



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/2020-21/0059

Dated, 9th July, 2021

NOTIFICATION

Guidelines for the concerned Institutes regarding Internal Assessments of theoretical subjects for the 4th & 6th semester diploma students in Engineering & Technology/Architecture/MOPM through online proctored examinations in the Academic Session 2020-21

Specific Guidelines for the Proctored Examinations:

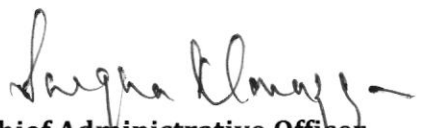
1. The WBSCT&VE&SD has decided to conduct internal and external theoretical examinations of all Diploma Courses through online proctored system. The specific guidelines for the proctored examination system under G Suite for Education are placed here in under:
 - a) User ID having admin facility will be provided to all the HOI of Institutes with the format **exam.(college code)@wbscte.ac.in**.
 - b) Head /Examination Cell of the Institutes will create two or three G Suite ID for each of the Disciplines taught in the Institute (e.g. For the discipline Civil Engineering in A.P.C. Roy Polytechnic the Ids will be exam.apc.civil1@wbscte.ac.in , exam.apc.civil2@wbscte.ac.in etc.) with the given admin ID provided for the examination purpose.
 - c) Institute authority /Examination Cell will take the online examinations with Google meet of the mail ID provided for the examination purpose to the respective disciplines of the respective Institutes.
 - d) During the examinations, all students must be instructed to switch on their camera of the device by which they will appear in the examinations.
 - e) At the time of each examination, at least two faculty members will observe examination as per schedule provided by the Council through the IDs in which the online examinations will be taken, just like the offline examinations where faculty members invigilate in the examination hall. Also, online invigilators will take attendance of the students during the examination. Head of the Institute can also observe the examination by this system.
 - f) There is an option of recording in G Suite for Education by which the examinations will be taken. Invigilators must record the whole examination with this option and the recorded examination will be automatically uploaded in the drive of the mail ID by which the examinations will be taken. This video must be shared to the G Suite ID of the respective Head of the Institute already provided. This will be treated as reporting to the Head of the Institute regarding conduct of examinations. The Head of the Institute must preserve all AV modules related to the examinations of the respective Institutes. Council will ask for any module related to the Examinations at any time after the examinations.
 - g) All Heads of the Institution must give feedback to the Council about successful completion of the proctored examinations on each day of examinations.
 - h) The answer-scripts of the students must be uploaded by the students within stipulated time and Institute must send the uploaded answer-scripts of the students to the Council as will be mentioned by the Examination section of the Council.
 - i) Students should be advised to appear for the examinations from the place where they will not normally face any internet connectivity problem.

- j) The students belonging to TFW as per data available to the West Bengal State Council of Technical and Vocational Education and Skill Development will be compensated for the internet cost to be made directly in the bank account of the candidates for which the Head of Institutes will send the details as requisitioned.

General Guidelines for the Internal Assessments:

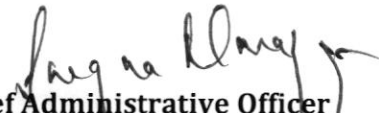
2. For internal assessment duration of EiOM will be **45 minutes** for Full paper (Full Marks in IA: 20) and **30 minutes** for Half paper (Full Marks in IA: 10).
3. Question papers will be sent to the students by the respective Institutes/Subject Teachers through **E-mail/WhatsApp** or by any other online mode **5 minutes** before commencement of the examinations.
4. Students have to write the answer of the questions **in own handwriting** 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.
5. A blank copy of the **FRONT PAGE** of answer script has been attached here in under as **Annexure-I**. Institutes are requested to send the blank front page to their students. Students have to take printout of the blank front page and fill it carefully for each day's examination.
6. In case of **Drawing Subjects**, scanning of the drawing sheet should be done in parts. Each scanned page should contain only one drawing. Students must write his/her roll number, registration number and put full signature at the bottom of each page. Scanned signature will not be acceptable. After completion of the examination, students have to send scanned copies of the parts of the 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>_<Subject Code>_<Date of Examination>_
7. Institutes are requested to send confirmation message through Email/WhatsApp to their students immediately after getting the answer script on each day of examination.
8. Students will be provided with additional time of **15 minutes** for uploading 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.
9. 1st Internal Assessments for the 4th and 6th semester diploma students in the academic session 2020-21 have to be completed during the period from **15.07.2021 to 24.07.2021**.
10. 2nd Internal Assessments for the 4th and 6th semester diploma students in the academic session 2020-21 have to be completed during the period from **18.08.2021 to 27.08.2021**.
11. Attendance of the students must be recorded by the Institutes and subject teachers have to submit the question papers to the respective Secretary, Academic Council for keeping record.

Concerned Institutes are advised to inform their students well in advance about the above mentioned modalities for smooth completion of the internal assessments through online proctored examinations.


Chief Administrative Officer
WBSCT&VE&SD

Copy forwarded for information to:

1. The PS to Hon'ble MOS(IC), Department of TET&SD for kind information of Hon'ble MOS(IC)
2. The Sr. PA to the Principal Secretary, Department of TET&SD for kind information of the Principal Secretary of the Department
3. The Chairperson, WBSCT&VE&SD
4. The Director, DTET
5. SAO (TE), WBSCT&VE&SD
6. SAO (Examination), WBSCT&VE&SD


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