



**WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION
AND SKILL DEVELOPMENT**

(A Statutory Body under the Government of West Bengal Act XXVI of 2013)
Department of Technical Education, Training & Skill Development, Government of West Bengal
Karigari Bhawan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

Memo No. WBSCTVESD/TED/SNB/2020-21/0104

Dated, 1st November, 2021

NOTIFICATION

Guidelines for the concerned Institutes regarding forthcoming supplementary theoretical examinations for the 5th and 6th semester diploma students (Full Time) in Engineering & Technology/Architecture/MOPM and external theoretical examinations for the Part-Time diploma students of 1st year (Section-A) in Engineering & Technology through Offline Mode (Physical Mode) (Academic Session 2020-21)

The WBSCT&VE&SD has decided to conduct supplementary examinations for the diploma students in Engineering & Technology/Architecture/MOPM (Academic Session 2020-21) having BACK paper(s) in the 5th & 6th semesters and external theoretical examinations for the part-time diploma students of 1st year (Section-A) in Engineering & Technology (Academic Session 2020-21) from **23rd November, 2021** through offline mode (Physical mode) maintaining all necessary Covid-19 protocols. Now, guidelines for the aforesaid examinations are placed here in under for convenience of all concerned:

1. All students and staff of the Institutes must follow necessary Covid-19 protocols issued by the competent authority. No person will be allowed to enter in the examination premises without face covers/masks. Students must carry hand sanitizer during the examinations for their own safety.
2. Respective Institutes have to collect the question papers in sealed packets, blank answer scripts, loose sheets and other documents related to the examinations from the Council during the period from 18.11.2021 to 22.11.2021.
3. Maximum 20 students may be allotted in a single examination hall maintaining all Covid-19 protocols. Two invigilators must be allotted in each examination hall by the respective Institutes.
4. Use/ possession of mobile phones and any other communication device is strictly prohibited in the examination hall and if found, shall be confiscated. Invigilators and other staff are also not allowed to carry mobile phone inside the examination hall.
5. Attendance of the students must be recorded during the examinations. A blank attendance sheet is attached here in under as **Annexure-I**.
6. All other criteria which were followed by the diploma Institutes in all past occasions for offline examinations will be kept unaltered.
7. Evaluation of the answer scripts for both supplementary examinations and external theoretical examinations of the part-time diploma students must be completed latest by **30.12.2021**.
8. In case of supplementary examinations for 5th & 6th semester diploma students, the concerned evaluators have to upload the marks through the online portal latest by **31.12.2021** for which necessary login ID & password will be sent in due course of time.

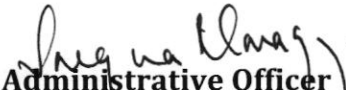
9. In case of external theoretical examinations for the part-time diploma students of 1st year (Section-A),

the concerned evaluators must submit duly filled in and signed marks foils to their Institutes. A blank marks foil is attached here in under as **Annexure-II**. Concerned Institutes have to send the **Google Drive Link** of the folder containing scanned copies of the duly filled in and signed marks foils to the Council at examcell@wbscte.co.in latest by **31.12.2021**. The folder must be named as <Evaluator Institute Code>_<Total number of marks foil>. Scanned copy (**in single pdf only**) of individual marks foil must be named as <Sender Institute Code>_<Subject Code>_<Total number of answer scripts>. Evaluated answer scripts and signed marks foils must be preserved for one year for RTI purposes.

10. Marks for the Internal Assessments of theoretical subjects and Marks for the Internal & External assessment of the sessional subjects for the part-time diploma students of 1st year (Section-A) must be submitted through the prescribed marks foil latest by **31.12.2021**.
11. Rates of remuneration for the evaluation of the answer scripts shall remain unaltered and the same will be bank transferred to the examiners after publication of the results following standard procedure. Guidelines regarding submission of remuneration claim bills are attached here in under as **Annexure-III**. Claims for remunerations must be sent to the Council at remuneration@wbscte.ac.in positively by **30.01.2022**. **No claim for remuneration from the concerned Institutes will be entertained after the stipulated date.**
12. Key dates regarding the aforesaid examinations:

Events	Dates
External examinations for theoretical subjects	From 23.11.2021
Last date for sending/uploading of marks for Internal & External Assessments of theoretical and sessional subjects.	31.12.2021
Submission of duly filled in and signed remuneration claim bill to the Council at remuneration@wbscte.ac.in	By 30.01.2022

Concerned Institutes are also advised to inform their students about the above-mentioned modalities for smooth completion of the examinations through offline mode and ask them to keep close touch with the Council's website.

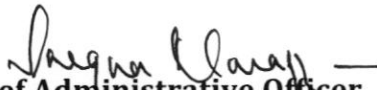

Chief Administrative Officer
 WBSCT&VE&SD

Memo No. WBSCTVESD/TED/SNB/2020-21/0104 (2/6)

Dated, 1st November, 2021

Copy forwarded for information to:

1. The Chairperson, WBSCT&VE&SD
2. The Director, DTET
3. The PS to Hon'ble MOS(IC), Department of TET&SD for kind information of Hon'ble MOS(IC)
4. The Sr. PA to the Principal Secretary, Department of TET&SD for kind information of the Principal Secretary of the Department
5. SAO (TE), WBSCT&VE&SD
6. SAO (Examination), WBSCT&VE&SD


Chief Administrative Officer
 WBSCT&VE&SD