

Guidelines for students regarding forthcoming external examinations of theoretical subjects for the Even semester diploma students (Regular & Casual) in engineering & Technology (Academic Session 2023-24)

Memo no WBSCTVESD/TED/2023-24/1774 dated 10-06-2024

1. Duration of examinations will be 3 hours (8th point in council notification)

2. Students will not be allowed to enter the examination hall if they are found to possess anything other than admit card, non-programmable calculator, pen, pencil and instrument box. Due checking should be made before entering the examination hall by the students. (11th point in council notification)

3. Students who have power [correction] glasses will only be allowed to wear specs (glasses). (12th point in council notification)

4. No bags /books will be allowed in the main examination venue. (13th point in council notification)

- 5. The students will not enter the examination centre with mobile phones. If anyone is caught entering the examination centre with a mobile phone, then the students examination will be cancelled and the concerned students will be debarred from taking the examination, for which neither the Centre-in-Charge nor the Council will be responsible. (14th point in council notification)**

6. 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. (15th point in council notification)

- 7. Immediate action to be taken to mark 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 invigilators. (17th point in council notification)

8. Use/possession of mobile phones and any other communication device is strictly prohibited in the examination hall and if found so, shall be confiscated. The concerned students must be marked a R,A. and FIR must be lodged against the students who are caught with mobile phone in the examination hall. (18th point in council notification)

9. Answer scripts of the students marks 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 packed 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 stipulated time. (19th point in council notification)

10. No student will be allowed to seat for the examination if he/she appears 15 [fifteen) minutes after the start of examination. (21st point in council notification)

11. No student will be allowed to leave the examination hall for whatever purpose without submitting the answer script. (22nd point in council notification)

Some Other Important Announcement for the students for forthcoming Semester Examination --

The examination hall location and seat number are to be carefully noted by the students well in advance.

Following are the guidelines for the students --

1. For the first day of scheduled examination, all students are requested to be present at least half an hour before the commencement of examination.

2. Students will keep their bags on the ground floor lobby of the new building.

3. Regular and Casual students are to download admit cards for the particular subject/semester and has to be very careful in this issue. It should be remembered that separate admit cards are issued for separate semesters, Regular or Casual, in their respective examination. In case of any mistake by any student, his/her result may not be published by the council due to mismatch of roll number. No student will be allowed to appear in the examination without Admit Card.

4. At least for the first day of examination, students are to write their roll numbers in the attendance sheet.

Sd/-

Principal-in-Charge

Adyapeath Annada Polytechnic College