

**Guidelines for the 1st Internal Assessments of theoretical subjects of the 2<sup>nd</sup> semester diploma students of Engineering & Technology at RIPT through the online proctored examinations in the academic session 2020-21**

All students are hereby informed that the 1st internal assessments of theoretical subjects for the 2<sup>nd</sup> semester diploma students in the academic session 2020-21 will be held on and from 01.11.2021 to 12.11.2021 through online Proctored examinations.

Schedule for the said examinations has been attached herewith.

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

1. During the examinations, all students are instructed to switch on their camera of the device by which they will appear in the examinations.
2. Students **MUST** enter the Google Meet using the links given across the name of each exam as per the timetable **before 15 minutes** from the commencement of exam.
3. Students should **SWITCH ON** the camera immediately at the time stipulated in the attached timetable for commencement of exam and keep it on during the entire period of the exam.
4. Students are advised to appear for the examinations from the place where they will not normally face any internet connectivity problem.
5. For internal assessment duration of examination will be 45 minutes for full paper (Full Marks in IA: 20).
6. Question papers will be sent to the students through email 5 minutes before commencement of the examinations.
7. Question papers will be available through the screen share done by the respective invigilator throughout the exam. This will ensure that students operating on a mobile device do not need to go out of the Google Meet to see the questions. As such students are strictly advised **NOT TO switch away or change the Google Meet app** throughout the entire period of examination. And also, they are advised to "PIN" the shared screen by the invigilator so that the question paper can be viewed in maximized mode at all times.
8. Use of any unfair means during the proctored examination is **STRICTLY PROHIBITED**.
9. Students have to write the answer of the questions in own handwriting using A4 size pages. **Each page of the answer script should bear the page number and 'FULL SIGNATURE' of the student.** Each completed answer script must possess a **FRONT PAGE** (A4 size) carrying details (Course Name, Reg. 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 print out of the blank Front Page and fill it carefully for each examination.
10. 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 IDs within the stipulated time.
11. Name of that single PDF file should have a specific format as –

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

**For ex: D0000100000\_693D-1(S)\_19072021**

12. Examination Cell will send confirmation message through E-mail to the students after getting the answer scripts on each day of examination.
13. Students are advised to send their answer scripts as per the following table:

<b>Name of the Department</b>	<b>Department wise Email ID for sending answer script</b>
Printing Technology	<a href="mailto:exam.rpt.dp@wbscte.ac.in">exam.rpt.dp@wbscte.ac.in</a>
Multimedia Technology	<a href="mailto:exam.rpt.mt@wbscte.ac.in">exam.rpt.mt@wbscte.ac.in</a>
Photography	<a href="mailto:exam.rpt.pho@wbscte.ac.in">exam.rpt.pho@wbscte.ac.in</a>

14. Students will be provided with additional time of **15 minutes post the end of the examination** 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.



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

**FRONT PAGE**

**1<sup>st</sup> /2<sup>nd</sup> Internal Assessment of Theoretical Subjects for the  
2<sup>nd</sup> Semester Diploma Students (Academic Session 2020-21)**

COURSE NAME	
REGISTRATION 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.

The Regional Institute of Printing Technology  
First Internal Assessment (PE) for Semester 2 : November , 2021

Date	Time	Branch	Subject	Links to Join the Proctored Exam via Google Meet
01.11.2021 Monday	2.30 pm - 3.15 pm	DPS2 (32)	Mathematics II	<a href="https://meet.google.com/fyr-fjvy-sfd">https://meet.google.com/fyr-fjvy-sfd</a>
		PHO S2[18]		<a href="https://meet.google.com/zwx-tajs-vys">https://meet.google.com/zwx-tajs-vys</a>
		MT S2 [25]		<a href="https://meet.google.com/dxc-xbte-xyv">https://meet.google.com/dxc-xbte-xyv</a>
02.11.2021 Tuesday	11.00 am - 11.45 am	DPS2 (32)	Applied Physics II	<a href="https://meet.google.com/vor-qwda-sij">https://meet.google.com/vor-qwda-sij</a>
		PHO S2[18]		<a href="https://meet.google.com/trm-dbmy-zut">https://meet.google.com/trm-dbmy-zut</a>
		MT S2 [25]		<a href="https://meet.google.com/anc-hwba-pdz">https://meet.google.com/anc-hwba-pdz</a>
03.11.2021 Wednesday	11.00 am - 11.45 am	DPS2 (32)	Introduction to IT Systems	<a href="https://meet.google.com/hmj-wfhs-xha">https://meet.google.com/hmj-wfhs-xha</a>
		PHO S2[18]		<a href="https://meet.google.com/amu-zbxa-sft">https://meet.google.com/amu-zbxa-sft</a>
		MT S2 [25]		<a href="https://meet.google.com/naq-ivnc-cqi">https://meet.google.com/naq-ivnc-cqi</a>
09.11.2021 Tuesday	11.00 am - 11.45 am	DPS2 (32)	Basic Engg. For Printing	<a href="https://meet.google.com/anj-eeup-xcs">https://meet.google.com/anj-eeup-xcs</a>
		PHO S2[18]	Basic Photography I	<a href="https://meet.google.com/hze-moob-dbw">https://meet.google.com/hze-moob-dbw</a>
		MT S2 [25]	Multimedia Fundamentals	<a href="https://meet.google.com/vyc-qzti-guh">https://meet.google.com/vyc-qzti-guh</a>
12.11.2021 Friday	11.00 am - 11.45 am	DPS2 (32)	Material Science for Printing	<a href="https://meet.google.com/icw-puea-uei">https://meet.google.com/icw-puea-uei</a>
		PHO S2[18]	Basic Photography II	<a href="https://meet.google.com/ngs-ctim-adf">https://meet.google.com/ngs-ctim-adf</a>
		MT S2 [25]	Introduction to Graphics Design	<a href="https://meet.google.com/aek-kcbd-hif">https://meet.google.com/aek-kcbd-hif</a>