**West Bengal State Council of Technical and Vocational Education and Skill Development**
**(Technical Education Division)**
**Karigari Bhawan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160**

Memo No. WBSCTVESD/TED/SNB/2020-21/0041                    Dated, 13th May, 2021

# NOTIFICATION

*Guidelines for the 1st year diploma students in Engineering & Technology / Architecture / MOPM regarding upcoming odd semester examinations of Theoretical Subjects*

Odd semester examinations of theoretical subjects for the 1st year diploma students (REGULAR & CASUAL) in the academic session 2020-21 will be held from **01.06.2021 to 08.06.2021** through **Examination in Online Mode (EiOM)**. Schedule for the said examinations will be published in the official website (**www.webscte.co.in**) of the Council in due course of time. Now, for the convenience of all concerned students, following basic guidelines are being issued in connection with the said examinations.

1. Duration of EiOM will be **3 hours** for Full paper (Full Marks: 60 for REGULAR students and 70 for CASUAL students). Examinations will start at **10.00 a.m**. (1st Half for REGULAR students) and **2.00 p.m.** (2nd Half for CASUAL students) on each day.

2. REGULAR students will appear in the examinations under new syllabus (syllabus commenced from the academic session 2020-21); however, CASUAL students will appear in the examinations under old syllabus (syllabus commenced from the academic session 2013-14).

3. Regular students have to obtain at least 40% marks (i.e. 24 out of 60) in the external part of each theoretical subject to pass. For the Casual students, old Examination Regulations will be followed for pass or promotion.

4. Institutes will distribute the question papers as well as the password to their eligible students through E-mail/WhatsApp or any other online mode **15 minutes** before commencement of the examinations.

5. Students have to write the answer of the questions **in own hand writing** using A4 size pages. Each completed answer script must possess a **FRONT PAGE** (A4 size) carrying details (Branch, Registration Number, Roll Number, Subject Name & Date of Examination) of the student. A blank copy of the **FRONT PAGE** of answer script has been attached here in under as **Annexure-I**. Students have to take print outs of the blank front page and fill it carefully for each day's examination.

6. Students must specify page number at the top of each page of the answer script. No page number is to be specified for the front page.

7. Students must write branch name, roll number, registration number & subject name and put full signature at the bottom of each page of the answer script. Scanned signature will not be accepted.

8. After completion of the examination on each day, students have to send a scanned copy of the answer script along with the filled in front page (**in single PDF file only**) to the respective Institute through E-mail/WhatsApp or any other online mode within the stipulated time. Name of the PDF file should have a specific format as *<Registration Number>_<Date of examination>_<Subject Code>_<Branch>.* [Example: For an Electrical Engineering student having registration number D202100999, PDF file for the subject Applied Physics-I (Subject Code 102-N) and date of examination 02-06-2021, should be named as **D202100999_02062021_102N_EE**].

9. Students will be provided with additional time of <mark>**30 minutes**</mark> for sending the scanned answer script after the examination hours. As there is time restriction for sending the answer script to the Institute, students should be very much careful about it and must make necessary arrangements prior to appearing in the examination on each day. So, for the whole examination process (downloading question paper to sending answer script) on each day, students will get total **3 hours 45 minutes** for a full paper. No additional time will be allowed in this respect.

10. Students must preserve the physical answer scripts without any alteration until the publication of the result. Making changes in the physical answer scripts after sending those to their respective Institute would result in cancellation of the examinations or any other punitive action.

11. Key dates regarding the aforesaid examinations:

| Events | Dates |
|---|---|
| Online Form Fill-up by the students | 17.05.2021 to 24.05.2021 |
| Issuing of e-Admit cards to the students | 28.05.2021 |
| Theoretical Examinations for 1st semester in Online Mode | 01.06.2021 to 08.06.2021 |

Concerned students are advised to take note of the above, contact their respective Institutes immediately for having detailed information about the technicalities of the whole examination process and provide their contact details (Email id/WhatsApp Number etc.) to their Institute for receiving the question paper and sending the answer script in online mode on the days of examinations.

**SAO (Examination)**
**WBSCT&VE&SD**

**West Bengal State Council of Technical and Vocational Education and Skill Development**
**(Technical Education Division)**

# FRONT PAGE

## 1st Semester Examinations, June-2021

| | |
|---|---|
| REGULAR/CASUAL | |
| BRANCH | |
| REGISTRATION NUMBER | |
| ROLL | |
| NUMBER | |
| SUBJECT OF EXAMINATION | |
| DATE OF EXAMINATION | |
| FULL SIGNATURE OF THE STUDENT | |

## INSTRUCTIONS TO THE EXAMINEES

1. *Take print out of this page for each day's examination. Fill it up and attach on the top of the answer script. Use A4 size paper. Leave back side of the front page blank.*

2. *Use A4 size paper to write your answers. Write answers in own handwriting.*

3. *Specify page number at the top of each page of the answer script.*

4. *Write branch name, roll number, registration number, subject name and put full signature at the bottom of each page of the answer script. Scanned signature is not accepted.*

5. *Do not forget to attach the front page. In absence of duly filled in front page, answer script will be treated as incomplete and will not be considered for evaluation.*

6. *Send the answer script along with the filled in front page to your Institute (in single PDF form) within the stipulated time for each day's examination.*

7. *Name of the PDF file should have a specific format as <Registration Number>_<Date of examination>_<Subject Code>_<Branch>.*