

**PROSPECTUS FOR ADMISSION
INTO DIPLOMA COURSE IN ENGINEERING
IN JOWAI POLYTECHNIC**

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**JOWAI POLYTECHNIC
Jowai**

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ADMISSION INTO DIPLOMA COURSES IN ENGINEERING OFFERED BY JOWAI POLYTECHNIC, GOVT. OF MEGHALAYA

1. Introduction

The Polytechnic provides facilities for study in Diploma courses in Engineering after H.S.L.C. (10+). The main objectives of the Polytechnic courses of studies is to produce technician at supervisory level to meet the demand of Technician manpower in various fields of development. The booklet aims at bringing out a guideline towards Technician Education to enable the young boys and girls to build their career by getting themselves admitted into various courses of Technical Studies available at the State Polytechnic of Meghalaya.

2. The Polytechnic and its location:

The Jowai Polytechnic is located at Ladthalaboh, Jowai near Kiang Nongbah Government College which is approximately 65 kms from Shillong.

3. Courses offered:

Jowai Polytechnic offers diploma courses in Architectural Assistantship, Automobile Engineering and Costume Design & Garment Technology. All Diploma curricula in Architectural Assistantship, Automobile Engineering and Costume Design & Garment Technology have been revised and updated. Due emphasis has been given for students both boys and girls to develop entrepreneurial skills in the respective field of study,

promote industry institute community interaction, promote teaching learning process through the Learning Resource Utilization Centre (LRUC), and computer centre. The courses of study under the Diploma Programme will include theory, workshop, practical, tutorial. Project work, Industrial visit, Seminar etc. All courses (subjects) are categorized in six (6) groups i.e. (i) Foundation Course (ii) Hard Core Courses (iii) Soft Core Courses (iv) Basic Technology Courses (v) Applied Technology Courses (vi) Elective Courses.

3.1. Each academic year is divided into two Semester, Odd Semester and Even Semester each of six months duration.

3.2. A student will have to register at the beginning of each Semester at the Polytechnic for the subject he/she would like to study in a term. The Guidance and counselling unit of the Institute will advise the student in deciding about the courses (subject) of his/her choice, pace of learning and limit for registration of courses. The Institute authorities would provide the list of courses to be offered in Odd and Even Semester of an academic year at the commencement of each academic year.

4.0 **Affiliation:**

Jowai Polytechnic is affiliated to the Meghalaya State Council for Technical Education. Curricula and evaluation system developed by the Meghalaya State Council for Technical Education are followed to meet the human resources needs of industry, service sector, Public sector, Government Departments and are designed for self employment.

5.0 Recognition:

All the diploma courses offered by Jowai Polytechnic are approved by the All India Council for Technical Education (AICTE). Diploma Holders of this Institute are recognized for the purpose of recruitment to all subordinate posts and services under the State Government, Central Government, State Government Undertaking, Central Government Undertaking and various Public Sector and Private Sector, Companies of the country.

6.0 Admission

6.1 Eligibility for admission:

To be eligible for admission a candidate shall have to fulfill the following conditions-

6.1.1 The candidate must have passed Secondary School Leaving Certificate (10+) examination conducted by the Meghalaya Board of Secondary Education or its equivalent conducted by a recognized Board/Council securing at least 45% marks in Mathematics and 45% marks in Science relaxable to 40% marks in Mathematics and 40% marks in Science for candidate belonging to Scheduled Caste/Scheduled Tribe communities of Meghalaya.

6.1.2 Age Limit:

Applicants should not be more than 21 years of age as on the first of July of the year of admission relaxable by 1 (one) year for candidates who have passed HSSLC (12+), or equivalent examination and 3 (three) years for candidates belonging to SC/ST.

6.1.3 Medical Fitness:

A candidate should be physically fit and mentally sound and possess a minimum standard height of 1.5 metre relaxable to 1.3 metres for Hills Tribes, weight 41 kg, chest 72 cm with minimum expansion of 2.5 cm and free from physical handicap which might hamper efficient performance of students professional studies. Physical standard are relaxable in case of Girls candidates to a certain extent.

A candidate after being selected for admission should obtain Medical Fitness Certificate from the Medical Officer not below the rank of Assistant Civil Surgeon (Grade-I) in the prescribed form.

6.1.4 Residential eligibility:

- (a) Candidates must be son or daughter of Citizen of India as defined under Articles of the Constitution of India.
- (b) Candidates must be permanent resident of Meghalaya.
- (c) Candidates once admitted in the Polytechnic are not eligible to apply as fresh candidate in subsequent year.
- (d) Students who fail or discontinue in their courses of study may apply in plain paper to the Principal for consideration of admission against repeater's quota.

6.2 Reservation of Seats:

Subject to satisfactory qualifying standard and other eligibility conditions, reservation of seats in the Polytechnic shall be as per policy of State Government and Central Government in force

from time to time for various categories of Castes and Tribes or under any other conditions of reservation policy of the State and Central Government.

The annual intake capacity in the Shillong Polytechnic is as follows:-

Architectural Assistantship	-	30 seats
Automobile Engineering	-	30 seats
Costume Design & Garment Technology	-	30 seats

6.3 How to Apply:

All candidates are to collect the application form from the Office of the Jowai, Polytechnic, Jowai in response to the advertisement for admission to the Polytechnic issued by the Director of Higher & Technical Education. The cost of application form is Rs. 10.00 to be paid by the Crossed Indian Postal Order. Application form duly filled in to be submitted to the Principal of the Polytechnic within the prescribed date as given in the admission notice.

Last date of admission

The form to be accompanied by :

- (i) One recent Passport Size photograph of the candidate duly attested by a Gazetted Officer and pasted on the form.
- (ii) True copies of Mark Sheets of qualifying examination passed.
- (iii) Documentary evidence of age (true copy of Admit Card or Certificate of Board/University).

- (iv) Upto-date Character Certificate from the Head of the Institution last attended.
- (v) Certificate from the employer for the candidate already under employment.
- (vi) Scheduled Tribe/Caste Certificate for district authority.
- (vii) Permanent Residential Certificate in case of Non-Tribal candidate from the Deputy Commissioner or the District in which the applicant resides.
- (viii) Income Certificate of parents or guardian from the Head of Office in case of government employees, from Branch Manager in case of those under public under taking or Private Company and from Village Headman in case of others not covered under the above mentioned categories.

Original copies of Mark Sheet and Certificate to be produced at the time of interview.

6.4 **Interview:**

Interview of candidates shall be held at Jowai Polytechnic on dates to be notified. A candidate is required to appear in the interview to be held at Jowai Polytechnic at his/her expense on such date and time as fixed and notified. All the candidates including those who have been sponsored by other departments shall have to appear in the interview.

Date of interview

6.5. **Selection:**

- (i) Criteria for selection of candidates for admission shall be based on the aggregate marks in Maths and Science secured in SSLC/HSLC/equivalent examination.
- (ii) Candidates will be selected through appropriate screening/selection process conducted by the Directorate of Higher & Technical Education.
- (iii) Final selection will be made by the State Government of Meghalaya which deserves the right to review the statement submitted by the interview board.
- (iv) All selected candidates should join within the date fixed by the Principal.
- (v) After expiry of the date fixed as in para (iv) above, candidates from the waiting list will get the chance for admission against any vacancy due to non-joining of candidates from the merit list, within the fixed date.

6.6 **Commencement of Session:**

Every year the initial academic session will commence on August/September.

6.7 **Medium of Instruction:**

The medium of instruction is in English.

7.0 **Attendance in Class:**

Students shall attend regularly lecture class/Laboratory/Workshop practice/Seminar/ Industrial visit/Tutorial class/Project works etc. Students are required to attain minimum of 75% (theoretical and

practical classes separately) and secure minimum 50% marks in the internal assessment in every subject to be eligible to register for examination of the respective courses as regular candidate. Those students whose attendance is below 75% and upto 60% (theoretical and practical classes separately) and secured minimum 50% marks in the internal assessment in every subjects and can prove the genuine ground of his less attendance will be declared as Non-collegiate. Such candidates shall be allowed to appear in the final examination on payment of Non-collegiate fees. Any student whose attendance is below 60% in any one or more subjects on theory and / or practical classes will be declared as dis-collegiate and will not be eligible to appear end semester examination. The Institute would not arrange special classes in courses not scheduled to be offered in the particular semester.

Dis-collegiate students shall have to repeat the semester by taking admission in the next session.

8. **Examination Rules:**

The Meghalaya State Council for Technical Education would conduct the examination according to the prevailing system.

8.1 Two semester examination (Odd and Even) would be held in each academic year.

8.2 There shall be one final examination at the end of each semester and it shall be termed as (a) 1st semester examination, (b) 2nd semester examination, (c) 3rd semester examination, (d) 4th semester examination, (e) 5th semester examination, (f) 6th semester examination.

End term end examination in any semester would be conducted for all courses, registered and re-registered for examination in the respective semester.

- 8.3 Attending the classes regularly to attain prescribed percentage of attendance and securing minimum percentage of Marks in Internal Assessment of the respective subjects of respective courses as stipulated in 7.0 would make a student eligible for appearing in the end term examination for the respective courses.
- 8.4 Sessional works which includes home work is to be performed by the students. On the basis of students performance in the class and satisfactory behaviour, Sessional marks will be allotted to them.
- 8.5 Class test are conducted by the teachers at a regular interval. Marks secured in the class test are credited to the Sessional marks.
- 8.6 A student failing to attain the minimum attendance and sessional marks even in a single subject will not be allowed to appear in the semester end examination and he/she has to repeat the semester again by attending classes.
- 8.7 Such type of candidate will not be allowed to move to the higher semester without sitting in the previous semester end examination.
- 8.8. Students eligible for appearing in the end-term examination for a course will have to register/re-register for examination of the respective courses in which he/she desires to appear in a term. Registration/re-registration processes will be carried out by the Meghalaya State Council for Technical Education.
- 8.9 A student has to pay the examination fees as prescribed by the Meghalaya State Council for Technical Education from time to time, at the time of registration/re-registration for examination in the courses by filling in the prescribed form.

- 8.10 A student will be allowed to appear altogether in 11 (eleven) subjects only in end semester examinations including all subject of the regular semester with five arrear back subjects to be cleared.
- 8.11 While attempting to clear the back subjects a student must appear subjects of lower semester first then the higher semester.
- 8.12 A student must clear all back subjects of 1st semester for promotion to 4th semester, similarly must clear all back subjects of 2nd semester for promotion to 5th semester and must clear all back subjects of 3rd semester for promotion to 6th semester.
- 8.13 Those students who are not promoted and cannot take admission in 4th, 5th and 6th semester, can appear in back subject of the lower semester.
- 8.14 To pass in a subject a candidate must secure pass marks in both theory and practical/viva component individually.
- 8.15 A student failing in any one component of a subject (either theory or practical) will have to reappear in that component only as back subject in which he/she has failed.
- 8.16 Total marks and pass marks of a subject will be as per curriculum structure and scheme of examination.
- 8.17 Maximum permissible period for completion of Diploma course by a student shall be 6 academic calendar years from the date of admission.
- 8.18 **Eligibility criteria for earning credit for a course:**
- The students must attend classes regularly for the course/courses to satisfy the prescribed provision for earning credit for the course.
- 8.18.1 **For courses having end-term examination:**
- (i) A student must first satisfy the eligibility condition in 7.0 for appearing the examination.

- (ii) A student must secure 40% marks in theory end-term examination and 50% marks in Practical end-term examination of the course, as specified in the scheme of evaluation. For courses consisting of groups, specified minimum marks have to be secured separately for each group of the course.

8.18.2 For courses not having end-term examination.

- (i) A student shall have to regularly attend the classes prescribed for the course to attain minimum of 75% attendance.
- (ii) A student must secure 50% marks in the internal assessment for the course, as specified in the scheme of evaluation.

8.18.3 The weightage to any course is provided in terms of credit based on contact hours. The contact hours is the sum of lecture, tutorial and Practical classes/hours allotted per week for teaching the courses.

8.18.4 Minimum credits to be earned by a student for award of diploma. The allocation of minimum credit to be acquired by a students under each category of courses as appended below:-

	Foundation Course	Hard Core Course	Soft Core Course	Basic Technology Course	Applied Tech-nology Course	Electives	Total
1. Architectural Assistantship	25	17	06	30	52	06	136
2. Automobile Engineering	11	33	12	18	57	10	141
3. Costume Design & Garment Technology	23	18	06	29	40	06	122

8.18.5 Student who have satisfied the eligibility criteria for appearing in end-term examination for a course and either have not appeared in end-term examination or appeared in the end-term examination but could not obtain the credit or the respective course are said to have **“Kept the term”** for the respective course. Such students have the option of either **‘registering a fresh’** for the course or **‘re-registering’** for the course. In the event of fresh registration, the credits for attendance and Internal assessment will not be accumulated.

8.18.6 The students who have **‘kept the term’** for a course can register for the respective course. Such students will have to appear only in the end-term examination of the respective course and the credits earned for attendance and internal assessment will be accumulated for transfer to the student. Such courses will be called **‘backlog courses’**.

However, accumulated credit for attendance and internal assessment will not be transferred if the students register a fresh for the respective courses (subject).

9.0 **Award of Diploma:**

9.1 A student can obtain the diploma within a minimum of 3 years and maximum of 6 years.

9.2 A student shall be eligible for award of Diploma only if he/she passes in all subjects required as per the scheme of examination.

9.3 A student having a backlog subject of any course in any semester examination are to clear the backlog subjects and only the pass mark will be credited in the overall Marksheet for any backlog subjects cleared during the six semester examination.

9.4 Subject to clause 8.1 & 8.2, the award of class shall be based on the marks obtained in the 1st, 2nd, 3rd, 4th, 5th and 6th semester examination.

9.5 **Classes and Division:**

- (i) First class with the Distinction - 75% and above and passing all the subjects of all the six semester examinations.
- (ii) First class – 60% & above and passing all the subjects.
- (iii) Second class-less than 60% and passing all the subjects.

10. **Student Equipment and clothing:**

Each student is required to have his/her own basic equipments as follows:

(a)	Drawing Instrument Box	-	1 set
(b)	Set Square	-	1 set
(c)	T-Square	-	1 no.
(d)	French Curves	-	1 set
(e)	Diagonal Scale	-	1 no.
(f)	Card Board Scale	-	1 set
(g)	5-figure Log table	-	1 no.
(h)	Calculator	-	1 no.

NOTE: Students should provide themselves with one Apron for Workshop Practices and they should be neat and clean in dressing. They must come to the Institute to attend the classes, Laboratory, Workshop etc., wearing shoes only.

11.1 Annual Fees (Institutional)

(a)	Admission Fees	Rs. 100.00
(b)	Tuition Fees	Rs. 720.00 (@ Rs. 60 per month or 360 per term)
(c)	Library Fees	Rs. 60.00
(d)	Identity Card Fees	Rs. 10.00
(e)	Terminal Exam Fees	Rs. 50.00
(f)	Book Bank Membership Fees	Rs. 10.00
(g)	Magazine Fees	Rs. 50.00
(h)	Game, Sports & Student Week Fees	Rs. 50.00
(i)	Student Union Fees	Rs. 100.00
(j)	Caution Money for the Course (Refundable)	Rs. 100.00
(k)	Book Bank Caution Money (Refundable)	Rs. 250.00
Total		Rs. 1500.00

Tuition fees indicated will be increased by 10% every year w.e.f. the academic session 2007-2008.

11.2 Hostel Fees:

(a)	Admission Fees per session	Rs. 75.00
(b)	Electricity Charge per session	Rs. 75.00
(c)	Seat Rent per session	Rs. 50.00
(d)	Medical Fees per session	Rs. 50.00
(e)	Hostel Establishment Fees per session	Rs. 300.00
(f)	Hostel Caution Money	Rs. 550.00
Total		Rs. 1100.00

Note: Rates are subjected to revision by the Government from time to time.

12. Existing Facilities to students:

12.1 Scholarship and Stipend:

Director of Higher & Technical Education offers Scholarship and Stipends to various categories of students. Government Departments like Agriculture Town and Country Planning etc., offers stipends to deserving students. Public Undertaking like Cement Factory, Electricity Board etc., also offer stipends to the students.

12.2 Other facilities available:

- ❖ Well equipped laboratory/workshop for all disciplines.
- ❖ Hostel accommodation for both boys and girls are available on payment of fees.
- ❖ Auditorium with a seating capacity of 200.
- ❖ Conference Hall with 50 seats capacity

- ❖ Library with text books, reference books, journals, magazine and open access facility.
- ❖ Book Bank.
- ❖ Computer laboratory.
- ❖ Audio-Visual Room with OHP, TV, VCR etc.
- ❖ Internal and External study tour.
- ❖ Industrial training for the students.
- ❖ Apprenticeship training for pass out students
- ❖ Continuing Education Programme/ Technical Vocational Education & Training (TVET)
- ❖ Learning Resource Utilization Centre
- ❖ Transportation facility for students and staff
- ❖ Canteen

13. **Discipline:**

The students admitted to the Institute must abide by all rules and regulations as prescribed by the Institute authority. Violation of rules, unsatisfactory progress, irregular attendance, irregular clearance of Institute and Hostel fees and dues, showing discourtesy to teachers and staff members in any form, smoking in the Institute Campus, taking alcoholic beverage, using electric fan and heater in the hostel room, tampering with the electric connection, causing damage to Institute and hostel property. Library books, etc., using unfair means in sessional work and in the examination, resorting to strike, ragging etc., are some of the offences which may be make students liable for disciplinary action in the form of imposing fine, suspension and even expulsion from the Institute. The students are to vacate Hostel during the vacation/ term end holidays.