



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. 465-SC(T)E

Date: June 13, 2014

The Principal / Officer-in-Charge

Sub: Academic Calendar for the Academic Session 2014-2015

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 2014-2015.

SEMESTER SYSTEM

FIRST / THIRD / FIFTH SEMESTERS

- **Classes of 1st Semester**: July 14, 2014 to November 22, 2014
- **Classes of 3rd & 5th Semester for all branches**: July 1, 2014 to November 15, 2014
- **1st Internal Assessment** to be completed before August 23, 2014
- **2nd Internal Assessment** to be completed before November 15, 2014
- **External Assessment** for sessional/practical examination to be conducted between December 8, 2014 and December 24, 2014 (for all Semesters)
- Tentative date of **commencement of 1st Semester Examination**: December 1, 2014
- Tentative date of **commencement of 3rd & 5th Semester Examination**: November 25, 2014

SECOND / FOURTH / SIXTH SEMESTERS

- **Classes of all semesters to be held from** January 1, 2015 to April 18, 2015
- **1st Internal Assessment** to be completed before February 28, 2015
- **2nd Internal Assessment including "Engineering Drawing"** to be completed before April 18, 2015
- Tentative date of **commencement of 2nd, 4th & 6th Semester Examination**: April 28, 2015
- **External Assessment** for sessional/practical examinations to be conducted between May 11, 2015 and May 23, 2015
- 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 28, 2014 to April 18, 2015
- Classes of 2nd Year Pharmacy : June 21, 2014 to April 18, 2015
- Classes of Part-time Section-A, B, C & D : June 21, 2014 to April 18, 2015
- 1st Internal Assessment to be completed by November 29, 2014
- 2nd Internal Assessment to be completed by April 18, 2015
- External Assessment for Pharmacy and Section-A, B, C & D to be conducted between May 18, 2015 and May 30, 2015
- Tentative date of commencement of Annual Examination : April 28, 2015

EXAMINATION RELATED WORKS

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

23rd, 24th & 25th July, 2014

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

8th September, 2014

(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 for the students of NEW SYLLABUS (Revised in 2008-09 and 2013-14) need not to be submitted. The same will be calculated automatically by the system. However, the indent for blank answer script and blank loose sheet will have to be submitted by all institutes.

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

24th September, 2014

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

6th March, 2015

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
24 th , 25 th & 26 th September, 2014	9 th , 10 th & 11 th March, 2015	9 th , 10 th & 11 th March, 2015

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)

7th November, 2014 without Late Fee

12th November, 2014 with Late Fee

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

27th March, 2015 without Late Fee

3rd April, 2015 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 26th September, 2014

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

Within 20th February, 2015

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 26th September, 2014

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

Within 20th February, 2015

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)

6th December, 2014

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

8th May, 2015

Marks for INTERNAL ASSESSMENT & ATTENDANCE should be submitted to the Council's Office in CD to be delivered 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, 2013 & April, 2014 respectively. The exact date will be intimated in due course.

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 on emergent situation.

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.