



WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION
(A Statutory Body under West Bengal Act XXI of 1995)

"Kolkata Karigori Bhavan", 2nd Floor, 110 S.N.Banerjee Road, Kolkata – 700 013

Phone: (033) 2227-7070; 2227-7592

No. 5671(52)-SC(T)E

Date: June 23, 2009

The Principal / Officer-in-Charge

Sub: Academic Calendar for the Academic Session 2009-2010

Dear Sir/Madam,

Please find herewith the Academic Calendar to be followed by the Institutes offering Diploma in Engineering / Technology / Architecture / Modern Office Practice & Management / Pharmacy, etc. for the academic session 2009-2010.

SEMESTER SYSTEM

FIRST / THIRD / FIFTH SEMESTERS

- **Classes of 1st Semester:** July 23, 2009 to December 23, 2009
- **Classes of 3rd & 5th Semester for all branches:** July 14, 2009 to December 9, 2009
- **1st Internal Assessment** to be completed before September 12, 2009
- **2nd Internal Assessment** to be completed before December 10, 2009
- **1st Internal Assessment for the subject "Engineering Drawing"** to be completed by November 1, 2009
- **External Assessment** for sessional/practical examination to be conducted between December 10, 2009 and December 24, 2009 (for 3rd & 5th Semester) and from December 17, 2009 to December 24, 2009 for Architecture (1st Semester)
- Tentative date of **commencement of 1st, 3rd & 5th Semester Examination:** January 4, 2010

SECOND / FOURTH / SIXTH SEMESTERS

- **Classes of all semesters to be held from** February 1, 2010 to May 15, 2010
- **1st Internal Assessment** to be completed before March 27, 2010
- **2nd Internal Assessment including Engineering Drawing** to be completed before April 30, 2010
- Tentative date of **commencement of 2nd, 4th & 6th Semester Examination :** May 31, 2010
- **External Assessment** for sessional/practical examinations to be conducted between June 21, 2010 and July 3, 2010
- The Institute is authorised to conduct Internal Assessment in decentralised manner also.
- Tentative date of **commencement of 3rd & 5th Semester classes:** July 5, 2010

ANNUAL SYSTEM

- **Classes of 1st Year Pharmacy** : July 23, 2009 to May 15, 2010
- **Classes of 2nd Year Pharmacy** : July 14, 2009 to May 15, 2010
- **Classes of Part-time Section-A** : July 28, 2009 to May 15, 2010
- **Classes of Part-time Section-B, C & D** : July 14, 2009 to May 15, 2010
- **1st Internal Assessment** to be completed by December 5, 2009
- **2nd Internal Assessment** to be completed by April 16, 2010
- **Special Internal Assessment for Pharmacy and Section-D (if required)** to be completed by April 30, 2010
- **External Assessment for Pharmacy and Section-A, B, C & D** to be conducted between June 21, 2010 and July 3, 2010
- Tentative date of **commencement of Annual Examination** : May 31, 2010

EXAMINATION RELATED WORKS

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

28th, 29th & 30th July, 2009

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

28th August, 2009 (Note: The Institute admitting students other than Poly-40 & JEXPO, have to enclose the attested copies of mark sheet of qualifying examination along with the Registration Form and fees)

C. **Sending Question Papers for preparation of Question Bank**

1st / 3rd / 5th Semester
28th August, 2009

2nd / 4th / 6th Semester, Section-A, B & C, Pharmacy Part-I & II
12th February, 2010

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

1st / 3rd / 5th Semester (Regular & Casual)
17th September, 2009

The format for sending of Question Papers, Blank Answer Script and Blank Loose Sheet will be delivered from Council's Office on 25th, 26th & 27th August, 2009. The format will be available at the Council's website during the said period, which may be downloaded for the purpose.

2nd / 4th / 6th Semester (Regular & Casual), Annual System (Casual), Part-time Section-A, B, C & D (Regular & Casual), Pharmacy Part-I & II (Regular & Casual)
26th March, 2010

The format for sending of Question Papers, Blank Answer Script and Blank Loose Sheet will be delivered from Council's Office on 2nd, 3rd & 4th March, 2010. The format will be available at the Council's website during the said period, which may be downloaded for the purpose.

E. **Delivery of Application Form 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
9 th , 10 th & 11 th November, 2009	16 th , 17 th & 18 March, 2010	16 th , 17 th & 18 March, 2010

F. **Last Date of submission of Application Form for regular & Casual students to the Council's Office**

1st / 3rd / 5th Semester (Regular & Casual)

27th November, 2009 without Late Fee

4th December, 2009 with Late Fee

Last date of receipt of application for obtaining special permission: 13th November, 2009

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

23rd April, 2010 without Late Fee

30th April, 2010 with Late Fee

Last date of receipt of application for obtaining special permission: 9th April, 2010

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

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

1st / 3rd / 5th Semester

Within 17th September, 2009

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

Within 26th March, 2010

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. **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.

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

1st / 3rd / 5th Semester (Regular & Casual)

24th December, 2009

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

21st May, 2010

Marks for INTERNAL ASSESSMENT & ATTENDANCE should be submitted to the Council's Office in the manner to be prescribed by the Council in due course.

J. **Delivery of Confidential Packets**

Notification for delivery of confidential packets along with blank answer scripts will be made subsequently.

K. **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.

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

Seat Plan should be prepared on the basis of Registration Number of the candidates (not by Roll Number) and be approved at least 7 days before the date of commencement of the examination.

Yours faithfully,
Sd/- Sandip Kundu
Controller of Examinations
W.B.S.C.T.E.