



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