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/I/2019-20/1766   Dated, 10th August 2020

N O T I C E

**Actions to be taken by the Institutions in respect of Online Form Fill-up by the Students
for the "Alternative Mode of Assessment"
(Academic Session 2019-20)**

Type of Activity	Guidelines
Intimating the students about the Form Fill-up for Alternative Mode of Assessment	Institute authority should take necessary actions on urgent basis to intimate their eligible students through different modes of communication about the filling-up of online Application Form for the Alternative Mode of Assessment, so that all eligible students are aware of the notification and the **last date** for filling-up of the application form. **It may please be noted that no application for filling-up of the application form will be entertained beyond the specified date line.**
Online validation of applications	After payment of the requisite fee by the eligible students, their names will appear in the Institute Panel. The institute authority has to validate such applications through their panel after verification of their eligibility as per the existing Examination Regulations of the Council. **No student will be declared as ELIGIBLE until validation is done by the respective Institution. No e-admit card will be issued to a non-validated student**. Last date for online validation by the Institutes is **24th August, 2020 (Up to 11.30 PM)**. However, it is advisable that the concerned Institutions should validate the eligibility of their students periodically to minimize the load of validating all eligible students at a time on the last date. This action on the part of the Institutions is very much important for the students and all Institutions should be very careful during validation of eligibility of their students.
Providing of User ID and Password for Online Validation	Council will send User ID and Password to the registered e-mail id of all Institutions for online validation of the eligible students on **13th August, 2020**.
Providing of Elective Subject(s)	All Institutions having students of **Semester-6** and/or **Section-D**, will have to provide name of the **Elective Subject(s)** taken by the concerned students. For the purpose, an option will be available in the Institute Panel against all the students of Semester-6 and/or Section-D having Elective Subject(s) according to the syllabus.

In addition to the above guidelines, all Institutions are advised to contact the Council, if they have any difficulty in discharging any of the aforesaid activities.

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