

REVISED SCHEDULE

**The Regional Institute of Printing Technology
External Examinations (OPE) of Theoretical Subjects for the 4th Semester Diploma Students (Regular & Casual) in
Engineering & Technology/Architecture/MOPM (Academic Session 2020-21)**

Date	Time	Branch	Subject	Subject Code	Links to Join the Proctored Exam via Google Meet
27.09.2021 Monday	2.00 PM - 3.30 PM	DPS4 (29)	Print Design	496-D-S	https://meet.google.com/vca-agxv-tvu
		PHO S4[18]	Videography-I	495-D-S	https://meet.google.com/ocp-nhgs-nbg
		MT S4 [21]	Cel & 2D Animation	493-D-S	https://meet.google.com/xf-fhfv-yjq
01.10.2021 Friday	2.00 PM - 3.30 PM	DPS4 (29)	Printers' Material Science II	496-A-S	https://meet.google.com/wrs-bdbx-koz
		PHO S4[18]	Digital Photography	495-A-S	https://meet.google.com/jjw-grrq-kze
		MT S4 [21]	Web Designing & Java Script	493-A-S	https://meet.google.com/igg-zcry-vht
04.10.2021 Monday	2.00 PM - 3.30 PM	DPS4 (29)	Press Work-II	496-B-S	https://meet.google.com/pkz-baqw-sgy
		PHO S4[18]	Indoor & Outdoor Still Photography-II	495-B-S	https://meet.google.com/zrg-snpp-iax
		MT S4 [21]	Multimedia Technology-I (Audio & Video)	493-B-S	https://meet.google.com/zrx-cmyb-tky
05.10.2021 Tuesday	2.00 PM - 3.30 PM	DPS4 (29)	Digital Prepress	496-C-S	https://meet.google.com/zti-puow-dzw
		PHO S4[18]	Multimedia & Animation I	495-C-S	https://meet.google.com/wpd-tyus-vej
		MT S4 [21]	Video Editing & Compositing	493-C-S	https://meet.google.com/whm-ifut-nvf

Guidelines vide Memo No. WBSCTVESD/TED/SNB/2020-21 /0093 dated 14.09.2021 by WBSCTVE&SD to be followed without any deviation.

Guidelines for the External Assessments of theoretical subjects for the 4th semester diploma students (Regular & Casual) in Engineering & Technology through the online proctored examinations in the academic session 2020-21

Dear students

You are hereby informed that the external theoretical examination for **4th semester diploma students in the academic session 2020-21 will be held on and from 27.09.2021 to 05.10.2021 through online Proctored examinations.**

Schedule for the said examinations is attached herewith.

Now, for the convenience of all concerned, following guidelines are being issued in connection with the said online proctored examinations.

1. During the examination, all students must switch on their camera of the device through which they will be appearing in the examination. Students, who will not switch on their camera of their device during the examination, will be marked as **ABSENT**.

2. The answer-scripts of the students must be uploaded by the students within stipulated time.

3. Answer scripts of the students will be treated as cancelled if it will not be submitted within stipulated time and the concerned students will be marked as **ABSENT**.

4. Students are advised to appear for the examinations from the place where they will not normally face any internet connectivity problem.

5. Duration of online proctored examinations will be **1.5 hours for full paper (Full Marks: 70)** and **1 hour for half paper (Full Marks: 35)**.

6. Eligible Students will receive the question papers as well as the password through their **Email 15 minutes before commencement of the examinations.**

7. Students have to write the answer of the questions in own handwriting using A4 size pages. Each completed answer script must possess a FRONT PAGE (A4 size) carrying details (Course Name, Registration No, Roll No., 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 printout of the blank front page and fill it carefully for each day's examination.

8. After completion of the examination, 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 below mentioned Email within the stipulated time. The PDF file should be named as –

< Registration No.> _ <Subject Code> _ <Date of Examination>

Scanned signature of the students on the front page/ answer scripts will not be acceptable.

Name of the Department	Department wise Email ID for sending answer script
Printing Technology	exam.rpt.dp@wbscte.ac.in
Multimedia Technology	exam.rpt.mt@wbscte.ac.in
Photography	exam.rpt.pho@wbscte.ac.in

9. Examination Cell will send confirmation message through E-mail to the students after getting the answer scripts on each day of examination.

10. Students will be provided with additional time of 30 minutes for uploading and 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.

11. Students must preserve the physical answer scripts without any alteration until the publication of the result. Making changes in physical answer scripts after sending to their respective Institute would result in Cancellation of examination.



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

FRONT PAGE

**External Examinations of Theoretical Subjects for
4th Semester Diploma Students (September-2021)**

COURSE NAME		
REGISTRATION NUMBER		
ROLL NUMBER		
SUBJECT		
DATE OF EXAMINATION		
FULL SIGNATURE OF THE STUDENT		

INSTRUCTION TO THE EXAMINEES

- i) Take print this page for each examination. Fill it up and attach on the top of the answer script. Use A4 size paper. Leave backside of the front page blank.
- ii) Use A4 size paper to write your answers. Write answers in own handwriting.
- iii) Specify page number at the top of each page of the answer script.
- iv) Write registration number and put full signature at the bottom of each page of the answer script. Scanned signature is not accepted.
- v) Do not forget to attach the front page. In absence of duly filled in front page, answer script may be treated as incomplete and may not be considered for evaluation.
- vi) Send the answer script along with the filled in front page to your Institute (in single pdf File) within the stipulated time for each day's examination.