



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

(A Statutory Body under the Government of West Bengal Act XXVI of 2013)
Department of Technical Education, Training & Skill Development, Government of West Bengal
Karigari Bhawan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

Memo No. WBSCTVESD/TED/2022-23/0784

Date: 14.12.2022

NOTIFICATION

Guidelines for the concerned Institutes regarding forthcoming external examinations of theoretical subjects for the students of ADIS & ADFSM

The WBSCT&VE&SD has decided to conduct external theoretical examinations for the students of following courses from **12.01.2023**.

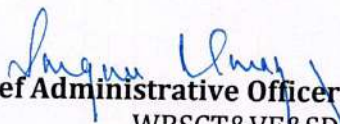
SL NO.	NAME OF THE COURSE	SEMESTER/SECTION/PART
1	Advanced Diploma in Industrial Safety 1 yr Full time (ADIS) (F)	1 st Semester
2	Advanced Diploma in Industrial Safety 1 ½ Yr. Part time (ADIS) (P)	1 st Semester
3	Advanced Diploma in Fire Safety Management 1 Yr. Full time (ADFSM)(F)	1 st Semester
4.	Advanced Diploma in Fire Safety Management 1 ½ Yr. Part time (ADFSM)(P)	1 st Semester

General guidelines for the aforesaid assessments are placed here in under for convenience of all concerned.

1. All students and staff of the Institutes must follow necessary Covid-19 protocols issued by the competent authority. No person will be allowed to enter in the examination premises without face covers/masks. Students should carry hand sanitizer during the examinations for their own safety.
2. All Institutes must earmark a room for the sick examinees. The earmarked room must be sanitized daily before and after the examinations. Answer scripts of the sick examinees must be sanitized properly, packed separately and then, sealed with the main packet of the respective answer scripts.
3. Blank answer scripts, loose sheets and question in sealed packets for the aforesaid examinations must be collected by the concerned Institutes from the office of the Council at Kolkata Karigori Bhawan (2nd Floor), 110 S. N. Banerjee Road, Kolkata-700013 on **09.01.2023** or **10.01.2023**.
4. Duration of examinations will be **3 hours** for Full Paper and **2hours** for half paper.
5. Maximum 30 students may be allotted in a single examination hall (standard class room for 40 to 50 students) maintaining all Covid-19 protocols. For class rooms of smaller or bigger size than standard one, number of allotted students should be determined on pro-rata basis. Minimum two invigilators should be allotted in each examination hall.
6. Students will not be allowed to enter the examination hall if they are found to possess anything other than admit card, non-programmable calculator, pen, pencil and instrument box. Due checking should be made before entering the examination hall by the students.

8. Only lady staff / faculty will check the female students in a separate room.
9. Students who have power (correction) glasses will only be allowed to wear specs (glasses)
10. No bags / books will be allowed in the main exam venue.
11. Use/ possession of mobile phones and any other communication device is strictly prohibited in the examination hall and if found so, shall be confiscated. Invigilators and other staff members are also not allowed to carry mobile phone inside the examination hall.
12. Faculty members and staff of the institutes will not carry their mobile phones at the question opening area or at the Exam Hall. They should keep their mobile under the safe custody of the Principal / Principal-in-Charge.
13. No student will be allowed to seat for the examination if he/she appears 15 (fifteen) minutes after the start of examination.
14. No student will be allowed to leave the examination hall for whatever purpose without submitting the answer script.
15. If any candidate wishes to leave the examination hall, he/she will have to submit the answer script. Such candidate will not be allowed to re-join the examination.
16. Attendance of the students must be recorded during the examinations. A blank format of Attendance sheet is attached here in under as **Annexure-I**.
17. All other criteria for the offline examination shall remain unaltered.
18. After completion of each day's examination, shorted answer scripts must be kept in a separate packet. The packet containing answer scripts must be signed by observer, invigilator and Centre-in-charge and sealed in presence of the Centre-in-Charge and Observer of the examination centre immediately after completion of each day's examination. Each sealed packet of answer scripts of the students must also contain two copies of question paper of the respective subject. A standard Top Sheet (as used during all previous offline examinations) must be attached on each sealed packet.
19. Signed and sealed packets containing answer scripts of the students have to be submitted to the Council at Kolkata Karigori Bhavan (2nd Floor), 110 S. N. Banerjee Road, Kolkata-700013 by the respective Institutes **positively by 25.01.2023**.
20. Concerned Institutes must submit the details of the answer scripts of their students in prescribed format (attached here in under as **Annexure-II**) at the time of submission of answer scripts to the Council.
21. Concerned Institutes have to submit the eligibility list to the council at **wbsctvesdexamcell.othercourses@gmail.com** latest by **20.12.2022**.
22. All REGULAR students will have to pay fee of **Rs. 250/-** (Rupees Two Hundred and Fifty) only and all CASUAL students will have to pay fee of **Rs.150/-** (Rupees One Hundred and Fifty) only to the respective Institutes for the aforesaid examinations. Concerned Institutes must deposit the collected examination fee to the Council (Kolkata Karigori Bhavan, 2nd floor, 110 S. N. Banerjee Road, Kolkata-700013) in the form of Demand Draft favouring **WBSCT&VE&SD** payable at **Kolkata** latest by **05.01.2023**.

Head of the Institute of all concerned Institutes must take note of the above and do the needful for successful completion of the examinations.


Chief Administrative Officer
WBSCT&VE&SD

Memo No. WBSCTVESD/TED/2022-23/0784 (1/3)

Date: 14.12.2022

Copy forwarded for information to:

1. The Chairperson, WBSCT&VE&SD
2. SAO (TE), WBSCT&VE&SD
3. SAO (Examination), WBSCT&VE&SD


Chief Administrative Officer
WBSCT&VE&SD