

## **BOARD EXAMINATION-EXAM PATTERN**

Board Examinations for all the Diploma Courses except Hotel Management and Catering Technology, are being conducted in the following pattern:

<b>Year/semester</b>	<b>span of study</b>	<b>Examination</b>
First	July to November	November
Second	December to April	April
III, V & Sent	June – October	October
V, VI & Sent	December - April	April

For Hotel Management and Catering Technology, the course of study is being conducted in Annual pattern for all the three years, from June to April and the Board Examinations are being conducted in April.

### **Conduct of Board Examinations- General:**

Every year more than one lakh students appear for diploma examinations twice. The schedule of examination is being displayed in the department's website well in advance and exhibited in the Notice Boards of the concerned Institutions. The candidates are well informed of the details regarding payment of examination fees, last dates, examination time - table etc. for all semesters through the Principals of Institution and also through the official website [www.tndte.com](http://www.tndte.com). Examination applications with the prescribed fee have to be submitted to the Principal of the institution in which the student is studying / had studied. Board Examinations in Diploma and Post-Diploma Courses as well as Certificate Courses are being conducted in the institution centres where the student study the course. The old students also have to appear for the supplementary exam in the same centre only: change of centers other than their colleges are not permitted. External staff are being appointed for Hall Supervision of the examinations. Number of Flying Squads are being constituted by the Chairman, Board of Examinations and they inspect all the centres and make sure that examinations are conducted without any lapse, in a free and fair manner giving no room for any malpractice.

Students booked for involvement in malpractices in the examination centres are being given fair chances to defend themselves during the enquiry conducted at the institution itself and punishment are being awarded by the Disciplinary. The medium of instruction of diploma and post diploma courses is English, the candidates are being permitted to answer in Tamil also. To facilitate candidates who studied X standard in Tamil Medium, the 1 Year question papers are being printed both in English and Tamil. The

Answer papers are being valued in about 30 Common Valuation Centres after assigning dummy numbers and the result published within 30 to 40 days after the examinations are over. The result of the examinations with state-wide rank lists are being published in the department's website and the institute-wise consolidated mark sheet are being sent to the concerned institutions by post.

The individual mark sheets provisional/diploma certificates will be printed and sent to the institution within 60 days from the date of publication of results. The Diploma Certificates for the students who pass out from Autonomous Institutions are also being issued by the Stat Board of Technical Education. All mark sheets and certificates will be sent to the candidates through their institutions only; they will not be issued directly to the candidate from the Chairman's office. The Principal shall not direct any of their students to the Chairman's office for getting their certificates directly. The Institutions should maintain records for the issue of mark sheets and certificates to their students, with date of issue serial number of certificates, signature of students etc.

#### **Requirements to appear for Examinations:**

The Examinations will be conducted at the end of each semester by the Board of Examinations. A candidate will be permitted to appear for the Board Examinations, only if :

- (i) he / she secures 80% attendance in the year / semester concerned
- (ii) he / she earns a progress certificate from the head of the institution for satisfactory completion of the course of study as required by the regulations, and
- (iii) his / her conduct was satisfactory during the course of study.

#### **Condonation of Attendance :**

The minimum overall percentage of attendance (in all subjects of the current semester / year put together) required for a candidate to become eligible to write the Board's Examination is 80%.

Under extraordinary circumstances, if there exist genuine and valid reasons, the Principal of the college has been empowered by the Chairman, to condone up to a maximum of 5% shortage to a candidate, subject to the condition that he / she satisfies all the other requirements to appear for the Board Examination. Under no Circumstances a candidate with attendance less than 75% be permitted to write the Board Examination. The condonement of 5% shortage shall not be done as a matter of right by all candidates.

#### **Reasons for disqualifying a student from appearing Board Examination:**

(1) A student who had failed to acquire the minimum required percentage of attendance during a semester / year of study or discontinued his / her studies in the middle of a semester / year and who had not paid the examination fee in time shall not be permitted to appear for the Board Examination.

A regular student who had failed to register himself / herself for the forthcoming Board Examination by paying the examination fee in his her institution within the prescribed time limit shall not be permitted to continue his / her studies in the semester / year after the due date is over.

(2) A student who had paid the examination fee in time, but do not have enough attendance in the course of study, shall not be permitted to appeal for the Board Examination even if he / she receives the hall ticket from the Chairman's Office. Such candidates, however, will be permitted to write the supplementary examinations of previous semesters / years, if any, using the same hall ticket. While issuing the hall ticket to such candidates, the Principal of the institution has to score out the column pertaining to the current semester / year (all papers) and mention in the hall ticket as "Supplementary papers only".

(3) A student who had been debarred from appearing for the Board Examination for his / her involvement in any malpractice in the previous: examination shall not be permitted to attend the class or pay the fee to appear for the examinations till the punishment period is over.

(4) A student who had exhausted the maximum permitted time limit of 5 / 6 / 6 1/2 / 7 years from the date of joining the course shall not be permitted to pay the fee or appear for the examinations, unless otherwise notified.

(5) A regular student, who had been expelled from the institution of disciplinary measures shall not be permitted to register / appear for the Board Examinations.

(6) A student could not claim eligibility to appear for the examination of the ground that he / she had received the hall ticket from the Chairman's office., since hall tickets are being printed and sent to the institutions for all the candidates who had paid the examination fee, normally one month prior to the commencement of the examinations. The Principals will issue the hall tickets only for those who satisfies all the conditions specified

### **Payment of Examination Fees:**

A candidate appearing for the Board Examination should remit the prescribed fee for all the papers in which he /she had not yet passed. Even though edit lists of arrear papers are being sent by the Chairman's office with respect to each regular student of the institution, it is the duty of the institution to verify in each case, the papers he / she had already passed before accepting the application and fee from the candidate. The mark sheets / certificates received by a candidate without appearing for all the arrear subjects will be cancelled on a later date when the mistake is detected. Further, action will be initiated against such institutions which receives the fee from the candidates leaving one or two failed subjects and submits the list to the Chairman's office without proper

verification. The examination fee with the application has to be collected by the institution from the students without penalty fee / with a penalty fee of Rs. 100/- as the case may be, only up to the last dates, prescribed by the Chairman's office. The candidates have to obtain, the receipt from the institution with the date of payment mentioned, for the examination fee paid, without fail and keep them safe with them for verification when necessary arises.

For such candidates, who have missed the opportunity to pay the examination fee in their institutions on or before the due dates prescribed, a special provisions has been introduced from October 2004 Board Examinations, by which the candidate could submit a fully filled application form duly countersigned by the Principal of the institution along with a Demand Draft for the usual examination fee plus a penalty of Rs.500 /- drawn in favour of "The Additional Director of Technical Education (Examination), Chennai -600 025" at the Chairman's office in Chennai in person on or before the due date prescribed for the same (usually 10 days before the commencement of Practical Examinations). The hall tickets and the Nominal Roll of the above candidates will be sent separately to the respective institutions. These candidates should necessarily enclose the Photostat copies of all the previously appeared examination mark sheets duly attested by the Principal along with their application forms. The applications submitted by the candidate without the counter signature of the Principal concerned or sent by post will not be accepted, on any grounds.

#### **BOARD EXAMINATION Fees**

<b>Particulars</b>	<b>Rate</b>
<b>Registration Fees</b>	<b>Rs.25/-</b>
<b>Exam Fees</b>	<b>Rs.50/- Per Theory &amp; Practical</b>
<b>Penal Fee</b>	<b>Rs.100/-</b>
<b>Thakal Scheme</b>	<b>Rs. 500/-</b>
<b>Issue of Mark</b>	<b>Rs.30/-</b>
<b>Issue of Dup. Hall Ticket</b>	<b>Rs.25/-</b>
<b>Issue of Provisional Certificate</b>	<b>Rs.75/-</b>
<b>Issue of Diploma Certificate</b>	<b>Rs.150/-</b>
<b>Issue of Consolidated Marksheet</b>	<b>Rs. 60/-</b>

#### **For Supplementary Students**

A fee of Rs. 50/- per paper is payable by the supplementary candidates, who have failed in the Semester and other diplom examinations. If fees payable at the rate of Rs. 50/- exceeds the fee prescribed for the full examination, then fees prescribed for the whole examination only need to be paid.

Candidates will not be permitted to register their application for Board Exam only for a few subjects

of their choice. They have to register, their application for all the subjects of regular semester and also arrear if any.

For the attention of Supplementary Candidates

Every effort will be made to intimate the date of payment of Board Examination Fees and date of commencement of Board Examination b the Institute bears no responsibility for the non receipt of the above information.

The probable date of payment O Exam fees:

August 1 st ~eek for October Exam, February 1 s week for April Exam

### **Issue of Hall Tickets / Duplicate Hall Tickets:**

Hall Ticket are being sent to all those who had registered themselves for the examination by paying the prescribed examination fee within the prescribed time limit. Before issuing the hall tickets to the candidates, the Principal of the institution should verify the eligibility of the candidates to appear for the examination. The hall tickets shall not be issued t, candidates who do not have the minimum required attendance in the current semester. The Principal/Chief Superintendent should attest the signature of the candidate on the hall ticket and check the photo embossed on while issuing the same to him / her. If there be affixed and attested by the Principal.

No candidate will be permitted to write the examination without valid hall ticket.

If a candidate had lost the ticket issued to him, on request, he she may be issued with a duplicate hall ticket by the Chief Superintendent on payment of a fee of Rs. 25/-. A passport size photo of the candidates has to be affixed on the hall ticket & the photo and signature of candidates have to be attested by the External Additional Chief Superintendent of the Centre, before it is being issued.

If the candidate has forgotten to bring the hall ticket to the Hall on the examination day, or if the candidate who lost the hall ticket and do not have any passport size photo with him / her, a temporary hall ticket without photo may be issued to ~he candidate for the day's examination only, after receiving an undertaking letter from the candidate that either the original hall ticket or a photo attested duplicate hall ticket Will be produced to the Additional Chief Superintendent on the following day for verification of the genuineness of the candidate. A fee of Rs. 25/- Will be collected for the temporary hall ticket also.

The candidate should be personally identified by the Principal of the institution at the examination hall, when temporary duplicate hall ticket without photo is being used by him / her, and this fact should be noted in the temporary hall ticket itself, as "identified".

The duplicate hall tickets issued to the candidates, with the photo and signature of candidate attested by the Additional Chief Superintendent, and the temporary duplicate hall tickets with identification certificate by Principal shall be collected back from them after the day's examination and sent to the Chairman's officer for verification and on the last day of the examination with a consolidated statement along with the DD for the total amount are collected.

### **Acts of Malpractice in Examination and Punishments awarded:**

A candidate indulging in any of the following acts in the examination hall will be considered as committed malpractice in the examination and booked for the same:

(<sup>4</sup>) Writing any appeal to Examiner offering money or any irrelevant matters

pertaining to the day's examination, or pertaining to the examination already appeared by the candidate in the form of book or loose sheets that have been either made use of or not made use of in the examination.

(2) Possession of Programmable Calculators, Mobile Phones, Pager

Organizers, Digital memory pad etc. with / without matters related to the day's examination stored in them and made use of them or not In the examination.

(3) Writing any matter, formula, definition, sketches, pertaining or not

pertaining to the day's examination, in any part of the question paper, hall ticket etc.

(<sup>4</sup>) Writing any appeal to Examiner offering money or any irrelevant matters

in the answer book, attaching money in answer books and giving contact address, telephone numbers etc.

(5) Writing the register number anywhere in the anywhere in the answer book -or additional sheets other in the fly slip.

(6) Enclosing empty additional sheets, wasting the exam stationery wantingly.

(7) Writing the examination without valid hall ticket.

(8) Noting down the answers of problems in his / her question paper before leaving the Hall.

(9) Tearing off sheets from the answer book.

(10) Keeping off sheets from the answer book.

- (11) Talking with neighbors, showing signs or signals to others in the hall /verandah
- (12) Copying from printed/Xerox/handwritten bits/sheets/k/programmable
- (13) Exchanging with neighbours hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, hints related to the day's examination written on them.
- (14) Showing the answer book/additional sheet to/from allowing them to copy.
- (15) Giving / Getting the main answer book or additional sheet to / from neighbour for copying.
- (16) Writing cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet.
- (17) Writing the examination even after the final bell, not obeying to hall superintendent's instructions.
- (18) Striking off all the pages including the correct answers written by him  
her in the answer book, when being caught for any act of malpractice
- (19) Telling the answer or formula related to any of the question to others writing the same examination.
- (20) Inserting pre-written additional sheets(s) having matters related to the subject of the day's examination into the main answer book.
- (21) Replacing the answer book supplied in the hall by pre-prepared answer book brought by the candidate himself / herself or got from outsiders.
- (22) Writing answers in main answer book from outside the hall and passing the same to any candidate writing the examination for replacement / attachment
- (23) Refusing to give written statement, refusing to receive show cause notice.  
absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidence by tearing swallowing / erasing / throwing away the bits, material etc.
- (24) Writing filthy/indecent/vulgar words or sketching obscene figures etc. in the answer book
- (25) Acts of threats, violence, creating disturbance inside / outside the  
examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc.
- (26) Repetitive action of malpractice either in the same sitting or in different sittings in the course of his / her study.
- (27) Taking away with him / her the written answer book, without handing over the same to the Hall Superintendent.
- (28) Trying to take away or damage other candidate's answer book
- (29) Violating any other special rules / regulation prescribed then and the by the Board of Examination.
- (30) Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.

(31) Assaulting Physically or attempting to attack any examination staff while being caught / booked for any malpractice.

(32) Causing damage to examination records

(33) Arranging outside person to terrorise the examination staff

(34) Leaving the examination hall with the question paper of the day's

examination before the expiry of the period prescribed by the Board Examination (normally 45 minutes from the commencement of exam ) in spite of the warning of Hall Superintendent! Additional (or) Chief Superintendent

(35) Causing damage to the belongings of Examiners, as an act of vengeance

The candidates who had been booked under any. of the above mentioned malpractice will be enquired by a Enquiry Committee headed by the Chief Superintendent of the examination center and punishments will be awarded by the Disciplinary Action Committee constituted by the Chairman depending on the nature & severity of the malpractice.

The following are the punishments being awarded to such students.

- (1) All papers of the concerned semester written by the candidate including practical's will be cancelled.
- (2) All papers written by the candidate in that sitting (all semester papers including practical's) will be cancelled.
- (3) All papers written by the candidate in that sitting (all semesters papers including practical's) will be cancelled and the candidate will be debarred for two / four more Board Examinations, as the case may be.
- (4) All papers written by the candidate in the sitting (all semester papers including practical's) will be cancelled and the candidate will be debarred for all six Board Examinations, in addition which legal/disciplinary action will be taken by the institution against that candidate.

#### **Passing Requirements :**

No candidate shall be eligible for the award of Diploma unless he / she has undergone the prescribed course of study successfully in an institution approved by AICTE and affiliated to the State Board of Technical Education and Training Tamil Nadu.

A candidate shall be declared to have passed the examination in a subject if he / she secures not less than 40% in theory subjects and 50% impractical in the Board Examinations.

#### **Classification of successful candidates**

Classification of candidates who pass out final examination from April 2003 onwards (joined in first year in 2000 - 2001) is being done as specified below:

#### **FIRST CLASS WITH HONOURS:**

A candidate will be declared to have passed in First Class with Honour if he / she secures not less than 75% of the aggregate marks in all semesters put together, except first and passes all the above semesters in the first appearance itself and completes all papers including that of first year within the stipulated period of study 3 / 3 /4 years, without any break.

#### **FIRST CLASS:**



A candidate will be declared to have passed in First Class if he / she secures not less than 60% of the aggregate marks in all semesters put together, except first year and completes all papers including that of first year within the Stipulated period of study 3 / 3<sup>1/2</sup> /4 years, without any break.

**SECOND CLASS:**

All other successful candidates will be declared to have passed in' Second Class.

The above mentioned classification is applicable for the Part - Time students who pass out final examination from October 2004 onwards (joined in first year in 2000 -2001).

**Table showing the minimum Percentage required for award O I Class with Honours / I Class:**

**Regular Courses :Sandwich Courses : Part - Time Courses:**

For I Class with Honours	above 75%
For I Class	above 60%

**Issue of Mark sheets/Diploma Certificates-regarding with-held result**

The final semester mark sheets of candidates who pass in the final semester examination, but do have arrears in the lower semester examinations will be with-held by the Board till they clear all the arrears. Such with-held mark sheets will be automatically released by the Board and sent to the institution along with the Provisional *I* Diploma certificates, when the candidates do pa their arrear papers. The candidate or the institution need not apply to the Office of the Chairman for releasing such with-held mark sheets, as having done i the concerned candidate, the Principal of the institution should personally verify his/ her mark sheets of all semesters to confirm that the candidate had passed in all subjects or two previous semester papers. His /Her final semester ma sheet, provisional certificate and diploma certificate should be returned to the Chairman's Office; such certificate shall not be issued to the candidate on an account. However, final semester mark sheet of failed candidates will be issue as in the case. If failed candidates do not receive his *I* her mark list, that should intimated to the Chairman's Office immediately; he *I* she shall not simply assume that his *I* her mark sheet had been with-held.

**Revaluation of Examination Papers :**

In respect of Diploma Courses, any candidate can apply for revaluation his/ her answer script of any theory paper he /she had appeared, if he *I* she d not satisfy with the marks awarded to him *I* her in the paper, First, the candidate, has to fill in the prescribed application form and remit necessary fee (Rs. 10 - per paper) for getting the Xerox copy of answer script by way of Demand Draft obtained from any nationalized bank in the name of "Additional Director Technical Education (Examination), Chennai - 600 025" payable at "Chennai and submit the same to the Chairman through his /her institution within the last date prescribed (generally 15 days from the date of publication of results). The Xerox copy of the answer

script will be sent to the candidate's address direct! from the Chairman's office within 15 days from the date of receipt of application.

[Annexure V - Application form for getting Xerox copy of Answer Script]

After going through the script, If the candidate desire for revaluation of his/her answer script, he /she has to fill the application form enclosed with the Xerox copy, pay the revaluation fee (Rs. 400/- per paper) by way of Demand Draft as specified above and send the application directly to the Chairman's office within the prescribed date (usually one week from the date of sending Xerox copy). After the expiry of last dates, the script will be revalued by a panel of valutors, If the mark is revised the students have to surrender their original mark sheets to the Chairman's office to get revised mark sheets. Those who get lesser, marks in revaluation are permitted to retain their original marks. A candidate, who had applied for the Xerox copy of the answer book only can apply for revaluation of the same. The revaluation system is not applicable for the practical subjects of diploma courses including written practical's and project works and for all subjects of certificate and post-diploma courses. Applications received after the prescribed due dates will not be entertained by the Board.

[Annexure VI - Application form for Revaluation of Answer Script]