

# WEST BENGAL UNIVERSITY OF TECHNOLOGY

BF- 142, Sector – I, Saltlake City, Kolkata - 64



To  
Principal/Director/OIC  
All Affiliated Colleges/Centres

COE/ODD/CEN/11/1  
Date: 01-09-2011

**Sub: GUIDELINES FOR ODD SEMESTER EXAMINATIONS, 2011**

**Sir/Madam,**

*In addition to the rules and guidelines provided in Chapter – VI of First Regulation of WBUT (pp. 82 – 95), please note the set of **additional guidelines** to be followed during the Odd Semester Examinations, 2011 of the University.*

- 1) **Extreme caution should be taken by the OIC/Principal/Director so that no student is allowed to appear in the examinations without the valid admit card and registration certificate. In this context please note that separate admit cards are required for appearing in backlog examinations.**
- 2) Answer scripts are separated from the Question Paper. Answer scripts (Type I) are numbered, and are sent to the colleges separately through courier service. Officer-in-Charge of examination centre should maintain an account of daily use of numbered Answer scripts and all unused Answer scripts should be stored in the safe custody of college. The account should be sent to the COE's office after examinations.
- 3) Students have to write the last four digits of the number of the answer scripts on the attendance roll duly verified by invigilator.
- 4) Sealed packets of question papers for both sessions of a day will be supplied to the college more or less one hour before the commencement of the forenoon session of the day. OIC or his/her representative should be present to receive the consignment from our agent.
- 5) Thirty minutes before the start of examination of each session the QP packets should be opened for that session in front of Principal/Director/Registrar and the University Station Supervisors (USS) and a certificate be obtained from them in this regard in each session.
- 6) At the beginning of each session, students be instructed to note his/her Name and Roll No. at designated places on the top of Question paper.
- 7) **At the end of examination, OIC should see that each bundle of 30 (or less) answer scripts of a subject should have 2 copies of QP of the same subject. Answer scripts of back-log students may be packed separately.**

Contd.... P – 2

- 8) All unused QP and the empty packets be sent to the University Agent along with the answer scripts at the end of examinations daily.
- 9) For Practical Examinations, un-numbered scripts (Type II) will be supplied.
- 10) Colleges need to receive the envelopes for sending internal marks from the COE's section on specified dates.
- 11) Graph sheets and Drawing papers etc need to be procured by colleges locally. In this connection it may be noted that there has been an increase in the Centre Fee from Rs. 30/- to Rs. 33/- per student from the ODD Semester Examination of 2009.
- 12) The colleges should have a ready stock of necessary mathematical and engineering tables for use of candidates during theory examinations.
- 13) While assigning seats for different streams, care must be taken so that students belonging to the same semester/stream are not allotted adjacent seats.
- 14) Contiguity of examination rooms should be maintained.
- 15) While assigning duties of invigilators, teachers with specializations of the session must be excluded.
- 16) Appropriate measures should be taken by OIC so that USS gets free access to every examination hall for performing his/her duties.
- 17) Appropriate measures should be taken for providing First Aid during examinations.

You are requested to follow strictly the above mentioned guidelines.

Thanks and regards,

Controller of Examinations

Copy to:

- 1) Registrar
- 2) Inspector of Colleges
- 3) Section Record