



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

(A Statutory Body under 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/2026-27/

Date: 07.09.2026

NOTIFICATION

Guidelines for the concerned Institutes and examinees regarding forthcoming Special Supplementary Examination of back subjects (theoretical subjects) in 1st to 6th semester for the outgoing students of Diploma in Engineering & Technology/ MOPM/ 3DAG courses, to be held in September-October, 2026 (Academic Session 2025-26)

The WBSCT&VE&SD has decided to conduct Special Supplementary Examination of back subjects (theoretical subjects) in 1st to 6th semester for the outgoing students of Diploma in Engineering & Technology/ MOPM/ 3DAG courses, to be held in September-October, 2026 (Academic Session 2025-26) at the respective Diploma Institutes / Polytechnics.

General guidelines for the aforesaid examinations are placed here in under for convenience of all concerned.

1. Guidelines for Institutes:

- i) Blank Answer Scripts and Loose Sheets already dispatched to the concerned Polytechnics/ Institutes for the Even Semester External Theoretical Examination (May-June, 2026) may be utilized for the upcoming examination.
- ii) A **Google Drive Link** for downloading the Question Papers of each day will be sent to the Examination Centers by the Council. The link will remain same for all day's examinations.
- iii) The password protected folder with Question Papers will be available in the aforesaid Google Drive Link **1 hour before** the commencement of the examinations on each day/half. Necessary password will be sent to the Examination Centers **30 minutes before** the commencement of the examinations on each day/half. Examination Centers have to print the Question Papers in presence of the concerned Observers and distribute the same to the examinees/ concerned students following standard guidelines.
- iv) One room has to be earmarked for all confidential activities related to the examinations. All teaching and non-teaching staff are prohibited from entering the aforesaid confidential room with mobile phones.
- v) Concerned Institutes must send room wise seat plan of their examination halls latest by 11/09/2026. Seating arrangement should be made in strict compliance with the following principles:
 - a) If benches are placed for seating arrangement, only two examinees are seated per bench with adequate space between them.
 - b) If desks are placed for seating arrangement, only one examinee is seated per desk and the gap between two desks should be enough to maintain dignity of examination.
 - c) A definite place should be assigned to each candidate and/or the desk allotted for the candidate should have the supplied Table Sticker pasted on it.
 - d) Adequate space should be allowed between two rows and candidate must not be seated on opposite side of the same table.
- vi) Students with mobile phones are strictly prohibited from entering the examination centre. Following **THREE-LAYER** checking must be done to prevent entry of students with mobile phones in the examination hall.

LAYER I: Entry Point Screening (At the Gate/Entrance) -

- a) A dedicated security checkpoint must be established at the entrance of the examination center. Each student must be required to pass through a security check, where security personnel will conduct a visual inspection and ensure no mobile phones are visible or concealed.
- b) All bags must be thoroughly checked by security personnel.
- c) Students must be required to place all their belongings, including mobile phones, in a designated holding area or locker before entering the examination hall.

LAYER II: Identification and Bag Inspection (At the Examination Hall Entrance) -

- a) Before students enter the examination hall, they must be asked to show their examination admit cards and undergo a secondary inspection. An additional bag check will be conducted to ensure no mobile phones or unauthorized items are hidden within clothing or belongings. Students must be instructed to switch off their phones and deposit them in designated areas (if any students forget to submit them during initial checks).

LAYER III: Final Verification by Invigilators (Inside the Examination Hall)-

- a) Upon entering the examination hall, invigilators must conduct a final check to ensure no mobile phones have been smuggled inside. Random checks may be conducted by invigilators. Clear and visible signage must be placed inside the hall, reminding students that mobile phones are strictly prohibited.

Girl students are to be checked for mobile phones only by lady staff/teachers/invigilators.

- vii) Question paper distribution will start only after invigilators and Centre-in-Charge are completely certain that no student is carrying a mobile phone.
- viii) Minimum two invigilators should be allotted in each examination hall.
- ix) Institutes should hold the examination in the classes which have CCTV installed and functioning as far as practicable. The CCTV should be switched on at all time of holding the examination and daily record must be sent to the Council by the concerned examination centres. Concerned Institutes should provide access of CCTV to the respective Observer(s) during examinations.
- x) In case there is any complaint of lawlessness, cheating and other malpractice from any examination centre, the result of the concerned examination centre may stand 'WITHHELD'.

2. Guidelines for Examinees:

- i) All concerned students must carry the following documents:
 - a) Admit Card,
 - b) Original ID Proof (Aadhar Card/Voter ID/Pan Card).The students are allowed into the exam hall after properly verifying Admit Card and ID card of the students.
- ii) All concerned students must display their ID card and Admit Card on the top right hand corner of the desk, so that an invigilator/Observer can check it.
- iii) No student will be allowed to enter the examination hall if they are found to possess anything other than admit card, ID card, non-programmable calculator, pen, pencil and instrument box.
- iv) Students must enter the examination hall 30 (thirty) minutes before the commencement of the examination.
- v) No students should be allowed to enter the examination hall after commencement of examination.

3. Guidelines for Centre-in-Charge:

- i) The Centre-in-Charge shall ensure all necessary arrangements in the Examination Halls at the Centre for smooth conduction of examination. Discipline of the examination centre must be maintained by the Centre-in-Charge. Discipline should also be so enforced that instances of adoption of unfair means of any kind or such malpractice can be prevented.
- ii) 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 phones. If anyone is caught in the examination hall during examination with a mobile phone, then the student's examination will be cancelled and the concerned student(s) will be debarred from appearing subsequent examinations, if applicable.
- iii) Every Centre-in-Charge is requested to mark the students R.A. (Reported Against) if any one of the below mentioned reasons occur during the examination. The reasons are:
 - a) Entering the examination hall with a mobile phone,
 - b) Cheating and other malpractice or using dishonest means,
 - c) Harassing the invigilators or staff by the students,
 - d) Destroying the examination centre's property,
 - e) Tearing the answer scripts, secretly taking it outside the examination hall,
 - f) Repeated talking with other students in the examination hall during the examination ignoring the

warning of invigilators.

- iv) Centre-in-Charge must send the name of the Observers who fail to report at the examination centre(s) to the Council by 10 a.m. for necessary action.
- v) Centre-in-Charge will be responsible for safe custody of answer scripts after each day of examination.

4. Guidelines for Invigilators:

- i) Non-teaching staff should not be posted as invigilators.
- ii) Subject teachers should not be posted as invigilators in the examination halls where the students are writing/write the examination in that subject.
- iii) Carrying mobile phones or any reading material by the invigilators is strictly prohibited. The invigilators are expected to be vigilant and take frequent rounds in the exam hall.
- iv) **Invigilators shall make announcement in the Examination hall that the use of electronic devices by the students shall not be permitted in the Examination hall. In this context, electronic devices include and are not limited to mobile phones, tablet devices, laptops, data storage watches ('smart-watches') with means for inputting or storing information and or capable of transmitting or receiving information.**
- v) The invigilators are expected to be tactful while dealing with complex situations and not to disturb the tranquility in the exam hall. In case of any problem he/she may bring the matter to the notice of the Centre-in-Charge/Observer.
- vi) Invigilator should arrive at the venue at least **30 minutes before** the start of the examination.
- vii) Invigilator should remain in the Examination Hall throughout the period of the examination and shall make necessary announcements before, during and at the end of the Examination.
- viii) The invigilators must ensure that no student will be allowed to seat for the examination if he/she appears after the start of examination.
- ix) The invigilators must ensure that no student will be allowed to leave the examination hall during the examination for whatever purpose without submitting the answer script. In case of any emergency in this regard, the Centre-in-Charge will take the decision.
- x) **The invigilators must ensure that no student will be allowed to enter the examination hall if they are found to possess anything other than admit card, ID card, non-programmable calculator, pen, pencil and instrument box. Proper frisking should be done.**
- xi) The invigilators must ensure that no bags / books are allowed in the examination hall.
- xii) Attendance of the students must be recorded in presence of invigilators during the examinations. A blank format of Attendance sheet is attached here in under as **Annexure-I**.

5. Answer Scripts Packing & Submission Instructions:

- i) After completion of each day's examinations, answer scripts must be shorted branch-wise and shorted answer scripts must be kept in separate packets. ***Answer scripts of all concerned branches of a common subject must not be kept in a single packet.*** The packets containing answer scripts must be signed by the Observer and Centre-in-charge and sealed in presence of the Centre-in-Charge and Observer of the examination centre immediately after completion of each day's examination.

Each sealed packet of answer scripts of the students must also contain two copies of question paper of the respective subject, one duly filled in and signed Attendance Sheet and one blank Marks foil for the appearing students in prescribed format (attached herewith as **Annexure-II**). A standard Top Sheet must be attached & pasted on each sealed packet. A blank format of Top Sheet is attached here in under as **Annexure-III**.

- ii) 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 packed containing answer scripts of the R.A. students must be sent to the Council's office at Karigari Bhawan, 4th Floor, Room No. 408, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160 by special messenger latest by **13.10.2026**. Such answer scripts must be commented as "RA" on the top sheet and signed by invigilator of the room and observers.
- iii) Signed and sealed packets containing answer scripts of the students have to be submitted to the respective Centralized Distribution Centres (CDCs) through hired vehicle within stipulated time. Necessary guidelines regarding submission of answer scripts of the said examination will be issued in due course of time.
- iv) Concerned Institutes must email the details of the answer scripts of their students in prescribed **Excel File** format

(attached here in under as **Annexure-IV**) to the concerned Centralized Distribution Centres (CDCs) immediately after submission of answer scripts at CDCs. Copy of the same should be sent to Council also.

- v) Concerned Institutes must submit branch wise hard copies of blank Marks foil for each subject of the appearing students in prescribed format (attached herewith as Annexure-II) to the respective Centralized Distribution Centres (CDCs) during submission of answer scripts at CDCs.
- vi) All other modalities of the aforesaid examinations will be same as that of the even semester external theoretical examination held in May-June, 2026.

Head of the Institute of all concerned Institutes must take note of the above and do the needful for successful completion of the examinations.


Chief Administrative Officer
WBSCT&VE&SD

Memo No.: WBSCTVESD/TED/2026-27/

Date: 07.09.2026

Copy forwarded for information to:

1. The Vice-Chairperson, WBSCT&VE&SD, Kolkata-700160.
2. The Director, DTET, Kolkata-700160.
3. The Controller of Examination, WBSCT&VE&SD, Kolkata-700160.
4. Principal / Principal-in-Charge of all Polytechnics


Chief Administrative Officer
WBSCT&VE&SD

Name of the Subject

Date of Examination: _____

Total Number of enlisted students:

[illegible]

Total Number of students present: _____

Total Number of students absent: _____

Signature of the Invigilators with date: _____

Signature of the Observer with date: _____

Signature of Centre-in-Charge with date: _____

MARKS FOIL FOR SPECIAL SUPPLEMENTARY EXAMINATION
OF BACK SUBJECTS FOR THE OUTGOING STUDENTS (ACADEMIC SESSION 2025-2026)

NAME OF THE INSTITUTE

Name of the Subject

Question Code

Name of the Branch

Date of Examination: _____

Total Number of students present: _____

Sl. No.	Institute Code	Registration Number	Roll	Number	Marks given by the Examiner	Marks Obtained After Scrutiny

Full Name of the Examiner (IN BLOCK LETTERS): _____

Designation: _____

Institute Name: _____

Mobile No.: _____ Email ID: _____

Full Signature of the Examiner with date: _____

Full Signature of the Scrutinizer with date: _____

N.B.: STUDENTS DETAILS MUST BE FILLED BY THE CONCERNED INSTITUTE.

SPECIAL SUPPLEMENTARY EXAMINATION
(September, 2026)

Question Code: _____

TOP SHEET

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

Name of the Examination Centre: _____

Name of the Branch: _____

Name of the Subject: _____

Semester: _____, Question Paper Code: _____, Date of Examination: _____

Details of the candidate(s) whose answer scripts are enclosed in the packet			Details of the candidate(s) who are absent		
Registration No.	Roll	Number	Registration No.	Roll	Number
Total Number of answer scripts in the packet:			Total Number of candidate(s) absent:		

CERTIFIED THAT CONTENTS OF THE ABOVE PACKET HAVE BEEN SEALED IN OUR PRESENCE.

Signature of Observer

Signature of Centre-in-Charge with official seal

Date:

Please Note: Top sheets should be filled in carefully and be pasted on the packets containing answer scripts. Another copy of the top sheet (duly filled in) should be placed inside the inner sealed cover containing answer scripts.

[illegible]

Signature of the Head of the Institute with Date Official Seal