



കേരള സർക്കാർ
GOVERNMENT OF KERALA

DIRECTORATE OF TECHNICAL EDUCATION

STATE BOARD OF TECHNICAL EDUCATION

EXAMINATION MANUAL 2024

Controller of Technical Examinations

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1. Introduction

1.1 State Board of Technical Education

The State Board of Technical Education is to conduct all the Technical Examinations for the State and to award Certificates to the successful candidates. The State Board of Technical Education is empowered to frame the guidelines & directions for various examinations in accordance with the state-of-the-art of the technology by keeping the integrity of the Examinations. The State Board of Technical Education as an advisory body on coordinated development of Technical Education. As per G.O.(Ms)No. 30/2018/HEDN Dated, Thiruvananthapuram, 15/01/2018, the Board was reconstituted with the following members.

- 1) The Minister for Education (Chairman)
- 2) The Principal Secretary, Higher Education Department
- 3) The Principal Secretary, Finance Department
- 4) The Principal Secretary, Industries Department
- 5) The Secretary, Labour Department
- 6) Senior Joint Director (ECS), Directorate of Technical Education
- 7) Joint Director (IIC), Directorate of Technical Education
- 8) Senior Joint Director (PS), Directorate of Technical Education
Joint Director, Regional Directorate of Technical Education,
- 9) Kothamangalam/Kozhikode.
- 10) Joint Director, SITTR, Kalamassery.
- 11) Joint Controller of Technical Examinations, Thiruvananthapuram.
- 12) The Director, IHRD.
- 13) The Director, LBS Centre.
- 14) The Director, CE Cell.
- 15) Two Educationalists nominated by Government.
- 16) Two Experts from Industries.
- 17) The Dean (Academic), Kerala Technological University, Thiruvananthapuram.
- 18) The Chairman, Academic Committee, Polytechnics.
- 19) The Deputy Director(General), DTE
- 20) The Member Secretary, AICTE, New Delhi.
- 21) The Director of Technical Education, Member Secretary

1.2 Office of the Controller of Technical Examinations

The Office of the Controller of Technical Examinations under the Directorate of Technical Education Kerala is situated at Kaimanam, 5 km away from Thiruvananthapuram City. The full address of the office is given below.

Office of the Controller of Technical Examinations,
Kaimanam P O, Thiruvananthapuram-695040.

Phone No: 0471-2775400, 2775440

E mail :jctexam@gmail.com

Website: www.tekerala.org and www.sbte.kerala.gov.in

The Board of Technical Examinations consisting of 15 members with Director of Technical Education as Chairman controls the Examination System. The Senior Joint Director (Polytechnic Scheme) is the Controller of Technical Examinations. His office is at the Directorate of Technical Education, Thiruvananthapuram-23.

<u>CONTACT NUMBERS OF IMPORTANT OFFICIALS</u>		
	<u>Office</u>	<u>Mobile/Fax</u>
Controller of Technical Examinations-Sr.JD(PS)	0471 - 2450528	9400006502
Joint Controller of Technical Examinations	0471 - 2775401	9400006406
Deputy Controller of Technical Examinations	0471 - 2775402	
Assistant Controller of Technical Examinations	0471 - 2775403	
Contact address of Directorate		
Senior Joint Director (Polytechnic stream), Directorate of Technical Education, Fort P O, Thiruvananthapuram-695023		
Contact address of Joint Controller of Technical Examinations		
Joint Controller of Technical Examinations, Office of CTE, Kaimanom.P O,Thiruvananthapuram -695040		

Examinations Conducted by CTE

The Controller of Technical Examination, under the Directorate of Technical Education, Government of Kerala is conducting the following examinations in the state.

COURSES

- Diploma in Engineering/Technology/ Management/Commercial Practice
(REGULAR/WORKING PROFESSIONAL/EVENING)
- Diploma in Hotel Management & Catering Technology
- KELTRAC
- Diploma in Secretarial Practice
- Certificate Course in Fire and Safety Engineering
- Certificate Course in Food Craft
- Certificate Course in AVRC
- KGC Examinations
- Advanced Diploma in Industrial Safety Engineering
- Certificate Course in Fiber Reinforced Plastic Processing
- Certificate Course in Still Photography
- Certificate Course in Fashion Designing & Garment Technology
- Certificate Course in Fine Arts and Animation
- Certificate Course in Printing/DTP
- Certificate (Engineering) Examination

1.3 The Powers and Duties of the Officers

1.3.1) Joint Controller of Technical Examinations

- 1) Overall administrative and examination controls.
- 2) Decide location for centralized valuation camps.
- 3) Certification, Authentication and award of certificates, mark lists/grade cards.
- 4) Verification of genuineness of certificates, mark lists/grade cards.
- 5) Approval of notifications and press release related to all examinations.
- 6) Approval of posting orders, finalization of punishments for malpractice cases.
- 7) Convener of passing board of various examinations.
- 8) Custodian of minutes of passing board of various examinations.
- 9) Appellate authority to RTI.

1.3.2) Deputy Controller of Technical Examination

- 1) Shall be responsible for conducting all the Diploma examinations as per the rules and

regulations of the examination and according to the examination calendar.

- 2) Shall be responsible for conducting diploma valuation camps.
- 3) Delegated to take appropriate decision in the most effective manner for the smooth & timely conductance and publication of the examination results.
- 4) Monitoring of:- Issue of exam Calendar, Issue of permanent register numbers, press release, notification for examination & time table, posting of deputy chief, result notification, printing & distribution of mark lists/grade cards & Diploma Certificates in consultation with JCTE.
- 5) Planning, procurement, distribution, stock maintenance of examination materials, materials for printing certificates and grade cards/mark lists.
- 6) In charge of B-list of all examinations and custodian of certificates.
- 7) In charge of computerization activities including training programmes.
- 8) In charge of surprise inspection & squad work for the examinations.
- 9) Allocation and mapping of answer scripts to valuation camps.
- 10) Any other work assigned by the JCTE.

1.3.3) Assistant Controller of Technical Examinations

- 1) Shall be responsible for conducting all the valuations except diploma.
- 2) Shall be responsible for conducting all the revaluation and scrutiny as per the rules and regulations of the examination & according to the examination calendar.
- 3) Delegated to take appropriate decision in the most effective manner for the smooth & timely conductance of the examination related matters in consultation with JCTE/DCTE.
- 4) In charge of posting external examiners for practical and examiners for valuation/revaluation camps.
- 5) Custodian of all mark sheets (Internal/external & practical) of all the examination. Keep separate registers for different exams.
- 6) Is the public information officer.
- 7) In charge of surprise inspection & squad work for the examinations.
- 8) Any other work assigned by the JCTE.

1.3.4) Technical Officer 1

- 1) Entrusted with all the works related to the question paper including setting/scrutiny, printing & online distribution to the examination centers in time of all the diploma examination. Provide scheme of valuation.
- 2) In charge of providing training for all personnel for the effective implementation of softwares
- 3) Incharge of Central Control room at the office of CTE.
- 4) Any other work assigned by the JCTE.

1.3.5) Technical Officer 2

- 1) Entrusted with all the works related to the question paper including setting, printing, packing & distribution to the examination centers in time of all examinations other than diploma.
- 2) Any other work assigned by the JCTE.

1.3.6) Technical Officer (Computer)

- 1) Responsible for all the software works related to Diploma examinations.
- 2) System Administrator for **SBTE** portal.
- 3) Processing of diploma examination results.
- 4) In charge of Printing of mark lists/grade cards, B list and consolidated mark lists.
- 5) Responsible for all database modifications for the above examination after proper authentication.
- 6) Build, care and maintenance of SBTE Portal.
- 7) All technical communication with NIC in consultation with DCTE/JCTE.
- 8) Technical advisor to JCTE.
- 9) Maintenance correction and security of Examination Monitoring System (EMS) and Web portal.
- 10) Modification of Software for EMS according to the change in any rules and regulations of examinations scheme either due to Revision change or otherwise.
- 11) Any other work assigned by the JCTE.

1.3.7) Technical Officer (System Analyst)

- 1) Responsible for all the software works related to examinations other than diploma.
- 2) System Administrator for **TEKERALA** portal.
- 3) Processing of examination results other than diploma.
- 4) In charge of Printing of certificates and B list.
- 5) Responsible for all database modifications for the above examinations after proper authentication.
- 6) Responsible for maintenance & updating the website.
- 7) Any other work assigned by the JCTE.

1.3.8) Confidential Assistant

- 1) CA should function as a mediator between the office and other establishments.
- 2) Apart from other works assigned by Joint Controller of Technical Examinations, CA has to attend daily communications of the Office; an arrangement for all meetings convened by JCTE and has to be in charge of filing orders submitted to JCTE as personal copy.
- 3) CA is the in charge of checking all emails and reporting to officers concerned.

- 4) CA is in charge of noting all files before and after submission to JCTE for approval.

1.3.9) Development Officer

- 1) Entrusted with all activities for conducting KGTE/FDGT Examinations.
- 2) Examinations related works assigned by JCTE.

1.3.10) Accounts Officer

- 1) Monitoring of fees collection of examinations, PRN allotment of all institutions, etc.
- 2) Conducting of accounts audit.
- 3) Verification of TA/DA and remuneration in connection with examinations.
- 4) Verification of refund, if any.
- 5) Any other work assigned by JCTE.
- 6) Monitoring and reporting of remittance of examination fee of students having concessions such as e-grants of all institutions, etc.

1.3.10) Data Processing Assistants (DPA)

- 1) Printing of certificates, mark lists/grade cards, B list and consolidated mark lists, etc.
- 2) Data entry for all exam related activities.
- 3) Any other work assigned by Technical Officer.

2.0 Pre-Examination

2.1 Institution / Examination Centre Registration

New institutions/Examination centers are to be registered with the office of the CTE with relevant copies of the Government orders. Each Institutions/ Examination centers shall be allotted an institution code/centre code. These institutions shall be provided with a user name and password for login in to the website www.sbte.kerala.gov.in.

2.2 Student Registration and Allotment of Permanent Register number

Immediately after the First year/First Semester admission, the Head of Institutions shall verify the branch wise list of students in the prescribed form with SITTTR. The SITTTR shall forward the softcopy of the verified list through online mode to the office of the CTE . The Name and Initials, Date of Birth etc of the students must be exactly the same as in their SSLC /THSLC/ SSC or equivalent Certificate. On completion of on boarding process in SBTE PORTAL, student shall be allotted a permanent Register Number from the office of the CTE which also shall be published in the web site. Corrections in name, initials etc, if any, should be done before the First Semester Examinations at the initiative of the Principals concerned. Fees shall be charged for corrections in the Mark lists and Certificates later. The permanent Register Number shall be used for all semesters up to last Semester for regular and supplementary appearances.

There shall be no change in the Register Number in case of re-admissions as far as the candidate does not change from one scheme to another scheme of study.

If a student is changing over to another scheme consequent to re-admission, permission shall be obtained from the DTE for readmitting the candidate to the scheme in which the candidate is willing to undergo.

An undertaking is to be obtained in a non Judicial stamp paper worth as per prescribed rate from the candidate who is willing to appear the examination for additional or equivalent subjects to the effect that the candidate is liable to abide by the rules and regulations prescribed in the scheme to which the student is readmitted.

The undertaking shall be collected from the student and kept in the institution and submit to JCTE on demand. (Format enclosed in the Annexure II).

After this the candidate has to apply to the CTE office for new Register Number through the Head of Institution. In such cases, the candidate has to attend the examinations of further semesters as well as additional subjects, if any, with new Register Number At the same time Supplementary Examinations of the previous scheme should be attended in the previous Register Number itself. Such candidates shall be issued Certificate only after passing the whole examinations including additional subjects, if any, in the respective Register Numbers.

2.3 Permanent Register Number Fee for Self-Financing Institutions

The Government vide G O (Rt) No. 972/2005/H Edn dated 4/6/2005 have accorded sanction to collect fees from each First year student admitted in the Self Financing institutions to meet various expenses for the conduct of examination at the office of the CTE. The prescribed fees as in prospectus of each admission should be collected. The Head of concerned institutions shall collect and remit the affiliation fee in favor of the Joint Controller of Technical Examinations. The Head of concerned institutions shall submit the list of First year students admitted in the self financing courses immediately after the closure of the admission, along with the details of affiliation fee remitted. The permanent register number shall be allotted only after remitting the prescribed fees

2.4 Eligibility for Registering an Examination

All regular and supplementary candidates shall be permitted to register for the examination within the stipulated period allotted for the students, except those students who are debarred from writing the examination. Hall ticket shall be issued to the candidates, only after the fulfillment of the following conditions:

- 1) The candidate is certified by the Head of Institution to the effect that the candidate has attended sufficient number of actual instructional hours/ days as prescribed by the curriculum.
- 2) The candidate has completed all the academic activities as prescribed in the curriculum from time to time and the same certified by the faculty concerned.
- 3) Candidates with shortage of attendance are eligible for condonation, if any, as per Govt. order in force.

2.5 Eligibility for Promotion to Next Semester/Year

A student shall be allowed to join the next higher semester/year if the student fulfills the criteria for writing the end semester/year examination.

2.6 Readmission

Application for re-admission is to be submitted to the Head of Institution with documents to prove the reason for discontinuance/attendance shortage. The Head of Institution/DTE/Government shall decide upon the matter based on the period of discontinuance and the genuineness of documents submitted to substantiate the discontinuance/shortage of attendance. Such applications need not be forwarded to the CTE office. The orders of Re-admission shall be communicated to the Joint Controller by the Head of Institution before the next semester registration. In the case Revision/Scheme change for Re-admitted students, Head of Institution shall obtain new Register number for those candidates before the registration of examination in the present scheme.

2.7 Revision Change

If a student is changing over to NEW scheme, permission shall be obtained from the DTE for readmitting the candidate to the NEW scheme.

An undertaking is to be obtained in a non-Judicial stamp paper worth the prescribed amount from the candidate who is willing to appear the examination for additional or equivalent subjects to the effect that the candidate is liable to abide by the rules and regulations prescribed in the scheme in which the student is readmitted.

The undertaking collected from the student shall be kept in the institution and shall be submitted to CTE, on demand. (Format enclosed in the Annexure II).

After this, the candidate has to apply to the CTE office for NEW Register Number through the head of institution.

If the change of revision is consequent to re-admission, the candidate has to attend the examinations of further semesters, as well as additional subjects, if any, with the new Reg. No. At the same time, Supplementary Examinations of the previous scheme should be attended with the previous Register Number itself. Such candidates shall be issued Certificate only after passing the whole examinations including additional subjects, if any, with the respective register numbers.

If the change of revision is after completion of the programme and closing of an existing scheme, the candidate has to attend the equivalent subjects and additional subjects, if any, in the new register number. Such candidates shall be issued Certificate only after passing the whole examinations including additional subjects. List of additional subjects will be decided by the Government.

2.8 Maximum Duration for a Scheme of a Programme

The duration for a scheme of a programme is normally till the implementation of a revised scheme. However, the examinations for a particular scheme shall be conducted for the duration specified in the curriculum.

2.9 Question Paper Setting & Scrutiny

The CTE shall appoint a group of question paper Setters/Scrutinizer for each semester/year. There shall be separate centralized question paper camp for each programme. If there is any shortage in the required question papers, question setting shall be done without centralized camp. The duties of question paper setters shall be to set the question papers for the subject. They must ensure that the questions are of prescribed standard and the scope of the questions is within the prescribed syllabus. A question paper bank may be prepared by the group of question paper setters, if needed. If so the CTE's office shall select a question paper of the prescribed format for each course using computer programs from the question paper bank.

2.10 Appointment of Question Paper Setter/Scrutinizer

Appointment of Question Paper Setters and its confidentiality are considered as among the most important responsibilities of the CTE. The following guidelines shall be followed in the constitution of question paper setting.

- a) There shall be separate panel of question paper setters for each subject of various programmes.
- b) The panels of question paper setters are to be prepared by the CTE in advance.
- c) The panel consists of a group of question paper setters and sufficient number of scrutinizers for each subject.
- d) The panel prepared by the CTE shall be treated as highly confidential.
- e) There shall be a minimum of two question paper setters and one scrutinizer for each subject (exemption of scrutinizer for scarce subjects with prior permission of JCTE)
- f) Communications are sent to all question paper setters/scrutinizers confidentially.

2.10.a) Qualifications of Question Paper Setters /Scrutinizers

The question paper setter shall be a teaching faculty handling the subject assigned for question paper setting or having sufficient qualification and experience in the field.

- The question paper setter should have a minimum of one year teaching experience in the field/subject.
- The scrutinizer shall be a senior faculty/HOD/expert in the concerned field.
- No close relative of the setter/scrutinizer shall be a student of the concerned programme

Signed confidentiality certificate is to be submitted by the question paper setter along with the sealed question paper, scheme of valuation, blue print and question wise analysis to the JCTE (formats given in annexure II). Certified minutes of the board of scrutiny is to be obtained from the question paper scrutinizer by the JCTE. (Format given in annexure II)

2.10.b) Instructions to Setter

All Question Paper Setters are required to keep their appointments strictly confidential.

- 1) Each question paper must contain the name of the examination, the name of the subject, subject code, scheme, the total marks assigned, the duration of the paper and special directions, if any.
- 2) No question shall be set calling for a declaration of religious or political belief on part of the candidate.
- 3) The questions should be set as per the pattern recommended for the particular examination by the Curriculum. The questions should be specific and unambiguous in nature.
- 4) The question paper setter has to set the question paper strictly in accordance with the syllabus

- and the instructions given by the JCTE.
- 5) The paper setter has also to ensure that the prescribed standards are maintained, that the questions cover broad areas of the entire syllabus.
 - 6) The paper setter has to set the questions such that all the types of skills are tested, e.g. knowledge, understanding and application.
 - 7) The composition of the question papers shall have a mixture of questions of different levels as follows:
 - a) Questions that can be answered by an average student : 60% - 70%
 - b) Intermediate level of difficult questions : 20% - 30%
 - c) Advance level Questions : 10%
 - 8) While setting a question paper, the paper setter should keep in mind that an average student should be able to pass the examination, while it should be challenging to secure more than 90% marks.
 - 9) The paper setter should also keep in mind that an average student should be able to answer all the questions in the time available.
 - 10) The figures/diagrams, if any, should be drawn neatly with proper dimensions and labeled.
 - 11) Overwriting should be avoided.
 - 12) If the candidates are to be supplied with materials such as Calculator, Tables, Charts, Graph Paper etc., a clear note to that effect should be given at the top of the question paper.
 - 13) Confidentiality must be strictly maintained. He / She shall not retain hard/soft copies of question papers once set.

2.10.c) Instructions to Scrutiny

The functions of the scrutinizer shall be :

- 1) To ascertain that the question paper(s) have been set strictly in accordance with the syllabi and the instructions given by the CTE.
- 2) To ensure that the prescribed standards have been maintained and that the questions cover broad areas of the entire syllabus adequately.
- 3) To delete question(s) set from topics outside the prescribed syllabus and to make necessary substitutions, if required.
- 4) To remove ambiguity in the language of the questions, if any.
- 5) To ensure proper distribution and indication of marks for each question or part or parts thereof and to correct errors, if any, in this regard.
- 6) To bring to the notice of the Controller of Examinations lapses or omission on the part of the paper setter, if any.
- 7) To ensure that the questions are free of typographical and grammatical errors.

- 8) To submit the certified minutes of the board of scrutiny to the CTE.(format given in annexure II)

2.11 Internal Assessment Mark

The Internal Assessment marks are to be prepared by the concerned faculty on a continuous evaluation method based on test, assignment, attendance, record etc. as prescribed in the curriculum. The Faculty concerned shall maintain record of all details regarding Attendance and Internal Assessment marks awarded in the prescribed Log Book. The consolidated internal assessment marks shall be published in the notice board of the institution before finalizing the marks so that the students can represent their grievances, if any, in respect of marks awarded, to the concerned faculty/HOD/Head of institution for clarification.

The soft copy of the finalized internal assessment marks, verified and approved by the concerned teacher-in-charge, HOD/Head of institution should be sent to the CTE/upload in web Portal within the prescribed time, as the case may be. Signed hardcopy of the internal assessment marks should also be sent to ACTE before finalizing the result.

Maximum marks allotted for Internal of each subject must be conformed to the curriculum and the same should be noted in the statement.

There should not be any zero marks or blank column against any subject. Also there shall not be any icons like “-.” in the place of marks. If there is any such cases, reason also must be stated therein.

Marks of those students who has not registered and those who are to be repeated in the same class need not be forwarded.

Internal marks of all those who appear for the first time should be forwarded (even if they belong to another batch/semester consequent to cancellation of regular appearance or similar reasons).

The Students are required to keep a record of all their Laboratory exercises performed by them in the form of a Laboratory Record. This record has to be authenticated by the Teacher-in-charge of the Laboratory and certified as the record of the bonafide work done by the student by the Teacher-in-charge and counter signed by HOD before he is allowed to take the practical examinations. No student will be permitted to take any practical examinations without the bonafide Record, subject to curriculum.

2.12 Institution Transfer

The lists of students who have been transferred to another institution are to be reported to the office of the CTE with details like register number, branch etc. Such lists are to be forwarded immediately after the admission at the new Institution/update in the web portal so that necessary corrections can be made in the data maintained in the JCTE office. There will not be any change in their permanent register number.

2.13 Change of Examination Centre

Changes of examination Centre for the Examination will not be allowed to any candidate except for the candidate transferred from one Institution to another with the consent of the concerned authority. Those who have been transferred to a new Institution shall attend all further examinations in the new centre only. Others should write the Examination through the Centre from where they had allotted to write the examination by the JCTE.

2.14 Name Correction in Bio Data

The Name and Initials, Date of Birth etc of the students must be exactly the same as in their SSLC /THSLC/ SSC or equivalent Certificate. Corrections in name, initials, etc, if any, should be done early before the First Semester Examinations at the initiative of the Principals concerned. Prescribed fee shall be charged for corrections in issued Mark lists and Certificates.

3 Conduct of Examination

3.1 Examination Notification

Separate notifications shall be issued and published in the website by the JCTE for each examination at least 10 days before the commencement of the examination. The notification shall contain the details of dates for examination registration, amount of fee, fine etc. The head of institutions should publish the notification in the institution notice board and inform it to all students immediately after receiving the notification.

The fine prescribed in the Examination Notification is applicable to all those who submit application after the last date of registration without fine. Students eligible for fees concession are not exempted from submitting application within the prescribed date. Hence all students who submit application late in the office/web portal even if they enjoy fee concession are liable to pay fine for late submission as per notification.

3.2 Time Table

The JCTE shall publish the time table of various examinations in every semester/ year either along with the examination notification or separately before the commencement of the examination. Examinations once scheduled shall not be changed, unless there is situation/reason which necessarily warrants such a rescheduling. The JCTE may effect the changes of date of any examination, in exceptional situations.

3.3 Regular and Supplementary Examination

A student appearing for an examination immediately after completing a semester/year shall be treated as regular appearance for that semester. Even if the student has not registered/not appeared/cancelled the semester/year examination, then also it shall be treated as his/her regular appearance. All other subsequent chance for this semester/year examination shall be treated as supplementary appearance, even if the student has not registered/not appeared. The candidates shall be permitted to write the supplementary examination conducted by the CTE along with the regular examination. If specified in the curriculum, there will be no separate supplementary semester examinations except for the final and pre-final semesters.

3.4 Registration for Each Examination

Applications for Registration for each examination should be done through the website or using the prescribed form given in the Web site by the students as per the notification of each examination, within the prescribed dates. Both Regular & Supplementary students should submit applications. In case

of examinations where students are not permitted to apply online, the Head of Institutions concerned shall verify the details and upload to the portal. Students in the Attendance roll of institutions can remit fees at the college/online payment in SBTE Portal and others should remit by Chalan in the Treasury under the head 0202-02-101-98-Examination fee/ online payment in SBTE Portal as the case may be. Fine prescribed in the Examination Notification is applicable to all those who submit application late. Supplementary candidates who want to appear for practical subjects alone should also submit application for registration in the prescribed format. Applications submitted after the last date of registration given in the Notification shall be rejected.

Examination registration alone will not be the claim to appear for the examination. The Head of Institutions/Department should ensure that the students are eligible to write examination in all respects before issuing Hall Tickets of each examination. The Head of Institution/Department shall withheld the hall tickets for a particular semester/year, if the student is not eligible for writing the examination for that semester/year.

3.5 False Registration

If a candidate Register for the subjects under the scheme already discontinued, or if the candidate is debarred from writing the examination due to malpractice, such applications should not be accepted by the Head of Institution. If such a candidate attends any subject, by mistake along with the students of the existing scheme, such appearance will be treated as cancelled for want of Notification of his own exam. Candidates belonging to the discontinued scheme are eligible to attend exam only after the issue of orders permitting them to appear for equivalent subjects, if any, under the existing scheme. Registering for examinations for which Notification is not published is a malpractice.

3.6 Piece-Meal Appearance

If a candidate does not register for the entire failed subjects in a particular semester/year in the subsequent examination, it will be treated as Piece meal appearance.

Candidates who has failed in the previous examinations need to appear only for the failed subjects in the subsequent examination. Such candidates should register for all the subjects in which they have failed in a particular semester/year while registering for supplementary examination for that semester/year. Piecemeal registration will not be allowed.

3.7 Irregular Appearance

In case a student does not appear for the Regular chance (for the first appearance) along with the other students in the batch due to cancellation of examinations, debarred due to malpractice, discontinuance of study after completing the semester/year with eligibility for promotion his Internal marks should be sent afresh when he appear for the first time subsequently. If his Internal mark is not

sent afresh, his result will be withheld. This is applicable even if the Internal marks had been already forwarded with the other students in the batch.

3.8 Condonation of Attendance

There would be minimum requirement of attendance specified in the curriculum for appearing the examination. However there will be provision to obtain condonation of shortage of attendance for valid reasons from competent authorities if the student attains the criteria for condonation specified in the curriculum.

Application for condonation of shortage of attendance is to be submitted to the Head of institution concerned. The decision on the application will be taken by the Head of institution /Directorate/Government depending on the percentage of shortage and total number of times condonation is applied. Such application need not be forwarded to the CTE office. The Head of institution will intimate the final orders to this office, if necessary.

The Head of institution/HoD should ensure that the hall ticket is issued only to the eligible candidates.

3.9 Fee Structure for Exam Registration

The fee rates vary from time to time. Fee will not be collected by Cheque, Draft, Money order or Postal Order. All fees should be remitted under the Head of Account concerned in the Govt. Treasury. (Those students who are in the Attendance Roll of the College can remit examination fee at the College Office/online as the case may be). Other modes of payment of fee, if any will be intimated by the CTE along with the notification.

3.10 Exam Centre

After receiving the application for examination registration, examination centre shall be decided by the JCTE. Normally, the institution where the candidate studied would be the examination centre. However, in certain examinations, if the number of candidates writing the examination is less, the JCTE shall decide a few centres by combining registrations from several institutions. Changes of examination Centre for the Examination will not be allowed to any candidate. All candidates should write the Examination through the Centre from where they had allotted to write the examination by the JCTE. Irregularities in conducting examination will lead to cancellation of exam centre and new centre will be allotted to students of that centre by JCTE.

3.11 Issue of Hall Ticket

The institution authorities/candidates can download and print the hall ticket of candidates from website of Controller of Technical Examinations using his/her login id. For certain examinations, the hall tickets will be sent directly to the Head of institution by the JCTE. The hall tickets are to be distributed to the students after affixing institution seal.

It should be noted that Remittance of Examination fee will not be a claim for writing the examination. Head of Institutions/ Principals / Chief Superintendents should ensure that hall ticket is issued only to the candidates who satisfy the conditions of eligibility as per the relevant rules and regulations.

The details of candidates who are not eligible for the examinations due to the academic reasons should be reported to the Controller of Technical Examinations on the completion of the examinations.

3.12 Chief Superintendent

The Head of the institution will be the Chief Superintendent. The Head of the institution can nominate a Senior faculty to act as Chief Superintendent on his/her behalf under unavoidable circumstances with the consent of JCTE. No person shall act as Chief Superintendent if his/her near relative is appearing the examination. The Chief Superintendent shall be responsible for the smooth conduct of the examination at the Centre, in accordance with the norms, instructions, directives and policies of the State Board of Technical Education.

3.13 Examination Monitoring Cell

The Head of Institution shall constitute an Examination Monitoring Cell at the institution for supervising the examination activities. This cell shall have a senior staff member as convener and three members of which one shall be a woman. The duties and responsibilities of the Examination Monitoring Cell shall be

- 1) To officiate as the examination squad to keep a vigil on all end of Semester/year Examinations. If any malpractice are found/ reported by the invigilator, chief superintendent shall be appraised of the same with a report. The chief superintendent shall forward such complaints to the Controller of Technical Examinations.
- 2) To receive any complaints from the students regarding issues like out of syllabus questions, printing mistakes, insufficient data etc of end of Semester/year examinations of Theory and Practical courses. The cell shall make a preliminary investigation of the complaint and if necessary forward it to the Controller of Technical Examinations through the chief superintendent with specific comments.
- 3) To receive any complaints from students regarding internal examinations, make preliminary

enquiry of such incidents and give report to Head of Institution for necessary action.

- 4) To conduct the examinations, arrange valuation of answer scripts and ensure submission of marks of Institution level ESE/ bridge course as per directions of Principal.

3.14 Examination Squad

There will be separate State level and district level examination squads for each examinations. For avoiding malpractices during the examinations CTE shall constitute District wise squads to conduct inspections in various institutions during examination periods. A state level squad shall conduct surprise verification for monitoring the examination process at certain examination centres.

3.15 General Instructions to Candidates

3.15.a) Admission to Examination Hall

- 1) Candidates shall bring their hall ticket and institution identity card, on each day of the examination and shall produce the same when demanded by the chief superintendent or Invigilator or any other person authorised by the Joint Controller of Technical Examinations for the purpose.
- 2) Candidates who are not regular students on the roll of the institution, shall produce any Government issued photo Identity Card along with the Hall Ticket. (PAN Card, Aadhaar Card, Passport, Driving Licence, Voters ID Card, Employee ID issued by Government / Public sector undertakings).
- 3) If a candidate fails to produce the required Identity Card and Chief Superintendent / Invigilator could not identify the candidate otherwise, he may be provisionally permitted to appear for the examination submitting a declaration to the effect that the ID card shall be submitted within two days from the date of examination, ***provided the candidate is in possession of valid hall ticket.*** The details of such candidates provisionally admitted shall be reported to the Joint controller with his register number. *The format of the declaration is given in annexure II.*
- 4) Candidates shall take their seats in the examination hall at least 10 minutes before the time fixed for the start of examination.
- 5) Candidates presenting themselves more than 30 minutes after the commencement of examination will not be admitted for that examination.
- 6) Candidates are NOT permitted to bring mobile phones or such other electronic transmitting devices inside the examination hall.
- 7) Candidates shall NOT use programmable calculators. (The term "programmable" includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off).
- 8) Uniform is compulsory for regular students. Others should be permitted with formal dress only.

3.15.b) Discipline in the Examination Hall

- 1) Strict silence shall be maintained in the examination hall.
- 2) Invigilators are instructed not to respond to any inquiries whatsoever regarding the question papers, including explanations of meaning or corrections of typographical errors.
- 3) Candidates are forbidden to ask questions of any kind during the examination.
- 4) Candidates are not allowed to write anything except the register numbers and signature on the question papers supplied to them.
- 5) Candidates should not indulge in any type of malpractices in the examination. If any student is found to be indulged in any type of malpractice his/her answer book will be forfeited and appropriate action will be taken by the Joint Controller of Technical Examinations on the report of the Chief Superintendent as per the Government Orders in force.

3.15.c) Bar Coded OMR Answer Book

- 1) A Pre Stitched bar coded Answer book (A4 size) will be issued to each student for each Theory examination. There will be a vertical stitching running through the length of the paper and a tamper proof sticker over the stitching. Some additional security features hidden in the facing page are also included. No additional answer books will be issued to the candidates.
- 2) The stitching or the sticker should not be damaged or mutilated. Such acts will be treated as malpractice and actions will be initiated against such candidates. Such answer scripts will not be valued.
- 3) There will be unique pre-printed BAR CODE that will be used as a secret code against which the evaluation takes place. If a candidate tampers, mutilates or damages the bar code, the answer paper will not be valued cancelling the registration of the candidate.
- 4) The answer book contains Graph / Semi log sheet.
- 5) The last page of the answer book contains columns for entering the revaluation marks. Candidates should not write anything other than the space provided on the last page of the answer book.
- 6) Separate OMR answer books are to be used for Drawing subjects.
- 7) Extra care is needed while handling the OMR Main book.

3.15.d) Leaving the Examination Hall

- 1) No candidate will be allowed to leave the examination hall till the expiry of one hour after a question paper has been given out.
- 2) Candidate who leaves the room during the period allotted for the paper will not be allowed to return within that period.
- 3) A Candidate leaving the examination hall earlier than half an hour before the completion of time

of examination will have to surrender question paper to the invigilator. Candidate will be permitted to leave the examination hall only after his/her answer book is handed over to the invigilator. They should not leave the hall keeping their answer books in their seats.

3.16 Postponement of Examination

Examinations, once scheduled, shall not be changed unless there is a situation or reason that necessarily warrants such rescheduling. The Joint Controller of Examinations may effect changes to the examination dates in exceptional situations.

The conduct of examinations will not be halted, even if a holiday is declared by the government or local authorities, unless it is specifically stated. Examinations can only be stopped upon receipt of official communication from the JCTE in such circumstances. Generally, examinations are not postponed due to local hartals or bandhs observed in certain areas or districts of the state. Indian Standard Time will be followed for all examination sessions.

3.17 Theory Examinations

Delivery of question paper to the examination centre

The sealed question paper packets for the examination centers are prepared by the confidential sections. The following details must be entered on the covers: the name of the examination, the month and year of the examination, the name of the center, the scheme of examination, the name of the subject, the subject code, the day, date, and time of the examination, and the number of copies of question papers enclosed. These entries on the question paper covers must be attested by the officer responsible for preparing the covers.

The maximum number of question papers that can be packed inside a cover is usually 200, while the maximum for an inner cover is typically 20. Depending on the number of candidates appearing for a particular subject, an adequate number of covers shall be prepared by the sections.

A question paper statement, in the prescribed format, must be prepared showing the details of the subjects/papers, the number of question papers packed, and the number of question paper packets prepared. The statement and the entries on the question paper covers shall be compared to ensure that the entries are accurate.

The question bundles must be dispatched to the examination centers at least one week before the date of the commencement of the examination.

3.18 Online Question Paper

The encrypted online question papers are sent to the respective centers through web portal . The passwords to open the question papers will be provided to the Chief Superintendent and Deputy Chief

Superintendent only one hour before the commencement of the examination.

The Chief Superintendent, along with the Deputy Chief Superintendent, shall download the question papers using the passwords issued to them one hour before the commencement of each session's examination. There will be separate passwords for each session.

Sufficient copies of the question papers must be printed confidentially and issued to the examinations halls in sealed cover. All these activities must take place in the examination control room and under camera surveillance.

3.19 Distribution of Examination Materials to Centers

Examination materials such as answer books, additional sheets, etc., required for the conduct of the examination shall be issued to the corresponding centers prior to the commencement of the examination. A register for recording these details must be maintained at the JCTE office. An account of the examination materials received from the JCTE must also be maintained at the examination center. The utilization of examination materials must be updated on a daily basis in a stock register and same must be updated in the web portal also. The issue details for each examination must be recorded, as they are subject to verification at any time by the JCTE.

3.20 Appointment of Deputy Chief Superintendents

HODs or senior faculty members of Government or Government-Aided Institutions shall be appointed as Deputy Chief Superintendents by the JCTE. The same person shall not be appointed as the Deputy Chief Superintendent at the same center for more than two consecutive examinations. The Head of Institutions must relieve the concerned officer based on the order received from the JCTE. The timetables can be downloaded from the website.

3.21 Appointment of Invigilators and Other Examination Staff

The Chief Superintendent shall appoint Assistant Superintendents/invigilators according to the following norms:

- 1) No one shall act as an invigilator if his or her near relative is appearing in the examination during that shift.
- 2) The invigilator shall be a regular faculty member (teaching or non-teaching). Only in the absence of sufficient regular faculty, guest or contract faculty may be engaged.
- 3) The priority for posting of invigilation duty shall be HoD, Professor/Asso.Professor/Asst. Professor, Lecturer, Workshop superintendent, Foreman/Draftsman/Engg.Instructor, Instructor in Physical Education, Workshop Instructor/Demonstrators/Equivalent, Trade Instructor, Tradesman/Trade Technician, other staff.
- 4) However the Chief Superintendent can appoint invigilators as required for the smooth conduct

of examinations.

- 5) The duty of examination monitoring cell members during examination days will be treated as invigilation duty. The maximum number of monitoring cell members for theory board examination shall be limited to invigilator-to-monitoring cell member ratio as 3:1.
- 6) The student-to-invigilator ratio shall normally be 20:1 excluding members of monitoring cell.

3.22 Examination Timing

The forenoon (FN) session of the examination starts at 9:30 am, and the afternoon (AN) session starts at 1:30 pm. On Fridays, the afternoon session starts at 2:00 pm unless otherwise specified.

3.23 Timing of Bells (for a 3-Hour Examination)

Session & Timing of bell			Nature of bell	Remarks
FN	AN	AN (Friday)		
9.20am	1.20pm	1.50pm	Long Bell	First Bell
9.30am	1.30pm	2.00pm	Short bell	Examination starts
10.00am	2.00pm	2.30pm	Short Bell	Candidates will not be permitted to enter examination hall after the bell.
10.30 am	2.30pm	3.00pm	Short bells	Notice for each half hour elapsed
11.00am	3.00pm	3.30pm		
11.30am	3.30pm	4.00pm		
12 noon	4.00pm	4.30pm		
12.20pm	4.20pm	4.50pm	Short Bell	Warning Bell for last 10 minutes
12.30pm	4.30pm	5.00pm	Long Bell	Close of Examination

3.24 Admission of Students to Examination

- 1) The Chief Superintendent shall have the power to issue a duplicate hall ticket and admit a student who has lost his or her hall ticket and/or identity card, provided that he or she is personally satisfied as to the identity of the candidate, realizing the applicable fine.
- 2) The Chief Superintendent shall have the authority to exclude any candidate from an examination if they are satisfied that the candidate is suffering from an infectious or contagious disease. Such cases shall be reported immediately to the Joint Controller of Technical Examinations.

3.25 Answer Book Management: Packing, Dispatch, and Tracking Procedures

3.25.a) Packing of Answer Books

The answer scripts from the examination halls shall be received by the Chief Superintendent within 15 minutes after the end of the examination in each session. The answer books are to be packed as follows:

- 1) The scripts of a particular code are to be made into packs of a specific number as instructed by the JCTE (for example a code with 50 scripts may be made into 3 packs: 17+17+16 if the

- packet size is specified as 17). Such packs of the same subject code may be combined into a single bundle, wrapped with paper, securely bundled with rope and wrapped in a cloth covering.
- 2) The absentee statement and question paper for the code should be placed inside the packet, and the bundle slip should be pasted outside the bundle.
 - 3) Each subject code should have a separate Tapal packet for each session. Utmost care must be taken to ensure that only scripts meant for a particular camp are included in a Tapal packet.
 - 4) The data parts related to a particular session (forenoon/afternoon, as the case may be) should be made into a single bundle after alpha code scanning/entry. The data parts of the OMR booklet for theory examinations and the OMR booklets for drawing examinations should be sorted separately and kept in the same bundle.
 - 5) The packets should be made so that the weight of a single packet is between 20 to 25 kg. A second packet should be prepared if the weight exceeds 25 kg.
 - 6) A tapal packet slip should be generated online, containing a barcode for identification, and securely pasted on the packet.

3.25.b) Dispatch of Answer Packets

Answer paper packets are to be sent to the Camp Officers of the respective valuation camps through Speed Post. Arrangements to be made with the Post Master General (Kerala) for the despatch of answer scripts, and institution authorities do not need to pay any charges at the post office counters for this service. Local post offices near the institutions (corresponding to the institution's pin code) are instructed to receive the packets on credit.

The answer packets should be despatched at the earliest.

- 1) The packets for the forenoon session should be sent on the same day, in the afternoon.
- 2) The packets for the afternoon session may be despatched along with the packets for the next day's forenoon session.
- 3) If the local post offices close early, institutions can bundle both the forenoon and afternoon packets and despatch them the next morning.

In any case, packets must be despatched on a daily basis. Principals should take utmost care in handling the examination material.

3.25.c) Tracking the Answer Packets

- 1) The receipt of the packets at the post office counters should be kept at the institution.
- 2) The Speed Post receipt number, along with the amount due and packet details, should be updated in a register and portal on a daily basis.
- 3) Institutions can monitor the receipt of the packets at the valuation camps online.
- 4) If any of the packets are not received at the valuation camp within a reasonable time, the issue

should be reported to the camp officers concerned for rectification and also to the Assistant Controller of Technical Examinations.

3.26 Ensuring Fair Conduct of Examinations

The Chief Superintendents shall take steps to ensure the fair conduct of examinations. Examination Monitoring Cells shall be constituted in all centers to prevent students from indulging in malpractices. At least one member of the cell must be a woman. District-level and state-level squads are also constituted for this purpose. The Chief Superintendents shall provide full support to the squad members visiting the centers.

Any malpractice committed by candidates should be reported to the JCTE in the proper format.

3.27 Guidelines to Chief, Deputy Chief and Assistant Superintendents

- 1) The Chief Superintendent has to ensure the availability of Assistant Superintendents before the distribution of Question papers. Hence the Assistant Superintendents should report at least half an hour before the commencement of exam.
- 2) The Assistant Superintendent should compare the Register number in the Hall Ticket of each student with the Seat Allotment sheet and ensure that all students are seated in the proper place. The Assistant Superintendent is responsible for forgery, if any. Photo also may be verified to identify the candidate. If there is a Scribe/Interpreter to assist any candidate, their Admission Ticket also should be verified.
- 3) Hall Tickets will be issued from JCTE office through online unless informed otherwise. A list of students with Registration details will be forwarded from JCTE office along with Hall Tickets.
- 4) The postings of Asst. Superintendents in different halls on different days should be rotated everyday at the discretion of the Deputy Chief Superintendent and Chief Superintendent preferably at the time of distribution of Questions papers and other items. Assigning of examination hall to Asst. Superintendents should not be disclosed prior to the examination day.
- 5) Seating of students in each day should be arranged in such a way that the same student should not be allotted the same seat in the same hall repeatedly. If there are students of different schemes and of different Branches, they should be mixed up and seated in such a way that those who attend the same subject shall not be sitting in the adjacent seats/same Bench. The staff doing the seating arrangement may be instructed accordingly.
- 6) Usually examinations of different Schemes are conducted simultaneously at a time and that the students will be mixed up and seated together. Also students of different Branches will be mixed up in the same hall. The Assistant Superintendent should identify the Scheme and Code of subject of each student before distributing Question paper.

- 7) If there are two parts (A & B) for any subjects like (10) 1003 Applied Science I & II (Physics & Chemistry) two Answer books should be supplied to each student for writing the two parts on separate answer books.
- 8) The subject code, part number and Register number entered on the face of the Answer book by each student must be verified with the Hall Ticket and correction should be done in necessary cases. In the case of OMR answer book, the darkening of corresponding bubbles should also be verified and if there is any error, report them properly to the Chief Superintendent.
- 9) The Assistant Superintendent should put his/her signature on the space provided for it after verifying the entries in the answer book.
- 10) Immediately after the distribution of Question papers, the students should be directed to write their own Register number and put signature in the Question paper so as to prevent exchange and misuse of Question paper.
- 11) Attendance of the students is to be recorded by obtaining the signature and alpha code of each student against the Register number and Name given in the Attendance sheets. If any student is absent enter 'ABSENT' against the Register number concerned in the Attendance sheet.
- 12) Instructions on the Hall Tickets and Facing sheet of the Answer scripts are based on the existing rules for all public examinations which are to be strictly adhered to.
- 13) The Answer scripts /Drawing sheets/Graph papers shall not contain any thing that helps to identify the candidate or the Institution.
- 14) Only white twines can be used to tie the answer scripts and drawing sheets/shorthand book together. Use of colour twine is prohibited.
- 15) An account of Receipt and issue of Answer book , Drawing sheets etc. is to be prepared by the Asst. Superintendent., which should be handed over to the Chief Superintendent after the examination.
- 16) The students shall be allowed to bring only Hall Ticket, writing materials and allowable articles specified in the question paper to the Examination Hall. The Assistant Superintendent should verify their belongings so as to avoid any malpractice. .
- 17) Malpractice/Misbehavior, if any, should be reported on the spot. Malpractice detected should be reported in Form D along with Answer book, Additional Sheets, if any, and also with materials or notes or scripts used for the same. After seizing the already written Answer book, a new Answer book may be issued and the student may be allowed to write the examination afresh. The second answer book is to be forwarded along with the answer book of other students.
- 18) After the completion of examination, answer scripts should be sorted Scheme -wise/Subject wise and data part in the serial order of Reg. No. In case there are two parts for a subject, each part should be sorted separately carefully and handed over to the Chief Superintendent.

- 19) Total No. of Answer scripts handed over to the Chief Superintendent should tally with the Attendance sheet maintained by each Assistant Superintendent.
- 20) Physically Handicapped students who have been permitted to avail extra time should be given that facility for which they should produce the permission letter.
- 21) If due to an unavoidable reason the examination is started late, proportionate extra time as decided by the Chief Superintendent is to be allowed so as to maintain the prescribed duration of examination.

3.27.a) Examinations with Offline Question Paper

- 1) The Chief Superintendent should ensure that sufficient Question papers are received for all the subjects for which students have registered from the concerned institution. Immediately on receipt of the Question papers, the Chief Superintendent should verify all the packets and ascertain the correctness of scheme, subject code, Name of Subject, count, Date and Time, etc with the Time Table Notification and inform the CTE office immediately in case of any defects or discrepancy.
- 2) It is the responsibility of the Chief Superintendent to make arrangements for the safe custody and security of the Question papers.
- 3) The Question papers are to be opened only ten minutes before the commencement of each Examination. It should be opened in the presence of both Chief Superintendent and Deputy Chief Superintendent along with at least two Invigilators/Asst. Superintendents as witnesses.
- 4) A Certificate is to be furnished by the Chief Superintendent and Deputy Chief superintendent on the cover to the effect of above conditions and also that the packets were intact at the time of opening.
- 5) Immediately after the opening of Question paper packet, the Chief Superintendent should verify whether any corrected copy of the Question paper is enclosed. If so, the correction stated therein should be announced in the Exam halls concerned at the beginning of the exam itself.
- 6) An account of the Answer script and other examination materials received from the JCTE office is to be maintained. The issue details of the same are to be recorded for each exam which is subject to verification at any time from the JCTE office.
- 7) The Chief Superintendent and Deputy Chief Superintendent should see that the Asst. Superintendents are properly maintaining the account of Answer scripts issued and balance returned which are to be tallied at the end of each examination.
- 8) Answer scripts of each session (FN/AN) should be packed at the end of that particular session itself (immediately after the exam) It should never be postponed to next session or next day.
- 9) The label containing the Code. No. and Name of the Subject, Year/Semester, Centre No. and Name of the Centre, Date and time of exam, Reg. No of students attended and the absentees

- should be placed on the top of each bundle of Answer script before it is packed.
- 10) In the case of common subjects, one label is sufficient for all branches together. Answer scripts of such common subjects need not be packed in different bundles. (Example for common subjects-English, Technical Mathematics etc.) All the Reg. Nos should be entered in the Label serially in the ascending order. The total number Registered for that subject should tally with the total number of Answer scripts in the packet and the No of absentees/malpractice cases.
 - 11) If none of the registered candidates attends any subjects a 'NIL' statement (Label) with all details including Reg. No. of absentees should be sent in a separate cover along with the packets of other Answer scripts. This is to confirm the reason for not receiving the Answer scripts of that subject from that particular centre.
 - 12) If a student approaches the Chief Superintendent reporting loss of his Hall Ticket, he may be permitted to attend further examinations by issuing a Duplicate Hall Ticket with proper identity and attestation. Before issuing such a Hall Ticket sufficient recommendation should be obtained from the Head of Section/Group Tutor concerned with regard to the correctness of the Reg. no. and identity of the student. The Fee/ Fine may be collected as per the existing procedure for the issue of Duplicate Hall Ticket so as to discourage and minimize such tendency and also to prevent the misuse of such a facility.
 - 13) The complete Malpractice cases should be reported to the JCTE on the very next day of the completion of theory examination. Immediately on noticing any kind of malpractice the Assistant Superintendent should seize the Answer scripts and things used for malpractice and report immediately to the Deputy Chief Superintendent/Chief Superintendent. He may be allowed to continue attend the exam by providing a new Answer Book, if he wants to do so. This second answer book will be forwarded along with the answer books of other students. The report of Malpractice should not be enclosed in the Answer script bundles forwarded to this office. It should be sent separately. If the student does not give back the earlier Answer book, he should not be allowed to write more. The Declaration/Statement of the student alleged malpractice, Chief Superintendent, Deputy Chief Superintendent and Assistant Superintendent/Invigilator in Forms A, B, C and D respectively should be prepared. (Forms given in the Website). Together with this, the scripts and other items used for malpractice, Answer book etc should be sent separately for further steps in this office. Statement of neighboring two students also may be obtained if possible. The Deputy Chief Superintendent is expected to submit a consolidated statement in form C at the end of all the theory examinations. Malpractices during Practical exam also should be reported immediately.
 - 14) The Centre name. Code No. of subjects, Date and time of exam etc. should be noted both on the paper packet of each subject and also on the outer cloth packet of the answer scripts of each session.

3.27.b) Examinations with Online Question Paper

1. The Chief Superintendent shall authorize the deputy chief superintendent to download the question paper using the One Time Password received on the registered mobile number from the portal.
2. The deputy chief superintendent shall initiate the question paper download process using the One Time Password (OTP) received on the registered mobile number from the portal.
3. After initiating, the deputy chief superintendent should download the question paper using the Secondary key password received on the registered mobile number from the portal.
4. Sufficient number of copies of the question papers are to be taken confidentially and distribute in sealed covers to the examination halls.
5. All these activities should be recorded in camera and forward as per direction to the JCTE.
6. The Absentee/Attendance, alpha code, malpractice details are to be uploaded in the web portal and recorded in the Register maintained in the Examination center.

3.28 Responsibilities of Examination Clerk at Examination centers

1. Publish Examination Notification and all information related with the examination in Institution Notice Board
2. Receive printout of examination registration done via online and verify that the signature of the candidate and recommendation of HOD/ Class tutor has been completed in the examination registration form in the case of regular students, as the case may be.
3. Condonation, if any to be reported as per rules.
4. Verify the Candidate has remitted the stipulated exam fees.
5. Upload the verified applications within the stipulated time.
6. Uploading of applications after the last date given in the Notification shall not be permitted.
7. Stock register of Examination materials to be maintained and updated periodically.
8. Availability of sufficient materials for the conduct of examination to be ensured.
9. Seating arrangement to be made.
10. Daily subject wise question paper requirement to be informed to Chief Superintendent.
11. Distribution of Examination materials to the invigilators.
12. Issuing of duplicate hall tickets after completing all formalities as per rules.
13. Absentees statement, OMR answer book errors, alpha code entry and Malpractice if any should be reported to JCTE through online.
14. Ensure Packing and labeling of completed examination answer scripts.
15. Dispatch the labeled packed materials to the JCTE.
16. Forward to CTE the internal mark sheet received from the faculties.
17. Receive and forward practical examination marks of the students to the CTE.

18. Publish the result of the examination in the notice board.
19. Forward to CTE the applications received for revaluation/ scrutiny with stipulated fee remitted within the time as per examination notification.
20. Issue Provisional / Original Mark list /Grade card/Certificate to the students.

3.29 Question Paper Opening

3.29.a) Question paper Packets

The Chief Superintendent along with Deputy Chief Superintendent should verify the codes of the question papers assigned for the session with the time-table and the sealing of the question packets. They should open the question papers ten minutes before the commencement of the examination after putting the signature on the covers of question papers in the presence of two invigilators. After opening the question packets, check for manually corrected copies of the question paper for special instructions/corrections to be informed to the students.

3.29.b) Online Question Papers

The Chief Superintendent along with Deputy Chief Superintendent should download the question papers using the passwords issued to them half an hour before the commencement of the examinations assigned for each session. There should be separate set of passwords for each session in a centre. Sufficient quantities of the print outs of the question papers are to be taken confidentially and the certificate related to question paper opening in the prescribed format is to be maintained. All these activities should be recorded in camera and forward as per direction to the CTE.

3.30 Concession for Differently Abled-Candidates

Extra time/moderation/scribe/interpreter shall be provided to students having various disabilities as per the government order in force.

Eligible candidates should apply for sanction of Extra time/moderation/scribe/interpreter as the case may be to the DTE office through the Head of Institution along with the original Medical Certificate issued by the Medical Board sufficiently early before the commencement of examination. The Candidate should produce the sanction order issued from the DTE before the Chief Superintendent/Invigilator in the examination hall on all days of examination to avail the extra time.

3.30.a) Appointment of Scribe, Interpreter

Service of a Scribe, Extra time to write examination, Grace Mark, etc. are allowed by the Government to Blind/Infirm candidates. Such eligible candidates should submit their application with Certificate issued by Medical Board to the Senior Joint Director (PS), Directorate of Technical Education, Thiruvananthapuram. The candidate should produce the sanction order issued by DTE to the

Head of Institution and the Joint Controller for availing the concessions allowed in the order.

3.30.b) Approval of the Scribe

Following procedures are to be observed for obtaining Approval of the Scribe.

1. The Candidate and the Scribe will report in person sufficient early before the commencement of the examinations before the Chief Superintendent concerned along with the order obtained from the DTE for identification, verification of Certificates and approval of the Scribe. The Scribe will also furnish a Declaration with regard to his qualification, willingness and eligibility along with all his original certificates in the prescribed Application form given in the Web site.
2. The Scribe should not be over qualified. He / She shall not have any Technical qualification or qualification in the subjects for which the candidate attends the examination. He / She shall not have a qualification above the entry qualification of the course for which the student availing this facility. He/ She should furnish an undertaking in this regard. Suppressing of qualification will be viewed seriously and it is a serious malpractice which amounts to the invalidation of the appeared examinations and other legal procedures.
3. After identifying the Scribe and verifying qualification and genuineness of the Declaration, if eligible, the Chief Superintendent shall issue an Admission Ticket to the Scribe with a photo under proper attestation and seal of his office (Hall Ticket form given in the Web site).
4. The Candidate and the Scribe should produce this Admission Ticket before the Chief Superintendent of the Centre concerned on the first day of the exam. The Chief Superintendent shall allow the candidate to avail the help of the Scribe by giving necessary direction to the Invigilators concerned. The student should produce his Hall Ticket before the Invigilator in the Examination Hall for verification. He should not communicate with any other than the Invigilator and candidate during the examination.
5. A student, who has been allowed this facility of using the assistance of the Scribe need not obtain permission again till the end of the same course, provided his disability remain unchanged and also the Scribe do not acquire additional qualification. Before every semester Exam the Scribe should submit a declaration to the effect that he has not acquired any additional qualification. The student also should submit a Declaration to the effect that “there is no variation in his disability”.
6. Unless otherwise stated, service of Scribe cannot be used for Viva voce and practical examination.

3.30.c) Service of Interpreter/Teacher

In certain exceptional cases like mentally retarded students, the Govt. sanctions the service of an Interpreter/ Teacher to assist the student. If there is a specific order of Govt. to appoint

Interpreter/Teacher, the Chief Superintendent concerned can appoint one person/Staff member who is not having the qualification in the subject in which the candidate is appearing for the exam, in the similar manner as the Scribe is appointed.

3.31 Practical Examinations

3.31.a) Appointment of External Examiners

The appointment of External examiners shall be done by the ACTE. The same person shall not be appointed as External examiner to the same centre for two consecutive examinations. The Head of Institutions are to relieve the concerned officer based on the order received from the JCTE. The time tables shall be informed by the concerned institutions.

3.31.b) Appointment of Internal Examiners and Other Examination Staff

The appointment of Internal examiners and other examination staff are to be done by the Chief Superintendent from the Institution/Centre itself.

3.32 Duties and Responsibilities of Officers – Practical Examination

3.32.a) Chief Superintendent

1. The Chief Superintendent shall appoint suitable Internal Examiners and other examination staff in consultation with the HODs/Faculties concerned.
2. The Practical examination may be conducted before or after the theory examinations depending on the convenience in consultation with JCTE.
3. The Time table will be prepared with the co-operation of the HOD/Faculty concerned well in advance so that the students will be aware of the dates sufficiently earlier before the commencement of practical examinations. While preparing the time table care may be taken to conduct examination for at least one batch of students per session.
4. Sufficient publicity should be given by publishing the Time table on the Notice Board and also in the News Paper, if necessary, during the vacation. It is also the responsibility of the students to enquire date and attend the examination on the date concerned. The Name of Examiners shall be kept confidential.
5. While preparing the Time table for regular examinations, care should be taken to avoid clash of different examinations to the same student at the same date and time.
6. The External/Internal Examiners/Supporting staff should be communicated the time table of practical examination.
7. The sealed covers of Mark sheets (code wise) submitted by all the Examiners together shall be forwarded by the Chief Superintendent with a detailed list (Year wise, Code wise, Scheme wise) in a single cover to the ACTE.

8. The Split-up mark sheets shall be kept by the Chief Superintendent as record for future use.
9. In the case of Annual examinations, the practical of Final year/ Semester shall be conducted first and Mark sheets forwarded immediately in view of the students seeking employment and higher studies.
10. The OMR answer book provided for theory examinations must not be used for practical examinations.

3.32.b) External Examiner / Internal Examiner

1. Chief Superintendent shall ensure that all preparatory arrangements are done before the conduct of the practical examinations so that the examination can be started at the scheduled time itself.
2. Even if all of the candidates Registered are absent, a mark sheet noting ABSENT against each Reg. No. should be forwarded to this office and the same must be updated in web portal.
3. The Examiners should go through the directions given on the facing page of the mark book. All the required details must be filled in each sheet.
4. The Register number should be entered in the serial order and if any missing, proper marking should be made to identify the same.
5. Overwriting should be avoided. Corrections, if any, should be attested with full signature.
6. Malpractice, if any, should be reported in the similar manner as Theory papers in the respective forms along with the report of External Examiner instead of Deputy Chief Superintendent.
7. The internal Examiner Report in the prescribed format should also be prepared/uploaded by the Internal Examiner and should be submitted to Chief Superintendent along with other documents.
8. Revaluation is not permitted for Practical Examination.

3.32.c) Assistant Examiner

1. Assistant examiner shall assist the internal examiner for the smooth conduct of the examination.
2. He/She shall verify the hall tickets and identity of students, genuineness of laboratory records, etc.
3. He/She shall be responsible for maintaining the attendance of candidates attending the practical examination and provide seating arrangements of candidates for doing the practical with the help of other supporting staff.
4. He/She should assist the internal/external examiners in evaluating the result of the practical experiment done.

3.32.d) Trade Instructor (T/I) and Tradesman/Trade Technician (T/M)

1. It is the responsibility of the T/I and T/M to issue the equipments/components for the examination to the candidates and to arrange the infrastructure for conducting the experiment.

2. They should ensure that all equipments/machines/components are in good working condition.
3. They should also ensure the availability of proper electricity, light, raw materials etc.
4. They should receive back the equipments/ components given to the candidates and make sure that they are in working condition except the components/raw materials that are fully utilized for the experiment. If there is any damage, it should be reported to the internal examiner/Chief superintendent. It is their responsibility to keep the finished product /work for future use , if needed.

3.33 Sending Practical Examination Mark Sheets to the Assistant Controller

The sealed covers of Mark sheets (code wise) submitted by all the Examiners together shall be forwarded by the Chief Superintendent with a detailed list (Year wise, Code wise, Scheme wise) in a single cover to the ACTE.

SBTE online PE Mark entry to be done as per instruction from JCTE .

The Split-up mark sheets shall be kept by the Chief Superintendent as record for future use.

In the case of Annual examinations, the practical of Final year/ Semester shall be conducted first and Mark sheets should be forwarded immediately in view of the students seeking employment and higher studies as directed by the JCTE

3.34 Negligence of Examination Duty and Violations

Examination work also is a part of Official duty. All Teaching and Non-Teaching Staff are bound to attend the duties in connection with conduct of examinations. Any kind of negligence or violation or intentional act in this regard will be viewed seriously and appropriate disciplinary action will be taken against such Staff members. The Controller/ Joint Controller are authorized to take appropriate disciplinary action against the incumbents who neglect or prevent or cause delay to the examination work. Also disciplinary action will be taken against the incumbents who are alleged to have done favouritism, breaking of confidentiality of examination works and violation of rules, regulations and other Examination procedures. Prior permission should be obtained from the Joint Controller for exempting from Examination duty for which they will apply for the same on account of unavoidable reasons by substantiating the application with proper Certificates and proof along with the recommendation of the Chief Superintendent or Camp Officer. The Joint Controller will verify the genuineness of request and initiate further steps.

Appointments from both Joint Controller and the Chief Superintendent must be accepted. In the case of dereliction of Examination duty, the Chief Superintendent can call for explanation and act thereupon. Grave faults will be reported to the higher authorities.

3.35 Malpractices – Types and Punishments

The chief superintendents shall report the malpractice cases (of both Theory and practical examinations) to the JCTE. In the case of online malpractice reporting, a memo shall be generated from the portal and issued to the candidate seeking explanation and forward the reply along with the reports in prescribed forms, Answer script and materials used for the malpractice to the JCTE. Normally the decision on the reported case will be taken before the commencement of the next semester examinations. If prima facie malpractice is confirmed beyond doubt in the light of the documents and the report, immediate disciplinary step will be taken. Explanation of the candidates will be obtained in necessary cases. If the explanation is not satisfactory or if the candidate does not furnish his reply, decision will be taken based on the reports and material proof available. An enquiry will be conducted by the Joint Controller if it is seen essential. Based on the findings in the enquiry and the explanations received and also on other reports and materials received, a suitable final remedial action will be taken. In exceptional cases the candidate will be given an opportunity for personal hearing. Punishment includes cancelling all the current examinations and debarring from attending further examination for certain period based on Government Order from time to time. The decision of the JCTE with regard to the punishment on malpractice will be final. However the candidate can file an appeal to the Senior Joint Director (PS) against the malpractice decision.

3.35.a) Malpractice in an Examination

Malpractice in relation to an examination includes –

- i. The copying during an examination from any book, notes, the answer book of another candidate, or from any other source;
- ii. Receiving help from another candidate or person, or giving any help to another candidate;
- iii. The use of any other unfair means;
- iv. The attempt to do any of the things in items (i) to (iii) above;
- v. Gaining or attempting to gain admission to any examination on the basis of any forged document;
- vi. Tampering with or being instrumental in tampering with any records, including answer books, mark sheets, result sheets, diplomas, and the like.

3.35.b) Misconduct in an Examination

Misconduct in relation to an examination includes –

- 1) The refusal to obey the instructions given to a candidate at the examination centre by the Superintendent or an Invigilator, or
- 2) Any other insolent or unbecoming behavior towards the staff engaged in examination duties.

3.35.c) Procedure to Be Followed in Instances of Malpractice(s)/Misconduct(s)

The complete Malpractice cases should be reported to the JCTE on the same day of the examination. Immediately on noticing any kind of malpractice the Assistant Superintendent should seize the Answer scripts and things used for malpractice and report immediately to the Deputy Chief Superintendent/Chief Superintendent. He may be allowed to continue attend the exam by providing a new Answer Book, if he wants to do so. This second answer book will be forwarded along with the answer books of other students.

The report of Malpractice should not be enclosed in the Answer script bundles forwarded to the valuation camps. It should be sent separately to the JCTE. Immediately on noticing any kind of malpractice the Assistant Superintendent should seize the Answer scripts and get the form A duly filled and signed by the candidate. If the candidate is not willing to furnish the details in form A, he/she should not be allowed to continue to write the examination in new answer book. The Declaration/Statement of the student alleged malpractice, Chief Superintendent, Deputy Chief Superintendent and Assistant Superintendent/Invigilator in Forms A, B, C and D respectively should be prepared. (Forms given in the Website). Together with this, the answer scripts, other items used for malpractice, etc. should be sent separately for further steps to the JCTE office. Statement of neighboring two students also may be obtained if possible.

The Deputy Chief Superintendent is expected to submit a consolidated statement in form C at the end of all the theory examinations. A Nil statement in form C should be forwarded to the JCTE office after completion of all the examinations including theory and practical even if no malpractice cases reported. Malpractices during Practical exam also should be reported immediately.

3.35.d) Guidelines for awarding punishments to Malpractice cases

Guidelines for awarding punishments to Malpractice cases of Students as per GO (RT)No.1077/2020 H.Edn dated24/8/20

Slno.	Nature of Malpractice	Maximum Punishment
1	Appeal by the candidate in the answer script to show mercy by way of awarding more than deserving marks	Fine of Rs.1000/- per subject
2	The candidate writing his/her name in the answer script.	
3	The candidate writing his/her registration number/institution name in places other than specified in the answer script.	
4	Any special marking in the answer script by the candidate.	
5	The candidate communicating with other candidate orally or non-verbally; the candidate causing suspicious movement	

	of his/her body.		
6	Irrelevant writing by the candidate in the answer script.		
7	The candidate writes the answers in the question paper / uses the question paper for rough work.		
8	The candidate facilitating the other candidate(s) to copy from his/her answer script.		
9	The candidate possessing any incriminating material(s) (whether used or not). For example:- Written or printed materials, bits of papers containing written information, writings on scale, calculator, handkerchief, dress, part of the body, Hall Ticket, etc.	The examinations of all the theory and the practical subjects registered by the candidate are invalidated.	
10	The candidate possessing cell phone(s) /programmable calculator(s)/any other electronic storage device(s) and containing incriminating materials (whether used or not)		
11	The candidate possessing the question paper of another candidate with additional writing on it.		
12	The candidate passing his/her question paper to another candidate with additional writing on it.		
13	The candidate is prohibited from passing incriminating materials (including electronic devices), brought into the examination hall in any medium (hard or soft), to other candidate(s)		
14	During the evaluation, the evaluator found that the answers of the adjacent candidate had been copied, and the incident was reported		
15	The candidate leaves the exam hall with a written or blank answer sheet		
16	Tampering with evidence of exam malpractice		1. The examinations for all theory and practical subjects registered by the candidate will be invalidated. Furthermore, if the candidate is a regular student, they will be debarred from continuing their studies and from writing examinations for one year, encompassing two subsequent semesters. 2. If the candidate has completed their studies,

		they will be debarred from writing the arrear exams for the next two subsequent semesters (one year).
17	Vulgar/offensive writings by the candidate in the answer script.	The examinations of all the theory and the practical subjects registered by the candidate are invalidated.
18	The answer sheet prepared by the candidate outside the hall will be replaced with a new answer sheet during the examination	1. The examinations for all theory and practical subjects registered by the candidate will be invalidated. Furthermore, If the candidate is currently a student who has not completed his/her studies; his/her subsequent 4 semesters (2 years) of study will be debarred. 2. If the candidate has completed their studies, they will be debarred from writing the arrear exams for the next four subsequent semesters (two year).
19	Candidates making any kind of noise during the examination, insulting, swearing at, or threatening the invigilator, and tampering with hall property	1. The examinations for all theory and practical subjects registered by the candidate will be invalidated. Furthermore, If the candidate is currently a student who has not completed his/her studies; his/her subsequent 4 semesters (2 years) of study will be debarred.
20	If the candidate harasses the invigilator, officials, witnesses, or any other person concerned by phone, in person, by mail, or by any other means, either directly or through someone else on their behalf	2. If the candidate has completed their studies, they will be debarred from writing the arrear exams for the next four subsequent semesters (two year).
21	If the candidate carries any kind of explosive material or weapons inside the examination hall.	
22	If caught in a case of impersonation	A person caught impersonating will be handed over to the police for further legal action, along with a complaint from the Chief Superintendent. Any student under the Board who is caught impersonating will be permanently debarred from further studies and from appearing in examinations, and will not be eligible for admission to other courses under the Board. The student appointed to write the impersonator's examination will also be barred from further studies and examinations permanently and will not be eligible for admission to other courses under the Board.

4 Post Examination Activities

4.1 Removing Register Number Part (Data Part) from Answer Script

For OMR answer books, the register number part is to be detached by the invigilator/Assistant Superintendent from the examination hall itself and to be handed over to the Chief Superintendent. All the Data part relating to a particular session (Fore noon / After noon as the case may be) may be made into a single bundle and send to the CTE along with the Answer script bundles as separate packet.

Examinations conducted through SBTE portal shall follow the instructions for Bundle Generation, Bundle Label, Tapal Dispatch etc and send the bundles directly to the prescribed CV Camp.

4.2 Valuation of Answer Scripts

Valuation of answer scripts shall be normally conducted in Centralized valuation camps. In case of certain examinations, if the number of answer script is less than 500, valuation shall be conducted without centralized camps.

4.3 Centralized valuation camp

4.3.a) Objectives

The centralized Valuation system is designed to achieve fare and uniformity in the evaluation of answer scripts, the maintenance of secrecy, the nullification of external influence, the accomplishment of a time schedule and early publication of results.

4.3.b) Appointment of Staff for Centralized Valuation Camp

All the staffs needed for the conduct of Centralized valuation camp shall be appointed by the ACTE.

4.3.c) Administration of the Camp and Duties

The centralized valuation camp shall be provided with the staff pattern as given below.

- i. Camp Officer
- ii. Deputy Camp Officer
- iii. Camp Superintendent
- iv. Camp Accountant/Clerk
- v. Camp Data Entry Operator
- vi. Camp Driver
- vii. Camp Attendant
- viii. Camp Watchman
- ix. Chief Examiner/evaluator

- x. Assistant Examiner/evaluator

4.4 Valuation of Answer Scripts - Conduct of Camps

4.4.a) Supervision and Control of Valuation Camp

For OMR answer scripts, false number shall be the barcode itself. Each packet of answer script (normally a packet contains 17 numbers for one session or 35 numbers of scripts as the case may be) shall be provided with a packet code. Appointment of Examiners for valuation also shall be done by the JCTE. In order to improve the quality of valuation, to speed up the valuation process and also to ensure the participation of maximum number of Teaching Faculty all over Kerala, Centralized Valuation camps shall be conducted at several selected centers simultaneously under the control and supervision of the Camp Officer of the Center concerned. The Joint Controller shall be the Chief Controlling Officer of all the Camps. JCTE/DCTE/ACTE/Technical Officers/other deputed officers shall visit the Camps to ensure the good conduct of the valuation camp.

4.4.b) Guidelines to Camp Officers and Chief Examiners

Each Camp Officer shall be provided with bundled answer scripts with barcode in packets ready for valuation along with a list of subject wise packets. He will also be provided with the list of Examiners appointed by the CTE. Question papers and schemes of valuation (Answer key) shall be available online to each examiner or from the camp officer as the case may be. The Valuation Camp shall be conducted as per the Guidelines given below.

- 1) On receipt of the answer scripts at the Camp, the Camp Officer should verify whether answer scripts of all the subjects as per the list is received. Missing if any, should be reported to the DCTE.
- 2) It is the responsibility of the Camp Officer to ensure the safe custody and security of the Answer scripts and records concerned till they are returned to the JCTE office. The Camp Officer and the Camp staff shall seriously observe the confidential nature of the valuation procedures. The entry of students and outsiders to the Camp sites should be restricted.
- 3) The Camp Officer should verify the total number of answer scripts in each subject and see whether sufficient numbers of Examiners are available so as to finish the valuations in the stipulated date. The appointment of examiners shall be done early before the camp by the Joint Controller.
- 4) If the appointed Chief Examiner failed to attend duty, the Camp Officer may appoint the next senior most competent faculty present there, in the Branch concerned, as Chief Examiner.
- 5) If no "Scheme" (Answer Key) is readily available, the same shall be prepared by the Chief Examiner, who will provide one copy of the same to each Assistant Examiner. The photo copy charges, if any, shall be reimbursed to the Chief Examiners for which he will produce

- voucher/Bill along with the Work done memorandum. The original copy of the Scheme is to be returned (with one Question paper) to the Camp officer at the end of the Camp in a separate cover. The payment will be effected only on receipt of the same.
- 6) A signed receipt will be obtained from each Examiner concerned with details like Subject Code, Packet Code, Date of receipt etc in the prescribed format at each issue. Usually a set/bundle of 17 per session, or 35 answer scripts is issued at a time. Subsequent issue of answer scripts to examiners shall be done after receiving back the valued bundle with mark list. However, if there is any delay for mark entry on the portal, subsequent packets shall be issued to the examiners.
 - 7) In case of manual mark entry, every Chief Examiner may keep a distribution account to each Examiner in his team. (Separate account shall be kept if he supervises the valuation of more than one Code). He/she shall also maintain an account of revaluation done by him which shall be verified for claiming remuneration. He/she should enter the RV markings in the answer script and Mark sheet. In the case online mark entry, the chief examiner should ensure that RV markings are entered in the mark sheet corresponding to the revalued answer scripts.
 - 8) An Examiner shall value minimum of 34 answer scripts in the case of 3 hours examination duration and 50 answer scripts of less than 3 hours duration per day. This number cannot be insisted on the first day of Camp. The Chief Examiner should verify the Mark sheet prepared by the Asst. Examiner.
 - 9) The Chief examiner shall monitor the distribution of the answer script to Assistant Examiners in such a way that all of them value more or less equal number of answer scripts.
 - 10) An Attendance Register shall be maintained for the whole Camp Staff (Examiners & other Camp Staff). The camp timing should be strictly followed by all staff in camp.
 - 11) If the Camp Officer finds it difficult to complete the valuation of a subject on the last day of Camp due to shortage of staff he/she may extend valuation, to required minimum days to complete the same, after obtaining permission from the Joint Controller of Technical Examinations. The Chief Examiners are to be vigilant about the proceeds of valuation every day to avoid such confusions in the last moment.
 - 12) Immediately after the completion of Camp, the Mark Sheets (Code wise & Scheme wise) should be packed safely and handed over to the Joint Controller. Personal attention of both Camp Officer and Dy. Camp Officer is to be given to ensure that none of the marks sheets is missing and that the entries on the facing page of each Mark sheet are complete. The mark sheets shall be arranged and tagged in the serial order of False Number/packet code from starting to the end of each subject. The Camp Officer shall be personally responsible to furnish the Marks sheets missing, if any. False Slip/Data part, if any, mentioned above also shall be handed over in another packet. The valued answer scripts shall be received by the JCTE office later.

- 13) Attendance Certificate shall be issued by the JCTE to all Examiners after the Camp duty which may be used for marking Official duty in the institutions concerned. The dates in the certificate should be cross checked with the Attendance Register. TA/DA shall be allowed only in accordance with the Camp Attendance.
- 14) No compensation is allowable for holiday duties during vacation since they are availing Earned Leave benefits.
- 15) Before relieving examiners from the camp, a cross checking may be done so as to confirm whether all the valued answer scripts and corresponding mark sheets are received. Each Examiner should furnish subject wise Work done memorandum indicating account number , IFSC number and name of the bank.
- 16) If any answer script of a particular subject is seen mixed with the bundle of another subject, the same should be removed from the main bundle and transferred to the stock of concerned answer script and valued accordingly. In case of OMR answer scripts, a separate packet should be created using this answer script corresponding to its subject code. If the valuation of such a subject cannot done at that Centre and that no suitable examiner is available, the fact should be reported to the Joint Controller and the answer scripts handed over to the JCTE for further alternate arrangements immediately. The above procedure is also applicable when subjects of different schemes are interchanged or packed together.
- 17) Camp officer should ensure the availability of sufficient number of computer systems, printers, stationery, bar code scanners, network connectivity etc.
- 18) If any packet is received in wrong address or any packet is received with wrong label the same should be intimated immediately to JCTE.

4.4.c) Directions to Assistant Examiners & Guidelines for Mark Entry

In the case of OMR answer books, after the completion of valuation and revaluation of the answer scripts , the Assistant Examiner should login in to the website using his/her login id and password . Then the Assistant Examiner shall enter the marks of the answer script directly in to the website after reading the false number (barcode) of the answer scripts using barcode reader. After the completion of the entry of one packet/bundle of answer scripts, the Assistant Examiner should take the print out and same should be verified by the chief examiner. The hardcopy of the same should be submitted to the camp officer with proper authentication by both Assistant Examiner and the Chief Examiner along with the packet/bundle of answer scripts.

The procedure involves the following steps:-

- 1) Select a particular code assigned to a particular Assistant Examiner.
- 2) Select name of Chief Examiner assigned for that Assistant Examiner.
- 3) The bar code of the answer script are entered by using bar code reader.

- 4) Marks obtained is entered corresponding to the barcode of the answer scripts valued one by one.
- 5) The particular scripts which were revalued by the chief superintendent should also be mentioned.
- 6) After completing the mark entry, save and take the print out of the marks entered.
- 7) Verification of marks entered shall be done by Chief Examiner and Assistant Examiner.
- 8) Signatures of both Chief Examiner and Assistant Examiner are made and return back the answer scripts along with the mark list to the camp office.

4.5 Passing Board Meeting

The result of an examination shall be published only after obtaining the approval of the passing Board for which a meeting of the Board shall be convened. In the meeting, the Board shall evaluate the result statistics of each Branch/subject. If it is found that the percentage of pass in a particular branch/semester is very low, the Board shall fix a suitable mark as moderation so as to maintain a minimum percentage of pass, if necessary. Also present Industrial requirement of the branch concerned and previous year results also shall be evaluated towards the award of moderation. Moderation is allowed to Theory subjects only(Board Exams). Moderation mark is applicable as per the existing government orders. Moderation of marks is in no way, a legitimate right of students.

4.6 Award of Grace marks

Grace mark shall be awarded to the students for the outstanding performance in the following fields to compensate the loss of class timings.

- Arts
- Sports and games
- NCC
- NSS

The following guidelines shall be followed while awarding Grace marks.

- 1) Awarding of grace marks shall be based on the Government orders issued for the same.
- 2) Specific proceedings of sanctioning the grace mark shall be issued by the DTE mentioning the field, name of student, institution, register number, percentage of grace mark etc. based on the relevant certificates submitted by the Student through the Head of Institution.
- 3) In the case of Winners of All Kerala Inter Polytechnic College Arts Festival / Games & Athletics orders of Grace mark shall be issued by the DTE based on the list forwarded by the State level Staff Advisor of Students Union.
- 4) In the case of NSS volunteers orders of Grace mark shall be issued by the DTE based on the list forwarded by the State Programme Coordinator,(Technical Cell Kerala) who shall collect the details from institute level programme officers.

- 5) For NCC cadets orders of Grace mark shall be issued by the DTE based on the list forwarded by the Head of Institutions/Deputy Director General of NCC Directorate.
- 6) Grace Mark shall be awarded for Regular examinations only. For Supplementary appearance Grace Mark shall not be awarded.
- 7) Grace Marks shall be allowed to meritorious students for a programme based on the performance of the student after joining the programme only.
- 8) Grace Mark shall not be granted for the subject in which the candidate is absent.
- 9) Grace marks shall be awarded for Theory subjects only
- 10) Awarding of grace mark shall be in accordance with the Government order as well as the rules given in the curriculum.
- 11) Additional Grace marks for Final year/ Semester students of Polytechnic Colleges.
 - i. Final year/ Semester students are eligible for additional Grace marks for any one of the following three Championships in the relevant year of study (for the regular appearance of the final year/semester)
 - Those who win prizes in State level championships held by recognized State Associations such as Kerala State Amateur Athletic Association, Kerala Foot Ball Association.
 - Those who win in National Championships
 - Those who represent India in International Championship
 - ii. Candidates are eligible for Grace mark only for any one of the above three categories.
 - iii. A candidate cannot claim cumulative percentage of Grace mark.
 - iv. The year of Championship should be the year of study of Final year/semester.
 - v. Eligible candidates should forward their request (with the Championship certificates obtained from the authority concerned) through the Principal of the Polytechnic College to the Director of Technical Education for sanction order of grace mark. The Joint Controller of Examinations, on receipt of the sanction order of the Director of Technical Education, will issue mark list adding Grace mark.
- 12) A candidate cannot claim cumulative percentage of Grace mark. Only the highest percentage shall be awarded to a candidate from among the multiple activities for a semester/year if any.
- 13) Candidates who are eligible for grace marks in a particular semester/year shall submit their application through the Head of Institutions before the last date of the Theory Examination.
- 14) The Heads of institution shall collect all the applications for grace mark from his/her institution and forward to JCTE along with relevant documents/sanction orders and a consolidated list of the same, so as to reach at JCTE within 7 days from the last date of the Theory Examination for a particular semester/year.
- 15) Applications for grace marks for a particular semester/year submitted after the notification of

next semester/year examination will be rejected.

4.7 Result Preparation

Result of the examination shall be determined based on the marks secured in the Theory examinations, Practical examinations, Internal assessment, eligible moderation, grace marks etc. and classification like First class with Distinction, First class, second class etc. are done as specified in the Curriculum. The marks obtained after revaluation shall be treated as original marks while calculating the result. Result must be published within 7 working days from the date of corresponding passing board meeting.

4.8 Result Withheld

4.8.a) For Want of Previous Pass

The results of Final year/Final Semester students who have not passed previous year/Semester examination shall be withheld. Their Final year/semester mark lists shall be published in the web site, but Certificate and Mark list/grade card shall be issued only after clearing all previous examinations.

4.8.b) Other Reasons to Withheld

The other likely reasons to withheld are (i) Institution transfer (ii) Malpractice (iii) Re admission (iv) Change over to another scheme (v) Discontinuance/Break in studies (vi) Want of Internal marks (vii) Court order (viii) Incomplete daily activities in portal, (ix) Fee/Fine Dues if any, etc.

The students should apply through proper channel to release the withheld results within a month. Results withheld for other reasons should be got released at the initiative of and Head of Institutions concerned within a month of the publishing of results. It is the responsibility of the students and the Head of Institutions to furnish the required details and facilitate the release of the results. They will not be eligible for revaluation of the answer scripts if results released on a later time.

4.9 Publication of Results

The result shall be published in the website within seven days from the date of approval of the result by the passing board meeting. Copies of the result shall be sent to the head of institutions through online. Head of institutions shall be responsible for publishing this result in the notice board of the respective examination centres. There shall be a provision in the website for the students to view their result. The last date for applying for revaluation shall be indicated in the result notification.

4.10 Revaluation/Scrutiny/Photocopy of Answer Script

4.10.a) Revaluation Procedure

The notification for revaluation should be published along with the publication of the result. The last date to apply for the revaluation should also be mentioned in the notification. A candidate can apply for revaluation within the prescribed time with effect from the date of publication of the result. He/ She has to download revaluation form available in the website. Duly filled application along with fee for revaluation and copy of mark list/grade card is to be submitted to the respective institution. These are to be forwarded/uploaded to the office of CTE with the recommendation by the Head of Institution.

Applications for Revaluation/Scrutiny should reach the CTE office within the prescribed time. Late application, if any, shall not be considered for revaluation/scrutiny. No revaluation is allowed for practical examinations and Institution level examinations. Separate application is to be submitted for each subject.

In the case of examination conducted through SBTE portal, application for revaluation should be submitted online, duly remitting the prescribed fee applicable.

The result of Scrutiny / Revaluation, shall be intimated to the students through the website within a period of 45 days from the last date prescribed for the receipt of the application. Those who get benefit of revaluation/scrutiny can forward the original mark list/Grade card to the CTE office for issue of revised mark list/Grade card including marks obtained in the Revaluation/Scrutiny.

4.10.b) Revaluation Rules

Double valuation shall be done for each answer script by two evaluators. The average of the marks obtained in these valuations is taken for awarding marks.

If there is a beneficial change in the revaluation marks, the revised marks will be updated in the official records, and the candidate will be informed accordingly. It is important for candidates to ensure that all submissions are made within the specified timeframe to avoid any delays in the revaluation process.

After revaluation, results will be finalized as follows:

- 1) The original marks secured by the candidate will not be changed in the following cases:
 - a. If the revalued marks are less than the marks secured in the original valuation.
 - b. If the marks exceed the marks secured in the original valuation by less than 5% of the maximum marks for the paper. However, if the candidate happens to pass or if there is an improvement in grade in the paper, when the revalued mark and moderation are taken into account, he/she will be given the benefit of revalued mark even if it is below 5% of the maximum marks for the paper.
- 2) If the revalued marks exceed the marks secured in the original valuation by 5% of the maximum marks of the paper or if there is an improvement in grade, the revalued marks will be taken as

final marks, and the marks secured by the Candidates in the original valuation will be changed accordingly.

- 3) The recommendation of the Passing Board already constituted for finalizing the original results of the examination will be applicable for finalising the marks obtained on revaluation, treating the revaluation marks as equivalent to original marks. The moderation marks so recommended will be awarded to any other paper also if needed, even if the student has not applied for revaluation for that paper(s).
- 4) Cases of examiners found guilty of improper valuation/revaluation shall be reported to the JCTE for appropriate action.
- 5) The revaluation result should be released as soon as it is ready and as far as possible the maximum time should be 45 days from the last date of receipt of the application for revaluation.
- 6) The marks obtained after revaluation as per rules given above will be treated as original marks while issuing mark lists. The final mark list will be issued by the Controller in accordance with the recommendations of the Passing Board regarding moderation etc.
- 7) Refund of revaluation fee to eligible students will be made subject to the Govt orders in force from time to time.

4.10.c) Photocopy of Answer Script

Applications for Photocopy of answer script should reach the CTE office through offline/online mode within the prescribed time, with effect from the date of publication of the result, duly remitting the fee applicable. Late application, if any, will not be considered. There is no provision to apply Photocopy for the answer script of practical examinations and Institution level examinations.

4.11 Coincidence of Result of Revaluation and Supplementary Examination

Usually the revaluation result shall be published before the last date of remittance of fee for the supplementary examination. If a candidate's revaluation result is published after a date of attending supplementary chance of that subject and if he passes in revaluation, the supplementary examination shall be treated as cancelled.

4.11.a) Finalizing the Results

The result for a particular semester/year shall be finalized after making necessary corrections, updating the revaluation marks, and releasing the withheld results, wherever possible etc. These procedures are to be completed within four months from the publication of the result. After finalizing the result a hard copy/non-editable soft copy of the detailed result shall be taken and kept as confidential. Any changes thereafter in the data stored in the computer shall be done only after indicating /attaching the detailed remarks with file number along with the hard copy/non-editable soft copy of the detailed

result.

4.12 Statistics of Result

Result statistics will be published after the publication of result.

4.13 Issue of Provisional Mark Lists/Grade Cards and Provisional Certificates

Before the issuance of the original certificate, students can apply for the Provisional Mark list/grade card/Certificate to the JCTE /SBTE portal along with original Chalan receipt / online payment of prescribed fee for the same. The application should contain the Register number and the Year/Month of passing the examination. On receipt of the proper application with required fee, the provisional Mark list/grade card/Certificate shall be issued immediately.

The Principals / Head of Institution shall be authorized to issue the provisional mark lists/ grade cards and provisional certificates from the institution itself, if such a facility is available in SBTE portal. In that case, the principals shall maintain a record which contains the grade card/certificate number issued to each student, the date of issue, name and signature of the student. If such a facility is not available, JCTE will issue the Provisional Mark list/grade card/Certificate, after proper verification.

4.14 Issue of Mark Lists/Grade Cards/ Certificates

Mark Lists/Grade Cards and Certificates will be issued to the eligible candidates who appeared for the examination. A consolidated mark list /grade card shall be issued for certain programmes/schemes. In the case of three year Diploma examination in Engineering, the Principals shall be authorized to download and issue the individual grade cards for each semester with proper authentication to the students, if such a facility is available in the portal. However, the consolidated grade card shall be issued from the JCTE office, after successful completion of the programme. The consolidated grade card shall contain semester wise grades, month and year of pass for each subjects and CGPA. Students can collect the Certificate/Mark list/Grade Card from the Institution where they studied for the programme. ***In the case of examination conducted through SBTE portal, original certificates and Grade Cards/Marklist shall be send directly to the students by Speed Post.*** The Head of Institution shall maintain the record which contains the Mark list/Grade card number issued to each student, the date of issue, name and signature of the student.

4.15 Corrections to Marks and Attendance Records

4.15.a) Practical Mark Correction

Marks once uploaded/reported by the Examiners shall not be corrected later. However, in case any variation in the marks are reported, correction shall be effected only after furnishing the revised

mark sheet along with the split up marks in a hearing with the Examiners at JCTE Office. Such requests are to be sent to the JCTE through proper channel with the specific recommendation of the Head of Institution/Chief Superintendent. It is the discretion of the Joint Controller to decide whether an enquiry is to be done in this regard to ascertain the genuineness. Negligence or violation of procedures shall be viewed seriously

4.15.b) Internal Mark Correction

There is no provision to correct the Internal marks already awarded. However, in case any genuine correction is reported from Teachers or the Head of Institution, the reliability of the same shall be confirmed after an enquiry and also verification of original records in the Institution. The request for correction should be substantiated with valid reasons and proper record along with the revised statement should be submitted in person before hearing committee at JCTE Office. Manipulations, if any, will be viewed seriously.

4.16 Name Correction in Mark Lists/Grade Cards/Certificates

Request for corrections in Name in the Certificate/Mark list/Grade cards should be submitted through the Head of institution along with the original mark lists/ grade cards / certificate, attested copy of SSLC/SSC/THSLC or equivalent and Chalan receipt of prescribed fee. In case correction in name of any student has been effected through Notification in Kerala Govt. Gazette, corresponding correction shall be done in only those Certificates and mark list/grade cards issued after the date of that Notification and after making the corresponding correction in the SSLC/SSC/THSLC or equivalent.

4.17 Issue of Duplicate/Triplicate Mark Lists/Grade Cards/Certificates

If the Mark list/Grade card/Certificate issued to a candidate has been irrecoverably lost or damaged, a duplicate of the certificate /Mark list/grade card shall be issued, subject to the following conditions:

- 1) Application for duplicate Certificate/ Mark list/Grade card shall be submitted in the prescribed format remitting the required fee as applicable at the time of application.
- 2) An affidavit signed by the candidate and attested by two Gazetted Officers, explaining the circumstances which led to the loss of the Mark list/grade card shall be enclosed with the application. in the case of certificate, an affidavit signed by the candidate and attested by a Judicial First class Magistrate shall be furnished.
- 3) In case of damages, the remnants of the original Certificate /Mark list/ Grade cards are sufficient in the place of Certificates of Gazetted Officers.
- 4) An undertaking from the candidate to return the duplicate Mark list/grade card to the CTE for cancellation if the original Mark list/grade card happens to be recovered subsequent to the issue

of the duplicate shall also be obtained from the applicant.

- 5) Application, undertaking and affidavit shall be forwarded to JCTE office through proper channel along with the recommendation of the Head of institution.
- 6) Applications for issue of duplicate Certificate /Mark list/Grade card shall be posted in a separate register and the procedure followed for the issue of original Certificate / Mark list/grade card shall be followed for the issue of duplicate Certificate /Mark list/Grade card also.
- 7) The above procedures shall be followed for issuing Triplicate Certificate /Mark lists/ Grade cards also.

4.18 Migration Certificate

Application for Migration Certificate can be downloaded from the website. Filled in application along with original chalan receipt of prescribed fee should be forwarded to the Joint Controller through the Head of Institution concerned. The Migration Certificate shall be forwarded to the Head of Institution concerned. Only those who have been issued transfer certificate will be eligible to apply for Migration Certificate. Only one Migration Certificate shall be issued to a candidate. Copy of transfer certificate also should be enclosed with application.

4.19 Verification of Genuineness

Those who want to verify the Genuineness of Mark lists / grade cards / Certificate for higher studies, Employment purpose etc should produce the original Mark list / grade cards / Certificate along with an application stating the purpose of verification. Copies of Mark list / grade cards / Certificate are also to be attached with the application.

Prescribed fee will be charged from Non Governmental Organizations/Agencies, Private Companies/Establishments and individuals for verification of Qualifying Certificate/Marklist/Grade card.

4.20 Remunerations

Guidelines for Payment of Remuneration and TA/DA

- 1) Rates of remuneration for attending duties of all Examination are fixed and shall be published in the website. All expenses must be claimed strictly in accordance with the GO concerned only.
- 2) All the vouchers should be verified for payment by the Chief Superintendent/Head of Institution/ Camp Officer along with Stock entry and utilization certificate.
- 3) The consolidated work done memorandum (Theory examination, Practical Examination and Centralized Valuation / Revaluation/ Question Paper Setting/Scrutiny Camp) shall be prepared and verified by the Chief Superintendent/Head of Institution/ Camp Officer.

- 4) The consolidated TA/DA bills received from the officers for attending centralized valuation / Question Paper Setting/Scrutiny Camp shall be prepared and verified by the camp officer of each Camp.
- 5) The consolidated work done memorandum and TA/DA bills shall contain the details of bank account of individual officers for payment.
- 6) The utilization of the fund towards payment of remuneration and contingent charges are subject to audit as in the case of other Government funds allotted by the DTE.
- 7) The TA/DA bills in the case of Government/ Aided institutions for attending duty as Deputy Chief Superintendents and external examiner shall be reimbursed from their own institutions where these officers are working.
- 8) All the expenditure including the remuneration of practical examinations, theory examinations, valuation/revaluation/question setting camp etc. shall be paid through online

Annexure I

Guidelines for the Maintenance of Registers

- 1) All registers shall have their pages numbered serially.
- 2) No pages shall be torn off or removed from a register. If cancellation of the entries on a page becomes necessary, the cancelled page may be retained in the register with the cancelled entries attested by the Head of Institution
- 3) A page certificate shall be furnished on all registers of examination and financial transactions.
- 4) The entries in the registers shall be neat and legible.
- 5) For correction of entries in a register, over writing, rubbing and use of correction fluid shall not be resorted to. If any correction becomes necessary, it may be effected by scoring off the original entry with a single line and making the correct entry above the scored off entry with the attestation of the person who makes the correction and by the Head of Institution.
- 6) All the registers shall be put up periodically for inspection by the superior officers.
- 7) All the registers shall be preserved for the prescribed period and shall be arranged systematically for facilitating easy reference.

Important Registers/Documents to Be Maintained in the Examination Centre

- 1) Examination Registration Forms
- 2) Fee Receipt
- 3) Calendar of Examinations From the Curriculum/Controller
- 4) Minutes Book of Examination Meetings
- 5) Appointment Orders
- 6) Malpractice Report
- 7) Stock Register- Answer Book, Additional Sheet and Other Examination Materials
- 8) Provisional Mark List / Grade Card Issued
- 9) Provisional Certificate issued
- 10) Certificate Issued
- 11) Mark list /Grade Card Issued
- 12) Condonation of attendance
- 13) Condonation sanction orders
- 14) Internal Marks
- 15) Practical examination time table
- 16) Attendance – Students Practical
- 17) Practical examination-Split up marks
- 18) Attendance – Staff Examination duty

- 19) Revision Change students
- 20) Readmission of students
- 21) Attendance – Students Theory
- 22) Hall ticket issued
- 23) Practical examination Answer book
- 24) Duplicate Hall ticket issued
- 25) Duplicate Mark List/Grade card/Certificate issued
- 26) Revaluation application/result/refund
- 27) Visiting Register – District squad, state squad
- 28) Application/sanction orders for Differently abled students
- 29) Grace mark orders

Annexure II

Forms

1. Application form for Registration
2. Application form for Examination
3. Application form for Revaluation/Scrutiny (3 Year Diploma in Engg)
4. Application form for Revaluation/Scrutiny (Courses other than 3 Year Diploma in Engg)
5. Application form for Cancellation (Exam Registration)
6. Application form for Issue of Duplicate Qualification Certificate
7. Application form for Migration Certificate
8. Application form for Admission Ticket For Scribe
9. Application form for Approval of Scribe
10. Form for Malpractice Report
11. Application form for Duplicate Mark list
12. Application form for Photocopy of Answer sheets
13. Form of Internal Evaluation Marks
14. Application for Exam registration of the Revision Change Candidates to Rev. 06 & MPEC 04
15. Application for Exam registration of the Revision Change Candidates to Rev. 2010
16. KGCE - Students List - Verification Report
17. Application for KGTE (Printing Technology)
18. Affidavit To Be Submitted By Revision Change Readmitted Student
19. BLUE PRINT
20. Confidentiality Certificate
21. Minutes of the Board of Scrutiny



Recent
Stamp size
Photo

Board of Technical Examinations

Application for Registration

Academic Year 20.....-20.....

Course	
Part Time / Full Time	
Branch & Branch Code	
Name of Institution & Institution Code	
Name of Candidate (In block capitals as in SSLC)	
Address in full (Permanent home address)	
Religion	
Community*	
Date of Birth	

Certified that details furnished by me above are correct.

Station :

Date :

Name & Signature of the candidate

Recommended for Registration
Head of Section/ Group Tutor
Certified that the entries are carefully verified and found correct with this office records
Section Clerk Office Seal Principal/Head of Institution

Furnish all details

*Specify whether OBH/OBX/SC/ST

**Government of Kerala
DEPARTMENT OF
TECHNICAL EDUCATION**



Board of Technical Examinations

Application for admission to the Examination

Details of examination fee remitted	
a)Amount remitted	
b)Where remitted	
c)Chalan / Receipt No	
d)Date of remittance	
e)Name of Treasury ****	

Permanent Register Number							

Course & Year/Semester of Study	
Branch & Scheme	
Month & Year of Exam	
Examination Type	Regular/ Supplementary/ Improvement/Betterment*
Name of Centre	
Name of Candidate	
Whether the candidate is granted educational concession from the Harijan welfare Department	Yes/No*
If Yes, No of appearance	
Whether the applicant is to appear for the whole examination	Yes/No*

Sln.	Subject code***	Subject Title

Certified that details furnished by me above are correct.

Station :

Date :

Name& Signature of the candidate

Verified attendance and Recommended
Head of Section/ Group Tutor
Certified that the entries are carefully verified and found correct with this office records
<div style="width: 45%; text-align: center;"> Section Clerk (Office Seal) </div> <div style="width: 45%; text-align: center;"> Principal/Head of Institution </div>

*Strike off which is not applicable.

**Piecemeal registration is not permissible.

***Subject code is compulsory.

****Not applicable for remittance in the Institution Office.

**Incomplete applications will summarily rejected.
Betterment Candidates attach declaration and copy of certificate awarded**



DEPARTMENT OF TECHNICAL EDUCATION

APPLICATION FOR REVALUATION/SCRUTINY
(for Three year **Diploma** in Engg./Technology)

-
1. Name of student :
 2. Branch of study & Semester/year :
 3. Reg. No. & Scheme :
 4. Month & Year of Exam :
 5. Name of Polytechnic College :
 6. Address to which communications are to be sent (with District and Pin Code) :

 7. Whether Scrutiny or Revaluation :
 8. Sl. No.& date of Marklist (attach copy : downloaded from site,if original not issued)
 9. Details of Answerscript for which scrutiny/Revaluation requested

Subject Code	Name of subject	Marks secured in the examination		
		Written	Inetrnal	Total

-
- 10.Details of fee remitted (**fee to be remitted at the Polytechnic College office**)
- (1) Amount remitted:
 - (2) Receipt No. & date

Certified that the details furnished above are correct

Place:

Date:

Name & Signature of the Student

(Seal) Recommended

PRINCIPAL



DEPARTMENT OF TECHNICAL EDUCATION

APPLICATION FOR REVALUATION/SCRUTINY
(for courses **other than** 3 year Diploma in Engg.)

-
1. Name of Course :
2. Branch of study & Semester/year :
3. Reg. No. & Scheme :
4. Month & Year of Exam :
5. Name of student :
6. Address to which communications are to be sent (with District and Pin Code) :

7. Name of Centre of Examination :
8. Whether Scrutiny or Revaluation :
9. Sl. No.& date of Marklist (attach attested copy downloaded from site,if original not issued):
10. Details of Answerscript for which scrutiny/Revaluation requested (**Separate application for each subject**)

Subject Code	Name of subject	<u>Marks secured in the examination</u>		
		Written	Inetrnal	Total

-
- 10.Details of fee remitted (fee to be remitted under the Head of Account **0202-02-800-94 other receipts**) One Chalan is enough for all subjects together.
(1) Amount remitted:
(2) Chalan/Receipt No.
(3) Date of remittance:
(4) Name of Treasury

Certified that the details furnished above are correct

Place:

Date:

Name & Signature of the Student

Government of Kerala
DEPARTMENT OF
TECHNICAL EDUCATION

Board of Technical Examinations

Application for Cancellation of the
Examination Registration



(Incomplete & Late applications will be summarily rejected.)

Permanent Register Number (Attach Original Hall Ticket with the Application Form)	
Course & Year/Semester of Study	
Branch & Scheme	
Month & Year of Exam	
Examination Type	Regular/ Supplementary/ Improvement/Betterment*
Name of Centre	
Name of Candidate	
Whether the applicant is to appear for the whole examination	Yes/No*
Ground on which cancellation applied. Specify the reasons (Attach necessary documents in this regard)	

Certified that details furnished by me above are correct.
I wish to cancel my registration for the whole examination.

Station :

Date :

Name & Signature of the candidate

Certified that the entries are carefully verified and found correct with this office records. Also certified that no malpractice cases are reported against the candidate in the current examination.

Date :

Section Clerk

Principal/Head of Institution

(Office Seal)



Board of Technical Examinations

Details of examination fee remitted	
a) Amount remitted	
b) Where remitted	
c) Chalan / Receipt No	
d) Date of remittance	
e) Name of Treasury	

APPLICATION FOR DUPLICATE QUALIFICATION CERTIFICATE

(An affidavit obtained from the First Class Judicial Magistrate in a stamp paper worth Rs.50/- should be enclosed)

Name of the Applicant	
Address for Communication with District & PIN	
Name of Parent/Guardian	
Date of Birth	
Name of Duplicate Certificate required	
Particulars of Examination : Reg. No. Year & Month Centre of Examination	
Circumstances under which a duplicate certificate is applied of (a) If the original certificate is irrecoverably lost, produce declaration of the candidate attested by a Magistrate of the Judicial Department under the seal of his Court or by the Officer commanding in the case of Jawans, detailing the circumstances under which it was lost. : (b) If the original certificate is damaged, give details and enclose its remnants. If remnants are not available give reasons. : (c) If the original certificate was cancelled, give Order No. & Date canceling it.	
Has the applicant applied for a duplicate certificate before, if so enclose a copy of the order, if any passed on that application	
Any other particulars required for the issue of duplicate certificates	

Certified that to the best of my knowledge and belief the original certificate issued to me was irrecoverably lost/damaged and the details furnished by me above are correct.

Station :

Date :

Name & Signature of the candidate

DECLARATION

I (name)

(address).....

.....
hereby declare that the original certificate has not been allowed to be misused and if it is found or recovered at a later date it will be surrendered to the Controller of Technical Examination, Kaimanam, Thiruvananthapuram – 40.

Station :

Date :

Name& Signature of the candidate

Certificate from the Head of the Institution

(This certificate is to be furnished by the Head of the Institution from which the applicant has obtained the qualifying certificate)

Certified that to the best of my information and belief the original certificate issued to the applicant was irrecoverably lost/damaged/cancelled. I have carefully verified the particulars furnished above by the candidate and found them correct. I recommend that a duplicate certificate may be issued to the applicant.

Station :

Date :

(Office Seal)

Name& Signature of Head of Institution

**Government of Kerala
DEPARTMENT OF
TECHNICAL EDUCATION**



Board of Technical Examinations

**APPLICATION FOR MIGRATION
CERTIFICATE**

Details of examination fee remitted	
a) Amount remitted	
b) Where remitted	
c) Chalan / Receipt No	
d) Date of remittance	
e) Name of Treasury	
Fee remitted under the head of Account 0202-02-800-94-Other receipts	

Name of the Applicant	
Address for Communication with District & PIN	
Name of Parent/Guardian	
Date of Birth	
Name of the Examination with Branch of study	
Name of the Institution in which the Candidate Passed the Examination	
Reg. No. Year & Month of the Examination	
Serial Number of the Certificate & Date of Issue	
Transfer Certificate Number & Date of Issue	
Name of the University and details of course in which the Migration Certificate is required	
Other particulars if any)	

Certified that details furnished by me above are correct.

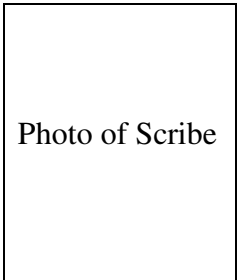
Station :

Date :

Name & Signature of the Candidate

Certified that the entries in the application made by the Candidate have been and found correct as per the records_		
Place:		
Date :		
Section Clerk	(Seal)	Principal/Head of Institution

ADMISSION TICKET FOR SCRIBE



(Principal will sign on the Photo)

1. No & Date of Govt. Order granting Scribe
2. Name of Scribe
3. Qualification
4. Address of Scribe

Signature of Scribe
(To be signed in the presence of Principal)

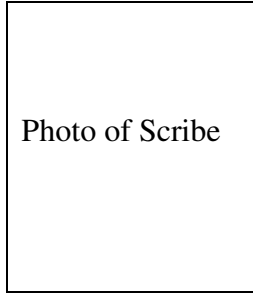
5. Name of Student
6. Register No.
7. Branch

Signature
Designation Seal of Principal

(Office Seal)

APPLICATION FOR APPROVAL OF SCRIBE

1. No. & Date of Govt. Order granting Scribe (attach copy)
2. Name of Scribe
3. Date of Birth
4. Father's name
5. Home Address



6. Qualification
 - i.
 - ii.
7. Name of the Student for whom engaged as Scribe
8. Register No.
9. Branch

DECLARATION

I hereby declare that the details furnished above are true and correct. I am not qualified in the subjects for which the student is appearing for and also not over qualified. I am not having any Technical Qualification. I have not concealed any of my qualifications I will be faithful in discharging my service as Scribe to Mr/Kum I will observe the rules and regulations of the Diploma Examinations and will obey the instructions of the Chief Superintendent. I humbly request that I may be issued Admission Ticket.

Name & Signature of the Scribe

Place:

Date:

I agree with the details given above. Shri/Smt..... may be issued Admission Ticket

Signature of Guardian:

Name of Guardian :

Signature of Student :
Name :
Register No. :
Semester :

MALPRACTICE REPORT
RORM: A

CENTRE NO:
Name of Institution:

DECLARATION BY THE CANDIDATE WHO DID THE MALPRACTICE

IRegister
Number here by state that the Invigilator/Deputy
Chief Superintendent/Chief Superintendent/Vigilance squad has taken
..... from me when I was writing the Diploma
Examination 200 for the subject:at
.....onFurther I am to state that I am willing/not
willing to continue to write the examination.

Branch:

Year:

Signature of candidate

Name & Designation of Invigilator:

Signature of Invigilator:

Date:

MALPRACTICE REPORT
FORM: B

CENTRE NO:
Name of Institution:

DECLARATION BY THE CHIEF SUPERINTENDENT REGARDING THE
MALPRACTICE

I am forwarding here with the answer book and other manuscripts used by Shri
.....(Reg. No.....)
reported by Invigilator/Deputy Chief for malpractice along with the declaration given by
the candidate. Necessary steps may be taken in this regard.

Branch:

Year:

Yours faithfully,

Signature

Name

Designation:

Place:

Dated:

Name of Institution:

.....

MALPRACTICE REPORT
FORM: C

CENTRE NO:

Name of Institution:

DECLARATION BY THE DEPUTY CHIEF SUPERINTENDENT REGARDING
THE MALPRACTICE

I am forwarding the consolidated list of malpractice candidates for necessary action. All the documents are serially numbered separately and handed over to the Chief Superintendent to forward in your personal address.

Sl. No.	Name	Reg. No.	Year/ Branch	Subject	No. of pages
1					
2					
3					
4					
5					
6					
7					
8					

Signature of Deputy Chief Superintendent

Head of the Vigilance Squad

Name of Deputy Chief Superintendent

Office Designation

**MALPRACTICE REPORT
FORM: D**

CENTRE NO:

Name of Institution:

DECLARATION BY THE INVIGILATOR REGARDING THE MALPRACTICE

Sl. No.	Name	Reg. No	Year/ Branch	Subject	Total No. of pages
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature of Invigilator,

NAME AND ADDRESS OF INVIGILATOR

.....

.....

.....

DEPARTMENT OF TECHNICAL EDUCATION

APPLICATION FOR DUPLICATE MARKLIST

1. Name of the Applicant :
(In block letters)
2. Full address of the Applicant :
-
3. Name of Parent/Guardian :
4. Date of Birth :
5. Name of Polytechnic College :
6. Particulars of examination for which duplicate Marklist is required :

Sl. No.	Register No.	Year & month of exam	Branch	Centre of Exam	1 st , 2 nd , 3 rd , 4 th , 5 th , 6 th , year/semester
1					
2					
3					

7. Circumstance under which duplicate Marklist is applied for :
- A. If the original marklist is irrecoverably lost, produce Declaration of the candidate attested by a Gazetted Officer, detailing the circumstances under which it was lost :
- B. If the original marklist is damaged, give details and enclose its remnants. If remnants are not available, give reasons :
- C. If the original marklist was cancelled, give order No. and date of cancelling :
8. Has the applicant applied for a duplicate marklist earlier?, if so, give details :
9. Details regarding remittance of fees. :
- a. No. and date of Chalan :
- b. Amount :
- c. Name of Treasury :
10. Any other particulars required for the issue of duplicate marklist :

11.

DECLARATION

I.....(name).....

.....

.....(Address) hereby declare that the original marklist has not been allowed to be misused and if it is found or recovered at a later date, it will be surrendered to Controller of Technical Examinations, Kerala

Signature of Candidate

Name

CERTIFICATE

(To be issued by a Gazetted Officer)

12. Certified that the details furnished above are correct, and the marklists issued to the candidate was irrecoverably lost/damaged/cancelled. I recommend that, Duplicate marklist may be issued.

Signature

Name & Designation

Place:

Date:

CERTIFICATE BY THE HEAD OF INSTITUTION

13. Certified, I have carefully verified the particulars furnished above by the candidate are found correct. He/She may be issued a duplicate marklist.

Signature.....

(seal)

Name & Designation

Place:

Date:

Office of the Controller of Technical Examinations, Thiruvananthapuram
APPLICATION FOR GETTING PHOTOCOPY OF ANSWER SHEET.

1. Register No of the Candidate

--	--	--	--	--	--	--	--

2. Name of Candidate (in BLOCK Letters) :

3. Contact Number (Mobile) :

4. Branch :

5. Name of the Institution :

6. Details of Subjects

Filled by the Candidate				Filled by the College office
Sl. No	Sub Code	Date of Exam	Subject Name	Alpha Code
1				
2				
3				
4				

7. Total no of Answer Sheets required :

Details of Fee Remitted	
a) Amount remitted	
b) Chalan /TR5 No.	
c) Date of remittance	
d) Name of Treasury	

Certified that details furnished by me above are correct:

Station:

Name & Signature the Candidate

Date:

Certified that the candidate appeared for the above examinations and the alpha code marked in the attendance sheet is personally verified. The required fee remitted by the candidate is verified and found correct.

Section/Clerk

Principal/Head of Institution

- NB- 1: The Principal should send application form along with copy of fee remittance document to JCTE's office
2: Incomplete applications will summarily rejected

GOVERNMENT OF KERALA
DEPARTMENT OF TECHNICAL EDUCATION
CONTROLLER OF TECHNICAL EXAMINATIONS, THIRUVANANTHAPURAM
STATEMENT OF INTERNAL EVALUATION MARKS AWARDED

Name of Institution
ClassBranch
Month and Year of Examination

Sl.No	Register No.	Name of Candidate	Subjects												Total	Year of Study	Remarks
			Maximum Marks														

Subjects should be entered in the Serial order of the Code Number/order of subjects in the Markilist.

Certified that the sessional marks were brought to the notice of students by exhibiting on the notice board and were given enough time to go through the same. All genuine corrections were effected and hence further corrections of sessional marks will not be requested. Also certified that marks of all the eligible students who have registered for the regular(First Appearance) have been included in the list

Station:

Date : **Signature of the HOS/Tutor**

(Office Seal)

Signature of the Principal

Office of the Controller of Technical Examinations, Thiruvananthapuram
APPLICATION FOR CANDIDATES (REVISED, 97 & 2003 SCHEME /MPEC 1992) TO APPEAR
FOR EQUIVALENT SUBJECTS UNDER REVISION 2006 /MPEC 2004 SCHEME.

Scheme: Revised/Revision 97/ Revision 2003/MPEC 1992 scheme*

Permanent Reg. No. (under scheme mentioned above)

--	--	--	--	--	--	--	--

Permanent Reg. No. under Rev.2006/MPEC 2004
(if allotted)

--	--	--	--	--	--	--	--

1. Name of Candidate (as in SSLC) :
2. Date of Birth :
3. Caste & Religion :
4. Year of Exam applied for : First/ Second/ Final Year
- (Separate application required for each year)**
5. Branch :
6. Name of the College where course completed :
7. Details of Subjects registered

Subjects under Revised/Revision 97/Rev. 2003scheme/MPEC 1992 Scheme			Equivalent Subjects under Rev:06 Scheme / MPEC 2004 Scheme	
Sl. No	Sub Code	Subject Name	Sub Code	Subject Name
1				
2				
3				
4				
5				
6				
7				
8				

8. Details of Last Previous Appearance

Sl. No	Sub Code	First Year	Second Year	Final Year
1	Reg. No			
2	Year of Exam			
3	Month of Exam			
4	Marklist No			

Details of Fee Remitted	
a) Amount remitted	
b) Chalan No.	
c) Date of remittance	
d) Name of Treasury	

Address with Pin code & Phone No.

Certified that I have furnished all the details & above are correct as per the mark lists attached:

Station:

Name & Signature the Candidate

Date:

Verified the equivalent subjects corresponding to the failed subjects mentioned above as per the Government Order

Head of Section/Group Tutor

Certified that the entries are carefully verified and found with this office records

Section/Clerk

Principal/Head of Institution

- NB-
- 1: The Principal should collect the permanent register number for Revision 06/ MPEC 2004 from the examination office and write in the application form.
 2. After obtaining the permanent register number, data should be uploaded through Online – direct entry option of the institution.
 3. Candidates should attach copies of all previous appearances of First, Second and Final year mark list
 4. Incomplete applications will summarily rejected
 5. Piece meal registration is not permissible (Should register for all failed subjects)
 6. Registration of **Old scheme and New scheme** candidates, if any, will be treated as invalid

* Score out whichever is not applicable

Office of the Controller of Technical Examinations, Thiruvananthapuram
APPLICATION FOR CANDIDATES(Revision 2006) TO APPEAR FOR EQUIVALENT SUBJECTS
UNDER REVISION 2010 SCHEME

Permanent Reg. No(under Revision 2006)

Permanent Reg. No(under Revision 2010)
(if allotted)

--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--

1. Name of Candidate(as in SSLC) :
2. Date of Birth :
3. Caste & Religion :
4. Semester of Exam applied for : I / II / III / IV / V / VI
(Separate application required for each semester)
5. Branch :
6. Name of the College where course completed :
7. Year of admission :
8. Details of Subjects registered

Subjects Under Revision 2006 Scheme			Equivalent Subjects under Revision 2010 scheme	
Sl. No	Sub Code	Subject name	Sub code	Subject Name
1				
2				
3				
4				
5				
6				
7				
8				

9. Details of Last Previous Appearance

Reg.No.	Year of exam	Month of exam	Mark list No

Details of Fee Remitted	
a)Amount Remitted	
b)Chalan No.	
c)Date of remittance	
d)Name of Treasury	

Address with Pin code & Phone No.

Certified that I have furnished all the details & above are correct as per the mark lists attached:

Station:

Date:

Name & Signature of the Candidate

Verified the equivalent subjects corresponding to the failed subjects mentioned above as per the Government Order

Head of Section/ Group Tutor

Certified that the entries are carefully verified and found correct with this office records

Section/Clerk

Principal/Head of Institution

- NB:1. The principal should collect the permanent register number for Revision 2010 from the examination office and write in the application form
2. After obtaining the permanent register number,details should be uploaded through Online-direct entry option of the institution
 3. Candidate should attach copies of marklist of all previous appearances
 4. Incomplete applications will summarily be rejected
 5. Piece meal registration is not permissible (should register for all failed subjects)
 6. Revision change registration other than Revision 2006 candidates,if any,will be treated as invalid

KGCE (Engineering) Courses – Students Verification Report

1	Institution Code	
2	Name of Institution	
3	Address with PINCODE	
4	Phone & Mobile No	
5	Affiliation Fee Details	No. of Students : Amount
	Chelan No:	Date
	SBT Branch	

Admission Details

Academic Year:

Branch	Sanction Order No & Date	Period	Sanctioned Intake	No of Students Admitted	No. of SC/ST Students
Civil					
Mechanical					
Electrical					
Automobile					
R & AC					
E & C					
R & TV					

**Enclosure : (1) Students list download from website(www.tekerala.org) signed by Head of the Institution & Counter signed by Deputy Director/Assistant Director of DTE/RDTE
(2) Copy of the Sanction Order.**

Declaration

I(name) do hereby solemnly declare that the information furnished above are correct to the best of my knowledge. The name & date of birth of the candidates were verified with their SSLC/Equivalent records and the Original Transfer Certificates were kept in my Institution under safe custody. At any stage, if any of the above information is found incorrect, I agree to accept all the consequences and punishments awarded.

Place:

Date

(Office Seal)

Signature with Name & Designation

Verification Report

Certified that I have personally verified the students list (downloaded from the www.tekerala.org) of the academic year with the original admission register and the recognition order and hereby recommend to issue permanent register number to these students.

Date

(Office Seal)

Signature of DD/AD (with Name)

അനുബന്ധം
പ്രിന്റിംഗ് ടെക്നോളജി ഗ്രൂപ്പിൽപ്പെട്ട

കേരളാ ഗവൺമെന്റ് സാങ്കേതിക പരീക്ഷ

പ്രവേശനത്തിനു വേണ്ടിയുള്ള അപേക്ഷ.

ഫോട്ടോ ഗസറ്റഡ്
ഓഫീസർ
സാക്ഷ്യപ്പെടു
ത്തുക

1. പരീക്ഷാർത്ഥിയുടെ പേര്

(എ) മലയാളത്തിൽ :

(ബി) ഇംഗ്ലീഷിൽ (വലിയ അക്ഷരത്തിൽ
യോഗ്യത സർട്ടിഫിക്കറ്റിലേതു പോലെ) :

2. ട്രെയിനിംഗ് പൂർത്തിയാക്കിയ സ്ഥാപനത്തിന്റെ പേര് :

3. സ്ഥിരമായ മേൽവിലാസം (ഫോൺ നമ്പർ ഉൾപ്പെടെ) :

4. ശരിയായ തപാൽ മേൽവിലാസം :

5. രക്ഷിതാവിന്റെ പേര് :

6. ജാതി-മതം (പട്ടിക ജാതി/പട്ടിക വർഗ്ഗമാണെങ്കിൽ വ്യക്തമാക്കണം) :

7. ജനന തീയതിയും വയസ്സും (തെളിവ് ഹാജരാക്കണം) :

8. ജയിച്ച പരീക്ഷകൾ

(എ) ജനറൽ (സർട്ടിഫിക്കറ്റിന്റെ സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പ് ഹാജരാക്കണം

(ബി) ടെക്നിക്കൽ (വിഷയവും ഗ്രേഡും, വിജയിച്ച വർഷവും രേഖപ്പെടുത്തണം, സർട്ടിഫിക്കറ്റിന്റെ സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പ് ഹാജരാക്കണം)

9. പരീക്ഷ എഴുതുവാൻ ഉദ്ദേശിക്കുന്ന വിഷയങ്ങൾ

വിഷയങ്ങൾ

ഗ്രേഡ് (ലോവറോ ഹയറോ എന്ന്)

- 1.
- 2.
- 3.
- 4.
- 5.

10. അടച്ച പരീക്ഷാഫീസ് സംഖ്യ, ചെലാൻ നമ്പരും :
തീയതിയും, ട്രഷററിയുടെ പേര് മുതലായവ.

11. ഒരിക്കൽ പരീക്ഷയെഴുതി
പരാജയപ്പെട്ടതാണെങ്കിൽ ആ പരീക്ഷയുടെ :
രജിസ്റ്റർ നമ്പരും വർഷവും

12. മറ്റു വിശദ വിവരങ്ങൾ

പരീക്ഷ എഴുതുന്ന മീഡിയം മലയാളമോ ഇംഗ്ലീഷോ എന്ന് :
(പരീക്ഷയ്ക്ക് ചേരുന്നതിന് പ്രത്യേകം ഉത്തരവുകൾ
എന്തെങ്കിലും ഉണ്ടെങ്കിൽ അതിന്റെ വിശദ വിവരങ്ങൾ)

പ്രതിജ്ഞ

മുകളിൽ പറഞ്ഞിരിക്കുന്ന വിവരങ്ങളെല്ലാം സത്യമാണെന്ന് ഞാൻ
ഇതിനാൽ പ്രതിജ്ഞ ചെയ്തുകൊള്ളുന്നു.

സ്ഥലം :

തീയതി :

അപേക്ഷാർത്ഥിയുടെ ഒപ്പ്

UNDERTAKING

I Sri./ Kumari
son/ daughter of
residing at (address)
hereby agreed to abide all the rules and regulations in all respects including the directions for
attending the equivalent/ additional subjects prescribed as per Government Order
No. dated for the scheme change of Diploma course that I wish to
appear in future.

Place
Date

Dated signature of the Candidate

Witness:

Name	Designation	Signature
1.		
2.		

Countersigned

PRINCIPAL

BLUE PRINT

Mark Distribution

Module	Hr / Module	$(h_i / \sum H_i) * 123$	TYPE OF QUESTIONS							
			PART A		PART B		PART C		TOTAL	
			No of Questions	Marks	No of Questions	Marks	No of Questions	Marks	No of Questions	Marks
I										
II										
III										
IV										
Total										

Cognitive Level Wise Question Analysis

Mark Distribution

Cognitive Level	% Marks	Marks	TYPE OF QUESTIONS							
			PART A		PART B		PART C		TOTAL	
			No of Questions	Marks	No of Questions	Marks	No of Questions	Marks	No of Questions	Marks
R										
U										
A										
Total	100									

Scoring Indicators

COURSE NAME :

COURSE CODE :

QID :

Q No	Scoring Indicators	Split score	Sub Total	Total score
PART A				9
I. 1			1	
I. 2			1	
I. 3			1	
I. 4			1	
I. 5			1	
I. 6			1	
I. 7			1	
I. 8			1	
I. 9			1	
PART B				24
II. 1			3	
II. 2			3	
II. 3			3	
II. 4			3	
II. 5			3	
II. 6			3	
II. 7			3	
II. 8			3	
II.9			3	

II.10			3	
	PART C			42
III. 1			7	7
III. 2			7	7
III. 3			7	7
III. 4			7	7
III. 5			7	7
III. 6			7	7
III. 6			7	7
III. 8			7	7
III. 9			7	7
III. 10			7	7
III. 11			7	7
III. 12			7	7

CONFIDENTIALITY CERTIFICATE

(To be signed by the Question Setter and returned along with the question paper)

Sub Code :

Subject Name :

Version :

Q I D :

I certify that,

1. I have read the instructions carefully and agree to them.
2. I have very carefully gone through the syllabus prescribed for the examination for which the paper has been set by me. The paper set does not include any question, which is outside the scope of the syllabus.
3. The questions are distributed evenly over the whole syllabus.
4. The proper Scheme of Valuation is prepared and submitted.
5. The question paper and Scheme of Valuation has been typed/printed by me personally.
6. I have destroyed all drafts, notes etc., of the questions set and have retained no copy of the paper with me.
7. I have destroyed the electronic versions of the question ensuring that the same cannot be regenerated.
8. I am not the author of any help, book prescribed or recommended in the subject of which I am the papers setter.

Signature of Setter with date

Name:.....

User Id (*sbte*):.....

Designation with Institution Name:.....

.....

.....

.....

Date:.....

Mobile No.....

MINUTES OF THE BOARD OF SCRUTINY

Sub Code :

Subject Name:

Version :

Q I D :

I have personally scrutinized the question paper and affirm that the questions:

- i) Are set within the syllabus and covering the whole of it, as per the scheme of examinations.
- ii) Are of the requisite standard and are not ambiguous.
- iii) Contain the required data for solving/answering.
- iv) Contain Graphs, diagrams, maps, tables etc., which are originals and suitable for reproduction.
- v) Contain necessary instructions to examinees.
- vi) Do not contain any objectionable/unlawful contents/politically or religiously sensitive issues or the answers to which is likely to disclose the identity of the candidate or his institutions.
- vii) The proper scheme of valuation is prepared and submitted.
- viii) The following corrections/additions/deletions are made in the question paper/Scheme.
(Add separate sheet if required)

Observation if any,

I also affirm that the Confidentiality on the appointment and the work done will be maintained.

Signature of Scrutinizer with date

Name.....

User Id (*sbte*).....

Designation with Institution Name.....

.....

.....

.....

Date:

Mobile No......