



# 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/1/2019-20/1750

Dated, 27 July, 2020

**From: Koushik Bandyopadhyay**

Senior Administrative Officer (Examination)

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

**To: The Principal/Officer-in-Charge**

All Government / Government Sponsored / Self-financed Diploma Institutions

**Sub: Alternative Mode of Assessment for the diploma students (2019-20)**

**Sir/Madam,**

This is for your kind information that considering the safety and security of the students, teachers and staff members of all diploma Institutions under the prevailing Covid-19 pandemic in our State, the Council has decided not to conduct the theoretical (written) examinations in conventional “Pen & Paper” mode for the Academic Session 2019-2020. Conduct of theoretical (written) examinations in online mode is also not possible due to the lack of sufficient infrastructure with the Council and unavailability of internet facility/computer/android mobile phone to many of the students residing at remote areas of the State. However, considering the career aspects of the diploma students and the tight date lines in the academic calendar of the AICTE for the next session, the Council has devised an alternative mode of assessment in line with the initial advisory guidelines issued by the UGC and duly endorsed by the AICTE for the REGULAR and CASUAL diploma students of the even semesters/annual system for the academic session 2019-20 only. Salient features cum broad guidelines of the “Alternative Mode of Assessment” are being furnished here in under.

## **1. Assessment for REGULAR students of even semesters/annual system:**

### **a) Internal Assessment of THEORETICAL Subjects:**

[Total Marks: 20 (Full Paper) and 10 (Half Paper)]

All diploma Institutions have to provide internal marks out of 20/10 in case of full marks 100/50 respectively. Internal Assessment will have to be conducted by the Institutions through online mode only, adopting **any one** of the following methods:

- i) Home assignment through E-mail
- ii) Viva-voce through WhatsApp Video Conferencing, Google Meet or any other online platform
- iii) Online examination through online examination software

Students having no internet facility or smart phone shall be allowed to appear in the viva-voce through telephone call for their internal assessments. For such cases, concerned students have to inform their Institute on prior basis.

Institutions which had conducted internal assessments of their even semesters’ students in conventional “pen & paper” mode before 23<sup>rd</sup> March, 2020 and preserved all evaluated answer scripts of the assessments, may use its result for awarding internal marks.

**For all annual system diploma courses also**, internal marks may be awarded on the basis of already conducted internal assessments prior to 23<sup>rd</sup> March, 2020.

In case of internal assessment by “Home Assignment” through E-mail, students have to prepare their assignments in own hand writing (not by typing or computer typing) and put their full signature on all pages. They have to submit scanned copy of the handwritten home assignments to their respective Institutions through mail. However, students have to submit the hard copies of the assignments to the Institution after normalization of the COVID-19 crisis for preservation purpose.

For other modes of internal assessment, concerned institutions have to submit a detailed report on the conducted internal assessments to the Council through E-mail before 12.08.2020. Also, they have to keep background papers ready for future reference.

Concerned Institutions have to complete all activities related to the internal assessments and keep internal marks ready **latest by 12.08.2020**.

Internal marks for the students of 2<sup>nd</sup> & 4<sup>th</sup> semesters will have to be uploaded in Council's website through Institute login portal as usual.

The Council will send a database in a consolidated file to all Institutions through mail for submission of the marks for – (a) Theoretical Internal, (b) Attendance, and (c) Sessional Internal. Institutions have to submit theoretical internal marks for the students of 6<sup>th</sup> semester / annual system using the sent data base. In previous occasions, the Council issued similar database in CD to all Institutions for submission of internal marks. Institute authority has to copy the database in CD on the desktop and replace the old database (copied on desktop) by the new database (sent now) for entry of internal marks. After entry of the marks, the filled-in database will have to be mailed to the Council at [examcell@webscte.co.in](mailto:examcell@webscte.co.in) **latest by 14.08.2020**.

The Council will notify the schedule for uploading/sending of the internal marks in due course of time.

**b) Teachers' Assessment of the THEORETICAL Subjects:**

[Total Marks: 10 (Full Paper) and 5 (Half Paper)]

Students shall be awarded marks on Teachers' Assessment (Class Attendance) in theoretical papers following the table given below.

Class Attendance	Marks to be awarded for Class Attendance	
	For the subjects having full marks of 100	For the subjects having full marks of 50
80% and above	10.0	5.0
75% to below 80%	8.0	4.0
70% to below 75%	6.0	3.0
65% to below 70%	4.0	2.0
60% to below 65%	2.0	1.0

Students should be awarded marks on 'ATTENDANCE' based on their class attendance before 23<sup>rd</sup> March, 2020 in the even semester and class attendance in the preceding odd

semester. For all **annual system diploma courses**, above marks shall be awarded on the basis of class attendance of the students before 23<sup>rd</sup> March, 2020 only.

Subject-wise marks for teachers' assessment (attendance) should also be made ready **latest by 12.08.2020**.

Marks on 'ATTENDANCE' of the eligible students of 2<sup>nd</sup> & 4<sup>th</sup> semesters, will have to be uploaded in Council's website through Institute login portal as usual. The Council will notify the schedule for uploading of the marks on 'ATTENDANCE' in due course of time.

However, similar to theoretical internal marks, marks on 'ATTENDANCE' for the students of 6<sup>th</sup> semester / annual system will have to be submitted through mail to the [examcell@webscte.co.in](mailto:examcell@webscte.co.in) **latest by 14.08.2020** in the manner as stated above under 1(a) clause.

**c) External Assessment of THEORETICAL subjects:**  
[Total Marks 70 (Full paper) and 35 (Half Paper)]

Marks for external assessment of all theoretical subjects will be calculated based on the average percentage of marks obtained in the preceding odd semester/year. Average marks of the eligible students will be calculated excluding the best marks and the worst marks obtained by them among the theoretical subjects in the preceding semester/year examinations. Obtained average marks will be multiplied by a factor of 0.7 and rounded off to get the calculated external (written) marks of all theoretical subjects.

However, for the first year of **all annual system diploma courses**, above marks shall be awarded on the basis of the performance of the students in the internal assessments conducted by the Institutes before 23<sup>rd</sup> March, 2020 and keeping parity with the average marks awarded to the first year students of previous batches under normal situation (The Council will calculate and provide the external marks for the first year students to the concerned Institutions only after receiving the internal marks from the Institutions). [Example: Suppose for the first year students of the last batch, average internal marks provided out of 20 is 17.5 and average external marks provided out of 70 is 55.8. So, the factor will be 55.8/17.5 (rounded off) for calculating the external marks of the first year students]

***Calculated marks on the external assessment of all eligible students will be provided to the Institutions by the Council in due course of time.***

All Institutes have to make ready the subject-wise **final** marks for the theoretical external (written) assessment **within 5 days** from the date of receiving the calculated external marks of all eligible students from the Council. '**Final marks**' here implies [calculated marks plus grace marks (if any)]. Detailed information on awarding of 'grace marks' by the Institutes have been furnished later.

All Institutes have to upload the **final external (written) marks** of the students of 2<sup>nd</sup> & 4<sup>th</sup> semesters in the Council's website through Institute login portal as usual. The Council will notify the schedule for uploading of the external (written) marks in due course of time.

However, for the students of 6<sup>th</sup> semester/annual system, all Institutes have to submit scanned copy of the marks foils containing **final external (written) marks**, duly signed and sealed by the HOD and Principal/Officer-in-Charge to the Council through email at [examcell@webscte.co.in](mailto:examcell@webscte.co.in) within **7 days** from the date of receiving the calculated external marks of all eligible students from the Council. The Council will mail PDF copy of all marks foils [containing calculated external (written) marks] to the concerned Institutions in due course of time.

**It is noteworthy to mention here that Institutes have to provide necessary grace marks on the calculated external (written) marks to obtain the pass marks in any theoretical subject provided there is any shortfall of marks from the pass marks after adding all three marks i.e. marks of internal assessment, marks of teachers' assessment (attendance) and calculated marks of external assessment.**

**Example for awarding of Grace Marks:**

**Suppose, a student has got 13 (out of 70), 12 (out of 20) and 7 (out of 10) in the external marks (calculated & provided by the Council), internal marks (given by the Institute) and attendance marks (given by the Institute) respectively. Total marks obtained by the student is  $(13+12+7) = 32$ . Shortfall from pass mark is  $(40 - 32) = 8$ . So, the FINAL external marks will be  $(13 + 8) = 21$  and the total marks will be  $(21 + 12 + 7) = 40$  (which is the pass marks)]**

All Institutes have to submit lists containing details of such students (name, branch, semester, registration number etc.) and names of their subjects for which grace marks allowed and amount of grace marks to the Council for the 2<sup>nd</sup> and 4<sup>th</sup> semesters before uploading the marks online and for 6<sup>th</sup> semester/annual system during submission of final marks through E-mail.

**d) Internal and External Assessment of the SESSIONAL subjects:**

To avoid movement of the teachers and the students under the prevailing Covid-19 pandemic, the Council has decided that the external assessment of sessional subjects for the even semesters/annual system of all disciplines will be converted to internal assessment. Therefore, 100% marks on sessional subjects [separately for internal part (50%) & external part (50%)] will be awarded to the students by the respective Institutions based on internal evaluation of the assignments done by the students before 23<sup>rd</sup> March, 2020 in the even semester/year and keeping parity with the average marks obtained in the internal part of the sessional subjects of the preceding odd semester/year.

However, for the **first year of all annual system diploma courses**, above marks shall be awarded based on the internal evaluation of the assignments done by the students before 23<sup>rd</sup> March, 2020 only and keeping parity with the average marks awarded to the first year students of previous batches under normal situation.

The subject-wise marks for internal part as well as the external part of the sessional subjects should be made ready **latest by 14.08.2020**.

For 2<sup>nd</sup> and 4<sup>th</sup> semester, marks for the sessional subjects will have to be uploaded in the Council's website separately for internal sessional part and external sessional part, through Institute login portal as usual. The Council will notify the schedule for uploading of the internal and external sessional marks in due course of time.

Similar to theoretical internal marks, the internal sessional marks for the students of 6<sup>th</sup> semester / annual system will have to be submitted through mail to the [examcell@webscte.co.in](mailto:examcell@webscte.co.in) **latest by 18.08.2020** in the manner as stated above under 1(a) clause.

However, for submission of the sessional external marks for the students of 6<sup>th</sup> semester / annual system, the Council will send a separate database through mail. In previous occasions, the Council issued similar database file in CD to all Institutions for submission of external marks. Institute authority has to copy the database file in CD on the desktop and replace the old database (copied on desktop) by the new database (sent now) for submission of the external marks. After entry of marks, the filled-in database will have to be mailed to the Council at [examcell@webscte.co.in](mailto:examcell@webscte.co.in) **latest by 18.08.2020**.

## 2. **Assessment of BACK papers for CASUAL students of even semesters/annual system:**

Marks for BACK papers of the theoretical subjects for all eligible students will be calculated excluding the best marks and the worst marks obtained by him/her among all theoretical subjects in the respective semester(s)/year of their back paper(s), last appeared as Regular or Casual student and the same will be multiplied by a factor of 0.7 and rounded off to get the calculated external (written) marks of the back subject(s). The calculated average marks of all eligible students will be provided to the Institutions by the Council in due course of time.

It is noteworthy to mention that necessary **grace marks** will have to be provided to the students to obtain the pass marks in the respective back theoretical subjects if there is any shortfall of marks from the pass marks after adding all the marks i.e. existing marks of internal assessment, existing marks of teachers' assessment (attendance) and calculated marks of external assessment (to be provided by the Council). For calculation of the grace marks, please refer to the given example under 1(c) above. All Institutes have to submit a list containing details of such students (as specified earlier) and names of their subjects for which grace marks allowed and the given grace marks to the Council before uploading the final marks for the 2<sup>nd</sup> & 4<sup>th</sup> semesters and at the time of submission of final marks to the Council for the 6<sup>th</sup> semester.

All Institutes have to make ready the **final** external marks for the casual students **within 3 days** from the date of receiving the calculated external marks of all eligible casual students from the Council.

The final external (written) marks for the casual students of 2<sup>nd</sup> & 4<sup>th</sup> semesters, based on the calculated average percentage marks (which will be provided by the Council), will have to be uploaded in Council's website through Institute login portal as usual. The Council will notify the schedule for uploading of the final external marks for the casual students in due course of time.

However, scanned copy of such marks for the students of 6<sup>th</sup> semester/annual system duly signed and sealed by the HOD and Principal/Officer-in-Charge, will have to be mailed at [examcell@webscte.co.in](mailto:examcell@webscte.co.in) in prescribed format **within 5 days** from the date of receiving the calculated external marks of all eligible casual students from the Council. PDF copy of all the marks foils will be mailed to the concerned Institutions in due course of time.

### 3. **Online Application and Payment of Fee for the Alternative Mode of Assessment**

All eligible students have to fill-up online application forms through Council's website. The online application forms for REGULAR and CASUAL appearance of a particular student will have to be filled-up separately by paying separate fee. A notice will be published in the Council's website ([www.webscte.co.in](http://www.webscte.co.in)) regarding details of form fill-up by the students.

Students will have to pay a Special Assessment Fee of Rs.200/- (Rupees two hundred) only per student per semester/per year for alternative mode of assessment through online mode (Debit Card, Credit Card, Net Banking, UPI). For all CASUAL students and students of the Diploma Course in HMCT, the "Alternative Assessment Fee" will be on pro-rata basis. Only after successful payment of the fee, name of the concerned student will be available in the 'College login' for their validation. Admit card of the eligible students will be available in the 'Student login' only after online validation of the eligibility of the concerned students by their Institutions.

### 4. **Preservation of Background Papers:**

All Institutions have to keep background papers ready for the allotment of marks to their students on internal, sessional and attendance and also, grace marks as per the above guidelines. They have to preserve those documents for producing the same to the Council for RTI/Legal/Re-evaluation related requirements in future.

### 5. **Scope for improvement of marks**

All eligible students have to fill up a declaration form online for the alternative mode of assessment at the time of filling up of the application form. However, if any student is not satisfied with his/her marks obtained in any of the theoretical subjects through the alternative mode of assessment, he/she may appear in conventional examination in "Pen & Paper" mode for the concerned subject(s), only after complete normalization of the prevailing COVID-19 crisis. For such appearance, marks obtained by the students in the appeared examination(s) will be considered as the final marks and result of the concerned students will be modified accordingly. The Council will issue notification related to such special examinations in due course of time after the publication of the results of the alternative assessment for the even semesters and restoration of normal situation in the State.

### 6. **Information on Transfer & Readmission:**

All diploma Institutions have to mail complete data on transferred students of 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> semesters and annual system at the [examcell@webscte.co.in](mailto:examcell@webscte.co.in) **latest by 05.08.2020**. Here, transferred students refer those who took admission to their Institution as TRANSFEREE from other Institutions. Data on transferred students should contain name of the student, registration number, semester/year, branch and name of the Institute from where transfer taken.

All diploma Institutions also have to send a separate mail containing complete data of the students of 6<sup>th</sup> semester and annual system, who have been allowed re-admission by the Institutions, mentioning name of the student, registration number, semester/year in which readmission allowed, branch and name of the Institute, **latest by 05.08.2020**.

Above information is required to prepare the correct eligibility list of the students for the "Alternative Mode of Assessment".

It is reiterated that all Institutions should be very much careful in providing marks to the students so that in one hand, no injustice is done to the deserving students and on the other hand, no student is awarded abrupt marks which is not comparable with his/her average academic performance in the past.

In view of the above, you are requested kindly to intimate the concerned students of your Institutions in this regard and take necessary action at your end to make this special assessment process successful. Your kind cooperation in this respect is highly solicited.

Thanking you,

Yours faithfully,



**Koushik Bandyopadhyay**  
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Copy for information to:

1. Chairperson, WBSCT&VE&SD
2. CAO, WBSCT&VE&SD
3. Director, DTET
4. PS to the Hon'ble Minister-in-Charge, Dept. of TET&SD
5. Sr. PA to the Principal Secretary, Dept. of TET&SD
6. SAO (TE), WBSCT&VE&SD
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