

**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/2023-24/0307

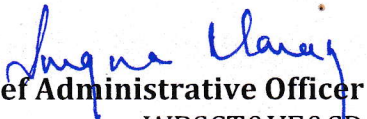
Date: 06.06.2023

NOTIFICATION

This is for information of all concerned that internal sessional marks (60 marks) will be awarded by the subject teachers of the respective Institute as per continuous evaluation. However, all concerned diploma Institutes must follow the following guidelines for awarding external sessional marks to their students.

- I) Total marks per subject for external sessional examination is 40 which will be distributed in the following manner:
 - a) Laboratory Note Book - 10 marks
 - b) Experiment on the day of Viva voce - 10 Marks
 - c) Viva voce - 20 Marks
- II) External sessional examinations will be conducted by an Examination Board to be formed at the Institute level comprising Head of the Department (HOD) of all diploma branches and the Secretary, Academic Council of the respective Institutes. However, if any member of the Board be the subject teacher of any sessional subject, he/she will not be a part of the Board for external sessional examination of that subject.
- III) All Institutes have to conduct the external sessional examinations following the notified Academic Calendar.
- IV) Marks of all components will have to be uploaded by the Institute through the online portal of the Council by logging into the Institute Panel in due course of time.
- V) The Council will have the right to check the documents of students on which internal/external sessional marks are uploaded on Council Portal.

All concerned are advised to take note of the above.


Chief Administrative Officer
WBSCT&VE&SD