



West Bengal State Council of Technical and Vocational Education and Skill Development

(Technical Education Division)

Karigari Bhawan, Plot-B/7, Action Area-III, Rajarhat, Newtown, Kolkata-700160

Memo No. WBSCTVESD/TED/SNB/2020-21/0069

Dated, 30th July, 2021

NOTIFICATION

Guidelines for the Concerned Institutes regarding Internal and External Assessments of Sessional Subjects for the 6th Semester Diploma Students in Engineering & Technology/Architecture/MOPM in the Academic Session 2020-21

It is hereby informed to all concerned that internal and external assessments of the sessional subjects for the 6th semester diploma students in Engineering & Technology/Architecture/MOPM (Academic Session 2020-21) will be conducted by the respective Institutes as per the following schedule.

Sl No.	Type of Assessment	Schedule of Assessment
1	Internal Assessment of Sessional Subjects	02.08.2021 to 04.08.2021
2	External Assessment of Sessional Subjects	11.08.2021 to 17.08.2021

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**) to their respective Institutes through E-mail. Students must write branch name, 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. Duration of online viva-voce for a particular subject may be **5-7 minutes** for each student. Only one student will appear in the online viva-voce at a time, group viva is not allowed. Students have to keep their video and audio on while appearing for online viva-voce. 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. Institutes must preserve all the assignments submitted online by the students (for Internal Assessments) and AV modules related to the External Assessments of the concerned students. The Council may ask for any information or documents related to the aforesaid Assessments at any time after the examinations.

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

Copy forwarded for information to:

1. Chairperson, WBSCT&VE&SD
2. CAO, WBSCT&VE&SD
3. Director, DTET
4. PS to Hon'ble MOS(IC), Department of TET&SD for kind information of Hon'ble MOS(IC)
5. 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)
WBSCT&VE&SD