

ASSESSMENT RULES



of
Certificate & Diploma Courses in Land Surveying
at

Survey Training Institute
ISLAMABAD

in Affiliation with



Punjab Board of Technical Education
LAHORE

November 2024

These Assessment Rules come into force with effect from November 2024 and shall remain effective until next revision. These Rules specific to Survey Training Institute, Islamabad, a training institution of Survey of Pakistan

SURVEY OF PAKISTAN
Survey Training Institute
ISLAMABAD

**CERTIFICATE AND DIPLOMA IN LAND SURVEYING & DIPLOMA IN LAND
SURVEYING**

ASSESSMENT RULES

1. DEFINITIONS

<u>Board:</u>	Means Punjab Board of Technical Education Lahore herein referred as PBTE.
<u>Institute</u>	Means Survey Training Institute Islamabad, herein referred as STI, affiliated with the Board for offering Certificate and Diploma in Land Surveying.
<u>Head</u>	Means the Director Survey Training Institute (DSTI).
<u>CLS</u>	Means Certificate in Land Surveying.
<u>DLS</u>	Means Diploma in Land Surveying.
<u>Student/Trainee/Candidate</u>	A person undertaking CLS or DLS as regular student of duly registered with PBTE for this purpose.
<u>Course</u>	Means a subject comprising theory and practical components as prescribed in the scheme of studies.
<u>Scheme of Studies</u>	Means a table showing subject codes, their names, number of hours allocated to theory & practical and the marks allocated to each part/subject .
<u>Theory</u>	Means that part of a course, which is based on cognitive abilities.
<u>Practical</u>	Means all activities carried out in a laboratory, workshop or in the field, field visits and surveying & mapping work in the field, for which specific time have been allocated in the scheme of studies.
<u>Sessional</u>	Means the part of practical, test and assignments, (assessed by relevant teacher/instructor/trainer of the institute) i.e. the job sheets, design, projects, reports and monthly tests etc. completed within the period allocated for this purpose in the scheme of studies during an academic session.
<u>Examination</u>	Means the Final Examination of theory and practical & viva voce conducted by PBTE as per scheme of studies of the course at the conclusion of course by a designated examining body or examiner.

2. GENERAL

- a. A monthly test of 60 minutes duration consisting of 60% objective type (fill in the blanks and multiple choice) and 40% descriptive type will be held for each subject of study.
- b. Candidates will be required to submit one assignment per subject during the course of study of that subject.
- c. Examination will be on such dates as proposed by the Institute in consultation with PBTE to be done well before such dates.
- d. Examination will be open to those candidates who are eligible to appear in the examination under these rules.
- e. For eligibility to appear in the examination a candidate must:
 - (1). Be enrolled in STI.
 - (2). Be registered with the Board.
 - (3). Be regular in attendance as laid down in these rules and has passed the sessional examination.
 - (4). Have approval of Head of the Institute with regards to his/ her conduct, discipline and required punctuality/regularity.
 - (5). Display acceptable performance in all courses of study in term of Assessment Rules for the Institutional Examinations.

3. EXAMINATION PROCESS Following procedure shall be adopted for the conduct of Final Examination in Survey Training Institute, Islamabad.

- a. **PBTE** will be the testing & evaluation agency.
- b. **Intimation to PBTE:** **PBTE will intimate STI** about the schedule and date sheet of examination well before time.
- ~~c. **Detailing of Examining Body:** STI, on behalf of PBTE, shall constitute a examining body comprising the following, preferably not from teaching staff.
 - (1). Officer (President)
 - (2). Survey Officer/Technical Assistant (2 Members)~~
- d. **Conduct of Examination:** Examination will be conducted under the supervision of the examining body and will be taken according to the approved scheme of studies of CLS & DLS, as revised from time to time by PBTE on the request of STI.
- e. **Methodology:** Following testing methodology will be adopted-
 - (1). Class Attendance/Participation: This will be the responsibility of Institute to check/ensure regular class attendance/participation of the

students/trainees. Students below 80% attendance will not be admissible to appear in the examination.

- (2). **Sessional Performance:** This will be the responsibility of Institute to assess the sessional performance of students which consist of practicals, exercises, quiz, assignments and monthly tests.
- (3). **Examination:** It will consist of both theory & practical examination and for examination following procedure will be adopted: -
 - (a) **Schedule of Examination:** STI will send a request to PBTE regarding schedule of Examination. PBTE will, in writing intimate its consent/approval to STI.
 - (b) **Preparation of Papers:** A set of three papers for each subject from outside the faculty will be prepared for vetting and final approval of the PBTE or STI as the case may. The final papers will be printed with complete secrecy and will be handed over to the president of the Examining Body for conduct of examination.
 - (c) **Marking of papers:** Papers will be marked under the supervision of examining body and result will be submitted to PBTE, as the case may be, for rechecking/vetting and final approval.

f. **Grading System:** Following grading system will be adopted.

- (1). A+Grade - from 80% and above.
- (2). A Grade - from 70% to 79%
- (3). B Grade - from 60% to 69%
- (4). C Grade - from 50% to 59%
- (5). Fail - Less than 50%.

g. **Maintaining of Result Record:** The record of examination result will be maintained/secured both in form of hard and soft copy at PBTE, and a copy of gazette will be sent to STI.

h. **Failing Candidates:** A Candidate failing in particular subject will have to clear the failing papers in the next examination in two chances. If he/she is unable to clear the failing subject despite two chances, his registration will be cancelled and he/she shall be accordingly be notified by the institute.

4. **SUBMISSION OF RESULTS TO PBTE.**

- a. **Result:** After completion of the course, STI will send consolidated result of Sessional marks as per these rules to PBTE for final consolidation of result including sessional, theory and practicals.
- b. **Award of Certificates:** The passing candidates will be issued Certificates as per policy of the department.

5. RULES ON QUALIFYING THE COURSE:

- a. Students below 80% attendance will not be not be allowed to appear in any examination.
- b. In order to pass the examination, a candidate must obtain at least 40% marks in theory, at least 50% marks in practical and at least 50% marks in sessional.
- c. A candidate will be declared to have qualified the course if he/she passes theory, practical and sessional parts independent of each other.
- d. A candidate who fails either in theory or practical component of course will be required to re-appear in the failing component only.
- e. A candidate who passes in sessional part of the practical component / training will not be required to repeat that part.
- f. Distribution of marks will be as under:
 - (1). **Sessional Part:** Sessional part of the course will simultaneously be assessed based on attendance, monthly tests and assignments during the course. These marks will be vetted by the course-in-charge and the Head of the Institution. Evaluation of sessional marks will be according to the following criteria: -
 - (a) Attendance: 30% of total sessional marks.
 - (b) Monthly Test: 40% of the total sessional marks.
 - (c) Assignments / Jobs / Field Reports: 30% of the total sessional marks.
 - (2). Total marks of the course shall be as given in the approved scheme of studies of CLS & DLS and as revised from time to time by PBTE on STI request.
 - (3). Absence from the examination for whatsoever reason as a whole or a part thereof will be considered as failure in the examination of the relevant course.

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