

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

<p>1. Maharashtra Civil Services Rules (MCSR)</p>	<p>1. Penalties imposed and Disciplinary actions are taken as per the rule. 2. Action on inquiry reports, common Proceeding are taken.</p>
<p>3. Multi Point Entry and credit system (MPESC)</p>	<p>In multi point Entry and credit system the students with higher qualification will be given certain credits at the entry level for the exempts courses. This system also allows lateral mobility for the students.</p> <p><u>Course Registration:</u> - A students can register maximum 8 theory courses & 4 practical courses in the term only when the department is able to offer to these courses.</p> <p>Permitted backlogs: - While doing course registration only 4 backlog course are permitted which could be either theory or practical.</p> <p><u>Duration for Completion of Diploma:</u> - The duration for completion of diploma shall be maximum 6 years for full time and 8 years for Part-Time. This rule is applied to students admitted from 2013 words.</p> <p><u>Examination Registration:</u> - The students shall be allowed to register for maximum of 13 courses at a time for that particular examination they includes theory and practical courses.</p> <p><u>Rules for exemptions:</u> - Exemption shall be given to a student who has against higher qualification than S.S.C. at the time of entry into the programme.</p> <p>For courses exemption students shall be groups as follow :</p> <p>A) HSC Vocational/Technical with PEM B) HSC Science PCM/PCME C) I.T.I of Years duration/I.T.I.(COE) of 2 years/NCTVT/MCVC</p> <p><u>Award of Class:</u> - No Class will be awarded however passed & promote pass with ATKT & Fail will be mentioned.</p> <p><u>Award of Diploma:</u> - A Student who has successfully earns credits will be awarded a diploma certificate by the chairman, Govt. of Poly, SVV, Mumbai.</p>