



# 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/2017-18/002

Dated: 1<sup>st</sup> June, 2017

## NOTIFICATION

### Academic Calendar for the Academic Session 2017-2018

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 2017-2018.

## SEMESTER SYSTEM

### ❖ FIRST / THIRD / FIFTH SEMESTERS

- *Classes of 1st Semester* : July 17, 2017 to November 25, 2017
- *Classes of 3rd & 5th Semester for all branches* : June 29, 2017 to November 18, 2017
- *1st Internal Assessment* to be completed before August 31, 2017
- *2nd Internal Assessment* to be completed before November 18, 2017
- *External Assessment* for sessional / practical examination to be conducted before December 23, 2017 (for all Semesters)
- Tentative date of *commencement of 1<sup>st</sup>, 3rd & 5th Semester Examination*: December 5, 2017

### ❖ SECOND / FOURTH / SIXTH SEMESTERS

- *Classes of all semesters to be held from* January 2, 2018 to April 21, 2018
- *1st Internal Assessment* to be completed before February 24, 2018
- *2nd Internal Assessment including “Engineering Drawing”* to be completed before April 21, 2018
- Tentative date of *commencement of 2nd, 4th & 6th Semester Examination* : May 17, 2018
- *External Assessment* for sessional/practical examinations to be completed by May 10, 2018
- The Institute is authorised to conduct Internal Assessment in decentralised manner also subject to prior approval of the Council.

## ❖ SUPPLEMENTARY EXAMINATION

- The Supplementary Examinations 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, 2017 to April 28, 2018
- ❖ *Classes of 2nd Year Pharmacy* : June 29, 2017 to April 21, 2018
- ❖ *Classes of Part-time Section-A* : August 1, 2017 to April 21, 2018
- ❖ *Classes of Part-time Section-B, C & D* : June 29, 2017 to April 21, 2018
- ❖ *1st Internal Assessment* to be completed by December 1, 2017
- ❖ *2nd Internal Assessment* to be completed by April 21, 2018
- ❖ *External Assessment for Pharmacy and Section-A, B, C & D* to be conducted by May 10, 2018
- ❖ Tentative date of *commencement of Annual Examination* : May 17, 2018

## EXAMINATION RELATED WORKS

### A. *Delivery of Application Form for Registration of the students from Council's Office*

Last week of August, 2017

### B. *Last date of submission of Registration Form to Council's Office*

Third week of September, 2017

(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 filled-in Registration Forms and fees. The said supporting documents must not be attached with the OMR forms and are to be submitted separately).

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

Please note that the indent of question papers, blank answer script and blank loose sheet 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 **14th March, 2018**.

### 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 &amp; D and Pharmacy Examination</i>
11th, 12th & 13th October, 2017	3rd, 4th & 5th April, 2018	3rd, 4th & 5th April, 2018

**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) : 28th October, 2017
- 2nd / 4th / 6th Semester (Regular & Casual), Part-time Section-A, B, C & D (Regular & Casual) and Pharmacy (Regular & Casual) : 12th April, 2018

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 Paper***

- 1st / 3rd / 5th Semester : **Within 1st August, 2017**
- 2nd / 4th / 6th Semester, Section-A, B, C & D and Pharmacy : **Within 28th February, 2018**

Softcopy of the Model Question should be submitted in CD along with printed copy of the same with signature of the paper setter in all the pages. Please be careful in mentioning Question Code and Name of the Question properly in the Model Question.

**G. *Sending the name(s) of Teaching Staff with subjects taught***

- 1st / 3rd / 5th Semester : **Within 28th September, 2017**
- 2nd / 4th / 6th Semester, Section-A, B, C & D and Pharmacy : **Within 7th March, 2018**

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	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](mailto:report.wbscte@gmail.com) or hard copy is to be submitted) *to act as OBSERVER in Diploma Examination*

➤ 1st / 3rd / 5th Semester : Within 31st August, 2017

➤ 2nd / 4th / 6th Semester, Section-A, B, C & D and Pharmacy : Within 7th March, 2018

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 & Casual) : To be announced later.

➤ 2nd / 4th / 6th Semester (Regular & Casual), Annual System (Casual), Part-time Section-B, C & D (Regular & Casual), Pharmacy (Regular & Casual) : 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. *Receipt of intimation to nominate Centre-in-Charge (not below the rank of Lecturer) for that Examination*

At least 10 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**

<b><u>ODD Semester (1st, 3rd &amp; 5th Semesters)</u></b>	
<i>Classes of 1<sup>st</sup> Semester will be started :</i>	17 <sup>th</sup> July, 2017
<i>Classes of 3<sup>rd</sup> &amp; 5<sup>th</sup> Semesters will be started :</i>	29 <sup>th</sup> June, 2017
<i>External Assessment for 1<sup>st</sup>, 3<sup>rd</sup> &amp; 5<sup>th</sup> Semesters :</i>	To be completed by 23 <sup>rd</sup> December, 2017
<i>Tentative date of commencement of 1st, 3rd &amp; 5th Semester Examination :</i>	5 <sup>th</sup> December, 2017

<b><u>EVEN Semester (2nd, 4th &amp; 6th Semesters)</u></b>	
<i>Classes of 2<sup>nd</sup>, 4<sup>th</sup> &amp; 6<sup>th</sup> Semesters will be started :</i>	2 <sup>nd</sup> January, 2018
<i>External Assessment for 2<sup>nd</sup>, 4<sup>th</sup> &amp; 6<sup>th</sup> Semesters :</i>	Within 10 <sup>th</sup> May, 2018
<i>Tentative date of commencement of 2nd, 4th &amp; 6th Semester Examination :</i>	17 <sup>th</sup> May, 2018

*Sandip Kundu*

(Sandip Kundu)

Senior Administrative Officer (Examination)

WBSCT&VE&SD