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/I/2019-20/1995   **Dated, 23rd November, 2020**

N O T I F I C A T I O N

Guidelines regarding assessment of theoretical subjects through Special Assessment for the 6th Semester diploma students in Engg. & Tech./Architecture/Modern Office Practice & Management

As per Council's notification vide Memo No. WBSCTVESD/TED/I/2019-20/1981 Dated, 18th November, 2020, the **Special Assessment** of the theoretical subjects for the **6th Semester** students of full-time REGULAR & CASUAL of diploma courses in Engineering & Technology / Architecture / Modern Office Practice & Management, will be conducted by "**Examinations in Online Mode**". Following categories of students are ELIGIBLE to appear in the said Special Assessment:–

a) 6th Semester students who had failed to apply for the "Examinations in Online Mode" conducted during October-2020 due to various reasons under the COVID-19 pandemic.

b) Students who appeared in the "Examinations in Online Mode" during October-2020 for clearing their 6th Semester but got 'BACK' in different subject(s).

c) 5th semester students who were promoted to 6th semester through "Special Re-Evaluation Drive", which was conducted for the students of odd semesters during the academic session 2019-20.

d) 6th Semester students who failed to complete their diploma study within the stipulated time span of consecutive 5 (five) years from the year of registration OR failed to pass any subject(s) of 6th Semester within the stipulated time span of consecutive 3 (three) chances under the existing Examination Regulations of the Council (valid since the academic session 2013-14).

The "**Examinations in Online Mode**" for the aforesaid categories of students will commence on and from 07.12.2020 (Monday). Schedule for the said examinations will be notified by the Council on its official website (www.webscte.co.in) in due course of time. Following basic guidelines are being issued in connection with the said examinations for the students.

1. Question papers will be sent to the students by the respective Institutes through E-mail / WhatsApp or by any other online mode before commencement of the examinations. However, such questions will be password protected.

2. On each day of examinations, students will be provided with a confidential password by the respective Institutes through E-mail/WhatsApp or by any other online mode **30 minutes** before the commencement of the examinations. Students have to use that password to download the questions.

3. Students have to download the question paper as per the examination schedule and have to write the answer of the questions **in own handwriting** using A4 size pages.

4. 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 below. Students are advised 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 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 should have a specific format as <Registration Number><Date of examination><Subject Code><Discipline>. [Example: For a Mechanical Engineering student having registration number D171899999, PDF file for Industrial Management (Subject Code 601-S) and date of examination 07-12-2020, PDF file should be named as [**D171899999_ 07122020_601_ME**].

8. Students should mail their answer script to the Institute once only. After sending answer script they will get a confirmation message from their Institute. For mailing answer script twice by a student to the Institute, his/her answer script may be treated as cancelled.

9. In absence of duly filled-in front page, answer script will be treated as incomplete and will not be considered for evaluation.

10. Students will be provided with additional time of **30 minutes** for 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.

11. Duration of the examinations will be **2 hours** [for Full Paper (Total Marks 70)] and **1hour** [for Half Paper (Total marks 35)]. So, students will get total time of 3 hours for the full

papers and 2 hours for the half papers including the time for receiving of the question paper and sending of the answer script in online mode.

12. 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.

Koushik Bandyopadhyay
Senior Administrative Officer (Examination)
WBSCT&VE&SD

WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

(TECHNICAL EDUCATION DIVISION)

FRONT PAGE

Special Assessment, December-2020

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

INSTRUCTION TO THE EXAMINEES

1. Take printout of this page for each 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.