



**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/2022-23/1081

Date: 16.03.2023

NOTIFICATION

Guidelines for the concerned Institutes regarding forthcoming external examinations of theoretical subjects for the 5th semester diploma students (New Syllabus) in Engineering & Technology/Architecture/MOPM (Academic Session 2022-23)

The WBSCT&VE&SD has decided to conduct external theoretical examinations for the 5th semester diploma students (New Syllabus) in Engineering & Technology/Architecture/MOPM (Academic Session 2022-23) from **21.03.2023 to 31.03.2023** at respective diploma Institutes (**HOME CENTRES**).

General guidelines for the aforesaid assessments are placed here in under for convenience of all concerned.

1. Sealed corrugated boxes containing question papers of various subjects in sealed packets will be delivered to all examination centers (diploma Institutes) latest by **19.03.2023 (AN)**. Principals/Principals-in-Charge are requested to make necessary arrangement for receiving of Sealed corrugated boxes containing sealed question packets and submit the same to the safe custody at nearest Police Station. It may be noted that the Principal/Principal-in-Charge (PIC) and members of the Examination Committee should be present in the Institute to take over the packages. The key of the almirah and the key of the room to be kept separately with Principal/PIC and Examination in Charge respectively.
2. Sealed corrugated boxes containing question packets should be verified only at the safe custody. Videography of the whole process of verification must be done at the safe custody. However, sealed packets containing question papers should not be opened by the concerned Institutes during the verification. If the sealed corrugated boxes are tampered with or delivered in damaged condition, the matter should be videographed at receipt and reported to Council immediately without further opening/checking of the content.
3. 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 should carry hand sanitizer during the examinations for their own safety.
4. All Institutes must earmark a room for the sick examinees. The earmarked room must be sanitized daily before and after the examinations. Answer scripts of the sick examinees must be sanitized properly, packed separately and then, sealed with the main packet of the respective answer scripts.

5. Blank answer scripts, loose sheets and question in sealed packets for the aforesaid examinations will be supplied to the concerned Institutes by the Council.
6. Duration o. examinations will be **2.5 Hours**.
7. Maximum 50 students may be allotted in a single examination hall maintaining all Covid-19 protocols. For class rooms of smaller or bigger size than standard one, number of allotted students should be determined on pro-rata basis. Minimum two invigilators should be allotted in each examination hall.
8. Students will not be allowed to enter the examination hall if they are found to possess anything other than admit card, non-programmable calculator, pen, pencil and instrument box. Due checking should be made before entering the examination hall by the students.
9. Body checking by tapping will be resorted to in front of Police.
10. Only lady staff / faculty will check the female students in a separate room.
11. Students who have power (correction) glasses will only be allowed to wear specs (glasses)
12. No bags / books will be allowed in the main examination venue.
13. Students with mobile phones are strictly prohibited from entering the examination centre. Strict mobile checking is to be done at the main gate of each examination centre under the supervision of deployed police. Other than Centre-in-Charge, all others teaching and non teaching staff are prohibited from entering the examination premises with mobile phones.
14. To prevent entry to the examination centres with mobile phones, the Centre-in-Charge is requested to inform the students in advance that the students will not enter the examination centre with mobile phones. If anyone is caught entering the examination centre with a mobile phone, then the students examination will be cancelled and the concerned students will be debarred from taking the examination, for which neither the Centre-in-Charge nor the Council will be responsible.
15. In case, any student is found carrying mobile phone or any other communication device inside the examination hall, the same will be confiscated and the student must be marked as R.A. Also, an FIR has be lodged at the local Police station against the student.
16. Opening of sealed packed containing question papers must be done in a confidential room. Other than Centre-in-Charge, all others teaching and non teaching staff are prohibited from entering the aforesaid confidential room with mobile phones.
17. No student will be allowed to seat for the examination if he/she appears 15 (fifteen) minutes after the start of examination.
18. No student will be allowed to leave the examination hall for whatever purpose without submitting the answer script.

19. If any candidate wishes to leave the examination hall, he/she will have to submit the answer script. Such candidate will not be allowed to re-join the examination.
20. Attendance of the students must be recorded during the examinations. A blank format of Attendance sheet is attached here in under as **Annexure-I**.
21. All other modalities of the aforesaid examinations will be same as that of 2nd & 4th semester external theoretical examinations of Engineering & Technology/Architecture/MOPM (Academic Session 2021-22) held in November 2022 (Ref: Memo No. WBSCTVESD /TED / 2022-23/0717, Dated, 10th November, 2022).



Chief Administrative Officer
WBSCT&VE&SD

Memo No. WBSCTVESD/TED/2022-23/1081(2/6)

Date: 16.03.2023

Copy forwarded for information to:

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


Chief Administrative Officer
WBSCT&VE&SD

