



E-NOTICE

Date -15/01/2021

Subject : NOTICE FOR EXTERNAL ASSESSMENTS OF THEORETICAL SUBJECTS FOR DIPLOMA 2ND SEMESTER STUDENTS.

The WBSCT & VE & SD has decided to conduct External Theoretical Examinations for the 2nd semester diploma students (Regular & Casual) in Engineering & Technology/Architecture/MOPM (Academic Session 2020-21) from 19th January, 2022 through ONLINE PROCTORED MODE, The specific guidelines for the proctored examination system are placed here in under for convenience of all concerned;

- 1.** Duration of online proctored examinations will be 1.5 hours for full paper (For Regular/Casual Students, Full Marks: 60/70) and 1 hour for half paper (For Casual Student only, Full Marks 35)
- 2.** Institutes will 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.
- 3.** 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 (Course Name, Registration Number, Roll Number, Subject Name & Date of Examination) of the student.
- 4.** 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.
- 5.** 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) to their Institute through E-mail or any other online mode within the stipulated time. The pdf file should be named as < Registration Number >_< Subject Code>_<Date of Examination>. Scanned signature of the students on the front page/answer scripts will not be acceptable.

For **CE** : **exam.ist.civil1@wbscte.ac.in**

For **EE** : **exam.ist.electrical1@wbscte.ac.in**

For **ME** : **exam.ist.mechanical1@wbscte.ac.in**

For **CST** : **exam.ist.cst1@wbscte.ac.in**



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6. In case of Drawing Subjects, the students must use Drawing Sheet and 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 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>.

7. 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.

8. Students must preserve the physical answer scripts without any alteration until the publication of the result. Making changes in physical answer scripts after sending those to their respective Institute would result in cancellation of examination.

9. During the examinations, all students must be instructed to switch on their camera of the device by which they will appear in the examinations.

10. Students should be advised to appear for the examinations from the place where they will not normally face any internet connectivity problem.

By Order, Authorised Signatory