

- iii) If a candidate has submitted the examination form with requisite fees, as per the schedule for the ensuing examination and later on unfortunately if he dies before appearing for the examination, the examination fees paid to the Board shall be refunded to the parents/guardian. For this purpose, the parents/guardian shall apply to the regional office through institute with a copy of the proof of death and copy of fees receipt. Such application shall be made within two months from the death of the candidate.

D) Admission to an Examination

i) Eligibility for appearing in examination:

No candidate will be admitted to any semester/year examination unless he keeps terms for that semester /year at the institute recognized by the Directorate of Technical Education, Maharashtra State & affiliated to Board and unless he has filled in examination form along with prescribed examination fees and unless it is certified by the Principal/Head of Institute that he has fulfilled following conditions.

- a) He has put in satisfactory attendance of at least 75 % of the total Lectures /Periods in each Theory /Practical /Term work /Tutorials / Project work separately in each and every subject of the Semester/Year as per the Teaching scheme of the Board and not the 75% of total Lectures conducted by the Subject Teacher, and
- b) He has satisfactorily completed all the specified laboratory Practicals / Term work / Projects / Sessional etc. prescribed in the curriculum for the Semester / year
- c) He has shown satisfactory progress in his studies and evinced good conduct.
- d) He has not been debarred for any period from appearing for any examinations held by any Government, Constitutional Authority or Statutory Examining Authority in India or by the Board to any of its Examination during that period.

E) Condoning deficiency in attendance

In case the attendance of a candidate falls short by not more than 10% due to his own illness (duly certified by a registered medical practitioner) the head of the institute may condone such deficiency at his discretion and permit the candidate to appear for examination, if he is otherwise eligible.

F) Withdrawal of application For Examination & Cancellation of Performance in the examination

- i) Notwithstanding the submission of application, payment of examination fees and allotment of examination seat number, the principal/head of the institute shall be competent to delete application of the candidate who fails to fulfill any of the laid down eligibility conditions for admission to examination mentioned in RG4 (d) (i), under intimation to the Board. The examination fees paid by the candidate shall not be refundable.
- ii) Notwithstanding the acceptance of application form and fees, allotment of seat number by the Board, the performance/result of the applicant at the examination would be cancelled if it is later found that the applicant was not eligible for admission to the relevant semester/year and for admission to the said examination. Further, the principal/Head of institute shall be liable to disciplinary action for wrong certification of the applicant.

G) Action against Defaulting Candidates

The candidate who does not fulfill the eligibility criteria (such as completion of satisfactory term work, satisfactory attendance etc.) to appear for examination shall be treated as defaulter and be disallowed for examination and detained in the same class. Such candidate shall not be allowed to appear for examination even though he has submitted examination forms and paid fees. The Principal shall prepare list of such defaulting candidates and submit it to the Board, as soon as the academic term is over. Also remarks to this effect shall be written on the copy of seating chart and mark sheets, duly countersigned by the Principal/examiner before submitting it to Board or regional office. In case, it is found that the defaulting candidate is not detained, Board shall have the right to cancel the performance of such candidate in that examination and also the matter shall be placed before Special Committee for appropriate action against the subject teacher/Principal/Institute. The Board may report the matter to the Government for further action in this behalf.

H) Action against Defaulting Institute

In case an examiner or Board detects that the candidate/s have not completed the practical or the term-work as per prescribed curriculum satisfactorily, however, it has been certified as satisfactory and complete by the institute, in such a case the examiner shall not examine the incomplete term work and submit a report to Secretary (through regional office of the Board), who, in turn, will put the matter before the Special Committee for further action against the candidate and the institute.

I) Admission to Examination Hall**a) Mandatory Documents for a Candidate during Examination**

The Board/regional office or any other officer authorized by Board shall issue Hall Ticket / Admission card to each eligible candidate who has applied for examination. Each candidate appearing for the examination must possess a proper Hall Ticket; a valid Identity Card issued by his institute, bearing his sufficiently recent photograph for easy verification of his identity and examination fees receipt, and produces the same as and when demanded by an authorized person during examination.

b) Penalty to a candidate lacking mandatory documents

If a candidate is unable to produce on demand the mandatory documents mentioned above, he may not be allowed to appear for the examination.

J) Disallowed Candidates Ineligible to Appear In Examination

No Candidate who is disallowed by the Board for an examination for not fulfilling conditions specified in RG4 D (i) shall be permitted to appear in that examination. He shall have to fulfill all relevant conditions by seeking fresh admission to the same semester/ year anew.

K) Failing to Appear in the Examination

A candidate, who fulfills all the conditions prescribed in RG4 D (i) but could not appear at the examination, may appear for a subsequent examination as an ex-candidate. In such a case, the candidate himself shall preserve the term work