



**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/SNB/2020-21/0088

Dated, 6th September, 2021

NOTIFICATION

Guidelines for the Concerned Institutes regarding Internal and External Assessments of Sessional Subjects for the 4th Semester Diploma Students of Engineering & Technology/Architecture/MOPM (Academic Session 2020-21)

It is already informed to all concerned that internal and external assessments of the sessional subjects for the 4th semester diploma students in Engineering & Technology/Architecture/MOPM in the academic session 2020-21 will be conducted by the respective Institutes as per the following schedule.

Sl No.	Name of the Assessment	Schedule
1	Internal Assessment of Sessional Subjects	13.09.2021 to 14.09.2021
2	External Assessment of Sessional Subjects	15.09.2021 to 21.09.2021

Following basic guidelines are being issued in connection with the said assessments for convenience of all concerned.

1. Sessional subjects will be assessed in two components - internal component will be assessed by online **Home Assignment** and the external component will be assessed by online **Viva-voce** at the respective Institute level.
2. For **Internal Assessment** of sessional subjects, students have to submit home assignments (**in single PDF file only**) to their respective Institutes through E-mail. Students must write branch name, roll number, registration number & sessional subject name and put full signature at the bottom of each page of the home assignments.
3. For **External Assessment** of sessional subjects, students have to appear for online Viva-voce through Google Meet as usual. Online viva-voce will be equally applicable for the CASUAL students of sessional subjects.
4. Attendance of the students in online viva-voce must be recorded by the Institutes for keeping record and future reference.
5. Students have to submit Home Assignment for Internal Assessment; otherwise they will not be allowed to appear in the online viva-voce for External Assessment.
6. Marks of the concerned students have to be uploaded through the online portal by the respective Institutes latest by **26.10.2021** for which necessary login Id and password will be sent in due course of time.

All Institutes are hereby requested to inform their students about the above mentioned modalities for smooth completion of the internal and external assessments of sessional subjects.



SAO (Examination)
WBSCT&VE&SD

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Copy forwarded for information to:

1. Chairperson, WBSCT&VE&SD
2. CAO, WBSCT&VE&SD
3. Director, DTET
4. The PS to Hon'ble MOS(IC), Department of TET&SD for kind information of Hon'ble MOS(IC)
5. The Sr. PA to the Principal Secretary, Department of TET&SD for kind information of the Principal Secretary of the Department
6. SAO (TE), WBSCT&VE&SD
7. AO (Examination), WBSCT&VE&SD



SAO (Examination)
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