

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 the Chairman, State Board of Technical Education, Director, Department of Science & Technology 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 -

- (1) Appoint Evaluation Director, observer, paper setters, examiners, tabulators etc. for different examinations of the Board.
- (2) Make all arrangements for the conduct of the board examinations and publish the results.
- (3) Formulate rules for the proper discharge of functions assigned to it.
- (4) Constitute 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 in 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.
- (10) Deal with all other matters relating to Board examinations.

Secretary, State Board of Technical Educations will convene meeting of the Examination Board.

At least 3 members will constitute quorum for any meeting of the Examination Board.

REGULATION-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.

In respect of subject of the examination concerned the board of moderators will :


28.06.2014

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 to the Board the names for appointment of examiners, paper setters etc. as directed by the Examination Board.
4. Make recommendations regarding methods of teaching, study and examination as deemed necessary.
5. Consider reports on the examinations from the head examiners or examiners if placed before it, and submit a report to the Examination Board covering issues/points that needs the intervention of the Examination Board.
6. Re-examine answer books as desired by the Examination Board.

The Controller of Examinations will act as convener of meetings of the board of moderators.

The term of the members of Board of Moderators shall be for 3 years with 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 Evaluation Director may be authorized to appoint another examiner in his place.
- (ii) Paper setters and head examiners should preferably have at least 5 years of experience. Ordinarily 70% of them will be teachers working in the institutions 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 appointment of more than one examiner is considered by the Examination Board as necessary owing to the large number of candidates appearing at the particular examination. 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 shortlisted for appointment as paper setter, examiner etc. has been found guilty of canvassing such candidate shall be disqualified for appointment.


8.06.2016

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

Different question papers may be set for different exam centers for practical examination in the subjects as 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 evaluation unless it has been examined and signed at regular intervals 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) Paper setters shall be guided with the scope of the subject of examination, by the syllabus prescribed and other instructions 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 books /OMR Sheets.

- REGULATION-VI:**
- (i) Each examiner shall draw up a report on 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 remarks and recommendations suggested by the performance of the candidates as the Examiner thinks necessary 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 examination centre, ordinarily the head of institution, who shall be personally responsible for the conduct of the examination as per rules and regulations, guidelines and instructions of the Board.

A handwritten signature in blue ink, followed by the date 08-06-2016.

REGULATION-VIII:

There shall be semester examination at the end of each of the six sessions to be called semester I, II, III, IV, V & VI examination. Supplementary examination will be held only for semester V & VI examinations.

REGULATION-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) Fees prescribed for such examination.

REGULATION-X:

All the reported cases of use of unfair means at the examinations conducted by the State Board of Technical Education shall be decided by the Disciplinary Action Committee (DAC) constituted by S.B.T.E. at the examination/evaluation centre. The DAC will award punishments according to the Bihar Conduct of Examination Act 1981 and rules framed by the State Board of Technical Education from time to time. The Disciplinary Action Committee (DAC) shall examine cases of unfair means in detail and award punishments as per the scales of punishment. In case of any offence which is not covered by the prescribed scales of punishments, DAC may refer it to the S.B.T.E.

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.

REGULATION-XII:

All the dispute (if any) that arise shall be decided by the Examination Board, S.B.T.E, Bihar, Patna.

Sd/-
Secretary,
State Board of Technical Education,
Bihar, Patna.

Memo. No:-.....1938

Patna /Dated:- 09.06.2016

Copy to :- Director, Department of Science and Technology, Govt. of Bihar, Patna/principal All Govt./Private Engg. College/All Govt./Private Polytechnic/Govt. Women's Polytechnic in Bihar/Related All Officers/Assistant State Board of Technical Education, Bihar Patna. for information and necessary action.


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