

BOARD EXAMINATIONS

1 Requirements to appear for Examinations

The Board Examinations are conducted at the end of each semester, ie. in the month of October / November every year in the ODD semester and in the month of March / April every year in the EVEN semester. A candidate will be permitted to appear for the Board's Examinations, only if

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

2 Condonation of Attendance

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

Under extraordinary circumstances, if there exist genuine and valid reasons, the Principal of the college has been empowered by the Chairman, to condone upto a maximum of 10 % shortage to a candidate, subject to the condition that he / she satisfies all the other requirements to appear for the Board's Examination. Under no circumstances a candidate with attendance less than or 70% be permitted to write the Board's Examination. **The condonement of 10% shortage shall not be done as a routine to all candidates, but only for genuine cases; It shall not be claimed as a matter of right by all candidates.**

3 Reasons for disqualifying a student from appearing Board Examinations

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

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

- (2) A student who had paid the examination fee in time, but do not have enough attendance in the course of study, shall not be permitted to appear for the Board Examination even if he / she receives the hall ticket from the Chairman's Office. Such candidates, however, will be permitted to write the supplementary examinations of previous semesters, if any, using the same hall

ticket. While issuing the hall ticket to such candidates, the Principal of the institution has to score out the column pertaining to the current semester (all papers) and mention in the hall ticket as "Supplementary papers only".

- (3) A student who had been debarred from appearing for the Board's Examination for his / her involvement in any malpractice in the previous examination shall not be permitted to attend the class or pay the fee or appear for the examinations till the punishment period is over.
- (4) A student who had exhausted the maximum permitted time limit of 5 / 6 / 6½ / 7 years from the date of joining the course shall not be permitted to pay the fee or appear for the examinations, unless otherwise notified.
- (5) A regular student, who had been expelled from the institution on disciplinary measures shall not be permitted to register / appear for the Board's Examinations.
- (6) A student could not claim eligibility to appear for the examination on the ground that he / she had received the hall ticket from the Chairman's Office, since hall tickets are being printed and sent to the institutions for all the candidates who had paid the examination fee, normally one month prior to the commencement of the examinations. The Principals will issue the hall tickets only for those who satisfies all the conditions specified in (1).

4. Payment of Examination Fees

A candidate appearing for the Board's Examination should remit the prescribed fee for all the papers in which he / she had not yet passed. Even though edit lists of arrear papers are being sent by the Chairman's office with respect to each regular student of the institution, it is the duty of the institution to verify, in each case, the papers he / she had already passed before accepting the application and fee from the candidate. The mark sheets / certificates received by a candidate without appearing for all the arrear subjects will be cancelled on a later date when the mistake is detected. Further, action will be initiated against such institution which receives the fee from the candidates leaving one or two failed subjects and submits the list to the Chairman's office without proper verification. The examination fee with the application has to be collected by the institution from the students without penalty fee / with a penalty fee of Rs. 100/- / Rs. 500 (Tatkal) as the case may be, only upto the last dates prescribed by the Chairman's office. The candidates have to obtain the receipt from the institution with the date of payment mentioned, for the examination fee paid, without fail and keep them safe with them for verification when necessity arises.

5. **Issue of Hall Tickets / Duplicate Hall Tickets**

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

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

If a candidate had lost the ticket issued to him, on request, he / she may be issued with a duplicate hall ticket by the Chief Superintendent on payment of a fee of Rs. 35/-. The photo and signature of candidate have to be attested by the Chief Superintendent of the Centre, before it is being issued.

The Students are advised to see the www.tndte.gov.in and www.intradote.tn.nic.in to get the Board Examination results and to see other notification related to Board Examination.

7. **Revaluation of Examination Papers**

In respect of Diploma Courses, any candidate can apply for revaluation of his / her answer script of any theory paper he / she had appeared, if he / she do not satisfy with the marks awarded to him / her in the paper. First, the candidate has to fill in the prescribed application form and remit necessary fee (Rs. 100/- per paper) for getting the Scanned copy of answer script in the college Exam Section.

After going through the script, if the candidate desires for revaluation of his / her answer script, he / she has to fill the application form, pay the revaluation fee (Rs. 400/- per paper) in the college Exam Section. After the expiry of last dates, the script will be revalued by a panel of valuers and the revised marks will be intimated to the candidates. The candidates who secure increase in marks in the revaluation have to surrender their original mark sheets to the Chairman's office to get revised marksheets. **Those who get lesser marks in revaluation are permitted to retain their original marks.** A candidate, who had applied for the Scanned copy of the answer book only, can apply for revaluation of the same. The revaluation system is not applicable for

the practical subjects of diploma courses including written practicals and project works and for all subjects of certificate and post-diploma courses. Applications received after the prescribed due dates will not be entertained by the Board.

8. Cancellation of Certificates

The Board of Studies and Examinations, by a resolution, can withdraw / cancel / withhold the mark sheets, Provisional / Diploma Certificates already issued to a candidates on the following grounds

- (i) for involvement of the candidate in any act of malpractice in the Board's examination such as impersonation, replacing the answer book / additional sheets of other candidates, conveying malpractice materials into the examination hall, helping other candidates for copying etc.
- (ii) for writing the examination, illegally; i.e., without the minimum required attendance, without eligibility to appear for the examination, without paying the examination fee, without getting the hall ticket from the Chairman's office etc.
- (iii) for not registering and appearing for any of the lower semester papers not yet passed by the candidate, leaving it as if he / she hand already passed in that paper.
- (iv) for sparing / giving his / her mark sheets / certificates to other persons for any kind of misuse / duplicating / forgery etc.
- (v) for making any kind of unauthorized corrections in the certificates. The mark sheets / certificates issued, by mistake, to unsuccessful candidates will be cancelled when it is detected, without any prior notice or explanation. Ineligible candidates cannot claim to retain such certificates, on the simple ground that they had been already issued. The Principal of the institution, shall not issue such certificates to the ineligible candidates, but surrender them to the Chairman's office for cancellation. Getting back the issued certificates from such ineligible candidates will be the responsibility of the Principal concerned.

Revised Guidelines for Punishment in Board Exam related Malpractices

(With effect from April 2015)

Item No.	Nature of Malpractice	Punishment
1A	Possession of printed / photo copy/ hand written material/pocket note/photos/letters etc.	To be let off with severe warning after obtaining written undertaking from the candidate
1B	Writing the examination with different handwritings / Strokes	To be let off with severe warning after obtaining written undertaking from the candidate
1C	Writing any matter, formula definition, sketches, not pertaining to the day's examination, in any part of the body, Instrument Box, Calculator cover, nearby wall, Table, Steam table, Drawing Board, Question Paper, Hall ticket etc.	To be let off with severe warning after obtaining written undertaking from the candidate
1D	Borrowing pen / Pencil / Eraser / Scale / Calculator etc. from neighbour during the examination	To be let off with severe warning after obtaining written undertaking from the candidate
1E	Detection of any malpractice material used by them, in the previous day's examination in their possession	To be let off with severe warning after obtaining written undertaking from the candidate
1F	Causing distraction during the examination	After one warning, if Candidate continues to distract others, he must be asked to hand over answer book and leave the exam hall at once
1G	Improper handling of Answer book causing damage to his / her own answer book	To be let off with severe warning after obtaining written undertaking from the candidate

1H	Exchanging the Question Paper with the neighbour without writing anything on it.	Candidates must be asked to hand over answer book and leave the exam hall at once
1I	Keeping with them, obscene photos, objectionable sketches or matters written on their belongings, while writing the exam(not related to exam)	Candidate must be asked to hand over answer book and leave the exam hall at once
1J	Talking with neighbours, showing signs or signals to others in the Exam Hall / Veranda	Candidate must be asked to hand over answer book and leave the exam hall at once
1K	Arguing with Hall Superintendent, Unnecessarily without obeying to their Instructions	Candidate must be asked to hand over answer book and leave the exam hall at once
2A	Possession of printed / photo copy / written materials, pertaining to the day's examination in the form of book or loose sheets.	The concerned exam written by the candidate stands invalidated
2B	Possession of programmable Calculators, Organizers, Digital memory pad etc.	The concerned exam written by the candidate stands invalidated
2C	Tearing of Sheets from the Answer book	The concerned exam written by the candidate stands invalidated
2D	Writing the answer revealing the identity of the candidate	The concerned exam written by the candidate stands invalidated
2E	Detection of Malpractice materials used by other candidates near their seats/tables.	The concerned exam written by the candidate must be invalidated if proved that he/she has used them.

2F	Leaving the Answer book / Additional Sheet on his/her table carelessly to enable neighbours to copy them with or without his / her knowledge	The concerned exam written by the candidate stands invalidated
2G	Possession of Cell Phones , Pagers, and any other recordable electronic gadgets etc.	The concerned exam written by the candidate stands invalidated
2H	Reading written in the answer book from memory before doing the experiment in practical Examination.(On interaction the student does not know the equipment on which the experiment is to be carried out but has written correct readings)	The concerned exam written by the candidate stands invalidated
3A	Copying from printed/xerox/Hand Written bits/sheets/Book/Record note/Programmable Calculators/Organizers/Digital memory pad/neighbour's answer book/ question paper /any part of body etc. or from any other source in the examination	All Papers written by the candidate in that sitting (all semester papers including Practical and arrears) are to be invalidated
3B	Exchanging with neighbours Hall tickets, Question Papers,Scales, Calculator, Instrument Box etc. with any formula, Answers, Sketches, Hints related to the day's examination written on them	All Papers written by the candidate in that sitting (all semester papers including Practical and arrears) are to be invalidated
3C	Showing the Answer book / Additional Sheet to neighbours and allowing them to copy	All Papers written by the candidate in that sitting (all semester papers including Practical and arrears) are to be invalidated
3D	Giving / Getting the main Answer book or Additional sheet to / from neighbour for copying	All Papers written by the candidate in that sitting (all semester papers including Practical and arrears) are to be invalidated

3E	Telling / Receiving the answer or formula related to any of the question to / from others	All Papers written by the candidate in that sitting (all semester papers including Practical and arrears) are to be invalidated
3F	Writing appeal to Examiners with money attached to the Answer Book	All Papers written by the candidate in that sitting (all semester papers including Practical and arrears) are to be invalidated
3G	Using Hand books, Code books etc. which are not permitted by the Chairman, Board of Examination for the Day's paper	All Papers registered by the candidate in that sitting including practical and arrears are to be invalidated.
3H	Possession of cell phones / Pagers / and any other recordable electronic gadgets etc. with them and made use of them, during the Examination	All Papers written by the candidate in that sitting (all semester papers including Practical and arrears) are to be invalidated
3I	Throwing the malpractice materials near other's seat / outside the hall after using them in the exam	All Papers written by the candidate in that sitting (all semester papers including Practical and arrears) are to be invalidated
3J	Forgery of Laboratory Record	All Papers written by the candidate in that sitting (all semester papers including Practical and arrears) are to be invalidated and candidate may be debarred for next two Board exams.
3K	Receiving the malpractice material from outside the hall and Possession of the material / Copying	All Papers written by the candidate in that sitting (all semester papers including Practical and arrears) are to be invalidated

3L	Giving malpractice material to the candidate, from inside / outside the exam hall	All Papers written by the candidate in that sitting (all semester papers including Practical and arrears) are to be invalidated and criminal case to be booked against the outside person.
3M	Throwing the written matter/ tearing the sheets from the answer book outside the hall to indulge malpractice	All Papers written by the candidate in that sitting (all semester papers including Practical and arrears) are to be invalidated
4A	Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer book	All Papers written by the candidate in that sitting(all semester papers including practical and arrears) are to be cancelled and the candidate is debarred for two exams
4B	Replacing the answer book supplied in the hall by pre-prepared answer book brought by the candidate himself / herself or got form outsiders	All Papers written by the candidate in that sitting(all semester papers including practical and arrears) are to be cancelled and the candidate is to be debarred for two more examinations
4C	Writing answers in main answer book from inside/ outside the hall and passing the same to any candidate writing the examination for replacement /attachment. Writing answers in answer book /drawing sheet from inside/outside the hall and receiving the same for replacement/ attachment.	All Papers written by the candidate in that sitting(all semester papers including practical and arrears) are to be cancelled and the candidate is to be debarred for two more examinations

4D	Refusing to give written statement, refusing to receive show cause notice, absenting form enquiries, refusing to reply enquiry questionnaire running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing / swallowing / erasing / throwing away the bits, materials etc.	All Papers written by the candidate in that sitting(all semester papers including practical and arrears) are to be cancelled and the candidate is to be debarred for two more examinations
4E	Talking with the outsiders through Cell Phones or using pagers/ i pads/smart watches or any other similar equipment during the exam	All Papers written by the candidate in that sitting(all semester papers including practical and arrears) are to be cancelled and the candidate is to be debarred for two more examinations
4F	Eve teasing of staff / students inside the Examination Hall	All Papers written by the candidate in that sitting(all semester papers including practical and arrears) are to be cancelled and the candidate is to be debarred for two more examinations
5A	Writing filthy / indecent/ vulgar words or sketching obscene figures etc in the answer book.	All Papers written by the candidate in that sitting(all semester papers including practical and arrears) are to be cancelled. TC to be issued with description of offence and Candidate not to be permitted to appear in any of the future Board exams.

5B	Acts of threats, violence, creating, disturbance inside/outside the examination hall, preventing other candidates from entering the hall, misbehaviour with the supervising staff etc.	All Papers written by the candidate in that sitting(all semester papers including practical and arrears) are to be cancelled. TC to be issued with description of offence and Candidate not to be permitted to appear in any of the future Board exams.
5C	Repetitive action of malpractice either in the same sitting or in different sittings in the course of his / her study	All Papers written by the candidate in that sitting(all semester papers including practical) are to be cancelled and the candidate is to be debarred for four more examinations
5D	Taking away with him / her the written answer book, without handing over the same to the Hall superintendent	All Papers written by the candidate in that sitting(all semester papers including practical) are to be cancelled and the candidate is to be debarred for four more examinations
5E	Trying to take away or damage other candidate's answer book	All Papers written by the candidate in that sitting(all semester papers including practical) are to be cancelled and the candidate is to be debarred for four more examinations
5F	Violating any other special rules / regulations prescribed then and there by the Board of Examination	All Papers written by the candidate in that sitting(all semester papers including practical and arrears) are to be cancelled and the candidate is to be debarred for four more examinations

<p>6A</p>	<p>Impersonation - Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else</p>	<p>All Papers written by the candidate in that sitting (all semester papers including practical) are to be cancelled and the candidate is to be debarred for six more examinations, legal / disciplinary/criminal action to be taken by the Institution. TC to be issued with description of offence and Candidate not to be permitted to appear in any of the future Board exams.</p>
<p>6B</p>	<p>Assaulting Physically or attempting to attack any examination staff while being caught / booked for any malpractice</p>	<p>All Papers written by the candidate in that sitting (all semester papers including practical) are to be cancelled and the candidate is to be debarred for six more examinations, legal / disciplinary/criminal action to be taken by the Institution. TC to be issued with description of offence and Candidate not to be permitted to appear in any of the future Board exams.</p>
<p>6C</p>	<p>Causing damage to examination records</p>	<p>All Papers written by the candidate in that sitting (all semester papers including practical) are to be cancelled and the candidate is to be debarred for six more examinations, legal / disciplinary/criminal action to be taken by the Institution. TC to be issued with description of offence and Candidate not to be permitted to appear in any of the future Board exams.</p>

<p>6D</p>	<p>Arranging outside persons to terrorise the examination staff</p>	<p>All Papers written by the candidate in that sitting (all semester papers including practical) are cancelled and the candidate is to be debarred for six more examinations, legal / disciplinary/criminal action to be taken by the Institution. TC to be issued with description of offence and Candidate not to be permitted to appear in any of the future Board exams.</p>
<p>6E</p>	<p>Leaving the examination hall with the question paper of the day's examination before the expiry of the period prescribed by the Board of Examinations (normally 45 minutes from the commencement of exam), in spite of the warning of Hall Superintendent / Additional (or) Chief Superintendent</p>	<p>All Papers written by the candidate in that sitting (all semester papers including practical) are to be cancelled and the candidate is to be debarred for six examinations, in addition to the legal / disciplinary action to be taken by the Institution</p>
<p>6F</p>	<p>Causing damage to the belongings of Examiners, as an act of vengeance</p>	<p>All Papers written by the candidate in that sitting (all semester papers including practical) are to be cancelled and the candidate is to be debarred for six exams. Legal,disciplinary/criminal action to be taken by the Institution. TC to be issued with description of offence and Candidate not to be permitted to appear in any of the future Board exams.</p>

7A	Revealing answers to the candidate in the exam hall in any form.	The Chief superintendent /Principal/Hall supt. to be debarred for three years. Disciplinary action to be initiated against the college officials
7B	Issue of wrong question paper in the exam hall	Chief superintendent, Addl. Chief supdt. and hall supdt. to appear for direct enquiry at DOTE. The concerned staff to be debarred for three years.
7C	Improper seating arrangement in exam hall creating conducive atmosphere for mass copying	Chief supt. / Addl. Chief supt./Hall supt. to be debarred for three years. To issue Show cause notice. Steps to be taken to change exam centre. Disciplinary action to be initiated against college officials.
7D	Use of cell phones by exam staff during examination in exam hall, exam cell, question paper room etc.,	The concerned staff to be debarred for three years
7E	Conduct of Lab exams without proper equipments / Conduct of Lab exams without Internal/External examiner/Chief supt.	Chief superintendent / External Examiner /Internal examiner to be debarred for three years. Lab exam to be cancelled & conducted afresh. Disciplinary action to be initiated against college officials.

<p>8A</p>	<p>More than 10% of students are found to be involved in malpractice category 1 - 6</p>	<p>Action to be initiated against the Institution like Shifting of exam center, recommendation for reduction in student strength, recommendation for de-affiliation etc.</p>
<p>8B</p>	<p>If in an institution, a category 7 offence occurs twice (Two different category offence occurring once each would also be deemed to be a category 7 offence occurring twice.) in the previous four semester/exams.</p>	<p>Chief superintendent /Addl. Chief supt./Hall supt./External or Internal examiner to be debarred for three years. Steps to be taken to change exam centre. Disciplinary action to be initiated against the Institution including Change of exam center, recommendation for reduction in student strength, de-affiliation etc.</p>
<p>8C</p>	<p>If the Institution is found to be involved in carelessness with regard to conduct of theory exam, practical exam or both.</p>	<p>Action to be initiated against the Institution like Shifting of exam center, recommendation for reduction in student strength, recommendation for de-affiliation etc.</p>

<p style="text-align: center;">8D</p>	<p>If the Institution is found to be involved in any of the following offences:</p> <ol style="list-style-type: none"> 1. Non-issuance of hall ticket to students. 2. Practical exam conducted without external examiner, chief supt and on holidays. 3. Equipment not in working condition but student writes correct reading. 4. Skilled assistants and others helping students during exam. 5. Print outs of outputs not enclosed in computer related experiments. 6. Pasting photocopy of drawings in record note books. 7. Conducting two different practical exams in the same lab at a time. 8. Submission of jobs done by previous batches or regular classes in workshops. 9. Students writing the name of salt without doing experiment in chemistry lab 10. Presence of unconnected persons in the lab during exam. 11. Changing practical exam date without informing flying squad. 12. Conduct of practical exam without power supply/back-up. 	<p>Chief superintendent / Principal / External Examiner / Internal examiner to be debarred for three years. Lab exam to be cancelled & conducted afresh. Disciplinary action to be initiated against the Institution like Change of exam center, recommendation for reduction in student strength, de-affiliation etc.</p>
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Legend: Sitting- All the subjects registered by the student as found in the hall ticket.

(s/d) Chairman, Board of Examinations