



**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/2024-25/ 1990

Date: 28.06.2024

NOTIFICATION

Guidelines for the concerned Institutes regarding forthcoming external examinations of theoretical subjects for the students of Diploma in Pharmacy Part-II and Diploma in Hotel Management and Catering Technology(HMCT)

The WBSCT&VE&SD has decided to conduct external theoretical examinations for the students of *Diploma in Pharmacy Part-II and Diploma in HMCT* from **22.07.2024 to 12.08.2024**

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

1. Saraswaty Press Ltd.(SPL) shall deliver the confidential materials directly to the local Police station(Safe Custody) of the examination centers. However, SPL will deliver the blank answer scripts & loose sheets directly to the Institutes.
2. Center-in-Charge and two members of the examination committee of the concerned Institute have to be present at the Police station during receipt of the confidential materials.
3. Concerned Institutes have to verify the confidential materials in the safe custody in presence of Police Personnel
4. One room has to be earmarked for all confidential activities related to the examinations. Opening of sealed packed containing question papers must be done in the earmarked confidential room. All other teaching and non-teaching staff are prohibited from entering the aforesaid confidential room with mobile phones.
5. Concerned Institutes have to cut open the sealed packets of question papers 45 minutes before commencement of the examinations in presence of the Observer and Centre-in-Charge
6. Question paper distribution will start only after invigilators and Centre-in-Charge are completely certain that no student is carrying a mobile phone.
7. SPL will supply question papers directly to the Police station by **20.07.2024**. SPL will supply Blank answer scripts, loose sheets in sealed packets to the Institute by **20.07.2024**.
8. Duration of examinations will be **3 hours** for Full Paper and **2 hours** for half paper.
9. Maximum 30 students may be allotted in a single examination hall (standard class room for 40 to 50 students). 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.
10. 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

11. Students who have power (correction) glasses will only be allowed to wear specs (glasses)
12. No bags / books will be allowed in the main exam venue.
13. 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.
14. 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.
15. Concerned teaching and non-teaching staff who are engaged in examination work should not leave the examination centre after the examination has started.
16. 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.
17. 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.
18. 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.
19. 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'.
20. No student will be allowed to seat for the examination if he/she appears 15 (fifteen) minutes after the start of examination.
21. No student will be allowed to leave the examination hall for whatever purpose without submitting the answer script.
22. 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.
23. Attendance of the students must be recorded during the examinations. A blank format of Attendance

sheet is attached here in under as **Annexure-I**.

24. All other modalities of the aforesaid examinations will be same as that of previous examinations shall remain unaltered.
25. 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.
26. Signed and sealed packets containing answer scripts of the students have to be submitted to the Council at Karigori Bhavan (5th Floor), NewTown, Rajarhat, Kolkata-700160 by the respective Institutes . Necessary schedule for submission and collection of answer scripts will be mailed to the concerned Institutes in due course of time.
27. 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.

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

Sandip K du 28.06.2024
Senior Administrative Officer (TE)
WBSCT&VE&SD

Memo No. WBSCTVESD/TED/2024-25/

Date: 28.06.2024

Copy forwarded for information to:

- 1: The Chairperson, WBSCT&VE&SD
2. CAO, WBSCT&VE&SD

Sandip K du
28.06.2024
Senior Administrative Officer (TE)
WBSCT&VE&SD

ATTENDANCE SHEET

NAME OF THE INSTITUTE

Name of the Subject

Name of the Branch

Date of Examination: _____

Total Number of enlisted students: _____

Sl No.	Name of the Student	Registration Number	Roll	Number	Status (Regular/Casual)	Signature of the Student

Total Number of students present: _____

Total Number of students absent: _____

Signature of the Invigilators with date: _____

Signature of the Observer with date: _____

Signature of Centre-in-Charge with date: _____

Annexure-II

Sl No.	Name of the Institute	Branch Name	Name of the Subject	Total Number of Answer scripts	Total Number of Packet(s)
1					
2					
3					

Signature of the Head of the Institute with Official Seal