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. 3799-SC(T)E Date: May 28, 2013

The Principal / Officer-in-Charge

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Sub: ***Academic Calendar for the Academic Session 2013-2014***

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 2013-2014.

SEMESTER SYSTEM

FIRST / THIRD / FIFTH SEMESTERS

- ***Classes of 1st Semester***: July 29, 2013 to December 7, 2013
- ***Classes of 3rd & 5th Semester for all branches***: June 24, 2013 to November 16, 2013
- ***1st Internal Assessment*** to be completed before August 24, 2013
- ***2nd Internal Assessment*** to be completed before November 16, 2013
- ***1st Internal Assessment for the subject "Technical Drawing"*** to be completed by October 5, 2013
- ***External Assessment*** for sessional/practical examination to be conducted between December 9, 2013 and December 24, 2013 (for all Semesters)
- Tentative date of ***commencement of 1st Semester Examination***: December 13, 2013
- Tentative date of ***commencement of 3rd & 5th Semester Examination***: November 25, 2013

SECOND / FOURTH / SIXTH SEMESTERS

- ***Classes of all semesters to be held from*** January 1, 2014 to April 19, 2014
- ***1st Internal Assessment*** to be completed before March 1, 2014
- ***2nd Internal Assessment including "Engineering Drawing"*** to be completed before April 19, 2014
- Tentative date of ***commencement of 2nd, 4th & 6th Semester Examination*** : April 28, 2014
- ***External Assessment*** for sessional/practical examinations to be conducted between May 12, 2014 and May 24, 2014
- 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 29, 2013 to April 19, 2014
- ***Classes of 2nd Year Pharmacy*** : June 24, 2013 to April 19, 2014
- ***Classes of Part-time Section-A, B, C & D*** : June 24, 2013 to April 19, 2014
- ***1st Internal Assessment*** to be completed by November 30, 2013
- ***2nd Internal Assessment*** to be completed by April 19, 2014
- ***External Assessment for Pharmacy and Section-A, B, C & D*** to be conducted between May 19, 2014 and May 31, 2014
- Tentative date of ***commencement of Annual Examination*** : April 28, 2014

EXAMINATION RELATED WORKS

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

5th, 6th & 7th August, 2013

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

13th September, 2013

(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) needs 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)

25th September, 2013

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

7th March, 2014

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
25th, 26th & 27th September, 2013	10th, 11th & 12th March, 2014	10th, 11th & 12th March, 2014

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)

8th November, 2013 without Late Fee
13th November, 2013 with Late Fee

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

28th March, 2014 without Late Fee
4th April, 2014 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 27th September, 2013

2nd / 4th / 6th Semester, Section-A, B, C & D and Pharmacy
Within 21st February, 2014

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 27th September, 2013

2nd / 4th / 6th Semester, Section-A, B, C & D and Pharmacy
Within 21st February, 2014

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)
7th December, 2013

2nd / 4th / 6th Semester (Regular & Casual), Annual System (Casual), Part-time Section-B, C & D (Regular & Casual), Pharmacy (Regular & Casual)
9th May, 2014

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.