



# West Bengal State Council of Technical and Vocational Education and Skill Development

(Technical Education Division)

Karigari Bhawan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160

Memo No. WBSCTVESD/TED/SNB/2020-21/0024

Dated, 22<sup>nd</sup> March, 2021

## NOTIFICATION

### *Guidelines for students regarding Odd Semester Examinations in Online Mode (March-2021)*

Odd semester examinations for the students of 2<sup>nd</sup> and 3<sup>rd</sup> year (REGULAR & CASUAL) 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 ([www.webscte.co.in](http://www.webscte.co.in)) of the Council. For the convenience of all students, 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.** (1<sup>st</sup> Half) and **2.00 p.m.** (2<sup>nd</sup> Half) on each day.
2. Institutes will distribute the question papers as well as the password to their eligible students through Email/WhatsApp or any other online mode **15 minutes** before commencement of the examinations.
3. 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 here in under as **Annexure-I**. Institutes will 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.
4. 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.
5. 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.
6. 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 respective Institute through E-mail/WhatsApp or any other online mode within the stipulated time. Name of the PDF file must have the format as <Registration Number><Date of Examination><Subject Code><Branch>. [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 must be named as **D18199988\_12042021\_321\_EE**].

7. In case of **Drawing Subjects** (e.g. MECHANICAL ENGINEERING DRAWING and CIVIL ENGINEERING DRAWING), scanning of drawing sheet should be done in parts. **Each scanned page should contain only one drawing.** Students must write roll number, registration number and put full signature at the bottom of each page. After completion of the examination, students have to send scanned copies of the parts of drawing sheet along with the filled in front page (**in single PDF file only**) to the respective Institute through E- mail/WhatsApp or any other online mode within the stipulated time. Name of the PDF file should have a specific format as <Registration Number><Date of examination><Subject Code><Branch>. [Example: For an Civil Engineering student having registration number D18199998, PDF file for Civil Engineering Drawing (Subject Code 316-S) and date of examination 12-04-2021, PDF file must be named as **D18199998\_12042021\_316\_CE**].
  
8. Sessional subjects will be assessed in two components - internal component will be assessed by **Home Assignment** and the external component will be assessed by online **Viva-voce** at the respective Institute level. Students have to submit home assignments online to their respective Institutes through E-mail and appear for Viva-voce through WhatsApp Video Conferencing, Google Meet or any other online platform during the period between **04.05.2021** to **08.05.2021**. Online viva-voce will be equally applicable for the CASUAL students of sessional subjects.

Concerned students are advised to take note of the above, contact their respective Institutes immediately for having detailed information about the technicalities of the whole examination process and provide their contact details (Email id/WhatsApp Number etc.) to their Institute for receiving the question paper and sending the answer script in online mode on the days of examinations.



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

**FRONT PAGE**

**3<sup>rd</sup>/5<sup>th</sup> Semester Examination, March-2021**

BRANCH	
SEMESTER	
REGISTRATION NUMBER	
ROLL	
NUMBER	
SUBJECT OF EXAMINATION	
DATE OF EXAMINATION	
FULL SIGNATURE OF THE CANDIDATE	

**INSTRUCTION TO THE EXAMINEES**

1. Take print out of this page for each day's examination. Fill it up and attach on the top of the answer script. Use A4 size paper. Leave back side of the front page blank.
2. Use A4 size paper to write your answers. Write answers in own handwriting.
3. Specify page number at the top of each page of the answer script.
4. Write branch name, roll number, registration number, subject name and put full signature at the bottom of each page of the answer script.
5. Do not forget to attach the front page. In absence of duly filled in front page, answer script will be treated as incomplete and will not be considered for evaluation.
6. Send the answer script along with the filled in front page to your Institute (in single pdf form) within the stipulated time for each day's examination.
7. Name of the PDF file should have a specific format as <Registration Number><Date of examination><Subject Code><Branch>.