

GOVERNMENT POLYTECHNIC, KOLHAPUR

(An Autonomous Institute of Govt.of Maharashtra)

REGISTRATION

1.1 IMPORTANCE OF REGISTRATION

- A. Registering for regular studies as well as appearing at term end examination in courses, at the beginning of each term (immediately on admission as well as in subsequent terms) , is important activity for the students, who has to decide about the courses and pace at which he/she will be studying at different stages. In making such decision, the student has to take into consideration his /her own ability for learning , the time available , the courses offered by the Institute during the term, besides pre-requisites of courses, his/her own progress in the programme.
- B. At the time of admission to the polytechnic and /or the beginning of each successive term, till the students become eligible for the award of a diploma, all students shall have to contact the Polytechnic authorities and the appropriate Guidance and Counseling Officer for the selection of courses and for registering them.

REGISTRATION RULES

1.2.1 A Student is normally permitted to register for maximum eight courses and minimum three courses in a term.

1.2.2 XII Science and XII Vocational students seeking the admission in this Institute on Xth basis will be offered some credits in certain courses if the student opts. Such courses will be decided by the equivalence committee.

1.2.3 For a high achiever who wishes to complete a programme in five terms a facility can be provided to register for maximum eight courses in a term, subject to the approval of Guidance and Counseling unit.

- 1.2.4 If a student for any reason could not complete the term work in any of the courses and is detained for any reason. Then he/she will have to register a fresh for that course/courses when such courses are offered by this Institute, He/she will have to fulfill all the requirements as required for fresh registration.
- 1.2.5 A student unable to earn credits in one or more courses will have to re-register for these courses. Preregistration will permit the student to appear for examination in those course , courses. The test, term work mark in such courses will be carried forward.
- 1.2.6 The total number of fresh courses registered and courses reregistered should not be more than ten. If a student desires to change any of the optional courses he will be permitted to do so within the above limitation.
- 1.3 The Institution authorities will provide a list of courses offered in the first/odd and second/Even terms of every academic year. The possible choices open to each individual student will depend upon the courses in which the student has already acquired credits, though study and/or exemption, backlog, prerequisites, maximum limits of registration and re registration etc.
- 1.4.1 Selection of courses for the new term will depend upon following---
- (A) The curriculum of the programme and scheme of examination.
 - (B) Credits acquired by the entrants of different entry categories e.g. XII Science, XII Vocational etc.
 - (C) Credits acquired by the students in previous examination.
 - (D) Courses offered by the Institute during the term for study, depending upon the available resources.

- 1.4.2 While filling up the registration form, the entry of courses should be made in the order of the respective category (level) of courses.
- 1.5 Normally for optional courses registration by 20 students is necessary. If the number of students is less than 20, the decision to conduct that course will be at the discretion of the Principal.
- 1.6 Normally change of course will not be allowed. In special case the Head of the Institute will permit the student to change the course. This should be done within 15 days from the last date of registration.
- 1.7 Normally change of programme will not be permitted. In special case the student has to apply for change of programme in the first week of the term. If change is sanctioned the student has to select courses, necessary for the new programme in which he/she has not acquired credits earlier.
- 1.8 While registering for a course, if the pre-requisite course is specified, the student should have completed the pre-requisite course. For the purpose it is not necessary to have earned credits in such courses.
- 1.9 The decision and the process in respect of registration of a student's coming from other system will be finalized by the Head of the Institution.
- 1.10 XII Science or XII Vocational student who wishes to register for the courses under 10th + path of a programme and demands exemptions in equivalent courses has to submit attested copy of the mark sheet of relevant examination passed at the time of registration.
- In such case , he/she should have passed in corresponding equivalent subject at H.S.C. examination with minimum 40% marks.

TESTS

A. Two tests are conducted for every course (where relevant) (as specified in the teaching and examination scheme) during the term.

B. If a candidate remains absent for any one or both the tests the Test average marks obtained by the candidate under the course shall be calculated by assigning zero marks to the tests for which the candidate remained absent.

C. Improvement in test average shall not be permitted.

No re-tests shall be conducted for candidates who remained absent for tests due to any reason.

Candidates shall be expected to attend both the tests so that average of these two tests marks shall be treated as their Test Average which shall be included in the Theory marks of the Term End Examinations. However, if due to any reasons, any candidate remains absent for any test, his test marks for that shall be treated zero.

ELIGIBILITY FOR TERM END EXAMINATION

The student who have registered for courses or are appearing only for examinations (in case of failure or absent in examination at earlier registered courses) shall be appearing at the examination of one or all heads of maximum 10 courses.

ELIGIBILITY TO APPEAR FOR EXAMINATION

ER 1: No candidate shall be allowed to Diploma Program unless he has passed the qualifying examination or an equivalent examination as prescribed by the Govt. of Maharashtra for admission to the

programs and fulfill any other conditions as prescribed from time to time for the admission to the Institute for any program the candidate shall submit prescribed registration form with prescribed fees to the Principal of the Institute

ER 2: A candidate to be eligible for the award of diploma shall be required to earn the credits as prescribed for the concerned programme depending on the MPECS scheme in which the candidate will complete the Diploma.

ER 3: Unless and otherwise stipulated the class for award of diploma shall be determined by taking in to consideration the total of marks obtained in all courses from levels IV and V programme wise.

ER 4: No Candidate shall be allowed to appear for the examination of any course unless the Principal certifies that the candidate has:

- a) Put in an attendance of at least Seventy Five percent of the prescribed periods in theory, practical and term work separately in accordance with teaching scheme therein.
- b) Carried out satisfactorily all the prescribed practical /workshop, any other kind of practical including drawing and /or field work and completed the term work as the case may be.

In case of examiner/s reports that the term work is incomplete then a detailed report of the examiner along with the explanation of the Head of Dept/ certification shall be put before Examination Committee for consideration and recommendation before declaration of the results.

(The cases where term work is incomplete, but the Head of Department certifies for completion and allows the candidate to appear for examination

shall be presented before Governing Body for suitable action with decisions of Examination Committee on such matter.)

- c) Satisfactory progress in his studies and is of good conduct and character.
- d) Not been debarred for any period from appearing for any examinations held by any Govt., Constituted Authority of any other statutory examining agency for a specify period.

Principal may condone attendance falling short of 75 % only on the basis of

- Genuine medical reasons if certified by the registered medical practitioner
- Participation in the Institutional Sports. (proportionally)
- Participation in technical exhibition, cultural and social activities etc. . (proportionally), if these are the only reasons for the short fall in attendance.
- ER 5:- In case the attendance fails short by not more than 10% due to illness (certified by the registered medical practitioner) or for any reason considered valid the Principal may condone such deficiency and permit the candidate to appear for examination. If the candidate is otherwise eligible.
- ER 6 : No candidate who is allowed from appearing at an examination for not fulfilling conditions specified under ER :04 (a) or ER :04 (b) or ER :04 (c) shall be permitted to appear for that examination unless he/she fulfills the conditions afresh.
- ER7: A candidate who fulfills the conditions of admissibility to examination prescribed under ER :04, but could not appear at the examination may appear for a subsequent examination as a registered candidate for examination only. However in case of certified term work it is to be preserved by the concerned department till first examination is over.
- ER8: A candidate who has failed to pass in any of the (courses for which only term work is prescribed) term work examination wherever

prescribed for any course shall submit fresh term work by fresh registering for that course.

- ER9: A candidate may appear for an examination when he registers for different courses / examination at the time of admission along with prescribed fees on or before due dates notified. Registration form with late fees notified will be accepted by the Principal within ten days after due date.
- ER 10:
 - A) Notwithstanding the acceptance of form for admission to examination , payment of examination fess and allotment of seat numbers, the Principal is competent to withdraw applications of those candidates who fail to fulfill any of the conditions laid down under relevant Examination Rules at any time before the commencement of/ or /during examinations of the relevant courses. In such cases the examination fees and other fees paid are not transferable to any of the coming term nor refundable at any time.

B) Notwithstanding the appearance of such candidates in the Examinations of the courses, the result of such candidates will be Cancelled if it is found later that candidates were not eligible for the examination and for the particular courses the resultant of the said course will be cancelled and further the responsible person shall be liable for disciplinary action by the Governing Body. In such cases again there will be no refund of any type of fees paid by the candidate nor will such fees be transferable by any means.