



**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/2020-21/0040

Dated, 11<sup>th</sup> May, 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 of theoretical subjects in Online Mode (EiOM) of the 1<sup>st</sup> year diploma students of Engineering & Technology / Architecture / MOPM in the academic session 2020-21**

**Sir/Madam,**

You are already aware that the odd semester examinations of theoretical subjects for the 1<sup>st</sup> year diploma students (REGULAR & CASUAL) in the academic session 2020-21 will be held on and from **01.06.2021 to 08.06.2021** through **Examination in Online Mode (EiOM)**. Schedule for the said examinations will be published in the official website ([www.webscte.co.in](http://www.webscte.co.in)) of the Council in due course of time. Now, 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: 60 for REGULAR students and 70 for CASUAL students). Examinations will start at **10.00 a.m.** (1<sup>st</sup> Half for REGULAR students) and **2.00 p.m.** (2<sup>nd</sup> Half for CASUAL students) on each day.
2. REGULAR students will appear in the examinations under new syllabus (syllabus commenced from the academic session 2020-21); however, CASUAL students will appear in the examinations under old syllabus (syllabus commenced from the academic session 2013-14).
3. Regular students have to obtain at least 40% marks (i.e. 24 out of 60) in external part of each theoretical subjects to pass. For the Casual students, old examination regulation will be followed for promotion.
4. A **Google Drive Link** for downloading the question papers will be sent to the Institutes by the Council in due course of time. This link will remain same for all day's examinations.
5. 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.
6. Institutes have to distribute the question papers as well as the password to their eligible students through E-mail/WhatsApp or any other online mode **15 minutes** before commencement of the examinations.
7. 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, 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.

8. 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.
9. 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. Scanned signature is not acceptable.
10. After completion of the examination on each day, 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 D202100999, PDF file for the subject Applied Physics-I (Subject Code 102-N) and date of examination 02-06-2021, should be named as **D202100999\_02062021\_102N\_EE**].
11. Institutes have to send a confirmation message (e.g. "*Mail received, contents not verified*") through E-mail/WhatsApp to their students immediately after receiving the answer script on each day of examinations.
12. 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. **All Institutes must aware their eligible students about the above mentioned strict time limit for sending the answer script.**
13. Students must preserve the physical answer scripts without any alteration until the publication of the result. Making changes in physical answer scripts after sending to their respective Institute would result in cancellation of examination or any other punitive action.
14. Attendance of the students in all examinations must be recorded by the Institutes for future reference.
15. After receiving all answer scripts from the students on each day, Institutes have to sort those branch-wise, put in separate sub-folders. The sub-folder containing branch-wise answer scripts of a particular subject must be named as **<Branch>\_<Subject Code>\_<Total number of answer scripts>** [Example: **EE\_102N\_60**]. The sub-folders must contain attendance details (as per prescribed format attached here in under as **Annexure-II**) of the students of the respective branches. Now, all the branch-wise sub-folders must be put in a subject-wise main folder and send the Google drive link of the respective subject-wise main folder to the Council through **Google Form**. The main folder containing all sub-folders must be named as **<Sender Institute Code>\_<Subject Code>\_<Date of Examination>\_<Total number of answer scripts>** [Example: **GAG\_102N\_02062021\_160**].
16. Guidelines for creation of Google Drive Link and sending it to the Council through Google Form are attached here in under as **Annexure-III**.
17. Institutes will receive **Google Drive Links** for the subject-wise answer scripts from the Council through email (**eiom.march.2021@wbscte.ac.in**) for evaluation of the same. Institutes have to share the received links of the answer scripts to their eligible teaching faculties for evaluation.
18. Institutes have to send a **confirmation message** through Email to the Council immediately after receiving the **Google Drive Links** of answer scripts.
19. Evaluation of the answer scripts must be completed latest by **30.06.2021**. Evaluators have to upload the marks on the online portal latest by **30.06.2021** for which necessary **Login ID & Password** will be sent in due course of time.

20. Evaluators must submit duly filled in and signed marks foils to their Institutes. A blank marks foil is attached here in under as **Annexure-IV**. 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](mailto:examcell@webscte.co.in) latest by **02.07.2021**. The folder must be named as <Evaluator Institute Code>\_<Total number of marks foil>. Scanned copy (**in single pdf only**) of individual marks foil must be named as <Sender Institute Code>\_<Subject Code>\_<Total number of answer scripts>. Evaluated answer scripts and signed marks foils must be preserved for one year for RTI purposes.
21. 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. [All examiners have to provide their current bank details as many changes have occurred in the banking sector in the recent past.]
22. Institutes should intimate their students about the Online Form Fill-up for EiOM. Detailed guidelines in this regard are attached here in under as **Annexure-V**. Notice regarding online form fill up for EiOM should be displayed in Institute Website / Notice Boards and circulated through E-mails/WhatsApp groups or any other online mode for the awareness of the students.
23. The students for the sessions 2018-19 & 2019-20, who have been declared as '**FAIL**' in their **1<sup>st</sup> or 2<sup>nd</sup> semester (obtained GPA below 4.0)**, will have to take readmission afresh in 1<sup>st</sup> semester only under new syllabus commencing from 2020-21. The names of such students will appear as REGULAR student in the Institute Panel for verification of eligibility at institute level. **There is no need to send details of such candidate to the Council.** However, those students will have to appear in the forthcoming 1<sup>st</sup> semester examination in the new syllabus commencing from 2020-21.
24. Key dates regarding the aforesaid examinations:

Events	Dates
Online Form Fill-up by the students	17.05.2021 to 24.05.2021
Last date for online validation by the Institutes	26.05.2021
Issuing of e-Admit cards to the students	28.05.2021
Theoretical Examination for 1 <sup>st</sup> semester in Online Mode	01.06.2021 to 08.06.2021
Last date for evaluation & marks uploading by the Institutes	30.06.2021
Last date for sending of link of evaluated marks	02.07.2021
Submission of remuneration claim bills to the Council	17.07.2021

In view of the above, we request you to take note of the depicted guidelines, 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,

SAO (Examination)  
WBSCT&VE&SD



**West Bengal State Council of Technical and Vocational Education  
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**FRONT PAGE**

**1<sup>st</sup> Semester Examinations, June-2021**

REGULAR/CASUAL	
BRANCH	
REGISTRATION NUMBER	
ROLL	
NUMBER	
SUBJECT OF EXAMINATION	
DATE OF EXAMINATION	
FULL SIGNATURE OF THE STUDENT	

**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. Scanned signature is not accepted.*
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>.*



## **Guidelines for creation of Google Drive Link and Submission of the same through Google Form**

- Step 1:** Go to Google Drive after sign in through Gmail/G-suite account.
- Step 2:** Click on **My Drive**
- Step 3:** A dropdown menu will appear → Click on **Upload Folder** → Click on the subject-wise main folder kept in Desktop/Laptop → Click **Upload**
- Step 4:** After completing upload of the main folder in Google Drive, right click on the respective folder and click on **Get Link** from the options.
- Step 5:** A new window will appear, click on **Restricted** → click on **Anyone with the Link** → Click on **Viewer**
- Step 6:** Next, Click on the **Copy link** to copy the link of the main folder uploaded in Google Drive.
- Step 7:** Click on the Google Form link provided by the Council → put all necessary information → Finally, Paste the created Google Drive link of the main folder → **Submit**.



**Actions to be taken by the Institutions in respect of Online Form Fill-up by the 1<sup>st</sup> Year Students for the Examination in Online Mode (EiOM)-June-2021 (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 (REGULAR & CASUAL) 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 <b>last date [24<sup>th</sup> May, 2021 (Up to 11.30 PM)]</b> for filling-up of the application form. <b>It may please be noted that no application for filling-up of the application form will be entertained beyond the specified date line.</b>
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. <b>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.</b> Last date for online validation by the Institutes is <b>26<sup>th</sup> May, 2021 (Up to 11.30 PM)</b> . 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 <b>17<sup>th</sup> May, 2021</b> .