



## WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION

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

**"Kolkata Karigori Bhavan", 2<sup>nd</sup> Floor, 110 S.N.Banerjee Road, Kolkata – 700 013**

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

No. 883(65)-SC(T)E

Date: June 9, 2011

**The Principal / Officer-in-Charge**

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**Sub: Academic Calendar for the Academic Session 2011-2012**

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 2011-2012.

### **SEMESTER SYSTEM**

#### **FIRST / THIRD / FIFTH SEMESTERS**

- **Classes of 1<sup>st</sup> Semester**: August 22, 2011 to December 3, 2011
- **Classes of 3<sup>rd</sup> & 5<sup>th</sup> Semester for all branches**: June 27, 2011 to November 12, 2011
- **1<sup>st</sup> Internal Assessment** to be completed before August 13, 2011
- **2<sup>nd</sup> Internal Assessment** to be completed before November 12, 2011
- **1<sup>st</sup> Internal Assessment for the subject "Engineering Drawing"** to be completed by November 17, 2011
- **External Assessment** for sessional/practical examination to be conducted between December 5, 2011 and December 24, 2011 (for all Semesters)
- Tentative date of **commencement of 1<sup>st</sup> Semester Examination**: December 12, 2011
- Tentative date of **commencement of 3<sup>rd</sup> & 5<sup>th</sup> Semester Examination**: November 21, 2011

#### **SECOND / FOURTH / SIXTH SEMESTERS**

- **Classes of all semesters to be held from** January 2, 2012 to April 21, 2012
- **1<sup>st</sup> Internal Assessment** to be completed before February 28, 2012
- **2<sup>nd</sup> Internal Assessment including Engineering Drawing** to be completed before April 14, 2012
- Tentative date of **commencement of 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Semester Examination** : May 2, 2012
- **External Assessment** for sessional/practical examinations to be conducted between May 23, 2012 and June 24, 2012
- The Institute is authorised to conduct Internal Assessment in decentralised manner also subject to the approval of the Council before end.

## **ANNUAL SYSTEM**

- **Classes of 1<sup>st</sup> Year Pharmacy** : August 22, 2011 to April 21, 2012
- **Classes of 2<sup>nd</sup> Year Pharmacy** : June 27, 2011 to April 21, 2012
- **Classes of Part-time Section-B, C & D** : June 27, 2011 to April 21, 2012
- **1<sup>st</sup> Internal Assessment** to be completed by November 30, 2011
- **2<sup>nd</sup> Internal Assessment** to be completed by April 14, 2012
- **External Assessment for Pharmacy and Section-B, C & D** to be conducted between May 23, 2012 and June 24, 2012
- Tentative date of **commencement of Annual Examination** : May 2, 2012

## **EXAMINATION RELATED WORKS**

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

20<sup>th</sup>, 21<sup>st</sup> & 22<sup>nd</sup> July, 2011

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

23<sup>rd</sup> September, 2011

(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 Question Papers for preparation of Question Bank**

1<sup>st</sup> / 3<sup>rd</sup> / 5<sup>th</sup> Semester  
2<sup>nd</sup> September, 2011

2<sup>nd</sup> / 4<sup>th</sup> / 6<sup>th</sup> Semester, Section-B, C & D and Pharmacy Part-I & II  
13<sup>th</sup> February, 2012

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

1<sup>st</sup> / 3<sup>rd</sup> / 5<sup>th</sup> Semester (Casual)  
2<sup>nd</sup> September, 2011

2<sup>nd</sup> / 4<sup>th</sup> / 6<sup>th</sup> Semester (Regular & Casual), Annual System (Casual), Part-time Section-A, B, C & D (Regular & Casual), Pharmacy Part-I & II (Regular & Casual)  
12<sup>th</sup> March, 2012

The format for sending of Question Papers, Blank Answer Script and Blank Loose Sheet will be available at the Council's website during the said period, which may be downloaded for the purpose (Website: [www.webscte.org](http://www.webscte.org)). Please note that indent submitted in other format will not be accepted.

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

<b>1<sup>st</sup> / 3<sup>rd</sup> / 5<sup>th</sup> Semester Examination</b>	<b>2<sup>nd</sup> / 4<sup>th</sup> / 6<sup>th</sup> Semester Examination</b>	<b>Part-time Section- B, C &amp; D and Pharmacy Examination</b>
21 <sup>st</sup> , 22 <sup>nd</sup> & 23 <sup>rd</sup> September, 2011	15 <sup>th</sup> , 16 <sup>th</sup> & 17 <sup>th</sup> February, 2012	15 <sup>th</sup> , 16 <sup>th</sup> & 17 <sup>th</sup> February, 2012

F. **Last Date of submission of Application Form / Eligibility CD for Regular & Casual students to the Council's Office**

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

For 1<sup>st</sup> Semester – 18<sup>th</sup> November, 2011 without Late Fee

For 1<sup>st</sup> Semester – 25<sup>th</sup> November, 2011 with Late Fee

For 3<sup>rd</sup> & 5<sup>th</sup> Semester – 4<sup>th</sup> November, 2011 without Late Fee

For 3<sup>rd</sup> & 5<sup>th</sup> Semester – 11<sup>th</sup> November, 2011 with Late Fee

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

30<sup>th</sup> March, 2012 without Late Fee

6<sup>th</sup> April, 2012 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.

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

1<sup>st</sup> / 3<sup>rd</sup> / 5<sup>th</sup> Semester

Within 30<sup>th</sup> September, 2011

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

Within 12<sup>th</sup> March, 2012

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**

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

23<sup>rd</sup> December, 2011

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

30<sup>th</sup> April, 2012

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. 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.

J. **Delivery of Confidential Packets**

Intimation for delivery of confidential packets along with blank answer scripts for Odd and Even Semester Examinations will be made in the month of November, 2011 & April, 2012 respectively.

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. 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.

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

Seat Plan should be prepared on the basis of Roll 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.

Copy forwarded for information to:

1. The Vice Chairman, West Bengal State Council of Technical Education
2. The Secretary, West Bengal State Council of Technical Education
3. The Director of Technical Education & Training, West Bengal
4. The Private Secretary to the Hon'ble Minister-in-Charge, TE&T Department, Govt. of West Bengal
5. The Registrar-I & DDO, West Bengal State Council of Technical Education
6. The Registrar-II, West Bengal State Council of Technical Education
7. The Assistant Registrar, West Bengal State Council of Technical Education
8. The Assistant Secretary, West Bengal State Council of Technical Education
9. The Confidential Section, West Bengal State Council of Technical Education

*Sandip Kundu*

( Sandip Kundu )  
Controller of Examinations  
W.B.S.C.T.E.