



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/2020-21/0019

Dated, 8th March, 2021

From: Koushik Bandyopadhyay

SAO (Examination)
WBSCT&VE&SD

To: The Principal/Officer-in-Charge

All Government / Govt. Sponsored/ Self-financed Diploma Institutions

Sub: Guidelines for the Odd Semester Examinations in Online Mode (EiOM) of the Students of 2nd and 3rd Year in the Academic Session 2020-21

Sir/Madam,

You are already aware that the odd semester examinations for the students 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 (www.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 to the Institutes 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 examinations on each day. Necessary password will also be provided in due course of time.
4. Institutes have to 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.
5. 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 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.

6. 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.
7. 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.
8. 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><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 should be named as **D18199988_12042021_321_EE**].
9. Institutes have to send a confirmation message (e.g. Thank you, Received document etc.) through Email/WhatsApp to their students immediately after receiving the answer script on each day of examinations.
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. Attendance of the students must be recorded by the Institutes for keeping record and future reference.
12. After receiving all answer scripts, Institutes have to sort those branch-wise, put in separate folders and send the Google drive link of the respective folder containing all the answer scripts and attendance details of the students to the other Institute(s)[as specified by the Council] through email on the **same day** of examinations. The folder containing subject wise answer scripts must be named as <Branch><Subject Code>_<Semester>_<Total number of answer scripts> [Example: **EE_321_ 3rd_60**]. Answer scripts distribution matrix for EiOM will be sent to the Institutes in due course of time.
13. Institutes will receive **Google Drive Links** for the branch-wise answer scripts from other Institute(s) through email on the days of examinations. Institutes have to share the received links of answer scripts to their eligible teaching faculties for evaluation.
14. Institutes have to send a **confirmation message** through Email to the sender Institutes immediately after receiving the **Google Drive Links** of answer script on each day of examinations.
15. Considering the tight date line of publication of the results, evaluation of the answer scripts must be completed latest by **02.05.2021**. Evaluators have to upload the marks on the online portal latest by **02.05.2021** for which necessary login ID & password will be sent in due course of time.
16. Evaluators must submit duly filled in and signed marks foils to their Institutes. A blank marks foil is attached here in under as **Annexure-II**. Institutes have to send the **Google Drive Link** of the folder

containing scanned copies of the duly filled in and signed marks foils to the Council at examcell@webscte.co.in latest by **02.05.2021**. Scanned copy (**in single pdf only**) of individual marks foil must be named as <Sender Institute Code><Subject Code>_<Semester>_<Total number of answer scripts>. Evaluated answer scripts and signed marks foils must be preserved for one year for RTI purposes.

17. Rates of remuneration for the evaluation of the answer scripts shall remain unaltered and the same will be bank transferred to the examiners after publication of the results following standard procedure.
18. 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. Institutes have to preserve the assignments submitted online by the students for future reference.
19. Institutes should intimate their students about the Online Form Fill-up for EiOM. Detailed guidelines in this regard is attached here in under as **Annexure-III**. Notice regarding online form fill up for EiOM should be displayed in Institute Website / Notice Board for the awareness of the students.

In view of the above, we request you to take note of the above, aware all students about the modalities of the examinations well in advance and take necessary actions at your end to make the examination process successful.

Your kind cooperation in this respect is highly solicited.

Thanking you,

Yours faithfully,



Koushik Bandyopadhyay
SAO (Examination)
WBSCT&VE&SD



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

FRONT PAGE

3rd/5th 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>.

**Actions to be taken by the Institutions in respect of Online Form Fill-up by the Students
for the Examination in Online Mode (EiOM)
(Academic Session 2020-21)**

Type of Activity	Guidelines
Intimating the students about the Form Fill-up for EiOM	Institute authority should take necessary actions on urgent basis to intimate their eligible students through different modes of communication about the filling-up of the online Application Form for the EiOM, so that all eligible students are aware of the notification and the last date [17th March, 2021 (Up to 11.30 PM)] for filling-up of the application form. It may please be noted that no application for filling-up of the application form will be entertained beyond the specified date line.
Online validation of applications for EiOM	After payment of the requisite fee by the eligible students, their names will appear in the Institute Panel. The institute authority has to validate such applications through their panel after verification of their eligibility as per the existing Examination Regulations of the Council. No student will be declared as ELIGIBLE until validation is done by the respective Institution. No e-admit card will be issued to a non-validated student. Last date for online validation by the Institutes is 20th March, 2021 (Up to 11.30 PM) . However, it is advisable that the concerned Institutions should validate the eligibility of their students periodically to minimize the load of validating all eligible students at a time on the last date. This action on the part of the Institutions is very much important for the students and all Institutions should be very careful during validation of eligibility of their students.
Providing of User ID and Password for Online Validation	Council will send User ID and Password to the registered e-mail id of all Institutions for online validation of the eligible students on 10th March, 2021 .
Providing of Elective Subject(s)	All Institutions having students of Semester-5 will have to provide name of the Elective Subject(s) taken by the concerned students. For the purpose, an option will be available in the Institute Panel against all the students of Semester-5 having Elective Subject(s) according to the syllabus.