

# ASSESSMENT & PROMOTION RULES

2013

FOR DIPLOMA OF ASSOCIATE ENGINEER (DAE)



**Punjab Board of Technical Education**

21-A, Kashmir Block Allama Iqbal Town, Lahore

[www.pbte.edu.pk](http://www.pbte.edu.pk)

# ASSESSMENT & PROMOTION RULES 2006 AMENDED 2013 FOR DIPLOMA OF ASSOCIATE ENGINEER

## 1. Definition

### 1.1 Board

Means the Punjab Board of Technical Education.

### 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 motor 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 practice 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 1<sup>st</sup> Annual and 2<sup>nd</sup> Annual examination respectively.

- b. For eligibility to appear in the examination a candidate must have:-
- i) Been duly enrolled in an institute 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	30%
b).	Quiz / Test	20%
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 subjects 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, Engg. Drawing, Projects, Estimates and visits etc. The external examiner will select comprehensive jobs based on 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). **First Year Class**

- (i) The students of first year will be promoted to second year provisionally, however if a student fails to pass at least two (2) subjects during 1<sup>st</sup> or 2<sup>nd</sup> Annual Examination, his admission / registration will be cancelled.
- (ii) **A first year** student who passes at least two (2) subjects in 1<sup>st</sup> or 2<sup>nd</sup> Annual examination but fails in other subjects he / she will be allowed to appear in the forthcoming examinations in the failing subjects and the candidate has to pass his / her whole DAE course in the twelve (12) forthcoming consecutive examinations. A candidate who does not clear / pass his / her diploma within specified twelve (12) number of chances, his / her registration shall stand cancelled. A candidate who does not appear in any examination conducted by Board for any reason will lose his chance out of the twelve (12) prescribed forthcoming consecutive chances from the date of his / her registration.

(b). **Second Year Class**

A second year student who fails to pass in any number of subjects of second 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.

(c). **Third Year Class**

A third year student who has passed at least 2 (Two) subjects of first year and has completed the prescribed course of second year becomes eligible to appear in the third 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.

<b><u>Sr. #</u></b>	<b><u>MARKS</u></b>	<b><u>GRADE</u></b>	<b><u>REMARKS</u></b>
1	80% and Above	A+	Excellent
2	70% or above & below 80%	A	V-Good
3	60% or above & below 70%	B	Good
4	50% or above & below 60%	C	Fair
5	40% or above & below 50%	D	Satisfactory

**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 institute 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 institute shall withdraw his candidature by writing to the controller of examination not later than the 15<sup>th</sup> 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**

- (i) A student of DAE can improve his / her grade / division / marks within one year after passing whole DAE once only.
- (ii) He/She will be allowed to reappear in maximum any 03 (Three) subjects of his / her choice (theory component only) from whole course of DAE for improvement of division/marks.
- (iii) In case a student does not improve the marks in any of the three subjects, his / her old postings will be carried out.
- (iv) If a student wants to reappear in more than three (03) subjects. He / She has to reappear in all the subjects of his / her technology (only theory components)

**11 Grace Marks**

The Grace Marks will be awarded to only those candidates who have already appeared in third (3<sup>rd</sup>) year examination.

- (i) Grace marks will be reduced from 1% to 0.5%.
- (ii) 0.5% marks will be calculated excluding Practical / Sessional marks on the basis of marks of 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> year separately of each technology.
- (iii) Grace marks as above will not be awarded in more than Two subjects.
- (iv) Not more than Six (06) Grace Marks will be awarded in one subject.
- (v) Grace marks will not be awarded in Practicals.
- (vi) Grace marks will not be awarded to those candidates who are improving Marks / Grade / Division.

## **12 Eligibility for Admission in D.A.E.**

Only those candidates are eligible for admission in D.A.E who have passed S.S.C (Science Group) / TSC / Matric Tech or equivalent. The merit for admission will be determined by the concerned Institute on the basis of following subjects:-

1. English
2. Physics
3. Maths
4. Chemistry