

Guidelines for the Odd Semester Examinations in Online Mode (EiOM) of the students of 2nd & 3rd year in the academic session 2020-21

Dear Student,

You are already aware that the odd semester examinations of 2nd and 3rd year in the academic session 2020-21 will be held through Examination in Online Mode (EiOM). Schedule for the said examinations has already been published in the official website (<https://webscte.co.in/>) of the Council.

For the convenience of all concerned, following basic guidelines are being issued in connection with the said examinations.

- 1) Duration of EiOM will be 3 hours for Full paper (Full Marks: 70) and 2 hours for Half paper (Full Marks: 35). Examinations will start at 10.00 a.m. (1st Half) and 2.00 p.m (2nd Half) on each day.
- 2) A Google Drive Link for downloading the question papers of each day will be sent by the Council through institute in due course of time. This link will remain same for all day's examinations.
- 3) Exam cell will distribute the password and question paper code to the eligible students through Email 15 minutes before commencement of the examinations. Students have to download the question paper from the previously sent google drive link.
- 4) Students have to write the answer of the questions in own hand writing using A4 size pages. Each completed answer script must possess a FRONT PAGE (A4 size) carrying details (Branch, Semester, Registration Number, Roll Number, Subject Name & Date of Examination) of the student. A blank copy of the FRONT PAGE of answer script has been attached in the page of the notice as Annexure-I also along with this email. Institutes have to send the soft copy of the blank front page to their students and students have to take printouts of the blank front page and fill it carefully for each day's examination.
- 5) Students must specify page number at the top of each page of the answer script. No page number is to be specified for the front page.
- 6) Students must write branch name, roll number, registration number & subject name and put full signature at the bottom of each page of the answer script.
- 7) After completion of the examination, students have to email a scanned copy of the answer script along with the filled in front page (in single PDF file only) within the stipulated time.

Name of the PDF file should have a specific format as -

[Example: For an Electrical Engineering student having registration number D18199988, PDF file for Electrical Measuring Instrument (Subject Code 321-S) and date of examination 12-04-2021, PDF file should be named as D18199988_ 12042021_ 321_EE].

- 8) Students will receive a confirmation message through an Email after successful submission of the answer script on each day of examinations. Students should mail their answer script to the given Email ID once only. For mailing answer script twice by a student, his/her answer script may be treated as cancelled.

Name of the Department	Email ID to send answer scripts
Printing Technology	printingtech.exam@wbscte.ac.in
Multimedia Technology	multimediatech.exam@wbscte.ac.in
Photography	photography.exam@wbscte.ac.in

- 9) Under following circumstances, the answer script will be treated as cancelled -

- Multiple PDFs containing single page of answer script
- Missing of Front page
- Missing any points from Guidelines no. 4,5&6
- Proper file name of single PDF not maintained

Concerned students are advised to take note of the above.