

# ASSESSMENT & PROMOTION RULES 2004 AMENDED 2006 FOR DIPLOMA OF ASSOCIATE ENGINEER

## 1. Definition

- 1.1 **Board** Means the Board of Technical Education (Sindh, Punjab, NWFP and BISE Balochistan).
- 1.2 **Institute** Means an Institute affiliated with the Board for offering Diploma of Associate Engineer courses.
- 1.3 **Principal** Means the Head of the Institute affiliated with the Board.
- 1.4 **Course** Means a subject comprising theory and practical components or any one of them prescribed in the scheme of studies of particular Technology
- 1.5 **Scheme of Studies** Means a table for each technology showing the code number of course, their, names, the number of hours allocated per week to theory and practical and credit assigned thereto.
- 1.6 **Theory** Means that part of a course, which is based on cognitive abilities.
- 1.7 **Practical** Means that part of course which falls under psycho motive domain and involves all activities carried out in a laboratory, workshop or in the field. The concept of this expression has been extended to cover the partice of drawing design, calculation and visits to work, for which periods have been allocated in the scheme of studies.
- 1.8 **Sessional** Means the part of practical (assessed by the institute) i.e. the job sheets, design, projects and report completed within the period allocated for this purpose in the scheme of studies during an academic session.
- 1.9 **Final** Means the part of practical examination / Viva Voce conducted by an external examiner (appointed by the Board) for the marks allocated for this purpose in the scheme of studies.

## 2. General

- a. The Diploma of Associate Engineer First, Second and Third Year examinations will be held twice a year on annual basis on such dates and at such places as determined by the Board from time to time and will be opened to those candidates who are eligible to appear in these examination under the Promotion & Board rules. The two examinations will be termed as Annual & Supplementary examination respectively.

- b. For eligibility to appear in the examination a candidate must have:
- i. Been duly enrolled in an institution affiliated with the Board.
  - ii. Been registered with the board by the dates fixed by the board.
  - iii. Fulfilled the attendance requirement as laid down in rules
  - iv. Satisfied the principal of the institute of his/ her conduct.
  - v. Satisfied the principal about his/her satisfactory performance in the prescribed courses of study in term of assessment rules for the Institutional examinations.
- c. One contact hour of theory or three contact hours of practical carry one credit of 50 marks.

**Note:**

The practical training will be considered as an independent course having no theory component for the purpose of attendance, Assessment & Promotion rules.

### **3. Assessment Rules.**

- 3.1 In order to pass theory component, a student must obtain at least 40% marks in the component.
- 3.2 In order to pass practical component / training, a student must obtain 50% marks in sessional and final part of the component / training separately.
- 3.3 In order to pass a course it will be necessary to pass in theory and practical components of that course separately.
- 3.4 A candidate who has passed either theory or practical component of course will not require to re-appear in that component.
- 3.5 A candidate who has passed in sessional part of the practical component / training will not be required to repeat that part.
- 3.6 Theory examination will be conducted by the Board for 100 % of the total marks assigned for theory components of that course.
- 3.7 Distribution of marks for the practical component/ training will be as under:

i) **Sessional Part: -**

60 % marks will be assigned to the work done during the session including operations, jobs, practical, note books, internal tests etc. These marks will be duly vetted by the Head of Department and Principal of the Institution. Evaluation of sessional marks will be according to the following criteria: -

- |                                    |     |
|------------------------------------|-----|
| a). Attendance                     | 20% |
| b). Quiz / Test                    | 30% |
| c). Assignments / Jobs / Note Book | 50% |

ii) **Final Part**

40 % marks will be assigned to the final practical examination (to be conducted by the Board). For evaluation of marks, the practical subject are divided into two groups i.e. category (A) and category (B) Evaluation procedure for these courses shall be as under: -

**Category 'A'** Shall comprise of those subjects having shop floor activity through out the year including drawing subject e.g. Workshop Practice and Engg. Drawing projects estimates and visits etc. The external examiner will prepare comprehensive jobs; based on category "A" practicals and the students shall be assigned with the task. The examiner will evaluate the candidates through viva voce on this task.

**Category 'B'** shall comprise of those subjects having demonstration / experimental activity e.g., Physics, Chemistry, Computer Application and Engineering science. The external examiner will prepare an objective type question paper based on the experiments done during the year and besides serving of this paper, practical shall be assigned to the candidates. External evaluation shall be based on the objective type paper (test) and experiment / practical to be carried out.

**NOTE:** Final practical examination will be conducted jointly by an external examiner (to be appointed by the Board) and an internal examiner (to be deputed by the Principal of the Institute). The external examiner will award the marks. Division of marks will be as under:-

Job / Practical	50 %
Procedure / Description	25 %
Viva Voce	25 %

- iii) **Absence for whatsoever reason from the examination as a whole or a part thereof will be considered as failure in the examination or the relevant course or courses.**

#### **4 Promotion Rules.**

- a) A student will be promoted to the next higher class, if he / she passes all the prescribed courses of his/her class.
- b). **First Year Class**
- (i) The admission / registration of first year student who fails to pass at least 30% subjects of his / her Technology in the 1<sup>st</sup> Annual Examination, shall stand cancelled.

**Note:**

- Fraction of 0.50 or more will be rounded off to the higher whole number, e.g. 3.50 to 3.99 will be considered as 4.00.
- Fraction of less than 0.50 will be rounded off to the lower whole number, e.g. 3.01 to 3.49 will be considered as 3.00.

- (ii) A first year student who passes in at least 30% subjects of his / her technology in the 1<sup>st</sup> Annual Examination of that session shall be promoted to second year class. He / she will be allowed to appear in the forthcoming examinations in the failing subjects. and that candidate has to pass his / her whole DAE (three year course) in the twelve consecutive examinations. A candidate who does not clear / pass his / her diploma within specified twelve number of chances, his / her registration will stand cancelled. A candidate who does not appear in any examination conducted by Board will lose his chance.

c). **Second Year Class**

A second year student who fails to pass in any number of subjects of 2<sup>nd</sup> Year of his / her Technology in the annual examination of that session will be promoted to third year class and will be required to re-appear in the failing courses in the forthcoming consecutive examinations.

d). **Third Year Class**

A third year student who has passed at least 30% subjects of 1<sup>st</sup> Year and any number of subjects of 2<sup>nd</sup> Year becomes eligible to appear in the 3<sup>rd</sup> Year annual examination of his / her session. In case he / she fails in any number of subjects in the Annual Examinations, he / she shall have to pass all the failing subjects in the forthcoming consecutive specified chances.

## 5. **Award of Diploma**

The successful candidate will be placed under the following categories.

- a. Those securing 80 % or more will be placed in “A+” grade.
- b. Those securing 70 % or more but less than 80 % will be placed in “A” grade.
- c. Those securing 60 % or more but less than 70 % will be placed “B” grade.
- d. Those securing 50 % or more but less than 60% will be placed in “C” grade.
- e. Those securing less than 50 % but are passing in all subjects will be placed in “D” Grade.

## 6. **Assessment Rules for Institutional Examination**

- a. The institution will conduct one send up examination for the First, Second and Third year classes respectively at the end of the session
- b. The student has to appear in all the theory subjects of his / her technology and to show satisfactory performance.

## 7 **Attendance Rules**

- a) A candidate must have completed 80% attendance of prescribed lectures in order to be eligible to appear in the examination.
- b) The Principal may condone up to 10% shortage of attendance on the basis of genuine grounds produced before him / her for his / her satisfaction.

- c) If a candidate is short of the required percentage of attendance at the time of submission of admission form and fees to the board but is likely to make up the shortage in due course of time, the Head of institution may send his admission form and fee provisionally to the board subject to confirmation when the candidate actually makes up the shortage. In case the candidate is unable to make up the shortage, the Principal of institution shall withdraw his candidature by writing to the controller of examination not later than the 15th day before the commencement of the examination.
- d) No examination form or fee shall be accepted unless it is routed through the principal concerned.
- e) Attendance should be counted on the basis of total number of contact hours, Theory and Practical, for which the classes were actually held during an academic session.
- f) If a candidate is officially sent to take part in some extra curricular activities, his / her percentage of attendance will be counted on the basis of total attendance including the lessons / practicals missed during the authorized absence.
- g) The detailed record of attendance shall be produced for inspection to the Board or on inspection of senior officer as and when required.

## **8. Special Chance**

No special chance shall be given to any candidate under any circumstances after he / she has availed the prescribed number of chances.

## **9. Admission to Another Diploma Courses / Technology.**

After having qualified for the award of diploma of Associate Engineer in one Technology, admission for second Diploma in another Course / Technology is not allowed.

## **10. Improvement of Division/Grade.**

There shall be only one chance for improvement of division / grade within one-year of passing diploma of associate engineer examination. The candidate shall be required to appear in all courses of theory component of 1st, 2nd and 3rd year courses. However the practical marks shall not be changed.

**(Engr. Zahir J. Paracha)**  
**General Manger (Academics)**

### **CC:**

- 1. The Chairman TEVTA.
- 2. The Secretary TEVTA.
- 3. The General Manager (Ops).
- 4. The General Manager (F&A).
- 5. The Chairman PBTE.