

No. A. 12034/12/2020-HTE (TE)/1
GOVERNMENT OF MIZORAM
Higher & Technical Education Department

Dated, Aizawl, the 26th Nov. 2020.

NOTIFICATION

WHEREAS, “ The Mizoram (Admission and Conduct of Examinations for Diploma Courses) Rules, 2020”, which had come into force with effect from 08.08.2012 was repealed vide Govt.’s Notification No. A. 12034/12/2020-HTE (TE) dt. 26.11.2020.

And, whereas it is considered expedient to have guidelines to be followed for conduct and examinations for Diploma Courses under Mizoram State Council for Technical Education (MSCTE) for fair selection of promising candidate(s) on merit.

Now, therefore, keeping in view of the essentiality of having certain procedures to be followed, the following consolidated guidelines ‘The Mizoram (Conduct of Examinations for Diploma Courses) Consolidated Guidelines, 2020’ is hereby laid down. The Consolidated Guidelines will take commence from the date of issue of this Notification.

After the commencement of these Consolidated Guidelines, anything done under the repealed Mizoram (Admission and Conduct of Examinations for Diploma Courses) Rules, 2012 shall be deemed to have been done under “The Mizoram (Conduct of Examination for Diploma Courses) Consolidated Guidelines, 2020”.

Part-1: DEFINITION:

In these guidelines, unless the context otherwise requires,

- a) “Academic Board” means Academic Board of constituted by the Mizoram State for Technical Education with the task related to academic matters.
- b) “Centre” means the Institution or the place fixed for the purpose of holding Examinations and includes the premises or apartment attached thereto.
- c) “Centre Superintendent” means the person to conduct and supervise the Examinations of the State Council
- d) “Certificate” means Certificate awarded by the State Council to a person for successfully completing such course or courses of study, as may from time to time be prescribed by these guidelines.
- e) “Chairman” means the Chairman of Academic Board or Board of Examination Committee of Mizoram State Council for Technical Education as the case may be.
- f) “Diploma” means a Diploma awarded by the State Council to a person for successfully completing a minimum of three years regular course of study after Matriculation (HSLC) or equivalent, conducted by Mizoram State Council for Technical Education.
- g) “Directorate” means Directorate of Higher & Technical Education.
- h) “Examination” means any Examination conducted by the Mizoram State Council for Technical Education.
- i) “Examination Committee” means Examination Committee constituted by the Mizoram State for Technical Education with the task of conducting the Examinations.
- j) “Examination Officer (Technical)” means Examination Officer for Technical Education under Directorate of Higher & Technical Education Department.
- k) “Government” means the Government of Mizoram.
- l) “Head of Institution” means the Principal/Director of an affiliated Institution.
- m) “Institution” means the Institution of an affiliated to Mizoram State Council for Technical Education
- n) “Invigilator” means a person who assists the Centre Superintendent of a Centre in conducting and supervising the Examination at the centre. It also includes a Project/ Practical observer in case of Project/Practical Examination.
- o) “Joint Director (Technical)” means Joint Director for Technical Education under Directorate of Higher & Technical Education.
- p) “MSCTE” stands for Mizoram State Council for Technical Education.
- q) “AICTE” stands for All India Council for Technical Education.

- r) "NSQF" stands for National Skill Qualification Framework.
- s) "Per year" means a course of study for twelve months.
- t) "Regular Course of Study" means a course of study prescribed by the State Council for the purpose of its Examination.
- u) "Secretary" means the Secretary of Examination Committee of the Mizoram State for Technical Education.
- v) "Semester/Term" means a course of study for six months.
- w) "State Council" means the Mizoram State Council for Technical Education.
- x) "Teacher" means a person actually engage in the work of giving Academic Instruction in an affiliated Institution.
- y) "Drop" means failed to attend 75% in attendance or failed to obtain 50% of Internal Assessment mark in a particular subject (Theory/Practical separately).
- z) "Backlog" means failed to obtain minimum pass marks in a particular subject (Theory/Practical) in semester/term end examination.
- aa) "Re-registration/registration a fresh" means registration done in respect of dropped subject to repeat the Semester/Term.

Part-2: ACADEMIC BOARD:

The competent Authority is pleased to constitute the Academic Board of the MSCTE which shall be responsible for academic matters, including norms, standards, curricula, facilities, and structure of all courses of study. The Academic Board shall consist of the following:

- 1) Director - Chairman
Higher & Technical Education, Department
- 2) Joint Director (Technical) - Member Secretary
Higher & Technical Education, Department
- 3) Academic Officer - Member
Higher & Technical Education, Department
- 4) Examination Officer - Member
Higher & Technical Education, Department
- 5) Heads (or representatives) of the concerned - Member
Institutions under MSCTE
- 6) Academic in-charge/Co-ordinators from the - Member
Concerned Institutes
- 7) Training & Placement Officer (TPO) from the - Member
Concerned Institution
- 8) If need be, special invitee may be invited by the Chairman when needed.

Part-3: EXAMINATION COMMITTEE:

The Competent Authority is pleased to constitute Examination Committee and it shall look after and manage all matters relating to examinations indifferent braches of engineering and technology and in such other disciplines as the Council may requires, and shall arrange for publication of result of such examinations. The Examination Committee shall consist of the following members:-

- 1) Director - Chairman
Higher & Technical Education, Department
- 2) Joint Director (Technical) - Member Secretary
Higher & Technical Education, Department
- 3) Examination Officer - Member
Higher & Technical Education, Department
- 4) Heads (or representatives) of the concerned - Member
Institutions under MSCTE
- 5) Academic in-charge/Co-ordinators from the - Member
Concerned Institutes
- 6) Academic Officer - Member
Higher & Technical Education, Department
- 7) If need be, special invitee may be invited by the Chairman when required.

Part-4: COURSE, DURATION AND WORKING HOURS:

- 1) The Diploma courses recognized by All India Council for Technical Education/MSCTE/National Skill Qualification Framework (NSQF) shall be conducted by the Institutions.
- 2) For semester system each semester consists of a minimum of 90 days of instruction of average 6 hours a day in 5 days a week in classroom, laboratory, workshop and fields work excluding Semester End Examination, preparation and other holidays as per academic calendar.
- 3) For annual system, it consists of a minimum of 180 days of instruction of average 6 hours a day in 5 days a week in class room, laboratory, workshop and field work excluding Final Examination, preparation and other holidays as per Academic Calendar.
- 4) A student can obtain the Diploma within a minimum duration of 3 years and maximum duration of 6 years. If it is found that a student is already in his/her sixth year when he/she is promoted to the final year, he/she may get, if necessary, one additional year to complete his/her courses after completion of the final semester/term. Further, if a student failed to complete his/her courses even with one additional year, he/she shall be given 'Not Fit for Technical' (NFT) statue.

Part-5: ELIGIBILITY FOR ADMISSION TO THE DIPLOMA COURSE OF STUDY.

- 1) A candidate shall satisfy all the conditions mentioned below to be eligible for admission into the first Semester of Diploma Course :
 - a) Management: A candidate must have passed Higher Secondary School Leaving Certificate Examination or equivalent conducted by any recognized Board of the State or Central Government.
 - b) Engineering: A candidate must have passed High School Leaving Certificate or equivalent Examination or its equivalent conducted by any recognized Board of the State or Central Government with Mathematics and Science.
 - c) Applied Arts and Crafts: A candidate must have passed High School Leaving Certificate or equivalent Examination or its equivalent conducted by any recognized Board of the State or Central Government with Science.
 - d) Paramedical Sciences: A candidate must have passed High School Leaving Certificate or equivalent Examination or its equivalent conducted by any recognized Board of the State or Central Government.
 - e) Other course: As per relevant criteria which the Council may deem fit to conduct. (e.g NSQF complaint courses).
 - f) State Council will decide the equivalent of other examination and notify form time to time.
 - g) There will be a Common Entrance Examination for all the Government institutions.
 - h) Admission shall be decided on the basis of merit of admission/entrance test conducted by the State Council for Government institutions.
 - i) Age limit will be between 15-25 years and there will be 5 years upper age limit relaxation for Scheduled Tribe/Scheduled Caste/Other Backward Classes. Age limit for department candidates for direct admission on nomination from State Government Department/Autonomous District Council within Mizoram State will be up to 45 years.
 - j) Reservation: Reservation policy as notified by the Government from time to time shall be followed.
 - k) Lateral entry: Lateral entry for those who have completed courses from Industrial Training Institutes (ITIs) shall be permitted as notified by the Government from time to time subjected to availability of seats. Heads of the concerned Institute shall be the deciding authority in this regard.
 - l) Change of Branch: Change of branch from second (2nd) year or/semester/term three (3) shall be opened for candidates who have successfully completed first (1st) year (1st and 2nd semester/term) with 60% or above aggregate. The number of seats reserved for such candidates shall be based on availability of seats at the semester/term three (3) for each discipline. Change of branch shall be applicable only in respect of Engineering disciplines which are having common subjects in the first year.
 - m) A candidate debarred from appearing in any examination by authority constituted by Government Statutory Board/University shall not be eligible for admission in to the Institution/Polytechnic during the period of debarment.

Part-6: ELIGIBILITY FOR APPEARING EXAMINATION:

- 1) No candidate shall be eligible to appear in examination if his/her name is not registered in the State Council.
- 2) A student must maintain a good conduct, attend at least 75% of lecturers/attendance, in each theory and practical classes and must have completed practical classes and practical works (as may be applicable) in all the individual subject satisfactorily. Any student failing to attend 75% will be treated as 'DROP' in a subject (Theory/Practical separately) where he/she failed to attend the required percentage.
- 3) A candidate should pay all fees up-to-date and should have no liability of any kind of fees as may be decided by the State Council from time to time.
- 4) A candidate desiring admission in the examination shall send application in prescribed form to the State Council through the Head of the Institution along with the requisite fees fixed by the State Council within such date as notified by the State Council and such application must be accompanied by a certificate from the concerned Head of the Institution.
- 5) The application not submitted in prescribed form/ incomplete/ not submitted in time/ application not supported by money receipts or proof of payment of prescribed fees shall be rejected and no correspondence on that account shall be entertained.
- 6) The head of the Institution shall be competent to reject incomplete application.
- 7) Fees once paid shall not be refunded under any circumstances.
- 8) To avoid impersonation all eligible candidates appearing in the State Council Examination shall submit two passport size photographs duly attested by Gazetted officer.

Part-7: CONDUCT OF EXAMINATION:

- 1) Examination Cell (Technical) under Directorate of Higher & Technical Education shall conduct all the Term End examinations in the name of Mizoram State Council for Technical Education.
- 2) All practical examinations will be conducted by the concerned institutions.
- 3) The marks awarded in each semester/term (continuous internal assessment & practical examination) shall be forwarded to the Secretary Examination Committee, MSCTE within two weeks of the completion of each term end examination.
- 4) Semester/Term system: The term end examinations in the odd and even term shall be held in the following months on such dates as may be fixed by the Chairman/Secretary of Examination Committee for the regular students along with repeaters/re-registered students.
Odd Term: November-December
Even Term: May – 15th June.
- 5) Annual system: The annual and supplementary examinations shall be held in the following months on such dates as may be fixed by the Chairman/Secretary of Examination Committee for the regular students along with repeaters/re-registered students.
Annual Exam: August
Supplementary Exam: December
- 6) Backlog/Dropped subject examination (both theory and practical) for semester/term system shall be arranged along with every corresponding (odd/even) semester/term end examination.
- 7) The contact hours of instruction/lecture per week and the term duration and marks/credits allotted to each paper as theory/drawing/project/laboratory/workshop practice/viva voice at examination shall be as per curriculum structure.
- 8) Sessional/Internal Examination shall be conducted once in a semester/term as a Mid-Term Examination. Make-up examination owing to reasonable/genuine reasons with the consent of the Principal, Academic Coordinator and the concerned Head of Department.
- 9) The Chairman of Examination Committee or any Officer authorized by him/her shall notify the date, time and venue of each examination at least 30 days before commencement of the examination.
- 10) English shall be the medium of examination in all subjects.
- 11) Amanuensis (writer) may be provided to a disabled candidate at the discretion of the Centre Superintendent of examination on the condition that remuneration if required, will be paid by the Examinee.
- 12) For each centre of examination, Centre Superintendent of examination and supporting staff etc shall be appointed as per the rules decided by the competent authority from time to time. The number of supporting staff to be appointed for the centre will depend on the numbers o rooms/halls, laboratories, workshops etc.
- 13) For guidelines for examination: See Annexure-I

14) The officers and staff required in an examination centre may; consist of the following:-

- a) Centre Superintendent -1 (one)
- b) Asst. Centre Superintendent -1 (one)
- c) Invigilators - (one) for every twenty students
or part thereof per examination hall/room
- d) Clerk -1 (one)
- e) Peon -1 (one) for every Examination Hall/Room
- f) Time Keeper -1 (one)
- g) Exam observer from Technical Cell -1 (one)

However, if the number of examinees in any shift is less than twenty, no invigilator shall be appointed and the Asst. Centre Superintendent shall act as an invigilator.

15) Question paper: The question paper will contain very short Answer/Objective, Short Answer and Long Answer/Descriptive.

a) Mark distribution:

i) For Full Marks: 100

<u>Sl.No</u>	<u>Level of Questions</u>	<u>Marks of each question</u>	<u>Total Marks</u>
1)	Easy (Very Short Answer/Objective)	½ to 2	30
2)	Average (Short Answer)	3 to 4	40
3)	Hard (Long Answer/ Descriptive)	5 to 10	30

ii) For Full Marks: 80

<u>Sl.No</u>	<u>Level of Questions</u>	<u>Marks of each question</u>	<u>Total Marks</u>
1.	Easy (Very Short Answer/Objective)	½ to 2	25
2.	Average (Short Answer)	3 to 4	35
3.	Hard (Long Answer/ Descriptive)	5 to 10	20

iii) For Full marks: 70

<u>Sl.No</u>	<u>Level of Questions</u>	<u>Marks of each question</u>	<u>Total Marks</u>
1)	Easy (Very Short Answer/Objective)	½ to 2	20
2)	Average (Short Answer)	3 to 4	30
3)	Hard (Long Answer/ Descriptive)	5 to 10	20

iv) For Full Marks: 50

<u>Sl.No</u>	<u>Level of Questions</u>	<u>Marks of each question</u>	<u>Total Marks</u>
1)	Easy (Very Short Answer/Objective)	½ to 2	15
2)	Average (Short Answer)	3 to 4	25
3)	Hard (Long Answer/ Descriptive)	5 to 10	10

v) For Full marks: 35

<u>Sl.No</u>	<u>Level of Questions</u>	<u>Marks of each question</u>	<u>Total Marks</u>
1)	Easy (Very Short Answer/Objective)	½ to 2	10
2)	Average (Short Answer)	3 to 4	15
3)	Hard (Long Answer/ Descriptive)	5 to 10	10

- vi) Duration of the Exam: The duration for examination of each subject shall be based on the full marks as given below:-

<u>Sl.No</u>	<u>For Full Marks</u>	<u>Time allowed</u>
1)	70 to 100	3 hours
2)	50	2 hours
3)	35	1 ½ hours

- b) Question setting: See Annexure-II (Guidelines for question setters).

Part-8: RESULT

- 1) Minimum aggregate pass marks as a whole in an examination shall be 50% of the total marks (in theory & practical separately).
- 2) Any student obtaining less than 50% mark in practical subject or less than 40% marks in theory in a subject, will be treated as 'backlog' in that subject. Such student should repeat that subject/semester/year per curriculum.
- 3) A student will be retained in the same year of study if he/she gets more than three (3) backlog/dropped subjects. However, a student will number of papers will be not more than the number of papers in a particular Semester/Term.
- 4) Maximum grace marks to a candidate in an individual subject should not exceed 5 (five) marks and this grace mark shall be given in one subject only.
- 5) If a candidate passes in all subjects but does not secure pass marks in aggregate, additional grace mark not more than 15 A(fifteen) maybe added to hi/her aggregate marks.
- 6) Any student who passes in all subjects but is still short of minimum aggregate pass marks shall be allowed to do improvement in any two subject/paper where he/she scores lowest marks.
- 7) Internal assessment mark can be changed only when the student repeats the course/subject/term/semester.
- 8) The total marks for award of the Diploma shall consist of aggregation of all the marks obtained by an individual candidate in all the semester/terms/year. The calculation of percentage of marks will be done as per curriculum.

<u>Percentage of Marks</u>	<u>Class</u>
75% marks and above	Distinction
60% marks and above but below 75%	First Class
50% marks and above but below 60%	Second Class

- 9) All results of examinations shall be declared by the Mizoram State Council for Technical Education *as per schedule shown in the academic calendar.*
- 10) The Diploma shall be awarded to the successful candidates by the State Council for under signature of the Secretary of the Examination Committee/Controller of Examination of the State Council for Technical Education.
- 11) The marks obtained by a candidate in each subject shall be issued to the candidate in a print form as "Statement of Marks" after declaration of the results.
- 12) The marks sheets of candidates of each examination will be sent to the heads of their respective institutions.
- 13) All the results of the examination approved by the Examination Committee of the State Council shall be final and binding.
- 14) In case any anomaly is detected at any stage during the whole process of conduct of examination, the matter will be referred to Secretary, Mizoram State Council for Technical Education through Examination Committee for necessary action and his decision will be final and binding.
- 15) Complaints, if any in respect of results, shall not be entertained if such complaints are made to the State Council after one month from the date of declaration of the results.
- 16) Re-evaluation: See Annexure-III.
- 17) Duplicate Mark sheet may be issued to a candidate provided an application in he prescribed format is submitted to the Secretary of the Examination Committee with a duplicate mark sheet fee of ₹ 200/- each.
- 18) The answer books of the candidates for an examination shall be preserved for six months from the date of publication of the results and the same shall be disposed of after that period by order of the Secretary of Examination Committee.

Part-9: MIGRATION AND REGISTRATION

- 1) Migration of students registered under the State Council to another Board/Councils for Technical Education etc. Will be allowed on application submitted in the prescribed form with a migration fee of ₹ 200/- (Rupees two hundred only) to the Secretary MSCTE.
- 2) Students studying in any other States in India may be accepted for admission in relevant courses and stages in the Polytechnics affiliated to the State Council provided that:-
 - a) Applications should be submitted with migration certificates, Institute leaving certificate, mark sheets of the previous examinations passed and the syllabi of the Course of Study to the Secretary/Head of the Institute at least one month before the date of commencement of the academic session of the course in which the student intends to be admitted.
 - b) The standard of the courses studied by him/her is considered equivalent to the ones prescribed for such courses in the Polytechnic affiliated to the State Council and provided that 50% of the course content must be the same. Such students accepted for admission shall be admitted to the Council on payment of the prescribed admission fee.
- 3) The candidate who fulfils all the requirements shall be registered under the Mizoram State Council for Technical Education.

Part-10: MALPRACTICES

- 1) The Centre Superintendent shall report to the Examination Officer/Controller of Examination on the day of occurrence when malpractice in the examination is detected with full details of evidence.
- 2) The following acts/deeds shall be constructed as malpractice in the examination:-
 - a) A candidate is found in possession of any notebook/cell phone/programmable calculator or any other material concerning the subject pertaining to the examination paper.
 - b) Notes written on any part of clothing body, desk, table, blotting paper and question paper etc. by a candidate.
 - c) Consulting notes, books or person outside the Examination hall.
 - d) Destroying any note or paper found with him/her.
 - e) Impersonation.
 - f) If a candidate does not intentionally submit his/her answer books to the supervisory staff before leaving the Examination Hall, a report will be sent to the Secretary of State Council.
 - g) Taking to another candidate in the Examination Hall.
- 3) A candidate who is found appearing in examination under the influence of intoxicating drinks, smoking and illegal practice shall be expelled from the Examination Hall by the Centre Superintendent.
- 4) Candidate violating any of the guidelines or adopting malpractices in the examination hall shall be expelled from the Examination Hall. The candidate (s) so expelled from the examination shall be declared as 'dropped' in that subject and that candidate shall not be permitted to appear examinations conducted by MSCTE in that subject during one year from the publication of the results.
- 5) The decision made by the Examination Committee of the State Council shall be announced along with the respective results of the examination and shall be final and binding upon the defaulting candidate.
- 6) Punishment for refusal to work for the conduct and declaration of results of examination: Any person, who, being entrusted with the conduct of examination as Centre Superintendent, Invigilator, Examiner, Question Setter, Moderator, Tabulator, Scrutinizer or any other works connected with the conduct of examination, fails to discharge the duties assigned to him/her for the successful conduct of examination shall be punished by the Department of Higher & Technical Education as per The Mizoram Prevention of Malpractices at Act. 1990.

- Part-11: DISCONTINUATION OF MULTIPOINT ENTRY AND CREDIT SYSTEM (MPECS);**
From the date of implementation of these new guidelines, the Multipoint Entry and Credit System being followed shall be discontinued.

Sd/- Biaktluanga

Commissioner & Secretary to the Govt. of Mizoram
Higher & Technical Education Department.

Memo No. A.12034/12/2020-HTE (TE)/1
Copy to:-

: Dated, Aizawl, the 26th November, 2020.

1. Secretary to Governor, Mizoram.
2. P.S. to Minister, Higher & Technical Education Department.
3. Sr. P.P.S to Chief Secretary, Govt. of Mizoram.
4. All Administrative Head of Department, Govt. of Mizoram.
5. All Head of Department, Mizoram.
6. Director, Higher & Technical Education Department.
7. Controller, Printing & Stationery with 5(five) spare copies to be published in the Official Gazette.
8. Joint Director (Tech), Higher & Technical Education Department.
9. Guard file.

(LALNUNVULA)

Under Secretary to the Govt. of Mizoram

Annexure –I
(See Rules 8 (13))
GUIDELINES FOR DIPLOMA EXAMINATION IN MIZORAM

- i) Candidate should occupy their seats 15 minutes before the commencement of the Examination.
- ii) Candidate should produce their Admit Cards as and when required by the Invigilator.
- iii) Candidates should check before writing whether the Answer book is complete and in good condition.
- iv) Candidates may use some pages for rough notes or calculations if necessary which must be crossed out before submitting the Answer book. Candidates must not tear out any Answer sheet.
- v) No Candidate is allowed to leave the Examination Hall until 30 minutes lapse from the commencement of the Examination.
- vi) Candidates should bring their own examination materials, Eraser, Scales, Pro-circles, T-Square, Drafter, etc. Borrowing of examination materials from friends inside the examination Hall is strictly prohibited.
- vii) Use of Scientific calculators, Steam tables, Mobile Phone, Isometric charts, Schedule of rates (SOR) or any other materials may be permitted only when the Mizoram State Council for Technical Education declares such materials as required for the examination from time to time.
- viii) Candidates must not write anything on the Admit Card, Question papers, Graph papers or other papers or carry away any writing or examination materials supplied to them from the examination Hall.
- ix) Candidates are forbidden to carry into the examination Hall or have in their possession during the hours of examination any printed material or any writing or scribbling which may have a bearing on the subjects of the examination. Any article carried into the Examination Hall or found in the possession of a candidate may render a candidate liable to expulsion.
- x) Candidates are warned that any attempt to use any unfair means at the examination or any breach or attempted breach of any Examination rules will render them liable to expulsion by the Centre Superintendent from the entire examination or any part thereof and such other or further penalties as the Council may determine.

Annexure-II
(See Rules 8 (15) (b))
GUIDELINES FOR QUESTION SETTERS

1. While submitting the Question paper, Question setters should not retain any of the Question paper in soft or hard form including rough copy.
2. If any of his/her near relative is appearing at the concerned examination, the Question setter may decline the offer.
3. The Question papers should cover the entire syllabus with proper distribution and weightage of marks for each Question or part thereof. No Question should be set outside the syllabus.
4. No question should be set which would require an expression of religions, which may involve controversy.
5. Question setter should not disclose to any person that the Question paper is set by him/her.
6. No suggestion or home assignment should be given to the students after Question paper has been set by the Question setter.
7. Question setter should not show any indication whatsoever, to any student or relative that the Question Paper is set by him/her.
8. If not personally delivered, the manuscript of Question Paper must be Properly sealed and sent to the Examination officer through mail by the Question setter.
9. Highest order of discipline and secrecy is expected to be maintained by the Question setter throughout the conduct of examination, till all result is declared by the State Council.