

**EXAMINATION RULES  
FOR  
DIPLOMA ENGINEERING COURSES  
(Effective from 2012)**



**UNIVERSITY POLYTECHNIC  
FACULTY OF ENGINEERING & TECHNOLOGY  
JAMIA MILLIA ISLAMIA  
NEW DELHI - 110 025**

---

**EXAMINATION RULES  
FOR  
DIPLOMA ENGINEERING COURSES  
(Effective from 2012)**



**UNIVERSITY POLYTECHNIC  
FACULTY OF ENGINEERING & TECHNOLOGY  
JAMIA MILLIA ISLAMIA  
NEW DELHI-110025**

---



# Examination Rules of Diploma in Engineering (Day and Evening) Programme as per Academic Ordinance 15-E (XV-E)

(Effective from Academic session 2012-13 incorporating the amendments in relevant ordinances as endorsed by A.C dated 21/02/2013)

## 2.0 Programmes/Courses Under The Annual Mode.

### 2.5 Diploma in Engineering (Evening) Programme in Civil, Computer, Electrical, Electronics and Mechanical

#### 2.5.1 General:

- (a) The Diploma of Engineering shall be awarded to candidates who have undergone at this University a programme of study for four academic years in the relevant branch of Engineering and have passed the First, Second, Third and Fourth Year examinations of the programme prescribed for the said Diploma.
- (b) A course may be a theory course or a practical course (including project, field work, industrial training etc.).
- (c) Pass Percentage of Marks:

A candidate shall be declared to have passed the Examination, if he/she has obtained at least:

- (i) 40% marks in each Theory Course;
- (ii) 40% marks in each Sessional Work;
- (iii) 40% marks in each Practical and Project;
- (iv) 50% marks in the aggregate of all Theory and Practical courses.

*(Note: The condition of 50% marks in the aggregate of all Theory and Practical courses to pass an examination as given above will not be applicable to students promoted to next higher class).*

- (d) If a student fails in more than two practical exams, he /she shall be declared to have failed in that examination. However, he may be permitted to appear as an Ex-student in the next academic session.

### **2.5.2 Promotion:**

- (a) A student shall be promoted from 1<sup>st</sup> year to 2<sup>nd</sup> year if he/she has not failed in more than one-half (1/2) of Theory courses and one-half (1/2) of Practical courses of the first year examination. A student shall be declared failed if he/she has failed in more than one-half (1/2) of the Theory courses and more than one half (1/2) of Practical courses in the Annual Examination of the first year and will have to appear in all Theory courses and uncleared Practical in the next Annual Examination as an Ex-Student.
- (b) A student shall be promoted from the 2<sup>nd</sup> year to 3<sup>rd</sup> year provided he/she has not failed in more than 1/3<sup>rd</sup> of the total Theory courses and more than 1/3<sup>rd</sup> of the Practical courses of the first year and second year combined. A student shall be declared failed if he/she has failed in more than 1/3<sup>rd</sup> of the total Theory courses and more than 1/3<sup>rd</sup> of Practical courses of the first year and second year combined and will have to appear in all the Theory course(s) of the second year and the remaining courses of the first year (if any) and the uncleared Practicals as an Ex-Student in the next Annual Examination.
- (c) A student shall be promoted from 3<sup>rd</sup> year to 4<sup>th</sup> year provided he/she does not fail in more than 1/4<sup>th</sup> of the Theory courses and 1/4<sup>th</sup> of Practical courses of the 1<sup>st</sup> to 3<sup>rd</sup> year examinations combined. A student shall be declared failed if he/she has failed in more than 1/4<sup>th</sup> of Theory courses and 1/4<sup>th</sup> of Practical courses of the 1<sup>st</sup> year, 2<sup>nd</sup> year and 3<sup>rd</sup> year combined and will have to appear in all the theory course(s) of the 3<sup>rd</sup> year and remaining Theory courses of the 2<sup>nd</sup> and 1<sup>st</sup> years (if any) and the uncleared Practical courses as an Ex-Student in the next Annual Examination.
- (d) If a student has passed all the theory/practical courses, but has failed in the aggregate, he/she will be promoted to the next higher class and will be allowed to appear in not more than three courses in the next Annual Examination to improve his/her aggregate in the corresponding years.
- (e) If a candidate has failed in Sessional Work of any Theory or Practical course, he/she will not be allowed to appear in the Annual Examination. However, he/she may be permitted to appear as an Ex-Student in the next academic session after passing the concerned Sessional Work.

2.5.3 In case, the result of a student is cancelled due to his/her having used unfair means, his/her sessional/practical component in various courses, including Project Works, shall be taken into account for the result whenever he/she becomes eligible to appear at the University Examination.

2.5.4 If a student does not clear 1<sup>st</sup> Year Examination within two successive years from the admission, his/her admission will be cancelled and he/she will not be re-admitted.

2.5.5 The maximum time limit for passing the Diploma in Engineering (Evening) programme will be **seven** academic years.

### 2.5.6 Division:

Division will be awarded to a candidate as per the provision of **Para No. 1.4 of Academic Ordinance, 15-E(XV-E)** except that there will be no Third Division in this programme.

### Para No. 1.4 of Academic Ordinance, 15-E(XV-E)

#### **Division**

A candidate who is declared passed and obtained the required percentage of marks in the aggregate, shall be placed in the following Division:

- |       |  |                                   |
|-------|--|-----------------------------------|
| (i)   | 75% marks or more in the aggregate:        | :First Division with Distinction; |
| (ii)  | 60% marks or more, but less than 75%       | :First Division;                  |
| (iii) | Less then 60% Marks, but not less than 50% | :Second Division;                 |
| (iv)  | less then 50% marks, but not less than 40% | :Third Division.                  |



### 3. Programmes of study under Semester Mode

#### 3.2 Diploma in Engineering (Day Programme) in Civil / Electrical / Mechanical / Electronics / Computer.

##### 3.2.1 General:

- (a) The degree of Diploma Engineering (Full-time/Day programme) in Civil/ Electrical / Mechanical / Electronics / Computer shall be awarded to candidate who have successfully undergone at this University a regular program of study of minimum six semesters (three academic years) in the relevant branch of Engineering and who satisfy other academic requirements as specified by the Academic Council of the University.
- (b) A course may be a theory course or a practical course (including project, field work, industrial training etc.). A course carries a specified number of credits decided by the Board of Studies of University Polytechnic. Each credit will be equivalent to **25 marks**. The students will be evaluated on the basis of '**absolute marks**' obtained by them in examinations and Diploma will be awarded to them on the basis of absolute marks only. Grading system will not be used in the preparation of Examination Results.
- (c) In each semester, for each prescribed Theory course, there shall be a **Mid Semester Evaluation** and **End-Semester Examination**.
- (d) The Mid-Semester Evaluation shall have a weightage of **40%**, whereas the remaining **60% weightage** will be for the End-Semester Examination. The Mid-Semester Evaluation (**40%**) shall comprise of the following: (i) **30%** for two Mid-Semester Tests, both of equal weightage, and (ii) **10%** for Internal Assignment as decided by the concerned Board of Studies.
- (e) The marks in respect of the Mid-Semester Tests evaluated by the concerned teacher of a course shall be notified by the respective Head of the Sections, University Polytechnic, before the commencement of the End-Semester Examination.
- (f) There will be no Mid-Semester Practical Tests. In a Practical course/ Project/ Industrial Training/ Field Work, the End-Semester Examination shall have a weightage of **40%**, whereas the Internal Assessment during the semester shall have a weightage of **60%**.
- (g) A student shall be declared to have "**passed**" the examination if he/she has obtained at least:
  - **40%** marks in Mid-Semester and End-Semester Evaluation of each Theory/ Practical course, and
  - **50%** marks in the aggregate of each Semester.

- (h) No student will be detained on the basis of his/her Internal Assessment or Mid-Semester Evaluation.
- (i) For Attendance, the provisions of the **academic Ordinance 35 (XXXV)** shall be applicable. (See **Annexure-I**)

### 3.2.2 Promotion:

- (a) For a student of the 1<sup>st</sup> semester / subsequent semesters of any programme of study, who is detained due to shortage of attendance, the provisions of **Ordinance 5 (V) (academic) Para No.5.1 and 5.2** shall apply respectively. (See **Annexure-II**)
- (b) Every student shall be promoted from an odd semester to the next even semester except those detained due to shortage of attendance.
- (c) A student will be promoted from the 2nd Semester to 3rd Semester if he/she has cleared at least  $2/3^{\text{rd}}$  of Theory courses and  $2/3^{\text{rd}}$  of Practical courses of the first and second semesters combined.
- (d) A student will be promoted from the fourth Semester to fifth semester if he / she has cleared at least  $3/4^{\text{th}}$  of Theory courses and  $3/4^{\text{th}}$  of Practical courses of the Semesters I-IV combined.
- (e) At the end of the second and fourth End-Semester Examinations, if a student clears all Theory and Practical courses, but fails to obtain the minimum percentage in the aggregate of each semester, he/she may be allowed for improvement in not more than two Theory courses in the next corresponding odd/even End-Semester Examination.

(Note: If the fraction  $1/2$  (one-half),  $2/3^{\text{rd}}$  (two-third) or  $3/4^{\text{th}}$  (three-fourth) of the courses in the above comes out to be a non-integer, it will be rounded off to the nearest integer).

### 3.2.3 Grace Marks/ Retotalling of Answer Scripts/ Re-evaluation of Answer Scripts:

For Grace Marks, Improvement of Division, Retotalling of Answer Scripts and Re-evaluation of Answer Scripts, the provisions of the **academic Ordinance 15 (XV), Para No. 20, 22 and 23** respectively shall be applicable. (See **Annexure-III**)

### 3.2.4 Improvement Examinations:

A student may be allowed to appear in the End-Semester Examination for improving his/her results provided that:

- (a) He/she has successfully completed all the requirements for the award of Diploma in Engineering.



(b) He/she shall be given only one chance for improvement and that too in the successive examinations following the declaration of his final semester results in a maximum of two theory courses. The higher marks of the two attempts will be considered as final.

### **3.2.5 Compartment Examination:**

There will be a provision for Compartment Examination as per **Para No. 1.3 of this Ordinance.**

#### **Para No 1.3 of Academic Ordinance – 15E (XV-E)**

Compartment Examination:

For Compartment Examinations, the provisions laid down in Para No. 24.4 of Ordinance 15 (XV) (academic) shall apply.

#### **Para No. 24.4 of Ordinance 15 (XV) (academic)**

Carry Over System/Compartment Examination:

- 24.4 There will be no Compartment Examination In the programmes where 'Carry over System' is in operation. However, candidate failing in the **final** year/**final** two semesters of any programme/course, may be allowed to appear in the Compartment Examination which will be held after the **final (last)** annual/**final (last)** semester-end examination. The date(s) of such examinations will be notified by the Controller of Examinations.

### **3.2.6 Use of unfair means:**

- (a) If the result of a student is cancelled on account of using unfair means, his/her Mid-Semester Examination Marks of Theory courses and Marks obtained in the Mid-Semester/End-Semester Examination of Practical courses and Project Work shall remain valid and will be taken into account for the award of final marks whenever he/she is subsequently permitted to appear in the End-Semester Examination.
- (b) The cases of students resorting to unfair means shall be referred to the Examinations Committee.

### **3.2.7 Maximum Time Limit for passing the Examination:**

No student shall be allowed to appear in the examination after the expiry of **six** academic years including the one in which he/she was first admitted to the Diploma Engineering (*Dayprogramme*).

### **3.2.8 Year wise Distribution of Marks:**

The final Mark Sheet of a candidate shall be on the basis of his/her performance spread over the first year, second year and the third (final) year of Diploma Engineering Programme. The relative weightage assigned to each of the **three** years shall be as follows:



- (i) First year : 20% of the sum of the aggregate marks of I and II Semesters;
- (ii) Second year : 30% of the sum of the aggregate marks of III and IV Semesters;
- (iii) Third year : 50% of the sum of the aggregate marks of V and VI Semesters.

### 3.2.9 Moderation of Examination Results and Redressal of Grievances:

There shall be an Examination Results Moderation-cum-Grievances Committee comprising of following members:

- (i) Principal/ Head of the University Polytechnic,
- (ii) Head of the concerned section of the University Polytechnic,
- (iii) Controller of Examinations or his nominee,
- (iv) One faculty member of the University Polytechnic to be nominated by the Vice Chancellor.

For Moderation of Examination Results and Redressal of Grievances, the provisions as laid down in **Para No. 9.5 – 9.6 of Ordinance 15 – A [academic]**, shall be applicable.

#### Para No. 9.5 – 9.6 of Ordinance 15 – A [academic]

**Para No 9.5.** Prior to declaration of results, the committee shall have the right to moderate the results of examinations.

**Para No 9.6.** Following moderation, in case the Committee is of the opinion that there are discrepancies in the results, it will submit recommendations to the Examinations Committee for appropriate decision thereon.

### 3.2.10 Division:

Division will be awarded to a candidate as per the provision of **Para No. 1.4 of Academic Ordinance 15-E(XV-E)**, except that there will be no Third Division in this programme.

#### Para No. 1.4 of Academic Ordinance 15-E(XV-E)

#### **Division:**

A candidate who is declared passed and obtained the required percentage of marks in the aggregate, shall be placed in the following Division:

- |       |  |                                   |
|-------|--|-----------------------------------|
| (i)   | 75% marks or more in the aggregate:        | :First Division with Distinction; |
| (ii)  | 60% marks or more, but less than 75%       | :First Division;                  |
| (iii) | Less then 60% Marks, but not less than 50% | :Second Division;                 |
| (iv)  | less then 50% marks, but not less than 40% | :Third Division.                  |

**ANNEXURE- I**  
**Ordinance 35 (XXXV) Academic**  
**ATTENDANCE**  
**(for Regular Students)**

1. In order to be eligible to appear at the Annual/Semester End Examination, a student shall be deemed to have undergone a regular course of study in the University, if he/she has attended at least 75% in lectures/tutorials, AND separately 75% in practicals/field work/teaching practice and /or such other activities as decided by the Academic council from time to time.

Provided that a relaxation to the maximum extent of 10% of the total attendance may be accorded to a student on account of serious sickness/excruciating medical disability \*, participation in the university –approved co-curricular/extra –curricular activities and prescribed educational/cultural tours.

Provided further that in case of medical disability as mentioned here in above, an application for condonation shall be supported by a medical certificate advising such a condonation issued by a Public Hospital or such hospitals as notified by Jamia Millia Islamia (as per the appended annexure). The University may, at its discretion, refer such cases to the Ansari Health Centre of Jamia. The decision of the medical experts of the Ansari Health Centre shall be final and conclusive. **Such applications must be submitted either during the period of treatment/hospitalisation or within two weeks following recovery.** In case of review/rejection by the Ansari Health Centre, the same shall be communicated to the applicant by the concerned department within two weeks of receipt of application for condonation.

- 2.\*\* In the case of B.A. LL.B.( Hons). Programme, in terms of the requirements of the Bar Council of India, no students shall be allowed to take the End-Semester Examinations in a subject if the student concerned has not attended a minimum of 70% of the classes held in the subject as also in the 'moot' court, room exercises, tutorials and practical training conducted in the subject taken together.

Provided that if a student for any exceptional reason(s) fails to attend 70% of the classes as mentioned herein above, a committee set up by the Vice- Chancellor, on the recommendation of the Dean of the Faculty, may examine the case and submit its recommendation to the Vice-Chancellor to allow /disallow the student to take the examination if the student concerned attended at least 65% of the classes held in the subject concerned and attended 70% of the classes in all the subjects taken together.



3. In the case of B.D.S programme, a students shall be required to satisfy the following requirements pertaining to attendance:
- (a) No student shall be permitted to appear in the annual examination unless he/she has fulfilled all the requirements of the course and has secured not less than 75% attendance in theory and 75% in practical and clinical, individually in all subjects.
  - (b) In case of subject in which there is no examination at the end of the academic year, the percentage of attendance shall not be less than 70% in theory/practical clinical individually. However at the time of appearing for the University Examination in those subjects, the aggregate percentage of attendance in each subject should satisfy the condition (a) above.
4. Notwithstanding anything contained in the Paras 1-3, A Faculty /Department/Centre, as it may deem fit, may include certain other components of the programme/courses like agency placement, conferences self-development modules, camps, training and other allied activates for regulating attendance, as approved by the Academic Council from time to time on the recommendation of the concerned Board of Studies/ Committee of Studies.
- Provided that the attendance requirements in the components of such programme of study/courses shall in no way be less than 75%.
5. In consonance with these Ordinances, the University may frame regulations for effective implementation of the rules pertaining to attendance.

\* Serious sickness/ excruciating medical disability shall include all diseased conditions requiring hospitalization or such diseases that render immobility for the period duly certified by the State Government/Central Government hospitals/dispensaries and all such hospitals that have been empanelled by Jamia Millia Islamia as per the C.G.H.S. rules.

\*\* Paras 2 and 3 are as per the regulation of the bar Council of India and Dental Council of India, respectively

## ANNEXURE- II

### Academic Ordinance 5(V)

#### 5. Re- admission

- 5.1 A student of the 1<sup>st</sup> Year/1<sup>st</sup> Semester of any course who is detained due to shortage of attendance will no longer remain student of the University. Such a student will have to seek fresh admission and will be required to go through the entire admission process. Provided that a student of 1<sup>st</sup> Year/1<sup>st</sup> Semester of any course who fails in the Annual/Semester-end Examination or who could not take the examination for reasons other than shortage of attendance, will not be re-admitted. However, he/she may be allowed to appear as an Ex- Student in the consecutive Annual/ 1<sup>st</sup> Semester-end Examination.
- 5.2 A student of other than 1<sup>st</sup> Year/1<sup>st</sup> Semester, who has not taken the Examination due to shortage of attendance, may be given re-admission in the said class of that course in the next consecutive Year/Semester. In case, the student fails to fulfill the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.



## ANNEXURE- III

### Academic Ordinance 15(XV)

**20. Grace Marks:**

If the Examination Committee considers it necessary, it may award grace marks on the following pattern:

- 20.1 A maximum of three (3) grace marks in all programmes of study of the University will be permitted, provided that the system of awarding grace marks shall not be applicable to programmes of study, where grades are awarded.
- 20.2 Grace marks shall be given only to those candidates, who by obtaining them are able to either pass/promote the Examination or secure a Compartment of granting the divisions. The award of grace marks shall be at the discretion of the Examination Committee and no appeal in this regard shall be entertained.
- 20.3 Only minimum grace marks, as required to pass the Examination or to secure a Compartment, shall be awarded.
- 20.4 The grace marks awarded shall be counted in the Grand total.

**22. Retotalling of Answer Scripts:**

- 22.1 The marks of the candidate shall be retotalled on an application received from the candidate on payment of the prescribed fee per Course. The above Fee will be refunded, if the total is found to be incorrect.
- 22.2 No application for retotalling shall be entertained, unless it is made within fifteen days of the publication of the result.

**23. Re-Evaluation of Answer Scripts:**

Unless and otherwise provided, there will be no re-evaluation in the Semester-based Examinations. However, for the Annual-based Examinations, the following provisions will be applicable:

- 23.1 (i) Any candidate, intending to apply for re-evaluation of answer script (s) of any Course/Subject of his/her written Examination, may do so on the prescribed Application Form within 15 days from the date of issue of marks sheet.
- (ii) The re-evaluation of scripts will not be allowed in more than one-third of written Papers of an Annual Examination.

- 23.2 Each application for re-evaluation shall be accompanied by the original statement of Marks issued to the candidate.
- 23.3 Re-evaluation shall not be permitted in the Practical Examinations, Viva-Voce Project Report/Field Work/Sessional/Internal Assessment and Dissertation, as also the answer scripts of any Examination, which have already been valued in full by joint Examiners/Board of Examiners.
- 23.4 The candidate applying for re-evaluation shall be required to pay the prescribed Fee per Course of part thereof; no refund shall be made in any case except if marks increased more than 20% in a course/subject.
- 23.5 The Controller of Examinations will select an examiner for re-evaluation from amongst a panel of at least three Examiners in each course recommended by the Board of Studies. The said panel shall exclude the name of the initial examiner.  
“However, in extra-ordinary circumstances, the Head of the Department may be requested to decide about the appointment of the re-evaluator.”
- 23.6 The merit will be awarded after re-evaluation process is completed.
- 23.7 If there will be any change in the result of the Examination due to re-evaluation of answer script, no examinee can complain in the Court of Law, nor any action can be initiated against the Examiner (s) concerned.
- 23.8 (i) If the award of the Re-evaluator (second examiner) varies from the original award up to and including  $\pm 5\%$  of the maximum marks of the course concerned, the original award shall stand.
- (ii) If the award of the Re-evaluator (second examiner) varies from the original award up to more than  $\pm 20\%$  of the maximum marks **of the course/subject concerned**, then the answer script shall be sent to the second re-evaluator (Third Examiner)
- (iii) The average of the marks awarded by the Second and Third Examiners shall be final.
- (iv) If the marks awarded by the re-evaluator is more than  $\pm 5\%$  but less than  $\pm 20\%$ , of the maximum marks of the course concerned the new marks will be awarded to the candidates.
- 23.9 All cases of re-evaluation of answer scripts in which the variation between the initial examiner and the first re-evaluator (Second Examiner) exceeds more than  $\pm 20\%$  shall be referred to Examination Committee.
- 23.10 Applications for re-evaluation of answer scripts only for Annual Examination shall be accepted.
- 23.11 Answer scripts of those examinees who appeared for improvement of division or Percentage of Marks shall be final and shall not be subject to re-evaluation.



## ANNEXURE- IV

### Regulation R-35 (R-XXXV) (academic) Counting of Attendance of Students

1. Subject to the provisions laid down in Ordinance 35 (academic), the attendance of students, who have registered themselves in various programmes/courses of study, shall be computed as per the procedure described in this Regulation.
2. Attendance of students admitted to the 1<sup>st</sup> semester/1<sup>st</sup> year of any programme/course of study shall be counted from the date of admission in the respective classes.
3. Classes of the consecutive semesters/year shall commence from the 1<sup>st</sup> working day after the summer/winter vacations and all students who have been/are likely to be promoted to the next semester/year of the class will be deemed to have been given 'provisional' admission, even if the examination result of such students are awaited or they have not completed their re-admission. The attendance of all such provisionally admitted students shall be counted from the 1<sup>st</sup> working day of the respective semester/year.

Provided that in the Bachelor of Dental Surgery (B.D.S.) course where there is a provision of supplementary examination as per the ordinance of the said course if a student passes the supplementary examination his/her attendance shall be counted from the date of his/her provisional admission. However if a student fails in the supplementary examination, his/ her attendance shall be counted from the date of his/her re-admission to the previous class, which he/she has been reverted back.

Provided further that the provisionally admitted students shall be required to complete their re-admission by 31<sup>st</sup> of July of each year or within 15 days of the declaration of result, whichever is later. In case the student is unable to complete the re-admission as per the above time limit, he/she will be allowed to complete the re-admission within the next 15 days after expiry of the cut-off date with the provision of late payment of such fees as is notified from time to time.

Provided further that if a student fails to complete his/her re-admission by the above extended schedule of late payments of fee, his/her admission shall stand cancelled.

4. If a student is found to be continuously absent from the class without information, communicated in writing explaining with valid cause, the reason for such absence, for a period of 30 days or more (15 days in case of the Faculty of Engineering & Technology/Architecture & Ekistics/ Education/ Dentistry), his/her name shall be struck off the rolls.

5. A student whose admission is cancelled due to his/her inability to pay the late payment fee within the prescribed time limit or due to his/her absence from classes as per the provision of para no. 4 above, he/she may only be re-admitted after getting permission from the Vice-Chancellor.

It is clarified that the late submission of fee by the student will not entitle him/her for any relaxation in attendance and that his/her attendance shall be counted from the date of commencement of classes.

**Para No. 2.7 of Ordinance 14 (XIV)**

- 2.7 A student is found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.
-