of the Board will constitute quorum for any meeting of the Board of Moderators.

- REGULATION-III:**
- (i)** All appointments in connection with Board Examinations will be made by the Examination Board. In case of practical examination if an external examiner appointed by the Board does not turn up for conducting the examination at the centre, the Centre Superintendent will appoint external examiner in his place and report the arrangement made to the Controller of Examinations. In case an examiner refuses to accept the examinership offered to him by the examination Board, the Chairman will appoint an-other examiner in his place.
 - (ii)** Paper setters and Head examiners must have at least 5 years experience. Ordinarily 70% of them will be teachers working in Institution affiliated to the Board and rest 30% will be experts from outside.
 - (iii)** One of the Examiners shall be appointed as Head examiner of a paper if owing to the large number of candidate appearing at the particular examinations, appointment of more than one examiner is considered by the Examination Board to be necessary. In case a Head Examiner is appointed, other examiners in the subject shall act as co-examiners and minimum experience for them will be 3 years.

- (iv)** If it is proved to the satisfaction of the examination Board that any candidate for appointment as paper setter, examiner etc. has been guilty of canvassing such candidate shall be disqualified for appointment.

REGULATION-IV: The same question paper for written examinations shall be used at every place at which examination is hold and that in special circumstances which shall be reported to the Board, the Examination Board may get different papers set for any subject or subjects.

Different question papers may be set for different centres for practical examination in subjects in which practical examinations are provided in the scheme of examination.

All sessional records shall be examined by one or more external examiners. No sessional paper will be accepted for valuation unless it has been examined and signed at regular internals by the teacher concerned.

Sessional Records should be properly preserved at the Institution and may be returned to the candidates three months after the publication of results after proper defacing or punching so that it may not be used again.

REGULATION-V: **(i)** Proper setters shall be guided as to the scope of the subject of examination by the syllabus prescribed and other instruction as issued by the Board from time to time.

(ii) It shall be the duty of the Head Examiner to see that each of his co-examiners has marked the paper in accordance with the instructions given to him, to co-ordinate the marking of the co-examiners working under

him, to check up totaling and transcription in all the answer books and their entry in the marks foils.

- REGULATION-VI:**
- (i) Each examiner shall draw up a report upon examination within 3 days after examining the answer paper. The co-examiner shall submit this report to the Head Examiner and the Head examiner will forward it along with his own report to the Controller of Examinations within a week after submitting his marks to the Tabulators.
 - (ii) Such reports shall ordinarily embody such remarks and recommendations suggested by the performance of the candidates as the examiner thinks desirable to communicate.
 - (iii) The Head Examiner will also submit a report on the work of his co-examiner within three days from the date of sending answer books duly examined.

REGULATION-VII: The Board of Examinations shall appoint a superintendent for each centre, ordinarily the Head of Institution, who shall be personally responsible for the conduct of the examination as per rules and regulations and instructions of the Board.

REGULATIONS-VIII: There shall be an Annual examination at the end of each of the three session to be called Part-I, Part-II and Part-III examination. Supplementary examination will be held only for Part-III examinations.

REGULATIONS-IX: Every candidate for admission to an examination shall send the following to the Controller of Examinations

through the Head of a Institution to reach the office of the Board on or before the date prescribed for the purpose.

- (a) An application in the prescribed form duly filled in.
- (b) A certificate from the Principal in the form prescribed.
- (c) The fees prescribed for such examination.

REGULATION-X:

All the cases of use of unfairmeans at the examinations conducted by the State Board of Technical Education shall be decided by the Examination Board. The Board will award punishments according to rules framed by the State Board of Technical Education from time to time. The examination Board may appoint an unfairmeans scrutiny committee to examine cases of unfairmeans in detail and to recommend punishments.

REGULATION-XI:

In case, the Examination Board is satisfied that a particular examination in one or more papers at any centre of examination has not been conducted according to the rules of the Board, the examination Board may order cancellation of such examinations.

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