



WEST BENGAL STATE COUNCIL OF TECHNICAL EDUCATION  
(A Statutory Body under West Bengal Act XXI of 1995)  
Bikash Bhavan, 10<sup>th</sup> Floor, Salt Lake City, Kolkata –700 091

Revised Regulation  
for  
Part-time Courses in Engineering & Technology

- 1.0 West Bengal State Council of Technical Education conducts 3 years fulltime diploma courses, 4 years part-time diploma courses with the syllabi of the fulltime courses. In keeping with the revisions of curricula and syllabi of the different disciplines of the fulltime diploma courses, the curricula and syllabi of the part-time courses are also revised as under with effect from the session 2005-06.

Courses of Study

- a) Mechanical Engineering
- b) Civil Engineering
- c) Electrical Engineering
- d) Electronics & Telecommunication Engineering
- e) Printing Technology
- f) Mining Engineering

The scheme may be introduced in some other disciplines and in some other polytechnics which have been conducting the part-time courses.

- 1.1 The entire syllabi of the fulltime courses in the respective disciplines are equitably divided into 4 (four) sections viz. Section-A, Section-B, Section-C and Section-D.
- 1.2 Duration of each section is of one academic session of 40 weeks.
- 1.3 Classes shall be held 6 days in a week from Monday to Saturday. Four to five periods of 45 minutes each or as may be decided upon by the respective Institute with the permission of the West Bengal State Council of Technical Education from time to time.

- 2.0 Eligibility for admission to part-time diploma courses:

- a) Educational Qualification

Pass in Madhyamik examination of the West Bengal Board of Secondary Education or of any other equivalent examination recognised by the West Bengal State Council of Technical Education for the purpose with Mathematics and Physical Science and 3 (three) years related working experience in the trade in which admission will be sought.

OR

Pass in Madhyamik examination of the West Bengal Board of Secondary Education or of any other equivalent examination recognised by the WBSCTE for the purpose with Mathematics and Physical Science and holding National Trade Certificate with 1 (one) year related working experience in the trade in which admission will be sought.

OR

Pass in Madhyamik examination of the West Bengal Board of Secondary Education or of any other equivalent examination recognised by the WBSCTE for the purpose with Mathematics and Physical Science and holding Apprenticeship Certificate (NAC) in the related trade in which admission will be sought.

OR

Pass in Higher Secondary (10+2) in Science Stream (Physics, Chemistry, Mathematics) with 1 (one) year related working experience in the trade in which admission will be sought

OR

Pass in 10+2 Vocational Stream with 1 (one) year related working experience in the trade in which admission will be sought

- b) Yearly submission of log book signed by a degree engineer employed in the concerned organisation is essential, failing which the studentship shall be terminated.
- c) Minimum age of admission :- Minimum age of admission to any part-time courses is 19 years on the 1<sup>st</sup> January of the year of admission. There is no upper age limit. The minimum age limit can be relaxed by one year by the WBSCTE in a deserving case.
- d) Candidates seeking admission to the part-time courses under West Bengal State Council of Technical Education should possess good health & physique with sound mind. They should not suffering from any disease, constitutional affection on body or mental infirmity.

Allowable Defects in Eyesight:

- i) Myopia or Myopic Astigmatism: Total strength of correcting lens not exceeding 3.5 Dioptre and acuteness of vision after correction (a) 6/9 in one eye and (b) 6/6 in another.
  - ii) Hypermetropia not exceeding 14 Dioptre or Hypermetropic Astigmatism: Strength of correcting lens not exceeding 4 Dioptre and acuteness of vision after correction (a) 6/9 in one eye and (b) 6/6 in another.
- e) The candidate must be a citizen of India and domicile of West Bengal at least for the last two years from the date of application for admission the course.

### 3.0 Mode of Selection

- a) Mode of selection of candidates for admission to any part-time courses shall be as decided upon by the West Bengal State Council of Technical Education.

- b) Students shall be admitted to the part-time diploma courses after paying requisite fees as to be notified by West Bengal State Council of Technical Education.
- c) The last date for taking admission to any part-time diploma courses will be a date preferably not later than 30 days from the commencement of class in the course or within 15 days from the date of publication of result. The last date may be extended by the West Bengal State Council of Technical Education.
- d) The maximum number of intake to different part-time diploma courses at different institutes affiliated to West Bengal State Council of Technical Education is to have prior approval of AICTE as well as Government of West Bengal. However, West Bengal State Council of Technical Education can alter the number of intakes time to time within the maximum number as approved by AICTE.

#### 4.0 Annual Examination

- a) Annual Examination to be held on the basis of the programme of the courses offered as published by the Controller of Examinations.
- b) A student intending to appear at the annual examination of a part of the diploma courses, shall send an application to that effect to the Controller of Examination of the West Bengal State Council of Technical Education through the Principal/Head of the Institution together with the requisite fees as may be decided upon by the West Bengal State Council of Technical Education. Such an application must reach the Controller of Examinations within the scheduled date as may be notified by the Controller of Examinations and must be accompanied with a certificate from the Principal / Head of the Institution stating that —
  - i) The student has prosecuted the prescribed course of study for the examination in his/her Institution as a part-time student.
  - ii) The student has attended at least 60% of the classes in each of the theoretical and practical/sessional subjects of the prescribed course of study held in the Institution and has satisfactorily completed the practical/sessional works prescribed for the course and has secured a minimum of 50% marks in internal assessment of the practical/sessional subjects (a student securing less than 50% marks in practical/sessional shall not be eligible to sit for the Annual Examination).
  - iii) Up to 15% shortfall in attendance may be relaxed in case of illness/participation in games, sports of district level or university level and other co-curricular activities. All such cases be first considered by the Academic Council of that Institute with findings then the case has to be forwarded by the Head of the Institute to the West Bengal State Council of Technical Education for consideration.
  - iv) The conduct / behaviour of the student has been satisfactory.
  - v) He was in actual employment during the course of study.
- c) No refund/adjustment of fees paid to West Bengal State Council of Technical Education is permitted.

## 5.0 Promotion

- 5.1
- i) A student of Section-A shall be promoted to Section-B, if he/she has not failed in not more than three papers (considering theoretical & practical/sessional).
  - ii) A student of Section-B shall be promoted to Section-C, if he/she has not failed more than four papers of Section-A & B (theoretical and practical/sessional) combining together.
  - iii) A student of Section-C shall be promoted to Section-D, if he/she has not failed more than five papers of Section-A, B, & C (theoretical and practical/sessional) combining together.
  - iv) A student passed in all subjects of the Section-A, B, C & D (theoretical and practical/sessional) will be eligible to be declared as successful with the 1<sup>st</sup> Class with Distinction, 1<sup>st</sup> Class or 2<sup>nd</sup> Class as the case may be.
  - v) A student enrolled as casual student has to appear only in back paper(s) at the examination of respective section. He has to clear his back paper(s) by three attempts (including the normal one) within two numbers of subsequent academic sessions. A student has to complete his/her Diploma Examination within a period of maximum six years inclusive of the year of admission to the course. Controller of Examinations reserves the right to grant special permission to any students beyond this scope to maximum number of further two chances.

6.0 a) A candidate admitted to any course as mentioned in Regulation 1.0, shall not be permitted to pursue any other part-time course of any Board / Council / University, etc. simultaneously.

b) The admission of any students, found to have taken admission to any other course as mentioned in Regulation 6.0(a) at any point of time during or after admission, shall be liable to get cancelled.

7.0 a) If a students, admitted to any course under West Bengal State Council of Technical Education, wants to get admitted to any other course other than those of West Bengal State Council of Technical Education, has to apply for migration to the Controller of Examinations after paying requisite fees to West Bengal State Council of Technical Education.

b) A candidate who has passed his/her last examination from a Council / Board / University other than West Bengal State Council of Technical Education or who was admitted to the same shall have to produce a migration certificate at the time of taking admission to West Bengal State Council of Technical Education, failing which he/she will be admitted provisionally and shall has to produce the migration certificate within three months from the date of provisional admission.

## 8.0 Board of Examinations

8.1 There shall be a Board of Examinations henceforth referred to as 'the BOE', whose composition with powers and functions are being prescribed below.

8.2 The BOE shall consist of the following members:

- (i) Chairman — the Vice-Chairman of the WBSCTE or his nominee;

- (ii) Secretary — the Controller of Examinations;
  - (iii) Members — to be approved by the WBSCTE.
- The BOE shall meet as often as necessary.

8.3 The BOE shall have the following powers and functions, unless otherwise directed by the West Bengal State Council of Technical Education:

- (i) to arrange for holding of examinations;
- (ii) to publish examination results provisionally;
- (iii) to perform 'Grafting', if necessary, recording the basis and extent thereof;
- (iv) to place the examination results before the West Bengal State Council of Technical Education on a convenient date after their provisional publication for formal adoption;
- (v) to submit to the West Bengal State Council of Technical Education an analytical statement and survey of the results of different examinations and recommendation for upgradation / modification of examination related system;
- (vi) to consider any other matter related to conduction of examination and infrastructure / disciplinary action thereof.

#### 9.0 Disciplinary (Examination) Committee

9.1 There shall be one Disciplinary (Examination) Committee of the WBSCTE, whose composition with powers and functions are being prescribed below.

9.2 The Disciplinary (Examination) Committee shall consist of the following members:

- (i) Chairman — nominated by the WBSCTE;
- (ii) One Principal of a Government polytechnic;
- (iii) Two members of the BOE;
- (iv) Member Secretary — the Registrar of Technical examinations.

The Controller of Examinations is empowered to invite the Officer-in-Charge of the Examination Centre of the concerned polytechnic at the meeting of the Disciplinary (Examination) Committee and he may also invite the Observers / Paper-setters / Examiners concerned at such meeting.

9.3 The decision of the Disciplinary (Examination) Committee in respect of the cases reported against (R.A.) will have to be communicated to the BOE with recommendations for approval.

9.4 The decision of the BOE in all such cases will be final and binding on the candidate.

9.5 The examinee, reported against, will be served with a notice in writing by the Registrar of Technical Examinations, ex-officio Member-Secretary of the Disciplinary (Examination) Committee to appear before its meeting on the appointed date and time to explain why the paper or papers reported against will not be cancelled. The notice will be despatched giving the examinee clear seven days' time before the meeting of the Committee. The examinee may, however, submit his explanation in writing to the Registrar of Technical Examinations, which will be placed before the meeting of the Committee. Failure on the part of the examinee to submit his / her explanation in writing or in appearing before the meeting of the Disciplinary (Examination) Committee as notified, will not in any way debar the Committee from disposing of the case by experte decision which will be binding on the examinee.

10.0 The West Bengal State Council of Technical Education will hold the Examination every year around the month of May to July. The venue and exact date of commencement of the Examination shall be notified by the Controller of Examinations beforehand. Controller of Examinations will publish an Academic Calendar for the course, duly approved by the Board of Examination.

#### 11.0 Curricular Structure and Syllabus

11.1 The subjects of study of each Section, the teaching disciplines involved for taking classes of common as well as departmental core subjects, the number of the number of lecture / tutorial / sessional

periods allotted per week to each subject, the total marks allotted to each subject, the distribution of marks for different components of assessment of a subject and the duration of the different papers of the WBSCTE Examinations shall be in accordance to the curricular structure and syllabus of that course.

11.2 The syllabi of the different disciplines may be modified from time to time by the Board of Studies subject to the approval of the WBSCTE to incorporate the latest developments in those disciplines.

11.3 Curricular structure will be in accordance with the regulations of the fulltime courses or as may be approved by the West Bengal State Council of Technical Education.

12.0 The Controller of Examinations shall appoint paper-setters, moderators, proof readers, examination centres, centre-in-charges, observers, list of examiners, re-examiners, scrutinisers, centralised evaluation centres (when necessary), co-ordinators of centralised evaluation centres and any other person in connection with the Examinations. In this matter, the Controller of Examinations will also consider the opinion of the BOE.

13.0 The different rates of remuneration for performing different functions of the WBSCTE as being mentioned in Regulation 12.0 shall be finalised by the WBSCTE. This can be modified by the WBSCTE from time to time as and when necessary.

14.0 Refusal to perform or non-performance of any responsibility, in connection with the WBSCTE Examinations assigned (to any employee of any Government or Sponsored Polytechnics or by an affiliated Institute) by the Controller of Examinations, is liable to be considered as dereliction of duty.

#### 15.0 Medium of Examination

Pending the adoption of Bengali, English shall be the medium of examinations. However, students may write their answer scripts in all the examinations of the WBSCTE in Bengali on an optional basis while retaining English terminologies, equations and Roman or Greek symbols as per international practice. The students have to opt for one language only in writing the answer script of any subject.

#### 16.0 Evaluation of Performance of a student

Performance of a student shall be evaluated in three ways:

- (a) Continuous Internal Assessments,
- (b) Annual Examination, and,
- (c) Class Attendance.

#### 17.0 Theoretical Subjects

17.1 The performance of a student in a theoretical subject shall be evaluated in the following proportion: Continuous Internal Assessments – 20%, Annual Examinations – 75% and Class Attendance – 5%.

17.2 CONTINUOUS INTERNAL ASSESSMENT: Two Internal Assessments for each theoretical subjects shall be conducted in each institute. The best of the two assessments when score of both are more than 50% of the full marks and average of the two assessments when the score of any one is less than 50% shall be considered for calculation of marks for each subject.

17.3 ANNUAL EXAMINATION: The question paper of each subject in an annual examination shall be set for 100 / 50 marks, as the case may be. 75% of the marks secured in annual examination shall be considered for calculation of marks for each subject.

- 17.4 CLASS ATTENDANCE: A student shall be awarded the following marks for his / her class attendance in a theoretical paper of 100 marks:

CLASS ATTENDANCE (IN%)	MARKS TO BE AWARDED FOR CLASS ATTENDANCE	FOR A THEORETICAL PAPER OF 50 MARKS, THE MARKS TO BE AWARDED FOR CLASS ATTENDANCE SHALL BE 50% OF THAT SHOWN IN THE TABLE BESIDE
80% AND ABOVE	5	
75% TO BELOW 80%	4	
70% TO BELOW 75%	3	
65% TO BELOW 70%	2	
60% TO BELOW 65%	1	

18.0 Sessional Subjects (Workshop / Laboratory / Practical / Project)

- 18.1 The performance of a student in a sessional paper shall be evaluated in the following proportion: Continuous Internal Assessments – 50% and External Assessment – 50%.
- 18.2 CONTINUOUS INTERNAL ASSESSMENT: The teacher-in-charges of the respective sessional subjects shall assess the students throughout the year. The proportion of marks that has to be attributed for sessional work, notebook (when required) etc. is to be as per the curricular structure. Each job, experiment, drawing plate etc. is to be internally assessed immediately after completion of the same.
- 18.3 EXTERNAL ASSESSMENT:
- An external examiner from a different polytechnic / other agencies will assess a student, except the 'Project Work' and the 'Final viva-voce' subjects, where the external examiners should be from industry / engineering college / university / government organisation.
  - Each student will be required to undertake at least one job / experiment / drawing problem from within the syllabus during external assessment.
  - Each external examiner is to submit one confidential report to the Controller of Examinations in a format prepared by the WBSCTE regarding his / her observation along with the marks of External Assessment.

19.0 Declaration of Eligibility

- 19.1 A student whose application for appearing at a annual examination has been accepted, after being duly processed provided he / she is eligible, shall be given Admit Card containing the name of the candidate, name of the examination admitted to and the Examination Roll Number assigned to him / her. Every candidate shall be required to append his signature on the Admit Card in presence of the Officer authorised to issue the same or his / her duly authorised representative.
- 19.2 The Admit Card shall be issued by the Controller of Examinations or by any Officer whom he /she may authorise.
- 19.3 No candidate shall be admitted into the Examination Hall without his / her Admit Card, provided that the Centre-in-Charge may if otherwise satisfied on the identity of the candidate, allow him / her to sit for the examination provisionally with an immediate intimation to the Controller of Examinations. The teacher(s) on invigilation duty shall have the power to call upon any candidate appearing at an examination to give a specimen signature for the purpose of identification.
- 19.4 Permission to appear at any WBSCTE examination may be withdrawn before or during the course of the examination for any conduct, which, in the opinion of the WBSCTE, justifies the candidate's exclusion from the examination.

## 20.0 Pass Marks

- 24.1 All the examinations shall be held on the compartmental system; that is to say, students must pass separately in every paper of the different examinations. Non-appearance in a paper will count as failure in that paper.
- 24.2 Pass marks in each theoretical paper shall be 45% of the full marks in that paper and pass marks in each sessional paper shall be 50% of the full marks in that paper.

## 21.0 Readmission and Casual Enrolment

- 21.1 A student, who has failed to qualify for promotion as per this Regulation, is to apply to the Controller of Examinations for readmission to the same class as regular student or for enrolment as casual student in the same class within 30 days of the publication of the result of the relevant examinations through the Principal / Officer-in-Charge of the polytechnic he / she was admitted to, along with the prescribed Readmission Fees or the Casual Enrolment Fees, as the case may be. A student who was not declared eligible for appearing at the WBSCTE Examinations has to take readmission only.
- 21.2 Readmission: A student, readmitted as a Regular Student, will be continuing studies in the Part to which he / she is readmitted afresh. At the end of each Part, he / she has to appear in all the theoretical and sessional papers of the part, along with back paper(s) of previous Part(s), if any. The components of Continuous Internal Assessments and Class Attendance will be awarded afresh.
- 21.3 Casual Admission: A student, enrolled as a Casual Student, has to appear only in the back paper(s) at the annual examination. The components of Continuous Internal Assessments and Class Attendance of the back paper(s), as being sent up by the polytechnic previously, will remain unchanged.
- 21.4 A student enrolled as casual student has to appear only in back paper(s) at the examination of respective section. He has to clear his back paper(s) by three attempts (including the normal one) within two numbers of subsequent academic sessions. A student has to complete his Diploma Examination within a period of maximum six years inclusive of the year of admission to the course. Controller of Examinations reserve the right to grant special permission to any students beyond this scope to maximum number of further two chances.

## 22.0 Result & Marksheet

- 22.1 As soon as possible after completion of the annual examination, the WBSCTE shall publish the result. A separate merit list for each discipline over the signature of the Controller of Examinations will be published only after publication of result of review and grafting.
- 22.2 After publication of the results of a examination, every student shall be given a mark sheet over the signature of the Controller of Examinations, indicating the name and roll number of the student, name of the institution from which the student studied, registration number, the marks secured by him / her in each subject and the marks & percentage in aggregate
- 22.3 The Final mark sheet of a successful candidate shall indicate in addition to that mentioned in this Regulation, the overall marks in percentage and the class to which the candidate is placed over the signature of the Controller of Examinations.

## 23.0 Overall Marks

The overall marks of a successful student in the entire course of study shall be calculated in percentage in the following way:

Overall % of marks = 20% of marks obtained in Section-A + 25% of marks obtained in Section-B + 25% of marks obtained in Section-C + 30% of marks obtained in Section-D.

The formula to calculate the percentage marks as approved by the BOE is final and binding to all.

#### 24.0 Award of the Diploma

24.1 On passing all the four Sections of a course, a student shall be awarded a Diploma indicating the name of the student, the discipline of the course of study, the name of the institution from which the student passed the Section-D, the academic session of passing out the Section-D and the Class with Distinction, if any, in which the student has been placed. The Diploma shall bear the signatures of the Vice-Chairman and Secretary of the WBSCTE.

24.2 Students being awarded a Diploma shall be placed in the:

- (i) First Class with Distinction provided they have passed all the subjects in one chance obtaining at least 75% of the Overall Marks, as per Regulation;
- (ii) First Class provided they have obtained at least 65% of the Overall Marks, as per Regulation;
- (iii) Second Class provided they have passed all the subjects of all sections obtaining less than 65% of the overall marks, as per Regulation.

#### 25.0 Preservation of Answer Scripts & Attendance

25.1 The answer scripts of each theoretical paper of each annual examination of each student have to be preserved by the Controller of Examinations in general for at least one year after the publication of result of the corresponding examination.

25.2 The answer scripts of each Continuous Internal Assessment of each theoretical subject of each part of each student have to be preserved by the concerned subject teacher(s) for at least one year after the publication of result of the corresponding examination and the West Bengal State Council of Technical Education has the right to call for the scripts as and when necessary.

25.3 The attendance of students of each subject of each part has to be preserved in attendance registrar by the concerned subject teacher(s) over his / their signature(s) for at least one year after the publication of result of the corresponding examination.

#### 26.0 Grafting & Review

There shall be provision of grafting & review of answer scripts.

##### 26.1 Grafting

- (a) Before publication of result if it is found that a student fails to pass in only one paper in Annual Examination by a shortfall of not more than 5 marks, the Board of Examination can add grafted marks to that paper to the maximum of 5 marks from any other paper of the same part in order to make him/her pass in that paper. It is to be ensured that the marks in the paper from which grafting has taken place do not fall short of pass marks after grafting.
- (b) Moreover, on completion of review and before publication of review result, if it is found that a student fails to pass in only one paper in Annual Examination by a shortfall of not more than 5 marks, the Board of Examination can also add grafted marks to that paper to the maximum of 5 marks from any other paper of the same examination in order to make him/her pass in that paper. It is to be ensured that the marks in the paper from which grafting has taken place do not fall short of pass marks after grafting.

## 26.2 Review

- (a) A student may apply for review of his / her answer scripts to the Controller of Examinations in not more than 3 papers on payment of requisite Review Fees. The last date of submission of such applications, normally 15 days from the date of issue of mark sheet, will be declared by the Controller of Examinations at the time of publication of the result.
- (b) 'Review' shall consist of assessment of an answer script afresh by an examiner other than the original examiner and normally not by the teaching staff of the polytechnic in which the applicant is/was a student.

## 27.0 Transitory Rules

- (a) Existing courses shall run for 5 days a week and new courses shall run 6 days a week, each course having 4 periods/day and having a duration of 45 minutes each.
  - (b) Existing part-time courses of different sections shall be continued up to the session as shown in the following table.

Section-A	Up to academic session 2004-05
Section-B	Up to academic session 2005-06
Section-C	Up to academic session 2006-07
Section-D	Up to academic session 2007-08
  - (c) No student shall be admitted / re-admitted to any section beyond the above mentioned relevant academic session.
  - (d) Existing rules and regulations shall apply to the student of different sections up to the academic session shown in the above table against the relevant section.
  - (e) Non-promotee students of Section-A of the session 2004-05 shall be readmitted to the Section-A of the new course in the same discipline and at the same institute.
  - (f) All the students of different sections duly recommended for appearing at the annual examinations of the academic session noted in the above table against the relevant sections shall be promoted to the next higher section.
  - (g) Students failing in any papers of a section shall have to clear only the paper(s) he/she has failed in the relevant section(s). However, the back paper(s) or all the papers as the case may be shall have to be cleared within three consecutive academic years from the date of admission to the section or within 6 years from the date of admission to the course, whichever is earlier, failing which the concerned student(s) shall not be allowed to prosecute studies in the diploma course in Engineering & Technology.
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