



**WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION
AND SKILL DEVELOPMENT**

(A Statutory Body under the Government of West Bengal Act XXVI of 2013)
Department of Technical Education, Training & Skill Development, Government of West Bengal
Karigari Bhawan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

Memo No. WBSCTVESD/TED/2022-23/1047

Date: 13.03.2023

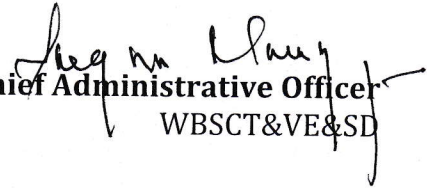
NOTIFICATION

The following guidelines should be strictly followed by the all concerned in connection with the forthcoming external theoretical examinations for the odd semester students (Academic Session 2022-23) to be held in March 2023.

1. Students with mobile phones are strictly prohibited from entering the examination centre. Strict mobile checking is to be done at the main gate of each examination centre under the supervision of deployed police. Girl students are to be tapped and checked for mobile phones only by lady staff/teachers/invigilators. Other than Centre-in-Charge, all other teaching and non teaching staff are prohibited from entering the examination premises with mobile phones.
2. To prevent entry to the examination centres with mobile phones, the Centre-in-Charge is requested to inform the students in advance that the students will not enter the examination centre with mobile phone. In case, any student is found carrying mobile phone or any other communication device inside the examination hall, the same will be confiscated and the student must be marked as R.A. Also, an FIR has be lodged at the local Police station against the student.
3. If any student is caught entering the examination centre with a mobile phone, then the student's examination will be cancelled and the concerned student will be debarred from taking the examinations, for which neither the Centre-in-Charge nor the Council will be responsible.
4. Opening of sealed packets containing question papers must be done in a confidential room. Other than Centre-in-Charge, all other teaching and non teaching staff are prohibited from entering the aforesaid confidential room with mobile phone.
5. Question paper distribution will start only after invigilators and Centre-in-Charge are completely certain that no student is carrying a mobile phone.
6. Concerned teaching and non teaching staff who are engaged in examination work should not leave the examination centre after the examination is started.
7. Every Centre-in-Charge is requested to take immediate action to make students R.A. (Reported Against) if any one of the below mentioned reasons occur during the examination. The reasons are: i) Entering the examination centre with a mobile phone, ii) Cheating and other malpractice or using dishonest means, iii) Harassing the invigilators or staff by the students, iv) Destroying the examination centre's property, v) Tearing the

answer scripts, secretly taking it outside the examination hall, making any indecent comments on the answer scripts, vi) Repeated talking with other students in the examination hall during the examination ignoring the warning of the invigilators.

8. Answer scripts of the students marked as R.A. must be separately packed and necessary proofs must be attached with the answer scripts of the concerned students. Written confession of the R.A. students must also be attached with the answer scripts. Sealed packet containing answer scripts of the R.A. students must be sent to the Council's office at Karigari Bhawan, (4th Floor), Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160 by special messenger within the stipulated time.
9. In case there is any complaint of lawlessness, cheating and other malpractices from any examination centre, results of the concerned examination centre will stand 'WITHHELD'.

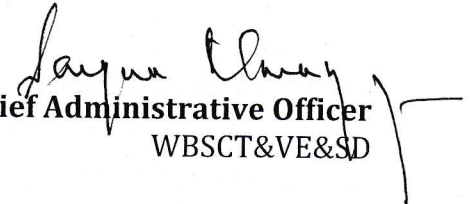

Chief Administrative Officer
WBSCT&VE&SD

Memo No. WBSCTVESD/TED/2022-23/1047

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Copy forwarded for information to:

1. Chairperson, WBSCT&VE&SD
2. Director, DTET, GoWB
3. SAO (TE), WBSCT&VE&SD
4. SAO (Examination), WBSCT&VE&SD
5. Principal/Principal-in-Charge of all concerned diploma Institutes


Chief Administrative Officer
WBSCT&VE&SD