

CURRICULUM-2016

(C-16)

FOR DIPLOMA COURSES IN ANDHRA PRADESH

PREAMBLE

The State Board of Technical Education and Training, Andhra Pradesh under the aegis of the Department of Technical Education, Andhra Pradesh generally reviews the Curricula once in every five years. However, recognizing the needs of the industries and enhancing the employability skills of Polytechnic students, the Government of Andhra Pradesh constituted a committee vide G.O.Rt.No:95 of Higher Education (TE) Dept dated: 29-4-2016 and G.O.Rt.No:98 of Higher Education (TE) Dept dated: 4-5-2016 for updation of polytechnic curriculum under the chairmanship of Sri. S. Balasubrahmanyam, IAS (Retd.). The committee submitted a report on 31-5-2016 making certain recommendations and suggesting new initiatives to be incorporated in the curriculum. An Industry Institute Interaction Meet was organized with Industry experts and subject experts on 26-12-2016 and the suggestions from Industrialists have also been incorporated in the curriculum. The new Curricula for the different diploma courses have been designed with the active participation of the members of the faculty teaching in the Polytechnics of Andhra Pradesh, besides reviewed by Expert Committee constituted with eminent academicians.

The primary objective of the curricular change is to produce best technicians in the country by correlating growing needs of the industries with the academic input.

The revised New Curriculum i.e., Curriculum-2016 (C-16) is approved by BoG of SBTET for its implementation with effect from 2016-17.

Salient Features:

1. Duration of course is either 3 years / 3½ years duration of Regular Academic Instruction.
2. The Curriculum is prepared in Semester Pattern. However, First Year is maintained as Year-wise pattern.
3. 6 Months/ 1 year Industrial Training is introduced for all the Diploma courses.
4. Fundamentals of Internet of Things (IOT) is introduced for all the Diploma courses in the subject.
5. Modern subjects relevant to the industry are introduced in all the Diploma courses.
6. CISCO course content has been incorporated into the ECE and CME courses to get certification from CISCO along with Diploma.

7. The policy decisions taken at the State and Central level with regard to environmental science are implemented by including relevant topics in Chemistry. This is also in accordance with the Supreme Court guidelines issued in Sri Mehta's case.
8. Keeping in view the increased need of communication skills which is playing a major role in the success of Diploma Level students in the Industries, emphasis is given for learning and acquiring listening, speaking, reading and writing skills in English. Further as emphasized in the meetings, Communication Skills lab and Life Skills lab are introduced for all the branches.
9. Modern topics relevant to the needs of the industry and global scenario suitable to be taught at Diploma level are also incorporated in the curriculum.
10. AutoCAD specific to the branch has been given more emphasis in the curriculum. Preparing drawings using CAD software has been given more importance.
11. Every student is exposed to the computer lab at the 1st year itself in order to familiarize himself with skills required for keyboard/mouse operation, internet usage and e-mailing.
12. Upon reviewing the existing C-14 curriculum, it is found that the theory content is found to have more weightage than the Practical content. In the revised C-16 curriculum, more emphasis is given to the practical content of Laboratories and Workshops, thus strengthening the practical skills.
13. With increased emphasis for the student to acquire Practical skills, the course content in all the subjects is thoroughly reviewed and structured as outcome based than the conventional procedure based.
14. Curricula of Laboratory and Workshops have been thoroughly revised based on the suggestions received from the industry and faculty, for better utilization of the equipment available at the Polytechnics. The experiments /exercises that are chosen for the practical sessions are identified to conform to the field requirements of industry.
15. The Members of the working group are grateful to Sri G.S. Panda Das, I.A.S., Special Commissioner of Technical Education & Chairman of SBTET, AP. and Sri. Adityanath Das, I.A.S., Principal Secretary of Higher Education for their guidance and valuable inputs in revising, modifying and updating the curriculum.
16. The Members acknowledge with thanks the cooperation and guidance provided by Sri. A.Nirmal Kumar Priya, Secretary, SBTET, Andhra Pradesh and other officials of Directorate of Technical Education and the State Board of Technical Education, Andhra Pradesh, experts from industry, academia from the universities and higher learning institutions and all teaching fraternity from the Polytechnics who are directly or indirectly involved in preparation of the curricula.

RULES AND REGULATIONS

1 DURATION AND PATTERN OF THE COURSES

All the Diploma programs run at various institutions are of AICTE approved 3 years or 3½ years duration of academic instruction.

All the Diploma courses are run on year wise pattern in the first year, and the remaining two or two & half years are run in the semester pattern. In respect of few courses like Diploma in BM course, the training will be in the seventh semester. Run-through system is adopted for all the Diploma Courses, subject to eligibility conditions.

2 PROCEDURE FOR ADMISSION INTO THE DIPLOMA COURSES:

Selection of candidates is governed by the Rules and regulations laid down in this regard from time to time.

- a) Candidates who wish to seek admission in any of the Diploma courses will have to appear for Common Entrance Test for admissions into Polytechnics (POLYCET) conducted by the State Board of Technical Education and Training, Andhra Pradesh, Vijayawada.

Only the candidates satisfying the following requirements will be eligible to appear for the Common Entrance Test for admissions into Polytechnics (POLYCET).

- b) The candidates seeking admission should have appeared for S.S.C examination, conducted by the Board of Secondary Education, Andhra Pradesh or equivalent examination thereto, at the time of making application to the Common Entrance Test for admissions into Polytechnics (POLYCET). In case of candidates whose results of their Qualifying Examinations is pending, their selection shall be subject to production of proof of their passing the qualifying examination in one attempt or compartmentally at the time of admission
- c) Admissions are made based on the merit obtained in the Common Entrance Test (POLYCET) and the reservation rules stipulated by the Government of Andhra Pradesh from time to time.
- d) For admission into the following Diploma Courses for which entry qualification is 10+2, candidates need not appear for POLYCET. A separate notification will be issued for admission into these courses.
- 1). D.H.M.C.T.
 - 2). D. Pharmacy

3 MEDIUM OF INSTRUCTION

The medium of instruction and examination shall be English.

4 PERMANENT IDENTIFICATION NUMBER (PIN)

A cumulative / academic record is to be maintained of the Marks secured in sessional work and end examination of each year for determining the eligibility for promotion etc., A Permanent Identification Number (PIN) will be allotted to each admitted candidate to maintain academic records.

5 NUMBER OF WORKING DAYS PER SEMESTER / YEAR:

- a). The Academic year for all the Courses shall be in accordance with the Academic Calendar.
- b). The Working days in a week shall be from Monday to Saturday
- c). There shall be 7 periods of 50 minutes duration on all working days.

- d). The minimum number of working days for each semester / year shall be 90 / 180 days excluding examination days. If this prescribed minimum is not achieved due to any reason, special arrangements shall be made to conduct classes to cover the syllabus.

6 ELIGIBILITY OF ATTENDANCE TO APPEAR FOR THE END EXAMINATION

- a). A candidate shall be permitted to appear for the end examination in all subjects, if he or she has attended a minimum of 75% of working days during the year/Semester.
- b). Condonation of shortage of attendance in aggregate upto 10% (65% and above and below 75%) in each semester or 1st year may be granted on medical grounds.
- c). A stipulated fee shall be payable towards condonation for shortage of attendance.
- d). Candidates having less than 65% attendance shall be detained.
- e). Students whose shortage of attendance is not condoned in any semester / 1st year and not paid the condonation fee in time are not eligible to take their end examination of that class and their admissions shall stand cancelled. They may seek re-admission for that semester / 1st year when offered next.
- f) If a candidate continuously absent for a period of 15 days his name can be deleted from the Rolls without notice.

7 READMISSION

Readmission shall be granted to eligible candidates by the respective Principal/ Regional Joint Director.

1. a) Within 15 days after commencement of class work in any semester (Except Industrial Training).
- b) For Industrial Training: before commencement of the Industrial training.
2. Within 30 days after commencement of class works in any year (including D. Pharmacy course or first year course in Engineering and Non Engineering Diploma streams).

Otherwise such cases shall not be considered for readmission for that semester / year and are advised to seek readmission in the next subsequent eligible academic year.

The percentage of attendance of the readmitted candidates shall be calculated from the first day of beginning of the regular class work for that year / Semester, as officially announced by CTE/SBTET but not from the day on which he/she has actually reported to the class work, after readmission is granted.

8 SCHEME OF EXAMINATION

a) First Year

THEORY EXAMINATION: Each Subject carries 80% marks with examination of 3 hours duration, along with 20% marks for internal evaluation. (Sessional marks). However, there are no minimum marks prescribed for sessionals.

PRACTICAL EXAMINATION: There shall be 40% Marks for regular practical work done, i.e. sessional marks for each practical subject with an end examination of 3 hours duration carrying 60% marks. However, there are no minimum marks prescribed for sessionals.

b) III, IV, V, VI and VII Semesters:

THEORY EXAMINATION: Each subject carries usually 80 marks and 30 marks in respect of specified subjects of 3hours duration, along with 20 marks for internal evaluation (sessional marks) respectively.

PRACTICAL EXAMINATION: Each subject carry 60/30 marks of 3hours duration 40/20 sessional marks.

9 INTERNAL ASSESSMENT SCHEME

- a) Theory Subjects: Theory Subjects carry 20% sessional marks, Internal examinations will be conducted for awarding sessional marks on the dates specified. **Three unit tests will be conducted for I year students and two Unit Tests for semesters.** Average of marks obtained in all the prescribed tests will be considered for awarding the sessional marks.
- b) Practical Subjects: Student's performance in Laboratories / Workshop shall be assessed during the year/ semester of study for 40% marks in each practical subject. Allotment of marks should be discrete taking into consideration of the students' skills, accuracy, recording and performance of the task assigned to him / her. Each student has to write a record / log book for assessment purpose. In the subject of Drawing, which is also considered as a practical paper, the same rules hold good. Drawing exercises are to be filed in seriatum.
- c) Internal assessment in Labs / workshops / Survey field work etc., during the course of study shall be done and sessional marks shall be awarded by the concerned Lecturer / Senior Lecturer / Workshop superintendent as the case may be.
- d) For practical examinations, except in drawing, there shall be two examiners. External examiner shall be appointed by the Principal in consultation with respective Head of Section preferably choosing a qualified person from any local Industry/ nearby Government Polytechnic/ Local Government Organization. Internal examiner shall be the person concerned with internal assessment as in (c) above. The end examination shall be held along with all theory papers in respect of drawing.
- e) Question Paper for Practicals: Question paper should cover all the experiments / exercise prescribed.
- f) Records pertaining to internal assessment marks of both theory and practical subjects are to be maintained for official inspection.
- g) **In case of Diploma courses *having* Industrial Training**, the training assessment shall be done and the marks are to be awarded in the following manner.

Industrial assessment	:	200 marks (in two spells of 100 marks each)
Maintenance of log book	:	30 marks
Record Work	:	30 marks

Seminar / viva-voce : 40 marks

TOTAL : 300 marks

The assessment at the institution level (Seminar/Viva-voce) shall be done by three members, viz., Internal Faculty member, External Examiner and Head of Section and be averaged.

10 MINIMUM PASS MARKS

THEORY EXAMINATION:

For passing a theory subject, a candidate has to secure a minimum of 35% in end examination and a combined minimum of 35% of both Sessional and end examination marks put together.

PRACTICAL EXAMINATION:

For passing a practical subject, a candidate has to secure a minimum of 50% in end examination and a combined minimum of 50% of both sessional and practical end examination marks put together. In case of D.C.C.P., the pass mark for typewriting and short hand is 45% in the end examination. There are no sessional marks for typewriting and Shorthand subjects of D.C.C.P course.

11. PROVISION FOR IMPROVEMENT

1. Improvement is allowed only after he / she has completed all the subjects from First Year to Final semester of the Diploma.
2. Improvement is allowed in any 4 (Four) subjects of the Diploma.
3. The student can avail of this improvement chance **ONLY ONCE**, that too within the succeeding two examinations after the completion of Diploma. However, the duration including Improvement examination shall not exceed **FIVE** years from the year of first admission.
4. No improvement is allowed in Practical / Lab subjects or Project work or Industrial Training assessment. However, improvement in drawing subject(s) is allowed.
5. If improvement is not achieved, the marks obtained in previous Examinations hold good.
6. Improvement is not allowed in respect of the candidates who are punished under Mal-practice in any Examination.
7. Examination fee for improvement shall be paid as per the notification issued by State Board of Technical Education and Training from time to time.
8. All the candidates who wish to appear for improvement of performance shall deposit the original Marks Memos of all the years / Semesters and also original Diploma Certificate to the Board. If there is

improvement in performance of the current examination, the revised Memorandum of marks and Original Diploma Certificate will be issued, else the submitted originals will be returned.

12. RULES OF PROMOTION FROM 1ST YEAR TO 3RD, 4TH, 5TH, 6TH and 7TH SEMESTERS:

a) For Diploma Courses of 3 Years duration

- i. A candidate shall be permitted to appear for first year examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds upto 10%) i.e. attendance after condonation on Medical grounds should not be less than 65% and pay the examination fee.
- ii. A candidate shall be promoted to 3rd semester if he/she puts the required percentage of attendance in the first year and pays the examination fee. A candidate who could not pay the first year examination fee has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 3rd semester.
- iii. A candidate shall be promoted to 4th semester provided he/she puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate who could not pay the 3rd semester exam fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 4th semester.

A candidate is eligible to appear for the 4th semester examination if he/she

- i) Puts the required percentage of attendance in the 4th semester
- ii) Should not have failed in more than Four backlog subjects of 1st year

For IVC & ITI Lateral Entry Students:

A candidate is eligible to appear for the 4th semester examination if he/she puts the required percentage of attendance in the 4th semester

- iv) A candidate shall be promoted to 5th semester provided he / she puts the required percentage of attendance in the 4th semester and pays the examination fee. A candidate, who could not pay the 4th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 5th semester.

A candidate is eligible to appear for the 5th semester examination if he/she

- i) Puts the required percentage of attendance in the 5th semester
- ii) Should get eligibility to appear for 4th Semester examination.

For IVC& ITI Lateral Entry students:

- i) Puts the required percentage of attendance in the 5th semester

- ii) Should not have failed in more than Four backlog subjects of 3rd Semester
- v) A candidate shall be promoted to 6th semester provided he/she puts in the required percentage of attendance in the 5th semester and pay the examination fee. A candidate who could not pay the 5th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 6th semester.

A candidate is eligible to appear for 6th semester Industrial Training assessment (Seminar/Viva-voce)

- i) Puts the required percentage of attendance, ie., 90% in 6th semester Industrial Training
- ii) Should get eligibility to appear for 4th Semester Examination.

For IVC & ITI Lateral Entry students:

- i) Puts the required percentage of attendance, ie., 90% in 6th semester Industrial Training.
- ii) should get eligibility to appear for 5th Semester Examination.

Important Note:

Seminar/Viva-voce should not be conducted for Not-Eligible Candidates, till the candidate gets eligibility. The record of internal assessment for Industrial Training for 260 marks shall be maintained at Institution Level for all candidates and the data is to be uploaded only for eligible candidates. For not eligible candidates the data is to be uploaded as and when the candidate gets eligibility.

b) For Diploma Courses of 3 ½ Years duration (MET/ CH/ CHPP/ CHPC/ CHOT/ TT):

1. A candidate shall be permitted to appear for 1st year examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds upto 10%) i.e. attendance after condonation on Medical grounds should not be less than 65% and pay the examination fee.
2. A candidate shall be promoted to 3rd semester if he/she puts the required percentage of attendance in the 1st year and pays the examination fee. A candidate who could not pay the 1st year examination fee has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 3rd semester.
3. A candidate shall be promoted to 4th semester provided he/she puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate, who could not pay the 3rd semester exam fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 4th semester.
A candidate is eligible to appear for the 4th semester exam if he/she
 - i) Puts the required percentage of attendance in the 4th semester
 - ii) Should not have failed in more than Four backlog subjects of 1st year.

For IVC & ITI Lateral Entry students:

- (i) Puts the required percentage of attendance in the 4th semester
- 4. A candidate shall be promoted to 5th semester industrial training provided he / she puts the required percentage of attendance in the 4th semester and pays the examination fee. A candidate, who could not pay the 4th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 5th semester.
- 5. Promotion from 5th to 6th semester is automatic (i.e., from 1st spell of Industrial Training to 2nd spell) provided he/she puts the required percentage of attendance, which in this case ie.,90 % of attendance and attends for the VIVA-VOCE examination at the end of training.
- 6. A candidate shall be promoted to 7th semester provided he / she puts the required percentage of attendance in the 6th semester and pays the examination fee. A candidate, who could not pay the 6th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 7th semester.
- 7. A candidate shall be promoted to 7th semester of the course provided he/she has successfully completed both the spells of Industrial Training.

A candidate is eligible to appear for 7th semester examination if he/she

- i) Puts the required percentage of attendance in the 7th semester
- ii) Should get eligibility to appear for 4th semester Examination.

For IVC & ITI Lateral Entry students:

- i) Puts the required percentage of attendance in the 7th semester
- ii) Should not have failed more than four backlog subjects of 3rd Semester

OTHER DETAILS

- a) In case a candidate does not successfully complete the Industrial training, he / she will have to repeat the training at his / her own cost.
- b) The I spell of Industrial training shall commence 10 days after the completion of the last theory examination of 4th Semester.
- c) The Second spell of Industrial training shall commence within 10 days after the completion of I spell of Industrial training.

c) For Diploma Courses of 3 ½ Years duration (BM):

The same rules which are applicable for conventional courses also apply for this course. The industrial training in respect of this course is restricted to one semester (6 months) after the 6th semester (3 years) of the course.

1. A candidate shall be permitted to appear for first year examination provided he / she puts in 75% attendance (which can be condoned on Medical grounds upto 10%) i.e. attendance after condonation on Medical grounds should not be less than 65% and pay the examination fee.
2. A candidate shall be promoted to 3rd semester if he/she puts the required percentage of attendance in the first year and pays the examination fee. A candidate who could not pay the first year examination fee has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 3rd semester.
3. A candidate shall be promoted to 4th semester provided he/she puts the required percentage of attendance in the 3rd semester and pay the examination fee. A candidate who could not pay the 3rd semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 4th semester.

A candidate is eligible to appear for the 4th semester examination if he/she

- i) Puts the required percentage of attendance in the 4th semester
- ii) Should not have failed in more than Four backlog subjects of 1st year

For IVC & ITI Lateral Entry Students:

A candidate is eligible to appear for the 4th semester examination if he/she puts the required percentage of attendance in the 4th semester

4. A candidate shall be promoted to 5th semester provided he / she puts the required percentage of attendance in the 4th semester and pays the examination fee. A candidate, who could not pay the 4th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 5th semester.

A candidate is eligible to appear for the 5th semester exam if he/she

- i) Puts the required percentage of attendance in the 5th semester
- ii) Should get eligibility to appear for 4th Semester examination.

For IVC & ITI Lateral Entry students:

- iii) Puts the required percentage of attendance in the 5th semester
- iv) Should not have failed in more than Four backlog subjects of 3rd Semester

5. A candidate shall be promoted to 6th semester provided he/she puts in the required percentage of attendance in the 5th semester and pays the examination fee.

A candidate who could not pay the 5th semester examination fee, has to pay the promotion fee as prescribed by State Board of Technical Education and Training from time to time before commencement of 6th semester.

A candidate is eligible to appear for 6th semester examination

- i) Puts the required percentage of attendance in 6th semester and
- ii) should get eligibility to appear for 4th Semester Examination.

For IVC & ITI Lateral Entry students:

- i) Puts the required percentage of attendance in 6th semester.
 - ii) should get eligibility to appear for 5th Semester Examination.
6. A candidate shall be promoted to 7th semester provided he/she puts the required percentage of attendance in 6th semester and pay the examination fee. A candidate, who could not pay the 6th semester examination fee, has to pay the promotion fee prescribed by SBTET from time to time before commencement of the 7th semester (Industrial Training).

A candidate is eligible to appear for 7th semester Industrial Training assessment (Seminar/Viva-voce) if he/she

- i) Puts the required percentage of attendance, ie., 90% in 7th semester Industrial Training
- ii) Should get eligibility to appear for 4th Semester Examination.

For IVC & ITI Lateral Entry students:

- i) Puts the required percentage of attendance, ie., 90% in 7th semester Industrial Training.
- ii) Should get eligibility to appear for 5th Semester Examination.

Important Note:

Seminar/Viva-voce should not be conducted for Not-Eligible Candidates, till the candidate gets eligibility. However, the record of internal Assessment for Industrial Training for 260 marks shall be maintained at Institution Level for all candidates and the data is to be uploaded only for eligible candidates. For not eligible candidates the data is to be uploaded as and when the candidate gets eligibility.

OTHER DETAILS

- a) In case a candidate does not successfully complete the Industrial training, he / she will have to repeat the training at his / her own cost.
- b) The Industrial training shall commence 10 days after the completion of the last theory examination of 6th Semester.

13. STUDENTS PERFORMANCE EVALUATION

Successful candidates shall be awarded the Diploma under the following divisions of pass.

1. First Class with Distinction shall be awarded to the candidates who secure an overall aggregate of 75% marks and above.
2. First Class shall be awarded to candidates who secure overall aggregate of 60% marks and above and below 75% marks.
3. Second Class shall be awarded to candidates who secure a pass with an overall aggregate of below 60%.

The Weightage of marks for various year/Semesters which are taken for computing overall aggregate shall be 25% of I year marks + 100% of 3rd and subsequent Semesters.

In respect IVC & ITI Lateral Entry candidates who are admitted directly into diploma course at the 3rd semester (i.e., second year) level the aggregate of (100%) marks secured at the 3rd and subsequent semesters of study shall be taken into consideration for determining the overall percentage of marks secured by the candidates for award of class/division.

4. Second Class shall be awarded to all students, who fail to complete the Diploma in the regular 3 years/ 3 ½ years and four subsequent examinations, from the year of first admission.

14. EXAMINATION FEE SCHEDULE:

The examination fee should be as per the notification issued by State Board of Technical Education and Training from time to time.

15. STRUCTURE OF END EXAMINATION QUESTION PAPER:

The question paper for theory examination is patterned in such a manner that the Weightage of periods/marks allotted for each of the topics for a particular subject be considered Examination paper is of 3/6/9 hours duration.

- a) Each theory paper consists of Section 'A' and Section 'B'. Section 'A' contains 10 short answer questions. All questions are to be answered and each carries 3 marks Max. Marks: 10 x 3 = 30. Section B contains 8 essay type questions including Numerical questions, out of which 5 questions each carrying 10 marks are to be answered.

Max.Marks: 5 x 10 = 50.

Total Maximum Marks: 80.

- b) For Engineering Drawing Subject (107) consist of section 'A' and section 'B'. Section 'A' contains four (4) questions. All questions in section 'A' are to be answered and each carries 5 marks. Max. Marks: 4 x 5=20. Section 'B' contains six (6) questions. Out of which four (4) questions to be answered and each question carries 10 Marks. Max. Marks 4 x 10 = 40.

c) Practical Examinations

For Workshop practice and Laboratory Examinations, Each student has to pick up a question paper distributed by Lottery System.

Max. Marks for an experiment / exercise : 50%

Max. Marks for VIVA-VOCE : 10%

Total : 60% (of total marks for the subject)

In case of practical examinations with 50 marks, the marks will be worked out basing on the above ratio.

In case of any change in the pattern of question paper, the same shall be informed sufficiently in advance to the candidates.

16. ISSUE OF MEMORANDUM OF MARKS

All candidates who appear for the end examination will be issued memorandum of marks without any payment of fee. However candidates who lose the original memorandum of marks have to pay the prescribed fee to the Secretary, State Board of Technical Education and Training, A.P. for each duplicate memo.

17. MAXIMUM PERIOD FOR COMPLETION OF DIPLOMA COURSES:

Maximum period for completion of the diploma courses is twice the duration of the course from the date of First admission (includes the period of detention and discontinuation of studies by student etc) failing which they will have to forfeit the claim for qualifying for the award of Diploma (They will not be permitted to appear for examinations after that date). This rule applies for all Diploma courses of 3 years and 3 ½ years of engineering and non-engineering courses.

18. ELIGIBILITY FOR AWARD OF DIPLOMA

A candidate is eligible for award of Diploma Certificate if he / she fulfils the following academic regulations.

- i. He / She pursued a course of study for not less than 3 / 3 ½ academic years & not more than 6 / 7 academic years.
- ii. He / she has completed all the subjects.

Students who fail to fulfill all the academic requirements for the award of the Diploma within 6 / 7 academic years from the year of admission shall forfeit their seat in the course & their seat shall stand cancelled.

For IVC & ITI Lateral Entry students:

- i. He / She pursued a course of study for not less than 2 / 2 ½ academic years & not more than 4 / 5 academic years.
- ii. He / she has completed all the subjects.

Students who fail to fulfill all the academic requirements for the award of the Diploma within 4 / 5 academic years from the year of admission shall forfeit their seat in the course & their seat shall stand cancelled.

19. ISSUE OF PHOTO COPY OF VALUED ANSWER SCRIPT, RECOUNTING & REVERIFICATION:

A) FOR ISSUE OF PHOTO COPIES OF VALUED ANSWER SCRIPTS

1. A candidate desirous of applying for Photo copy of valued answer script/ scripts should apply within prescribed date from the date of the declaration of the result.
2. Photo copies of valued answer scripts will be issued to all theory subjects and Drawing subject(s).
3. The Photo copy of valued answer script will be dispatched to the concerned candidate's address as mentioned in the application form by post.
4. No application can be entertained from third parties.

B) FOR RE-COUNTING(RC) and RE-VERIFICATION(RV) OF THE VALUED ANSWER SCRIPT

1. A candidate desirous of applying for Re-verification of valued answer script should apply within prescribed date from the date of the declaration of the result.
2. Re-verification of valued answer script shall be done for all theory subjects and Drawing subject(s).
3. The Re-verification committee constituted by the Secretary, SBTETAP with subject experts shall re-verify the answer scripts.

1) RE-COUNTING

The Officer of SBTET will verify the marks posted and recount them in the already valued answer script. The variations if any will be recorded separately, without making any changes on the already valued answer script. The marks awarded in the original answer script are maintained (hidden).

2) RE-VERIFICATION

- (i) The Committee has to verify the intactness and genuineness of the answer script(s) placed for Re-verification.
- (ii) Initially single member shall carry out the re-verification.
- (iii) On re-verification by single member, if the variation is less than 12% of maximum marks, and if there is no change in the STATUS in the result of the candidate, such cases will not be referred to the next level i.e., for 2-Tier evaluation.

- (iv) On re-verification by a single member, if the variation is more than 12% of maximum marks, it will be referred to 2-Tier evaluation.
 - (v) If the 2-Tier evaluation confirms variation in marks as more than 12% of maximum marks, the variation is considered as follows:
 - a) If the candidate has already passed and obtains more than 12% of the maximum marks on Re-verification, then the variation is considered.
 - b) If the candidate is failed and obtains more than 12% of the maximum marks on Re-verification and secured pass marks on re-verification, then the status of the candidate changes to PASS.
 - c) If a candidate is failed and obtains more than 12% of the maximum marks on Re-verification and if the marks secured on re-verification are still less than the minimum pass marks, the status of the candidate remain FAIL only.
 - (vii) After Re-verification of valued answer script the same or change if any therein on Re-verification, will be communicated to the candidate.
 - (viii) On Re-verification of Valued Answer Script if the candidate's marks are revised, the fee paid by the candidate will be refunded or else the candidate has to forfeit the fee amount.
4. No request for Photo copies/ Recounting /Re-verification of valued answer script would be entertained from a candidate who is reported to have resorted to Malpractice in that examination.

20. MAL PRACTICE CASES:

If any candidate resorts to Mal Practice during examinations, he / she shall be booked and the Punishment shall be awarded as per SBTETAP rules and regulations in vogue.

21. DISCREPANCIES/ PLEAS:

Any Discrepancy /Pleas regarding results etc., shall be represented to the SBTETAP within one month from the date of issue of results. Thereafter, no such cases shall be entertained in any manner.

22. ISSUE OF DUPLICATE DIPLOMA

If a candidate loses his/her original Diploma Certificate and desires a duplicate to be issued he/she should produce written evidence to this effect. He / she may obtain a duplicate from the Secretary, State Board of Technical Education and Training, A.P., on payment of prescribed fee and on production of an affidavit signed before a First Class Magistrate (Judicial) and *non-traceable certificate* from the Department of Police. In case of damage of original Diploma Certificate, he / she may obtain a duplicate certificate by surrendering the original damaged certificate on payment of prescribed fee to the State Board of Technical Education and Training, A.P.

In case the candidate cannot collect the original Diploma within 1 year from the date of issue of the certificate, the candidate has to pay the penalty prescribed by the SBTET from time to time.

23. ISSUE OF MIGRATION CERTIFICATE AND TRANSCRIPTS:

The Board on payment of prescribed fee will issue these certificates for the candidates who intend to prosecute Higher Studies in India or Abroad.

24. GENERAL

- i. The Board may change or amend the academic rules and regulations or syllabi at any time and the changes or amendments made shall be applicable to all the students, for whom it is intended, with effect from the dates notified by the competent authority.
- ii. All legal matters pertaining to the State Board of Technical Education and Training are within the jurisdiction of Vijayawada.
- iii. In case of any ambiguity in the interpretation of the above rules, the decision of the Secretary, SBTET, A.P is final.