



West Bengal State Council of Technical and Vocational Education and Skill Development

(A Statutory Body under West Bengal Act XXVI of 2013)

Technical Education Division

[Erstwhile West Bengal State Council of Technical Education]

Karigori Bhavan, 4th Floor, Plot No. B/7, Action Area – III
New Town, Rajarhat, Kolkata – 700160

Memo No.: WBSCTVESD/TED/2018-19/1421

Dated: 3rd July, 2018

NOTIFICATION

Academic Calendar for the Academic Session 2018-2019

The Academic Calendar to be followed by the Institutes offering Diploma Courses in Engineering / Technology / Architecture / Modern Office Practice & Management / Pharmacy, etc. for the Academic Session 2018-2019.

SEMESTER SYSTEM

❖ FIRST / THIRD / FIFTH SEMESTERS

- **Classes of 1st Semester :** August 1, 2018 to November 24, 2018
- **Classes of 3rd & 5th Semester for all branches :** July 12, 2017 to November 24, 2018
- **1st Internal Assessment** to be completed before September 1, 2018
- **2nd Internal Assessment** to be completed before November 24, 2018
- **External Assessment** for sessional / practical examination to be conducted before December 24, 2018 (for all Semesters)
- Tentative date of **commencement of 1st, 3rd & 5th Semester Examination:** December 11, 2018.

❖ SECOND / FOURTH / SIXTH SEMESTERS

- **Classes of all semesters to be held from** January 2, 2019 to April 20, 2019
- **1st Internal Assessment** to be completed before February 23, 2019
- **2nd Internal Assessment including “Engineering Drawing”** to be completed before April 20, 2019
- **External Assessment** for sessional/practical examinations to be completed by May 11, 2019
- The Institute is authorised to conduct Internal Assessment in decentralised manner also subject to prior approval of the Council.
- Tentative date of **commencement of 2nd, 4th & 6th Semester Examination :** May 21, 2019.

❖ SUPPLEMENTARY EXAMINATION

- The Supplementary Examination (5th & 6th Semester only) may be held tentatively within 21 days from the date of publication of results of Even Semester Examinations.

ANNUAL SYSTEM

- ❖ *Classes of 1st Year Pharmacy* : August 1, 2018 to April 30, 2019
- ❖ *Classes of 2nd Year Pharmacy* : July 12, 2018 to April 30, 2019
- ❖ *Classes of Part-time Section-A* : August 1, 2018 to April 20, 2019
- ❖ *Classes of Part-time Section-B, C & D* : July 12, 2018 to April 20, 2019
- ❖ *1st Internal Assessment* to be completed by December 1, 2018
- ❖ *2nd Internal Assessment* to be completed by April 20, 2019
- ❖ *External Assessment for Pharmacy and Section-A, B, C & D* to be conducted by May 11, 2019
- ❖ Tentative date of *commencement of Annual Examination* : May 20, 2019.

EXAMINATION RELATED WORKS

A. *Online Registration of Diploma students for the Academic Year 2018-19 :*

Last week of August, 2018 (exact date will be notified in due course)

B. *Last date of submission of hard copy of filled-in Registration documents to Council's Office:*

Second week of September, 2018 (exact date will be notified in due course)

(Note: All institutes have to submit attested copies of – (i) Secondary/HS Mark Sheet, Admit Card (age proof), (ii) SC/ST, PC, Land Looser, etc. certificate (which is/are applicable), (iii) allotment letter of all admitted students along with the Online filled-in Registration Forms and fees. The said supporting documents must be attached with the Online filled-in Registration Form).

C. *Sending of Indent for Question Papers, Blank Answer Script and Blank Loose Sheet*

Please note that the indent of question papers, blank answer scripts and blank loose sheets for the students other than PART-TIME and PHARMACY courses need not to be submitted.

The indent of question papers for PART-TIME and PHARMACY courses are to be submitted latest by **15th March, 2019**.

D. *Delivery of Application Form / Eligibility CD for Regular & Casual students from Council's Office*

<i>1st / 3rd / 5th Semester Examination</i>	<i>2nd / 4th / 6th Semester Examination</i>	<i>Part-time Section-A, B, C & D and Pharmacy Examination</i>
3rd, 4th & 5th October, 2018	3rd, 4th & 5th April, 2019	3rd, 4th & 5th April, 2019

E. *Last Date of submission of Application Form / Eligibility CD for Regular & Casual students to the Council's Office*

- 1st / 3rd / 5th Semester (Regular & Casual) : 31st October, 2018
- 2nd / 4th / 6th Semester (Regular & Casual), Part-time Section-A, B, C & D (Regular & Casual) and Pharmacy (Regular & Casual) : 19th April, 2019

The Head of the Institutes are requested to adhere to the Examination Rules before allowing any student to fill-up the application forms.

F. *Sending the Model Question Papers (COMPULSORY)*

- 1st / 3rd / 5th Semester : Within 10th August, 2018
- 2nd / 4th / 6th Semester, Section-A, B, C & D and Pharmacy : Within 28th February, 2019

Softcopy (in .doc file) of the Model Questions should be sent to the e-mail ID diploma.mq@gmail.com. Please be careful in mentioning Question Code and Name of the Question properly in the Model Questions.

G. *Sending the name(s) of Teaching Staff with subjects taught (as per following format)*

- 1st / 3rd / 5th Semester : Within 28th September, 2018
- 2nd / 4th / 6th Semester, Section-A, B, C & D and Pharmacy : Within 8th March, 2019

Please submit the name of the subject teachers in the following format indicating *all theoretical subjects*. Mention name of all teachers including contract and part-time Lecturer/Junior Lecturer. Kindly treat it as ***MOST URGENT. Any alteration in the format will not be accepted.***

Name of the Polytechnic: Discipline: Semester:

Name of the Subject	Subject Code (As per Question Paper)	Name of the Teachers with Designation including part-time	Teaching Experience (in Years)	Mobile Number	e-mail ID	Official obligation to act as Examiner (if any), give reason thereof

H. ***Sending the name(s) of Teaching Staff*** (through e-mail to report.wbscte@gmail.com or hard copy is to be submitted) ***to act as OBSERVER in Diploma Examination***

- **1st / 3rd / 5th Semester** : **Within 28th September, 2018**
- **2nd / 4th / 6th Semester, Section-A, B, C & D and Pharmacy** : **Within 8th March, 2019**

Please submit the names of the teaching staff willing to act as OBSERVER in Diploma Examinations in the following format.

Name of the Teaching Staff	Home Address	Mobile Number

I. ***Date(s) of Delivery of Admit Cards from the Council's Office***

Admit cards will be delivered along with delivery of confidential packets of the respective Examination.

J. ***Last Date of submission of marks for Internal Assessment & Attendance to the Council's Office***

- **1st / 3rd / 5th Semester (Regular & Re-Admission)** : To be announced later.
- **2nd / 4th / 6th Semester (Regular & Re-Admission), Annual System (Casual), Part-time Section-B, C & D (Regular & Re-Admission), Pharmacy (Regular & Re-Admission)** :

To be announced later.

Marks for INTERNAL ASSESSMENT & ATTENDANCE should be submitted to the Council's Office in CD to be delivered by the Council in due course. ***Please note that marks of internal assessment, being submitted to the Council, should be displayed in the Notice Board of the institute positively by the Principal/Officer-in-Charge.***

K. ***Delivery of Confidential Packets***

Intimation for delivery of confidential packets along with blank answer scripts for Odd and Even Semester Examinations will be notified in due course.

L. ***Sending the name of the Centre-in-Charge (not below the rank of Lecturer) for Diploma Examinations***

At least 7 days before the commencement of examination. Only one Centre-in-Charge will be permitted for any Examination Centre. The Principal/Officer-in-Charges of the Institute are requested to act as Centre-in-Charge for the interest of the students. They may, however, nominate any Senior Lecturer to act as Centre-in-Charge on emergent situation.


M. Receipt of Seat Plan by the Council's Office from the Institute for Approval

Seat Plan should be prepared on the basis of Roll/Registration Number and be approved at least 7 days before the date of commencement of the examination.

SUMMARY

<u>ODD Semester (1st, 3rd & 5th Semesters)</u>	
<i>Classes of 1st Semester will be started :</i>	1 st August, 2018
<i>Classes of 3rd & 5th Semesters will be started :</i>	12 th July, 2018
<i>External Assessment for 1st, 3rd & 5th Semesters :</i>	To be completed by 24 th December, 2018
<i>Tentative date of commencement of 1st, 3rd & 5th Semester Examination :</i>	11 th December, 2018

<u>EVEN Semester (2nd, 4th & 6th Semesters)</u>	
<i>Classes of 2nd, 4th & 6th Semesters will be started :</i>	2 nd January, 2019
<i>External Assessment for 2nd, 4th & 6th Semesters :</i>	Within 11 th May, 2019
<i>Tentative date of commencement of 2nd, 4th & 6th Semester Examination :</i>	21 st May, 2019



(Sandip Kundu)
Senior Administrative Officer (Examination)
WBSCT&VE&SD