



# West Bengal Board of Primary Education

"Acharya Prafulla Chandra Bhavan", DK 7/1, Sector II, Bidhannagar, Kolkata 700091

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**No. 115/BPE/D.EL.ED./2020**

**Date: 13/11/2020**

## **NOTIFICATION**

**FOR**

### **SUBMISSION OF INTERNAL MARKS OF THE D.EL.ED PART-II STUDENTS OF THE SESSION 2018-2020**

This is to notify for all the Heads of the DIET/GOVT. /GOVT. AIDED/GOVT. SPONSORED and SELF FINANANCED NON-GOVERNMENT PRIVATE PTTIs that they **shall submit** latest by **18/11/2020** the Internal Marks of the D.El.Ed Part-II students for the Session **2018-2020 only** in the prescribed Pro-forma of the Board to be made available in the Login of the respective institutes on and from **15/11/2020**.

- The internal marks are to be entered into the prescribed proforma with signature/s of the concerned lecturer/s/teachers/evaluators/assessors and, thereafter verified and authenticated by the Heads of the concerned institutes. Finally, the marks, thus processed, should be uploaded in the institute Login as per the following guidelines:-

### **STEP-1**

1. Enter into the Institute Log-In with valid user Id & Password
2. Go to the menu " D.EL.ED" => " Transaction" => "Internal Marks"
3. Download sample Proforma from the link: "Download Sample Excel File".
4. Fill up the Excel file with candidates' internal marks in the downloaded proforma
5. Print the filled in Excel proforma file
6. Put Signature of all the subject Teachers including Head of the Institute on the filled in printed pro-forma
7. **Upload the filled in Scanned Excel file (In PDF) by clicking the "Excel File Upload" button.**
8. **Finally click on "Submit" button after uploading.**

**And**

### **STEP-2**

1. Go to the menu " D.EL.ED" => " Transaction" => "Internal Marks Form"
2. Click on Search button to view the list of candidates
3. Click on the link "**Internal Marks**" inside the list.
4. Enter Internal Marks subject wise.
5. **Finally click on "Submit" button.**

**Both the Step-1 and Step-2 are mandatory.**

- No request for change /up-gradation/revision of the same on the grounds of clerical mistakes or otherwise shall be entertained afterwards.
- **Special care** should be taken for uploading the correct and authentic scanned copy of the awarded marks in the prescribed Tabulation Sheet of Internal Marks in Excel Format, because both the uploaded scanned copies including soft and hard-copies cannot be **edited or deleted or modified later on manually or electronically.**

**Please note carefully that any submission after the stipulated last date, shall not be accepted. In that case, the result of the students of the concerned Institutes shall remain 'incomplete' for non-submission of internal marks.**

All concerned are being informed accordingly.

*R. C. Bagchi*

**(Dr. R. C. Bagchi)**  
**Secretary**

**No. 115/1(624)/BPE/D.EL.ED./2020**

**Date: 13/11/2020**

**Copy forwarded for information to:-**

1. The Principal Secretary, Department of School Education, Govt. of West Bengal, Bikash Bhavan, 6<sup>th</sup> Floor, Salt Lake, Kolkata –700 091
2. The Commissioner of School Education, West Bengal, Bikash Bhavan, 7<sup>th</sup> floor, Salt Lake, Kolkata –700 091
3. The O.S.D. to the Hon'ble Minister – in - charge, School Education, Govt. of West Bengal.
4. The Principal/ H.O.D./Lecturer-In-Charge/ Teacher-In-Charge /Officer-in-Charge-----  
-----DIET/Govt./Govt.Spon./Govt.Aided/ Self-financed Non-Government Institutions.

*R. C. Bagchi*

**(Dr. R. C. Bagchi)**  
**Secretary**