



WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION

(A Statutory Body under West Bengal Act XXI of 1995)

"Karigori Bhavan", B-7, Action Area-III, New Town, Rajarhat, Kolkata-700160

No. 296-SC(T)E

Date: May 20, 2015

The Principal / Officer-in-Charge

Sub: Academic Calendar for the Academic Session 2015-2016

Dear Sir/Madam,

Please find herewith 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 2015-2016.

SEMESTER SYSTEM

FIRST / THIRD / FIFTH SEMESTERS

- **Classes of 1st Semester**: July 13, 2015 to November 28, 2015
- **Classes of 3rd & 5th Semester for all branches**: June 25, 2015 to November 18, 2015
- **1st Internal Assessment** to be completed before August 22, 2015
- **2nd Internal Assessment** to be completed before November 18, 2015
- **External Assessment** for sessional/practical examination to be conducted between December 14, 2015 and January 4, 2016 (for all Semesters)
- Tentative date of **commencement of 1st Semester Examination**: December 7, 2015
- Tentative date of **commencement of 3rd & 5th Semester Examination**: December 1, 2015

SECOND / FOURTH / SIXTH SEMESTERS

- **Classes of all semesters to be held from** January 6, 2016 to April 27, 2016
- **1st Internal Assessment** to be completed before February 29, 2016
- **2nd Internal Assessment including "Engineering Drawing"** to be completed before April 27, 2016
- Tentative date of **commencement of 2nd, 4th & 6th Semester Examination**: May 10, 2016
- **External Assessment** for sessional/practical examinations to be conducted by June 18, 2016
- The Institute is authorised to conduct Internal Assessment in decentralised manner also subject to prior approval of the Council.

SUPPLEMENTARY EXAMINATION

- The Supplementary Examinations for all the semesters (1st, 2nd, 3rd, 4th, 5th & 6th Semesters) will be held tentatively within 21 days from the date of publication of results of Even Semester Examinations.

ANNUAL SYSTEM

- Classes of 1st Year Pharmacy : July 27, 2015 to April 27, 2016
- Classes of 2nd Year Pharmacy : June 25, 2015 to April 27, 2016
- Classes of Part-time Section-A, B, C & D : June 25, 2015 to April 27, 2016
- 1st Internal Assessment to be completed by December 1, 2015
- 2nd Internal Assessment to be completed by April 27, 2016
- External Assessment for Pharmacy and Section-A, B, C & D to be conducted by June 18, 2016
- Tentative date of commencement of Annual Examination : May 10, 2016

EXAMINATION RELATED WORKS

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

Last week of August, 2015

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

Last week of September, 2015

(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, 2016**.

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

1st / 3rd / 5th Semester Examination	2nd / 4th / 6th Semester Examination	Part-time Section-A, B, C & D and Pharmacy Examination
28 th , 29 th & 30 th September, 2015	21 st , 22 nd & 23 rd March, 2016	21 st , 22 nd & 23 rd March, 2016

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)

9th October, 2015 without Late Fee
16th October, 2015 with Late Fee

2nd / 4th / 6th Semester (Regular & Casual), Part-time Section-A, B, C & D (Regular & Casual), Pharmacy (Regular & Casual)

15th April, 2016 without Late Fee
22nd April, 2016 with Late Fee

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 28th September, 2015

2nd / 4th / 6th Semester, Section-A, B, C & D and Pharmacy
Within 7th March, 2016

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, 2015

2nd / 4th / 6th Semester, Section-A, B, C & D and Pharmacy
Within 7th March, 2016

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.***

Discipline: _____ Semester: _____ Name of the Polytechnic: _____

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

H. **Sending the name(s) of Teaching Staff to act as OBSERVER in Diploma Examination**

1st / 3rd / 5th Semester
Within 28th September, 2015

2nd / 4th / 6th Semester, Section-A, B, C & D and Pharmacy
Within 7th March, 2016

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.

Yours faithfully,

Sandip Kundu

(Sandip Kundu)

Controller of Examinations
W.B.S.C.T.E.