

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

(Technical Education Division)

Karigari Bhawan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160

Guidelines for the Odd Semester Examinations in Online Mode (EiOM) of the Students of 2nd and 3rd Year in the Academic Session 2020-21

1. Duration of EiOM will be 3 hours for Full paper (Full Marks: 70) and 2 hours for Half paper (Full Marks: 35). Examinations will start at **10.00 a.m.** (1st Half) and **2.00 p.m** (2nd Half) on each day.
2. Institute 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 hand writing** using A4 size pages. Each completed answer script must possess a **FRONT PAGE** (A4 size) carrying details (Branch, Semester, Registration Number, Roll Number, Subject Name & Date of Examination) of the student. A blank format of the **FRONT PAGE** of answer script is provided at college website-students have to download the same and take printouts of the blank front page and fill it carefully for each day's examination.
4. Students must specify page number at the top of each page of the answer script. No page number is to be specified for the front page.
5. Students must write branch name, roll number, registration number & subject name and put full signature at the bottom of each page of the answer script.
6. 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 only**) to the Institute through E-mail/WhatsApp 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>. [Example: For an Electrical Engineering student having registration number D18199988, PDF file for Electrical Measuring Instrument (Subject Code 321-S) and date of examination 12-04-2021, PDF file should be named as **D18199988_12042021_321_EE**].
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.

