



West Bengal Board of Primary Education

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

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No. 130/BPE/D.El.Ed./2022

Date: 01/07/2022

NOTIFICATION

For

SUBMISSION OF INTERNAL MARKS OF THE D.EL.ED PART-I STUDENTS OF THE SESSION 2020-2022

This is to notify for all the Heads of the DIET/GOVT. /GOVT. AIDED/GOVT. SPONSORED and SELF FINANANCED NON-GOVERNMENT PRIVATE PTTIs/ D El Ed Institutes that they **shall submit** latest by **15/07/2022** the Internal Marks of the D.El.Ed Part-I students for the Session **2020-2022 only** in the prescribed Pro-forma of the Board to be made available in the Login of the respective institutes on and from **01/07/2022**.

- 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. **Scan the filled-in signed Proforma and upload In PDF by clicking the "Scan 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 (Step-1) including the filled-in-data (Step-2) cannot be **edited or deleted or modified later on manually or electronically.**

Please note carefully that any submission after the stipulated last date (i.e. 15.07.2022) shall not be accepted. In that case, the result of the students of the concerned Institute/s shall remain 'incomplete', leading to the loss of one year for non-submission of internal marks within the mentioned last date in the prescribed manner.

All concerned are being informed accordingly.

It is further to notify that Heads of the D El Ed Institutes, recognised by NCTE and affiliated to WBBPE, must submit the particulars of the Teaching Employees **as on date** in the prescribed format, available in the log-in of the respective D El Ed Institutes without fail latest by 15.07.2022, failing which the Board shall take up stringent measures. The particulars to be submitted must correspond to those in the latest approved faculty list, a scanned copy of which has also to be uploaded in the login as annexure.

R. C. Bagchi

(Dr. R. C. Bagchi)
Secretary

No. 130/1(687)/BPE/D.El.Ed./2022

Date: 01/07/2022

Copy forwarded for information to:-

1. The Principal Secretary, Department of School Education, Govt. of West Bengal, Bikash Bhavan, 6th Floor, Salt Lake, Kolkata –700 091
2. The Commissioner of School Education, West Bengal, Bikash Bhavan, 7th floor, Salt Lake, Kolkata –700 091
3. The Director, SCERT, WB, 25/3, Ballyganj Circular Road, Kolkata-19
4. The Chairman/Chairperson, DPSC/PSC-All
5. The District Inspector of Schools (PE)—All
6. The Principal/ H.O.D./Lecturer-In-Charge/ Teacher-In-Charge /Officer-in-Charge-----
-DIET/Govt./Govt.Spon./Govt.Aided/ Self-financed Non-Government PTTI/ D.El.Ed
Institutions.

R. C. Bagchi

Secretary