

Rules of Business of the Examination Committee of the State Board of Technical Education

PUNJAB

India

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RULES-OF-BUSINESS-OF-THE-EXAMINATION-COMMITTEE-OF-THE-S of 1986

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No. 33/4/84-ITEII/74. The 8th January/12th February, 1986. - Rules of Business of the Examination Committee of the State Board of Technical Education, Punjab :-

1. Constitution and Membership.

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|--|------------------------|
| 1. Director, Technical Education and Industrial Training, Punjab | .. Chairman |
| 2. Principal of one of the Engineering Colleges (by rotation) | .. Member |
| 3. Principals of two Government Polytechnics (by rotation) | .. Member |
| 4. Principals of two Private Polytechnics | .. Member |
| 5. Principal of one of the Government Polytechnic for Women/Special Trade Institutions (by rotation) | .. Member |
| 6. One Representative of Pharmacy Council of India | .. Member |
| 7. Registrar, Technical Education, Punjab | Member
.. Secretary |

Registrar, if working as member of the Unfair Means Committee will not participate in the deliberations of the Examination Committee as and when appeals of the candidates against the decision of the Unfair Means Committee are considered by the Examination Committee. In the absence of the Chairman, the Committee will elect one of its members as the Chairman, to conduct the meeting.

2. Cessation of Membership.

- A member of the Committee shall cease to be member, if he dies, resigns, becomes unsound of mind, declared insolvent or is convicted of a Criminal offence involving moral turpitude. A resignation of membership shall be tendered to the Chairman and shall not take effect, until it has been accepted on behalf of the Board by the Chairman.

3. Filling of Vacancies.

- Any vacancy in the membership of the Board caused by reasons mentioned above shall be filled by the Chairman of the State Board of Technical Education. Any member appointed to fill a casual vacancy shall hold office for so long as the member, whose place he shall fill would have been entitled to hold office, if the vacancy had not occurred.

4. Secretary of the Committee and Functions.

- The Secretary of the Committee with the approval of the Chairman shall circulate the papers to be considered by the Committee. He shall also prepare record of discussions and circulate its copies to all concerned after its approval by the Chairman. The Secretary shall give a notice of not less than ten days for a meeting of the Committee to each member but a short notice may be given for holding an emergent meeting.

5. Tenure.

- The Committee shall continue functioning till a new Committee is re-constituted.

6. Quorum.

- The quorum shall consist of one-third of the total strength.

7. Meeting.

- The Committee shall meet as and when required with the approval of the Chairman.

8. Functions.

- The Examination Committee shall :-(i)frame rules for the State Board Diploma Examinations regarding -(a)conditions for admission to Examination, such as possession of qualifications prescribed for admission to a particular course, minimum pass percentage, attendance, standards of performance in Sessionals and House Examinations etc;(b)standards of performance for passing of Examinations and the methods of declaration of results and award of diplomas etc.:(c)conduct of Examination, mode and frequency of Annual and Supplementary Examinations;(d)unfair means;(ii)arrange/conduct of Examinations;(iii)lay down/alter the Study/Examination schedules

including vacations;(iv)lay down the Study-cum-Evaluation scheme of the various courses affiliated with the State Board of Technical Education;(v)decide cases pertaining to attendance of students not covered under the Examination Rules;(vi)deal with students problems concerning academics and arising out of migration cases;(vii)deal with matters concerning Educational Tours of the students;(viii)appoint Sub-Committee for appointment of Paper Setters/Examiners;(ix)prescribe forms/formats for the conduct of Examinations, maintenance of Examination records, issue of Diplomas/Certificates etc;(x)hear appeals against the decisions of the Unfair Means Committee;(xi)recommend minimum qualifications and other conditions of admission to course such as standard of physical fitness, age and other items connected directly with academic standard;(xii)Make recommendations in regard to rates to Examinations and other charges to be paid to the paper setters and Examiners etc;(xiii)Deal with allied matters concerning Examinations and students not specifically mentioned above.

9. Powers to Coop. members.

- The Committee may at any time invite any person to attend its meeting to give advice or assist in any matter. The persons so invited shall, however, not be entitled to vote on question(s) coming before the Committee.

10. Place of meeting.

- The meeting of Committee shall be held at Chandigarh or any other place to be fixed by the Chairman. The non-official members shall be paid T.A./D.A. as admissible to a 1st Grade Government employees drawing pay exceeding Rs. 1,300 at the rates detailed under para 3 of Finance, Department (Finance Regulation) Circular letter No. 31/36/78(7)FR/204, dated the 8th January, 1980. The other conditions laid down in the Punjab Government T.A. Rules for Government employees will also apply to journeys performed by such non-official members, except where otherwise provided. The official members of the Board will draw T.A./D.A. from their respective departments.