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/2023-24/1003   **Date: 15.12.2023**

NOTIFICATION

Guidelines for the examination centre regarding forthcoming special external examinations of theoretical subjects for 1st to 4th semester diploma students in Engineering & Technology (Academic Session 2022-23)

The WBSCT&VE&SD has decided to conduct special external theoretical examinations for 1st to 4th semester diploma students in Engineering & Technology (Academic Session 2022-23) of the following Institutes during the period from **18.12.2023 to 27.12.2023** at **THE CALCUTTA TECHNICAL SCHOOL (CTS).**

Sl. No.	Institute Name	No. of eligible students			
		In 1st Sem	In 2nd Sem	In 3rd Sem	In 4th Sem
1.	AMS College of Polytechnic (AMS).	08	08	05	05
2.	Basantika Institute of Engineering & Technology (BET).	18	18	12	12
4.	HSB Polytechnic (HSB).	10	10	0	0
5.	NS Polytechnic (NSP).	08	08	0	0
6.	Santiniketan Institute of Polytechnic (SIP).	06	06	8	8

General guidelines for the examination centre in connection with the aforesaid examinations are placed here in under for convenience of all concerned.

1. Blank answer scripts and loose sheets for the aforesaid examinations must be collected by the concerned examination centre from the office of the Council at **Kolkata Karigari Bhawan (2nd Floor), 110 S. N. Banerjee Road, Kolkata-700013.**

2. A **Google Drive Link** for downloading the question papers of each day will be sent to the examination centre by the Council in due course of time. This link will remain same for all day's examinations.

3. The password protected question papers will be available in the aforesaid Google Drive Link **30 minutes** before the commencement of the examination on each day/half. Necessary password will be sent to the examination centre **30 minutes** before the commencement of the examination on each day/half. examination centre has to print the question papers and distribute the same to the concerned students following standard guidelines.

4. Maximum 40 students may be allotted in a single examination hall (standard class room for 40 to 50 students).

5. 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.

6. Body checking by tapping method is allowed to identify other unallowable items.

7. Only lady staff / faculty will check the female students in a separate room.

8. Students who have power (correction) glasses will only be allowed to wear specs (glasses)

9. No bags / books will be allowed in the main exam venue.

10. Students with mobile phones are strictly prohibited from entering the examination centre. Strict mobile checking is to be done at the main gate. Girl students are to be tapped and checked for mobile phones only by lady staff/teachers/invigilators.

11. Every Centre-in-Charge is requested to take immediate action to make students R.A. (Reported Against) if any one of the below mentioned reasons occur during the examination. The reasons are: i) Entering the examination centre with a mobile phone, ii) cheating and other malpractice or using dishonest means, iii) Harassing the invigilators or staff by the students, iv) destroying the examination centre's property, v) Tearing the answer scripts, secretly taking it outside the examination hall, making any indecent comments on the answer scripts, vi) Repeated talking with other students in the examination hall during the examination ignoring the warning of invigilators.

12. No student will be allowed to seat for the examination if he/she appears 15 (fifteen) minutes after the start of examination.

13. No student will be allowed to leave the examination hall for whatever purpose without submitting the answer script.

14. 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.

15. Attendance of the students must be recorded during the examinations. A blank format of Attendance sheet is attached here in under as **Annexure-I**.

16. After completion of each day's examinations, answer scripts must be shorted branch wise and shorted answer scripts must be kept in separate packets. The packets containing answer scripts must be sealed in presence of the Centre-in Charge of the examination centre immediately after completion of each day's examinations. Each sealed packet of answer scripts of the students must also contain two copies of question paper of the respective subject. A standard Top Sheet (as used during all previous offline examinations) must be attached on each sealed packet.

   Head of the Institute of the examination centre must take note of the above and do the needful for successful completion of the examinations.

Chief Administrative Officer
WBSCT&VE&SD

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Copy forwarded for information to:

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

Chief Administrative Officer
WBSCT&VE&SD

ATTENDANCE SHEET

NAME OF THE INSTITUTE

Name of the Subject	Name of the Branch

Date of Examination:_____

Total Number of enlisted students:_____

Sl No.	Name of the Student	Registration Number	Roll	Number	Status (Regular/ Casual)	Signature of the Student

Total Number of students present: _____

Total Number of students absent: _____

Signature of the Invigilators with date:_____

Signature of Centre-in-Charge with date:_____