



WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT
(A Statutory Body under 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/2022-23/1146

Date: 31.03.2023

From: Chief Administrative Officer
WBSCT & VE&SD

To: The Principal/Principal-in-Charge
All concerned Diploma Institutes

Sub: Corrigendum to the Guidelines for submission of unevaluated answer scripts of the specified branches of the external examinations of theoretical subjects of the odd Semester Diploma Students (New Syllabus) in Engineering & Technology/Architecture/MOPM (Academic Session 2022-23)

Sir/Madam,

In partial modification of the Council's letter regarding submission of unevaluated answer scripts of the specified branches of the external examinations of theoretical subjects of the odd Semester Diploma Students (New Syllabus) in Engineering & Technology/Architecture/MOPM (Academic Session 2022-23), vide Memo No. WBSCTVESD/TED/2022-23/1050, dated 13.03.2023, this is to inform you that the unevaluated answer scripts of the aforesaid examinations of the specified branches have to be submitted by the concerned Institutes,-

- i) To the concerned **CDCs** through special messenger (as per **Annexure-I**)
- ii) To the **Council** through speed post services by India Post (as per **Annexure-II**).

General guidelines for submission of unevaluated answer scripts to the Council are placed here in under for convenience of all concerned.

1. All unevaluated answer scripts of specified branches of the odd semester external theoretical examinations have to be dispatched by the concerned Institutes to the Council's office at Karigari Bhawan, 4th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160 through Speed Post Services by India Post within two working days after the completion of the aforesaid examinations.
2. Unevaluated answer scripts must be submitted in bags which have already been dispatched by the Council to the respective Institutes through India Post.
3. A consolidated statement on details (Institute, branch, subject, number of answer scripts etc.) of the unevaluated answer scripts must also be sent through the same bags.
4. Bags containing answer scripts must be packed tightly and sealed properly to avoid damage of the answer scripts.
5. Address slip in prescribed format must be attached on each bag (pocket provided) containing unevaluated answer scripts. Format of the address slip is attached herewith as **Annexure-III**.

6. Bag(s) containing unevaluated answer scripts have to be booked as parcel at the respective Post Offices for dispatch to the Council. List of Post Offices tagged to the concerned Institutes will be sent in due course of time.
7. Concerned Institutes must intimate the Council regarding schedule of booking of the bag(s) containing unevaluated answer scripts at the respective Post Office within two working days after the completion of the aforesaid examinations.
8. No booking charge will be required for sending the answer scripts. If the post office asks for booking charge, please contact with Mr. Sumit Karmakar (Mob: 9903571777), Official of India Post Service.

Principal/Principal-in-Charge of the concerned Institutes is requested to take note of the above and do the needful.

Yours faithfully,

Encl. As stated above



Chief Administrative Officer
WBSCT&VE&SD

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Copy forwarded for information to:

1. Chairperson, WBSCT&VE&SD
2. SAO (TE), WBSCT&VE&SD
3. SAO (Examination), WBSCT&VE&SD


Chief Administrative Officer
WBSCT&VE&SD

**Branch codes of answer scripts to be sent to the concerned CDCs
by Special Messenger**

Sl. No.	Institute Name	Branch Code	Semester	Code of CDC to which answer scripts have to be submitted
1	ASANSOL POLYTECHNIC	MET	3 rd & 5 th Semester	KG
2	ASANSOL POLYTECHNIC	MIN, MS	3 rd & 5 th Semester	MBC
3	ASANSOL INSTITUTE OF ENGINEERING & MANAGEMENT – POLYTECHNIC	MIN	3 rd & 5 th Semester	MBC
4	SILIGURI GOVERNMENT POLYTECHNIC	ARCH	3 rd & 5 th Semester	MAL
5	WOMENS POLYTECHNIC CHANDERNAGORE	ETCE	3 rd & 5 th Semester	CTS
6	TECHNIQUE POLYTECHNIC INSTITUTE	ETCE	3 rd & 5 th Semester	CTS
7	CAMELLIA INSTITUTE OF POLYTECHNIC	ETCE	3 rd & 5 th Semester	CTS
8	GOBINDAPUR SEPHALI MEMORIAL POLYTECHNIC	ETCE	3 rd & 5 th Semester	CTS
9	KALNA POLYTECHNIC	ETCE	3 rd & 5 th Semester	CTS
10	BENGAL INSTITUTE OF TECHNOLOGY	ETCE	3 rd & 5 th Semester	CTS
11	THE NEW HORIZONS INSTITUTE OF TECHNOLOGY	AE	3 rd & 5 th Semester	APC
12	MEMARI GOVERNMENT POLYTECHNIC	AE	3 rd & 5 th Semester	APC
13	HOOGHLY INSTITUTE OF TECHNOLOGY	CHE	3 rd & 5 th Semester	NCP
14	DR. MECHINAD SAHA INSTITUTE OF TECHNOLOGY	CHE	3 rd & 5 th Semester	NCP
15	CONTAI POLYTECHNIC	CHE	3 rd & 5 th Semester	NCP
16	ULUBERIA GOVERNMENT POLYTECHNIC	CHE	3 rd Semester	NCP
17	BASANTIKA INSTITUTE OF ENGINEERING & TECHNOLOGY	CHE	3 rd & 5 th Semester	NCP
18	MAYNAGURI GOVERNMENT POLYTECHNIC	ICE	3 rd & 5 th Semester	NCP
19	MIRMADAN MOHANLAL GOVERNMENT POLYTECHNIC	EEE	3 rd & 5 th Semester	NCP
20	WEST BENGAL SURVEY INSTITUTE	SE	3 rd & 5 th Semester	APC
21	TECHNIQUE POLYTECHNIC INSTITUTE	SE	3 rd & 5 th Semester	APC
22	MURARAI GOVERNMENT POLYTECHNIC	SE	3 rd & 5 th Semester	MBC

**Branch codes of answer scripts to be sent to the Council
by Speed Post services of INDIA POST**

Sl. No.	Institute Name	Branch Code	Semester
1	ABACUS INSTITUTE OF ENGINEERING AND MANAGEMENT	CAU, CON, MTR	3 rd Semester
2	MURSHIDABAD INSTITUTE OF TECHNOLOGY	AGE	3 rd & 5 th Semester
3	MIRIK GOVERNMENT POLYTECHNIC	TT	1 st Semester
4	SHEIKH PARA ABOUR RAHAMAN MEMORIAL POLYTECHNIC	MLT	3 rd & 5 th Semester
5	NAZRUL CENTENARY POLYTECHNIC	MEP	3 rd & 5 th Semester
6	MAYNAGURI GOVERNMENT POLYTECHNIC	ICE	3 rd & 5 th Semester
7	MIRMADAN MOHANLAL GOVERNMENT POLYTECHNIC	EEE	3 rd & 5 th Semester
8	WEST BENGAL SURVEY INSTITUTE	GIS & GPS	3 rd & 5 th Semester
9	TECHNIQUE POLYTECHNIC INSTITUTE	CFS	3 rd Semester
10	MATHA BHANGA GOVT. POLYTECHNIC	PT	3 rd Semester
11	LUTHFAA POLYTECHNIC INSTITUTE	MLT	3 rd Semester

SL No: KOL/700160

Insured Speed Post for Rs. 200/-

BNPL Customer ID- 6000015538

To

The CHIEF ADMINISTRATIVE OFFICER

WBSCT&VE&SD

KARIGARI BHAWAN (4TH FLOOR)

PLOT NO. B/7, ACTION AREA-III, NEWTOWN, RAJARHAT,
KOLKATA-700160

CONTACT NO: 8017921634/9432343667

FROM:

NAME OF THE INSTITUTE

ADDRESS OF THE INSTITUTE

CONTACT NO OF THE PRINCIPAL/PRINCIPAL-IN-CHARGE