



**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/2023-24/0222

Date: 11.05.2023

NOTIFICATION

Guidelines for the concerned Institutes regarding forthcoming external examinations of theoretical subjects for the students of ADIS & ADFSM (1st Semester)

The WBSCT&VE&SD has decided to conduct external theoretical examinations for the students of following courses from **25.04.2023 to 04.05.2023**

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

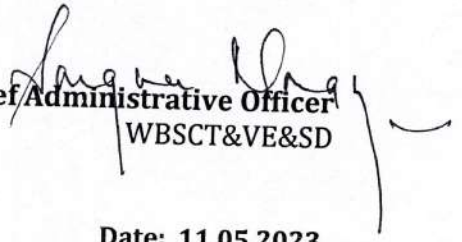
General guidelines for the aforesaid assessments are placed here in under for convenience of all concerned.

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 Karigari Bhawan (2nd Floor), 110 S. N. Banerjee Road, Kolkata-700013 positively on **18.05.2023 or 19.05.2023**.
4. Duration of examinations will be **3 hours**.
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. No bags / books will be allowed in the main exam venue.
9. To prevent entry to the examination centres with mobile phones, the Centre-in-Charge is requested to inform the students in advance that the students will not enter the examination centre with mobile phones. If anyone is caught entering the examination centre with a mobile phone, then the students examination will be cancelled and the concerned students will be debarred from taking the examination, for which neither the Centre-in-Charge nor the Council will be responsible.
10. Opening of sealed packed containing question papers must be done in a confidential room. Other than Centre-in-Charge, all others teaching and non-teaching staff are prohibited from entering the aforesaid confidential room with mobile phones. Students with mobile phones are strictly prohibited from entering the examination centre. Strict mobile checking is to be done at the main gate of each examination centre under the supervision of deployed police. Girl students are to be tapped and checked for mobile phones only by lady staff/teachers/invigilators. Other than Centre-in-Charge, all others teaching and non-teaching staff are prohibited from entering the examination premises with mobile phones.
11. The question paper distribution will start only after invigilators and Centre-in-Charge are completely certain that no student is carrying a mobile phone.
12. Concerned teaching and non-teaching staff who are engaged in examination work should not leave the examination centre after the examination has started.
13. Every Centre-in-Charge is requested to take immediate action to make students R.A. (Reported Against) if any one of the below mentioned reasons occur during the examination. The reasons are: i) Entering the examination centre with a mobile phone, ii) cheating and other malpractice or using dishonest means, iii) Harassing the invigilators or staff by the students, iv) destroying the examination centre's property, v) Tearing the answer scripts, secretly taking it outside the examination hall, making any indecent comments on the answer scripts, vi) Repeated talking with other students in the examination hall during the examination ignoring the warning of invigilators.
14. Use/possession of mobile phones and any other communication device is strictly prohibited in the examination hall and if found so, shall be confiscated. The concerned students must be marked as R.A. and FIR must be lodged against the students who are caught with mobile phone in the examination hall.
15. Answer scripts of the students marks as R.A. must be separately packed and necessary proofs must be attached with the answer scripts of the concerned students. Written confession of the R.A. students must also be attached with the answer scripts. Sealed packed containing answer scripts of the R.A. students must be sent to the Council's office at Karigari Bhawan, (4th Floor), Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160 by special messenger within the stipulated time.
16. In case there is any complaint of lawlessness, cheating and other malpractice from any examination centre, the result of the concerned examination centre may stand 'WITHHELD'.
17. No student will be allowed to seat for the examination if he/she appears 15 (fifteen) minutes after the start of examination.
18. No student will be allowed to leave the examination hall for whatever purpose without submitting the answer script.

19. 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.
20. Attendance of the students must be recorded during the examinations. A blank format of Attendance sheet is attached here in under as **Annexure-I**.
21. All other modalities of the aforesaid examinations will be same as that of previous examinations shall remain unaltered.
22. 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 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.
23. Signed and sealed packets containing answer scripts of the students have to be submitted to the Council at Kolkata Karigari Bhawan (2nd Floor), 110 S. N. Banerjee Road, Kolkata-700013 by the respective Institutes **positively by 31.05.2023**.
24. 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.
25. Concerned Institutes have to submit the eligibility list to the Council at **wbsctvesdexamcell.othercourses@gmail.com** positively by **15.05.2023**.
26. 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 Bhawan, 2nd floor, 110 S. N. Banerjee Road, Kolkata-700013) in the form of Demand Draft favouring **WBSCT&VE&SD** payable at **Kolkata** at the time of collection of Answer scripts and sealed packets of question papers.

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

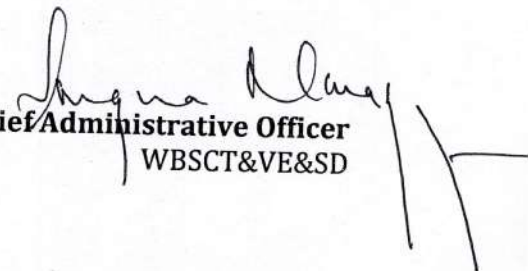

Chief Administrative Officer
WBSCT&VE&SD

Date: 11.05.2023

Memo No. WBSCTVESD/TED/2023-24/0222 (2/6)

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


Chief Administrative Officer
WBSCT&VE&SD