Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

इंडियन व्यावसायिक एवं तकनीकी शिक्षा बॉर्ड (नई दिल्ली)

Indian Board of Vocational and Technical Education (New Delhi)

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प्रशासनिक कार्यालय :– द्वितीय तल , सुनील कौम्पलेक्स पश्चिमी कचहरी रोड मेरठ ,**250002**

मुख्य कार्यालय :– 6/26 33 फुटा रोड कबीर नगर शाहदरा दिल्ली , 110094

Exam Bye – laws

PREMABLE

We, the members of the Indian Board of Vocational And Technical Education, solemnly resolve to dedicate ourselves to the mission of building a skilled, self-reliant, and empowered India. Recognizing that skill development is the cornerstone of national progress and economic strength, we affirm that the true potential of our nation lies in the abilities, innovation, and enterprise of its people.

In pursuit of this noble objective, we commit to establishing a robust, inclusive, and industry-relevant skill ecosystem that ensures quality, equity, and opportunity for all—irrespective of gender, geography, socio-economic status, or physical ability.

We believe that empowering individuals with practical skills, ethical values, and technological knowledge will pave the way for a competent and future-ready workforce, capable of contributing meaningfully to both national development and the global economy.

We hereby resolve:

To provide high-quality vocational and skill-based education to the youth of India;

To establish training centres that meet the evolving needs of industry and entrepreneurship

To promote innovation, digital learning, and research in skill development;

To uphold transparency, accountability, and excellence in training delivery;

To create inclusive opportunities for women, differently-abled persons, and underprivileged communities;

And to contribute towards positioning India as a global hub of skilled manpower.

With a sense of purpose, service, and dedication, we unite under the banner of Indian Board of Vocational And Technical Education, to participate in this transformative journey of nation-building — where every hand is skilled, every dream is empowered, and every citizen is a contributor to a stronger, progressive India.

VISSION

Indian Board of Vocational And Technical Education (IBVTE) is to transform India into a globally recognized centre of skill excellence, where every citizen—regardless of socio-economic background, gender, location, or ability—is empowered with the right skills, knowledge, and attitude to contribute meaningfully to the nation and the world.

We envision a future where vocational and skill-based education becomes a respected and integral part of the national education framework, not only as a means to employment but as a pathway to dignity, innovation, and economic independence. Our aim is to bridge the gap between skill and opportunity, empowering India's vast youth population with industry-aligned training, digital competence, entrepreneurial spirit, and lifelong learning.

Through collaborative efforts with government bodies, industry leaders, academic institutions, and international agencies, we strive to build a resilient and future-ready workforce that not only meets domestic industry needs but also excels in the global arena. Our vision is rooted in the principles of quality, inclusiveness, accessibility, innovation, and sustainability, ensuring that every learner becomes a confident, capable, and responsible contributor to society

In this journey, we aspire to:

Elevate skill development to the national priority it deserves

Ensure access to quality training in every district and rural pocket

Promote a culture of innovation, research, and continuous upskilling

Recognize informal skills and bring them into the formal economy

Build a national ecosystem that values both employment and entrepreneurship

Our ultimate vision is an India where “Skilled Hands, Inspired Minds, and Compassionate Hearts” together lead the country toward progress, prosperity, and global recognition.

MISSION

Indian Board of Vocational And Technical Education (IBVTE) is to empower individuals across India through high-quality, inclusive, and industry-relevant skill development programs, thereby enabling them to become economically independent, socially responsible, and globally competent citizens.

We are committed to bridging the gap between education and employability by offering demand-driven, accessible, and practical training that responds to the evolving needs of national and international job markets. By integrating technical education with digital tools, soft skills, and entrepreneurial training, we aim to foster a workforce that is both professionally proficient and personally confident.

Our mission includes:

Establishing skill training centres in both rural and urban areas, ensuring last-mile access to education.

Creating job-ready professionals by aligning curricula with current industry standards and technologies.

Designing customized training programs for marginalized communities including women, persons with disabilities, minorities, and youth from economically weaker sections

Promoting micro-entrepreneurship, self-employment, and start-up culture through mentorship and incubation support

Encouraging recognition of prior learning (RPL) to validate the informal skills of workers

Integrating e-learning, hybrid models, and mobile training units to reach remote and underserved regions

Collaborating with industry leaders, government agencies, and international partners for sustainable development and resource mobilization

Maintaining transparency, quality assurance, and continuous improvement through rigorous monitoring and evaluation systems

At its core, the mission of IBVTE is to create a self-reliant, skilled, and confident India, where skill development is not just a tool for employment, but a powerful catalyst for social transformation, dignity, and national development.

GOALS

1. To build a skilled and future-ready workforce by offering training programs aligned with industry requirements, emerging technologies, and global standards.

2. To make skill development accessible and inclusive by setting up training centres in rural, urban, and remote areas of India.

3. To promote employment, self-employment, and entrepreneurship by training individuals in practical skills, soft skills, and business development.

4. To empower underprivileged and marginalized communities, including women, youth, persons with disabilities, and socio-economically disadvantaged groups through targeted training programs.

5. To recognize and formalize informal skills through Recognition of Prior Learning (RPL) and provide certification to enhance employability.

6. To foster partnerships with industries, government departments, NGOs, and international institutions for resource sharing, internship, and placement opportunities.

7. To encourage innovation, research, and technology adoption in skill development curricula and training methodologies.

8. To implement quality assurance systems in training delivery through monitoring, evaluation, and continuous improvement mechanisms.

9. To promote digital learning, mobile-based training, and blended learning models to reach learners beyond traditional classrooms.

10. To contribute to India's goal of becoming a global skill capital, by preparing individuals who can compete and perform in international work environments.

VALUES

1. Equity & Inclusion

We are committed to providing equal opportunities to all, regardless of caste, gender, religion, region, or ability, ensuring no one is left behind.

2. Quality

We uphold the highest standards of quality in our training delivery, content, and evaluation, aligning with global benchmarks and best practices.

3. Accountability

We work with transparency and take full responsibility for our actions, performance, and outcomes.

4. Innovation

We embrace innovation, digital transformation, and creative thinking to make training more effective, engaging, and future-ready.

5. Commitment to Service.

We believe in serving society with dedication, empowering individuals with the skills they need to lead independent, dignified lives.

6. Inclusiveness

We strive to reach underserved and remote areas, ensuring access to training for all sections of society, especially the marginalized.

7. Integrity & Ethics

We operate with honesty, fairness, and a strong moral compass, fostering trust among stakeholders and learners.

8. Sustainability

We promote sustainable development through skill-building that supports long-term social, economic, and environmental progress.

9. Empowerment

We aim to empower individuals by building their confidence, capabilities, and self-reliance through practical and life-changing skills.

10. Collaboration & Partnership

We believe in working together—with government bodies, industries, academic institutions, and international organizations—to maximize impact and reach.

HIGHLIGHT

1. Number of Sector :- 03
2. Types of Course :-
   - Two years Diploma course :- 15
   - 1 year Duration diploma Course :- 15 Course
   - Certificate Course (Non NSQF) :- 99 Course
3. Course Duration :-
   - 30 Hours of 2 years.
   - Diploma in advance diploma full time courses.
   - Certificate courses are part time courses.
4. Apprenticeship.
   - 123 courses of duration one and two years are notified under Apprenticeship training scheme by Government of India.

CHAPTER 1

SHORT TITLE

Title

(i) These Bye-Laws shall be called the Examination Bye-Laws of the Indian Board of Vocational And Technical Education.

(ii) They are effective from 30 April, 2023

2. Definitions

In these Bye-laws unless the context otherwise requires: -

(i) "Admission Register or Admission & Withdrawal Register" means a register maintained by the Training Centre/Institute indicating the admission of candidates to various courses in the institution.

(ii) "Board" means the Indian Board of Vocational and Technical Education .

(iii) "President" means the President of the Indian Board of Vocational and Technical Education.

(iv) "Controller of Examinations" means the Controller of Examinations of the Indian Board of Vocational and Technical Education.

***(v) "Examinations" means Examinations conducted by the Indian Board of Vocational And Technical Education Diploma or Certificate Examination conducted byan Institution affiliated to the Indian Board of Vocational and Technical Education.**

(v) "Examination Committee" means Examination Committee of the Council.

(vi) "Governing Society" means the Society of Indian Board of Vocational and Technical Education.

****(vii) (a) 'Grades' means grades awarded by the Council at the Diploma or CertificateExamination.**

(vii) "Institution" means an educational institution including a Institution

recognized or affiliated to bya Recognized Board/University and/or by the Union Govt. or a State Govt. or the Govt. of an Union Territory.

(viii) "Migration Certificate" means a certificate issued by the Indian Board of Vocational and Technical Education at the request of a candidate passing out Diploma or Certificate Examination of the Council for seeking admission to the examinations of another Board/ Council /University.

(ix) "Near relative" means and includes wife/husband, sons and daughters and members of their family, nephew, niece or similar relations of wife/husband.

(x) "Regional Officer" means the Regional Officer of the Indian Board of Vocational and Technical Education.

(xi) "Results Committee" means Results Committee of the Board.

"Rules" mean the Rules as laid down by the Indian Board of Vocational and Technical Education.

(xii) "Training Centre or Institution' means a Training Centre or Institution affiliated to the Indian Board of Vocational and Technical Education.

(xiii) "Secretary" means the Secretary of the Indian Board of Vocational and Technical Education.

(xiv) " DCE" means Diploma or Certificate Examination of the Board.

(xv) "Teacher" when used as a Paper-setter means a Professor, Reader, Lecturer, Principal/ Vice-Principal of Training Centre or Institution and Post Graduate Teacher.

(xvi) "Transfer Certificate" means a certificate issued to a student by the Centre or Institution on hisseeking a transfer to another institution by termination of his studies in the previous institution.

(xvii) "Ward" means candidate.

(xviii) Words importing the singular number also Include plural number and vice versa.

(xix) Words importing the masculine gender also include the feminine gender.

3. Interpretation

(i) On any question as to the interpretation of any provision of these Examination Bye-laws, thedecision of the President shall be final.

(ii) On any question pertaining to its interpretation of any provision of these Examination Bylaws,English version shall be treated as correct.

***(iii) Rules stipulated for Diploma or Certificate Examination conducted by the Council shallalso be applicable for the Institution affiliated to the Council conducting the Diploma or Certificate Examination under the Continuous and Comprehensive Evaluation Scheme.**

4. Jurisdiction to file suits

(i) The Secretary shall be the legal person in whose name the Council may sue and be sued.

(ii) The legal Jurisdiction for the Suits to be filed against the Council shall be the National CapitalTerritory of Delhi and Uttar Pradesh only.

CHAPTER 2

ADMISSION OF STUDENTS TO AN INSTITUTION, TRANSFER/ MIGRATION OFCANDIDATES'

2.1 Admission: General Conditions:

2.1 (a) A candidate seeking admission to any course in an 'Institution' will be eligible for admission to thatCourse only if he/she:

(i) has been studying in an Institution recognized by or affiliated to this Council or any other recognized Council/University/Board of Diploma/Certificate in India;

(ii) has passed qualifying or equivalent qualifying examination making him eligible for admission to thatCourse;

(iii) satisfies the requirements of age limits (minimum and maximum) as determined by the

State/U.T. Government and applicable to the place where the Institution is located;

(iv) Produces:

a) the Institution Leaving Certificate/Transfer Certificate signed by the Head of the Institution last attended and counter signed, if required as provided elsewhere, inthese Byelaws;

b) document(s) in support of his having passed the qualifying or equivalent qualifyingexamination.

Explanation:

(a) A person who has been studying in an institution, which is not recognized by this Council or by any other recognized Board/Council/University of Diploma/Certificate Education or by the State/ U.T. Government of the concerned place, shall not be admitted to any Course of an "Institution" on the

basis of Certificate(s) of such unrecognized institution attended by him earlier.

(b) 'Qualifying Examination' for the purposes of this Byelaws means an examination the passing of which makes a student eligible for admission to a particular course; and 'equivalent examination' means an examination conducted by any recognized Board of Education/Indian University or an institution recognized by or affiliated to such Board/ University and is recognized by this Council equivalent to the corresponding examination conducted by this Council or conducted by a "Institution" affiliated to/recognized by this Council.

c) No student migrating from an Institution in a foreign country, other than the Institution affiliated to this Council, shall be eligible for admission unless an eligibility certificate in respect of such a student has been obtained from this Council. For obtaining eligibility certificate from the Council, the Principal of the Institution to which admission is being sought will submit to the Council full details of the case and relevant documents with his own remarks/recommendations. The eligibility certificate will be issued by the Council only after the Council is satisfied that the course of study undergone and examination passed is equivalent to the corresponding course of this council.

2.2 No person who is under the sentence of rustication or is expelled from any Board/University/ Institution or is debarred from appearing in the examination for whatever reason by any Board/ University shall be admitted to any course in an Institution affiliated to this Council.

2.3 No student shall be admitted or promoted to any subsequent higher course in any Institution unless he/she has completed the regular course of study of the course to which he was admitted at the beginning of the academic session and has passed the examination, at the end of the concerned academic session, qualifying him for promotion to the next higher course.

(i) No student shall be admitted in Course and above in an Institution affiliated with the Council after 30st day of September of the year except with prior

permission of the President, Council/ Competent Authority as may have been defined in the State/Union Territory Education Acts. The application for permission to grant admission after 30st of September shall be routed through the Principal of the Institution specifying the reasons which are unavoidable. The candidate shall complete the required percentage of attendance (75%)for Course as per Examination Bye laws of the Council to make him/her eligible for the examinations conducted by the Council/Institution. In such cases where the admission bythe candidate could not be taken in a higher course by the stipulated date because of the late declaration of result by the Council in respect of the examinations conducted by the Council such permission would not be required, provided the candidate applied for admission within a fortnight of the declaration of the result.

*2.4 Admission to Course Diploma: –

As the syllabus prescribed at Diploma level is of two years integrated course, no admission shall be taken in Diploma Course directly. Provided further that admission to diploma course in an Institution shall be open only to such a student who:

a) has completed a regular course of study for Course XII or ITI or Diploma from a Valid institution Board/Council/University;

b) has completed a regular course of study for Diploma Course and has obtained minimum Grade Din the five subjects under Scholastic Area A as well as Grades in subjects under Scholastic Area B under the Continuous and Comprehensive Evaluation Scheme in Paramedical Course or ITI or Diploma examination conducted by an institution Board/Council/University and migrating from/within one city/State to another only on the transfer of the parent(s) or shifting of their families from one place to another, after procuring from the student the Report Book and the Transfer Certificate duly countersigned by the Council/DIOS/University; and

Not with standing anything contained in the rules above President shall have the powers to allow change of Institution for better academic performance, medical reasons etc. to avoid un due hardship to the candidate(s).

In case of all such admissions the Institutions would obtain post facto approval of the Council within one month of admission of the student.

2.5 Admission Procedure

(i) Admission register in the form prescribed by the State Government or Central Government as the case may be, shall be maintained by the "Institution" where the name of every student joining "the Institution" shall be entered.

(ii) Successive numbers must be allotted to students on their admission and each student should retain this number throughout the whole of his career in the Institution. A student returning to the Institution after absence of any duration shall resume his original admission number.

(iii) If a student applying for admission to an Institution, has attended any other Institution, an authenticated copy of the Transfer certificate from his last Institution must be produced before his name can be entered in the Admission Register.

(iv) In no case shall a student be admitted into a course higher than that for which he is entitled according to the transfer certificate.

***(v) a student leaving his Institution at the end of a session or who is permitted to leave his Institution during the session on account of migration from one city/state to another on thetransfer of the parent(s) or shifting of their families from one place to another or parents request, especially in diploma courses as the case may be, shall on payment of all dues, receive an authenticated copy of the Transfer certificate up to date. A duplicate copy may be issued if the head of the institution is satisfied that theoriginal is lost but it shall always be so marked.**

CHAPTER 3

ADMISSION TO EXAMINATIONS

General

Not with standing anything contained in these Byelaws, no candidate who has been expelled or is under the punishment of rustication or is debarred for appearing in or taking an examination for any reason whatsoever, shall be admitted to the Diploma or Certificate Examination conducted by the Council

3 Academic Qualifications for Undertaking Examinations

3.1 A candidate for Diploma or Certificate Examination should have obtained/qualified the following at least two years earlier than the year in which he/she would take Diploma or Certificate Examination of the Council:

3.1.1 *(i) obtained minimum Grade D in at least five subjects of study under Scholastic Area A and a Qualifying Certificate at the Diploma or Certificate Examination conducted by the Council

*(ii) has passed an equivalent examination conducted by any other recognized Board/Council University

4 3.2 Regular Candidates

 # Definition: -

For the purposes of the Bye Laws contained in this chapter and chapter 5 unless there is something repugnant in the subject or context, a "Regular Candidate" means a student enrolled in an Institution, who has pursued a regular course of study in an Institution and seeks admission as such to the Diploma or Certificate Examination of the Council.

Explanation

A candidate whose name is struck off the rolls of the Institution after submission of

his name/ application for admission to the examinations to be conducted by the Council/Institution affiliated to the Council shall cease to be a regular candidate and as such will not be eligible for admission to the examination conducted by the Council/Institution.

3.3 Admission to Examinations: Regular Candidates

Diploma or Certificate Examination will be open to such regular candidates who have submitted his duly completed application for admission to the concerning examination, and/or his name in the manner prescribed by the Council, forwarded to the Controller of Examinations by the Head of the Institution/Institution with the following duly certified by such head:

3.3.1 that he possesses the academic qualifications laid down in byelaw 11 of these Byelaws;

(i) that he has not passed equivalent Examination from this Council or equivalent or higher **Examination of any other Board or University. However, Diploma or Certificate Examination**

will be open to such regular candidates who have passed equivalent Examination from this Council and will reappear with the vocational subjects.

(ii) that he is on the active rolls of the Institution;

(iii) that he has completed a "regular course of study", as defined and detailed in byelaw 13 of these Byelaws, in an Institution in the subjects in which he would appear in the examination;

(iv) that he bears a good moral character and is of good conduct; and

(v) that he satisfies all other provisions, applicable to him/her, of the Examination Byelaws and any other provision made by the Council Governing admission to the examination concerned, if any.

**3.4 (i) It is mandatory upon an Institution affiliated to Council to follow the Examination Bye Laws of the Council in toto.

(ii) No affiliated Institution shall endeavour to present the candidates who are not on its roll nor will it present the candidates of its un-affiliated branch/Institutions to any of the Council's examinations.

(iii) If the Council has reasons to believe that an affiliated Institution is not following the sub-section 1 and 2 of this section, the Council will resort to penalties as deemed fit.

3.5 A Regular Course of Study

3.5.1 ***(i) The expression "a regular course of study" referred to in these Bye-Laws means at least 75% of attendance in the Courses held; counted from the day of commencing teaching of Courses as the may be, up to the 1st of the month preceding the month in which the examination of the Council commences. Candidates taking up a subject(s) involving practical shall also be required to have put in at least 75% of the total attendance for practical work in the subject in the laboratory. Heads of Institutions shall not allow a candidate who has offered subject(s) involving practical to take the practical examination(s) unless the candidate fulfils the attendance requirements as given in this Rule.

(ii) The candidates who had failed in the same examination in the preceding year and also who rejoints Courses shall be required to put in 75% of attendance calculated on the possible attendance from the 1st C following the publication of the results of that examination by the Council up to the 1st of the month preceding the month in which the examination of the Institution/Council commences.

(iii) In the case of migration from other institutions, attendance at the institution/Institution recognized by the Education Department of the State/Union Territory from which the candidate migrates will be considered in calculating the required percentage of attendance.

3.6 Requirement of Attendances in Subjects of Internal Assessment

*(i) (a) No student from an Institution affiliated to the Council shall be eligible to take the Diploma or Certificate Examination conducted by the Council unless he has completed 75% of attendance counted from the opening of course up to the first of the month preceding the month in which the examination commences in the internal assessment.

*(ii) The President shall have the powers to condone shortage of attendances in subjects of internal assessment in respect of Diploma or Certificate Examination conducted by the Council. **Rules for Condonation of Shortage of Attendances**

*(i) If a candidate's attendance falls short of the prescribed percentage, in case of students appearing for the Diploma or Certificate Examination conducted by the Council, the Head of the Institution may submit his name to the Council provisionally. If the candidate is still short of the required percentage of attendance within three weeks of the commencement of examination, the Head of the Institution shall report the case to the Regional Officer concerned immediately. If in the opinion of the Head of the Institution, the candidate deserves special consideration, he may submit his recommendation to the Regional Officer concerned not later than three weeks before the commencement of the examination for condonation of shortage in attendances by the President, Council who may issue orders as he may deem proper. The Head of the Institution in his letter requesting for condonation of shortage in attendance, should give the maximum possible attendance by a student counted from the day of commencing teaching of Courses (beginning of the session) up to the 1st of the month preceding the month in which the examination of the Council commences, attendance by the candidate in question during the aforesaid period and the percentage of attendance by such a candidate during the aforesaid period.

*(ii) Shortage up to 15% only may be condoned by the President in respect of those students appearing for the Diploma or Certificate Examination conducted by the Council. Cases of candidates with attendance below 60% in course, appearing for the Council's examinations, as the case may be, shall be considered for condonation of shortage of attendance by the President only in exceptional circumstances created on medical grounds, such as candidate suffering from serious diseases like cancer, AIDS, TB or similar serious diseases requiring long period of hospitalization.

(iv) The Principal shall refer a case of shortage within the above prescribed limit

of condonation to the Council, either with the recommendations or with valid reasons for not recommending the case.

(v) The following may be considered valid reasons for recommending the cases of the candidates with attendance less than the prescribed percentage:

(a) prolonged illness;

(b) loss of father/mother or some other such incident leading to his absence from the Institution and meriting special consideration; and

(c) any other reason of similar serious nature.

3.7 Exemption from Examination in the Third Language

Exemption from examination in the third language may be granted to the following categories of students:

(a) foreign nationals studying in Institutions affiliated to the Council;

(b) wards of Indian nationals admitted to course after a minimum of two years of stay abroad;

(c) students admitted to course from Institution affiliated to State Boards, where only two language formula is in vogue.

Blind students, those suffering from speech or hearing defects, Dyslexic and candidates with disabilities as defined in the Persons with Disabilities Act, 1995. Exemption to Blind, Physically Handicapped, Autistic, Dyslexic, Spastic and candidates with disabilities as defined in the Persons with Disabilities Act, 1995

**(i) Spastic, Blind, Physically Handicapped, Dyslexic, Autistic and Candidates with disabilities as defined in the Persons with Disabilities Act, 1995 appearing for the Diploma or Certificate Examination is permitted to use an amanuensis or allowed additional time as given below or both.

For paper of 3 hours duration 60 minutes

For paper of 2½ hours duration	50 minutes
For paper of 2 hours duration	40 minutes
For paper of 1½ hours duration	30 minutes

(ii) The Council will consider the Physio-thoracic exercises as equivalent to Physical and Health Education course of the Council.

3.8 Submission of Migration Certificate by Private/Teacher Candidates for Diploma/Certificate Examination

The candidates who have passed the Diploma or Certificate Examination from other recognized Boards/Universities/Council shall be required to submit Migration Certificate from the concerned Board/ University along with the examination form. However, in case a Migration Certificate is not received fifteen days before the commencement of the examination, the candidature of the candidate shall be cancelled and the admit card for appearance at the examination shall not be issued to him by the Council.

CHAPTER 4

MODE OF SUBMISSION OF APPLICATIONS, SCALE OF FEES

4.1 Mode of Submission of Applications for Regular Students

*(i) A Student shall have his application form prescribed by the Council forwarded through the Head of the Institution to which he belongs for the examinations to be conducted by the Council.

*(ii) The application form (Combined list of candidates) complete in all respects and with certificates by the Head of the Institution provided elsewhere shall be sent to the Council Office concerned.

*(iii) The application form should reach the Regional Office concerned within the date prescribed.

*(iv) The form may also be accepted with additional Late Fee as per the prescribed norms.

4.2 Payment of Fees

(i) A candidate shall pay fees as prescribed by the Council from time to time.

(ii) Prescribed fee of candidates of affiliated Institutions shall be deposited by the candidates in the Institution and shall be remitted collectively by the Head of the Institution to the Council.

Institutions and private candidates from outside Delhi or Uttar Pradesh shall remit the amount by Bank Draft (crossed: Payees' account only) drawn in favour of the Secretary, Indian Board of Vocational and Technical Education payable on any scheduled bank at the place of the respective Regional Offices. Local Institutions (i.e. Institutions located at Uttar Pradesh) and private candidates shall deposit their fees in the manner that may be prescribed from time to time.

Other fees shall be paid in cash in the respective Council's regional office and printed receipt forthe same shall be obtained. Fee can also be remitted by a Bank Draft (crossed account payee) drawn in favour of the Secretary, Indian Board of Vocational and Technical Education.

(iii) on any scheduled Bank at the place of the respective Regional Office. The amount of fee remitted by Money Order, shall not be accepted unless full particulars in regard to the name, roll no. and other particulars of the candidate for whom the fee is being sent and the

(iv) name of the examination for which the fee is being remitted are given. Fee should be deposited or remitted in the name of the candidate only and not in the name of the parent or guardian.

4.3 Holding over of Fees

A candidate who fails to pass the examination or is unable to present himself at the whole or part of the examination shall not be entitled to holding over or refund of

fee, provided that the Controller of Examinations on an application from a candidate who absented himself from the whole of the examination may hold over the Examination fee paid by him for next examination after satisfying himself that the candidate was prevented from taking the examination on account of his illness or other sufficient cause. This will be subject to his producing within 15 days of commencement of the

a medical certificate showing that his absence from the examination was due to his illness and in other cases a satisfactory documentary evidence proving that his absence was due to circumstances beyond his control giving full particulars of the same to the satisfaction of the President whose decision shall be final. Fees once held over under this byelaw for the next examination may continue to be held over under similar circumstances for the year following the next, but in no case for more than two consecutive years. Fees once held over under the above byelaw shall in no case be refunded.

4.4 Refund of Fee

The Council may refund, on application, the examination fee of a candidate who may be declared ineligible to appear at the examination by the authorities concerned or whose admission is disallowed on account of shortage of the required percentage of attendances, provided such an application is received in the office of the regional office within three months of the date of the commencement of the examination. The fee of a candidate,

whose form of application has been rejected on account of the candidate's producing a false certificate making a false statement in the application, shall in no case be refunded.

4.4.1 The fee of a candidate who dies before the commencement of the examination may be refunded by the Regional Officer in full, provided that the application for the same is made within three months after the date of commencement of the examination. In the case of a regular candidate, the refund will be made to the parent or guardian of the candidate through the Head of the Institution. In the case of a private candidate, the refund will be made to the parent or guardian mentioned in

the form of application for the examination.

4.4.2 Amount paid in excess of the fee prescribed may be refunded by the Regional Officer to the Institution/candidate concerned provided an application for refund is received in the Council's office within three months from the date of payment. A deduction on account of incidental charges as decided by the President from time to time subject to a minimum of Rs. 270/- in each case may be made while refunding the amount in such case.

CHAPTER 5

FIXATION OF EXAMINATION CENTRES, APPOINTMENT OF CENTRE SUPERINTENDENTS etc. AND RULES FOR UNFAIRMEANS CASES

5.1 General Conditions

a) The examinations of the Council shall be conducted as per schedule approved by the President. Draft scheme of examination centres shall be prepared by the Controller of Examinations and finally approved by the President who shall have powers to revise, modify or amend it.

b) The examinations of the Council shall be held only at the centres approved by the Council and all the examination papers will be administered simultaneously at all centres as per Indian Standard Time (I.S.T.).

a. As provided in clause 13(3) of the Affiliation Bye-Laws, the building and furniture of affiliated Institution shall be placed at the disposal of the Council for the conduct of any of its examinations and for spot evaluation, free of charge and the management and the Principal shall cooperate with the Council in the conduct of examinations and evaluation of answer scripts.

b. It shall be obligatory on the part of Institutions to provide teachers for conduct of Examinations and for evaluation of scripts.

5.2 Norms for Fixation of Examination Centres

General Conditions

(i) For the purpose of fixing the examination centres, cities will be copurified under the following three categories:

(a) Single Institution Cities

(b) Multiple Institution Cities

(c) Foreign Countries

(ii) Examination centres shall be fixed in any Institution after considering the availability of appropriate facilities like sufficient number of rooms with ventilation, fan, light and furniture.

(iii) An examination centre shall be created subject to availability of bank/treasury facilities for the safe custody of question papers etc. as per requirement of the Council.

(iv) Except for Single Institution Cities, students shall have the examination centre other than their own Institution, as far as practicable.

5.3 Single Institution Cities

***(i) Subject to the fulfilment of conditions as given under clause the Institution itself may be the examination centre, provided:**

(a) it presents at least 30 candidates for Course, if it is affiliated up to Diploma stage;

(b) it presents at least 50 candidates for courses Diploma/Certificate taken together, if it is affiliated up to + 2 stage; and

(c) the Institution should complete two years of its affiliation to the Council.

(ii) In respect of such Institutions, the Centre Superintendent and Supervisory

staff shall be appointed from among those who are not employees of the Institution or the trust running it. Centre Superintendent, as far as possible, will not be from the same city.

5.4 Multiple Institution Cities

5.4.1 As far as practicable, no Institution shall be allowed to have the candidates appearing for an examination of the Council at their own Institution as an examination centre.

5.4.2 In case of two or more Institutions presenting candidates for an examination in a city, the students shall be rotated among different centres, avoiding mutual interchange of students between Institutions as far as possible.

5.5 Foreign Countries

5.5.1 In respect of Institutions in Foreign Countries, as far as possible, the norms applicable to examination centres in India, shall be applicable.

5.5.2 However, the President shall be empowered to create an examination centre in a foreign country keeping in view the number of students, geographical conditions etc.

5.6 Norms for Fixation of Centres at New Delhi/Uttar Pradesh.

5.6.1 Normally, an examination centre should fall within 10 kms. from the location of the Institution.

5.6.2 The examination centres shall be fixed in Institutions which have 'pucca' buildings and the Institution is not run in tents/sheds etc.

5.7 Norms for Appointment of Centre-Superintendents, Deputy Superintendent Asstt. Superintendents Centre Superintendents

5.7.1 The Principal Vice-Principal/Senior PGT/MBBS/MD of an Institution shall be appointed as the Centre Superintendent of an examination centre provided the students from his/her Institution are not appearing at that centre.

5.7.2 No person whose ward/near relative is appearing in an examination of the Council,

shall be appointed for this assignment.

5.7.3 A Centre Superintendent shall not leave an examination centre without prior approval of the Council under normal circumstances. In case of an emergency, he/she may hand over the charge to the Deputy Superintendent, where appointed, or to the next senior most person under intimation to the Council.

5.7.4 A Centre Superintendent who:

5.7.4.1 leaves an examination centre without prior permission of the Council and proper arrangement;

5.7.4.2 misuses his/her position; or

5.7.4.3 engages himself/herself directly or indirectly in using or promoting or abetting the use of unfair practices detrimental to the smooth and fair conduct of examinations;

shall face such disciplinary action, as may be decided by the President, which mayinclude disciplinary action through departmental agencies or legal action by the Council in public Interest.

5.8 Deputy Superintendents

5.8.1 The Deputy Superintendent shall be appointed at an examination centre having a total of 250 or more candidates - both for Diploma or Certificate Examination.

5.8.2 The Deputy Superintendent will be appointed by the Centre Superintendent of the Centre under intimation to the Council. In cases, where the Centre Superintendent is from other Institution, the Deputy Superintendent shall be appointed by the Centre Superintendent in consultation with the Principal or Principal-In charge of the Institution.

5.8.3 The Deputy Superintendent shall not be below the rank of Vice-Principal/MBBS/MD/BMLT. In case of complaint(s) against the Deputy Superintendent, where in the opinion of the Centre Superintendent, immediate action has to be taken against him/her, the Centre Superintendent shall have the powers to relieve him/her of his/her responsibilities and entrust the work to another suitable teacher. A report of such action, along with circumstances that forced such

an action, shall be made to the Council immediately in writing and also by telephone, fax etc.

5.8.4 No official shall be appointed as Deputy Superintendent from the Institution whose candidates are appearing at the examination centre.

5.8.5 **Assistant Superintendents**

5.9.1 As the Centre Superintendent shall be responsible for the smooth conduct of examinations, he/she will be authorized to appoint the required number of Assistant Superintendents, from amongst the teachers of his/her Institution provided the candidates appearing at the centre do not belong to his/her Institution.

5.9.2 In case the students from the same Institution are taking examination at the Centre, the Centre Superintendent shall draw up a list of teachers who will work as Asstt. Spud's. from the neighbouring Institutions in consultation with the Principal of the Institution. He/she should furnish the list of Asset. Spud's. with complete details to the Regional Officer of the Council immediately.

5.9.3 Persons other than teachers possessing equivalent qualifications (minimum graduation) may also be detailed as Assistant Superintendent in case the adequate number of teachers are not available. However, the appointment of such persons to act as Assistant Superintendent shall be restricted to the minimum and complete details in such cases shall be furnished to the concerned Regional Officer of the Council.

The Centre Superintendent shall see that the instructions to Assistant Superintendent(s)are duly noted and observed by them. An undertaking to the effect that no near relation(s) or any other student(s) who has/have been receiving private coaching from him/her, is/ are appearing in the examination at the centre, may please be obtained from each Assistant Superintendent.

5.9.4 One Assistant Superintendent for every 20 candidates or a part in the hall or big rooms, or two for each room having 40 or less candidates, are to be provided. Care should be taken not to keep the same Assistant Superintendent in the same room or the same part of the examination hall every day/session. The allotment of rooms to

the Assistant Superintendent should, therefore, be changed every day/session and it should be done without any previous notice to this effect to the concerned Assistant Superintendent(s). The names of the Assistant Superintendents put in different rooms for various papers should be shown on the seating plan while sending information to the Council.

5.9.5 An Assistant Superintendent who engages himself/herself directly or indirectly in using or promoting or abetting use of unfair means shall be dealt with appropriately under the rules of Council.

5.9 Guidelines for Centre Superintendents etc.

Guidelines for Centre Superintendents, Deputy Superintendents and Assistant Superintendents will beissued by the Controller of Examinations with the approval of the President separately for adherence byall concerned.

5.10 Clerical Assistance

The Centre Superintendent shall appoint clerical and course staff as per the Guidelines to the Centre Superintendents.

Appointment of Observers/Inspectors/Flying Squads

5.11 The President may appoint Observers/Inspectors/Flying Squads to ensure smooth and fair conduct of examinations at the Examination Centres where necessary.

5.12 In exceptional circumstances where deviation from the Bye-Laws of this chapter is considered necessary, the President shall have the powers to do so for reasons to be recorded.

5.13 Change of Examination Centres

(i) Save as provided for, no candidate shall be allowed to appear from an examination centre to which he/she has not been allotted.

(ii) The President may allow change of an examination centre from one city to another if the student has joined an Institution in another city, provided that an application is made in writing and is duly forwarded by the Head of the Institution to which a candidate has been admitted.

(iii) The change of an examination centre from one city to another may be allowed to the candidate by the President only in case of transfer/migration of his/her parents.

No change of center shall, however, be allowed within one month of the commencement of examinations.

(iv) A candidate who has appeared at an examination centre not allotted to him/her without prior approval of the Council, shall forfeit his/her eligibility for examination and the Council has the right to declare him/her as 'Not Eligible' for the concerned examination.

*(v) A candidate appearing for the first chance compartmental/Improvement of Performance examination for the Diploma or Certificate Examination conducted by the Council shall appear from a center in the same Region from where he/she had appeared at the main examination. However, in case of transfer of the parent from one place to another, the President may allow change of center subject to fulfilment of the following:

(i) the parent produces a valid documentary evidence of his/her transfer from one place to another;

(ii) that the request for change of centre is received one week before the date of commencement of the examination of the year; and

(iii) that the change of centre will be considered only subject to availability of question papers at the requested place of centre.

5.14 **General**

5.16.1 If a candidate is found to have made a wrong statement in his/her application form for admission to theexamination or has attempted to secure or has secured admission to any of the examinations of the Council or has secured admission to the

examination of the Council by making a false statement or by production of a false document or otherwise, he/she shall be deemed to have used unfair means and his/her results shall not be declared.

In case where such a candidate has not yet appeared at the examination, his/her form of application shall be rejected and fee paid forfeited. If he/she has completed his/her examination, his/her form of application shall be rejected, fee paid forfeited and his/her examination shall be cancelled.

5.16.2 If at any stage a candidate has tampered with any entry in the certificate or statement of marks or migration certificate or any other document that has been issued to him/ her by the Council, he/she shall be deemed to have used unfair means. The Council may cancel the document in question and may even cancel his/her result, if it deems so necessary.

5.16.3 In the answer book, a candidate is not permitted to write his/her name or put his/her signature or any sign or mark which may disclose his/her identity to the examiner; Candidate in fringing this rule shall be deemed to have used unfair means and his/her result shall not be declared and in addition he/she shall be liable to be punished under the rules.

5.16.4 If during the course of examination, a candidate is found indulging in any of the following, he/she shall be deemed to have used unfair means at the examinations, and as such his/her result shall not be declared but shall be marked as UNFAIR MEANS (UFM):

5.16.4.1 having in possession papers, books, notes or any other material or information relevant to the examination in the paper concerned;

5.16.4.2 giving or receiving assistance directly or indirectly of any kind or attempting to do so;

5.16.4.3 writing questions or answers on any material other than the answer book given by the Centre Superintendent for writing answers;

5.16.4.4 tearing of any page of the answer book or supplementary answer book

5.16.4.5 contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination centre

5.16.4.6 taking away the answer book out of the examination hall/room;

5.16.4.7 using or attempting to use any other undesirable method or means in connection with the examination;

5.16.4.8 smuggling out Question Paper or its part; or smuggling out answer book/supplementary answer sheet or part thereof; and

5.16.4.9 threatening any of the officials connected with the conduct of the examinations or threatening of any of the candidates

5.16.4.10 A candidate found guilty of any of the unfair means mentioned at (iv) above: -

may be disqualified by the Council from the examination in that year (i.e. his/her examination for that year may be cancelled

5.16.4.10.1 may further be debarred from appearing at any examination of the Council for a period which may extend up to five years; and

5.16.4.11 in serious cases, may permanently be debarred from taking any examination of the Council.

5.15 Identification and Reporting of Unfair Means Cases

5.17.1 As soon as it comes or is brought to the notice of the Centre Superintendent that a candidate, during the course of examination, has been found using or attempting to use unfair means as detailed in rule 36.1 (iv), he/she shall take possession of the answer book of the candidate along with the paper(s) or other material(s) found with him/her, if any, and provide the candidate with a second answer book immediately. The candidate is not to be expelled from the examination centre in that paper. The Centre Superintendent shall record, on the first answer book, the time when it was taken away from the candidate and on the second answer book the time when it was issued. While issuing the second answer book, the candidate

shall be asked by the Centre Superintendent to submit his/ her explanation in regard to the allegation against him/her. If the candidate refuses to give an explanatory statement, the fact of refusal should be recorded by two Asstt. Spud's. and attested by the Centre Superintendent on duty at the time of the occurrence. The Centre Superintendent shall call for the statement(s) of the Asstt. Spuds. (s). concerned and forward the same to the concerned Regional Officer of the Council, in a separate sealed cover, the two answer books used by the candidate along with the explanation of the candidate or the attested statement of refusal, the statement(s) of the Asset. Spuds(s) and his/her own note on the case for further action by the Council.

5.17.2 As soon as it comes or is brought to the notice of the Centre Superintendent that a candidate as smuggled out an answer book, he/she should call for the student directly or through the Principal of the Institution concerned and try to secure the answer book. In case of non-availability of the answer book, the matter should be reported to the police and a copy of the report be sent to the office of the Council along with the statements of the Asset. Spud's. present in the room and also of the candidate.

5.17.3 The statements of peon, police constable etc. if any, relevant to the situation should also be forwarded. The statements should contain the time of the incident and details of the case as to how the candidate took away the answer book. Efforts made to recover the answer book should also be stated.

5.17.4 In case of impersonation, the Centre Superintendent should send to the Council's office, the statement of the person found to be impersonating, the Asstt. Spud's. and that of the real candidate, if possible. The Centre Superintendent shall also report the matter to the police.

5.17.5 In case of misconduct of a serious nature, the matter should be reported to the Police, if necessary. Statements of the Asstt. Spuds. (s) and that of the peon/policeman concerned may be obtained and sent to the office of the Council for further action.

5.17.6 If a candidate is found guilty of communicating or attempting to communicate either directly or indirectly with an examiner or any other person connected with the examination with the object of influencing him/her in any way, he/she shall be deemed to have used unfair means and shall be liable to punishment under the rules.

5.17.7 If after the examination, it is found that a candidate has copied the answer either of some candidate or from any other source, he/she shall be treated to have used unfair means and shall be liable to be punished under the rules.

5.17.8 Use of abusive language or making derogatory remarks in the answer book shall be treated as use of unfair means.

5.17.9 If any examiner notices any case of copying of answer(s) either among two or more candidates or from any other source, he/she should mark the relevant portion(s) of the answer(s) and send the case immediately, along with his/her report on the same, to his/her Head Examiner. The Head Examiner will scrutinize the case and forward it along with his/her own remarks, in a sealed cover, to the Controller of Examinations of the Council for necessary action by the Council. If such a case comes to the notice of the Head Examiner himself/herself, he/she should also mark the relevant portion(s) in the answer(s) and forward the same immediately along with his/her remarks in a sealed cover to the Controller of Examinations of the Council for further action.

5.16 **Imposition of Penalties**

5.17.1 The results of all candidates who have been reported to have used unfair means in an examination, by an Assistant Superintendent, Deputy Superintendent, Centre Superintendent, members of Raid Parties, Surprise Inspectors, Observers or Examiners/Head examiners, shall be declared as 'Unfair Means (U.F.M.)'.

5.17.2 All cases of 'Unfair Means (UF.M.)' shall be decided within a reasonable time after the declaration of the result.

5.17.3 All cases of Unfair Means shall be reported to the Result Committee and the result of such candidates shall be disposed of in a manner and as recommended by the Result Committee of the Council.

5.17.4 Before any penalty is imposed, under any of the provisions of these byelaws, on a candidate exported to have used unfair means, he/she shall be given an opportunity for explaining his/her conduct. He/she will be required to appear personally before the Result Committee to explain his/her conduct for consideration of the Result Committee. In case he/she does not avail himself/herself of the opportunity by the given date, ex-prate decision taken by the Result Committee shall be final.

5.17.5 If the Council is satisfied that the use of Unfair means in a paper or papers has been widespread at a centre, the council has the right to cancel the result of all candidates of that centre, in the paper or papers concerned or even the entire examination at the centre, if several papers are involved.

***(vi) The names of candidates, who are punished under any of the above rules, shall be communicated to all the Institutions affiliated to the council, Universities, Boards and other Organizations which conduct by the Diploma/Certificate Examinations and to the various State Governments as well as to the different Public Service Commissions in the country.**

CHAPTER 6

SCHEME OF EXAMINATIONS

6.1 General Conditions

(i) The Scheme of Examinations and Pass Criteria for Diploma or Certificate Examination conducted bythe Council, shall be as laid down from time to time.

*(ii) Course examination shall be conducted by the Institutions themselves Course examination shall alsobe conducted by the Institutions as per the criteria laid down by the Council from time to time.

**(iii) The Council will conduct the external examinations at the end of Course. The Council will also conductexternal examination at the end of Course in respect of those students studying in Institutions affiliated to the Council who wish to move out of the Council system for various reasons.

(iv) Number of papers, duration of examination and marks for each subject/paper will be as specifiedin the curriculum for the year.

(v) The Examination would be conducted in theory as well as in practical, depending upon the nature of the subject(s) and the marks/grades allotted shall be as prescribed in the curriculum.

(vi) Marks/grades shall be awarded for individual subjects and the aggregate marks shall not be given.

6.2 GRADING - DIPLOMA OR CERTIFICATE EXAMINATION

(i) Assessment of theory/practical papers in external subjects shall be in numerical scores. In additionto numerical scores, the council shall indicate grades in the mark's sheets issued to the candidates in case of subjects of external examinations. In case of internal assessment subjects, only grades shallbe shown.

(ii) (ii) Letter grades on a nine-point scale shall be used for subjects of external examinations.

(iii) The grades shall be derived from scores in case of subjects of external examination. In case of subjects ofinternal assessment, they shall be awarded by the Institutions.

(iv) The qualifying marks in each subject of external examination shall be 33% at Diploma or Certificate Examination. However, in a subject involving practical work, a candidate must obtain 33% marks in the theoryand 33% marks in the practical separately in addition to 33% marks in aggregate, in order to qualify in thatsubject.

(v) For awarding the grades the council shall put all the passed students in a rank order and willaward grades as follows:

	A-1	Top 1/8th of the passed candidates A-
	2	Next 1/8th of the passed candidates B-
	1	Next 1/8th of the passed candidates B-
	2	Next 1/8th of the passed candidates C-
	1	Next 1/8th of the passed candidates C-
	2	Next 1/8th of the passed candidates D-
	1	Next 1/8th of the passed candidates D-
	2	Next 1/8th of the passed candidates E-
Notes:		Failed candidates

(a) Minor variations in proportion of candidates to adjust ties will be made.

(b) In case of a tie, all the students getting the same score will get the same grade. If the number of students at a score point need to be divided into two segments, the smaller segment will go withthe larger.

(c) Method of grading will be used in subjects where the number of candidates who have passed is more than 500.

(d) ln respect of subjects where total number of candidates passing in a subject is less than 500, the grading would be adopted on the pattern of grading and distribution in other similar subjects.

6.3 GRADING- INSTITUTION EXAMINATION

***(i) At the Diploma or Certificate Examination conducted by the Council assessment of subjects under Scholastic Area A shall be in numerical scores to be converted to Grades on a nine-

point scale which shall be indicated in the Statement of Subject wise Performance/ Grade sheet cum Certificate of Performance. Assessment in subjects under Scholastic Area B shall also be in grades, as per the Scheme of Studies.

**(ii) The qualifying grade in each subject under Scholastic Area A shall be minimum Grade D.

*(iii) The students shall be assessed in the subjects under Scholastic Area A using the conventional numerical marking and later converted into the grades and the same will be awarded as under

MARKS RANGE	GRADE	GRADE POINT
91-100	Al	10.0
81-90	A2	9.0
71-80	B1	8.0
61-70	B2	7.0
51-60	C1	6.0
41-50	C2	5.0
33-40	D	4.0
21-32	E1	---
20 and Below	E2	---

Cumulative Grade Point Average (CGPA) shall also be reflected in the Statement of Subject wise Performance/Grade sheet cum Certificate of Performance

Note: **Cumulative Grade Point Average (CGPA) is the average of Grade Points obtained in all the subjectsexcluding 6th additional subject as per Scheme of Studies. Subject wise and overall indicativepercentage of marks can be assessed as under:**

- Subject wise indicative percentage of marks = 9.5 x GP of the subject
- Overall indicative percentage of marks = 9.5 x CGPA

6.4 Merit Certificates

*(i) (a) The council will award Merit Certificates in each subject to the top 0.1% of candidates passing that subject, provided that they have passed the examination as per the pass criteria of the Council at the Diploma or Certificate Examination.

**(b) Council will award Merit Certificates to such candidates who have obtained Grade A1 in all the five subjects (excluding the 6th additional subject) under Scholastic Area A as per the qualify in criteria.

*(ii) For the Diploma or Certificate Examination the number of merit certificates in a subject will be determined by rounding off the number of candidates passing the subject to the nearest multiple of thousand. If the number of candidates passing a subject is less than 500, no merit certificate will be issued.

*(iii) At the Diploma or Certificate Examination in the matter of a tie, if one student gets a merit certificate, all candidates getting that score will get the merit certificate.

6.5 Scheme of Examinations (Diploma or Certificate Examinations)

(i) The council shall conduct examination in all subjects except General Studies, Work Experience, Physical and Health Education, which will be assessed internally by the Institutions.

(ii) In all subjects examined by the Council, a student will be given one paper each carrying 100marks for 3 hours. However, in subjects requiring practical examination, there will be a theory paper and a practical examination as required in the syllabi and courses.

(iii) In Work Experience, General Studies and Physical and Health Education, the Institutions will maintain cumulative records of student's periodical achievements and progress during the year. These records are subject to the scrutiny of the Council as and when deemed fit.

(iv) A candidate from a recognized Institution who has some physical deformity or is otherwise unable to take part in Work Experience and Physical and Health Education, may be granted exemption by the President on the recommendations of the Head of the Institution, supported by medical certificate from a Medical Officer of the rank not below an Assistant Surgeon.

(v) Private/Patra char Vidyalaya and candidates sponsored by Adult Institutions shall be exempted from Work Experience, General Studies and Physical and Health Education.

(vi) A candidate may offer an additional subject which can be either language at elective level or another elective subject as prescribed in the Scheme of Studies, subject to the conditions laid down in the Pass Criteria.

6.6 Pass Criteria (Diploma or Certificate Examination)

6.6.1 A candidate will be eligible to get the Pass Certificate of the Council, if he/she gets a grade higher than E in all subjects of internal assessment unless he/she is exempted. Failing this, result of the external examination will be withheld but not for a period of more than one year.

6.6.2 In order to be declared as having passed the examination, a candidate shall obtain a grade higher than E (i.e. at least 33% marks) in all the five subjects of external examination in the main or at the compartmental examinations. The pass marks in each subject of external examination shall be 33%. In case of a subject involving practical work, a candidate must obtain 33% marks in theory and 33% marks in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.

6.6.3 No overall division/distinction/aggregate shall be awarded.

6.6.4 In respect of a candidate offering an additional subject, the following norms shall be applied:

a) A language offered as an additional subject may replace a language in the event of a candidate failing in the same provided after replacement the candidate has English/Hindi as one of the languages.

b) An elective subject offered as an additional subject may replace one of the elective subjects offered by the candidate. It may also replace a language provided after replacement the candidate has English/Hindi as one of the languages.

c) Additional language offered at elective level may replace an elective subject provided after replacement, the number of languages offered shall not exceed two.

d) Candidates exempted from one or more subjects of internal examination shall be eligible for appearing in external examination and result shall be declared subject to fulfilment of other conditions laid down in the Pass Criteria.

e) In order to be declared as having passed the Paramedical Course Examination a candidate shall obtain 33% marks in all the subjects. The pass marks in each subject of examination shall be 33%. In case of subject involving practical work, a candidate must obtain 33% marks in the ore and 33% in practical separately in addition to 33% marks in aggregate in order to qualify in that subject.

6.7 Improvement of Performance/Compartment Examination for/Diploma or Certificate Examination

(i) *(a) A candidate placed in compartment at the Diploma or Certificate Examination may reappear at the compartmental examination to be held in July the same year, may avail himself/herself of Second Chance in March/April and Third Chance in July of next year. The candidate will be declared 'PASS provided he/she qualifies the compartmental subjects in which he/she had failed. Syllabi and courses shall be the same as applicable for the candidates of full subjects appearing at the examination in the year concerned.

***(b) A candidate who has appeared for the Diploma or Certificate Examination and obtained Grades E1 or E2 in any or all the five subjects (excluding the 6th additional subject) under Scholastic Area A, as per the Scheme of Studies, shall be eligible for improving

his/her performance in any or all the five subjects and may reappear at the only chance of Improvement of Performance to be conducted by the Council in July/Institution by July, as per the option exercised for the Main examination held in March the same year. The candidates will be issued Statement of Subject wise Performance/Grade sheet cum Certificate of Performance provide she/he obtains minimum Grade D in at least five subjects (excluding the 6th additional subject) under Scholastic Area A as per the Scheme of Studies and grades in the subjects under Scholastic Area B and Co-scholastic Areas.

*(c) A candidate who has appeared for the Diploma or Certificate Examination conducted by Institution affiliated to the council and obtained Grades El or E2 in any or all the five subjects (excluding the 6th additional subject) under Scholastic Area A, as per the Scheme of Studies, shall be eligible for improving his performance in any or all the five subjects and may reappear at the only chance of Improvement of Performance examination to be conducted by the Institution to be held by July the same year.

**(ii) (a) A candidate who fails to appear or fails at one or all the three chances of compartment at the Diploma or Certificate Examination shall be treated to have failed in the examination and shall be required to reappear in all the subjects at the subsequent annual examination of the Council as per syllabi and courses laid down for the examination concerned in order to pass the examination. The candidates' practical marks / internal assessment marks obtained in the Main examination will be carried over till the third chance compartmental examination. The candidate shall have the option to appear at the practical examination in the subjects involving practical or retain their previous marks in one more annual examination after the third Chance Compartment.

*(b) At the Diploma or Certificate Examination a candidate who does not obtain minimum Grade Din the five subjects (excluding the 6th additional subject) under Scholastic Area A at the onlychance of improvement of Performance shall be treated to have not qualified the examination and shall be required to reappear in all the subjects at the examination to beheld in March of the subsequent year, in order to qualify the examination. The syllabi and courses shall be as laid down for Summative Assessment II for the year of examination concerned. The candidates' grades obtained in all the Formative Assessments and Summative Assessment I at the Main examination shall be carried over for the only chance of improvement of Performance.

***(iii) A candidate placed in compartment at the Diploma or Certificate Examination shall be allowed to appear only in those subjects in which he/she has been placed in compartment at the subsequentthree chances of Compartment.

*(iv) For subjects involving practical work at the Diploma or Certificate Examination, if a candidate has passed in practical at the main examination he/she shall appear only in theory part and previous practical marks will be carried forward and accounted for. In case a candidate has failed in practicalhe/she shall have to appear in theory and practical both irrespective of the fact that s/he has already cleared the theory examination.

**(v) A candidate who fails to obtain minimum Grade D in the five subjects (excluding the 6th additional subject) under Scholastic Area A at the Diploma or Certificate Examination conducted by the Institution/ Board shall be provisionally admitted to course XI till he takes in the only chance Improvement of Performance to be held that year. His/her admission shall be treated as cancelledif he fails to obtain minimum Grade D in the five subjects (excluding the 6th additional subject) under Scholastic Area A at the Improvement of Performance Examination.

***6.11 A RETENTION OF PRACTICAL MARKS IN RESPECT OF FAILURE CANDIDATES FOR DIPLOMA OR CERTIFICATE EXAMINATIONS**

A candidate who has failed at the Diploma or Certificate Examination in the first attempt shall be

requiredto re-appear in all the subjects at the subsequent annual examination of the Council.

He/she shall appearonly in theory part and his/her previous practical marks will be carried forward and accounted for if he/she has passed in practical. In case a candidate has failed in practical he/ she shall have to appear intheory and practical both. If he/she fails to pass the examination in two consecutive years, after the firstattempt, he/she shall have to reappear in all the subjects including practical.

6.12 Additional Subject(s)

***(i) A candidate who has obtained minimum Grade D in at least five subjects (excluding the 6th additionalsubject) under Scholastic Area A as per the Scheme of Studies and a Qualifying Certificate/Grade sheet cum Certificate of Performance at the Institution Examination/passed the Diploma or Certificate Examination of the Council may offer an additional subject as a private candidate provided the additional subject is provided in the Scheme of Studies and is offered within six yearsof passing the examination of the Council. No exemption from time limit will be given after six years. Facility to appear in additional subject will be available at the main examination only.

6.13 Improvement of Performance/Upgrading of Performance

6.13.1 Diploma or Certificate Examination

*(i) A candidate who has passed an examination of the Council may reappear for improvement of performance in one or more subjects in the succeeding year only; however, a candidate who has passed an examination of the Council under Vocational Scheme may reappear for improvement of performance in the main examination in the succeeding year or the following year provided they have not pursued higher studies in the meantime. They will appear as private candidates. Those reappearing for the whole examination may, however, appear as regular candidates also if admitted by the Institution as regular students. The candidate(s) appearing for improvement of performance can appear in the subject(s) in which they have appeared for the Examination.

(i) For subjects involving practical work, in case the candidate has passed in practical at the main examination, he/she shall be allowed to appear in the theory part only and marks in practical obtained at the main examination shall be carried forward and accounted for. In

case a candidate has failed in practical he/she shall have to appear in theory and practical both irrespective of the fact that he/she has already cleared the theory examination.

**(iii) Candidates who appear for improvement of performance will be issued only Statement of Marks reflecting the marks of the improvement examination.

***(iv) A candidate appearing for improvement of performance in one or more subjects cannot appear for additional subject simultaneously.

****(v) Candidates appearing in six subjects at the Diploma or Certificate Examination having been declared 'Pass' by virtue of securing pass marks in five subjects as per Rule 40.1(iv) may appear in the failing main subject at the Compartment Examination to be held in July the same year provided he/she had appeared at the Examination held in March in the said subject.

6.14 Marking Scheme

(i) A detailed marking scheme shall be prepared for each question paper by the paper setter along withthe question paper.

(ii) The marking scheme shall indicate value points in respect of each answer and the award to beassigned for each of the value points.

(iii) The original marking scheme may be amended/modified by a group of Head Examiners on the basisof evaluation of sample answer script

6.15 Head Examiners

***(i)** The President shall appoint a senior person in the rank of Principal, Vice-Principal, Post Graduate Teacher of an affiliated Institution or a Lecturer/ Reader in a college as Head Examiner for a subject/paper.

(ii) The Head Examiner shall be responsible for ensuring uniform evaluation of answer books as per the final marking scheme. The Head Examiner shall monitor the evaluation and ensure strict implementation of the marking scheme.

(iii) The Head Examiner shall bring to the notice of the Controller of Examinations, discrepancies, anomalies and suspected use of unfair means identified during the course of evaluation.

(iv) The Head Examiner shall report to the Controller of Examinations in writing the names of such examiners who have not carried out the instructions of the Council or have not maintained punctuality or have not observed the code of conduct for such actions as may be deemed fit by the Council.

(v) No person whose ward or near relation is appearing in the examination shall be appointed as Head Examiner.

(vi) The Head Examiner shall be the custodian of all answer books entrusted to him/her for evaluation at theevaluationcentreandshallprovidesuchphysicalandadministrativefacilitiesas are necessary to ensure quick, smooth and fair conduct of evaluation.

(vii) The Head Examiner shall treat all information provided to him/her and all materials supplied to him

/her as strictly confidential, and at no stage divulge directly or indirectly any such information to any person other than those authorized by the Council.

(viii) One Head Examiner shall be appointed for each set of ten to fifteen examiners.

6.16 Additional Head Examiners

(i) Additional Head Examiner shall be appointed by the Head Examiner if the approved number of examiners is more than five on any day of evaluation. He /she shall assist the Head Examiner in discharging his/her duties and shall also discharge duties as assigned by the Council from time totime

(i) e same subject with not less than five years' experience is eligible to be appointed as AHE for paramedical course and a MD having not less than five years' experience in the same subject is eligible to be appointed as AHE for paramedical course examination.

(ii) Notwithstanding anything contained in the rules 54(i) and (ii), the President shall have the powers to appoint Additional Head Examiner(s) in relaxation of the provisions of these Bye Laws for reasons to be recorded.

6.17 EXAMINERS

List of Teachers

(i) The Head of the affiliated institutions shall recommend, every year, the names of teachers in their respective institutions, eligible for appointment as an Examiner in accordance with the provisions of these bye-laws.

Qualifications of an Examiner

(ii) An Examiner shall:

(a) hold at least a post graduate degree in case of Senior level and a graduate degree in case of level in the concerned/allied subject;

(b) have at least three years' teaching experience at /Senior / higher education level; and

*(c) be a practicing teacher teaching the same subject in an Institution affiliated to this Council or any other recognized Board/University/Institution or a person working in the State/ National level educational organizations set up by the Govt. and are actually involved in the organization of Inservice training

programmes/development of study materials for the Senior students/teachers or research work or a retired teacher from a CBSE affiliated Institution (MBBS for Paramedical Diploma Course and BMLT for Certificate Course) teaching the same subject prior to his/her retirement and has not attained the age of 65 years on 1st of April of the year of evaluation work.

(iii) No person shall be appointed as an Examiner in a subject if:

he/she has been under suspension from service; and/or a departmental enquiry is either pending or is envisaged against him/her or has earlier been debarred from any work of the Council or his/her integrity is doubtful in the opinion of the President.

(iv) No person shall be appointed as an Examiner for more than one subject or for more than one examination simultaneously.

6.18 Team Evaluation

6.18.1 The council may adopt individual team approach of evaluation of the answer books.

6.18.2 The mode of fixation of team shall be exclusively left to the council or the Head Examiner as the case may be.

CHAPTER 7

CERTIFICATION

6.19 PASSING/QUALIFYING CERTIFICATE, MARKS STATEMENT/STATEMENT OF SUBJECT WISE PERFORMANCE/GRADESHEET CUM CERTIFICATE OF PERFORMANCE

*(i) (a) A candidate who has appeared in an examination of the Council shall be issued statement of marks for the Diploma or Certificate Examination and Statement of Subject wise Performance/Qualifying Certificate/Grade sheet cum Certificate of Performance for the Council Examination.

(b) A candidate who has appeared at the Diploma or Certificate Examination under the Continuous and Comprehensive Evaluation Scheme shall be issued Grade sheet

cum Certificate of Performance indicating the grades obtained in the subjects under Scholastic Area A, Scholastic Area B and Co-scholastic Areas. Candidates not covered under Continuous and Comprehensive Evaluation Scheme shall be issued Statement of Subject wise Performance/Qualifying certificate by the Council.

**(ii) A candidate who has appeared at the Diploma or Certificate Examination of the Council and has passed the examination shall be issued a pass certificate for the examination.

***(iii) However, candidate who has appeared for the Improvement of Performance at the Diploma or Certificate Examination/Upgrading of Performance at the Diploma or Certificate Examination conducted by the Council or for an additional subject in a subsequent Examination shall not be issued a separate Certificate or a combined Marks statement/Statement of Subject wise Performance/Grade sheet cum Certificate of Performance. Such candidates shall be given only a Statement of Marks/Statement of Subject wise Performance in that subject (s).

7.1 Provisional Certificate

***(i) A candidate who has passed the examinations conducted by the Council/Institution affiliated to thecouncil may be issued a provisional certificate by the Council on payment of fee prescribed from time to time.

***(ii) A candidate who has been placed in compartment / Eligible for Improvement of Performance categories may be issued a provisional certificate indicating the fact as such.

7.2 Date of Birth Certificate

(i) The Date of Birth of the Candidate as admitted in the records of the Council/Institution shall be indicated in the Grade Sheet cum Certificate of Performance/Statement of Subject wise Performance issued to the candidate at Institution level only.

(ii) A candidate can obtain from the council a Date of Birth Certificate indicating his date of birth as admitted in the records of the Council on payment of the prescribed fee.

7.3 Migration Certificate

**(i) A candidate who has appeared in an examination conducted by the Council and has passed the Diploma or Certificate Examination/qualified the Diploma or Certificate

Examination conducted by the Council as per the Scheme of Studies may obtain a Migration Certificate on payment of theprescribed fee.

**(ii) A candidate placed in Compartment/Improvement of Performance category may also be issued aMigration Certificate indicating his/her status as such.

7.4 Duplicate Pass Certificate

***(i) A Candidate may obtain duplicate/triplicate certificate on payment of the prescribed fee and submission of an application on a prescribed form in the event of loss/theft/mutilation of the original certificate provided that an affidavit is filed to that effect before an official not below the rank of a first course Magistrate or a Member of the Governing Body of the Council. Further the person requesting for duplicate or triplicate certificate would notify the loss/theft/mutilation of the certificate through Press Note/advertisement in some leading Newspaper and shall submit the Press Clipping to the council along with application and the affidavit.

****(ii) Request of the candidate for issuance of Duplicate/Triplicate documents shall not be acceded to in the event of verification of the documents with Board's records found manipulated/forged/tampered with.

7.5 Provision of Mother's name

*****a) The candidates will have the option either to mention the mother's name or the father's name or both into the records of the Council (Certificate, Marks Statement etc.)

******b) The candidates (who are orphans) will have the option to mention the guardian's name in the records of the Council (Certificate, Marks Statement etc.). In no case will the name of guardian be mentioned if the names of either or both of the parents are known.

7.6 Changes in Council's Certificate

7.5.1 Changes and Corrections in Name

*i) Change in name of candidate/Father/Mother/Guardian once entered in the council's record at any stage while studying in Course or thereafter, within a period of ten years from the date of issue of first such document shall be considered on written request of

the Candidate (not minor)/father/mother/guardian duly forwarded by the Head of the Institution supported by the following documents:

a) Original copy of two newspapers (daily English/Hindi newspaper at National level & daily newspaper in a vernacular language circulated in the locality), in which the desired change has been published.

b) Original Affidavit duly sworn before the Judicial Magistrate, First Course / Metropolitan Magistrate/ Executive Magistrate/ Sub Divisional Magistrate.

c) Original copy of Publication in Government Gazette.

d) Payment of prescribed fee.

e) True Copy of admission form filled in by the parents duly updated as per Gazette Notification of desired change and duly attested by the Head of the concerned institution.

f) True Copy of Institution Leaving Certificate of the previous Institution submitted by the parent/candidate at the time of admission and updated as per Gazette Notification of desired change, duly attested by the Head of the concerned institution.

True Copy of the page of admission and withdrawal register of the Institution where the

entry has been made in respect of candidate showing updating as per Gazette Notification of desired change, duly attested by the Head of the concerned institution

**ii) Correction in name to the extent of correction in spelling errors, factual typographical errors in the

Candidate's name / Surname, Father's name / Mother's name or Guardian's name to make it consistent with what is given in the Institution record or list of candidates (LOC) submitted by the Institution may be made.

Application for correction in name of Candidate/Father's/Mother's/ Guardian's name will be considered only within ten years of the date of declaration of result provided the application of the candidate is forwarded by the Head of Institution with the following attested documents:

a) True Copy of Admission form(s) filled in by the parents at the time of admission duly attested by the Head of the concerned institution

b) True Copy of the Institution Leaving Certificate of the previous Institution submitted by the parents of the candidate at the time of admission duly attested by the Head of the concerned institution.

c) True copy of the portion of the page of admission and withdrawal register of the Institution where the entry has been made in respect of the candidate, duly attested by the Head of the concerned institution

iii. The council may affect necessary corrections after verification of the original records of the Institution and on payment of the prescribed fee.

*iv. in case of change the document(s) will have a caption that may be read as **"CHANGE ALLOWED IN NAME/FATHER'S NAME/MOTHER'S NAME/GUARDIAN'S NAME FROM**

_____TO_____ON(DATED_____) AS PER REQUEST OF THE CANDIDATEAND GAZETTE NOTIFICATION NO._____DATED _____."

7.5 Change/Correction in Date of Birth

(i) No change in the date of birth once recorded in the council's records shall be made. However, corrections to correct typographical and other errors to make the certificate consistent with the Institution records can be made provided that corrections in the Institution records should not have been made after the submission of application form for admission to Examination to the council.

(ii) Such correction in Date of Birth of a candidate in case of genuine clerical errors will be made under orders of the President where it is established to the satisfaction of the President that the wrong entry was made erroneously in the list of candidates/application form of the candidate for the examination.

****(iii) Request for correction in Date of Birth shall be forwarded by the Head of the Institution along with attested Photostat copies of:**

(a) application for admission of the candidate to the Institution;

(b) Portion of the page of admission and withdrawal register where entry in date of birth has been made along with attested copy of the Certificate issued by the Municipal Authority, if available, as proof of Date of Birth submitted at the time of seeking admission; and

(c) the Institution Leaving Certificate of the previous Institution submitted at the time of admission.

CHAPTER8

IBVTE

8.1 ADMISSION OF STUDENTS TO AN INSTITUTION, TRANSFER/MIGRATION OF STUDENTS AND SCHEME OF EXAMINATION UNDER Indian Board of Vocational and Technical Education.

ADMISSION-GENERAL CONDITIONS

8.1.1 A student seeking admission to any course in an 'Institution*' will be eligible for admission to that course only if he/she:

(i) has been studying in an Institution recognized by or affiliated to this Council or any other recognized Board/University/Council of in India or other parts of the world;

(ii) has passed qualifying or equivalent qualifying assessment/ examination making him eligible for admission to that Course;

(iii) satisfies the requirements of age limits (minimum and maximum) as determined by the local authorities/country and applicable to the place where the Institution is located;

(iv) produces:

a) the Institution Leavening Certificate/Transfer Certificate signed by the Head of the institution last attended and countersigned, if required by the local authorities designated for the purpose.

b) document(s) in support of his having passed qualifying or equivalent qualifying

assessment/examination.

c) Date of Birth Certificate issued by the Registrar of Birth and Deaths, where ever existing, as proof of date of birth.

Explanation

a) A person who has been studying in an institution, which is not recognized by this Council or by any other recognized Board/University/Council of Diploma or Certificate Examination of the concerned place, shall not be admitted to any course of an 'Institution' on the basis of Certificate(s) of such unrecognized institution attended by him earlier.

b) For admission to courses the student must have evidence of Institution based assessment and continuous and comprehensive evaluation reflected through grades recorded in the Performance Profile.

8.2 No student migrating from an Institution in a foreign country, other than the Institution affiliated, to this Council, shall be eligible for admission unless an eligibility certificate in respect of such a student has been obtained from this Council. For obtaining eligibility certificate from the Council, the Principal of the Institution to which admission is being sought will submit to the Council full details of the case and relevant documents with his own remarks/recommendations. The eligibility certificate will be issued by the Council only after the Council is satisfied that the course of study undergone and assessment/examination qualified is equivalent to the corresponding course of this Council.

8.3 No person who is under the sentence of rustication or is expelled from any Board/University/ Institution or is debarred from appearing in the assessment/examination by any Board/University, for whatever reason, shall be admitted to any course in an Institution offering IBVTE Curriculum.

8.4 No student shall be admitted or promoted to any subsequent higher course in any Institution unless he has completed the regular course of study of the course to which he was admitted at the beginning of the academic session and has achieved the performance targets of Institution Based Assessment at the end of the concerned academic session / term qualifying him for promotion to the next higher course.

8.5 No student shall be admitted in Course and above in an Institution affiliated with the after 31stday of August of the year except with prior permission of the President /Competent Authority. The application for permission to grant admission after 31st of September shall be routed through the Principal of the Institution specifying the reasons which are unavoidable. The candidate shall complete the required percentage of attendance (75%) for Course as per Examination Bye-laws of the Council to make him/her eligible for the examinations conducted by the Council/Institution. In such cases where the admission by the candidate could not be taken in a higher course by the stipulated date because of the late declaration of result by the Council in respect of the Assessments/ Examination conducted by it such permission would not be required, provided that the candidate applied for admission within a fortnight of the declaration of the result.

Admission Procedure

8.5.1 Admission register in the form prescribed by the Local Government/Education Board/Indian Board of Vocational And Technical Education concerned shall be maintained by the "Institution" where the name of every student joining 'the Institution' shall be entered.

8.5.2 Successive admission numbers must be allotted to students on their admission and each student should retain this number throughout the entire span of his Instituting in a particular Institution. A student returning to the Institution after absence of any duration shall resume his original admission number.

8.5.3 If a student applying for admission to an Institution has attended any other Institution, an authenticated copy of the Transfer Certificate from his last Institution must be procured before his name can be entered in the Admission Register.

8.5.4 In no case shall a student be admitted into a course higher than that for which he is entitled according to the transfer certificate.

8.5.5 A student shall not be allowed to migrate from one "Institution" to another during the session after his name has been sent to the Council for the IBVTE Assessments. This condition may be waived off inspecial circumstances by the President of the Council.

8.5.6 A student leaving his Institution at the end of a session or who is permitted to leave his Institution during the session shall on payment of all dues, receive an authenticated copy of the Transfer certificate up to date. A duplicate copy may be issued if the head of the

institution is satisfied that the original is lost but it shall always be so marked.

8.5.7 A student leaving his Institution at the end of a session or who is permitted to leave his Institution during the session shall on payment of all dues, receive an authenticated copy of the Transfer certificate up to date. A duplicate copy may be issued if the head of the institution is satisfied that the original is lost but it shall always be so marked.

8.5.8 In case a student from an institution not affiliated to the council seeks admission in an Institution affiliated to the council offering IBVTE such a student shall produce a transfer certificate duly countersigned by educational authorities of Board/Country concerned.

CHAPTER 9

SCALE OF LATE FEE

The scale of fees prescribed by the Council in respect of the examinations, certificates, duplicate copies of documents etc., will be as under. The fees prescribed are however, subject to revision without Notice by the Council at any time.

Late fee (for all candidates)

Last date without late Fee	15th September
Last date with late fee of Rs.150/- per candidate	Up to 30th September
Last date with late tee of Rs.250/- per candidate	Up to 15th October
Last date with late fee of Rs.350/- per candidate	Up to 30th October
Last date with late fee of Rs.5000/- per candidate	Up to 15th January

Other Fees (for all the Diploma/Certificate Examinations)

1.	Fee for verification of marks/ grades of a candidate per subject	₹ 200.00
	(a) for urgent verification online within 05 days from the date declaration of result	₹ 300.00
	(b) for applications received online or offline within 21 days from the date of declaration of result	₹ 200.00
2.	Fee for duplicate copy of Admission card	₹ 50.00
3.	Fee for duplicate copy of certificate/marks-sheet	₹ 100.00
4.	Fee for Migration Certificate or a duplicate copy there of	₹ 100.00

5.	Fee for a date of birth certificate	₹ 100.00
6.	Fee for Provisional certificate of passing the examination	₹ 500.00
7.	Fee for correction in certificate/Marksheet (Date of Birth, Name etc.)	₹ 500.00
8.	Urgent fees, if required within 48 hours	₹ 1000.00
9(a)	Schedule of Receipt of registration forms each year:	
	(i) Without late fees on payment of Rs. 100/- per Student	Up to 31st August
	(ii) With late fee of Rs.200/- per student	Up to 15th September
	(iii) With late tee of Rs.300/- per student	Up to 30th September
	(iv) With late tee of Rs.400/- per student	Up to 15th October
9(b)	Fee for duplicate registration card	₹ 1000/-
10.	Verification of statement of marks Certificate of Course Paramedical Skill and Training Course or both for a particular candidate (except the cases received from Government departments)	₹ 2000/-

11.	Fees for change in Candidate/Mother's/Father's/Guardians name	₹ 1000/- + Actual cost of thedocuments
12.	Penalty for correction in subject after filling in the List of	₹ 2000/- per candidate